

OUDE WESTHOF MASTERS HOME OWNERS ASSOCIATION

ARCHITECTURAL SUBMISSION FORM

Name of Homeowner: Erf No.:

Street address:

Tel No's: Home: Work:

Cell No: Fax No:

Name of Architect:

Architect's Tel No (office): Cell No:

I, registered owner of the abovementioned property in Oude Westhof, Bellville, hereby acknowledge the following:

- a) I have read and understand the Estate Rules of the OWMHOA, including the architectural rules as detailed in Chapter 2, which governs any design proposal and pertinent issues stated in Annexure 3.
- b) I accept the application of these Rules in relation to the activities of all contractors employed in respect of all building activities on my property.
- c) I must ensure that all contractors working on my property are informed of the Rules, and that they must comply strictly with them.
- d) I accept the authority of the OWMHOA and their appointed representatives to enforce the Rules of the OWMHOA, including the right to suspend any activity in contravention of the Rules, and the right of access to the site during building operations.
- e) I accept that the OWMHOA may impose fines for transgressions of the Rules (as per Annexure 4), and that such fines will be debited against the building deposit and / or my levy account.
- f) I accept that the OWMHOA will not be liable for any losses sustained by me and / or any contractor as a result of building activities, and
- g) I accept that I will be responsible for any cost incurred due to any breach of the Rules and / or deviation from the approved building plans.

HOMEOWNER'S SIGNATURE

DATE

OUDE WESTHOF MASTERS HOMEOWNERS ASSOCIATION

CHECKLIST: SUBMISSION OF BUILDING PLANS

ERF NO.: **STREET ADDRESS:**

		N/A	YES	NO
1(a)	One (1) set of coloured up working drawings (to scale). To be delivered to the Controlling Architects' Office			
1(b)	A digital colour copy (to scale) to be issued to the Managing Agent.			
2.	Scrutiny fee payable to Maryke Maree Architects. (R4,690.00 for new dwellings, R3,010.00 for additions and / or alterations and R1,470 for new swimming pool and solar panels.)			
3	Building deposit payable to Oude Westhof Masters Home owners Association: R15,000.00 for new dwellings and R5,000.00 for additions and or alterations. The OWMHOA has the right to demand a higher deposit from a homeowner in circumstances which justify such higher deposit.			
	Valid SACAP number			
	Acknowledge that Chapter 2 of the OWMHA's Community Participation Manual & Design Standards Guide has been read, understood and adhered to.			
4	SITE PLAN (minimum scale 1:200)			
4(a)	Erf number and street address indicated.			
4(b)	North point indicated (on all plans).			
4(c)	Natural ground level (N.G.L.) and contour lines indicated.			
4(d)	Site boundaries and building lines indicated.			
4(e)	Calculated areas (erf size, bulk and coverage), clearly indicate new and existing if applicable.			
4(f)	Positions of buildings, swimming pool, external structures, courtyards, yards and drying yards indicated.			
4(g)	Boundary walls and gates (including heights and construction) indicated.			
4(h)	Service Connections			
4(i)	Roof pitch, material and finish indicated.			
5	FLOOR/STOREY PLANS (minimum scale 1:100)			
5(a)	Description of all rooms and areas.			
5(b)	Extent of all door and window openings.			
5(c)	Floor levels and areas indicated.			
6	SECTIONS (minimum scale 1:100)			
6(a)	Floor to ceiling height.			
6(b)	Construction descriptions.			
7	ELEVATIONS (minimum scale 1:100)			
7(a)	Permissible height			
7(b)	Roof pitch, material and finish indicated.			
7(c)	Roof overhangs			
7(d)	All doors and windows, including material, finish and colour.			
7(e)	External wall finishes and paint colours indicated.			
7(f)	Material, finish and heights of all boundary and garden walls			
8	All drawing information and conventions to comply with the National Building Regulations.			

VERY IMPORTANT:

1. **NO** deviations from approved plans may take place until written approval is obtained from the OWMHOA.
2. Building plans for "As Built" deviations, will not necessarily be accepted and approved because construction has already taken place.

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OUDE WESTHOF MASTERS HOME OWNERS ASSOCIATION

PERTINENT ISSUES: BUILDING ACTIVITIES IN OUDE WESTHOF

ERF NO.: **STREET ADDRESS:**

- a. Contractor activity is permitted during the following hours:
 Monday to Friday: 06h00 – 20h00
 Saturdays: 07h00 – 17h00
- NOTE:**
 (a) Contractor activity may take place on public holidays, (excluding Good Friday and Christmas day). However should any complaint be received, the contractor will be required to suspend all activities immediately, and leave the Estate.
 (b) NO CONTRACTOR ACTIVITIES ARE PERMITTED ON SUNDAYS.
- b. All building sites must be manned by an appointed foreman to ensure that staff is under supervision at all times.
- c. The contractor is bound to provide facilities for rubbish disposal and ensure that the workers use the facility provided, and that the rubbish is removed weekly and not burnt on site. The site is to be kept clean of building rubble, with regular cleaning taking place during building operations. All street frontages including the area between the site boundary and road kerb must be kept clear of rubble and building materials at all times.
- d. Materials must be off-loaded onto the site. It is the Homeowner's and contractor's responsibility to ensure that the road and adjacent properties are kept clear of all building material, building rubble and refuse.
- e. Deliveries from suppliers must be scheduled during normal working hours only.
- f. The contractor must provide toilet facilities on site before construction of any nature commences.
- g. The owner of a property is ultimately responsible for the actions of his contractors and will be held responsible for damage to kerbs and / or plants on the sidewalks / street verges and / or damage to private or Estate property.
- h. The OWMHOA reserves the right at any time, with no notice given, to suspend building activity should undesirable conduct be established.
- i. Any Trustee, appointed agent has the right of access during working hours to any erf or property on which building is taking place.
- j. During the construction phase of a building, the Trustees or anyone appointed by the Trustees have full authority to stop building activity should any builder be found in contravention of the Rules, or to be deviating from the approved building plans.

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OUDE WESTHOF MASTERS HOME OWNERS ASSOCIATION

OFFENCES & FINES: BUILDING ACTIVITIES

ERF NO.: **STREET ADDRESS:**

a	Rule 2.31 & 2.32	Building activity without approved plans.	Immediate suspension of work (in writing). No response and work continues, then a R5 000.00 fine. Work suspended – plans to be submitted within seven (7) days, or a R1 000.00 fine.
b	Rule 2.35	Buildings not completed within nine (9) months.	Each case to be treated on its merits, but a fine of R5 000.00 may be imposed with the approval of the Trustees.
c	Rule 1.2.4 & 2.2.4	Washing lines not properly screened	One (1) written warning, then a R500.00 fine per month, until the matter is rectified.
d	Rule 3.2.1	Contractor activity without approval, and / or outside of approved working hours.	Once (1) written warning, then a R500.00 fine per incident.
e	Rule 3.4 & 3.5.1 & 3.5.2 & 3.5.3	Building rubble not removed regularly/Building site not cleaned regularly/use of vacant stands/building site not properly screened off.	One (1) written warning, then a R500.00 fine per week.
f	Rule 1.3.1	Building material and / or rubble left on sidewalks / street verges or in the street.	One (1) written warning, then a R500.00 fine per week.
g	Rule 3.7	No toilet facilities on the building site.	NO written warning, immediate suspension of all activities, and a R100.00 fine per occurrence.
h	Chapter 2 of the Guidelines	Use of building material not approved as per building plans.	NO written warnings and a fine on a sliding scale from R500.00 up to a maximum of R5000.00
i	Rule 5.6.1.1 (a)	Contractor activity and use of any private open space without written permission from the OWMHOA	Immediate suspension of work (in writing) and forfeiting of the building deposit, which will be followed by a fine of R2000.00 for each subsequent breach of the rule.

HOMEOWNER'S SIGNATURE

DATE

OUDE WESTHOF MASTERS HOME OWNERS ASSOCIATION
APPLICATION FOR BUILDING / WORKS DEPOSIT REFUND

I,, registered owner of
 Erf No.:, Street address:

Hereby make application for the return of my building/works deposit of R

I understand that the deposit will be refunded only when all of the following items, as required in terms of Rules..... have been complied with and certify that:

1. All building work on the above erf has been completed.
2. All building material and equipment has been removed from the site, any adjacent/nearby vacant erven, surrounding areas and private open spaces.
3. All building rubble has been removed from site, any adjacent/nearby vacant erven, surrounding areas and private open spaces.
4. All walkways and sidewalks/street verges have been cleared of builder's sand, rubble and excavated soil.
5. All damage to any road surface, storm-water catch pit and kerbstone has been repainted to the satisfaction of the Local Authority, and
6. The Municipal Building Inspector has approved the building operations, and all Local Authority requirements regarding professional certificates have been complied with.

I further understand that failure to comply with any of the above will result in a delay of the refund of this deposit.

This refund should be made payable to

by EFT Branch code:

Savings account OR Current account Acc No.:

 HOMEOWNER'S SIGNATURE

 DATE

COMMENTS -OWMHOA:

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COMMENTS - Building Inspector:

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 OWMHOA SIGNATURE

 DATE