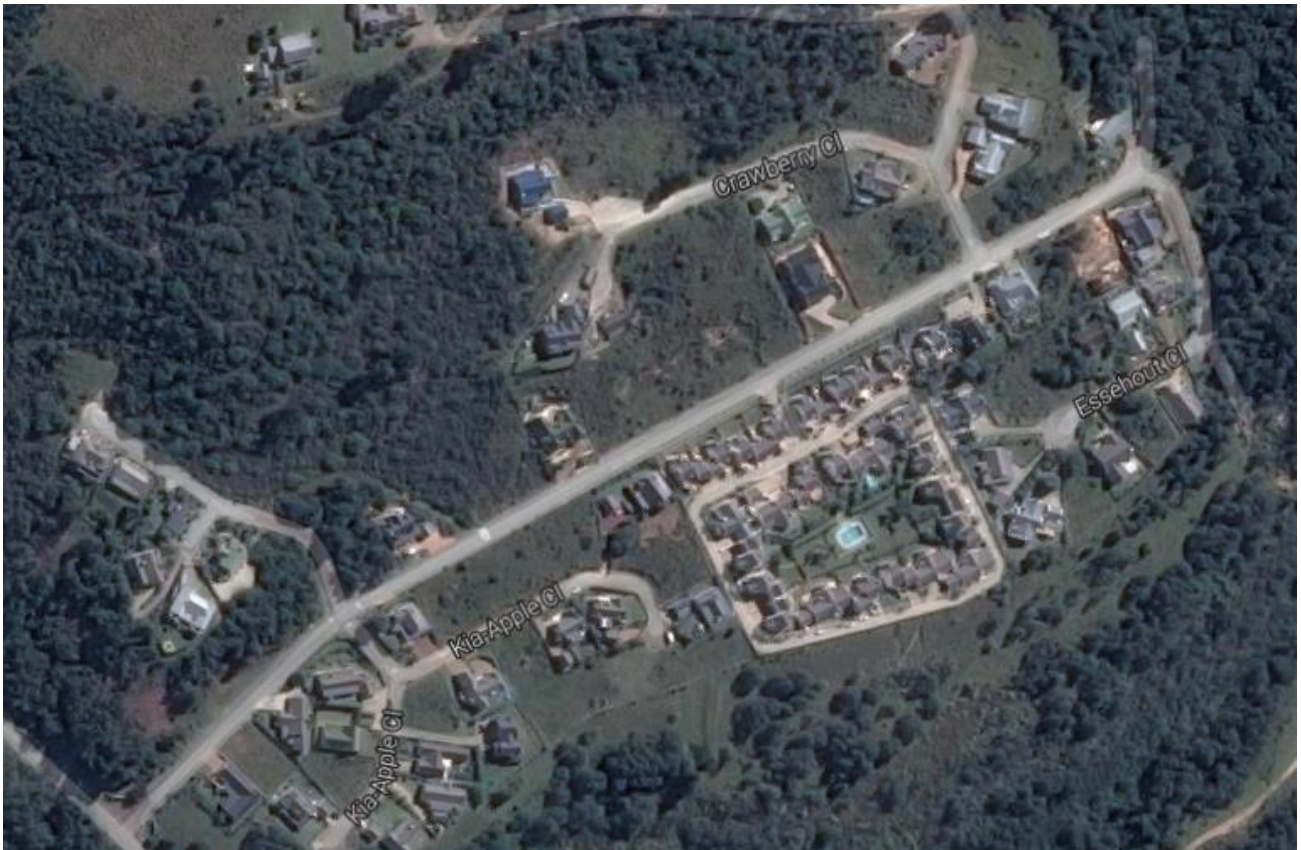

ANNEXURE “B”

ARCHITECTURAL DESIGN MANUAL

-SINGLE RESIDENTIAL

REVISED 30 JULY 2018



This Manual should be read in conjunction with all other relevant documentation available on the Green Pastures Home Owners Associations' Website:
<http://www.greenpasturesho.co.za/>



1. INTRODUCTION

The site is situated adjacent to the Salt River Valley, North-west of Knysna, with beautiful views towards Eastford, Belvidere and the Lagoon, Knysna Heights, as well as the forest on the east, depending on where one stands.

The site consists of:

- Single Residential Zoning - 96 Single Residential Stands
- Group Housing - 25 units
- Other - 5 Stands

This Design Framework will define the guidelines and controls for this portion of the property, and co-ordinate design criteria ensuring an aesthetic and practical cohesive development, enhancing the natural and historic attributes of this site, in context of "Knysna Architecture".

2. DESIGN CONCEPT

The concept is based on the design and historic parameters, encompassed in the book "Knysna Architecture", by André Vercueil. This book was written to gain a better understanding into Knysna's architecture, and to identify appropriate architectural language, in edifying the existing built environment.

The concept will ensure a sensitive approach in appropriate design parameters for Knysna, encompassing scale, proportions, plan forms, elevational treatment, materials, textures, hierarchy, streetscape, detailing, colour schemes, etc. In order to protect the successful interpretation of the architectural language, the Green Pastures Home Owners Association has decided to allow **pre-approved SACAP registered Professional Architects (PA), Professional Architectural Senior Technologists (PST), Professional Architectural Technologists (PAT) and Professional Architectural Draftspersons (PAD)** to design and submit documentation for this development. Your PA/PST/PAT or PAD needs to register with the Green Pastures architectural design committee, for inclusion in the list of approved consultants.

3. TOWN PLANNING REQUIREMENTS - SINGLE RESIDENTIAL

- 3.1 Only one main structure and one outbuilding on each erf will be permissible, unless the erf is larger than 1300m², in which case two outbuilding may be permitted.
- 3.2 The maximum coverage of each site is 35%
- 3.3 The maximum covered floor area for the main structure and outbuildings may not exceed 450m², with the following maximum proportions:
- Maximum size of main structure = 335m²
 - Maximum size of outbuilding = 115m²
 - The main structure must have covered verandas of not less than = 20% of the main structure's area.
 - If the main structure is double storey, then the proportions of areas must be approximately as follows:
 - Ground floor 50%, first floor 50% (Covered verandas to both storeys are required), or Ground floor 60%, first floor 40% (Covered verandas to both storeys are required)
 - Areas for staircases and double volumes are measured over one storey only.
- 3.4 **DOUBLE STOREY'S**
- Double storeys and loft rooms for main buildings are allowed on all erven except the one's identified in (c) and conditionally in (d) below. No double storey's are permissible in any outbuildings.
 - Loft rooms and double storey's have to be connected internally via a conventional staircase. An additional external staircase may be applied for as a special consent if appropriately motivated.
 - Double storeys and loft rooms are not allowed at all on erven 13635, 13654, 13655, 13656 and 13657.
 - Erven 13628, 13629, 13630, 13631, 13632, 13633, 13658, 13659, 13660, 13661, 13662, 13663, 13664, 13665 & 13666 are subject to a height restriction of 6,5m. A loft room may be accommodated in the main building only within a 6.5m height restriction, if it complies with Item 3.4 below.
- 3.5 Garages may have loft rooms, provided that the structure still conforms to the 6.5m height restriction of outbuildings. External staircases to these loft rooms may be allowed, subject to written motivation and on condition that they are simple in form and structure and are discreetly placed parallel to the garage (not perpendicular). All other outbuildings may be single storey only.
- Loft rooms will only be accepted if the floor thereof is level with the roof plate (wall plate) of the main wall with a total height restriction of 6,5m. No external doorways with staircases will be allowed. For very steep sites like erven 13618 – 13643, 13647, 13649, 13650, 13651, 13652, 13653, 13654, 13655, 13670, 13671, 13672, 13742, 13743, 13744, 13745, 13746 and 13747, an application for a change to this rule may be applied for and considered on merit – however the main building must remain the dominant structure and it still needs to comply with the 6,5m height restriction.
- 3.6 Building lines for single residential sites are:
- Street = 4.5m
 - Sides = 2m
 - Back = 3m
- 3.7 A contour plan and beacon certificate, prepared by a registered land surveyor must accompany all plan submissions.
- 3.8 Height restriction - **Main Building** = limited to 2 storeys, up to a maximum of 8m above natural ground level, measured vertically at any point of the building. See Item 3.3 & 3.4 above for erven with a 6,5m height restriction.
- Height restriction - **Outbuilding** = limited to 6,5m above natural ground level, measured vertically at any point of the building. See Item 3.3 & 3.4 above.
- Architectural features through the height restriction are limited to gables & chimneys, not projecting more than 300mm through the height restriction.
- Boundary fencing/walls and yard walls – kitchen yard walls must be at least 1.8m high, for screening purposes. The maximum height of boundary walls/fences along street boundaries is 1.5m however

Knysna Municipality may impose a 1.2m height where sight lines are of importance.

Other boundary walls/fences may be a maximum height of 1.8m above N.G.L. (See item 6.16)

- 3.9 Basements and lofts are allowed (defined according to the Knysna Town Planning Scheme), with the exception of the erven and conditions listed under 3.4 and 3.5 above. The combined areas for basements and lofts will be restricted to 20% of the total allowable floor area. The total allowable floor area remains unchanged. (See 3.3)
- 3.10 'Second dwellings' and "Granny flats" are subject to consent being obtained from the Knysna Municipal Council.

4. DESIGN PARAMETERS - SINGLE RESIDENTIAL

4.1 SCALE

- 4.1.1 Outbuildings must be subsidiary to the main building, and must therefore be appropriately positioned on site.
- 4.1.2 Cognizance must be taken of the human scale in the massing and placement of buildings. No walls may be longer than 7m, without change of wall direction or wall set-back (of at least 250mm), or alternatively a change in roof configuration and/or wall heights, to the discretion of the project architect or designer.

4.2 PLAN FORM

Plan forms must be traditional rectangular, 'I'-shape, 'T'-shape, 'L'-shape or 'H'-shape and uncomplicated in nature.

4.3 ROOFS, FASCIA'S, BARGE BOARDS, GUTTERS

- 4.3.1 Lean-to roofs are encouraged, and may not be more than 60% of the depth of the structure that it clips to, with a maximum of 4000mm.

Example 1, to calculate depth of lean-to:

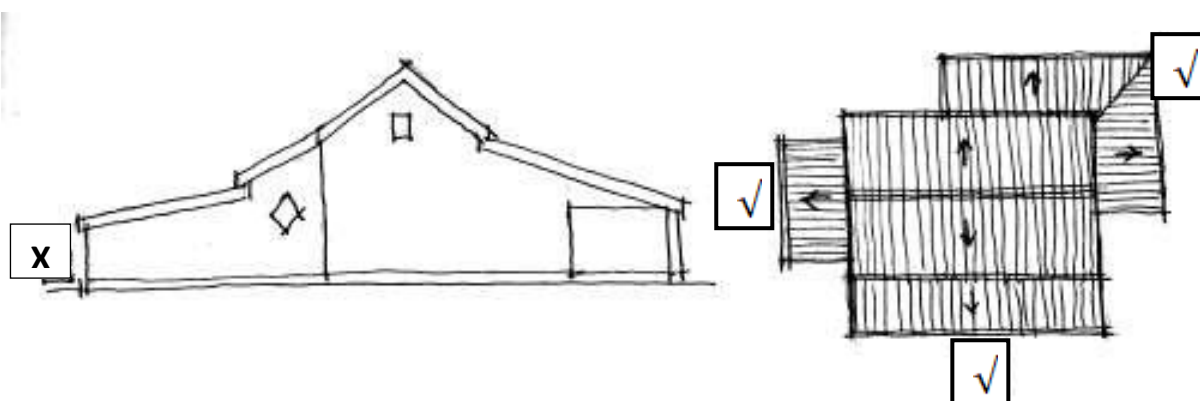
Main structure 7000mm wide, i.e. $7000 \times 60\% = 4200\text{mm}$ (but 4000mm is maximum)

Example 2, to calculate depth of lean-to:

Main structure 5000mm wide, i.e. $5000 \times 60\% = 3000\text{mm}$

The ratio for garages is 100%, so that one garage has a gable or parapet, and the other a lean-to roof.

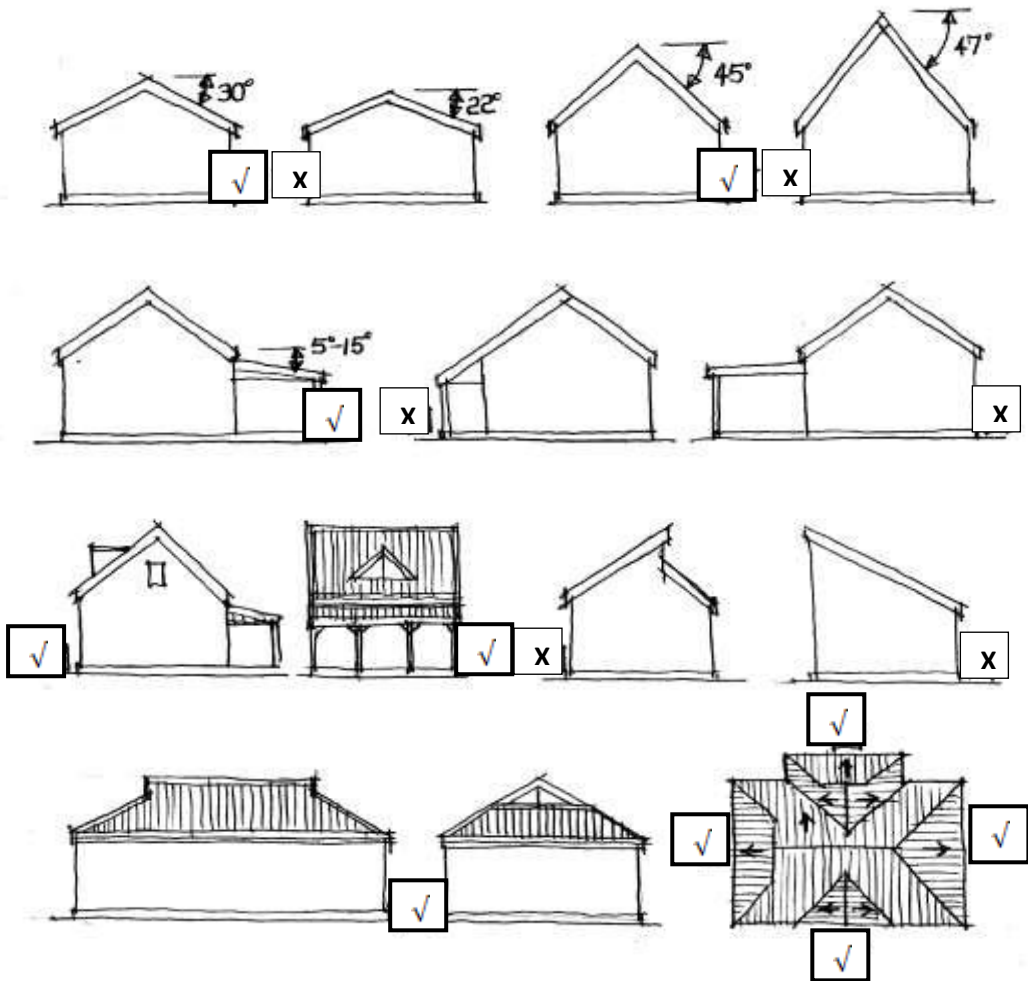
- 4.3.2 Lean-to roofs may not exceed more than 30% of the total roof area. All lean-to roof ends must be finished off horizontally above lintel level.



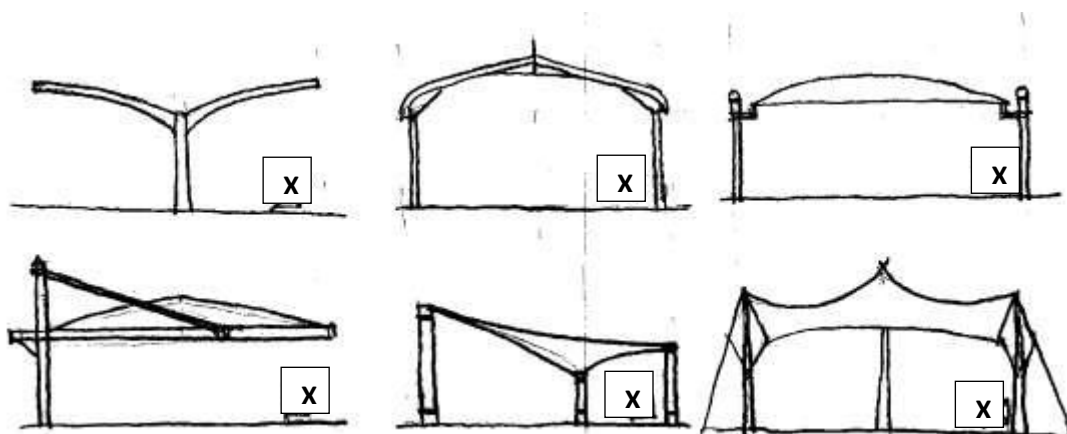
- 4.3.3 Simple 'Knysna' gables are encouraged. (See examples - extracts from "Knysna Architecture")
- 4.3.4 Roofs must be predominantly double pitched (between 35-45 degrees), with some allowance of lean-to roofs (between 5-15 degrees).



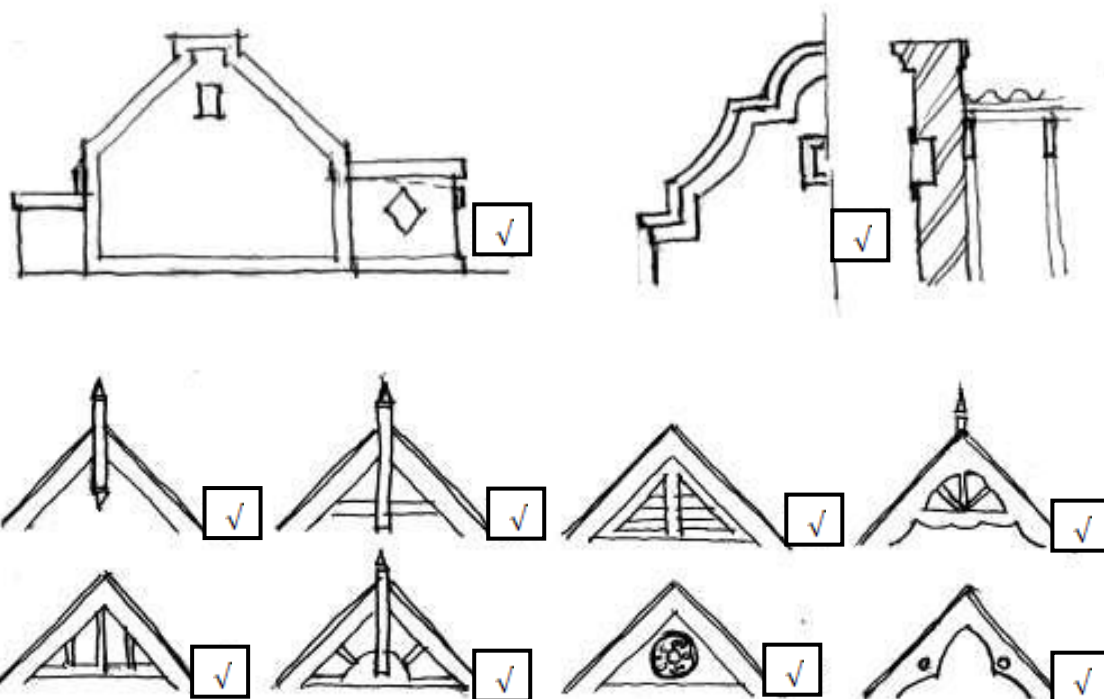
These are examples of some acceptable roof structures



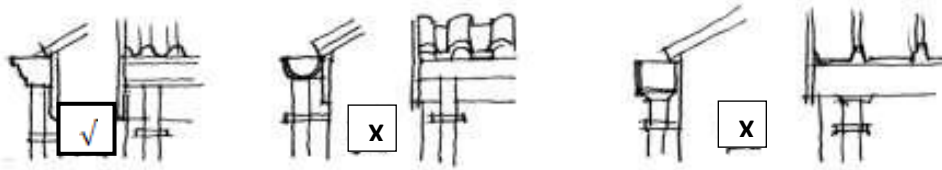
- 4.3.5 Flat roofs are permissible, but must abut a pitched roof, and may not exceed 25% of the total roof area (including outbuildings).
- 4.3.6 Eave overhangs and clipped bargeboards may not overhang the walls by more than 150mm.
- 4.3.7 Clipped gable roofs may not exceed 150mm over the gable.
- 4.3.8 Parapet walls must be at least 150mm above the roof finish.
- 4.3.9 Carports are allowed with roof pitches to match the main building or the lean-to verandahs. All other items on roofs are also applicable to carports.
- 4.3.10 Patent-type car ports/shade ports similar to the examples below are not allowed.



- 4.4 Simple gable features and finials are allowed.



- 4.5 Barge boards and fascias must be at least 150mm in depth.
- 4.6 Only ogee gutters will be allowed, with round downpipes.



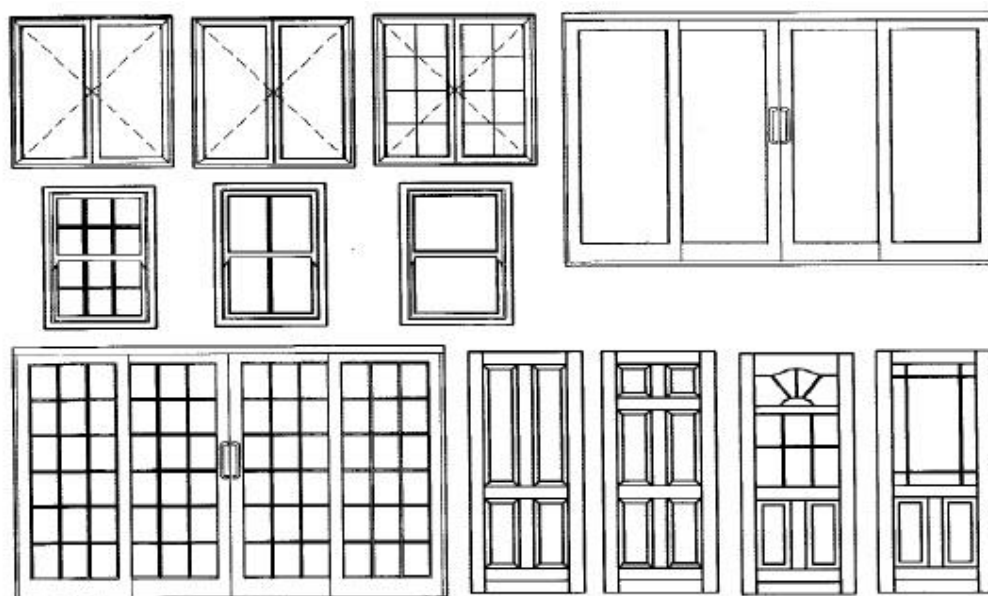
- 4.7 Only flat and gabled dormers are allowed and not more than two dormers per 7m length, of not more than 2m wide.
- 4.8 Skylights (only in the same plane as the roof), are subject to approval, and may only be used in an unobtrusive way, and are subject to the same proportion requirements as windows.
- 4.9 Clear or translucent roof sheeting is not permitted.
- 4.10 The following roof finishes are permissible:
- Traditional corrugated iron, with a baked enamel finish like Chromadek, Zinkalume Colorbond, Safintra Colorplus, etc.
 - Traditional corrugated fibre cement, with impregnated through-colour.
 - Thatch
- NOTE: Painted roof finishes are no longer acceptable.
- 4.11 Roof pitches and building materials have to be consistent on each property.
- 4.12 Gable ends, hipped ends, and gambrels are permissible, but mansard gabled and mansard hipped as well as jenkins are not permissible.

5. WALLS

- 5.1 Quoining is permissible, in proportions, similar to the examples indicated here. (Examples from the book "Knysna Architecture" and the Knysna Urban Conservation Area Guide-Lines).



- 5.2 All windows and doors must be of traditional proportions, with a vertical accent, some examples are indicated.



Wide doors under verandas only.

- 5.3 Window and door openings may have plaster surrounds, of at least 15mm thick and 120mm wide.
 5.4 Traditional bay windows and mullioned windows are permissible, but not lancets, Catherine wheels, oriels and bow windows.



Lancets

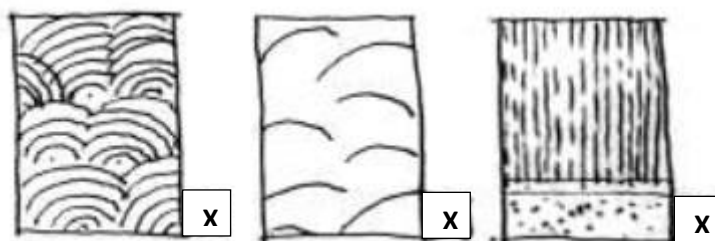
Catherine Wheel

Oriel

Bow Window

THESE EXAMPLES ARE NOT ALLOWED

- 5.5 Plastered wall surfaces must be smooth or rough plastered, but not textured.

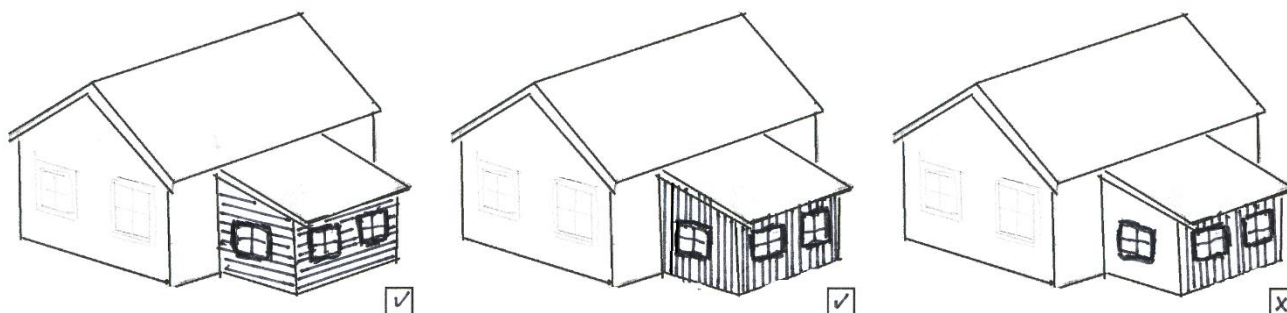


- 5.6 Decorative mouldings to parapets and gables must be simple.
 5.7 For plastered brick buildings, timber and fibre cement planking or corrugated finishes will only be permitted on lean-to and clip-on structures, or separate stand-alone structures.

- 5.7.1 The predominant wall finish must be plastered brick (at least 70%, unless prior written permission to exceed this limit has been granted by the Green Pastures Home Owners Association.), however

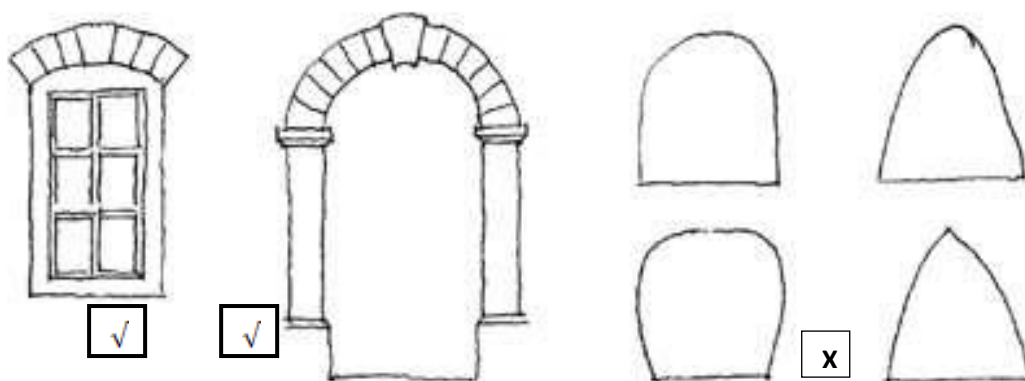
custom-built drywall construction will be considered only if the cladding is traditionally proportioned, and in **either vertical or horizontal** format, subject to conditions in 5.7.3 below.

- 5.7.2 The colour of the cladding must be the same colour and tone as that of the plastered brick.
- 5.7.3 Although horizontal cladding is not according to the Urban Conservation Area Guidelines, it was regulated that in Green Pastures any vertical or horizontal cladding be wrapped round the area in order to be aesthetically pleasing. See examples below.



- 5.7.4 Finishes that will be considered, are corrugated iron, timber and fibre cement. All areas below ground floor level must be closed in with an acceptable plinth construction. Stilts will not be allowed. Log construction will also not be allowed.

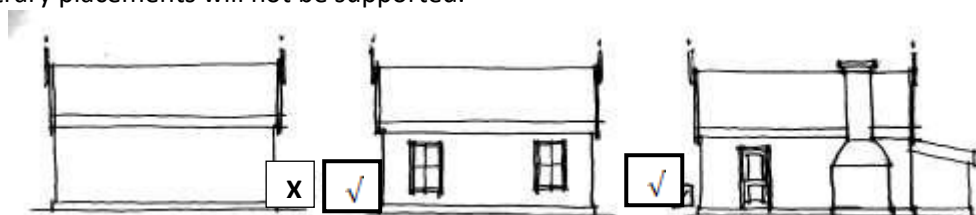
- 5.8 All walls at ground floor level must have a projecting plinth of at least 150mm deep by 30mm thick, down to the finished ground level.
- 5.9 Cut stone plinths and sills, are subject to approval, but stone would be restricted to plinth areas only.
- 5.10 Only flat, keystone rounded and segmental arched lintels are permissible, and not round, parabolic, horseshoe, lancet etc.

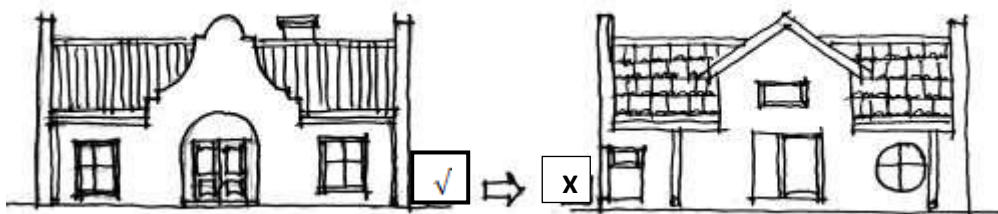


THESE TWO EXAMPLES ARE ALLOWED

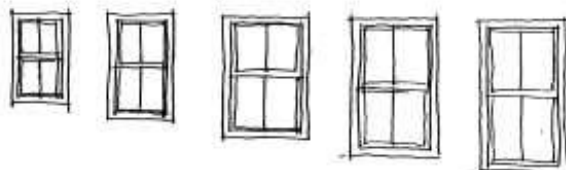
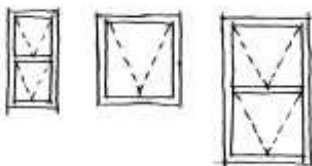
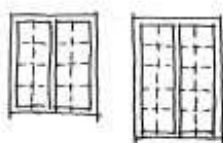
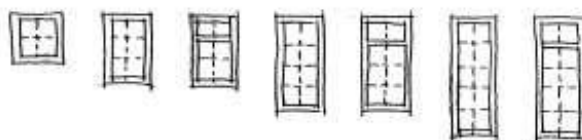
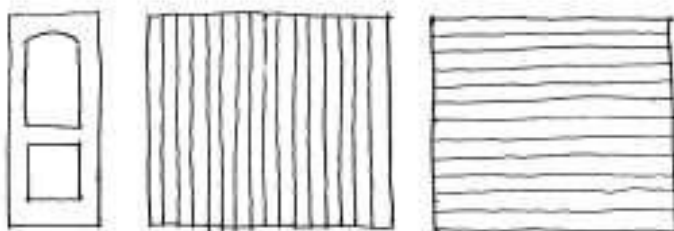
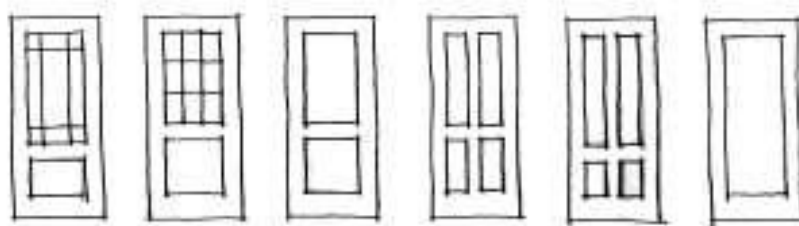
THESE EXAMPLES ARE NOT ALLOWED

- 5.11 Chimneys may only be on gable and/or external walls, with traditional shapes, protruding at least 150mm from the external wall surface, with an appropriate plinth and capping.
- 5.12 The placement of windows and doors must be well proportioned and positioned within each elevation. Arbitrary placements will not be supported.





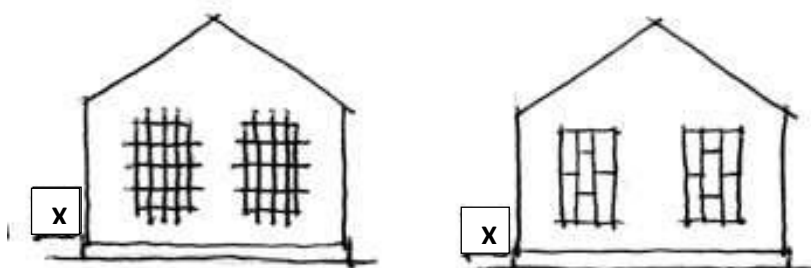
- 5.13 Windows and doors in series, will only be allowed at lean-to and clip-on structures, and must conform to the same proportions as before.
- 5.14 Timber or aluminium windows and doors of consistent type are permissible, i.e. sliding sash, mock sash, casement and small pane.





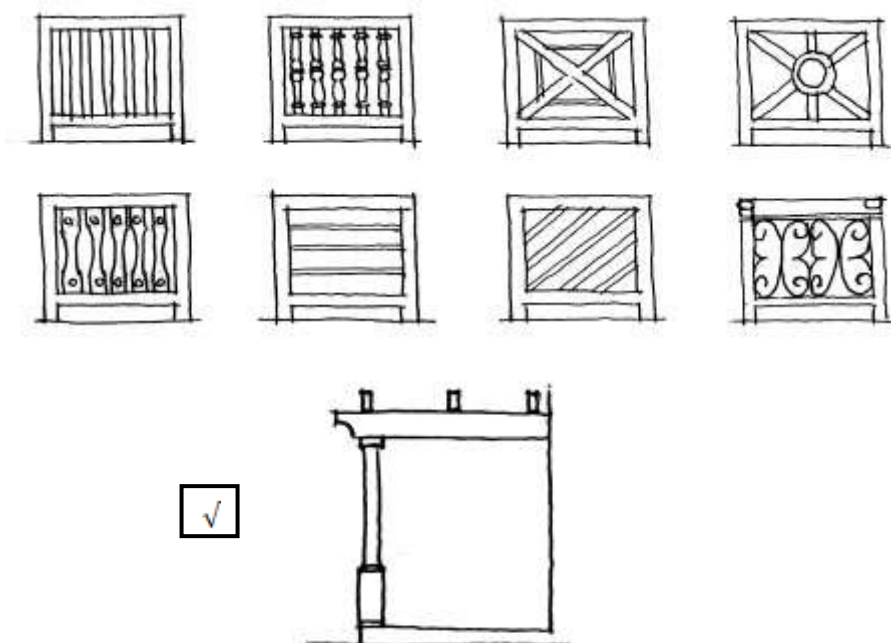
Brown and white aluminium framed windows and doors as well as UPVC brown and white windows and doors of consistent type are permissible, i.e. sliding sash, mock sash, casement and small pane may be considered, **provided that they resemble the frame width of timber framed windows and doors.**

- 5.16 Timber or aluminium framed shutters and gable ventilators in a traditional design are encouraged.
- 5.17 Burglar bars may only be installed internally, lining up with window panes.



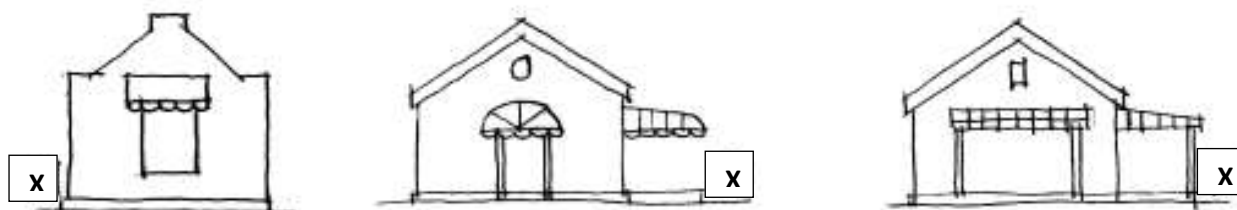
6. OTHER

- 6.1 Verandas, pergolas, balustrades, railings, external staircases and decks must be in timber, of a traditional design, to be approved. (These are some examples)

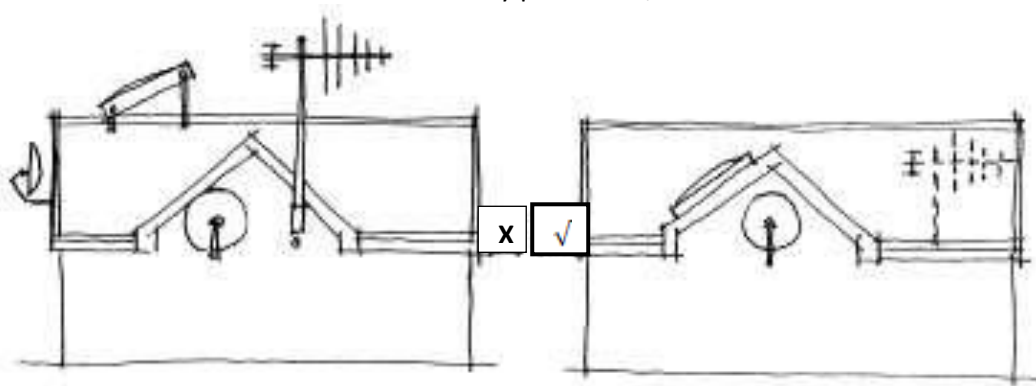


- 6.2 Aluminium balustrades and railings, resembling the proportions of traditional timber balustrades and railings will be considered.
- 6.3 Decks on stilts may not be more than 2m above the finished ground level. Ground levels may not be manipulated to accommodate this height.

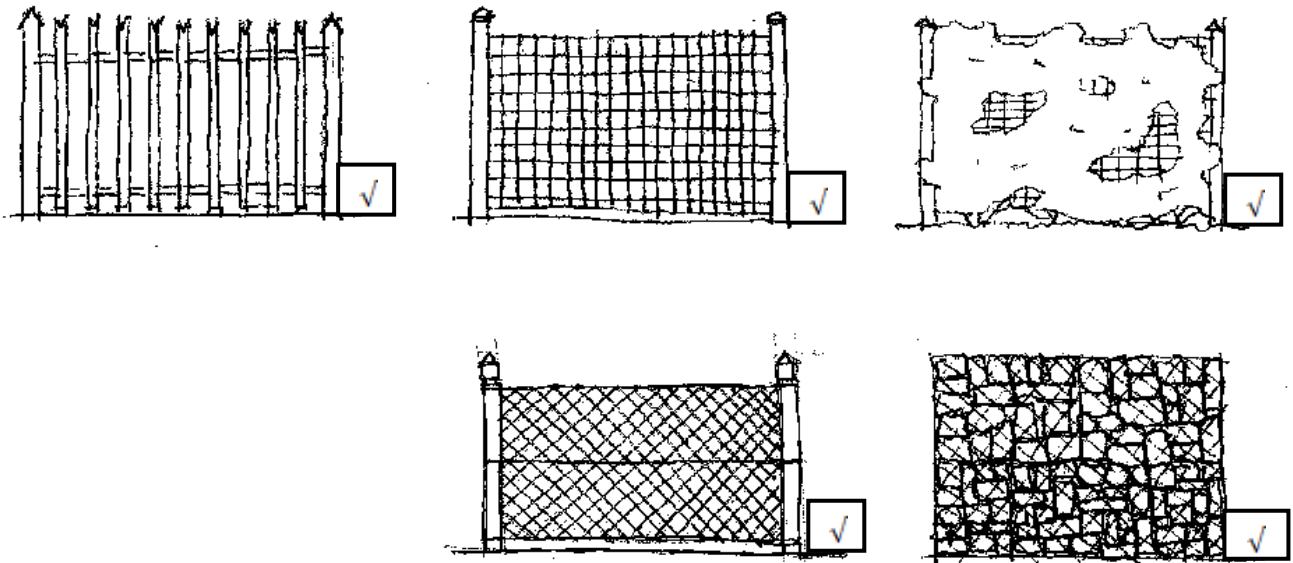
- 6.4 Steel chimneys and cowls are not permissible.
- 6.5 Garage doors may not exceed 2500mm in width.
- 6.6 All driveways must have a permanent finish like paving, cobbles, tar, concrete blocks, etc. Gravel driveways will not be permissible.
- 6.7 Canopies and awnings are not permissible.



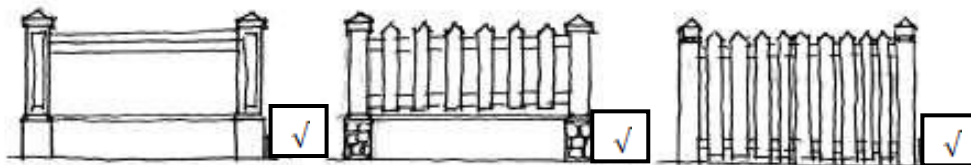
- 6.8 Crank-out awnings are not allowed.
- 6.9 Roll-down awnings with colours to match walls, with clear window sections are allowed between pillars on covered verandas.
- 6.10 Aerials and satellite dishes must be discretely positioned, below the roof line.



- 6.11 Patent-type solar panels will only be permitted in the same plane as the roof line. Solar water tanks will not be permitted on roofs. The placement of solar panels must be submitted for consideration and approval by the GPHOA's architectural panel.
- 6.12 Solar voltaic panels will only be permitted in the same plane as the roof line
- 6.13 External waste and soil pipes must be concealed in service stacks/ducts or built into the structure.
- 6.14 Water heat pumps and air-conditioning units will be considered for approval if discretely positioned, with split units in service ducts or yards.
- 6.15 Wind turbines will only be considered if they comply with the Municipal regulations for wind turbine installations on residential properties. The position and placement of wind turbines will further be subject to the written consent of all neighbours, as identified by the GPHOA's architectural committee.
- 6.16 The following fencing materials are acceptable, and must be submitted for consideration:
 - a) Hedges and 100mm square poles with green PVC coated diamond mesh or square mesh fencing of an approved traditional design and colour.

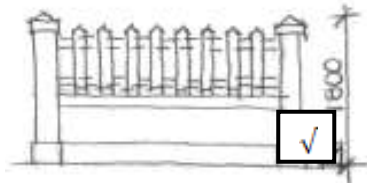


- b) Picket fences in timber of an approved traditional style.



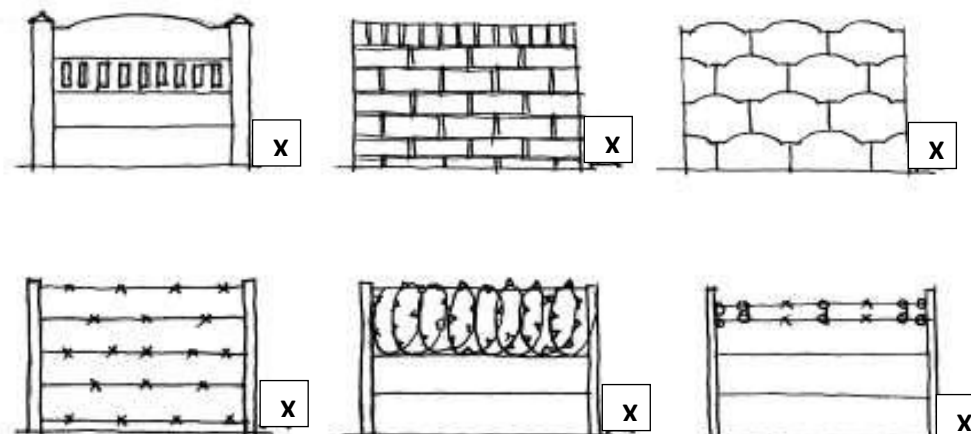
- c) Pole fencing of an approved traditional style.

- d) Palisade fencing between brick pillars, of traditional design - to be approved

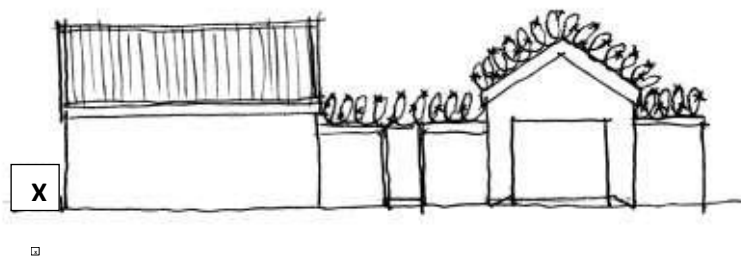


- e) 220mm Brick walls with plinth, between 330 x 330 brick pillars of traditional design - complete with plinth and capping, to be approved.

- f) Any other fence proposal submitted will be considered by the GPHOA's architectural committee.



- 6.17 An enclosed service yard, encompassing a washing line area and a refuse area is a pre-requisite. All service areas (yards) must be enclosed with wall of not less than 1,8m high.
- 6.18 All exterior lighting must comply with the 'dark sky' policy – no external lights may spill light upwards.
- 6.19 Swimming pools are permissible, and must comply with the National Building Regulations. Pools may not be raised above the finished ground level.
- 6.20 The use of rainwater tanks, connected to gutters and downpipes, of at least 2,500 litres of an approved traditional design is required. Rainwater tanks must be positioned discretely on a plinth, enclosed in a yard, or buried underground. This item does not apply to thatch roofs. Traditional galvanized Victorian pattern water tanks are encouraged – those tanks do not need to be screened off by yard walls, but all other tanks have to be screened off or installed underground.
- 6.21 Barbed wire, blade wires and the like, are not permitted.



- 6.22 The SANS 10087 regulations concerning storage and location of LPG Gas canister must be strictly adhered to.

7. LANDSCAPING AND SITE WORKS - SINGLE RESIDENTIAL

- 7.1 All surface finishes, i.e. paving, retaining walls, road finishes, tiling, etc. must be in a colour scheme to match the surrounding area, i.e. dark 'earth tones'.
- 7.2 All terracing must be sensitively done, without leaving physical and aesthetic scars on the landscape. All terraced areas must be vegetated and restored, using only indigenous plants and trees. Patent-type block retaining walls will only be permissible, with a written undertaking by the owners that the wall(s) will be 100% covered and concealed in vegetation, while 'Gabion' retaining walls are preferred.
- 7.3 Alien plants and trees must be eradicated, and any exotics discouraged. Exotics must be restricted to the building platform only.

8. COLOURS - SINGLE RESIDENTIAL

One roof colour, one wall colour, and one accent colour may be used on each property. Colour swatches have to be submitted by the PA/PST for prior approval by the scheme architects.

- 8.1 ROOFS
 - Light grey
 - Dark Grey
 - Dove Gray
 - Charcoal
 - Dark Green
 - Pale green
 - Rusty pale red
 - Pale blue
 - Natural thatch
- 8.2 WALLS, FASCIA'S, BARGE BOARDS WATER TANKS AND TRIM
 - White
 - Broken white
 - Ochre

Pale blue
 Dark Blue
 Dark Green
 Pale green
 Light Grey
 Dark Grey
 Black
 Pale Terra-cotta
 Natural varnished or oiled timber
 Dark Brown
 Light Brown

8.3 GUTTERS AND DOWNPIPES

White, or,
 Colour to match walls

8.4 TIMBER WINDOWS, DOORS, FENCES, BALUSTRADES, PERGOLAS, STAIRS

White
 Black
 Green
 Pale or dark blue
 Grey
 Rusty red
 Ochre
 Natural timber, varnished or oiled
 Brown

ALUMINIUM WINDOWS AND DOORS

White
 Dark brown

9. PLAN SUBMISSION PROCEDURES

NOTE: It is hereby taken that all correspondence to owners and their consultants will be via e-mail, unless specifically other arrangements have been agreed to. The **Green Pasture Architectural Review Panel** will only be responsible for checking compliance with the Green Pastures Architectural Design Manual and not any other architectural matters.

9.1 Procedure for having plans approved by the HOA's Architectural Committee, for construction.

- 9.1.1 The owner, his/her PA/PST/**PAT/PAD** and the builder all need a copy of the **latest** version of the Architectural Design Manual.
- 9.1.3 Before commissioning instructions to your PA/PST/**PAT/PAD**, make sure that he/she is on the list of approved consultants for Green Pastures – if not, ask your consultant to apply for approval.
- 9.1.2 Ask your approved PA/PST/**PAT/PAD** to make contact with the **Building Control Officer for Green Pastures** at **aesthetic@greenpasturesho.co.za** to get all the information regarding:
 - 9.1.2.1 The Design Manual
 - 9.1.2.2 Guide-lines for approved PA/PST/**PAT/PAD**.
 - 9.1.2.3 Procedures for having Plans Approved
 - 9.1.2.4 Scrutiny fees / **Building fees**
 - 9.1.2.5 **Submission dates & Review Panel meeting dates.**
 - 9.1.2.6 Post plan submission procedures
 - 9.1.2.7 Builders' code of conduct
 - 9.1.2.8 Standard table of areas and **any additional documentation to accompany submissions.**

9.2 Submit plans to Building Control Officer

NOTE: The plans have to be submitted by the architect/designer and **not** the property owner. All designs and building plans for new houses and alterations/additions must be submitted to the **GPHOA's Building Control Officer and the GPHOA's Architectural Review Panel** for scrutiny for compliance to the design manual. The scrutiny fee is as follows:-

9.2.1 New Houses, Granny flats and large alterations/additions: R3,500.00

which is payable to the **Home Owners' Association** on submission of the plans. This fee will then cover the scrutiny process, **as well as the final inspection**. Any submissions after the third submission will be R1,000.00 plus disbursements, to alleviate abuse of the process. If it is a complete new design, the fee will be as if it is the first submission.

9.2.2 Minor alterations & Additions: R1,500.00 is payable to the **Home Owners' Association**, on submission of the plans. This fee will then cover the scrutiny process, **as well as the final inspection**. Any submissions after the third submission will be R500.00 plus disbursements, to alleviate abuse of the process. If it is a complete new design, the fee will be as if it is the first submission.

NOTE: These rates are subject to an escalation of 6% per year.

9.2.3 Prior to any submission of plans for approval or commencement of building operations by an owner, a Building Fee in the amount of R10,000.00 (Ten Thousand Rand) for new homes or extensive alterations and additions, or R5,000.00 (Five Thousand Rand) for alterations, additions and renovations, must be paid to the HOA by the owner within seven days of being requested to do so by the HOA, which will be retained until completion of the dwelling to the satisfaction of the Building Control Officer and/or Committee. This amount includes the plan scrutiny fee:

9.2.3.1 For **NEW HOMES or EXTENSIVE ALTERATIONS/ADDITIONS:**

- a. An amount of R2,500.00 (Two Thousand and Five Hundred Rand) per plan submitted will be deducted to cover the cost of the plan scrutiny and administration.
- b. An amount of R1,000 (One Thousand Rand) will be deducted to cover the cost of final inspection.
- c. Further amounts may be deducted to cover the cost of specialist professionals' services if deemed necessary by the Building Control Officer.
- a. An amount of R2,000.00 (Two Thousand Rand) shall be retained by GPHOA.
- b. Any unpaid Penalty amounts charged in term of 23 of the Builders Code of Conduct, may be deducted from the Building Fee.

9.2.3.2 For **ALTERATIONS, ADDITIONS & RENOVATIONS:**

- a. An amount of R1,000.00 (One Thousand Rand) per plan submitted will be deducted to cover the cost of plan scrutiny and administration.
- b. An amount of R500 (Five Hundred Rand) will be deducted to cover the cost of final inspection.
- c. Further amounts may be deducted to cover the cost of specialist professionals' services if deemed necessary by the Building Control Officer.
- d. An amount of R1,000.00 (One Thousand Rand) shall be retained by GPHOA.
- e. Any Penalty amounts charged in term of 23 the Builders Code of Conduct, shall be deducted from the Building fee.

Upon completion of the dwelling to the satisfaction of the HOA Committee and provided no damages has been caused to any part of the development, the balance in the Building fee account, after all deductions including any unpaid Penalty amounts, shall be refunded to the owner.

- 9.2.4 Pre approved PA/PST/**PAT/PAD**'s are encouraged to first submit a rough concept plan to the **Building Control Officer** for rough scrutiny before a comprehensive submission is made. This will alleviate abortive work, costs and time. **These submissions must clearly be marked as SKETCH PLANS to ensure that they are scrutinized as such.**
- 9.2.5 On submission of the HOA submission Plans, the PA/PST/**PAT/PAD** must also submit to the **Building Control Officer** his own details, as well as the details of the owners, with a request for an invoice for the scrutiny fee.
- 9.2.6 The **Home Owners' Association** will then prepare and send the invoice to the applicant for payment. On receipt of proof of payment, the **Review Panel** will proceed with the scrutiny process.
- 9.2.7 The pre-approved PA/PST/**PAT/PAD** must submit **two** colour **hard-copies of plans, as well as an electronic set** in PDF format at 300dpi. The line thicknesses must be scaled correctly.
- 9.2.8 The plans must include the following:
 - 9.2.8.1 The architects contact details and proof of his/her SACAP registration. Also included in the plan title block must be the ERF number, the street address, the ERF area, the land surveyor's details, the project description, the owner's name, the project number, the plan number, the revision number and the date **and a locality plan.**
 - 9.2.8.2 The owner's contact details.
 - 9.2.8.3 Contour plan (by a registered land surveyor), including the kerb line, lamp posts, and other pavement signage, etc.
 - 9.2.8.4 Floor plans with dimensions, section lines, plumbing layout, electrical layout.
 - 9.2.8.5 Section(s) through important features, also showing floor levels, ridge level and height restriction lines, relating to the contour levels.
 - 9.2.8.6 Site Plan with north orientation, ERF number, contours, boundary wall/fence, gate details, building lines, existing trees, pool, driveway, rainwater tank, sewer connection, etc.
 - 9.2.8.7 Elevations, indicating materials & finishes, in sufficient detail to evaluate window types, doors, balustrades, stairs, etc.
 - 9.2.8.8 The standard table of areas, showing how compliance is achieved by calculating the cover, 20% veranda areas, lean-to areas, etc.
 - 9.2.8.9 Colour swatches of all the different elements mentioned in the architectural design manual.
 - 9.2.8.10 The pre-approved PA/PST/**PAT/PAD** must sign and date all plans and documents. All the above must be on the PA/PST/**PAT/PAD**'s stationery. The plans must comply with the NBR, the Town Planning Scheme regulations the SANS 10400 & SANS 204 regulations, etc.

9.3 GPHOA Plan Approval Process

- 9.3.1 **A hard copy of all plans & documents must be submitted to the Building Control Officer, and also e-mailed to aesthetic@greenpasturesho.co.za by the FIRST WEDNESDAY of every month.**
- 9.3.2 **The Review Panel meetings will be held on the SECOND WEDNESDAY of each month.**
- 9.3.3 **A response with the Review Panel findings will be sent to the applicant by the following Monday.**
- 9.3.4 **Corrections/variations to plans must be done in black pen and must be 'clouded in red' and signed by the PA/PST/**PAT/PAD**, with an appropriate revision number and date.**
- 9.3.5 **Should a submission be successful, the applicant will be notified via email. The Applicant will have to provide at least two sets of hard copies of the approved plans – one set to receive the necessary approval stamp and one set for the HOA records.**
- 9.3.6 The pre-approved PA/PST/**PAT/PAD** may then proceed to prepare and submit the formal submission to Knysna Municipality and their Building Aesthetics Committee, according to their plan submission requirements and procedures, together with the stamped plans of the GPHOA (which is a requirement of the local authority).

- 9.3.7 The plans submitted to the local authority must not differ from the GPHOA's approved plan. If they do differ, the approval of the GPHOA will first have to be obtained for the proposed alteration, variation, omission or addition.

10. BUILDING/CONSTRUCTION PROCESS

- 10.1 Once approvals have been granted by Knysna Municipality, the pre-approved PA/PST/**PAT/PAD** must submit copies of the A1 approved plans electronically to the **Building Control Officer**, also clearly indicating any changes between the Municipal Approved and the GPHOA's approved drawings (if applicable – see 9.3.6 above).
- 10.2 If there are any changes between these approvals then this submission will be treated as an alteration/addition, and once again scrutinized according to the process under Item 9.2.2 – 9.3 above.
- 10.3 The home owner's levies must be paid up to date, before the HOA, will confirm final approval.
- 10.4 Once approval has been obtained in writing for the variations, the owner may proceed to obtain tenders/quotations for the building process, and pay the builders deposit to the HOA.
- 10.5 Once the building contractor has been identified, it will be the owner's responsibility to arrange for:
 - 10.5.1 The builder/contractor to sign the 'Builder's Code of Conduct', and to hand that over to the HOA for perusal.
 - 10.5.2 Only contractors who are members of The National Home Builders Registration Council (NHBCRC) will be allowed to build in Green Pastures.
- 10.6 The building work must be carried out strictly according to the approved plans. No variations will be allowed, without prior application to, and approval by the H.O.A.'s Architectural Committee, and the Local Authority.
- 10.7 A Home Owners Association's representative, may from time to time, conduct inspections on site, to monitor the building work, in relation to the approved plans. Should any deviations to the approved plans be identified, or contraventions to the builders code of conduct be identified, the work on site will be immediately stopped until the necessary adjustments, and/or re-submission of plans have been approved. Please bear in mind however that it is not the GPHOA's responsibility to identify any deviations to the approved plans or to identify any other problems. Ultimately this remains the responsibility of the home owner.
- 10.8 **The PA/PST/**PAT/PAD** will be expected to do the minimum inspections on site as required by the SANS 10400 and SANS 204 regulations. The PA/PST/**PAT/PAD** has to therefore be able to confirm if the related installations were done to the requirements of the related SANS regulations.**
- 10.9 The home owner has 12 months from the date of 'breaking ground' to final completion.
- 10.10 Before the ground floor slab is finalized and cast, **the home owner will be expected to have proof on record that the intended floor level as created on site, matches the approved level on the plans, in case the GPHOA calls for this at a later stage.**
- 10.11 Notice from the building contractor to the Local Authority relating to inspections at various stages required by them, will still apply and must be complied with. Proof of these inspections may be required by the GPHOA.
- 10.12 **The Building Control Officer and the HOA takes no responsibility for any mandatory inspections and all inspections are the sole responsibility of the appointed professional. Proof of all such inspections must be kept on record and be available at the HOA's request.**
- 10.13 Partial completion or phased stages of completion of the building work will not be allowed, unless the phasing was approved by the GPHOA's architectural Committee.
- 10.14 On notice of final completion by the owner to the HOA, the HOA will instruct their **Building Control Officer/HOA representative** to do a final inspection to ascertain if the completed house/alteration/addition matches the approved plans – if not, then these variations will have to be fixed on site, or the variations will have to be submitted to the GPHOA's Architectural committee for consideration and approval. The GPHOA cannot take responsibility for not having identified any contraventions during this inspection, as it is ultimately the responsibility of the owner to comply. The owner will still be responsible for compliance should any contraventions or variations be picked up at a later stage. The cost for subsequent inspections required by the **the Building Control Officer/ HOA**

representative, to confirm to the GPHOA that the completed house/alteration/addition conforms to the approved plans, will be R1,000.00 per inspection, subject to an escalation of 6% per year, payable by the home owner. It is therefore imperative that the home owner makes very sure that the completed house conforms exactly to the approved plans before the **Building Control Officer/ HOA representative** is requested to do an inspection for final completion.

- 10.15 On written confirmation by the GPHOA that the building matches the approved plans, the owner can apply for an occupation certificate from the local authority. Once an occupation certificate has been issued by the local authority, the owner must submit a copy to the HOA after which the owner may move into the house.

11. DESIGN - SINGLE RESIDENTIAL

Ultimately the success of this project lies in the interpretation of this design manual, and how it is accommodated in the design and technical development of the project. It is imperative for the architect or architectural designer, to have knowledge of the local conditions, and to consult the book "Knysna Architecture" which can be viewed on the website: www.architectsetc.com.

The Green Pastures Homeowners' Association reserves the right to amend these requirements, procedures and rates as, and when it desires. The Home Owner's Association and their **Aesthetics Committee** have absolute discretion in the approval or rejection of any Architects or Architectural Technicians, as well as the approval or rejection of plans or specifications submitted for consideration.