

Glen Gariff Bay Home Owners Association

Home Owners Association Architectural Design Manual

Introduction:

This design manual allows for individual choice in the design process whilst still retaining, overall control of building activities to ensure architectural guidelines and residential development plans can be monitored in a stricter manner.

In order for the Glen Gariff Bay Home Owners Association (GGBHOA) to maintain control of building activities, the (GGBHOA committee) will have the right to make suggestions, changes, approve or reject submitted building plans.

All property owners will be required, as part of their purchase agreement, to abide by this code and to submit all designs to the standing committee for approval prior to commencing any building or structural changes including roof structural maintenance work. All procedures and requirements for submissions are detailed further in this document. No deviations will be allowed once plans are approved. If any deviations are required from the original approved plans due to circumstances whilst construction is taking place, revised drawings need to be submitted to the GGBHOA committee for approval before the changes may be implemented.

GGBHOA committee has the right to accept or reject any plans submitted based on this design manual. The GGBHOA committee's decision is final and binding.

The GGBHOA may make further amendments to this manual but this must be accepted by way of majority vote at the AGM. (a majority vote constitutes 5 of the 7 owners of individual erven).

Architectural Theme and Building Type:

There is no theme recommended by this document but it is left to the discretion of each individual home owner to identify their specific needs. This document will however outline the type of structure and minimum requirements and specifications.

- Large Monolithic structures will not be allowed.
- All structures on site must be linked by one common foundation and roof forming a single structure.
- It will not be allowed for plots to be joined and structures built across existing boundary lines.
- Due to the high density of houses at Bulugha, the development does not accommodate the construction of properties clearly accommodating more than 2 families.
- Construction of timber frame or any pre-fabricated houses will not be allowed.

Planning requirements:

Building Lines:

The following Building Lines are to be strictly adhered to

Street Boundaries	1.5 m minimum
Side Boundaries	The sum of the Gross building lines for both sides may not be less than 3m
Rear Boundaries	1.5 m minimum
Site Coverage	80% maximum eg: 500 SQM site = 400 SQM Dwelling, including all covered areas. Total basement area limited. Not to extend beyond footprint of ground floor.
Minimum dwelling size	No Minimum dwelling size has been specified.

All building operations may not commence unless surveyed boundary markers are visible and exposed.

Height Restrictions:

Erven 4, 5 , 6 and 7:

All building elements are to be within 6.5m vertically in height measured from natural mean ground level

Erven 1, 2 and 3:

All building elements are to be within 6.5m vertically in height measured from upper servitude right of way.

Consideration for neighboring home owners must be given at all times, so dwellings are designed in such a way to enhance the views of all home owners.

No Phasing of construction will be acceptable; all construction must be completed for any dwelling within 12 months, from when the contractor takes possession of the site until final completion.

No penalty clause will be introduced to develop individual sites from date of purchase, however once construction takes place the building must be completed within the 12 month period or penalties for late completion will be enforced.

Building Elements:

Boundary and Retaining Walls

- Any masonry boundary wall must have a minimum height of 0.9m and a maximum height of 1.8m.
- Planting as a screen for privacy to common boundaries is encouraged, only indigenous shrubs and bushes will be allowed. Maximum height 1.2m and must be maintained by the owners or it will be removed.
- No precast post and slat fencing (Vibacrete) will be permitted.
- Retaining Walls for terracing or for stabilizing ground must be planted with approved indigenous vegetation and is subject to review by the GGBHOA committee.

Walls:

- Face brick, Clinker or plastered masonry walls will be permitted.

- **Windows and Doors:**

- The use of precast concrete frames will not be permitted.
- Window and door finishes to be any of the following; PVC, Aluminum, hardwood painted or varnished.

- **Burglar bars, Security gates and Alarm Systems :**

- The GGBHOA Committee has made allowance for nominal security measures for insurance purposes which should complement the architectural theme, thus allowing owners the choice of alarm systems, burglar proofing and security gates.
- No external burglar bars will be permitted.
- All metal work to security bars and gates must not be highly visible from the outside and should be galvanized and painted or powder coated.
- Properties with monitored armed response and alarm systems must inform the GGBHOA committee so appropriate measures can be made if owners are not available.

Tiled roofs:

- Construction of Roof for Plots 4, 5, 6 and 7 to be flat with parapet walls not exceeding total height restriction.
- Roofs should be ideally hipped type to reduce impact on views of surrounding home owners and to enhance the look of homes.

Flat Roofs:

- Major Roofs designed as a flat roof with parapets must have “Torch On“ waterproofing with stone chip finish including dressing up and onto the top of parapet walls. No Silver finishes will be allowed.
- Small flat roofs are permitted to link the major roofs with parapets to form an integral part of the building design; however correct drainage and roofing practice must be followed.
- No gutters allowed with flat roof design, only rain water heads and down pipes/chains.

Thatched Roofs:

No Thatched Roofs will be permitted as they require a pitch in excess of 45 degrees which will have a negative effect on views.

Sheeted Roofs:

- No Corrugated iron roof which will rust will be permitted.

Big Six Sheeting:

- No Big six sheeting will be allowed.

Rainwater goods:

As part of water conservation all new buildings must install on site water storage.

A Storm water management plan must be submitted with the building design.

- A minimum of 1 x 5000L water tank must be installed on site prior to construction of new dwellings to supplement and conserve water. Tanks are to be concealed behind wall screens, planting, or buried under ground. Multiple Tanks may be installed if space is limited to the same capacity.
- The water tank must be connected to the main water supply of the house. Thus all households need to install pressure water pumps to ensure correct water pressure.

Chimneys, Fireplaces and Braais:

- Wood burning fire places and braais will be permitted.
- All chimneys to be within restricted height limits.
- Braais not attached to main buildings may not exceed 1.2m in overall height and may not be attached by an extended roof or lapa at any stage unless approval by GGBHOA and proper municipal plans have been approved.

Decks and Terraces:

- Timber Decks supported with poles will be permitted.
- No Roofing will be permitted to decks or terraces if not connected to the main building.
- Balustrading on decks, verandahs, terraces to be timber, masonry, stainless steel or aluminum, with infill according to owners taste. Heights to be no less than 1m.
- Glazing fixed to balustrading to be in accordance to safety glass specifications.

Driveways:

Driveways to be finished in the following;

- Clay Brick pavers
- Pre- cast concrete pavers
- Concrete natural or pre mixed natural oxide.

Storm Water Drainage:

- Each home owner is required to submit a storm water management plan for overflowing pipes from water tanks.

Wash-lines:

- All wash- lines to be kept in an acceptable condition at all times.

Pools:

- No pools will be permitted in areas without secure fencing or walls around them.
- No future pools will be allowed unless they have their own water supply which is not linked to the main water supply in Bulugha.

Aerials & Satellite Dishes:

- Where possible all aerials and satellite dishes should be concealed. Aerials should not extend passed the apex of the roof where possible, however leniency to poor reception areas may be accepted.

Exterior Lighting:

- All exterior lighting to be unobtrusive and confined to the limits of each individual property. Lighting should not be positioned directly onto neighboring properties.
- The use of Energy saving lights or solar lighting is advised.

Other Elements:

- All waste and soil pipes will be concealed within walls or ducts not to be exposed to exterior.

- Solar Panels for water heating are encouraged, however they should be installed as inconspicuous as possible, either flush mounted on roofs or fixed to walls and not to protrude above the roof.
- Boats and Caravans must be stored out of site on the owner's properties.
- Gas bottles and other mechanical equipment must be integrated in the design of the building. Not to be obtrusive.

Planting:

- No Alien or exotic plants will be permitted.
- No trees of any kind which grow in excess of height restrictions will be permitted. Tree felling and pruning must be undertaken by authorized persons.
- Indigenous trees must be maintained by the owners who have planted them.

Building Plans:

Building plans should be submitted in two stages, i.e. firstly Sketch plans (marked SP on the following list) and Final Building Plans (marked FBP on the following list), must be submitted to the GGBHOA committee separately. The plans are to be on A3 paper for ease of filing.

- All plans are to be submitted in triplicate. The committee will keep one copy for record purposes which will be stored with the administrators.
- Only after the committee has considered the sketch plans will the committee advise the person to proceed with full working drawings which must be in triplicate and in colour.
- Only full working drawings may be submitted once the sketch plans have been approved. One sketch plan must accompany the working drawings. The remaining two will be returned to the person submitting the drawings for signatures from neighbours.
- All plot owners within Bulugha Development covered by the GGBHO will be informed by the committee that sketch plans (SP) have been submitted for scrutiny prior to final building plans (FBP) being drawn.
- Signatures of plot owners within Bulugha Development covered by the GGBHO are only required on the plans to note they were informed prior to the committee approving or disapproving the (FBP) plans. If any objection or any plot owners within Bulugha

Development covered by the GGBHO fails to sign on the plans, the committee must be informed in writing within seven days by the objecting neighbor, failing to do so will render no objection.

- Signatures of plot owners within Bulugha Development covered by the GGBHO or objecting letters must appear on all submission plans or accompany all submission plans and only then will the committee sign and give authorization to the Great Kei Municipality to process the drawings.
- All signatures must be identifiable with the signatures full name, erf / house number and date when signed.
- All plans approved will only be valid for a 12 month period from the date of approval, as per the National Building Regulations, thereafter re-submission is required with the necessary fees payable.
- Any objections to plans approved by the committee may only be lodged with the Great Kei Municipality.
- The GGBHOA committee and its members cannot be held accountable on its decision to approve or disapprove plans on any grounds as all plans will be scrutinized only in accordance to the rules in this document.

Plan Requirements:

All drawings must show the following before any plans will be checked:

- Copy of registered erf Diagram
- 1:500 Site Plan showing –
- Site Dimensions in metres – surveyed and verified by certified Surveyor.
- All building lines and servitudes
- Levels and contours of the site
- All buildings on the sketch, both existing and proposed.
- All street names
- North arrow
- Setting out dimensions of building relative to the site
- Driveways, position of street lights and drainage plan

- Calculated areas in terms of coverage % first floor and second floor.
- Yard position
- Overlaid roof plan indicating flat roofs
- Service connections
- Extent of openings
- Overlaid roof plan indicating flat roofs as percentage of pitched roof
- Position of garage
- 1:100 Plans showing all
- Floor to ceiling heights, including lofts, mezzanines, basements, overall height to roof apex.
- All elevations, including retaining walls, terraces.
- All relative sections to describe the construction of the building.
- Heights of eaves
- Roof pitch and description
- Windows and doors description
- All walls description
- Extent of balconies, verandahs, pergolas, etc.
- Shutters, burglar proofing.
- Landscape plan with soft and hard landscape and description thereof.
- All other fittings or structures affecting the external appearance of the building must be noted for approval.

Management of site during construction:

The various contractors and their staff only may enter the site; they are limited to their construction site and may not wonder around the complex. The main contractor or his site foreman must be on site at all times to oversee the workmen and is responsible for their conduct.

Site ablution facilities must be erected on site prior to construction commencing.

No person may interfere or gain access to any site unless they have received permission from the owner or the main contractor. This is based on the National Health and Safety act.

No mixing of mortar or concrete on the roadways.

No litter will be tolerated and the natural vegetation on the must be re-habilitated on completion of the project.

All sites must be cleared of all builders' rubble on completion.

Working hours in the complex will be no earlier than 07h00 and no later than 18h00 on normal week days, over weekends from 08h00 until 14h00 on Saturdays, with no noisy construction where machinery is used is to be done during these hours. No construction may take place on Sundays and Public Holidays. Contractors or their staff who contravene these regulations will be fined and may be dismissed from the site.

A site occupancy document with these rules must be signed by the contractor prior to commencing on site.

GGBHOA committee will review plans every two weeks according to a predetermined roster. All plans submissions must be made at least two days prior to the review date. The decision of the GGBHOA committee is final. A summary of contractor's code of conduct in respect of site establishment, site access and security in terms of the approved codes will be made available on request and must be incorporated in the relevant tender documentation.