

PANORAMA WEST



ARCHITECTURAL POLICY DOCUMENT

2020

CONTENTS

INTRODUCTION	3
section A	4
INTRODUCTION TO GUIDELINES.....	4
2. WORK REQUIRING PERMISSION	4
3. ARCHITECT	4
4. GENERAL.....	5
5. HEIGHT RESTRICTIONS.....	6
6. MASS, SCALE & PROPORTIONS	6
7. MATERIAL, COLOUR & FINISH	6
8. NON-COMPLIANCE.....	7
section B	8
1. FOOTPRINT	8
2. EXTERIOR WALL FINISHES	8
3. ROOFS	9
4. OPENINGS – WINDOWS.....	10
5. OPENINGS – DOORS	11
6. VERANDAHS	11
7. CHIMNEYS.....	12
8. PERGOLAS.....	12
9. CARPORTS.....	12
10. DRIVEWAYS & PAVING.....	12
11. DRAINAGE PIPES.....	13

12.	POOLS AND POOL PUMPS	13
13.	WATER HEATING	13
14.	AIRCONDITIONING	13
15.	EXTERIOR LIGHTING	13
16.	TELEVISION AERIALS AND SATELLITE DISHES	14
17.	SECURITY ELEMENTS.....	14
18.	CLOTHING LINES & REFUSE BINS.....	14
19.	BOUNDARY WALLS	14
20.	SLEEVES	15
section C		18
1.	APPROVAL OF BUILDING PLANS	18
2.	ADDITIONAL REQUIREMENTS WITH REGARD TO THE DEVELOPMENT OF RESIDENTIAL 2 STANDS:	Error! Bookmark not defined.

INTRODUCTION

A gated community within the Aloes Lifestyle Estate, aims to ensure that the young aspiring family, have access to a home with all the modern offerings of a secure lifestyle, state of the art security and connectivity, and at the same time enabling them to build their dream home.

With the option choose to build one of our pre-designed homes, with both traditional and contemporary styles being accommodated for, this within the professionally developed Aesthetic Guidelines, which can be built by pre- approved and accredited builders.

The developers have included exclusive lock-up and go cluster housing within Panorama @ The Aloes, making it possible for smaller families, couples or individuals who are seeking a low maintenance lifestyle to enjoy the privileges of this upmarket Lifestyle Estate.

The effective management of architectural and landscaping guidelines will not only ensure that we conserve of much of the natural environment, but also encourage maximum growth in the economic value of your home in years to come.

PANORAMA @ THE ALOES offers;

- Multiple gated communities within one Estate
- 2,4m high perimeter wall topped by 800mm electric fence.
- State of the Art security access, limiting access to each community.
- Fibre optic connectivity from your home.
- Convenient proximity to Shopping, Private Schools, Private Medical, as well as being centrally located, ensuring one has easy access to local and national road networks.
- Economies of scale with a large development in excess of 1000 homes, enabling affordable levies.
- A secure peaceful family environment to have your children grow up in.

This fact will firmly establish this Estate as one of the most sought after estates in Polokwane.

SECTION A

INTRODUCTION TO GUIDELINES

It is in the interest and on-going protection of the value and integrity of the development, and with the aim of effective service delivery and management of the development that these guidelines are established. These guidelines have been carefully considered to guide design by creating a framework wherein the individual's freedom of expression can be exercised without compromising the architectural language of the development. These guidelines aid in protecting the investment potential of the buyer, protect the owner's rights, in terms of privacy and security, and will uphold the standard of implementation and maintenance of the design vision throughout the life of the development.

2. WORK REQUIRING PERMISSION

Any owner intending to carry out any of the following activities must obtain prior written approval from the Aloes Lifestyle Estate Management Association (ALEMA) Architectural Review Committee, where after approved plans will be handed to the Panorama Home Owners Association (PHOA) to be ratified.

- 2.1. New buildings and all structural, aesthetic and external alterations to existing structures.
- 2.2. Painting and repair of external facades.
- 2.3. Awnings, projecting roofs and trellises.
- 2.4. Garages and carports.
- 2.5. Swimming pools and external paving.
- 2.6. Walls, gates or any landscape construction.
- 2.7. Cutting down of trees

3. ARCHITECT

In the interest of good design and coherence of the development it is preferred that purchasers make use of the Estate Architect, but may use the service of an alternative Professional (Professional Architect or Senior Architectural Technologist) registered with the South African Council for the Architectural Profession (www.sacapsa.com) in terms of the Architectural Profession Act no 44 of 2000. Such an architect/technologist must be pre-approved by the ALEMA Architectural Review Committee prior to their appointment by the buyer.

3.1. In the case where buyers make use of the services of an Architectural Technologist the following requirements must be met:

- 3.1.1. Proof of registration as a Senior Architectural Technologist with the South African Council for the Architectural Profession.
- 3.1.2. Proof of Professional Indemnity Insurance.
- 3.1.3. Proof of good technical and design capabilities to the satisfaction of the ALEMA Architectural Review Committee.

Architects and Technologists are to familiarise themselves with the following prior to the commencement of design:

- 3.2.1. Obtain all documentation including stand SG Diagrams, services connection diagrams and contour plans that may be required in order to facilitate the design process.
- 3.2.2. Local Authority regulations with regard to coverage and building lines are applicable.
- 3.2.3. The minimum submission requirements as listed under Section C.
- 3.2.4. List of the requirements relating to the details to be provided for the plan approval process.

The ALEMA Architectural Review Committee will do only Aesthetic Approval. The National Building Regulations must take precedence at all times.

4. GENERAL

Buildings should generally be made up of simple, isolated, rectilinear forms. These predominant forms must have simple duo-pitched or hipped roofs. Flat concrete connecting roofs will be allowed. These flat roofs may not form the predominant portion of the roof, but should be used primarily to cover connecting elements or patios. Flat concrete roofs may not exceed 30% of the roof area.

Plan widths over dual pitch roof sections must be carefully considered in order to maintain the correct wall to roof proportion, particularly in single storey elements. As a guide, plan widths over this single storey dual pitch sections should be kept to a maximum of 6500mm to maintain good proportion and to reduce roof ridge heights. These proportions will be closely scrutinised during the plan submission process.

5. HEIGHT RESTRICTIONS

Single storey as well as double storey houses will be permitted in this development. When planning a double storey house, special consideration must be given to the neighbouring properties' privacy. It is advised that outside living spaces be placed at the North - Eastern section of the house, thus enhancing privacy for every unit.

When neighbouring another property, the placement of balconies and large vista windows looking onto the neighbouring property's living areas must be avoided. The ALEMA Architectural Review Committee may, to their discretion, reject plans that will infringe on the privacy of neighbouring stands.

6. MASS, SCALE & PROPORTIONS

By breaking the accommodation requirements down into simple isolated plan forms, and treating the building as a series or cluster of buildings, connected by more moderately scaled flat roof connections, the scale and mass of a building which may contain significant accommodation can be visually broken down. This fragmentation of form facilitates the stepping of the plan to suit the particular contours of the site, which brings the experience of the site indoors, assists in minimising the external visual impact, and facilitates view corridors between pitched roof elements and creates an interesting and undulating roof scape.

The breaking down of scale and mass can further be achieved by adding low pitched roofed verandahs, or timber pergola elements, which significantly contribute to reducing the scale of a building down to human proportions.

Subtle projections and deep reveals in the elevation treatment create depth, shade openings, and articulate the facade of a building with the playing of light and shadow.

7. MATERIAL, COLOUR & FINISH

The colour and material palette is intended to be the primary mechanism in presenting a collective architectural language throughout the development.

Face brick and plaster will be the predominant material for wall treatment. Natural stone (as specified by the ALEMA Architectural Review Committee) may be used as per the

prescribed details to add accent or as plinth walls. Change of material or finish on the same wall on the same plane will not be permitted and must occur according to the specified details or

at logical separations. The colour of the roof covering as well as the pitch will be an additional unifying element.

8. NON-COMPLIANCE

The ALEMA views non-compliance with the policy and or approved plans in a very serious light. A Building Compliance Officer (BCO) appointed by ALEMA will do random inspections to ensure conformity, and may issue non-compliance certificates where deemed necessary. Rectifications must be made within the provided time frame. The policy document will always take precedence over scrutinised plans.

SECTION B

1. FOOTPRINT

- 1.1. Coverage refers to the footprint of the building and includes the main dwelling, garages, covered patios/verandas and outbuildings. The maximum coverage allowed is 50% as prescribed by the Local Authority.
- 1.2. A minimum building size of 110 m² is compulsory. This footprint excludes patios, balconies, carports, verandahs and overhangs.
- 1.3. No structures shall be erected outside the building lines on any individual property.
- 1.4. Placement is subject to the approval of the ALEMA Architectural Review Committee.

2. EXTERIOR WALL FINISHES

A combination of face brick and plaster is required for the exterior finish. In cases where face brick is used as the predominant finish, at least 20% of the exterior must be plastered and vice versa. The alternative finish in each case can be applied to accent walls, built-out elements, window surrounds etc.

- 2.1. Face brick – Only Corobrik Wolkberg Rosé Satin, Corobrik Mahonie Travertine and Corobrik Terracotta Travertine will be allowed. Flush Joints are encouraged but struck joints will also be allowed.
- 2.2. Plastered Walls: Smooth, pitted/textured plaster as well as bag wash finish will be allowed.
- 2.3. Colour of plastered/bag washed walls are to be chosen from the prescribed colour palette:
 - 2.3.1. Dulux Neutral 25
 - 2.3.2. Dulux Neutral 38
 - 2.3.3. Dulux Neutral 42
 - 2.3.4. Colour codes must be indicated on drawings. Accent colours must be applied according to the percentages indicated on the wall finishes schedule on p.16 of this document.
 - 2.3.5. In cases where the above manufacturer is not used, colours must be matched perfectly.
- 2.4. Simple Plaster surrounds (max 150mm wide) to window openings are acceptable.

- 2.5. As an alternative accent walls, built-out elements and columns can also be done in a natural stone. Only natural Sandstone, Quartzite and Granite will be allowed. Stone elements must have a dry stacked appearance. No imitation stone or tiles will be allowed.
- 2.6. No more than three different wall finishes on the exterior of a house will be allowed. Two paint colours will also be considered as two different finishes.
- 2.7. Plinth Walls: Only face brick or natural stone plinth walls will be allowed up to a level of 525mm above the floor level.
- 2.8. No quoins, rustication and decorative mouldings will be allowed.
- 2.9. Masonry Columns: The finish may be face brick, plaster, natural stone cladding, or a combination thereof. Base plan measurements may not be less than 345 X 345mm.

3. ROOFS

Predominant plan forms must have simple duo-pitched or mono-pitched roofs with minimal junctions. A combination of gables and Dutch hips will be allowed. Gable walls wider than 6500mm should be avoided. Complicated pitched roof junctions must be avoided wherever possible. Where roof junctions are unavoidable, the simplest interface should be sought. Flat concrete roofs may not form the predominant portion of the roof but may be used as connecting elements and to roof secondary elements such as bay windows, connecting passages/elements and patios. Flat concrete roofs are to be limited to 30% of the total roof area. No dormer windows will be allowed.

- 3.1. Roof pitch: For duo-pitched roofs strictly 35° with a minimum overhang of 300mm and a maximum of 900mm. Mono-pitched roofs strictly 5° pitch with a minimum overhang of 300mm and a maximum of 900mm. Residential 2 stands may deviate from the prescribed roof pitch when utilising metal roofs, and this pitch must be approved by the EAS.
- 3.2. Metal verandah roofs are to have a 5° pitch.
- 3.3. Roof finish:
 - 3.3.1. Metal: Safintra Saflock 700 Colourplusk® Slate or Sunset Red or similar Chromadek colour.
 - 3.3.2. Metal: Safintra Corrugated SAF610/762 Colourplusk® Slate or Sunset Red or similar Chromadek colour.
 - 3.3.3. Concrete Tile: Marley Double Roman, Monarch and Modern Standard Slate or Terracotta.
- 3.4. No parapet gables will be allowed.

3.5. Facias:

- 3.5.1. Metal Roofs: To be of the same material and finish as roof at gable ends, or fibre cement bargeboards with a minimum depth of 150mm painted to match the roof.
- 3.5.2. Concrete Roof Tiles: Rake Verge tiles and capped ridge tiles are to match the roof.
- 3.5.3. Eaves fascias are not compulsory but if used must be painted the same colour as the roof.
- 3.6. Only Sheet metal gutters and downpipes with square profiles will be allowed and must be pre-painted to match the roof. Positioning of down pipes must be carefully considered and preferably screened or integrated into other elements of the building.
- 3.7. No exposed PVC or any other down pipes are permitted for flat concrete roofs. These should be concealed at all times.
- 3.8. Louvres/Roof ventilators may be installed and can be either powder coated aluminium (Chromadek® Dark Dolphin, Colourplus® Slate or similar) or natural hardwood with dark mahogany stain.
- 3.9. Timber/steel construction must be used in a simple and elegant style. No ornate decorations like “broekie-lace” will be permitted.

4. OPENINGS – WINDOWS

- 4.1. All Windows should be rectangular and have vertical proportions.
- 4.2. Large glazed areas should be avoided. Windows can however be placed in series of twos and threes (max 1100mm wide) and must be separated by a masonry pier of 230mm minimum. The distance between two windows should not exceed the width of one window. The same applies for the distance between a corner and a window.
- 4.3. The maximum width of a window should not exceed 1500mm and the maximum height should not exceed 2100mm.
- 4.4. Only Rectangular style bay windows will be allowed with a maximum width of 2000mm and a maximum depth of 800mm. A minimum side wall of 800mm on both sides will be required.
- 4.5. Only aluminium windows will be allowed and only in the following three Chromadek colours: White, Black, Dark Dolphin/Charcoal, Natural- or Bronze Anodised. Windows may be top-, or side hung or traditional sash – all with traditional proportions.
- 4.6. Corner windows will be allowed.

- 4.7. No cottage pane windows will be allowed.
- 4.8. Glazing should generally be in clear glass. The use of sandblasted glass will be accepted in certain circumstances, where frosted glazing is preferable. Coloured or reflective glazing will not be permitted.
- 4.9. No external burglar proofing on windows will be allowed.
- 4.10. External window sills should preferably be brick-on-edge and finished the same as the wall.
- 4.11. No exposed/ unplastered precast concrete lintels will be allowed. In instances where windows are built into face brick walls, lintels must be of brick-on-edge type.

5. OPENINGS – DOORS

- 5.1. All doors are to have vertical proportions.
- 5.2. Doors are to be timber or powder coated aluminium (same as for windows) framed traditional doors.
- 5.3. Ornate carved doors will not be allowed.
- 5.4. Glazed doors should be consistent with windows.
- 5.5. Sliding/Folding doors exceeding 1600mm in width will be allowed only at covered patios/verandas.
- 5.6. Different door heights should not be mixed in an elevation.
- 5.7. Rectangular fan lights with a maximum height of 600mm will be allowed above entrance doors.
- 5.8. Garage doors may be natural hardwood with dark mahogany stain or Chromadek Dark Dolphin/Sunset Red colour to match the roof.
- 5.9. No exposed/ unplastered precast concrete lintels will be allowed. In instances where doors are built into face brick walls, lintels must be of brick-on-edge type

6. VERANDAHS

- 6.1. Verandahs in general are encouraged and should not be less than 3000mm wide.
- 6.2. Verandah columns may be constructed in brick, painted/natural timber or painted steel. Fluted or decorative precast columns will not be allowed.
- 6.3. Metal lean-to verandah roofs will only be allowed in combination with a metal roof.
- 6.4. Due to the minimum pitch of 18° required by the concrete roof tile manufacturer, a tiled verandah roof is not recommended. In such cases a flat concrete roof should be used.

7. CHIMNEYS

- 7.1. Attention should be given to chimneys as a design element.
- 7.2. Chimneys may be face brick, plastered, natural stone, or a combination thereof. Chimneys are to have end-caps. No chimney pots will be allowed.
- 7.3. Chimneys should not exceed the ridge height by more than 1000mm.
- 7.4. Square or round galvanised chimneys will not be permitted.

8. PERGOLAS

- 8.1. Hardwood as well as synthetic wooden products will be allowed. In the case where synthetic wood is used to form any type of structure other than decking, the designer/owner should make sure that the application of the product will fall within the range it was designed for.
- 8.2. Only square or rectangular wooden sections are permitted for the construction of the pergola. 2/3 of the structure should be open to the sky to qualify as a pergola. The top of the structure should be flat.
- 8.3. Any shade covering must be fully retractable, positioned under the pergola and be visually unobtrusive. The canvas/awning material must be plain in greys or browns. No striped materials are permitted.
- 8.4. No translucent polycarbonate sheeting will be allowed as covering.

9. CARPORTS

- 9.1. Single or double carports will be permitted and will be either:
 - 9.1.1. Fully detached
 - 9.1.2. Attached to Garage
- 9.2. Carport roofs will match the roof of the garage and main house or predominant external wall colour.
- 9.3. The supporting posts and roof of the carport will follow the same specifications as for verandahs/pergolas.

10. DRIVEWAYS & PAVING

- 10.1. All driveways must be paved. All paving bricks and the colour must be indicated on the drawings. No gravel, tar, asphalt or concrete driveways will be allowed.
- 10.2. No half-brick paving will be allowed.
- 10.3. Basket-weave patterns are discouraged. Designers should rather opt to divide large surfaces into blocks with borders of a different colour or texture.

11. DRAINAGE PIPES

- 11.1. Sewer, waste and vent pipes are to be screened where possible and painted to match the building's colour scheme.

12. POOLS AND POOL PUMPS

- 12.1. Swimming pool fences/gates will comply with National Building Regulations and with to guideline 8 “Boundary Walls, Fences and Screen Walls”.
- 12.2. Pool decks in natural timber will be allowed. Pool decks may not be higher than 500mm above Natural Ground Level.
- 12.3. Pool filtration systems and pumps must be screened with either a natural stone wall or a masonry wall to match the walls of the main house. Siting will be subject to scrutiny by the ALEMA Architectural Review Committee.

13. WATER HEATING

- 13.1. Solar heated hot water systems may be used.
- 13.2. Only remote tank and solar panels will be permitted i.e. combined tank and panels on roof not allowed.
- 13.3. Solar panel installations will be subject to the approval of the ALEMA Architectural Review Committee.
- 13.4. Heat exchange pumps may be used but must not be visible from the street.
- 13.5. No hot water storage tanks will be allowed on any roof. These must be properly screened and hidden from all neighbours and the street.

14. AIRCONDITIONING

- 14.1. Air-conditioning condenser units are to be installed where they will not have visual impact on the street facade. Window mounted units will not be permitted.

15. EXTERIOR LIGHTING

- 15.1. The position and design of all external light fittings are to be considered in terms of subtlety and effectiveness. Only white and yellow lighting will be allowed. Cut-off type light fittings which push light down and avoid any glare are to be used on buildings. No pole mounted exterior lighting will be allowed

16. TELEVISION AERIALS AND SATELLITE DISHES

- 16.1. Satellite dishes and T.V. aerials are allowed but must be inconspicuous. Position to be indicated on working drawings.
- 16.2. No other aerials are allowed on stands.

17. SECURITY ELEMENTS

- 17.1. All visible exterior security elements will be subject to approval by the alema architectural review committee.
- 17.2. Security elements to windows must be fitted to the inside. No exterior burglar proofing will be allowed.

18. CLOTHING LINES & REFUSE BINS

- 18.1. Clothing lines and refuse bins must be screened by a 1,8m high wall or concealed within a service court.
- 18.2. Walls are to be either face brick or plastered masonry to match main house.

19. BOUNDARY WALLS

- 19.1. In order to create an open street scape no boundary walls or fences of any sort on the street boundary will be allowed. The front and back part of the garden may be divided by a brick wall or palisade fence not higher than 1,8m and no closer than 7m to the street boundary.
- 19.2. Boundary walls running between properties may be erected, and must be of the same face brick/plaster as the superstructure or palisade fencing and may be no higher than 2.1m.
- 19.3. The boundary walls may run only up to 5m from the street boundary. Palisade fencing may be painted only dark green or dark grey.
- 19.4. Screen walls should be utilised to hide kitchen yards, outside WC entrances, clothing lines and other unsightly areas. They are to be finished in the prescribed face brick/colours and are not to exceed 1,8m height above ground level, except in special circumstances with the prior approval by the ALEMA Architectural Review Committee.
- 19.5. Street elevations of garden fencing and boundary walls must be included with the house plans for approval.
- 19.6 No precast concrete walls, concrete palisade fences, wire-fences or razor-barb will be allowed.

20. SLEEVES

- 20.1. 2 x Ø110mm uPVC sleeves must be installed in the sidewalk running parallel to the stand boundary under all paved driveways/surfaces. Sleeves must be installed at a depth of 500mm below the natural ground level.
- 20.2. A sleeve for data or telephone lines must be provided from the Telkom connection of the stand to the house.
- 20.3. The above must be indicated on drawings when plans are submitted to the ALEMA for approval.

APPROVED WALL FINISHES

IN THE CASE WHERE TWO FINISHES ARE USED THE RELATION SHOULD BE 80:20

MAIN COLOUR/FINISH 80%

ACCENT COLOUR/FINISH 20%

IN THE CASE WHERE THREE FINISHES ARE USED THE RELATION SHOULD BE 70:20:10

MAIN COLOUR/FINISH 70%

ACCENT 1 20%

ACCENT 2 10%

FACEBRICK



Corobrik Tamboti Satin



Corobrik Montana Travertine



Corobrik Terracotta Travertine/Satin

NATURAL STONE (MUST HAVE DRY-STACK APPEARANCE)



Sandstone



Granite



Quartzite

PAINT COLOURS

	CHOOSE YOUR MAIN COLOUR HERE					CHOOSE YOUR ACCENT COLOUR HERE	
DULUX NEUTRAL 25	SWISS ALMOND 00YY 66/078	FRETWORK 90YR 57/070	INDIAN PAINTING 00YY 50/091	COUNCIL BLUFF 90YR 43/101	WOODRUFF 90YR 31/131	SWEETWOOD 90YR 26/147	OTTER BROOK 80YR 11/151
DULUX NEUTRAL 38	WINTER BIRD 30YY 78/018	BARLEY BEIGE 30YY 68/024	ZEPELIN 30YY 46/036	OLD MONTEREY 30YY 33/047	MANSARD STONE 30YY 20/029	FOREST BLACK 30YY 10/038	THE DARK SIDE 30YY 05/044
DULUX NEUTRAL 42	DESIGNER GREY 50YY 63/041	PEWTER GREY 50YY 47/053	WOOD SMOKE 40YY 41/054	LAS CAUX CAVE 50YY 33/065	GREY MOUNTAIN 40YY 25/074	BURRWOOD 30YY 11/076	BURNT BARK 30YY 08/082

ALTERNATIVE APPROVED ACCENT COLOURS

WARM ACCENT COLOURS AS LISTED BELOW WILL CONTRAST BEST WITH COOL GREY MAIN COLOURS



BURGUNDY
11 YR 07/229



CRIMSON VELVET
30YR 11/393



OLD REDWOOD
30YR 08/236



DEEP SPICE
39YR 11/342



CHARRED CLAY
30YR 17/341



RED MAPLE
30YR 10/314

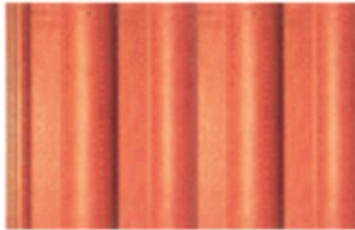


CLASSIC LIBERTY RED
30YR 07/354

APPROVED ROOF FINISHES



Marley Double Roman Slate



Marley Double Roman Terracotta



Marley Monarch M22 Slate



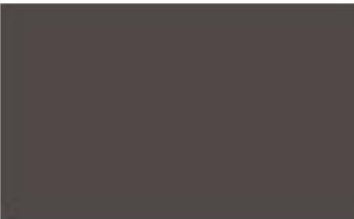
Marley Monarch M22 Terracotta



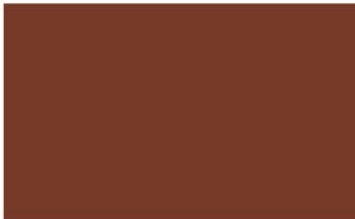
Marley Modern Slate



Marley Modern Antique Terracotta



Metal Roof Colour:
Colourplus® Slate/
Chromadek® Dark Dolphin



Metal Roof Colour:
Colourplus® Sunset Red/
Chromadek® Kalahari Red

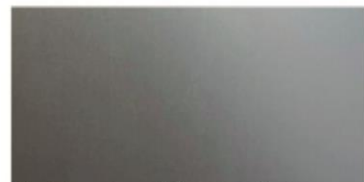
APPROVED ALUMINIUM FINISHES



Aluminium Black Powdercoated/Annodised



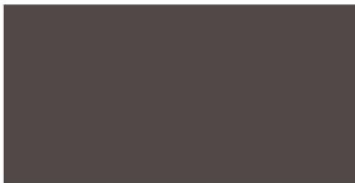
Aluminium Bronze Annodised



Aluminium Natural/Silver Annodised



Aluminium Gloss White Powdercoated



Aluminium Charcoal Powdercoated

SECTION C

1. APPROVAL OF BUILDING PLANS

The directors of the Aloes Lifestyle Estate Management Association may appoint an Architectural Review Committee or an individual to act as its representative to whom they have delegated the authority to approve building plans for new houses or alterations to existing houses within the Estate.

In the case where the Estate Architect is not appointed to do the design, the owner will be required to submit the building plans to the ALEMA Architectural Review Committee. The plans shall be in accordance with the requirements of the local authority as well as the requirements of this document and shall be accompanied by the applicable plan scrutiny fee, the amount to be decided by the Board of Directors from time to time, payable to ALEMA.

The following will be required at plan submission:

- 1.1. All plans are to be designed by professional architects or senior architectural technologists registered with the South African Council for the Architectural Profession and must be approved by the ALEMA Architectural Review Committee.
- 1.2. Process for submission to Aesthetic Architect:
 - 1.2.1. A full set of plans must be handed in to the ALEMA HOA office, before 12h00 on a Monday.
 - 1.2.2. Accompanied by the proof of payment of Aesthetic Approval Fee, to ALEMA, agreed upon from time to time by the board of directors.
 - 1.2.3. Should all be in order they can be collected at the ALEMA HOA office the following Thursday after 12h00.
 - 1.2.4. Should there be a problem, the Aesthetic Architect, will inform the Home owner/Builder/Architect.
 - 1.2.5. If the problem involves resubmission of plans, this will carry a fee, agreed upon from time to time by the board of directors.
 - 1.2.6. For resubmission, 1.2.1 and 1.2.2 above applies.

One hard copy will be retained by ALEMA for its records and the other returned with stamped approval together with any comments to the owner.

- 1.3. Plans should include the following information

- 1.3.1. Site plan (scale 1:200) indicating:
- 1.3.2. True North
- 1.3.3. Permissible coverage & actual coverage
- 1.3.4. Area Calculation
- 1.3.5. Position of driveway and hard landscaping surfaces
- 1.3.6. Distance of house from building and boundary lines
- 1.3.7. Position of fences and boundary walls
- 1.3.8. Services & connections positioned in the sidewalk (sewer, electricity, Telkom, position of street lamps and mini-sub).
- 1.3.9. Floor plan with internal and external dimensions (scale 1:100)
- 1.3.10. Roof plan
- 1.3.11. All elevations: Street elevations MUST be in colour (scale 1:100)
- 1.3.12. TWO sections
- 1.3.13. Sleeves as per Item 20, Section B.
- 1.4. Describe all finishes on abovementioned drawings in detail. A lack of information on the drawings will cause a delay in the approval process.
- 1.5. Any deflection from the prescribed detailing, colour or other standard stipulations as explained in section A and B, must be mentioned and is subject to approval by the ALEMA Architectural Review Committee.
- 1.6. Any plans which deflect from the presented theme will not be approved.
- 1.7. Once plans have been approved, stamped and signed by the ALEMA Architectural Review Committee or its appointed representative, the building plans may be submitted to the Local Authority for consideration. The Local Authority will not approve any drawings without the necessary stamps or signatures of the ALEMA Architectural Review Committee
- 1.8. On receipt of the Local Authority's approval and before construction may commence, the owner must:
 - 1.8.1. Provide a copy of the approved plans to ALEMA;
 - 1.8.2. Provide Proof of finance and;
 - 1.8.3. Hand over a signed Building Contractor's Code of Conduct and Co-operation Agreement.

Only after these requirements have been met, construction of the building may commence in accordance with municipal building bylaws, National Building Regulations, the Architectural Policy as well as the Building Contractor's Code of Conduct and Co-operation Agreement

The ALEMA Architectural Review Committee or its appointed representative will perform only aesthetic approval and will oversee that height restrictions are adhered to during plans phase. No technical or structural approvals will be done.