



ARCHITECTURAL GUIDELINES

FOR

MOSSEL BAY GOLF ESTATE



For the guidance of property owners

Latest Update: *2 February 2015* (Owners should confirm with Status Mark that they have the latest version).
Reviewed and Approved by Architectural Review Board, Board of the Mossel Bay Golf Estate Home Owners Association and Municipality of Mossel Bay.

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NOTE: All current changes denoted in bold italic print.

ARCHITECTURAL GUIDELINES FOR HOME OWNERS

MOSSEL BAY GOLF ESTATE: *List of Changes of Clauses associated with current revision.*

- *Consolidated various documents into one*
- *Introduced “Index” page*
- *2.4. Height Restrictions: Nothing new, only now listed under separate heading*
- *2.5. Coverage: More clarity on interpretation of 50% of 66% of erf area*
- *2.6. Width Restriction: Nothing new, only now listed under separate heading*
- *2.8. Plinth heights to be restricted*
- *2.9. Provide patches of paint to indicate final external colour finishes*
- *2.9.8. Included “geyser” in description for solar panels*
- *2.6.13. Previously only 3 sides described, now included for other lateral boundary*
- *2.9.8. Geysers are to be concealed*
- *2.9.13. All sides now described*
- *3.3. Building period for alterations and additions limited to 6 months maximum*
- *4.7.4. Requirement for storm water design, if required*
- *5.12. HOA Compliance Certificate now counter-signed by ARC*
- *Attachment 5: Scale of Fees: Fee for alterations & additions increased*
- *Attachment 8: Deliveries limited to 5 tons, due to ongoing damages to roads*
- *Reference to National Building Regulations SANS 10400 and SANS 204*

1. INTRODUCTION

- 1.1 Mossel Bay Golf Estate is a unique residential development in magnificent natural surroundings. This demands a “design with nature” approach from all who value and cherish the privilege of owning a piece of this real estate.
- 1.2 An Architectural Review Committee (ARC) has been *in existence and* appointed by the Directors of the Home Owners Association, to develop Architectural Guidelines and to guide the project aesthetics.
- 1.3 Every building and/or structure to be erected on the Estate shall be done in accordance with the Architectural Guidelines and shall be of approved design and of sound construction. No building operations shall be commenced on the estate and no additions or alterations to approved buildings shall be effected until approved in writing by the ARC, who shall at all times balance the project’s and individual owner’s requirements with the environment. Alterations and additions include such items as carports, garden pergolas, external expanding/retracting blinds, *fences/gates*, etc. **and described in much detail under National Building Regulations.**
- 1.4 These Architectural Guidelines allow for individuality within a specific project character, which is to be achieved in harmony with the environment and generally in character with the existing buildings in the vicinity (say within a radius of 4 erven away), so that the “new building” will harmonise with the area.
- 1.5 The spirit of the Architectural Guidelines is not intended to restrict, but to enhance the coherence of the development and serve as a protective mechanism.
- 1.6 The statutory building setbacks, development densities and adjacent golf course and Nature Reserve environment ensure the maintenance of the dominant natural and golf course landscape integrity.
- 1.7 These requirements are in addition to the Local Authority’s Town Planning and Building Regulations *SANS 10400 as well as SANS 204*. The HOA, in conjunction with the ARC, reserves the right to make any additions or alterations to these guidelines which, in their opinion, are necessary to create and guide the development in the architectural style and character that is envisaged for the entire development.

2. ARCHITECTURAL GUIDELINES

Plans of the Golf Estate generally indicate erf numbers.

The following aspects must be considered in the design and construction of houses.

2.1 Architectural Style

The houses already built on the Estate illustrate the type of architectural style envisaged. Deviation from the proposed styles that will blend-in will be considered, but must be discussed with the ARC early in the planning process.

2.2 Street Articulation and Site Planning

An architectural street and fairway façade must be created to avoid a wall of buildings. This will enhance views and create more private areas around houses.

The specific clauses within the Guidelines take into account the open concept of the development as envisaged in the Guidelines.

Factors such as view, privacy and orientation for sufficient sunlight must be considered when placing structures on stands. Dominant wind and rain directions must be taken into account when orientating houses. Consideration must be given to privacy when placing yard and entertainment areas. Suitable screening must be provided to the satisfaction of the ARC to protect external private areas from neighbouring properties.

Long unbroken walls are to be avoided – articulated walls are desired, with a maximum unbroken length of 10, 0 metres.

2.3 Building Lines

Street	4m inside stand boundary
Lateral or side boundaries	3m inside stand boundary
Rear (onto fairways)	6m inside stand boundary
Rear (onto neighbouring stands & Nature Reserve)	3m inside stand boundary

Group Housing erven e.g. Oporto Village, San Bartolomeo, Albufeira Manor are zoned as group housing. The street and rear boundary building lines are to be as in 2.3 above, however the lateral boundaries are to have 1.5m lateral building lines but where 2 or more units are coupled together the lateral building lines are 0m. The dividing walls between units are to be firewalls as required by National Building Regulations. Walls should extend right up to the underside of the roofing.

Note:

There are a few individual narrow erven between fairways and erven that have been registered in the name of the HOA and may be regarded as neighbouring stands. In these instances the concerned rear building line will be determined by measuring 6 meters from the narrowest point of the boundary of the HOA erven abutting the golf course, back towards the residential erven. The minimum building line to the boundary facing the golf course will however always be a minimum of 3 meters.

2.4 Height Restrictions

NOTE: Houses on stands 114 to and including 126 are limited to a single storey building.

Ground floor plus a first floor (or loft):

The maximum building height is 8,5m measured from the average natural ground level taken over the length or width of a specific building elevation to the height of the roof ridge measured vertically above the natural ground level. On steep slopes, an additional restriction of 5,5m above the surface of the road or relevant boundary, measured opposite the centre line of the street or highest boundary and is taken horizontally to form the height envelope. All drawing elevations and sections must indicate these height restriction envelopes.

Definition:

A steep sloping erf is defined as one having in excess of 2,5m fall over the length or depth of the erf or exceeding 3,0m between diagonal corners. (A lower ground floor level shall only be acceptable if it falls within the Municipal definition of a basement ie., that the centre point of such area is at least 2,0m below natural ground level – a basement as defined above is not taken into account as area nor may it be used for habitable accommodation.)

2.5 Coverage

Minimum building area: 150m² (Excluding garages and outbuildings)

Maximum area:

Ground Floor: 66% of the property area

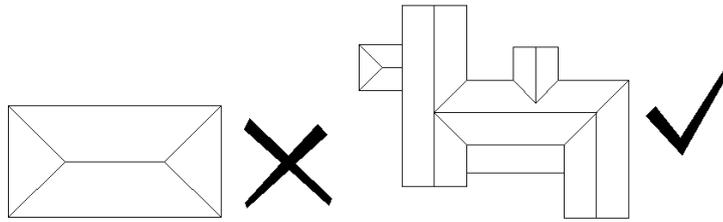
First Floor: 50% of 66% of the erf area.

2.6 Width Restriction

The width of the first floor on the transverse axis may only be 50% of the width of the stand. This must not jeopardize the views of the rear stand. Relaxation may be considered depending on the location of the stand.

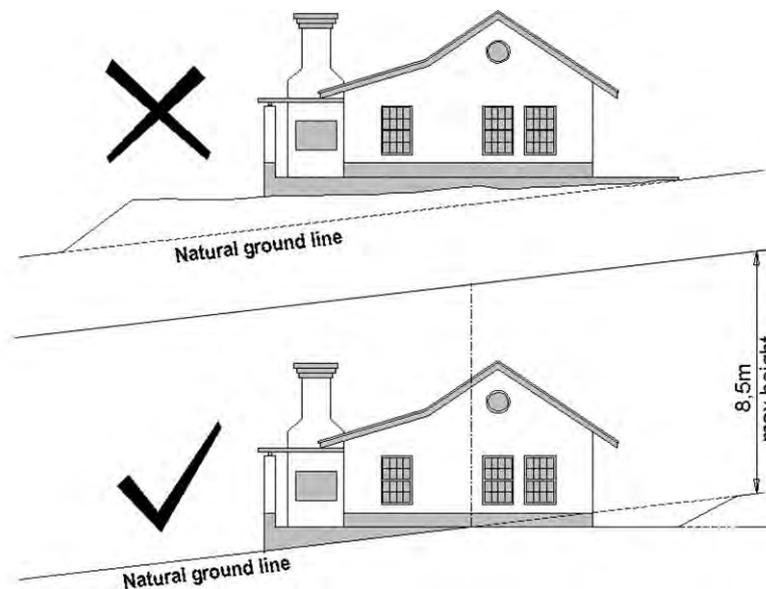
2.7 Plan Form

Fragmented plan forms will enhance view and orientation opportunities whilst giving visual form and scale. The position of the first floor must maximize the views of neighbouring stands (See diagram)



2.8 Levels

The floor levels of houses must follow the shape of the landscape to avoid excessively high foundations. Buildings must 'sit in the landscape' and not 'on top of the landscape'. Excavation and fill must be limited to attempt to achieve a balanced cut/fill situation. *Where the structure does sit above the Natural Ground Line, plinth height at any point should be restricted to a finished floor level that is practical.*



2.9 Building Structures

2.9.1 External walls

Large expanses of external walling must be avoided. In utilizing a fragmented plan (See 2.2), care must be taken with regard to scale and proportion of every facade.

The following are suggested:

Materials:

Clay face bricks as specified, or plastered and painted walls will be allowed.

Colours: All colours to be natural earthy colours.

Face bricks:

Subject to approval

Plaster:

Deep tint natural earthy colours or pigmented plaster. (White or any light pastel colours are not permitted.) Plaster mouldings, surrounds or detail design elements may be painted white. Outside paint colours are subject to approval by the ARC.

Paint:

A colour sample of a minimum size of 1m x 1m must be painted on the street elevation and approved before final painting is conducted.

Natural timber: Stained a dark mahogany colour, or similar.
Natural or artificial stone in limited applications only on building plinths or opening surrounds. Maximum height will be to the discretion of the ARC

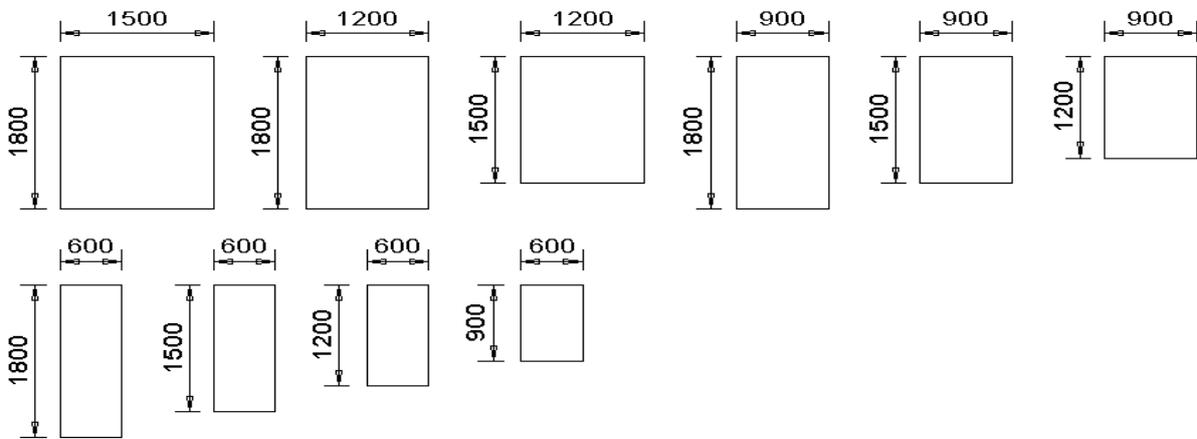
Unacceptable materials: Timber log houses
 Cement face bricks
 Excessively textured plaster.

2.9.2 Windows

Window proportions must be either square or higher than wide, and of moderate size. Windows must be carefully positioned in every facade to obtain the best possible proportion.

Windows and doors should compliment each other in design and proportion.

Materials: Timber (painted or varnished)
 UPVC
 Aluminium (Epoxy or anodized)
Steel window frames may not be used.



Preferred proportions:

The use of other window proportions is subject to approval of the ARC – if such windows are coupled to sliding door units the above preferred proportions can be overlooked at the sole discretion of the ARC.

Burglar bars must be simple rectangular design and placed internally. Timber window shutters and deep reveals are recommended.

No white window frames and no bright or primary colours or concrete surrounds are permitted.

Fenestration calculations are to be included in submitted documents to prove conformance to prevent redesign after approval.

2.9.3 Doors

Main entrance door should be recessed, protected and may not be flush with an external wall. Servants quarters, yard toilet, kitchen and storeroom doors must be screened from the street, golf course or neighbouring properties.

Materials: Timber (Painted or varnished)
 Aluminium (Epoxy or anodized) and glass.

Garage doors must be maximum 4,8m wide and 2,3m high, preferably in timber (although aluminium sectional overhead doors are permissible). The standard horizontal, vertical, diagonal or chevron planking patterns will be allowed in painted or varnished finishes. Galvanized steel & fibreglass doors will not be allowed. White garage doors are not acceptable.

2.9.4 Balconies and Terraces

Balustrades must be in simple decorative timber either painted or varnished or in painted wrought iron. Other materials may be considered on written motivation.

(General Note: the National Building Regulations limit the spacing between intermediates to 100mm apart.)

The height of ground floor level verandas or decks must not exceed 2m above natural ground level.

Aluminium and glass balustrades will be considered if they match the architectural style of the house design.

Precast concrete balustrades or round timber poles are not permitted.

2.9.5 Roofs

Roofs with a pitch varying from 17, 5° to 45° are permitted. The span of roof trusses is limited to 7m (inside measurement). Flat roofs may be utilized to link roofs where necessary.

Roofs on garages and outbuildings may be flat (10°) with the provision that they are concealed behind a 250mm parapet wall on three sides to blend in with the overall architecture.

Roof eaves may not be less than 600mm. Relaxation of this condition may be approved under certain architectural aesthetic considerations and specific notes to the effect are required.

Materials:

Recommended

Slates (fibre cement, Mazista)
Shingles
Concrete or clay tiles

Not permitted

Any profiled sheet metal
Steel roof tiles
Deep profiled & Victorian pattern
fibre cement sheeting
Thatch

Note: A flat roof, whilst not permitted, can be accepted as a box gutter in order to split roof spans thus reducing the apex heights and shall be permitted at the sole discretion of the ARC. *As a guideline the total area of the flat roofs may not exceed 10%.*

Colours: Natural slate

Painted colours: Charcoal
Dark green
Terracotta
Brown
Black, white or pastel colours are not permitted

2.9.6 Fascias, Bargeboards & Gutters

Fascias & bargeboards: 220mm but not less than 150mm deep timber or painted fibre cement

Gutters & downpipes: Pre painted seamless aluminium gutters and downpipes are preferred, or painted PVC gutters with 75mm round or square downpipes. Downpipes to be discreetly positioned. Colour to match wall and not to accentuate. White gutters and downpipes are not acceptable.

2.9.7 Yards

A Yard, as in kitchen yard, drying yard, and courtyard, shall be defined as any enclosed, unroofed, ground attached to a house.

All yard walls (kitchen, drying, & courtyard) should be plain face brick with brick-on-edge coping or plastered with plain plastered and painted coping, all to match the main structure

The height of a yard wall should not be less than 1.8m nor more than 2.3m above natural ground level. All walls shall be clearly indicated on the Plans and are to be shown on all four elevations by means of a broken line and annotated accordingly (position of yard wall). Dustbins, washing lines, gas bottles, trailers, caravans and boat storage areas must not be visible from roads, the golf course or public open spaces.

An enclosed yard area will only be permitted on one side of any stand in order to achieve an open landscape and golf course environment.

2.9.8 Aerials, satellite dishes, air-conditioning units, solar panels and water tanks

The positioning of TV aerials, satellite dishes, externally mounted air-conditioning units, solar panels and water tanks is subject to approval by the ARC and/or the Estate Manager. Solar panels must preferably be flush with the roof, with the *geyser and* piping concealed. Water tanks should ideally be placed in an enclosed kitchen yard or alternatively suitably screened from the road.

2.9.9 Canopies and Awnings

Will be accepted in canvas fabric.

Colours: Dark green, Brown & Rust.

2.9.10 Services

Plumbing pipes (water and sewerage): Prominent plumbing pipes (particularly from upper floors) must be concealed either within the walls, or by an external screen.

2.9.11 Signage and Post Boxes

To the discretion of the ARC

2.9.12 Paving

The following are suggested:

- Clay brick paving
- Cobbles
- Natural stone chip with solid edging
- Grass blocks
- Coloured cement bricks are permitted subject to ARC approval

Note: Colours are to harmonise with the colour of the paving to the adjacent/street. Cement paving and Klinker bricks will not be allowed.

2.9.13 Boundary Walls and Fences

All boundary walls and fences shall be indicated on the drawings – plans, elevations and sections as described for yard walls and shall conform to the following :-

Although fences are described, the concept of open design is encouraged, in order to blend in with the surrounding nature reserve and golf course character.

Note: Where the erf is excavated below natural ground level on the lateral or rear boundaries these walls are classed as retaining walls designed by a Pr. Engineer and may project 300mm above natural ground level in order to avoid stormwater from adjoining stands flowing onto the particular erf – the 300mm above natural ground level is to be stepped accordingly so as not to exceed 400mm.

Street boundary: A 1.5 m high wooden fence preferably as per ARC detail drawing.

Side boundary (one side):

From the street boundary to the street building line: A wooden fence not exceeding 1.5m in height and preferably as per ARC detail drawing.

From the street building line to half way along the side boundary length of the stand: A solid brick wall at a maximum height of 1.8m above natural ground level along one side of the stand only and on the same side as any yard wall.

From the rear boundary to halfway along the side boundary length of the stand: A wooden fence not exceeding 1.8m in height and preferably as per ARC detail drawing.

Side boundary (other side):

From the street boundary to the street building line: A wooden fence not exceeding 1.5m in height and preferably as per ARC detail drawing.

From the street building line for the side boundary length of the stand: A wooden fence not exceeding 1.8m in height and preferably as per ARC detail drawing.

Rear boundary: A wooden fence not exceeding 1.5m in height and preferably as per ARC detail drawing.

ARC detail drawing notes:

1. Colour for group housing units, *fences* will be heritage green.

2. Colour for free standing units, to be approved by the ARC and be complimentary to the existing structure's colour.
3. The construction side of the fence on all boundaries abutting common property or the golf course should only be visible from the inside of the owner's property.

General:

- 1 ***Dustbins, washing lines, gas bottles, trailers, caravans and boat storage areas must not be visible from roads, the golf course or public open spaces.***
- 2 Fences within 25m of a fairway may not exceed 1.5m in height.
- 3 The position of all fences and boundary walls must be clearly indicated on the Site Plan, elevations and sections and approved by the ARC.
- 4 Boundary walls and fences must be limited to enhance an open landscape and golf course environment.
- 5 Approved planting as a screen element between properties is encouraged.
- 6 No Vibrocrete walls or steel palisade fencing will be allowed.
- 7 All boundary walls and fences are subject to the formal approval of the ARC

2.9.14 Planting

The indigenous coastal vegetation on the property must be retained and protected. These specific plant communities are well adapted to the climate and therefore will act as a lush backdrop with low maintenance. Building sites should not be cleared of all indigenous vegetation, but must be seen as a part of the total nature development.

The total clearing of stands of indigenous vegetation is not permitted.

Only an approved person or persons may do selective cleaning – kindly contact the HOA for contact details.

The planting of Kikuyu grass is only permitted under certain conditions and with written approval of the HOA. Alien vegetation on stands must be removed before the building process.

Plant species for gardening:

A list of appropriate well-adapted indigenous plant species is available on request from the ARC *and/or Environmental group.*

Erosion control measures on steep slopes:

Adequate plant cover is required after construction to prevent soil erosion.

Environmental control: Environmental Directive 1.1 is attached to this document for the compliance of property owners, contractors, etc.

The attached Environmental checklist must be completed and approved by the Estate Manager before any construction on a site will be permitted.

2.9.15 Consultants Board

Only one consultant's board per specification will be allowed on a building site. No other sub-contractor's signs or advertisement will be permitted. This board must be removed as soon as the project is completed.

**NEW RESIDENCE FOR
Mr & Mrs GOLF FANS**

DESIGN

JOE SOAP & PARTNERS

STRUCTURAL ENGINEERS

DICK CHANGE & PARTNERS

CONTRACTOR

PETER BRAVEBOY & SONS (Pty) Ltd

2.10 Swimming Pools

Will be acceptable and the position and design thereof will be subject to approval.

Above ground pools are not permitted.

3 BUILDING AND CONSTRUCTION PERIOD

- 3.1 *All building work for new houses should have commenced by latest 1 July 2011 (historical).*
- 3.2 *Associated building work should be completed within a period of 12 months from starting date.*
- 3.3 *Building period for alterations and additions shall not exceed a period of 6 months.*
- 3.4 During construction, the site must be fully enclosed with a green 80% density shade cloth screening wall at least 1.8m high above natural ground level. The screening netting shall be maintained and have a neat appearance at all times.
- 3.5 *The Contractor has to conform to all Health & Safety requirements as required by the Department of Labour. The ARC may request the approved Health & Safety file or proof of appointment of a Health & Safety Officer as required by the Act.*

4. BUILDING PLAN REQUIREMENTS

- 4.1 1:200 Site plan indicating buildings, yards, paving, fences, site dimensions and building lines and all drainage and stormwater reticulation.
- 4.2 1:100 Floor plans and roof plan.
A schedule of floor areas (over walls) is to be indicated on all plans and is to be within the maximum areas as in paragraph 2.3. In order to eliminate any doubts a roof plan is also required showing all areas that are to be roofed – any eave overhang in excess of 1m is to be added to the floor area of that particular floor. Specific note is to be indicated on the drawing where *fascia* boards may be shown but no roofing material is intended between the *fascia* board and the wall and shall be regarded as unroofed areas. (The first 1m eave overhang is regarded as unroofed area and any eave overhang in excess of 1m is to be included as roof area.)
- 4.3 1:100 and/or 1:50 Cross-sections through all building components and site particularly where floor or roof or ceiling level changes occur.
- 4.4 1:100 Elevations of all facades including the required height restriction envelopes. (Refer to clause 2.3 herein). The height envelope restrictions are to be indicated on each and every elevation.
- 4.5 All other plans as required by the Mossel Bay Municipality in compliance with the National Building Regulations. A contour plan prepared by a Pr. Land Surveyor of all levels related to a datum point (benchmark) above mean sea level is to be located opposite the centre line of the street boundary with a steel peg set in concrete and painted red with a 150mm diameter circle.
- 4.6 Complete colour scheme and material specification are to be included with at least three sets of drawings while samples of face bricks, pavers and roof
- 4.7 Minimum requirements for the preparation of drawings for submission for approval:

NOTE: All plans submitted for new buildings are to be prepared by a **Professional** Architect or Senior **Architectural Technologist** registered with the South African Council of Architectural Professionals (SACAP). Additions and alterations to any existing building, provided that they do not exceed a total area of 150m² may be prepared by any person registered with the SACAP.

The following items must be included on application drawings:

- 1. Position of important trees and bushes
- 2. Contours at 1m intervals with building floor levels.
- 3. Except for level sites (i.e. maximum slope across the site of less than 2.5m), each site of a proposed building on the Estate shall be surveyed by a registered professional Land Surveyor who shall produce a Contour Plan with contours at 1m intervals including an identifiable benchmark, for the use of the architect and builder. The relevant Land Surveyor shall certify the correctness of all information on such drawing by signing and dating the drawing. All floor levels indicated on the architectural drawings must be relative to the benchmark level given on the Contour Plan, which must be included in the Architectural set of drawings submitted to the Applicant's address and contact information.
- 4. **Stormwater plan prepared by Professional Engineer registered at the ECSA.**
- 5. All costs involved in the production of the Contour Plan shall be borne by the Applicant.
- 6. Site area, building area and coverage factor.
- 7. Specification of external materials including the colour of walls, roof tiles, fascias, windows and doors, etc (with paint manufacturer's colour chips).
- 8. Applicant's address and contact information.

5. THE DESIGN REVIEW PROCESS AND BUILDING ACTIVITIES

Five (5) full sets of documents are to be submitted. 2 sets being returned to the Owner for submission to the Municipality, 1 set each for Status-Mark, the controlling Architect **and** the ARC. ***The sets retained are to be in full colour.***

NOTE:

- 5.1 Building plans and the Environmental Checklist, as detailed herein and completed and approved by the Estate Manager, are to be submitted to the ARC.
- 5.2 Applicants can obtain documentation and plans relevant to the site from the Home Owner's Association or the Mossel Bay Municipality.
- 5.3 ***It is recommended that*** sketch plans of any building work be submitted to the ARC for preliminary approval to obviate unnecessary delays at a later stage.
- 5.4 The working drawings prepared for submission to the Mossel Bay Municipality must first be submitted to the ARC for scrutiny and approval.
- 5.5 The design guidelines do not and cannot take precedence over the National Building Regulations (***SANS 10400***), ***SANS 204***), and regulations of the Mossel Bay Municipality.
- 5.6 A refundable, interest free, Builders Deposit and a non-refundable Road Maintenance Fee is payable by the home owner. (Refer to the attached Scale of Fees). The Builders Deposit shall be utilised for ***unremoved*** builder's rubble, road and street light damage ***not reinstated by contractor***, any incidental environmental damage as well as any fines levied against the owner or his contractors. On completion of the building project, a damage determination inspection will be held by the Estate Manager, ***and representative of the ARC***, representing the HOA, and the Builders Deposit less any deductions will be refunded on the satisfactory completion of the Compliance Certificate. Should the builders deposit prove insufficient to cover all claims, the owner will be required to meet all additional and related costs.
- 5.7 ARC: A non-refundable scrutiny fee is payable on submission of plans for approval. (Refer to the attached Scale of Fees).
- 5.8 Each design will be treated on its own merits and in the interest of the Golf Estate Development as a whole.
- 5.9 The HOA and/or the ARC do not in any way whatsoever accept or assume any legal responsibility arising directly or indirectly from any approval granted by it, and any decisions taken by the ARC in respect of previously approved plans which are in conflict with the present Architectural guidelines shall be honoured.
- 5.10 A copy of the building plans, as approved by the Mossel Bay Municipality, together with a signed copy of the Contractor's Code of Conduct shall be submitted to the HOA prior to commencement of construction.
- 5.11 The Environmental Checklist, as detailed herein, must be completed for approval by the Estate Manager and submitted with the drawings for approval before any clearing of a site may take place any breach of this regulation may result in a fine not exceeding R2, 000-00 which fine shall be deducted from the Builders Deposit.
- 5.12 Except in special circumstances and on written approval of the HOA, any planting of Kikuyu grass and/or non approved plant species on a stand is not allowed (as per clause 2.6.14), and any such breach of these regulations must be remedied by the owner. Failure to comply with any written directive in this regard within 14 days of the issue of such directive will result in the HOA organising the removal of the offending grass/plants and the cost thereof shall be deducted from the Builders Deposit.
- 5.13 Before the Builders Deposit (as detailed in clause 5.6) or balance thereof may be returned to the depositor, the HOA Compliance Certificate herein must be completed and signed by the Estate Manager ***and representative of the ARC*** and the relevant Architect/Owner.
- 5.14 During the building project, an appointed architect, representing the ARC will conduct site inspections from time to time to ensure compliance with the approved plans and any other conditions or instructions. It is the responsibility of the appointed building contractor to liaise with the appointed architect and arrange said inspections in accordance with the building program as submitted.
- 5.15 ***No deviations will be permitted from the approved plans. Any deviation will be treated as a revision and plans has to be submitted and scrutiny fee paid for review of the revision on the design***

6. ROLE OF THE HOME OWNER'S ASSOCIATION

- 6.1 The role of the Home Owner's Association (HOA) is to, amongst other functions, regulate and control the development to the benefit and best interests of the community and to the satisfaction of the Local Authority with the assistance of the ARC.
- 6.2 The HOA will not have the power to veto a decision made by the ARC with regard to these Architectural Guidelines.
- 6.3 All queries relating to submission procedures must be directed to the HOA.
- 6.4 All technical information, details of underground services, connection points and road levels can be obtained from the Mossel Bay Municipality.

7. CHANGES TO AND MAINTENANCE OF BUILDINGS

- 7.1 An owner or occupier of a property :

Shall not, without the written consent of the ARC, alter the previously approved external colour scheme of buildings/structures erected on the estate, and shall maintain in a neat and tidy condition and in a state of good repair all buildings/structures erected on the estate.

Queries may be addressed to:

THE MOSSEL BAY GOLF ESTATE ARCHITECTURAL REVIEW COMMITTEE:

Tel: (044) 691 3054 Fax: (044) 691 1520
info@status-mark.co.za

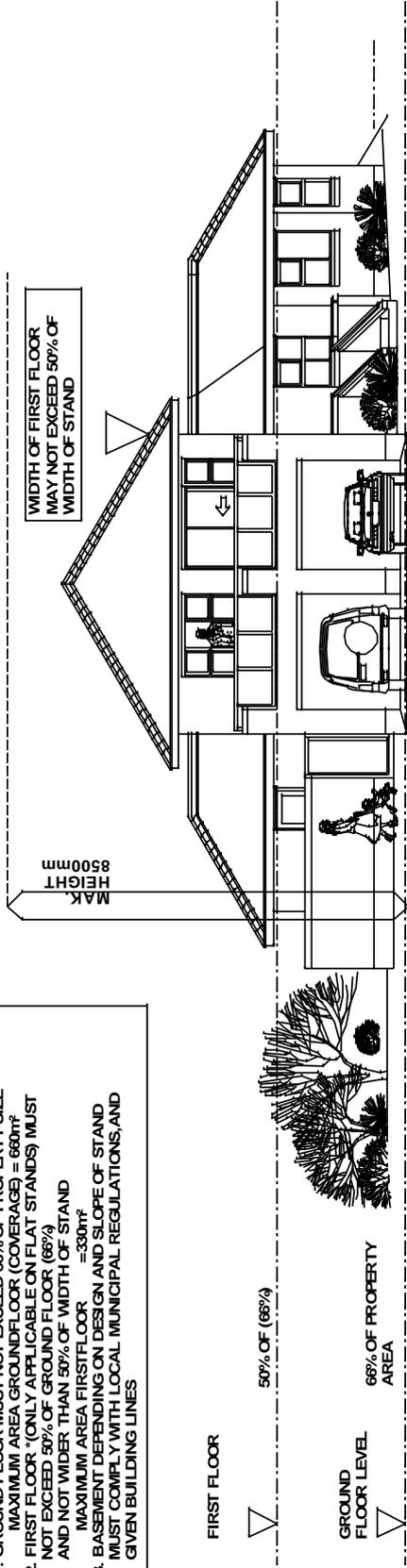
List of Attachments:

- 1 Drawing: Flat stand maximum .height restriction
- 2 Drawing: From road upwards: Sloped stand maximum .height restriction
- 3 Drawing: From road downwards: Sloped stand maximum .height restriction
- 4 Typical elevation of picket fence
- 5 Approval Procedure and Scale of Fees
- 6 Environmental Directive
- 7 Environmental and Building Checklist
- 8 Contractors Code of Conduct
- 9 HOA Compliance Certificate

ATTACHMENT 1

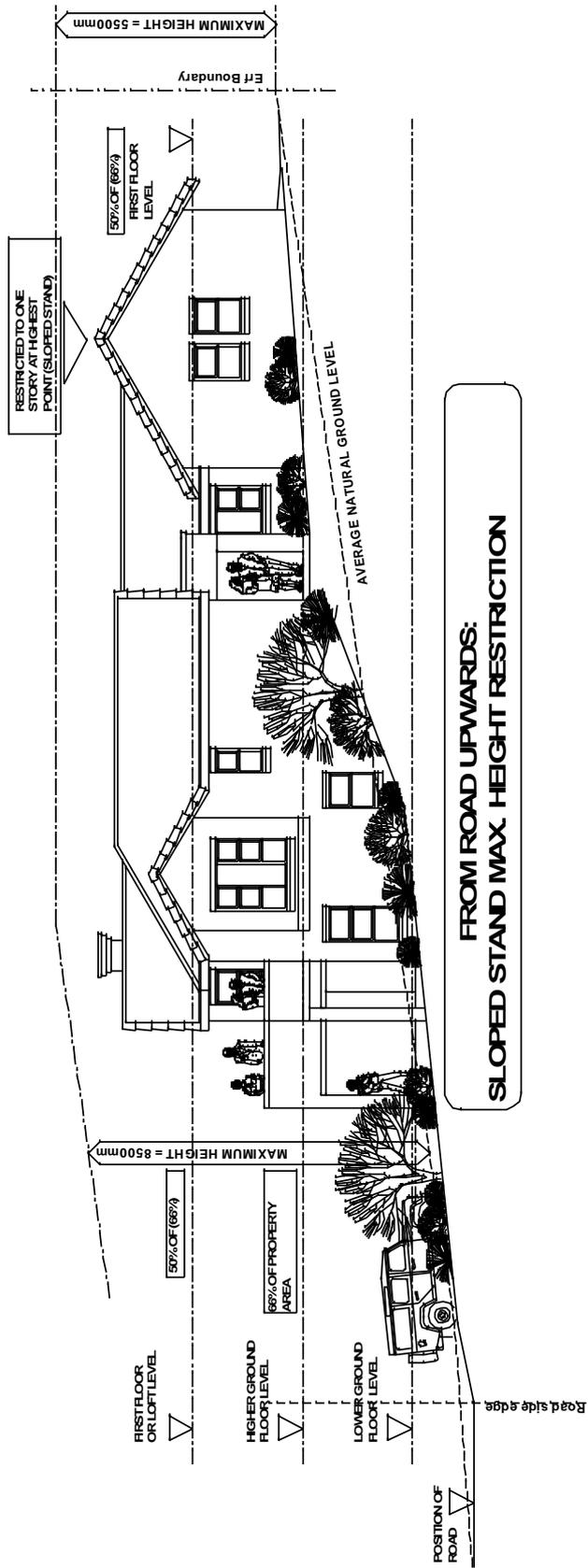
EXAMPLE:
 THE STAND IS 1000mm²:

1. GROUND FLOOR MUST NOT EXCEED 66% OF PROPERTY SIZE
 MAXIMUM AREA GROUND FLOOR (COVERAGE) = 660m²
2. FIRST FLOOR (ONLY APPLICABLE ON FLAT STANDS) MUST NOT EXCEED 50% OF GROUND FLOOR (66%) AND NOT WIDER THAN 50% OF WIDTH OF STAND
 MAXIMUM AREA FIRST FLOOR = 330m²
3. BASEMENT DEPENDING ON DESIGN AND SLOPE OF STAND MUST COMPLY WITH LOCAL MUNICIPAL REGULATIONS, AND GIVEN BUILDING LINES

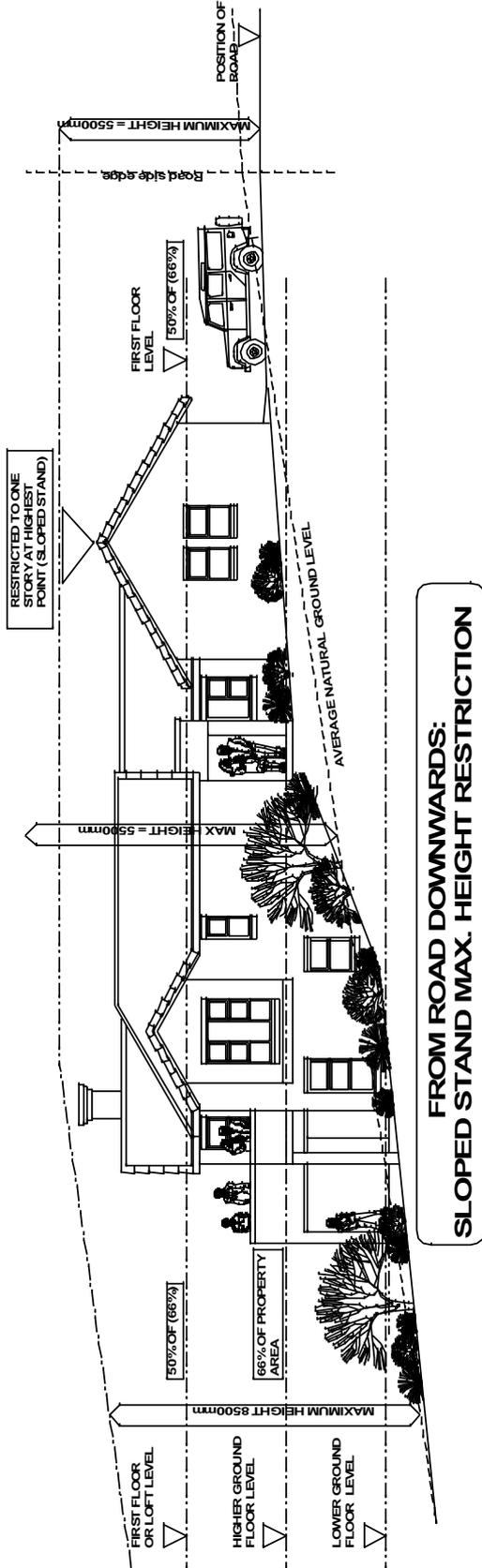


FLAT STAND MAX. HEIGHT RESTRICTION

ATTACHMENT 2



ATTACHMENT 3



Attachment 5

**PLAN APPROVAL PROCEDURES and INFORMATION
SCALE OF FEES**
for the Mossel Bay Golf Estate Home Owners Association

All new jobs including minor and major alterations must comply with:

1. The Architectural Guidelines – *11 February 2013* revision
2. The Environmental Directives which must form part of the contract documentation.
3. Contractors Code of Conduct which must form part of the contract documentation.

These documents can be obtained from the Managing Agents as per contact details on this letter.

- A) All plan applications must be submitted to the offices of Status Mark with the prevailing approval fees currently as follows:
- | | |
|--|------------------|
| Minor works (area not exceeding 30% of original house area) | = R1, 000 |
| Major works (area exceeding 30% of original house) and new jobs: | |
| Single/Double storey | = R4, 000 |

Fees are payable prior to any review taking place.

- B) Five full sets of building plans as accepted by the Local Authority and including complete External Specification together with the Environmental Checklist **are** to be submitted and each drawing must be numbered.
- C) Where the author and/or Designer is not a registered Pr Architect, as set out in the Architectural Professions Act No. 44 of 2000 an exemption certificate is required.
- D) The plans will be scrutinized by the Architectural Review Board on an ad hoc basis. Should the plans not conform to the guidelines the Architect will be provided with an opportunity to submit amended plans for a second consideration. Should the plans not conform after the second round; an additional fee of **minimum** R500.00 will be levied for each following submission.
- E) Two sets of approved plans will be returned once a signed copy of the environmental directive and contractors code of conduct has been returned to the managing agents and the builders deposit has been paid.

Acknowledge receipt of all documents: _____
Signed

Name & Date

- F) **BUILDER's Deposit and Road Fund:** The current non-interest bearing builders deposit is R10, 000, of which R1, 000 is allocated to the Road Maintenance Fund. The remaining builder's deposit of R9, 000 will be refundable, subject to the conditions of 5.6 of the Architectural Guidelines.
- G) Once the builder is appointed the builder must submit a Construction Program to the office of Status Mark.
- H) All payments are to be in the form of a cheque **or bank transfer** made out to the Mossel Bay Golf Estate Home Owner's Association and are payable by the home owner.

Attachment 6

MOSEL BAY GOLF ESTATE ENVIRONMENTAL DIRECTIVE 1.1

Golf and residential development on erf 2001, Commonage, Mossel Bay

ENVIRONMENTAL MANAGEMENT

The directive is to be incorporated into all contracts and sub-contracts on the project as part of the Environmental Management Plan for the project.

1. ENVIRONMENTAL POLICY STATEMENT

The site on erf 2001 Commonage Mossel Bay (104,846 ha) is located in an environmentally sensitive area. Incorporating a sloping coastal plateau (1:12) running down to a steep rocky headland at the coast. The surface geology comprises rock, calcrete and sand pockets. This is covered by a thick indigenous plant cover infested in parts with alien species. The area is well represented by white Milk wood trees (*Sideroxylon Inerme*) and other associated species that are protected in terms of the Forest Act (Act 122 of 1984).

This plateau environment is a popular recreation area, but is also a vulnerable natural environment exposed to extreme environmental conditions and severe development pressures.

Gale force winds under storm conditions may cause excessive erosion or deposition of sand.

This factor coupled with low or erratic rainfall and fluctuating temperatures results in a relatively unfavourable habitat for plant growth and stabilisation and therefore demands care during development.

The Mossel Bay Golf Estate is an important recreational project in the Southern Cape and bases its main resource or attribute on its magnificent natural environment. Should this be marginalised or destroyed, the project would be severely compromised. Consequently all efforts have been made to reconcile development and conservation on the project.

As a result of this, a specific modus operandi will be required for all contractors, sub-contractors and suppliers on the property. It is not the developer's intention to be restrictive, but to control all project actions within a system of Environmental Management called the environmental management plan (EMP).

Liaison between the project consultants, developers and knowledgeable authorities, such as Cape Nature Conservation, Mossel Bay Municipality and NGO's will be maintained on a regular basis through the functions of an Environmental monitoring committee (EMC).

Environmental audits will be carried out on a regular basis to ascertain the success of this protective system and guidelines within the overall project construction.

2. REQUIREMENTS FROM CONTRACTORS

Prior to the commencement of any construction and no later than 7 calendar days after handing over the specific construction sites to the contractor method statement must be submitted via the specialist consultant to the Environmental consultants for consideration and discussion.

A method statement is a review of how the specific contract or construction activity is to take place, taking the given sensitive environment into account and planning for any contingencies that may arise that will affect the environment negatively.

This will be evaluated and reviewed on a regular basis and contractors must allocate actions within their overall programme to prevent any damages to the site environment described above.

3. GENERAL

3.1. " Sensitive areas" will be indicated on site by the consultants. These are "no-go" areas which may include steep slopes and vegetation thickets and may not be entered except under special conditions as authorised by the designated consultants.

These area must be adequately protected by demarcation or fencing at the costs of the contractor to prevent unauthorised access by workers or others. These fences or barriers must be maintained during

construction and removed by the contractor at the completion of the project when the consultant has indicated in writing that it is safe to do so.

3.2. Work space, circulation and storage areas on the site are limited and the contractor must establish what equipment and construction techniques will be used for the erection of the various project components.

3.3. Contractors Responsibility Regarding The Environment

The contractor is responsible for the actions of sub-contractors and any other external contractors supplying materials or services. He must ensure that these persons are informed about the contents of this directive at all times before entering the site and that they act within the parameters laid down for environmental protection of the site.

3.4. Equipment, Plant and Vehicles

The contractor must establish that the type of plant, machinery and vehicles used on the site or for deliveries are compatible with the site. Specific care must be taken with long multi-axle vehicles, vehicles such as backacters and cranes with abnormal height that may damage the tree canopy. Specific caution is to be exercised in controlling deliveries by Ready-Mix vehicles.

3.5. Site Clearing

Areas and extent will be indicated by the consultants on site. Machine operators must be well briefed on their tasks to avoid any incidental environmental damage.

3.6. Topsoil

Topsoil on the site is very thin and is therefore a valuable commodity and must be treated with care. Topsoil storage areas will be demarcated by the consultants. These areas must be protected from mixing with subsoil, refuse, construction rubble and alien vegetation for re-use in the reinstatement of certain areas of the site during and after construction.

3.7. Bulk Fill Areas

Subsoil will be relocated from excavated areas to be used to elevate certain areas of the site. This fill will be located in areas demarcated only. During bulk excavation or fill operations depending on the structural system required by the consultants, cognisance must be taken of the work space and stability (slumping) situation. No burrow pits will be opened on the property without the approval of the consultants.

3.8. Service Routes

Permanent or temporary service routes over the site will be properly protected in terms of 3.1. above.

3.9. Roads, Marshalling Areas and Circulation

Existing roads only will be used for access to construction sites. Cognisance must be taken of road widths for circulation, marshalling and access to construction sites. Suitable arrangements must be made with the consultants for vehicle parking. Marshalling activities will be limited to the demarcated areas only. No deviation without prior written approval from the consultants will be permitted.

The main access routes to the site are used by tourists and public as well and all construction and delivery vehicles have responsibility in terms of speed and safety.

3.10. Dumping

Dumping of construction rubble, cut vegetation or any other material will only be permitted in areas indicated by the consultants. All refuse will be removed regularly from the sites to prevent unnecessary accumulation. Appropriate, durable and adequate litter bins will be provided by contractors at designated areas on the construction sites and must be used.

3.11. Areas For Workmen

Specific areas will be indicated on the site for the use of workmen. These areas will be maintained in a clean and neat condition and no access to adjacent “no-go” areas is permitted. Specific areas will be demarcated for the placing of temporary chemical toilets, making of fires for cooking and resting. Appropriate informative signage that can be understood by construction personnel must be erected to inform them of procedures to be followed.

3.12. Toilet Activities

Contractors are to ensure that toilet facilities as described in 3.11 are appropriately placed for easy access by workmen and that no defecation takes place in other areas of the site. The contractor will take into account the cultural requirements of workmen in this regard.

Washing facilities for workmen will also be suitably placed and run-off controlled by prior agreement with the consultants.

3.13. Use of Poisons and Chemicals on Site

The contractor will supply the consultants with a list of all poisons or chemicals to be used on the project prior to its commencement.

3.14. Temporary Stormwater Drainage from the Works

This will be done in collaboration with the consultants.

3.15. Erosion

All soils on the property are erodible (wind and water) and the contractor will be responsible for the reinstatement of any areas of the site that are eroded due to construction activities. Reinstatement of areas eroded will be as directed by the consultants to the satisfaction of Cape Nature Conservation.

3.16. Fires

Fires for cooking purposes will be permitted only at areas indicated. The contractor is warned that due to the nature of the vegetation on site under certain climatic conditions such as strong winds, fires are a very real risk. The contractor will be held responsible for damage caused by fire on site and will include reinstatement of vegetation to the satisfaction of the consultants. Prior to the commencement of construction activities the contractor is to ascertain the fire requirements of the local authority and must submit a contingency plan to the consultants.

3.17. Public Access

The contractor must note that certain authorised members of the public will have access to the site and that all of the above restrictions will be enforced by the contractor for the duration of the contract.

3.18. Dust Generation

The contractor must ensure excessive dust generation on site must be kept in check. Collaboration with the consultants in this regard is important.

4. PENALTIES

Due to the importance of the protection of the environment for the duration of the contract a system of penalties will be imposed for any transgressions as follows:

4.1. Litter

- R100 per item

4.2. Not using chemical toilets

- R100 per transgression

4.3. Entering of “no-go” areas without authority

- R100 per transgression per person.
Any damage to “no-go” areas will be for the contractor’s account

4.4. Speeding

- ***Fine*** per transgression (*referred to Rules Committee*)
A maximum speed of **25km/h** will be permitted. If the enforcing official cannot catch the offending vehicle at a speed of **30km/h** it will be deemed to be speeding.

4.5. Driving off demarcated roads

- R500 per transgression and making good of damaged areas.

4.6. Poaching

- R500 per bird or animal – contractor to pay and work will be stopped until fine is paid.

4.7. Fishing

- R100 per transgression
No access to the coastal area for fishing is permitted.

4.8. Lighting of fires outside of authorised areas

- R500 per transgression
Work to be stopped until fine is paid. Any damage will be for the contractor's account.

4.9. Damage to vegetation

- R100 per shrub
- R800 per Milk wood
This does not detract from the regulations in terms of the Forest Act.

4.10. GENERAL

- 4.10.1. Payment shall be no later than the week ending the transgression.
- 4.10.2. Defaulters should be personally liable.
- 4.10.3. ***Any person/s representing the HOA*** are empowered to impose fines:

5. REINSTATEMENT

The contractors are notified that landscape reinstatement will take place concurrently with the Civil and Building contracts and that access to these areas will be limited.

6. PROTECTION OF SPECIES TREES

Specific trees in close proximity to roads and buildings will be marked with danger tape for protection.

7. PUBLIC SAFETY

As tourists and public will use the main routes on the site concurrently, the contractor must actively address public safety aspects.

8. CIRCULATION OF THIS DIRECTIVE

- 8.1.** All consultants
- 8.2.** Contractors, Sub-contractors, suppliers to site
- 8.3.** Project Marketing Consultants
- 8.4.** Mossel Bay Golf Club – executive committee
- 8.5.** The Environmental Monitoring Committee
- 8.6.** Cape Nature Conservation – George (Dr A Vlok)
- 8.7.** The Town Engineer – Municipality of Mossel Bay

ATTACHMENT 7

ENVIRONMENTAL AND BUILDING CHECKLIST: SITE PREPARATION:

ERF NO. :

Item	Action	Checked	Signature	Checked	Signature	Date	Remarks
1	Preliminary inspection	<i>Owner/ Contractor</i>		Estate Manager			
2	Clear "Port Jackson's" by hand	<i>Owner/ Contractor</i>		Estate Manager			
3	Set out house "footprint"	<i>Owner/ Contractor</i>		Estate Manager			
4	Mark out temporary lay down areas required by builder	<i>Owner/ Contractor</i>		Estate Manager			
5	No-go areas identified & demarcated	<i>Owner/ Contractor</i>		Estate Manager			
6	Topsoil storage areas identified	<i>Owner/ Contractor</i>		Estate Manager			
7	Plant species evaluated	<i>Owner/ Contractor</i>		Estate Manager			
8	Milk wood removal permit	<i>Owner/ Contractor</i>		Estate Manager			
9	Remove protected/sensitive plant species	<i>Owner/ Contractor</i>		Estate Manager			
10	Site ready for construction to commence	<i>Owner/ Contractor</i>		Estate Manager			

Telephone contact numbers:

1. Estate Manager: Confirm contact person and numbers with Status Mark.
2. To be provided

Attachment 8
Mossel Bay Golf Estate
Home Owners Association (HOA)
incorporated under section 21
of the Companies Act, 1973 (as amended).

CONTRACTORS'S CODE OF CONDUCT
(effective 6 December 2012)

The following Code of Conduct must be adhered to by all building contractors and sub-contractors and signed by both the owner and main building contractor prior to the commencement of any construction on site. The owner whose property is being developed and the building contractor will be held responsible jointly and severally liable for any breach of this code. It is therefore advisable for the owner to take the necessary precautions to ensure that his contractor understands this code of conduct in its entirety.

1. All deliveries of materials are to be made between 07:00 and 17:00 on weekday only, unless prior arrangements are made with the Estate Manager.
2. Building activity will only be permitted between the hours of 07:00 and 18:00 Mondays to Fridays, except for the months, May, June, July and August building activity will only be permitted between the hours of 07:00 and **17:00**. Activity outside of these hours will not be allowed.
3. Deliveries (**including bricks**) will be limited to a maximum of **4 tons** per truck. No trailers will be permitted. Relaxation of this limitation will only be granted by the HOA under exceptional circumstances on written application by a contractor. Any breach of this requirement will be subject to a R1, 000-00 fine per breach.
4. Contractors are to house their staff/labour off site.
5. Builders are to control and dispose of all their litter and waste material on a regular basis and ensure that no litter is left lying about their site outside working hours. To this end, they are to supply 2 x 200 litre drums for use as site rubbish bins or a wire mesh enclosure.
6. No dumping is permitted on the Estate or Nature Reserve. Combustible material may not be burnt on site. Offenders will be fined a minimum of R500-00 per breach.
7. All building sites are to be equipped with an adequate chemical toilet/s for the exclusive use of their staff. The toilet is to be placed behind the shade cloth screen (clause 21) with the door away from the road, and must be kept hygienically clean at all times. The contractor is to ensure that his staff makes use of the toilet and not the surrounding erven, common areas/common property. Any breach of this requirement will be subject to a R500-00 fine per breach.
8. Contractors are required to take All-Risks and Public Liability Insurance cover. Owners are advised to hold a retention over contractors until any claim for damage on the Estate has been settled.
9. Any staff found to be on a site other than the site they are contracted to may face a charge of trespassing.
10. The Contractor may not use surrounding properties for any whatsoever without the prior written approval of the owner. This includes vehicle access, the storage of building materials, the dumping of excavated soil, stumps and cleared tree and undergrowth material. **Common areas/common property and Golf Club property may not be used under any circumstances.**
11. The Owner will be responsible for ensuring that his water meter is accessible for reading during and after construction. The contractor must protect the meter from damage.
12. The contractor is responsible for identifying and ensuring that his site pegs are not removed or obliterated.
13. The main contractor will be held responsible for the actions of his sub-contractors.
14. All security regulations at the estate must be complied with by all workers who must have ID cards with photos.
15. Applications for temporary water and electricity connections must be made to the Mossel Bay Municipality.
16. Water/Electricity used on site during construction must on be from the connections points supplied on the contract site.
17. Safety equipment must be used when and wherever required (e.g. safety hat, goggles, gumboots, gloves etc.)
18. Environmental Directive 1.1 must be complied with.
19. Only one notice board per site is allowed and must be in accordance with the Architectural Guidelines. Signboards of suppliers and sub-contractors are not allowed.
20. A complete set of plans approved by the Architectural Review Committee and the Municipality of Mossel Bay must be supplied to the Controlling Architect of the Architectural Review Committee at P O Box 567, Mossel Bay, 6500 or care of the managing agent before any building activity commences.
21. Before construction commences, and for the entire period of construction, the site must be fully enclosed with a green 80% density shade cloth screening wall at least 1.8m above natural ground level. This

screen must be kept in good condition at all times during the construction period. Any breach of this requirement will be subject to a fine of R500-00 per day.

22. Where materials are off-loaded by a supplier and encroach on to the pavement or roadway, these materials must be moved onto site by the contractor. No material is allowed to remain on the roadway or pavement. It is the owner's and contractor's responsibility to clear the roadway of all such materials. The same applies to sand or rubble washed or moved onto the road during building operations. Concrete and/or mortar may not be mixed in or on road reserves, common areas and the golf course.
23. Any infringement of the above requirements may result in the HOA:-
 - 23.1 Suspending building activities until such contravention has been rectified and/or
 - 23.2 Calling upon the contractor and owner to rectify the breach within 7 days of the notification and/or
 - 23.3 Having the breach rectified and recovering the remedial cost from the owner in addition to a minimum R200 handling fee or 25% of the remedial cost, whichever is the greater and/or
 - 23.4 Levy either spot fines or penalties for any other violation, where no fine was stipulated in either the guidelines qualified above.**

The following may be contacted regarding the above and their decision will be final:

The Site Manager, <i>Mr Sias Koen</i>	(o44) 691-2539
The Managing Agent (Status Mark)	(044) 691-3054

IMPORTANT:

The owner must ensure that this document is signed by both parties before commencement of building operations, and a copy sent to the Controlling Architect, Mossel Bay Golf Estate Homeowners Association, Mossel Bay at P O Box 567, Mossel Bay, 6500.

Construction will not be allowed to commence until this signed copy has been received by the Controller Architect.

ATTACHMENT 9

**MOSSEL BAY GOLF ESTATE
HOA COMPLIANCE CERTIFICATE**

I,

.....
[Estate Manager]

Hereby certify that the Builders Deposit minus the following deductions:

- 1
2
3
4

Net Total:

may be refunded to:

.....
[the depositor]

Signed

Date

[Estate Manager]

Signed

Date

[Chairman, ARB]