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With reference to the above please ensure that the correct procedures are followed in terms of the prescribed Guidelines of the Articles of Association, Heron Hill Garden Estate (Article 21 Company).

- Building plans have to be approved & stamped by the HH HOA & approved by the Local Authority before any construction work commences.
- The following documents must be filed with the Estate Manager, and a Commencement Inspection must be booked with the Estate Manager before excavations may start:
 - Proof of ownership.
 - HOA and City of Tshwane approved building plans.
 - Proof of water meter application, and water meter installed on site.
 - Proof of road levy & building deposit paid.
 - HOA monthly levies paid up to date.
 - Hand-over certificate from owner/architect/land surveyor, confirming ERF boundaries, and confirmation of approved building lines.
- As the building within the residential estate will be constructed over a lengthy time period, the following rules have been formulated for the benefit of residents:
- To avoid confusion and delays members **should not submit plans without the Heron Hill HOA stamp to the local authority.**

1. TIME SCALE FOR ACTIONS BY THE HH HOA:

The weekly closing date and time for both the evaluation of plans and an application for a building inspection is 12h00 on Fridays. Contact the Estate Manager Peter Alexander, 082 970 3365, email heron.hill.manager@gmail.com. The building inspection will take place within 3 working days after application by the owner and the plans evaluated within 7 working days. Feedback/comments will be supplied soon after the evaluation.

2. The Approval process of plans:

2.1.1 Stage 1: Fees and Payment Details

- Pay Building deposit & Road Levy to Pretor Estates before submitting plans to the architect, Lawrence Schroeder.
 - Pretor Estates: Tel 012 001 9000
 - Lawrence Schroeder: Tel 083 452 2097 / 012 998 2328
- **Building Deposit & Road Levy:**
 - Single stand : R6,000.00 – Refundable if no costs involved
 - Duet stand : R7,500.00 – Refundable if no costs involved
 - Road levy : R1,000.00 - Non-Refundable
- **Heron Hill HOA banking details Pretor Estates):**
 - Pretor
 - First national Bank, Pretoria
 - Bank code: 251-445
 - Account number: 514-242-794-08
 - Reference number : Pretor levy account number
 - Email proof of payment to: jolenej@pretor.co.za or dhivyan@pretor.co.za and heron.hill.manager@gmail.com

2.1.2 Submit **1** set of plans of design concept and **proof of payment** of Building Deposit and Road Levy to the Architect, Lawrence Schroeder.

A fee is payable to architect for:

- Single stand : R1 500.00 per stand and Duet stand : R1 900.00 per stand

- Contact details of Lawrence Schroeder:
 - Tel : 083 452 2097;
 - email: law@belarc.co.za
- **Lawrence Schroeder's banking details:**
 - LE Schroeder
 - Bank: Absa - Glenfair
 - Branch code: 333-845
 - Account number: 408-190-4457
 - Reference: Heron Hill & stand number & Surname

2.1.2 The plans in concept design format have to be submitted for approval to Lawrence Schroeder:

- **One coloured copy of the site layout proposal including the following information:**
 - Stand number, stand numbers of adjoining stands, placing of all buildings, contours, north point, Erf dimensions, building lines, servitudes where applicable, existing trees and vegetation, the siting of service areas, open garden space, patios, terraces, distances from boundaries and adjoining structures, not overlooking habitable areas of neighbouring properties, proposed vehicular circulation, entrances to the site, refuse collection and parking, storm water attenuation and boundary walls.
 - Floor plans that indicate the use and size of all rooms.
 - At least four elevations indicating the treatment of the building exterior, including colours of roofs, walls, window & door frames, doors, sills, etc. Cut and fill of site must be shown (if applicable).
 - Coverage (%)
 - Boundary wall/fence details including elevations, with colours
 - Drainage and how the pipes are to be concealed
 - Layout and materials of driveways

2.1.3 The plans will be scrutinized by Lawrence Schroeder and will have the following effect:

- Approved concept design must be converted into Working Drawings for submission for Stage 2
- Rejected concepts: the owner's architect will have to re-submit a new concept for Stage 1 approval to Lawrence Schroeder
- The purpose of Stage 1 is purely to prevent design changes to detailed drawings.

2.2 Stage 2: SUBMISSION OF WORKING DRAWINGS FOR APPROVAL BY THE HH HOA

➤ The following plans have to be submitted for approval:

- (1) First to Lawrence Schroeder and
- (2) then after his approval to the HH HOA: *Checklist available from Lawrence*
- Five copies of the working drawings elevations of (two sets to be coloured)

➤ The drawings must show the following:

- Open areas (laundry yards, private gardens and landscaped areas)
- Cadastral information (boundary dimensions)
- Siting of all buildings
- Building lines, servitudes and other restrictions
- Stormwater management
- Stand numbers of adjacent erven
- Accurate siting of existing buildings on adjacent erven
- Contours (1 m intervals) and proposed floor levels
- Boundary and screen walls (siting, height and finishes on both sides of walls)
- Sidewalks (driveways, landscaping, municipal services and trees on the sidewalk)
- Existing municipal services on sidewalk of Erf (storm water inlets, fire hydrants, lamp poles, electricity boxes, etc.)
- Permitted and actual Coverage percentages
- Overall heights of buildings: calculated from the average natural ground level between all the building lines
- Completion of the "ACKNOWLEDGEMENT" item 11 of the HOA rules
- Any other information that may be of relevance

- **Two coloured copies of the elevations**

Elevations must indicate the following

- All proposed external finishes, including colour schemes, also of site boundary walls
- Ducts, gutters and drain pipes
- All patios and verandas
- Note:all plumbing pipes to be concealed in ducts and details must be provided
- Landscaping proposal: all visible areas from the street

2.3 STAGE 3: SUBMISSION OF PLANS TO THE CITY OF TSHWANE MUNICIPALITY

- 2.3.1 Once the HH HOA has approved and stamped 5 sets of the detailed working drawings, 3 sets may then be submitted to the Local Authority for their approval.
- 2.3.2 Each home owner (or his/her agent) must submit 3 sets of the construction drawings to the City of Tshwane Municipality for approval, prior to construction (quantity and type copies to be obtained from The City of Tshwane Municipality together with the plan approval fee). Fourth set for HOA.
- 2.3.3 In terms of an agreement with the Local Authority, plans will not be accepted or processed unless approved by the HH HOA and properly certified on the plans as such.
- 2.3.4 **After the City of Tshwane Municipality's approval, one copy of the approved plans must be furnished to the Estate Manager for their referral and record.**

3. CONDITIONS FOR PERMISSION TO COMMENCE BUILDING ACTIVITIES.

- 3.1. Only **registered owners** of stands will be allowed to build on their stands.
- 3.2. All levies must be paid up to date before any work can commence on a stand.
- 3.3. The owner is to meet on site with their Surveyor & Builder before any work commences and complete the Site Hand over Certificate to identify Erf pegs, curbs, building services, conditions of the site and adjacent areas, etc.
- 3.4. Once building begin, Contractor & workers must register before 5 working days at security office.
- 3.5. A Copy of this Site hand over Certificate must be handed to the Estate Manager.
- 3.6. All excess soil, tree stumps and debris from the clearing of the stand must be removed within 5 working days from clearing the stand & not left on the streets, kerbs, in the stormwater catchment pits, sidewalks, etc. & other erven.
- 3.7. A City of Tshwane Municipality water connection must be obtained. A spot fine will be issued against the contractor if a water meter is not on site. (Refer to Addendum E for the applicable spot fine.)
- 3.8. Sanitary facilities (chemical toilet) must be provided on the building site. No direct connection to sewerage system will be allowed. A spot fine will be issued against the contractor if a chemical toilet is not erected. (Refer to Addendum E for the applicable spot fine.) Commencement date will be regarded as the excavations for the foundations (as specified in the HOA guidelines page 21 par16). No construction will be permitted until a commencement or site handover certificate has been issued. The owner must invite his/her architect to inspect the commencement of the construction as soon as the owner has commenced with the foundations. The architect must then issue a certificate confirming the date of commencement to the HH HOA Manager. **A spot fine** will be issued against the owner if a commencement certificate is not issued. (Refer to Addendum E for the applicable spot fine.)
- 3.9. An approved builder's board must be erected on the site to the standard as specified in the HH HOA rules. The cost of the board will be for the owner / contractor. **A spot fine of** will be levied against the contractor for an incorrect builder's board or no builder's board. Only the approved contractor/professional board will be permitted as per the HOA Rules: see diagrams herewith. The Heron Hill Garden Estate sticker can be obtained from the Estate Manager free of charge. (Refer to Addendum E for the applicable spot fine.)

1 200 mm x 1 000 mm

1 200 mm x 1 000 mm

4. BUILDING

In order to reduce the inconvenience to neighbours as well as unsightliness, construction must proceed without lengthy interruptions and be executed in such a manner that the end of each phase of the building process is aesthetically acceptable to the HOA.

- Ablution facilities of the contract workers must be screened of from view, using shade cloth.
- Rubbish bins must be emptied every week on a Friday.
- Chemical toilets must be emptied every week on Thursdays.
- Building material must be stacked in a safe manner, and kept clear from the street.
- The streetscape must be swept daily before close of construction activities and cleared of any building rubble spillage.
- Construction sites must be kept neat and tidy every day, and all plastic straps and wrapping, food wrappers, bottles, polystyrene food containers, cigarette packets, packaging material, etc. must be placed in the bin before the close of daily construction activities.
- Refuse bins must be screened to prevent the rubbish from blowing all over the estate during a gust of wind.

5. COMMENCEMENT OF BUILDING PROJECTS:

All building projects must commence no later than 01 November 2018, failing which a building penalty equivalent to a **triple levy**, will be applied to the owners levy account. If a stand should be sold and transferred to a new owner before 1 November 2018, the new owner will have 12 months from the date of transfer to start construction, or the same penalty will apply.

6. COMPLETION OF BUILDING PROJECT:

The construction of the dwelling as well as all outbuildings and other buildings indicated on the approved building plans must be **completed within 12** (twelve) months after the date of commencement of foundations as specified in the HOA guidelines.

Building penalties will be levied if the project takes longer than 12 months.

- Months 13 to 18 - the penalty will be the same as the levy amount.
- Months 19 and onward - penalty will be 1.5 times the levy amount.

7. REQUIREMENTS FOR ISSUE of an OCCUPATION CERTIFICATE ***BEFORE*** OCCUPATION

Occupation will not be allowed until the Estate Manager and/or appointed architect has inspected the property, exterior and interior of the building and has issued the Heron Hill Garden Estate HOA Certificate of Occupancy. **Occupation without an occupation Certificate of the Heron Hill HOA, will result in a fine, as per the fines list, repeated monthly.**

The inspection of both the interior and exterior of the building is a pre-condition to the issuing of the Occupation Certificate, to ensure that the building is considered livable with installed fixtures and working plumbing / electrical outlets and does not pose a risk to residents or visitors.

No deviations from the approved plans will be allowed & approved unless is was approved by the Heron Hill Garden Estate Board of Directors prior to construction. **A fine, as per the fines list will be levied to the owner for any deviation on the approved building plan, if the deviation was not submitted and approved by the HH HOA prior to construction.**

The HOA may at its discretion, issue a Temporary Occupation Certificate valid for a period of 30 days from date of inspection, subject to the contractor paying a R5000 refundable deposit, and undertaking to complete the list of concerns/issues raised by the estate manager and/or architect.

The deposit will be applied as the ‘occupation without certificate fine’, should the contractor fail to adhere to the allowed timelines and no-longer refunded.

The HOA reserves the right by legal process to prevent the occupation of any house if the Code of Conduct, Architectural Rules and Building Guidelines are/were not fully adhered to.

- 7.1 The Owner/Building Contractor must apply to the Estate Manager to inspect the stand.
- 7.2 The Estate Manager will ensure that the construction, boundary walls, landscaping, etc. has been completed in accordance with the approved plans. This will also be relevant for any additions and renovations. See the checklist: Building Deposit Refund form below.
- 7.3 After the inspection the Estate Manager will issue the Heron Hill Garden Estate HOA Occupancy Certificate.
- 7.4 The **Building Inspector** of the City of Tshwane Municipality must issue a completion certificate.
- 7.5 The Heron Hill Occupation Certificate and the City of Tshwane’s Completion Certificate must be submitted to the City of Tshwane Municipality to obtain the City of Tshwane occupancy certificate.
- 7.6 The Occupation Certificate of the Local Authority and the Occupation Certificate of the Heron Hill Garden Estate HOA must be submitted to Wattage Metering to obtain a permanent Electricity meter: Wattage Metering – Gilbert Wood Tel: 082 452 16 69; email: woodg@mweb.co.za
- 7.7 The Owner/Building Contractor must supply the following to the Estate Manager in order to complete the Building Deposit refund form:
 - ✓ Final Occupancy Certificate of the City of Tshwane Municipality (before occupation of the dwelling).
 - ✓ Submit a copy of the approved **as built** Local Authority building plans to the Estate Manager (to be recorded and stored electronically by Sotiralis Consulting)
 - ✓ Submit proof from Gilbert Wood that a permanent electricity meter has been connected.
 - ✓ Copy of the Gas Installation Certificate (where applicable)
 - ✓ Copy of Glazing Certificate
 - ✓ Copies of the engineers certificates.
- 7.8 The Estate Manager will complete Building Deposit Refund form and email it to Pretor Estates to refund the building deposit.
- 7.9 The building deposit shall be refunded within 30 days by Pretor Estates upon receiving the above mention Building Deposit Refund form.
- 7.10 The building deposit or the balance thereof will not be used on a rollover basis for any other stands.

8. BUILDING DEPOSIT REFUND (after completion of construction)

The deposit shall be released subject to the Estate Manager’s receipt & completion of all the following:

Refund of Building Deposit		
1	Proof of up to date payment of levies to the HOA	Yes No
2	Proof of outstanding fines paid by Owner	Yes No
3	Removal of rubble on adjacent stands by Contractor	Yes No
4	Any damage caused, including kerbing, landscaping by Contractor, roads	Yes No
5	Proof of permanent Electricity Meter Connected from Gilbert Wood	Yes No
6	Occupation certificate from Heron Hill HOA issued by HOA Manager	Yes No

7	Occupational Certificate from the City of Tshwane: submitted to HOA Building Manager	Yes	No
8	Copy of Approved as built plans from Tshwane for HOA: Owner to supply HOA Manager	Yes	No
9	Grass planted	Yes	No
10	Trees planted	Yes	No
11	Other		

9. DOCUMENTS AVAILABLE ON THE WEBPAGE: www.heronhill.co.za

- Code of Conduct & Rules and Regulations
- Access Procedures
- Building Contravention Fines
- Building deposit refund form
- Building Procedures
- Checklist before commencement of construction
- Contractors registration form
- Geological Report
- SG Diagrams
- Site hand over certificate: example

BUILDER'S CODE OF CONDUCT

STAND NUMBER: **OWNER:**

BUILDING CONTRACTOR'S NAME:

BUILDING GENERAL

1. Contractors are expected to conduct their operation in a reasonable and co-operative manner. Should the HOA have any concern with the conduct of the Contractor, his sub-contractor or his suppliers and any of their employees, the HOA may rectify as deemed necessary and/or reserve the right to suspend building activity either indefinitely or until such undesirable conduct is rectified, which it may do so at any time and without notice, and without recourse from the owner and/or Contractor and/or sub-contractor, and/or supplier.
2. A Building Contractor must ensure that building activities are performed in such a manner that no damage is caused to neighbouring properties, nor to roadways, kerbs, stormwater catchment pits, electrical poles, road signs, fire hydrants, etc. and as little disturbance and inconvenience as possible to existing neighbours and other occupants.
3. A zero tolerance attitude will prevail to ensure that chaos will not ensue as a result of non-compliance by the Building Contractor(s).
4. If building activities take place adjacent to existing dwellings, the Building Contractor must make every effort to respect the privacy of the neighbours.
5. A Building Contractor and his/her employees may be present in the Estate only during the following hours:
 - Monday – Friday : 07h00 – 17h00
 - No construction activity is to take place on Saturday, Sundays or Public Holidays
 - No construction activity during the period from 16 December to 3 January (both days included)

2. STORAGE SHEDS / HUTS

- 2.1 A Building Contractor may erect storage sheds/huts *within* the boundaries of the building site and to a maximum height of 2.5 m.

3. CONSTRUCTION VEHICLES AND DELIVERY RESTRICTIONS

- 3.1 The following restrictions apply to construction / delivery vehicles allowed into the Estate:

All **construction / delivery vehicles are to use the contractor's** gate (west of the estate in Midas Avenue) as none of the aforesaid vehicles will be allowed access through the main gates.

- 3.1.2 Only roadworthy, licensed vehicles will be allowed on the Estate.
- 3.1.3 Drivers must use the streets and may not take a short cut over other erven.
- 3.1.4 Vehicles may not be left unattended in such a position that they may cause an obstruction to other road users. Fines will be issued.
- 3.1.5 Vehicles may not be parked on other erven or private properties without the prior consent of the concerned, as the case may be.

- 3.2 *The following general conditions apply to deliveries to a building site:*

- 3.2.1 The Building Contractor is at all times responsible for delivery vehicles and delivery personnel.
- 3.2.2 Deliveries to the building site may take place only from the street frontage of the building site.
- 3.2.3 Deliveries may take place only during normal working hours and on normal working days.
- 3.3.4 **DELIVERY RESTRICTIONS:**The following restrictions apply to construction / delivery vehicles allowed into the Estate. The maximum mass of a loaded vehicle shall not exceed the following:

Only **non-articulated vehicles without trailers** of the following specifications are allowed.

Maximum load	=	5 000 bricks / 10 cubic meters of sand
Maximum length	=	9.1 m
Maximum width	=	2.6 m
Maximum gross mass	=	20,000 kg
Maximum axle weight	=	8,000 kg

- 3.3 *The following additional specific conditions apply to concrete deliveries to a building site:*
- 3.3.1 Concrete delivery vehicles may only be washed on the building site concerned and spillage and run-off must be contained on that site.
- 3.3.2 Concrete may not under any circumstances be spilt onto sidewalks, streets or Private Open Spaces. All spilt concrete must be removed immediately. A Spot fine will be levied against the Building Contractor(s) for non-compliance per incident.

4. **DISCIPLINE**

ALL FINES MUST BE PAID WITHIN 7 DAYS FROM DATE OF ISSUE.

Fine amounts are stipulated in the Heron Hill Fines document.

Fines will be issued weekly after inspection by the Estate Manager and debited to the Owner's levy account.

- 4.1 The contractor is responsible for the discipline of all his/her labourers, sub-contractor's as well as the deliveries, and any damages caused by his/her own employees, sub-contractors employed by him/her or delivery vehicles delivering materials to his/her site, and he/she is liable to pay for any damages that may occur on the site. These damages also include damage to kerbs, roads, plants, irrigation and or damage to private property.
- 4.2 Labourers are not permitted to walk between the construction site and the entrance / exit gates. Labourers will remain on the site where they are busy constructing, and will not be allowed to move between construction sites on the Estate. An Employee may not use any Private Open Space or common facility in the Estate as a resting place or loitering.
- 4.3 Any dispute between the contractor and his/her employees must be settled outside the boundaries of the Estate.
- 4.4 If any employee is found disturbing or endangering the animal or bird life, or is found pilfering, stealing or removing material or goods off site without permission, or is involved with any form of violence, the company who employs that person will be removed from the site, and both employee and company will be denied the opportunity to undertake any further work on the site until the matter has been resolved with the HOA.
- 4.5 No liquor is permitted on any building site in the Estate at any time.
- 4.6 Employees may use only the sanitary and drinking water facilities on site and no other facilities, and sanitary waste must be removed weekly.
- 4.7 No open fires may be lit on the building site nor elsewhere.
- 4.8 All machinery, equipment and material must be kept within the boundary lines of the Erf at all times.
- 4.9 Vehicles with mechanical legs on trailers must use protection per leg for possible road surface damage.
- 4.10 A Building Contractor must ensure that the kerb, sidewalk and street in front of the building site concerned are adequately protected from damage by the building activities and that the street is at all times swept clean. Sand and building rubble washed away or moved onto the sidewalk, into the street or onto a Private Open Space must be cleaned forthwith. No waste material is to be placed in storm water catch pits.
- 4.11 A large refuse receptacle with a lid, e.g. at least a 200 litre drum, for containing refuse and litter, must be provided on site. Refuse and litter must be removed weekly before 17h00 on a Friday. A spot fine will be levied against the stand per incident.
- 4.12 Illegal dumping anywhere on the estate is forbidden
- 4.13 A Plan **Variation Penalty** as per the Estate Rules will apply to the Owner for any deviation from the approved building plan, unless approved by the Heron Hill BOD.
- 4.14 The speed limit is 25km/h and speeding and reckless driving will not be tolerated. Due care must also be taken by all vehicles not to block the thoroughfare of roads.
- 4.15 No pets, birds, or domestic animals of the contractors' will be permitted onto the Estate.
- 4.16 Noise and dust reduction is essential, and Contractors shall endeavour whenever possible to limit unnecessary noise, especially employee loud talking, shouting or whistling, radios, sirens or hooters, motor revving, etc.
- 4.17 The BOD will have the sole discretion as to the nature, extent and value of these damages, and the identification of respective vehicles and persons.

ACCESS PROCEDURES for Contractors

Registration form available on webpage

1. The contractor must register his workers at the Estate Managers office.
2. The contractor must complete the registration document and attach copies of his workers legal ID document/passport/workers permit.
3. The contract worker must present the original ID document to the security, where it will be scrutinised for originality. (All copies of identity documents must be stamped and certified by a Commissioner of Oaths and the image must be recognisable, or it will not be accepted as proof of identity.)
4. The Estate Manager will then take a picture of the worker and load it onto the database.
5. All workers will then be issued with an access card with their photo and stand number on.
6. The workers must keep the cards with them while working on the Estate.
7. Temp worker/ Adhoc worker will only be granted 5 days access to the Estate. After the 5th day he must also be registered at the Estate Managers Office.
8. Temp worker/ Adhoc workers will have to hand in their legal ID document/passport/workers permit to be granted access to the Estate. After 5 days they have to be registered.
9. Workers with copies of legal ID document/passport/workers permit will not be allowed to gain access to the Estate, unless such copies has been recently certified by a Commissioner of Oaths.
10. Contractors are not allowed to rotate issued cards amongst his/her workers. Contractors will be fined for transgressions and the card confiscated and cancelled.
11. Contractors who are caught with unregistered workers on-site will be fined and banished from the estate.

ACKNOWLEDGEMENT

The above document is fully understood and the Building Contractor and Owner undertake to comply with the above points, in addition to any further controls which may be instituted by the HOA or the Developer from time to time in the form of a written notification and to ensure compliance by any sub-contractors employed by the Contractor, and any suppliers to either contractors, sub-contractors or owners.

