



Oude Westhof Masters Homeowners Association

GENERAL BUILDING AND ALTERATIONS PROCEDURES GUIDE

A "Certificate To Commence Building" issued by the Association is required before any building commences.

In order to issue a "Certificate to Commence Building" the Association has put the following procedure in place.

1. Contact should be made with NOLANDS INCORPORATED (Managing Agent) for a detailed explanation of the process.
2. Drawings (1 x colour hard copy to scale) to be submitted to Janine de Waal Architects for approval. Janine de Waal will invoice you (please provide invoicing details when applying) for the services of the Controlling Architect. (Note that the scrutiny process will only commence once proof of payment has been received) Kindly refer to the website for costs.
3. Once approved the erf owner or their architect/designer then collects the approved plans and has them approved by the local authorities.
4. A copy of the plans approved by Janine de Waal Architects and the local authority should be e-mailed to Nolands Incorporated for their records.

Before building can commence

- All building annexures must be signed by the erf owner and returned to the Managing Agents (Nolands Incorporated) and Janine de Waal Architects
- A refundable building deposit needs to be paid to the Associations Building Deposit Account as follows:
 - R5 000.00 for alterations
 - R15 000.00 for a new home
- Details of starting date and expected completion date to be sent to the Managing Agent, Nolands Incorporated by erf owner.
- The Association will then issue a Certificate To Commence Building that must be signed and returned to the Managing Agents Nolands Incorporated. A copy must be left with the person in charge of the building site.
- Once the building process is complete kindly request a final inspection via e-mail in order for your deposit to be refunded.

Please note that this is a general guide and that the Constitution and Manual & Standard Guide contain all the relevant information. The Associations building inspector is always happy to answer any questions you may have.



Oude Westhof Masters Homeowners Association

All relevant contact details are listed below for your records:

RELEVANT CONTACT DETAILS

MANAGING AGENT

Nolands Incorporated

Unit 12
Canal Edge 1
Tyger Waterfront
Tygervalley
7530

Tel: 021 943 4340

E-mail : anelvw@nolandstyg.co.za

Website : www.oudewesthof.co.za

CONTROLLING ARCHITECT

Janine de Waal Architects

Address : 10 Wellington Road, Rus-en-Vrede
Durbanville
7550

Tel : 076 154 8915

E-mail : studio@jdwarechitects.co.za

Website : <http://jdwarechitects.co.za>

OWMHOA Building Deposit Account

Bank ABSA

Account No 9237133548

Generic Branch Code 632005