

HOMEOWNERS ASSOCIATION : ARCHITECTURAL GUIDELINES.

Annexure –“A”.

1. INTRODUCTION.

- 1.1 The purpose of these Guidelines and Rules is to encourage individual creativity within a unity of materials and finishes so as to ensure that the overall development harmonises and to provide a high quality lifestyle for all the residents. The intentions of these guidelines are to protect this lifestyle, the present natural beauty, natural vegetation and the surroundings.
- 1.2 The Estate Rules, which may change from time to time, have been established in terms of the Memorandum and Articles of the Sable Hills Waterfront Estate Homeowners Association (HOA). They are binding upon all occupants in the Estate, as is any decision taken by the Directors in interpreting and exercising these rules.
- 1.3 The registered owners of properties are responsible for ensuring that members of their families, visitors, friends and all their employees abide by these rules.
- 1.4 Happy and harmonious community living is achieved when residents use and enjoy their private property as well as the public areas of the Estate.
- 1.5 In respect of the interpretation of these rules, the decisions made by the Directors of the HOA and the Architectural Committee are binding.
- 1.6 These rules are subject to change from time to time by the Directors of the HOA and the Owner agrees to strictly comply therewith.
- 1.7 The Architectural Committee shall be composed of members appointed by the Directors of the HOA. The Architectural Committee shall have and exercise all powers, duties and responsibilities set out in these Guidelines and Rules.
- 1.8 In the event of annoyances or complaints, the parties involved should as far as possible settle the matter between themselves, exercising tolerance and consideration. When a problem cannot be resolved, the matter should be brought to the attention of the HOA for arbitration and settlement.
- 1.9 Construction must commence on the main dwelling and outbuildings simultaneously within thirty-six (36) months from the date of registration of transfer of ownership and the Owner should proceed without lengthy interruptions and the works should be completed within twelve (12) months from the commencement date.
- 1.10 The natural surrounding area should inspire the architectural style of the Estate. The design of the dwellings and the stand should show sensitivity to the existing natural features, flora and topography. Permission is to be obtained from the Architectural Committee before any existing trees are removed. Trees with girth exceeding 500mm for proposed removal together with existing building on the adjacent plot are to be indicated on a Site Development plan before submitting the building plans. Surrounding structures on adjacent plots must be taken into account in terms of visibility and privacy. The HOA and the Architectural Committee shall ensure the protection of the natural assets in the Estate. Surrounding buildings and structures must be shown on site development plan.

- 1.11 The setting and location calls for a relaxed attitude towards the design, being in the bush with fantastic outdoor living opportunities. Open the houses up to the outside using the view and to the inside using courtyards, and do not be afraid, forget the townhouses and design bush houses that are beautiful.
- 1.12 Only Architects or Architectural Technologists registered with the South African Council for the Architectural Profession (SACAP) may submit drawings for developments within the Estate and all Engineers must be registered with the South African Institute of Civil Engineers (SAICE). Proof of registration must accompany all drawings submitted to the Architectural Committee for approval.
- 1.13 No stand may be subdivided or rezoned without approval from the developer.
- 1.14 Stands may be consolidated, with the prior written permission of the Directors of the HOA, in which case the Owner will be liable for all costs related to the consolidation and the Owner will also be liable for the combined levy and / or rates pertaining to each particular plot.

2. GENERAL ARCHITECTURAL GUIDELINES AND RULES.

- 2.1 For approval of any type of building, full plans plus list of materials to be used must be submitted.
- 2.2 Architects and Architectural Technologists must show sensitivity to the environment. Visual awareness and privacy must be taken into consideration; i.e. the living area of neighbours should not face each other and if so a screen of vegetation together with a boma type structure must be provided to ensure privacy. The Architectural Committee shall protect the seclusion of each home site from other sites.
- 2.3 Windows and balconies especially to double storey houses should not overlook the living areas of surrounding neighbours.
- 2.4 Kitchen yards and drying yards are to be screened from street view. Washing lines are to be indicated on the drawings. No unused automobiles shall be parked or repaired within the properties except in enclosed garages.
- 2.5 Garages are intended for car storage only and shall not be converted to other uses, e.g. accommodation or offices, etc.
- 2.6 Outbuildings and future additions are to match existing buildings in all respects and plans must be submitted to the Architectural Committee for approval.
- 2.7 Caravan, boat or trailer carports must form an integral part of the overall design of the house.
- 2.8 Wood and other storage spaces must be designed as an integral part of the house.
- 2.9 Aerials, satellite dishes, solar heaters and other items which do not form part of the main structure should be shown on drawings. Satellite dishes should not be visible where possible from the streets and adjoining plots.
- 2.10 Any exterior lighting should not unreasonably disturb the residence of other plots and must enhance the bushveld atmosphere.

- 2.11 The contractor will be allowed to erect a temporary store during construction.
- 2.12 All plumbing pipes must be hidden from external view and installed in such a manner that is acceptable to the Architectural Committee.
- 2.13 No Wendy houses, carports, shade ports, portable pools, pre-fabricated structures, garden sheds, temporary structures, etc, will be permitted in the Estate without the prior written approval of the HOA.
- 2.14 Yard and screen walls must compliment the basic materials and design of the building. Any boundary wall and materials used will have to be submitted to the aesthetic committee for approval BEFORE erection.

3. GENERAL TOWN PLANNING CONTROLS.

3.1 COVERAGE:

3.1.1 Maximum of one dwelling per stand (except where indicated otherwise)

3.1.2 Maximum coverage not more than **50%** of the property size.

3.2 HEIGHT OF BUILDINGS:

3.2.1 Maximum of two storeys (excluding roof – and loft rooms), provided that the first storey be restricted to a maximum of 75% of the total ground storey.

3.2.2 Maximum height to be no more than nine (9) meters above the natural slope of the stand.

3.3 SIZE OF BUILDINGS:

3.3.1 The minimum size of any house in the Estate should not be less than 220 m², including garages and outbuildings.

3.4 BUILDING LINES :

3.4.1 Street Boundary - (3) three meters

3.4.2 Side Boundary - (2) two meters

3.4.3 Back Boundary - (2) two meters , except waterfront plots where a zero meter building line will be applicable on the waterfront boundary.

3.4.4 Relaxation of building lines may be considered by the HOA or Architectural Committee. A written application, providing a motivation with a site development plan indicating the proposed building line infringement, must be submitted for approval to the HOA or Architectural Committee. A fee of R350-00 must be submitted to the HOA or Architectural Committee together with the application. This fee will be reviewed from time to time.

3.5 EASEMENT:

3.5.1 Easement is granted to all emergency services, police, and the fire protection services, ambulance and all similar, to enter upon the streets and common areas in

the performance of their duties. Easement is hereby granted to the maintenance personnel to enter in or across the common area of the Estate.

3.6 SERVICES:

- 3.6.1 No sewer, electrical lines, water lines, or other utilities may be installed or relocated, except as approved by the HOA.

3.7 TREATMENT OF STAND BOUNDARIES:

- 3.7.1 Garden fences and / or walls are strictly limited to the boundary of the stand, with prior approval from the HOA or the Architectural Committee.

3.8 SWIMMING POOLS:

- 3.8.1 Swimming pools must comply in all respects with Part-D, sub-section DD.4 of SABS 0400-1990.
- 3.8.2 A safety net can substitute a fence, with the consent of the Local Authority.
- 3.8.3 No portable pools or diving boards will be permitted in the Estate.
- 3.8.4 The safety of private swimming pools is that of the respective owners.
- 3.8.5 All swimming pools must be located close to the house, designed as an integral part of the house/natural environment and must be screened from all roads and paths, etc.

3.9 BOREHOLES:

- 3.9.1 The sinking of bore holes will not be permitted in the Estate.

3.10 DOGS AND OTHER PETS:

- 3.10.1 A maximum of two dogs and two cats will be permitted in the Estate. See Clause 10.1 of the HOA Rules and Regulations.
- 3.10.2 Permission must be obtained from the HOA prior to bringing any other house pets into the Estate.

3.11 SERVITUDES :

- 3.11.1 All properties will be subject to two 2m servitudes on any two boundaries other than the street boundary, in favour of the HOA , for the purpose of existing or future services .

4. GENERAL BUILDING MATERIAL GUIDELINES AND RULES.

4.1 GENERAL:

4.1.1 The character of the architecture must blend with the simplicity and rich earthen materials of Africa and will form the basis of Sable Hills Waterfront Estate's architectural language and guidelines.

4.1.2 It is characterised by its free-flowing plan shape, integrating the internal and external living spaces, changes in levels, roof forms and large overhangs, large areas of glazing and raised verandas and decks which float above the bushveld vegetation.

4.2 SPECIFIC EXCLUSIONS AND GENERAL INCLUSIONS:

NO.	ELEMENT DESCRIPTION	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
4.2.1	Roof: : Material	<ul style="list-style-type: none"> Any materials other than those permitted under General Inclusions. 	<ul style="list-style-type: none"> Thatch "Everite" slates Natural clay terracotta roof tiles Concrete roof tiles Flat roof slab 50% of dwelling
	Roof: : Colour	<ul style="list-style-type: none"> All colours other than those under General Inclusions. 	<ul style="list-style-type: none"> Dark grey / Green Charcoal Terracotta / Brown Earthy colours
	Roof: : Forms & elements	<ul style="list-style-type: none"> All roof pitches other than those under General Inclusions. 	<ul style="list-style-type: none"> Roof pitch 17.5° to 45°. Dormer windows. Large overhangs (500mm min.) Flat concrete roof with non-reflecting water proofing material (max 50% of total roof area) No exposed gutters.
4.2.2	External walls: : Material	<ul style="list-style-type: none"> Rough plaster Ornate mouldings Highly reflective material. 	<ul style="list-style-type: none"> Face brick Smooth / textured plaster and paint. Plastered and painted bands. Natural or artificial stone.
	External walls: : Colour	<ul style="list-style-type: none"> Any colour other than those permitted under general inclusions 	<ul style="list-style-type: none"> Face bricks from : Montana Travertine FBA Summer Gold Rustic FBA Country Cottage Travertine FBA Bergendal Cottage Blend FBA Nevada Travertine FBX Bergendal Satin Blend FBS Bergendal Satin FBS Maize Travertine FBX Country Manor FBS Corngold Satin Dark Blend FBS St Francis Travertine FBS Blue Barley Travertine FBA Horizon Satin FBS Horizon Travertine FBS (or other approved by Architectural Committee). Paint colours from:

			Plascon reference (or similar approved and within the same tonal values as approved by the Architectural Committee). C8 - 1 to D8 - 3 to to C18 - 1 to D13 - 3.
	External walls: : Forms & elements	<ul style="list-style-type: none"> • Flush gables 	<ul style="list-style-type: none"> • Plastered window and door reveals.
NO.	ELEMENT DESCRIPTION	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
4.2.3	Windows & Doors: : Material	<ul style="list-style-type: none"> • Pressed metal doors • “Winblocks” • Tinted reflective glass 	<ul style="list-style-type: none"> • Large glazed pane windows • Cottage pane windows • Hardwood / steel / aluminium. • Glass bricks
	Windows & Doors: : Colour	<ul style="list-style-type: none"> • Any other colour other than under General Inclusions. 	<ul style="list-style-type: none"> • Natural coloured hardwood • Anodising to match hardwood or to compliment wall finish. • Paint to compliment wall finish.
	Windows & Doors: : Forms & Elements	<ul style="list-style-type: none"> • External burglar bars 	<ul style="list-style-type: none"> • Hinged / sliding shutters • Plaster bands and reveals to windows and doors. • Stone bands and reveals to window and doors.
4.2.4	Verandas & Decks: : Materials	<ul style="list-style-type: none"> • Metal of any sorts 	<ul style="list-style-type: none"> • Natural hardwood • Quarry tiles • Or other approved
	Verandas & Decks: : Colours	<ul style="list-style-type: none"> • Any other colour other than those under General Inclusions 	<ul style="list-style-type: none"> • Consistent with the main structure • Natural timber
	Verandas & Decks: : Forms & colours	<ul style="list-style-type: none"> • Excessive ornamentation 	<ul style="list-style-type: none"> • Deep overhangs • Raised above the vegetation to encourage re-growth. • Balustrades to architectural committee’s approval.
4.2.5	Awnings: :Materials	<ul style="list-style-type: none"> • Fibre glass sheeting • Metal sheeting • Shade cloth 	<ul style="list-style-type: none"> • Lean-to-roof on timber posts and beams. • Canvas • Reeds / bamboo.
	Awnings: : Colour	<ul style="list-style-type: none"> • Any primary colour or any other colour other than those under General Inclusions. 	<ul style="list-style-type: none"> • Green / beige / brown • Complimentary to main structure.
	Awnings: : Forms & Elements	<ul style="list-style-type: none"> • Decorative awnings 	<ul style="list-style-type: none"> • Complimentary to main structure. • Functional not decorative
4.2.6	Paving : : Materials	<ul style="list-style-type: none"> • Concrete • Tar 	<ul style="list-style-type: none"> • Clay pavers • Timber decks • Grass blocks • Sleepers • Quarry tiles • Loose gravel
	Paving: : Colour	<ul style="list-style-type: none"> • Grey • Black 	<ul style="list-style-type: none"> • Natural colours
	Paving: : Forms & elements	<ul style="list-style-type: none"> • Paved driveway all the way from street to house 	<ul style="list-style-type: none"> • Keep natural • Max width 4m

4.3 PROHIBITED MATERIALS AND FINISHES:

- 4.3.1 All air-conditioning units, air extraction systems, filtration and pumping systems and radio & television reception elements and alarm systems (if not properly screened from view from all sides with an element which compliments the house design)
- 4.3.2 Any reflective material.
- 4.3.3 No white paint or the like, to be used externally.
- 4.3.4 Unpainted raw cement grey plaster.
- 4.3.5 Pre-cast concrete walls (fencing).
- 4.3.6 Any form of sheet metal roofs, doors, awnings, sheds etc.
- 4.3.7 Any security spikes or similar features.
- 4.3.8 Razor wire or any other fencing material.
- 4.3.9 Exposed galvanised gutters and down pipes.
- 4.3.10 Galvanised garage doors.
- 4.3.11 Steel handrails and balustrades or as per approval by aesthetic committee.
- 4.3.12 Wood panel fencing.
- 4.3.13 Steel carports or shade ports.

5. **ARCHITECTURAL REVIEW PROCESS.**

- 5.1 Only Architects or Architectural Technologists registered with the South African Council for the Architectural Profession (SACAP) may submit drawings for development within Sable Hills Waterfront Estate and all Engineers must be registered with the S.A. Institute of Civil Engineers (SAICE).
- 5.2 Architects and Architectural Technologists may obtain all documentation and plans relevant to the plot from the Architectural Committee of the HOA or the Local Authority.
- 5.3 This document is considered supplementary to the National Building Regulations (N.B.R.) and cannot take precedence. Should any provision of this document be regarded as contrary to the N.B.R., then the N.B.R. shall prevail? Any variance to the N.B.R. or any other statutory requirements shall be brought to the attention of the Architectural Committee or the HOA.
- 5.4 This document is considered supplementary to the Local Authority requirements and cannot take precedence. Should any provision of this document be regarded as contrary to the Local Authority requirements, then the Local Authority requirements shall prevail. Any application for waivers of Local Authority requirements should meet first with the approval of the Architectural Committee or the HOA.
- 5.5 On approval of the working drawings, four paper set of drawings will be stamped with a HOA "Approved" stamp, three paper will be returned to the Owner for submission to the Local Authority and one coloured paper set will be retained by the HOA for their records.
- 5.6 The Local Authority will not scrutinise any plans without the HOA "Approved" stamp.
- 5.7 The Architectural Committee act in an advisory capacity only and all comments are at the discretion of the HOA. To this extent each design will be treated on its own merits.
- 5.8 Proposed tender list to be submitted to the HOA by the Owner prior to issue to tenderers. (Allow 14 days). By approving the tender list, the HOA in no way accepts responsibility for the contractor and the contract remains firmly between the client and the contractor. All

contractors are obliged to sign a copy of the Contractors Protocol and the HOA Contractors manual prior to any work commencing on site.

5.9 The Owner must notify the HOA of tender award and the contract sum.

6. THE DRAWING SUBMISSION PROCEDURE.

6.1 STEP-1 : INITIAL RESEARCH.

- 6.1.1 The Architect or Architectural Technologist should check the Architectural Guidelines.
- 6.1.2 The Architect or Architectural Technologist should obtain all documentation relevant to the plot from the HOA or Architectural Committee.
- 6.1.3 The Architect or Architectural Technologist should visit the plot to familiarise him or herself with the topography, existing natural features, flora, existing services, location of existing buildings on adjacent plots, boundary beacons, etc.
- 6.1.4 The Architect or Architectural Technologist should visit the Local Authority to obtain any special requirements from them and to sort out the plan approval process at the Local Authority.
- 6.1.5 The Architect or Architectural Technologist should determine the position of dwelling on the stand and the position to be shown on the site development plan for approval by the aesthetic committee.

6.2 STEP – 2 : SUBMISSION OF SKETCHPLANS.

- 6.2.1 The Sketch Plans and Site Development Plan, submitted to the Architectural Committee, to be in sufficient detail for the Committee to understand the overall and detailed concepts.
- 6.2.2 All plans submitted must reflect the correct plot description & the name, addresses and contact numbers of the Owner, Architect / Architectural Technologist, Landscape Architect / Designer and Engineer.
- 6.2.3 The Site Development Plan should consist of the following:
 - a) Site Plan to scale 1:500.
 - b) One coloured copy.
 - c) One black and white copy.

AND

must give details of at least the following:

 - i) Dimensions & size of plot.
 - ii) Contours.
 - iii) North point.
 - iv) Existing services
 - v) Existing natural features
 - vi) Position and extent of the dwelling
 - vii) Position of all trees with girth exceeding 500mm on the stand
 - viii) Position of existing buildings on adjacent stand.
 - ix) Position of proposed new house.
 - x) Position of entrance to stand and the route of the “drive-way”.
 - xi) Position of proposed sewer lines.
 - xii) Position of proposed swimming pool and free standing lapa or entertainment area (if applicable).
 - xiii) Total area of proposed building/s.
- 6.2.4 The Sketch Plans should consist of the following:
 - a) Sketch plans to scale 1:100 or 1:50.
 - b) One set of coloured copies.

- c) One set of black and white copies.

AND

must give details of at least the following:

- i) Floor plans of each floor.
- ii) Description and sizes of all rooms.
- iii) One typical section through main house, outbuildings and any free standing structures with dimensions.
- iv) All four elevations of all structures.
- v) All materials on exterior to be identified.
- vi) A landscape layout for the stand is to be included on the site development plan.

- 6.2.5 The following non-refundable fee must be submitted to the Architectural Committee together with the Site Development plan, Sketch plans and Landscape layout plan.

TOTAL FEE* R2,450-00
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* These fees will be reviewed from time to time .

6.3 STEP-3 : APPROVAL OF SKETCH PLANS.

- 6.3.1 The Architectural Committee will meet once a month, during the last week of each month. Will be reviewed as required.
- 6.3.2 All Site Development Plan, Sketch Plans and Landscape Layout must be shown on the site development plan, must be submitted to the Architectural Committee before the 23rd day of any month, together with the relevant non-refundable fee.
- 6.3.3 Plans will either be approved or referred for amendments before the 7th day of the month following the month during which the Architectural Committee evaluated the plans.
- 6.3.4 Re-submission of plans will follow the same route as the original submission and a single re-submission fee of R500-00 must be paid together with the re-submitted plans. This fee will be reviewed annually and does not include VAT.
- 6.3.5 Once the Sketch Plans have been approved it will be stamped by the Architectural Committee as "Approved Sketch Plans".
- 6.3.6 The black and white copy of the plans will be returned to the Owner of the plot.

6.4 STEP-4 : APPROVAL OF FINAL WORKING DRAWINGS.

- 6.4.1 No final Working Drawings will be accepted without the Sketch Plans being approved first.
- 6.4.2 The Architectural Committee will meet once a month during the last week of each month.
- 6.4.3 All Working Drawings must be submitted to the Architectural Committee before the 23rd day of any month.
- 6.4.4 Any deviations from the approved Sketch Plans must be clearly marked and properly motivated.
- 6.4.5 The following copies of all drawings must be submitted to the Architectural Committee:
 - One full set paper copies (coloured in)
 - Three full sets paper copies *
- 6.4.6 On approval of the Working Drawings, the 4 paper set of drawings will be stamped with a HOA "Approved" stamp. Three paper will be returned to the Owner of the stand for submission to the Local Authority and the one coloured in paper set will be retained by the HOA for their records.

6.4.7 The Local Authority will not scrutinise or approve any plans for buildings in the Estate, without the HOA “approved” stamp on it.

6.5 STEP-5 : FINAL APPROVAL.

6.5.1 Once the Local Authority has approved the working drawings, the Owner must submit a copy thereof to the HOA or the Architectural Committee.

6.5.2 No building activities will be allowed without a Local Authority approved plan in the possession of the HOA or Architectural Committee.

Signed at on the day of 200.....

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OWNER:

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ARCHITECT or
ARCHITECTURAL TECHNOLOGIST:

/SABLE HILLS ARCHITECTURAL GUIDE
1st June 2005