

Heron Hill Building Process : Summary

Last revision on: 2016-03-04

This document is a summary of the building process at Heron Hill. Please use it in conjunction with the HOA Regulations documentation.

Please share this document with your contractor and/or project manager.

1. Have the stand registered in the owner's name.
2. Have plans approved by Cit of Tshwane.
3. Pay building deposit and road levy : R7000 (R8500 for duet stands)
4. Apply for water meter at City of Tshwane.
5. Have plans approved by HOA building committee and Ralph Ehlers.
6. Register contractor and workers at security and obtain access cards.
7. Familiarize yourself (owner and builder) with the estate rules and regulations applicable fines and sign Builder's Code of Conduct. (Copy of signed doc to Estate Manager)
8. Schedule a site-clearance inspection with the Estate Manager.
9. Obtain a Site Handover Certificate from Owner/Land Surveyor certifying house laid out correctly within approved building lines.
10. Have the following on site:
 - a. Chemical toilet (Note: Flush toilet connected to sewerage is **NOT** allowed!)
 - b. Shed
 - c. Builder's board with Heron Hill logo.
 - d. Water meter
 - e. Rubbish/waste container.
11. Schedule inspection with Estate Manager and obtain Commencement Certificate.
12. Dig foundations and start building.
13. Apply for Vodacom Fibre Broadband Internet (optional)
14. Comply with any directives from Estate Manager during the building process.
15. Have electricity connected for COC tests - Wattage Metering.
16. Provide copies of Gas Compliancy Certificate and/or Electricity COC to Estate Manager.
17. Remove all building rubble, toilet, shed, waste container and builder's board.
18. Schedule Final Inspection with Estate Manager.
19. Obtain Heron Hill Occupation Certificate from Estate Manager.
20. Schedule and obtain City of Tshwane Occupation Certificate from Tshwane Inspector, copies to Estate Office.
21. Apply for electricity connection from Wattage Metering. (Note: Prepaid meters are not available.)
22. Change stand status from empty to built-up at City of Tshwane and have property valued.
23. Apply for refuse removal services at Bronberg Enviro Waste via Pretor.
24. Plant two trees as per approved tree list.
25. Register domestic worker and gardener at security and obtain access cards for them.
26. Complete Pet Registration form and submit to Estate Manager.
27. Move in. (If property is leased, the lease agreement must be filed with Estate Manager.)

Heron Hill Contact List:

- Estate Manager, Peter Alexander: heron.hill.manager@gmail.com, 082 970 3365
- Pretor Property Management, Jade Harris: JadeH@pretor.co.za, 012 001 9000
- Wattage Metering (electricity), Gilbert Wood: woodg@mweb.co.za, 082 452 1669
- Estate Architect, Lawrence Schroeder: lawrence@belvederearchitects.co.za, 083 452 2097
- Water and sewerage: Please contact City of Tshwane!