

## **BUILDING GUIDELINES**

### **1. INTRODUCTION:**

- Klein Slangkop Private Estate is situated in the heart of an extremely sensitive Environmental area, for this reason, all activities are controlled by a set of rules and regulations contained in the **Environmental Management Plan ( EMP)**
- The Klein Slangkop Estate is owned by all Homeowners and managed by the Klein Slangkop Home Owners Association (KSHOA). Agreed regulations designed to protect all stakeholders are contained in the **KSHOA Constitution**.
- The unique identity and agreed style of KS Estate is maintained by adherence to the building design guidelines contained in the **Design Manual**.
- Non-compliance could result in the construction process being called to a halt until the contravention is rectified.
- ***The abovementioned three documents are available from the Estate Manager. The rules and regulations contained in the three Control Documents must be strictly applied by the Landowner, the Architect and the Building Contractor/Project Manager and sub-contractors.***
- ***The landowner hereby authorises the Estate Manager and the Environmental Officer to have free and unfettered access to the building site during the building process for purposes of inspection.***

### **2. REQUIREMENTS PRIOR TO COMMENCEMENT**

- Building plans are to have been approved by the KSHOA (Building sub-committee), Controlling Architect and The Southern Peninsula Municipality.
- The required deposit must be paid to the KSHOA before any on-site activity commences.
  - ***The deposit will be held by KSHOA and does not attract interest.***
  - ***A portion of the deposit, equivalent to 20% (twenty percent) will be retained by the KSHOA as an infrastructure wear and tear levy.***
  - ***In the event of the construction process taking longer than 12 (twelve) months, from date of commencement, the KSHOA will impose a penalty by charging the homeowner an amount equivalent to the normal monthly levy and will continue to do so on a monthly basis until such time as the construction process has been completed.***
  - ***The deposit may be used at the discretion of the KSHOA to rectify any breach relating to building plans or in terms of the aforementioned Control***

**Documents, rehabilitation of flora, damage to infrastructure or any other cause as it might deem necessary.**

- **Should transfer of the property take place during the building process, it is the responsibility of the seller to ensure that the purchaser pays a deposit to the KSHOA and signs a fresh copy of this agreement prior to the Sellers deposit being refunded.**
- **The deposit (nett of the abovementioned deductions) will be refunded to the homeowner upon completion of the building process and rehabilitation of the surrounding flora. The refund will be preceded by a site visit and inspection by the Estate Manager and the Environmental Officer.**
- **An Environmental Officer, approved by KSHOA, is to be appointed prior to the commencement of any work on site at the Homeowners expense in order to produce an initial report. The recommendations made by the Environmental Officer are to be carried out prior to commencement of construction.**
- Site clearance is to take place in accordance with the requirements as set out in the EMP **in conjunction with the recommendations of the aforementioned Environmental Officer** and/or the conservation officer of the S.P. Municipality. Milkwood Trees are protected and may not be removed or trimmed without written permission, if removed; (with a permit) they must be re-planted.
- The supply of Water and Electricity must be available on site. Arrangements for Municipal connections are to be made well in advance.
- Portable, Chemical toilets are to be in place on site. Placement should be out of sight of neighbouring homes; Toilets should be anchored down to prevent being blown around in the wind.
- Erf Boundaries and Building Lines are to be clearly demarcated.
- All requirements in terms of the Security procedures and access control must be in place.(as set out in Section 3)
- This document duly signed and agreed to by all parties, is to be returned to the Estate Manager. **Once signed, this document becomes a legal and binding document.**
- Written documentation is required confirming that the building project has been registered with the National Home Builders Registration Council (**NHBRC**) in terms of the Housing Consumer Protection Measures Act (No 95 of 1998).
- **No activity (including delivery of equipment or access of workers) will be permitted until ALL of the above conditions have been satisfied/complied with.**

### **3. SECURITY / ACCESS CONTROL**

**Security at KS Estate is afforded top priority. The following regulations apply to all building workers and sub-contractors brought on site by the Building Contractor/Project Manager who hereby agrees to ensure compliance.**

- Registration of regular workers must be pre-arranged with the Estate Manager prior to the commencement of work,
- No worker will be permitted to walk from the gate to the building site un-escorted. Upon arrival, the worker will report to the security office at the gate and be issued with his (pre-arranged) ID card. The worker will be required to wait just outside the gate until the rest of his team has arrived and ID cards issued.

- Once the team has assembled outside the entrance, the Building Contractor will be required to escort them directly to the Building Site.
- Whilst on site, all workers will be required to wear colour coded bibs (one colour per site) and to display their clip-on ID cards at all times.
- Under no circumstances will workers be permitted to wander around the Estate or to loiter outside of the demarcated building area including Lunch times and tea breaks.
- Should any worker be found wandering around or not to be wearing his ID card or bib, he will be escorted out of the Estate immediately without question and will not be re-admitted again.
- At home time, The Building Contractor will escort his workers to the gate and verify that the number of workers leaving corresponds to the number who entered and all ID cards will be handed in and retained at the Security office until the next working day.
- The Building Contractor undertakes to advise the Security office of any change in staff on a daily basis.
- Prior notice is to be given to the Security Office in respect of visitors and sub-contractors.
- Workers are required to only enter and exit the estate via the front gate. No other exit or entry points are to be used under any circumstances.
- **All workers and sub-contractors are obliged to adhere to the rules of the KSHOA. Any infringement could result in the offender being removed from the Estate and being barred from re-entering. This includes adherence to the speed limit and rowdiness.**
- The cost of the coloured bibs and the Security Access Cards will be borne by the Building Contractor/ Plot Owner.

#### 4. **PERMISSIBLE WORKING TIMES**

No work will be permitted on:

- Public Holidays
- Sundays
- Annual Builders Holidays as determined by the Estate Manager.

Working Hours:

- Monday to Friday      08:00 to 17:00
- Saturdays                08:00 to 13:00

No entry will be permitted prior to 07:45 and no deliveries will be allowed outside of the above Working Hours.

#### 5. **GROUND FLOOR LEVELS**

- In order to ensure that height restrictions are not being infringed, you are required to have your ground floor levels verified in writing by a registered land surveyor prior to the casting of concrete decks.
- Confirmation of the above is the responsibility of the landowner and is to be managed by the Project Manager.  
Verification as to the correctness of floor levels must be available to the Estate Manager upon request.

- Should the Estate Manager determine that the floor levels are incorrect, notice will be issued calling for the situation to be rectified at the Homeowners expense.

## 6. BUILDING SITE RULES

- The Boundaries are to be clearly defined and all equipment and workers are to be contained within the confines thereof.
- Work and storage areas are to be agreed upon
- Topsoil may be removed, to a maximum depth of 30 cm prior to building and may be used to rehabilitate the site on completion.
- The road area surrounding the Building site is to be kept clear and vehicles are to be parked in such a way as not to obstruct the safe flow of traffic.
- Refuse bins are to be provided for domestic waste and the waste is to be disposed of responsibly on a regular basis. No waste is to be buried on site or burned. Litter is to be cleaned up on a daily basis including adjoining plots and verges.
- Rubble and discarded building materials are to be stored in a skip which must not be allowed to overflow and should be emptied on a regular basis,
- Should the site **and surrounding area** not be kept in a clean and presentable state, the Building Manager, at his discretion, reserves the right to employ an independent contractor to remedy the situation at the landowner's expense. The building deposit may be utilized for his purpose.
- Building sand stored on site is to be suitably covered **and watered down** in order to prevent the wind from blowing it around the estate.
- Cement and concrete are not to be mixed directly on the ground, a suitable board or tray must be used and no chemicals, oil, diesel or any other toxic substance should be allowed to come into contact with the ground or water supply.
- Encroachment on any Public open Spaces will not be allowed without the prior written consent of the Estate Manager/ Environmental Trustee.
- Loose sand and dunes must be stabilised immediately in order to prevent rapid soil erosion.
- Upon completion of the building process, damaged areas are to be rehabilitated and replanted where necessary. **A final inspection by an Environmental officer, approved by KSHOA, is to be carried out at the expense of the Homeowner. Recommendations made by the Environmental Officer are to be implemented failing which, the building deposit may be utilised for this purpose.**

## 7. ALARMS & LIGHTING

- **Burglar Alarms:** All alarm sirens are to be located inside the building. Silent Alarms are encouraged. 'Activation Signal lights **shall have a red or green bulb, rather than the intrusive blue globe.**
- **Lighting:** When installing the lighting reference is to be made to the Design Manual and every effort is to be made not to allow light to intrude into neighbouring properties or into the night sky.

## 8. HOUSEKEEPING ISSUES

- Care should be taken to minimise disturbance and inconvenience to neighbours especially with respect to noise and dust.
- Should it be necessary to enter a neighbouring property, prior permission must be obtained.
- The site or surrounding sites are not to be used for ablution purposes.
- No open fires are allowed on the Estate as it is a highly sensitive area which is prone to veld fires.
- Workers are not allowed to be housed on site after the agreed times for working. ( See section 4)
- The Occupational Health & Safety Act 85 of 1993 is to be observed and the rules are to be enforced by the Building Contractor.
- Any injury on duty or accidental death must be reported to the Environmental officer and/or the Estate Manager.
- Any damage to Estate property is to be repaired immediately by the Homeowner. Failure to do so may result in the building deposit being utilised for this purpose.

**9. NON - COMPLIANCE**

- In the event of non- compliance, the Estate Manager or in his absence the Environmental Officer will discuss the apparent breach of contract with the building contractor.
- Notice will be issued, confirming the breach, with a copy to the landowner, allowing a period of 14 days for rectification of the infringement.
- Should the matter not be resolved within the 14 day notice period, work will be stopped and the matter will be referred to the Trustees of the KSHOA for a final decision.

We, the undersigned, agree to adhere to and abide by the terms and conditions contained in this document. We understand that any violation or failure to comply with the aforesaid conditions may, at the discretion of The Home Owners Association, result in the cost of rectification being deducted from my Building Deposit or/and an order being made for all work to be stopped.

**Signed at Kommetjie on this .....day of ..... 2016**

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**Signed. (Project Manager/Builder)**

**(Witness)**

Name .....

Name of business.....

Telephone/Contact Number.....

e-mail address:

**Signed... Homeowner/s.**

Name/s: \_\_\_\_\_  
\_\_\_\_\_

(Witness)

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_ 2016

Phone Number:.....

\_\_\_\_\_

Signed. J. Haggis (Estate Manager)  
(For and on behalf of the KSHOA)  
Phone Number: 021 – 783 2986 or 074 – 272 2981  
e-mail : johnchaggis@gmail.com

Date

Revised: 4<sup>th</sup> January 2016