



Oude Westhof Masters Home Owners 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. Plans to be submitted via e-mail, in pdf format, to NOLANDS INCORPORATED (Managing Agent) for approval.
Nolands Incorporated will forward your plans to the CONTROLLING ARCHITECT Maryke Maree Architects.
The Controlling Architects will bill you for their services.
2. Once approved your plans will be e-mailed by the Controlling Architect to Nolands Incorporated and the erf owner.
3. A copy of the plans approved by Maryke Maree Architects and the local authority should then be e-mailed to Nolands Incorporated and Maryke Maree Architects.

Before building can commence

- All building annexures must be signed by the erf owner and returned to the Association
- 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 Association by erf owner.
- The Association will then issue a Certificate To Commence Building that must be signed and returned to the Association. A copy must be left with the person in charge of the building site.
- The Associations building inspector issues reports to Nolands Incorporated and the Architectural Trustee on a regular basis.
Nolands Incorporated will then e-mail the report to the erf owner.
- Once the building process is complete kindly request a final inspection via e-mail.
- Please note that a copy of your Occupation Certificate must be e-mailed to Nolands Incorporated before your building deposit will be refunded.



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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.

All relevant contact details are listed below for your records:

RELEVANT CONTACT DETAILS

MANAGING AGENT

Nolands Incorporated

Canal Edge 1, Tyger Waterfront
Carl Cronje Drive
Tygervalley
7530

Tel: 021 943 4340

CONTROLLING ARCHITECT

Maryke Maree Architects

34 van der Westhuizen Street
Valmary Park
Durbanville, 7550

Tel: 060 991 6882

OWMHOA Building Deposit Account

Bank **ABSA**
Account No **9237133548**
Generic Branch Code **632005**