



ARCHITECTURAL GUIDELINES

FOR

MOSSEL BAY GOLF ESTATE



For the guidance of property owners

Latest Update: **2024 11 07 at AGM** (Owners should confirm with Status Mark that they have the latest version). *Reviewed and Approved by Architectural Review Board, Board Directors of the Mossel Bay Golf Estate HomeOwners Association (MBGE HOA) and Municipality of Mossel Bay.*

INDEX LIST

Clause	Description	Page
	Cover Sheet	1
	Index Sheet	2
Changes	Current revision (see text) <i>Changes in red</i>	2
1	INTRODUCTION	3
2	ARCHITECTURAL GUIDELINES	3
2.1	Architectural Style	3
2.2	Street Articulation and Site Planning	3
2.3	Building Lines	3
2.4	Height Restrictions	4
2.5	Coverage Minimum and Maximum	4
2.6	Width Restriction	4
2.7	Plan Form	4
2.8	Levels	4
2.9	Building Structures	5
2.9.1	External Walls	5
2.9.2	Windows	5
2.9.3	Doors	5
2.9.4	Balconies and Terraces	6
2.9.5	Roofs	6
2.9.6	Fascias, Bargeboards and Gutters	6
2.9.7	Yards	6
2.9.8	Aerials, Satellite Dishes, AC units, Solar Panels, Water Tanks	6
2.9.9	Canopies and Awnings	7
2.9.10	Services	7
2.9.11	Signage and Post Boxes	7
2.9.12	Paving	7
2.9.13	Boundary Walls and Fences	7
2.9.14	Planting	8
2.9.15	Consultants Board	8
2.10	Swimming Pools	8
3	Building and Construction Period	8
4	Building Plan Requirements	9
5	The Design Review Process and Building Activities	9
6	Role of the HOA	10
7	Changes to and Maintenance of Buildings	10
Attachment 1	Drawing Flat Stand: Height Restrictions	11
Attachment 2	Drawing Sloped Stand: From road downwards	12
Attachment 3	Drawing Sloped Stand: From road upwards	13
Attachment 4	Typical Elevation of Picket Fence	14
Attachment 5	Plan Review Procedures and Information	15
Attachment 6	Environmental Directive	17
Attachment 7	Environmental Checklist	20
Attachment 8	Contractors Code of Conduct	21
Attachment 9	HOA Compliance Certificate	24
Attachment 10	Electrical Fences	25

NOTE: All current changes noted in *red*.

1. INTRODUCTION

MBGE 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.

An Architectural Review Committee (ARC) has been in existence and appointed by the Directors of the HOA, to develop Architectural Guidelines and to guide the project aesthetics.

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.

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. 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.

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. 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.

An owner that submits plans also give permission in terms of the POPIA Act that information may be shared with the relevant authorities.

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: The Mossel Bay Municipal Zoning Scheme By-Law indicates a setback line of 6 metres adjacent to the fairway, where no building structures are allowed.

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 8,0m 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 i.e., 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)

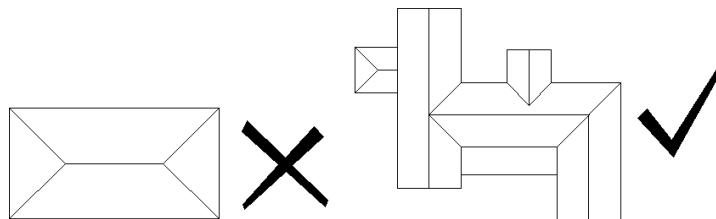
Maximum area: Ground Floor: 66% of the property area and First Floor: 50% of 66% of the erf area.

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.

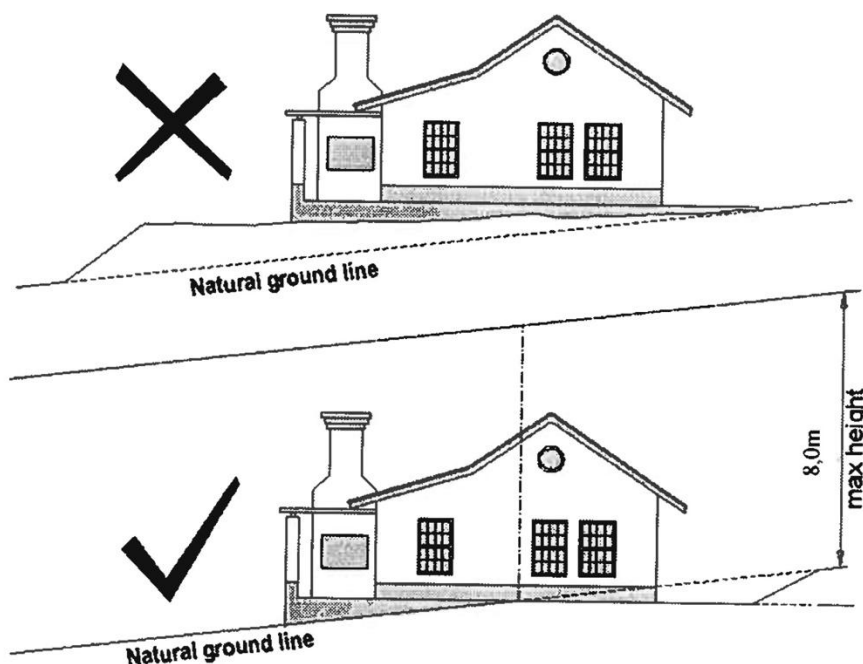
2.7. Plan Form:

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.

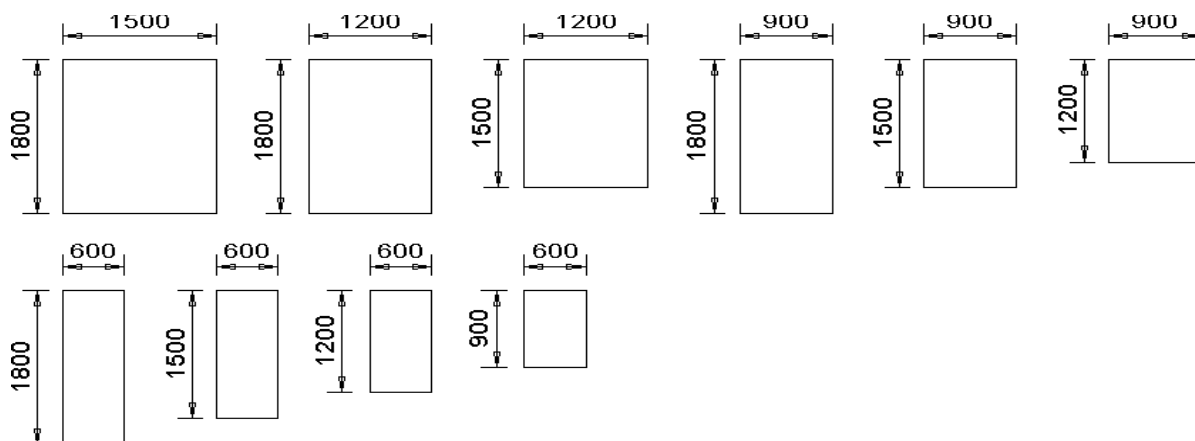
2.9.2. Windows

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. **Windows must match the present architecture of the house.**

Mirror type or excessively reflective glass is not acceptable.

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 2,5m high. Garage doors deviating from these dimensions can be considered by the ARC at their discretion with proper written motivation from the owner and/or architect, 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.

Glass, aluminium, or a combination of the two will be considered. Stainless steel balustrades are also acceptable. 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:	<u>Recommended</u>	<u>Not permitted</u>
	Slates (fibre cement, Mazista)	Any profiled sheet metal
	Shingles	Steel roof tiles
	Concrete or clay tiles	Deep profiled & Victorian pattern fibre cement sheeting

Note: As a guideline, the total area of flat roofs may not exceed 10% for new houses. For extensions to existing houses, a motivated percentage of up to 20% may be accepted by the ARC. Aluminium Louvre roofs will not form part of the flat roof restriction but must still be submitted to the ARC for possible approval..

Colours: Natural slate

Painted colours: Dark Grey, Charcoal, Dark green, Terracotta.
Black, Red, white or pastel colours are not permitted.

Before paint is bought or any painting or repainting of a roof commences, the colour of the paint must be approved by the ARC. Durable and suitable roof sheeting that is approved by the ARC may be used for flat roofs only. These flat roofs must be concealed on all sides with a parapet or similar approved method. The flat roof must be painted the same colour as the roof and must blend in with the overall architecture.

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. Solar panels must preferably be flush with the roof, with the geyser and piping concealed. All cabling from the roof down to the lower level preferably needs to be installed out of sight inside existing service ducts. If this is not possible, trunking can be installed, as small as possible and painted the same colour as the walls. All work must be done as neatly as possible to reduce any negative visual impact on the bordering properties and the Estate.

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. **The details as indicated on the approved plans must be followed.**

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. **Permission must be obtained to lay paving and paving must be done to supplement nature and not to replace it.**

Note: Colours are to harmonise with the colour of the paving to the adjacent/street. Cement paving and Clinker 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 halfway 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:

Dustbins, washing lines, gas bottles, trailers, caravans and boat storage areas must not be visible from roads, the golf course or public open spaces.

Fences within 25m of a fairway may not exceed 1.5m in height. The position of all fences and boundary walls must be clearly indicated on the Site Plan, elevations and sections and approved by the ARC. Boundary walls and fences must be limited to enhance an open landscape and golf course environment. **No Vibrocrete walls or steel palisade fencing will be allowed, but the ARC may approve PVC or other similar fences of durable materials on erf, where it blends in with the surrounding area. All boundary walls and fences are subject to the formal approval of the ARC. The construction of border fences will only be allowed if erf pegs of the land surveyor are visible before and after the construction of the fence.**

Approved planting as a screen element between properties is encouraged.

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.

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 or other approved required measures must be provided by the relevant owner as required by the ARC to prevent soil erosion or other damage.

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 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
<u>DESIGN</u> JOE SOAP & PARTNERS
<u>STRUCTURAL ENGINEERS</u> DICK CHANGE & PARTNERS
<u>CONTRACTOR</u> 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 PERIOD

All building work for new houses should have commenced by latest 1 July 2011 (historical). Associated building work should be completed within a period of 12 months from starting date. Building period for alterations and additions shall not exceed a period of 6 months.

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.

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

1:200 Site plan indicating buildings, yards, paving, fences, site dimensions and building lines and all drainage and stormwater reticulation.

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.)

1:100 and/or 1:50 Cross-sections through all building components and site particularly where floor or roof or ceiling level changes occur.

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.

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.

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.

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: Position of important trees and bushes.
Contours at 1m intervals with building floor levels.

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.

Stormwater plan prepared by Professional Engineer registered at the ECSA.

All costs involved in the production of the Contour Plan shall be borne by the Applicant. Site area, building area and coverage factor.

Specification of external materials including the colour of walls, roof tiles, fascias, windows and doors, etc (with paint manufacturer's colour chips).

Applicant's address and contact information.

Any minor works must be indicated in red on a site plan and the relevant side elevations. Sizes, colours of window frames, doors etc. must be specified, with type of materials and other information as required by the ARC for approval. Prior to start of construction, minor works must be approved in writing by the ARC and recorded at the Municipality. Minor works must be indicated in red on site plans as well as on applicable side elevations to describe proposed work sufficiently. No work will commence unless approval from ARC and Municipality were obtained in writing.

5. THE DESIGN REVIEW PROCESS AND BUILDING ACTIVITIES

1. One (1) full set of documents in electronic .pdf format to be e-mailed to Status Mark. The plans submitted must be in full colour and coloured (for new and existing work) as per the requirements set out in the National Building Regulations. Status Mark will circulate the plans to the Architectural Review Committee. Approved plans will be stamped and signed electronically. Once Municipal approval has been obtained it is the responsibility of the owner to supply the ARC with stamped electronic copies of the Municipal approved plans. During construction the hard copy of Municipal approved plans (indicating both the HOA stamp as well as the Municipal stamp) must be always kept on site and available for scrutiny.

NOTE: Building plans and the Environmental Checklist, as detailed herein and completed and approved by the Estate Manager, are to be submitted to the ARC.

2. Applicants can obtain documentation and plans relevant to the site from the Home Owner's Association or the Mossel Bay Municipality.
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.
4. The working drawings prepared for submission to the Mossel Bay Municipality must first be submitted to the ARC for scrutiny and approval. The design guidelines do not and cannot take precedence over the National Building Regulations (SANS 10400), SANS204, and regulations of the Mossel Bay Municipality.
5. 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. 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. ARC: A non-refundable scrutiny fee is payable on submission of plans for approval. (Refer to the attached Scale of Fees). Each design will be treated on its own merits and in the interest of the Golf Estate Development as a whole.

6. 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.
7. A copy of the building plans, as approved by the Mossel Bay Municipality, together with 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 with a signed copy of the Contractor's Code of Conduct shall be submitted to the HOA prior to commencement of construction.
8. Except in special circumstances and on written approval of the HOA, any planting of 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.
9. 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.
10. No deviations will be permitted from the approved plans. Any deviation will be treated as a revision and plans have to be submitted and scrutiny fee paid for review of the revision on the design.

6. ROLE OF THE HOME OWNER'S ASSOCIATION

The role of the 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.

The HOA will not have the power to veto a decision made by the ARC with regard to these Architectural Guidelines. All queries relating to submission procedures must be directed to the HOA.

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

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.

Any first-time painting or repainting of a roof or part of a roof will only be done with the prior permission of the ARC. No paint will be bought before the colour is approved by the ARC.

Queries and applications may be addressed to:

THE MOSSEL BAY GOLF ESTATE ARCHITECTURAL REVIEW COMMITTEE:

Tel: (044) 691 3054 Fax: (044) 691 1520 Email: status2@status-mark.co.za

List of Attachments:

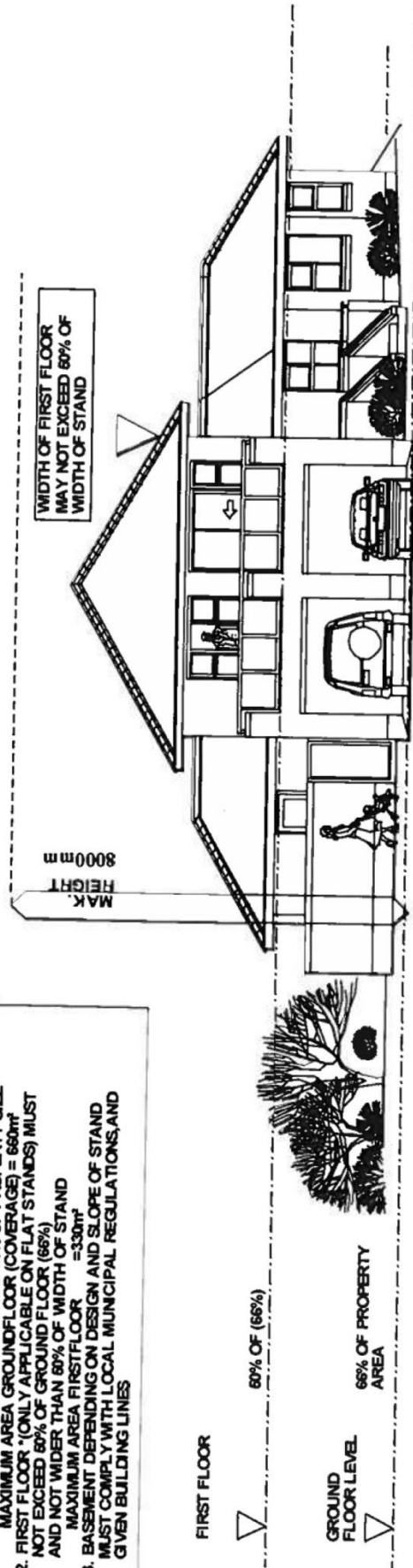
1. Drawing: Flat stand maximum height restriction
2. Drawing: From road upwards: Sloped stand maximum height restriction
3. Drawing: From road downwards: Sloped stand maximum height restriction
4. Typical elevation of picket fence
5. Approval Procedure and Scale of Fees
6. Environmental Directive
7.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

Attachment 1

EXAMPLE

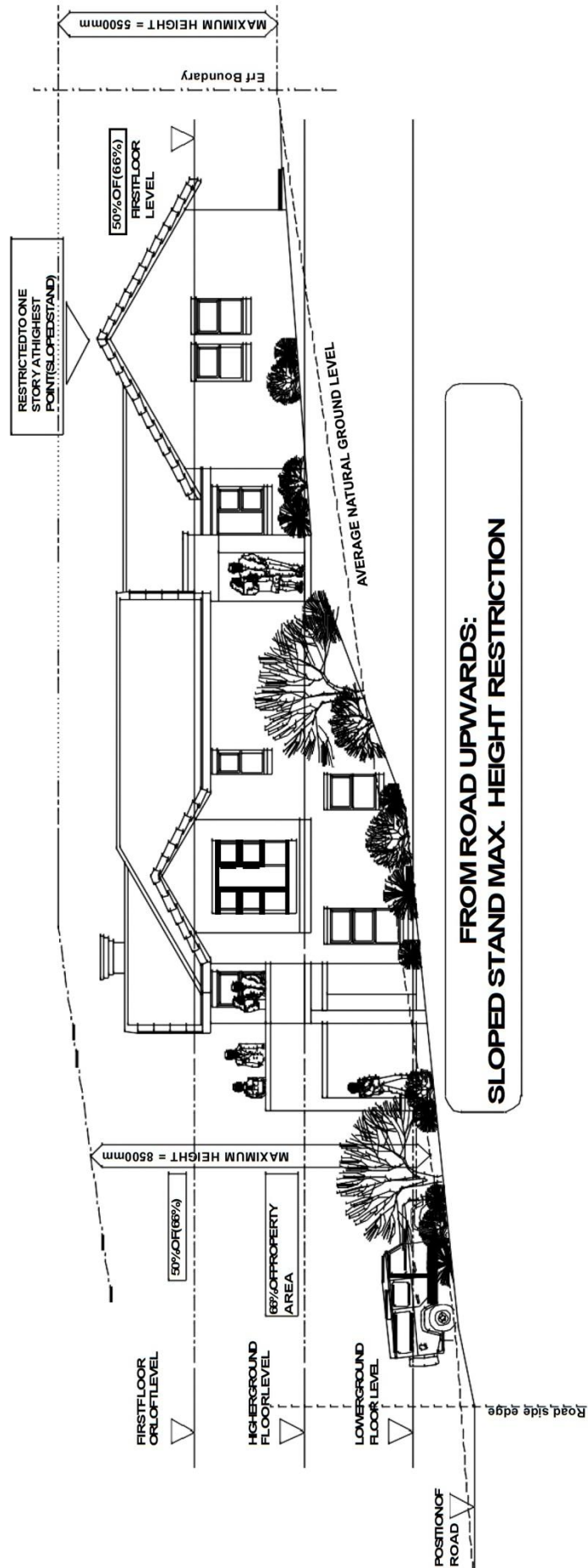
THE STAND IS 1000m²:

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 60% OF GROUND FLOOR (66%)
AND NOT WIDER THAN 80% 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

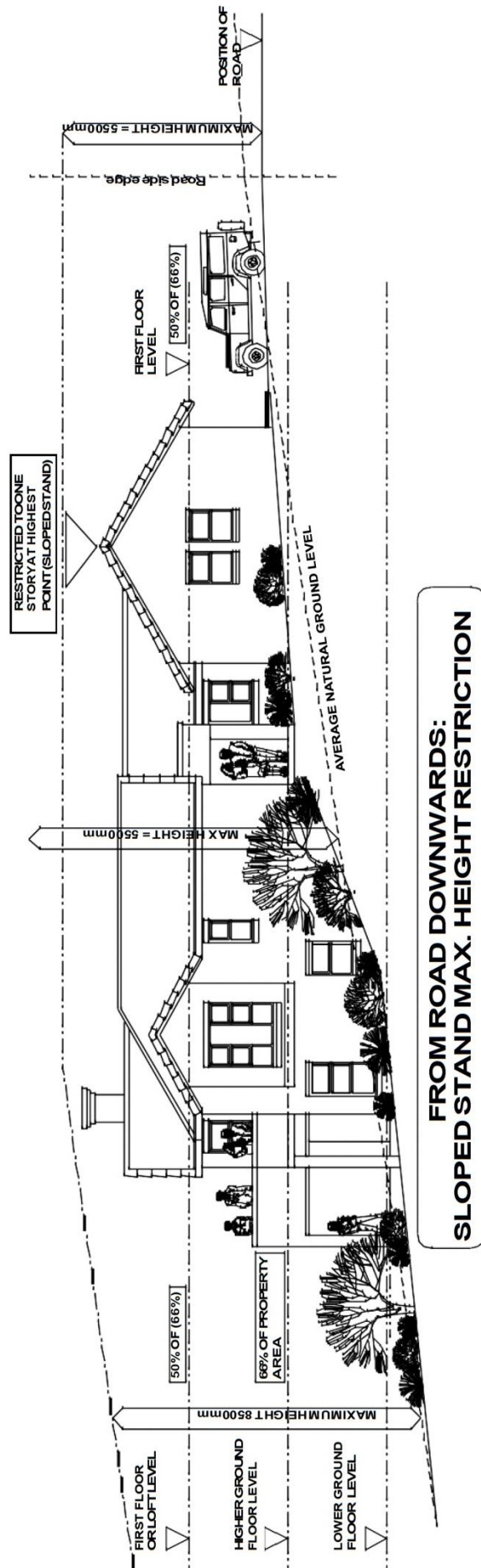


FLAT STAND MAX. HEIGHT RESTRICTION

Attachment 2



Attachment 3





NOTE
ALL WOOD EDGES MUST BE ROUNDED WITH ROUTER
AND SAND PAPERED TO A SMOOTH FINISH BEFORE
ASSEMBLY ON SITE

Attachment 5

PLAN SUBMITTAL AND APPROVAL PROCEDURES with INFORMATION ON SCALE OF FEES

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

1. The Architectural Guidelines – latest 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 requirements:

1:200 Site plan indicating buildings, yards, paving, fences, site dimensions and building lines and all drainage and stormwater reticulation.

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.)

1:100 and/or 1:50 Cross-sections through all building components and site particularly where floor or roof or ceiling level changes occur.

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.

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.

Complete colour scheme and material specification are to be included with at least three sets of drawings together with samples of face bricks, pavers and roof.

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 in addition be included on application drawings:

Position of important trees and bushes.

Contours at 1m intervals with building floor levels.

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.

Stormwater plan prepared by Professional Engineer registered at the ECSA.

All costs involved in the production of the Contour Plan shall be borne by the Applicant. Site area, building area and coverage factor.

Specification of external materials including the colour of walls, roof tiles, fascias, windows and doors, etc. (with paint manufacturer's colour chips).

(B) Applicant's address and contact information. 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. Alternatively, electronic submission of plans in PDF format will also be accepted.

- (C) Where the author and/or Designer is not a registered Professional 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** R892.00 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) **OWNER'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 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.
- (I) In addition, a refundable **CONTRACTOR's** deposit of R10 000.00 is called for in order to defray any potential penalties for non-compliance by the building contractor during construction.

Prevailing adjudication and approval fees currently as follows with Fees are payable prior to any review taking place:

- **Minor opinion or works:** Zero fee at discretion of ARC.
- **Minor works** (i.e., pergolas, swimming pools, paint of existing residence, privacy screen/wall): Total R1000 + VAT (checkout R750 and inspections R250)
- **Alterations and additions existing residence:** Total R3000 + VAT (checkout R2500; initial site visit R750 and final visit/sign-off R250)
- **New residences:** Total R5000 + VAT (checkout R4000; four site visits @ R250 each)

Attachment 6

MOSSEL BAY GOLF ESTATE: ENVIRONMENTAL DIRECTIVE 1.1

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 Inermis*) 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 areas 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. Workspace, 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 workspace 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.

3.19. GENERAL

3.19.1. Payment shall be no later than the week ending the transgression. **If not received, entrance to the estate will be refused for contractor and all personnel.**

3.19.2. Defaulters should be personally liable.

3.19.3. *Any person/s representing the HOA* are empowered to impose fines:

4. 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.

5. PROTECTION OF SPECIES TREES

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

6. PUBLIC SAFETY

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

7. CIRCULATION OF THIS DIRECTIVE

7.1. All consultants

7.2. Contractors, Sub-contractors, suppliers to site

7.3. Project Marketing Consultants

7.4. Mossel Bay Golf Club – executive committee

7.5. The Environmental Monitoring Committee

7.6. Cape Nature Conservation – George (Dr A Vlok)

7.7. 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	Owner/ Contractor		Estate Manager			
2	Clear “Port Jackson’s” by hand	Owner/ Contractor		Estate Manager			
3	Set out house “footprint”	Owner/ Contractor		Estate Manager			
4	Mark out temporary lay down areas required by builder	Owner/ Contractor		Estate Manager			
5	No-go areas identified & demarcated	Owner/ Contractor		Estate Manager			
6	Topsoil storage areas identified	Owner/ Contractor		Estate Manager			
7	Plant species evaluated	Owner/ Contractor		Estate Manager			
8	Milk wood removal permit	Owner/ Contractor		Estate Manager			
9	Remove protected/sensitive plant species	Owner/ Contractor		Estate Manager			
10	Site ready for construction to commence	Owner/ Contractor		Estate Manager			

Telephone contact numbers:

1. Estate Manager: Confirm contact person and numbers with Status Mark.

Attachment 8

Architectural Review Board Guidelines (revision dated 09 November 2023) CONTRACTORS'S CODE OF CONDUCT (incorporating Schedule of Penalties)

The Code of Conduct must be adhered to by all contractors (includes building contractors, sub-contractors, suppliers, gardening services, courier services, delivery services, etcetera). It is compulsory for both the owner and contractor to sign this attachment, prior to the commencement of any construction activity onsite. The owner whose property is being developed and the contractor will be held responsible jointly and be severally liable for any breach of this code. It is therefore advisable for the owner to take the necessary precautions to ensure that his contractors and suppliers understand this code of conduct in its entirety.

1. All deliveries of materials are to be made between 07:00 and 17:00 on working weekdays only.
2. Building activity will only be permitted between the hours of 07:00 and 17:00 Mondays to Fridays. Activity outside of these hours or public holidays will not be allowed.
3. Deliveries will be limited to a maximum of 5 tons or equivalent 4 pallets of bricks per truck. No trailers will be permitted.
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 daily basis and ensure that no litter is left lying about their site, adjoining properties or on common property. To this end, they are to supply 2 x 200 litre drums for use as site rubbish bins.
6. No dumping is permitted on the estate, **golf club** or nature reserve. Combustible material may not be burnt on site.
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 or properties.
8. Contractors are liable for any damage caused by him or his workers. It is therefore 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 water and electricity is available to workers. water meter should be 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 valid ID cards with photos. Applications should be filed with the estate manager at least three working days prior to establishing on site. Persons with criminal records will be barred from the site. threatening or abusive language will be viewed as a serious breach.
15. Safety equipment must be used when and wherever required (e.g., safety hat, goggles, gumboots, gloves etcetera). The contractor shall conform to Health and Safety requirements as laid down by the Department of Labour. **A safety file shall be kept on site, indicating amongst others training and incidents.**
16. Environmental Directive 1.1 must be complied with.
17. Signboards of suppliers and sub-contractors are not allowed. Only one notice board per site is allowed and must be in accordance with the Architectural Guidelines.
18. 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.
19. All contractors shall only make use of the contractor's entrance at the Church Street gate for access / exit from the estate. Owners are not allowed to open gates resident gates for contractors. Usage of the golf club entrance is strictly prohibited.
20. All contractor vehicles used on site shall bear signage on either side of his vehicle, either **magnetic** or permanent, whilst working on the estate. Signage should clearly indicate name of company as well as a contact phone number. No contractor vehicle will be allowed on site without signage or authorization by the estate manager.
21. Water/Electricity used on site during construction must on be from the connection points supplied on the contract site. Applications for temporary water and electricity connections must be made to the Mossel Bay Municipality.
22. For building work 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 or care of the managing agent before any building activity commences. **All contractors must have in their possession a written approval for the work that will be performed, prior to starting of any activity. This includes everything performed on the estate such as any building or construction work, paving, fences, balustrades, satellite dishes, aerials, any solar or geiser equipment, aircons, etc.**
23. 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.

24. The maximum speed limit respectively for passenger/light vehicles and delivery trucks respectively are 25 and 20 km/h. Breach on this rule will be heavily fined.
25. Deliveries of sand / gravel are subject to covering with either canvas or shade cloth.
26. The estate is a nature reserve; therefore, nobody is allowed to disturb any animal or reptile.
27. No contractor is allowed to establish or work on site unless a brief safety and procedural discussion with the estate manager.
28. Any infringement of the above requirements may result in the HOA suspending activities until such contravention is rectified. The contractor / owner shall rectify any breach within 7 days after notification. If not, remedial cost will be recovered from the owner in addition to 25% or R200 handling fee, whichever is the greater.
29. Levy either spot fines or penalties for any other violation, where no fine was stipulated in the guidelines.
30. Any contractor that enters the estate agree that information regarding the firm or work performed can be used in any way between the ARC, HOA, any owner on the Estate, Status Mark, the appointed architect and the Municipality.

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

The Site Manager, Mr Sias Koen. (044) 691-2539

The Managing Agent (Status Mark) (044) 691-3054

SCHEDULE OF PENALTIES

Following an appeal from the majority of homeowners at the annual general meeting of 23 December 2015, stricter control over amongst contractors was called for. At an HOA Board meeting of 18 February 2016 the board of directors sanctioned a supplement to the ARC guidelines, specifically a more detailed penalty schedule, as herewith provided.

The ARC has always been sanctioned by the HOA to write architectural guidelines, control and approve designs, to exercise control over building contractors and generally to ensure harmonious development of the estate.

The attached schedule replaces and expands on the previous stipulations. Effective implementation date is 1 April 2016.

In addition, as from 1 April 2016 all new main building contractors or owner/builders/project managers will be required to deposit a non-interest bearing refundable deposit of R10 000 per individual project. Penalties, if not paid, will be reconciled once a refund is requested at the end of a project.

Contractors code of conduct clause	Violation of conduct	First offense	Second offense	Third offense
1	Deliveries outside stipulated hours	R1000	R2000	R3000
2	Construction activities outside stipulated hours	R1000	R2000	R3000
3	Delivery loads more than maximum allowed	R1000	R3000	R5000
3	Trailers during delivery	R1000	R2000	R3000
4	House staff/labour on site	R1000	R3000	Dismissal
5	Non-control, dispose litter and waste on daily basis	Warning	R1000	R2000
5	Litter on site and sidewalk	Warning	R1000	R2000
5	Non-supply 2 x 200 litre rubbish bins	R1000	R2000	R3000
6	Dumping on estate or nature reserve	R500	R1000	R2000
7	Non-adequate on-site toilet facilities	R500	R1000	R2000
7	Non-use of toilets, but surrounding area	R500	R1000	R2000
7	Toilets facing road and not be screened off	Warning	R500	R1000
7	Not hygienically clean	Warning	R500	R1000

7	No container on site	R2000	R3000	R5000
8	Liability for any damage whatsoever	As required	As required	As required
9	Loitering and trespassing	R500	R1000	R2000
10	Misuse of adjoining sites	R500	R1000	R2000
10	Trespassing on golf course	R500	R1000	R2000
11	No water and electrical connection	R1000	R2000	R3000
12	Removal of site pegs	R1000	R2000	R3000
14	No ID card with photo	R1000	Dismissal	Dismissal
14	Security clearance less than 72 hours	R1000	R2000	R3000
14	Workers employed with criminal record	R2000	R3000	R5000
14	Threatening behaviour towards Security	R1000	Dismissal	Dismissal
15	No safety equipment	Warning	R1000	R2000
15	No safety file on site	Warning	R1000	R2000
16	Environmental violations, includes fires	R1000	R3000	R5000
17	Non-compliance signboard	Warning	R1000	R2000
18	Material encroaching on road	R1000	R2000	R3000
18	Mixing of materials off-site	R1000	R3000	R5000
19	Non-use of prescribed entrance gates	R2000	Dismissal	Dismissal
19	Use of golf club gate	R2000	Dismissal	Dismissal

20	No signage on vehicles	R500	R1000	R2000
22	Non-availability of drawings on site	R500	R1000	R2000
23	Inadequate 80% density shade cloth	R1000	R2000	R3000
24	Speeding on site	R500	R2000	Dismissal
25	Delivered sand/gravel not covered	R500	R1000	R2000
26	Killing of animal or reptile	R1000	R3000	Dismissal
27	Failing to attend orientation session	R500	R1000	R2000
General	Any other violation not mentioned above	R500	R1000	R2000

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 either the Estate Manager or the Controller Architect.

Owners name.....Stand no.....

Signature of owner.....Date.....

Contractors name.....

Address of Contractor.....

Telephone no. of Contractor.....

Signature of Contractor.....

Annexure: Environmental Directive 1.1 for Mossel Bay Golf Estate and Nature Reserve Environmental Management.

In case of any query by the contractor with rulings or penalties by either the estate manager or controlling architect, the matter will be referred to a sub-committee consisting of any three directors of the HOA, for final resolution.

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
[Estate Manager]

Date

Signed
[Chairman, ARC]

Date

NOTE: This particular sheet does not signify or replace "Certificate of Occupation".

Attachment 10

ELECTRICAL FENCING

(revision dated 09 November 2023)

INTRODUCTION AND BACKGROUND

Historically no electrical fence guideline was contained within the ARC specifications. Design guidelines always aimed at an “open environment”. Conjunctively *flora* versus *fauna* had since been considered. Protection of gardens against buck is the prime motivation for the now selective introduction of electrical fences. SANS specifications for electrical fencing were recently promulgated by law. At rational discretion of the ARC, limited electrical fencing is being considered.

Specifically, the options of fence on top of a high boundary wall are ruled out. Only fence at ground level is acceptable at MBGE, if approved.

Free-standing electric fencing will be considered, only if it is stepped back at least 1m from the boundary, where practical. Also fence strands will be limited to maximum three wires and maximum height of 0.6m. It will be mandatory to display multiple visible warning signs (black on yellow with the symbol of a hand touching a wire that indicates flashes). Intended application and scope description shall as minimum contain 1:500 scale site plan plus further description as deemed necessary.

The owner of a property with an existing electric fence on the property must ensure that they obtain a valid Electric Fence System Certificate of Compliance in their name. Property owners are civilly and criminally liable for injuries caused by their electric fence. Proof of valid COC should either be provided or confirmed to be available at any time.

The owners of existing fences and possible new applicants are requested to use other methods to protect their plants:

- 1) Use loose round stones around vulnerable plants to deter animals
- 2) Plant bigger plants that are higher than the feeding height of animals
- 3) Plant plants that are not favoured by animals.

New applications will only be approved in exceptional cases for a period of 12 months, whereafter electric fences must be removed or a new application can be lodged.

EVALUATION CRITERIA

Applications for electrical fences will be subject amongst others to the following evaluation criteria:

- (i) Not to interfere with traditional access routes of game
- (ii) Access to the green belt (nature reserve) and other open areas cannot be blocked.
- (iii) No fences will be allowed directly bordering fairways and rough on the golf course adjacent to the estate, thus not interfering with either golf club maintenance or golfers.
- (iv) No danger shall be posed to small children.
- (v) Practically 1m away from boundary lines (as per SANS)
- (vi) Any other subsequent and reasonable further evaluation criteria by the ARC/HOA, based on merit.
- (vii) Overall intention remains to limit the number of electrical fence installations.