



THE ALOES LIFESTYLE ESTATE MANAGEMENT ASSOCIATION NPC,  
Registration Number: 2012/065761/08

### **Building Procedure**

Should you wish to review all the documentation related to building construction, please feel free to request it from The Estate Management Company.

In summary the approval process to be followed for and construction activities in The Estate, including those that will require Municipal approval are:

### **Design**

The Aloes, being an Aesthetic Policy development, have a list of recommended Architects. To apply to be a recommended architect we require that the following:

1. Only approved Architects or Senior Architectural Technologists may design houses on the Aloes Lifestyle Estate. Should you wish to use an Architect/Architectural Technologist not yet enrolled, such an Architect/Technologist must apply for enrolment before design work commence.
2. To design homes with in The Aloes, please contact the Estate Architect for details.
3. A portfolio of previously completed work with references will be required with the application.
4. The Aloes has an Architectural Policy and it is essential that an architect is familiar with these before commencing with design. Before Polokwane Municipality can consider the drawings for municipal approval of a new building or the renovation of an existing building they will require the approval stamp of the HOA architect, Co-Lab Architects, on the drawing. It is good practice to consult Co-Lab early in the design process and essential to submit all drawings to them before submission to Polokwane Municipality.

Policy for building at The Aloes.

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5. When quoting your Client Please be aware that according to the ALEMA building Code of Conduct and cooperation in conjunction with the requirement of submission of forms 1 and 4 of the NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (Act No. 103 of 1977) and the South African Council for the Architectural Profession, Architects will be required to present the following:
  - a. Letter of appointment from Architect
  - b. Site hand over signature
  - c. Completion signature
  
6. Process for submission to Aesthetic Architect
  - a. The following must be handed in to the ALEMA HOA office, before 12h00 on a Monday:
    - i. 2 sets of Drawings.
    - ii. Architectural review check list.
    - iii. CD of plan in pdf.
    - iv. Proof of payment, to ALEMA, agreed upon from time to time by the board of directors.
  - b. Should all be in order they can be collected at the ALEMA HOA office on Wednesday, 16 working days later, after 12h00.
  - c. Should there be a problem, the Aesthetic Architect, will inform the Architect and cc ALEMA.
  - d. If the problem involves resubmission of plans, this will carry a fee, agreed upon from time to time by the board of directors.
  - e. For resubmission, a and b above applies.

The Aesthetic Architect is Co-Lab Architects:

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7. Submit approved drawings to Polokwane Municipality.

## **Building**

1. Enter into a Building Contract. No project may commence in The Aloes without a formal contract based upon the JBCC (Joint Building Contracts Committee) form of contract – This contract is to be at Site Handover.
  
2. Only ALEMA registered building contractors may build at The Aloes. The Estate Management Company holds a list of contractors and their approval is to be sought for use of any other proposed building contractor.

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3. The Contractor to accept ALEMA rules by signing the Code of Conduct, and adhered to all the requirements for Site handover within the Code of Conduct.
4. A hard copy of the Municipal approved drawings must be kept on site at all times.
5. Builder to submit site handover documentation to the offices of ALEMA on a Tuesday before 12h00.
6. ALEMA will contact the builder, to arrange a time for the site hand over meeting, on the Thursday of the same week.
7. The site hand-over meeting is to take place on the Thursday with the Estate Management Company present before building can commence, upon issuing of **ALEMA – Builders Site Handover Approval**.
8. The Builders Monthly Administration Levy will be calculated from date of site hand over and run until a **MUNICIPAL OCCUPATION CERTIFICATE** is received by ALEMA.

## **During Building**

9. Fortnightly visits by ALEMA shall cover a report on the following.
  - a. Progress report as to the submitted timeline.
  - b. **Adherence to the submitted plan. (Any deviation to plan will mean immediate suspension of the project, redraw of plan, re-submission to Aesthetic Architect and Municipality for approval). Copy of the approved plan to be submitted to ALEMA office.**

## **Occupation Certificate**

### **Process before submission**

- 10. The municipality will not issue an occupation certificate unless the HOA have issued a ALEMA Completion and Compliance Certificate.***
11. Copies of all documentation required for submission to ALEMA HOA and the Polokwane Municipality in order to obtain an occupation certificate (Annexure F) must be handed into the ALEMA HOA office, before 12h00 on a Tuesday.
12. On receipt of the above documentation ALEMA will proceed to check all documentation and arrange, with the builder for a final site inspection on the Thursday, between 08h00 and 15h30.

13. Should all be in order ALEMA will stamp all documentation and issue a HOA Estate Completion Certificate by 08h30 on Friday morning.

14. The documentation can now be submitted to the municipality.

**Process after submission**

15. It is the responsibility of the Owner/Builder/Architect to submit a properly issued Municipal Occupation Certificate as obtained from the municipality, to the ALEMA HOA, owner occupation.

16. The deposit will be refunded on the 15<sup>th</sup> of the following month, after receiving Municipal occupation certificate.

17. No occupation of any building with in the development will be allowed until such time as a valid Municipal Occupation Certificate has been handed in to the ALEMA offices.