

# CLEARWATERS COVE HOME OWNERS ASSOCIATION NPC

Registration number 1999/025849/08

## Building Policy

### **1. Introduction**

- 1.1. In order to ensure and to promote the peaceful, harmonized and pleasant living of all owners and occupants in the Cove as well as to ensure that good standards are maintained of the appearance of the buildings, structures and gardens the CWCHOA has adopted certain Policy regarding Building and Architectural guidelines which all owners and residents are to subscribe to. You have been referred to them when purchasing your investment and/ or becoming a resident in the Cove. These rules and guidelines are in no way intended to restrict your right of ownership and/or use of your property. It is the responsibility of the registered owners to familiarize themselves with the policy.
- 1.2. Should you wish to review all the documentation related to building construction, please feel free to request it from The Estate Management Company.
- 1.3. In summary the approval process to be followed for and construction activities in Cove, including those that will require Municipal approval are:

### **2. Design**

- 2.1. The Cove, being an Aesthetic Policy development, have a list of recommended Architects. To apply to be a recommended architect we require that the following:
  - 2.1.1. Only approved Architects or Senior Architectural Technologists may design houses on the Cove. Should you wish to use an Architect/Architectural Technologist not yet enrolled, such an Architect/Technologist must apply for enrolment before design work commence.
  - 2.1.2. To design homes with in The Cove, please contact the Estate Architect for details.
  - 2.1.3. A portfolio of previously completed work with references will be required with the application.
  - 2.1.4. The Cove has an Architectural Policy and it is essential that an architect is familiar with these before commencing with design. Before Tzaneen 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 Architects early in the design process and essential to submit all drawings to them before submission to Tzaneen Municipality.
  - 2.1.5. A Fee, approved by the Directors is to be paid to the HOA upon first submission to Co-Lab Architects.

Co-Lab Architects  
Mr. Louis Jonker  
5 Steenbok street,  
Mbombela, 1201  
[louis@colabarchitects.com](mailto:louis@colabarchitects.com)

### **3. Final submission to Aesthetic Architect**

- 3.1. The following must be handed in to the CWCHOA office, before 12h00 on a Monday:
  - 3.1.1. 2 sets of Drawings.
  - 3.1.2. Architectural review check list.
  - 3.1.3. CD of plan in pdf.
  - 3.1.4. Proof of payment, to CWCHOA, agreed upon from time to time by the board of directors.
- 3.2. Should all be in order they can be collected at the CWCHOA office on Wednesday, 16 working days later, after 12h00.
- 3.3. Should there be a problem, the Aesthetic Architect, will inform the Architect and cc CWCHOA.
- 3.4. If the problem involves resubmission of plans, this will carry a fee, agreed upon from time to time by the board of directors.
- 3.5. For resubmission, a and b above applies.
- 3.6. Submit approved drawings to Tzaneen Municipality.

### **4. Building**

- 4.1. When quoting your Client Please be aware that according to the CWC 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:
  - 4.1.1. Letter of appointment from Architect
  - 4.1.2. Site hand over signature
  - 4.1.3. Completion signature
- 4.2. Enter into a Building Contract. No project may commence in Cove without a formal contract based upon the JBCC (Joint Building Contracts Committee) form of contract – This contract is to be at Site Handover.
- 4.3. Only CWCHOA registered building contractors may build at The Cove. The Estate Management Company holds a list of contractors and their approval is to be sought for use of any other proposed building contractor.
- 4.4. The Contractor to accept CWC rules by signing the Code of Conduct, and adhered to all the requirements for Site handover within the Code of Conduct.
- 4.5. A hard copy of the Municipal approved drawings must be kept on site at all times.
- 4.6. Builder to submit site handover documentation to the offices of CWCHOA on a Monday before 12h00.
- 4.7. CWCHOA will contact the builder, to arrange a time for the site hand over meeting, on the Wednesday of the same week.
- 4.8. The site hand-over meeting is to take place on the Wednesday with the Estate Management Company present before building can commence, upon issuing of CWC – Builders Site Handover Approval.
- 4.9. The Builders Monthly Administration Levy will be calculated from date of site hand over and run until a MUNICIPAL OCCUPATION CERTIFICATE is received by CWCHOA.

### **5. During Building**

- 5.1. Fortnightly visits by CWCHOA shall cover a report on the following.
  - 5.1.1. Progress report as to the submitted timeline.
  - 5.1.2. 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 CWCHOA office.

## **6. Occupation Certificate**

### *Process before submission*

- 6.1. *The municipality will not issue an occupation certificate unless the HOA have issued a Completion and Compliance Certificate.*
- 6.2. Copies of all documentation required for submission to CWCHOA and the Tzaneen Municipality in order to obtain an occupation certificate (Annexure F) must be handed into the CWCHOA office, before 12h00 on a Monday.
- 6.3. On receipt of the above documentation CWCHOA will proceed to check all documentation and arrange, with the builder for a final site inspection on the Wednesday, between 08h00 and 15h30.
- 6.4. Should all be in order CWCHOA will stamp all documentation and issue a HOA Estate Completion Certificate by 08h30 on Friday morning.
- 6.5. The documentation can now be submitted to the municipality.

### *Process after submission*

- 6.6. It is the responsibility of the Owner/Builder/Architect to submit a properly issued Municipal Occupation Certificate as obtained from the municipality, to the CWCHOA, for owner occupation.
- 6.7. Deposit will be repaid 14 days after copy of Municipal Occupation Certificate is handed into CWCHOA offices.
- 6.8. 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 CWCHOA offices.