

“Annexure B – Architectural & Landscape Conditions”

1. Introduction:

This design manual replaces the existing Annexure “B” of the Glengariff Home Owners Constitution Manual and Share Block Constitution. This 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 Glengariff Home Owners Association (GHOA) and Glengariff Share Block Company, to maintain control of building activities, the (GHOA) / Glengariff Share Block committee, which represents both shareholders and free title holders, will have the right to make reasonable 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 GHOA and a letter stating the reason for these changes is required. The relevant municipality will also require this information in order to process final approval or issue an occupational certificate.

No Transfer on property will be allowed if any transgression on building compliance is found. This applies to any property found to have been built over boundary or building lines.

GHOA/ Share Block committee has the right to accept or reject any plans submitted based on this design manual. The GHOA / Share Block committee’s decision is final and binding.

The GHOA/ Glengariff Share Block Company may make further amendments to this manual but this must be accepted by way of majority vote at the AGM / Special General Meeting called by the chairman of the committee.

This manual is an addition to the National Home Builders Regulations Council (NHBRC) and Great Kei Municipality Regulations and Architectural and Landscape conditions. This manual will override any items already included in the Architectural and Landscaping conditions and for all amended versions of the building rules of the Glengariff constitution. This manual must be followed in accordance to the Town Planning Act and in accordance with the rezoning of Farm 723 Glengariff and the sub-division of Farm 723 Glengariff and the sub-division of sub-division of Farm 723 Glengariff.

This manual will be enforced as of the date “30 April 2011” however any historic misconduct prior to this date will not bear any forceful act by the Glengariff Home Owners Association. It is advisable that all homeowners ensure their homes comply with the National Building Regulations and any properties which do not have approved municipal plans in their entirety should approach the Responsible Municipality directly in order to comply with the National Building Regulations. The Glengariff Home Owners Association and the Glengariff Share Block Company cannot be held liable for any claims for non- compliance to the National Building Regulations. The sale of any property which does not have approved building plans in their entirety for all buildings on the property will not be allowed.

2: 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.

- 2.1 Large Monolithic structures will not be allowed
- 2.2 All structures on site must be linked by one common foundation and roof forming a single structure.
- 2.3 It will not be allowed for plots to be joined and structures built across existing boundary lines.
- 2.4 Due to the high density of houses at Glengariff, the development does not accommodate the construction of properties clearly accommodating more than 2 families, with a maximum of 6 people living permanently in one home.
- 2.5 Rehabilitation of houses older than 60 years need to apply to the Historical Society of South Africa for approval, before any restoration or reconstruction of that property may be considered. It is the responsibility of the owner to investigate the age of the existing property if they suspect the structure is in this category.
- 2.6 All buildings which have existing Asbestos Roofing or rainwater goods, in the event of replacement must have an approved person to handle and dispose of this product as laid down in the South African Health and Safety act.
- 2.7 Additions to existing homes which have been built previously allowing for future extensions or additions but must fall below the maximum site coverage will be allowed to apply for special consideration only if dated plans of the proposal can be supplied to the committee showing any deviations from this document, however this will only be considered on special request and is at the sole discretion of the committee to approve or disapprove the planned submission in accordance to the rules of this document.

3: Planning requirements:

A committee member may sit on the committee as a member if they are in the process or intend to undertake any building, alterations or any structural changes to their own properties, however it will be enforced and recorded in the minutes that they may not take part in the decision making process or try and influence any decision in the approval process. This is to eliminate any bias interpretation of the approval or disapproval process and any further subsequent conditions or instructions which may be put forward to the person intending to build.

3.1 Building Lines:

The following Building Lines are to be strictly adhered to

Street Boundaries	1.5 m minimum
Side Boundaries	1.5 m minimum
Rear Boundaries	1.5 m minimum

Site Coverage

50% maximum eg: 500 SQM site = 250 SQM New constructions & on plots of 400 SQM + as per National Building Regulations.

Existing properties below 400 SQM will be considered individually, however the rules as per Maximum foot print of 50% will still apply.

Dwelling, including all covered areas.

The area of the first story is limited to a maximum of 1/3 of the gross lower floor enclosed area. This ground floor area can include roofed patios and gazebos which are connected to the main building.

Total Basement area is limited. Not to extend beyond footprint of ground floor and may not project more than 500mm from FGL.

Minimum dwelling size

No Minimum dwelling size has been specified

All building operations may not commence unless surveyed boundary markers are visible and home owners can validate that a qualified land surveyor has placed these boundary pegs in position. No new buildings or additions to existing buildings may commence if the correct boundary pegs are not visible. This is applicable to all areas of Glengariff. No construction may commence unless plans have been approved by the Great Kei Municipality / Municipal authority of the time or subsequent permission has been granted by this authority. All approvals by the authorities must be submitted to the committee before construction commences.

3.2 Height Restrictions:

- 3.2.1 The maximum of the apex of the roof will be 5m from the highest natural surveyed point of any erf, however the maximum height of 0.5m for the First Floor Level (FFL) will be allowed above the surveyed highest natural Ground Level of the Erf.
- 3.2.2 The use of existing roof areas as a loft with dormer-type windows will be allowed to enhance views, however consideration to privacy must be considered. No modifications or extensions to existing roof areas other than using existing roof areas as a loft will be allowed.
- 3.2.3 No Dwellings on stilts will be allowed.
- 3.2.4 The restriction on height should be taken into account as 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. Aesthetics must be considered as per the Town Planning Act.

4: 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 GHOA separately. A nominal scrutiny fee will be payable to the GHOA and must be submitted with the working drawings. Approval of the plans will not be given without the payment of the fee. The amount for the fee will be determined by the GHOA Executive and may be revised without notice. The plans are to be on A3 paper for ease of filing.

The following payments to be made by the contractor at the start of construction.

A Building performance Deposit will be paid to the Glengariff Home Owners Association (Deposit) to be held in trust (free of interest). The deposit amount will be used in the event there is a breach of conduct in any way by the contractor. Refer to general Guidelines for the Damage.

A further monthly builder's levy will be payable to the Glengariff Home Owners Association during the construction period.

The above- mentioned payments are subject to escalation at a minimum rate of 10% p.a. and may be reviewed at any time at the discretion to Builders Levy amount.

- 4.1 All plans are to be submitted in triplicate. The committee will keep one copy for record purposes which will be stored with the administrators.
- 4.2 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.
- 4.3 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 neighbors.
- 4.4 Signatures of abutting neighbors are only required on the plans to note they were informed prior to the committee approving or disapproving the plans.
- 4.5 Signatures of neighbors must appear on all submission plans and only then will the committee sign and give authorization to the Great Kei Municipality to process the drawings.
- 4.6 All signatures must be identifiable with the signatures full name, erf / house number and date when signed.
- 4.7 Any objections to plans approved by the committee may only be lodged to Great Kei Municipality.
- 4.8 The GHOA 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.

4.12 Plan Requirements:

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

- 4.12.1 Copy of registered erf Diagram
- 4.12.2 1:200 Site Plan showing –
- 4.12.3 Site Dimensions in meters – surveyed and verified by certified Surveyor.
- 4.12.4 All building lines and servitudes
- 4.12.5 Levels and contours of the site
- 4.12.6 All buildings on the sketch, both existing and proposed.
- 4.12.7 All street names
- 4.12.8 North arrow
- 4.12.9 Setting out dimensions of building relative to the site
- 4.12.10 Driveways, position of street lights and drainage plan

- 4.12.11 Calculated areas in terms of coverage % first floor and second floor.
- 4.12.12 Yard position
- 4.12.13 Overlaid roof plan indicating flat roofs
- 4.12.14 Service connections
- 4.12.15 Extent of openings
- 4.12.16 Overlaid roof plan indicating flat roofs as percentage of pitched roof
- 4.12.17 Position of garage
- 4.12.18 1:100 Plans showing all
- 4.12.19 Floor to ceiling heights, including lofts, mezzanines, basements, overall height to roof apex.
- 4.12.20 All elevations, including retaining walls, terraces.
- 4.12.21 *All relative sections to describe the construction of the building.*
- 4.12.22 Heights of eaves
- 4.12.23 Roof pitch and description
- 4.12.24 Windows and doors description
- 4.12.25 All walls description
- 4.12.26 Extent of balconies, verandahs, pergolas, etc.
- 4.12.27 Shutters, burglar proofing.
- 4.12.28 Landscape plan with soft and hard landscape and description thereof.
- 4.12.29 All other fittings or structures affecting the external appearance of the building must be noted for approval.

5 Management of site during construction:

- 5.1 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.
- 5.2 Site ablution facilities must be erected on site prior to construction commencing.
- 5.3 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.
- 5.4 No mixing of mortar or concrete on the roadways.
- 5.5 No litter will be tolerated and the natural vegetation must be re-habilitated on completion of the project.
- 5.6 All sites must be cleared of all builders' rubble on completion.

- 5.7 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.
- 5.8 A site occupancy document with these rules must be signed by the contractor prior to commencing on site.
- 5.9 The Glengariff Home Owners Association (GHOA) 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. Additional fees will be charged for any re-submissions that may occur. All review meetings will be closed to applicants. A consultation with either the review architects or project landscape architects will be charged for at current rates set by their respective councils. The decision of the GHOA 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.
- 5.10 No Phasing of construction will be allowed for the approved plans which have been submitted; all construction must be completed for any dwelling within 12 months, from when the contractor takes possession of the site until final completion. This is due to plans only being valid for a 12 month period as they do expire if extensions are not approved by the authorities.
- 5.11 No penalty clause will be introduced to develop individual sites from date of purchase of vacant land, however once construction takes place the building must be completed within the 12 month period or penalties for late completion will be enforced. See Builders levy.

6: Building Elements:

6.1 Boundary and Retaining Walls

- 6.1.1 Generally no boundary walls are permitted other than those plots existing on the outer boundary and masonry walls would enhance the existing wire fencing security.
- 6.1.2 Any masonry boundary wall as mentioned above must have a minimum height of 1.8m.
- 6.1.3 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.
- 6.1.4 No precast post and slat fencing (Vibacrete) will be permitted.
- 6.1.5 Low fences with maximum of 1.2m will become mandatory for keepings dogs inside owners yards or alternatively an electronic boundary device must be put in place to control owner's pets. This will be allowed only with the permission of GHOA, however this will be restricted to owners keeping dogs permanently at Glengariff and subsequently they will have to remove these fences if they no longer keep their dogs. This restriction will be monitored on a yearly basis and owners who lease out premises to tenants will have to ensure that tenants comply.
- 6.1.6 Retaining Walls for terracing or for stabilizing ground must be planted with approved indigenous vegetation and is subject to review by the GHOA.

6.2 Walls:

- 6.2.1 Face brick, Clinker or plastered masonry walls will be permitted.
- 6.2.2 Framed walling will only be permitted around dormer windows if plastered to assimilate plastered masonry.

6.3 Windows and Doors:

- 6.3.1 The use of precast concrete frames will not be permitted.
- 6.3.2 The use of portal type windows for gable ends in roof lofts will be permitted but limited to these areas only.
- 6.3.3 Window and door finishes to be any of the following; PVC, Aluminum, hardwood painted or varnished in neutral or light colours to frames and sub frames to owner's choice. No primary or bright colours will be permitted.
- 6.3.4 Fold away / stack away doors / sliding doors not exceeding 4m in any one opening may be used on verandahs and courtyards.

6.4 Burglar bars, Security gates and Alarm Systems :

- 6.4.1 The GHOA 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.
- 6.4.2 No external burglar bars will be permitted.
- 6.4.3 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.
- 6.4.4 Properties with monitored armed response and alarm systems must inform the GHOA so appropriate measures can be made if owners are not available.

6.5 Tiled roofs:

- 6.5.1 Major Roofs to be clay or concrete tiles from the following ranges; Coverland Range.
- 6.5.1 Roof colour to be limited to natural through colour or classic green.
- 6.5.2 Major Roof pitches no less than 17 degrees and less than 20 degrees to guarantee minimum impact on views of surrounding home owners.
- 6.5.3 All fixing applications as per SANS fixing application category B semi exposed area.
- 6.5.4 Roofs should be ideally hipped type to reduce impact on views of surrounding home owners and to enhance the look of homes.
- 6.5.5 Verandahs and lean too roofs which pitch is below 17 degrees requires boarding and recommended manufacturers specifications must be followed.

6.6 Flat Roofs:

- 6.6.1 Major Roofs designed as a flat roof must have "Torch On " waterproofing with stone chip finish. No Silver finishes will be allowed.

- 6.6.2 Parapet walls must conceal all flat roofs and corbelling must project 300mm above the finished roof, "Easy Flash" to be used to seal off parapets, no unsightly membranes which are allowed to degrade will be permitted.
- 6.6.3 Small flat roofs are permitted to link the major roofs; however correct drainage and roofing practice must be followed.

6.7 Thatched Roofs:

No new thatched roofs will be permitted as they are a fire risk to existing homes and due to the high density of the lower section. Thatched homes require a 5m building line as per the National Building Regulations. All existing homes which have thatch may only make repairs to the existing roof. If the covering is to be replaced this must be done with another roof covering if the owner wishes to replace this at any stage. The Glengariff Share Block Company and Home Owners Associations will be indemnified by any claim for damages caused by fire spreading from any property which has either a thatched roof or lapa. Owners of properties who have existing thatch will bear full responsibility of legal claims in the event of fire arising from their properties. The indemnity forms attached to this document indemnifying the Share Block Company and Home Owners Association against liability claims.

6.8 Sheeted Roofs:

- 6.8.1 No Corrugated iron roof which will rust will be permitted.
- 6.8.2 Only 0.8mm 406 Aluminum Clip Lock or Zinc alum roofing will be allowed. Only continuous sheets with no joins along length will be allowed.

6.9 Big Six Sheeting:

- 6.9.1 No Big six sheeting will be allowed on Major new roofs.
- 6.9.2 The product will be allowed to replace existing asbestos sheeting as per the National Building regulations and Health and safety act.
- 6.9.3 It may be used on roof pitches down to 10 degrees on outbuildings and additions to existing buildings which may have asbestos to match.
- 6.9.4 The product must be painted.

7 Rainwater goods:

- 7.1.1 As part of water conservation all new buildings must install on site water storage.
- 7.1.2 A Storm water management plan must be submitted with the building design.
- 7.1.3 A minimum of 1 x 5000L water tank must be installed on site prior to construction and to supplement and conserve water. Tanks are to be concealed behind wall screens, planting, or buried under ground.
- 7.1.4 All existing home owners will be given one year from the date of this manual being approved to have at least one 5000L water tank on their property to supplement the water supply.

7.2 Chimneys, Fireplaces and Braais:

- 7.2.1 Wood burning fire places and braais will be permitted.
- 7.2.2 All chimneys to be within restricted height limits.

- 7.2.3 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 GHOA and proper municipal plans have been approved.

7.3 Decks and Terraces:

- 7.3.1 Timber Decks supported with poles will be permitted.
- 7.3.2 No Roofing will be permitted to decks or terraces if not connected to the main building.
- 7.3.3 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.
- 7.3.4 Glazing fixed to balustrading to be in accordance to safety glass specifications.

7.4 Driveways:

Driveways to be finished in the following;

- 7.4.1 Clay Brick pavers – no mixed patterns , neutral pastel colours
- 7.4.2 Pre- cast concrete pavers – no mixed patterns , neutral pastel colours
- 7.4.3 Concrete natural or pre mixed natural oxide.

7.5 Storm Water Drainage:

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

7.6 Wash-lines:

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

7.7 Pools:

- 7.7.1 No pools will be permitted in areas without secure fencing or walls around them.
- 7.7.2 No future pools will be allowed unless they have their own water supply which is not linked to the main water supply in Glengariff.
- 7.7.3 Temporary plastic / PVC pools will not be permitted.

7.8 Aerials & Satellite Dishes:

Where possible all aerials and satellite dishes should be concealed. Aerials may not extend passed the apex of the roof where possible, however leniency to poor reception areas may be accepted in existing areas using aerials. No further extensions to aerials will be allowed.

7.9 Exterior Lighting:

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

8 Other Elements:

- 8.1.1 All waste and soil pipes will be concealed within walls or ducts not to be exposed to exterior.
- 8.1.2 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.
- 8.1.3 Boats and Caravans must be stored out of sight on owner's properties.
- 8.1.4 Gas bottles and other mechanical equipment must be integrated in the design of the building. Not to be obtrusive.

9 Planting:

- 9.1 No Alien or exotic plants will be permitted.
- 9.2 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.
- 9.3 The planting of at least 3 indigenous shrubs is encouraged and is subject to the approval of the GHOA.
- 9.4 Indigenous trees must be maintained by the owners who have planted them.