

THE COVES GOVERNING BODY NPC



ARCHITECTURAL GUIDELINES

PLOVER COVE, OLIVE TREE COVE

Revised August 2024



Index

1 Google Maps, Diagrammatic plans, sections & elevations of Units, and photos:

- 1.1 Google Earth map of the Coves Estate with positions of Plover Cove and Olive Tree Cove indicated
- 1.2 Plover Cove, Erf 62, (google earth map)
- 1.3 Plover Cove Group Housing – Site Plan, Erf 62.
- 1.4 Views Plover Cove:
- 1.5 Olive Tree Cove, Erf 173, (google earth map)
- 1.6 Olive Tree Cove, Group Housing – Site Plan, Erf 173.
- 1.7 Views Olive Tree Cove:

Note: House (Unit) Types A, B, & C are applicable to Plover Cove and Olive Tree Cove

- 1.8 House Type A: Plan and Elevations
- 1.9 House Type A: North Elevation (photo)
House Type A: South Elevation (photo)
- 1.10 House Type A: Side elevation (photo)
- 1.11 House Type B: Plan and Elevations
- 1.12 House Type B: North Elevation (photo)
House Type B: South Elevation (photo)
- 1.13 House Type B: Side Elevation (photo)
- 1.14 House Type C: Plan and Elevations
- 1.15 House Type C: North Elevation (photo)
- 1.16 House Type C: South Elevation (photo)
- 1.17 House Type C: Side Elevation (photo)
- 1.18 Typical Garages (photo) and Carports (photo)

2.0 Introduction

3.0 Definitions and Abbreviations

4.0 Objectives

5.0 Work requiring permission

6.0 Procedure

- 6.1 Plan Submission
- 6.2 Site Survey
- 6.3 Requirements for Building Commencement
- 6.4 Sign-off and occupation

7.0 Non-compliance

- 7.1 Building Time-limit

8.0 Town Planning Controls:

- 8.1 Density
- 8.2 Floor Area Ratio (FAR)
- 8.3 Coverage
- 8.4 Height Restrictions
- 8.5 Levels
- 8.6 Loft Guidelines
- 8.7 Double Storeys
- 8.8 Building Lines

9.0 Architectural Style

- 9.1 Plan Forms & Appearance
- 9.2 Structure Material
- 9.3 Windows & Doors
- 9.4 Garages & Carports
- 9.5 Roofs
- 9.6 Gables
- 9.7 Chimneys
- 9.8 Pergolas, Covered Terraces & Awnings
- 9.9 Paving
- 9.10 Outbuildings & Kitchen Yards
- 9.11 Fencing & Boundary Walls
- 9.12 Unit identification
- 9.13 Soil & Waste Pipes
- 9.14 Utilities
- 9.15 Exterior Lighting
- 9.16 Landscaping / Pedestrian Servitude
- 9.17 Green Belt Servitude / Common Areas
- 9.18 Storm Water, Water & Sewerage Network
- 9.19 Alternative Building Materials

10.0 Builders Code of Conduct and Annexures:

- A. Plans Scrutiny Fees 2017
- B. Bass Cove Checklist
- C. Coves Letter re Clearance Certificate
- D. Builders Code of Conduct

2.0 INTRODUCTION

This document contains the Architectural guidelines for the SECTIONAL TITLE

PLOVER COVE BODY CORPORATE and

OLIVE TREE BODY CORPORATE of

The COVES GOVERNING BODY NPC as per the Memorandum of Incorporation (Moi) & Rules

The main objectives of the Association also include the carry on, promotion, advancement and protection of communal interests, the safety and welfare of the Members of the Company, including but not limited to, by maintaining the open spaces, controlling the aesthetic appearance of land and dwellings erected on the property, including landscaping, buildings, alterations and improvements on the property, and other.

All building applications will be subject to the submission of a set of plans to be approved by the applicable Body Corporate & by the Coves Architectural and Aesthetic committee (ARAC)

The final ARAC and Madibeng Council approved plans, read together with the Moi, The Coves Code of Conduct Rules, Sectional Title Body Corporate Architectural Guidelines and the Sectional Title Body Corporate Code of Conduct Rules, National Building Regulations (NBR), South African National Standards (SANS), form the basis of agreement between the Company and the Member.

3.0 DEFINITIONS AND ABBREVIATIONS:

The Company	means the Coves Governing Body NPC Registration Number 2003 / 010909 / 08
The Coves Estate	means the entirety of the Coves Estate, comprising of the Heron Cove Township proclaimed in Government Gazette No.6079 on 28 October 2004 and as indicated on the General Plan (S.G. No 9377 / 2002) (previously known as Portion 178 of the Farm De Rust 478 JQ) and the Coves Township (Kosmos Extension 7) as proclaimed in Government Gazette No 6097 on 11 January 2005 and as indicated on General Plan (S.G. No 5219 / 2004) (previously known as remainder on General Plan (S.G. No 5219/2004) (previously known as remainder of portion 177 of the Farm De Rust 478 JQ);
HOA	means the Coves Homeowners Association
Moi	means the Memorandum of Incorporation
Management	means the Coves Estate, Estate Manager, Operations Manager, Environmental Manager and Community & Administration Manager

Member	Membership of the Company shall be limited to a person who is in terms of the Deeds Registries Act reflected in the records of the Deeds Office concerned as the registered owner of any Unit in Plover Cove Body Corporate and Olive Tree Body Corporate
Estate Rules	means The Coves Code of Conduct Rules laid down for the use, enjoyment and management of the entirety of the Coves Estate
EMP	means the Environmental Management Plan, the Construction Environmental Management Plan, the Operational Management Plan and any other environmental management plans developed for the Coves Estate together
ARAC	means the Committee established by The Coves Governing Body's Board of Directors. The ARAC will consist of representatives of the Members, the Estate Manager, Management and further appointees by the Company
Estate Architect	means Marais 4 Architects, contact person – Eben Marais (Tel: 087 942 2647 and email:eben@marais4.co.za)
Architectural Guidelines	means the set of Architectural Guidelines for each Sectional title Body Corporates i.e. Plover Cove Body Corporate and Olive Tree Cove Body Corporate, incorporating the Builders Code of Conduct, which regulate the architectural style of the Units
Council	means the Madibeng Local Municipality
NBR	means the National Building Regulations and Building Standards Act of 103 of 1977
SANS	means the South African National Standards
NHBRC	means National Home Builders Registration Council
Sectional Title Scheme	a Sectional Title Scheme is a community scheme where the land and buildings are within the area of jurisdiction of a municipality and divided into two or more sections for the purposes of selling or letting. The Unit owners enjoy sole ownership of a section in sectional title ownership, together with joint ownership of the common property. A 'Scheme' 'or sectional title scheme' has a corresponding meaning to 'development scheme' so these terms are used interchangeably

Governing Legislation	Sectional Title Schemes are established and governed by South African laws The Sectional Titles Act 95 of 1986 (STA) and the Sectional Titles Act 1988 (STA Regulations) The Sectional Title Schemes Management Act 8 of 2011 (STSMA) and the Sectional Titles Schemes Management Act Regulations, 2016 (STSMA Regulations) The Community Schemes Ombud Service Act 9 of 2011 (CSOS) the Community Schemes Ombud Service Regulations, 2016 (CSOS Regulations) as well as the Community Schemes Ombud Service Regulations: Levies and Fees, 2016 (CSOS) Regulations on Levies and Fees
Section	A Section means a section shown on a Sectional Plan. It is one of the parts of the scheme that is exclusively owned by a natural person or a legal person like a company or trust. Prior to the enactment of the STSMA there was no differentiation between the types of sections one encountered in a sectional title scheme. The STSMA now defines and differentiates between a primary section and a utility section. A Primary section is a section designed to be used for human occupation as a residence. A Utility section is a section which, in terms of local bylaws, is designed to be used as an accessory to a primary section, such as bathroom, toilet and garage. A primary section's floor area is used in the calculation of the participation quota
Sectional Plan	The main purpose of the sectional plan is to identify the boundaries of land and buildings between a section , exclusive, and exclusive use area and common property. The sectional plan must be approved by the Surveyor General .
Common Property	The Common Property includes all the land and parts of the buildings that are not part of a section. Parts of buildings that are common property include all the foundations, roofing and outer skin of the buildings, other examples of common property could be driveways, roads an entrance gate, a guard house, a clubhouse and enclosed refuse areas. The common property is jointly owned by all unit owners in undivided shares, proportionate to the PQ's of their respective sections, as specified in the relevant sectional plan.
Exclusive use Area (EUA)	Exclusive Use Areas are special areas of common property that are reserved by Unit owners of one or more sections. They are controlled and managed by the Unit owners for which they are reserved e.g. parking bays, gardens, storerooms or patios. One of the functions of the Body Corporate is to levy additional contributions on Unit owners who have exclusive use rights on any part of the common property
Participation Quota	the PQ is the formula that calculates: The size of the unit. Owner's undivided share in the common property. The levies due by the Unit owner of a section. A Schedule that lists the PQ of each section can be found in the Section Plan

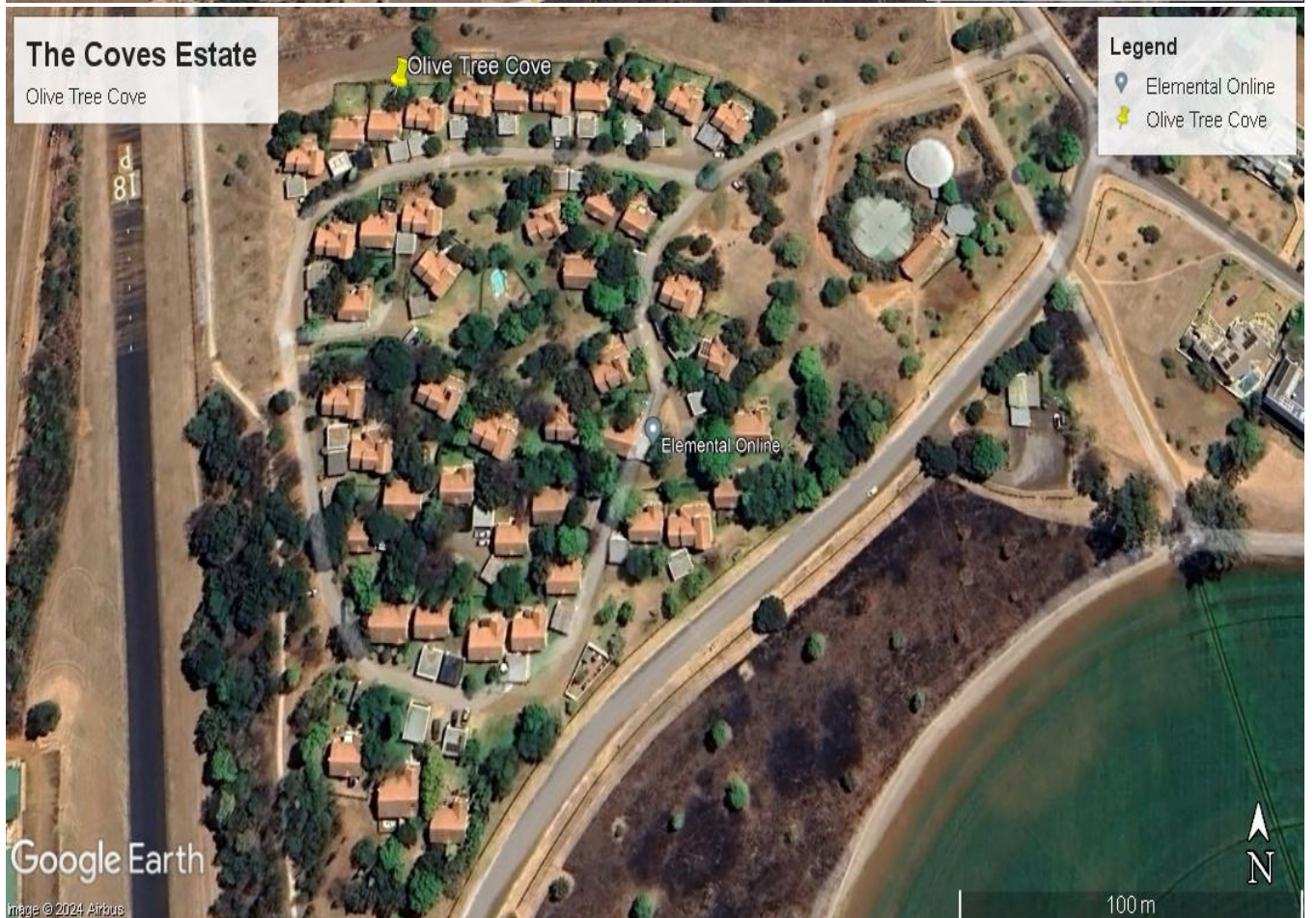
Levies	A normal levy is determined in relation to the administrative fund and reserve fund and is based on the budget presented at the Annual general Meeting (AGM)
Unit	A Unit is not just a section; it is a section together with its undivided share in the common property apportioned to that section in Accordance with the PQ of that section.
Body Corporate	Every Sectional Title Scheme has a Sectional Title Owners Association which is called a Body Corporate. A Body Corporate is established to control, administer and manage the land and buildings, particularly the common property in the scheme. Body Corporates are legal entities. As soon as you become a unit owner, you automatically become a member of the Body Corporate.
Trustees	The Trustees of the Body Corporate perform and exercise the functions and powers of the Body Corporate, namely to govern the land, buildings and common property of the scheme.
Plover Cove Body Corporate	means the collective name given to all registered owners of units in Plover Cove, which comprises of 35 Units, the common property, and the exclusive use areas within Erf 62 measuring 2,2509 hectares, situated in The Coves Township, Province of North West as indicated on General Plan (SG No 5219/2004)
Olive Tree Cove Body Corporate	means the collective name given to all registered owners of Units in Olive Tree Cove, which comprises of 46 Units, the common property, and the exclusive use areas, within Erf 173 measuring 3,3609 hectares, situated in The Coves Township, Province of North West as indicated on General Plan (SG No 5219/2004)
The Property	Erf 62, situated in The Coves Township, Province of North West, as indicated on General Pan (SG No 5219/ 2004, and Erf 173, situated in The Coves Township, Province of North West, as indicated on General Plan (SG No 5219/2004.
WCA	Workers Compensation Assistance



Aerial view of Plover Cove & Bass Dam



Views of Plover Cove



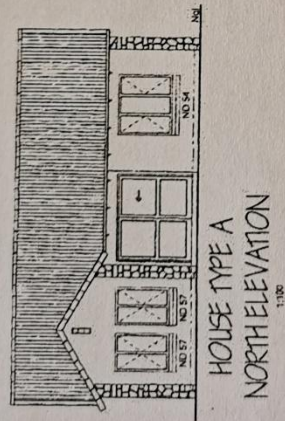
Aerial view of Olive Tree Cove



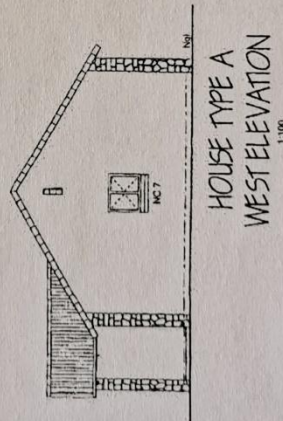
Site Development Plan for Olive Tree Cove

Views Olive Tree Cove

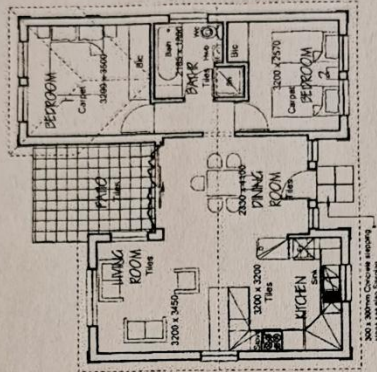




HOUSE TYPE A
NORTH ELEVATION
1:100



HOUSE TYPE A
WEST ELEVATION
1:100



NOTE:
1. All dimensions are North of South.
2. All dimensions are in meters.

HOUSE TYPE A
GROUND FLOOR PLAN
1:100

HOUSE TYPE A	
AREA	12.923m ²
House:	9.383m ²
Patio:	30.250m ²
Carport:	112.556m ²
TOTAL:	

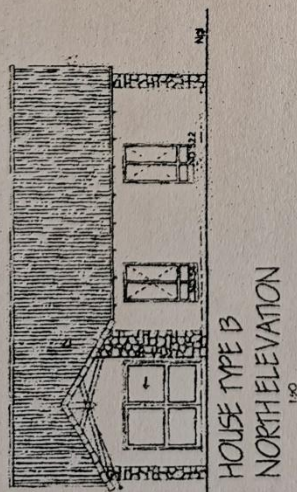


HOUSE TYPE A (North Elevation Above & South & East Elevations below)



HOUSE TYPE A (West Elevation) above and (East Elevation) below

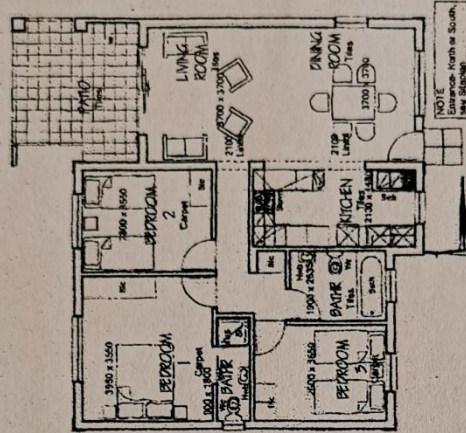




HOUSE TYPE B
NORTH ELEVATION



HOUSE TYPE B
WEST ELEVATION



HOUSE TYPE B
GROUND FLOOR PLAN

HOUSE TYPE B	
AREA	
House:	97.382 m ²
Patio:	14.229 m ²
Carport:	30.250 m ²
TOTAL:	141.861 m ²

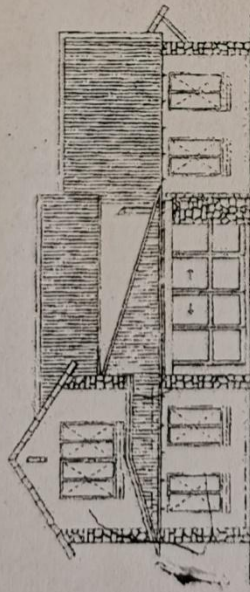


HOUSE TYPE B: North Elevation above. South Elevation below

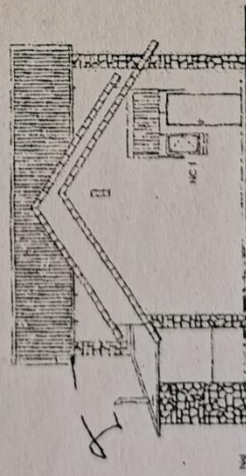


House Type B East Elevation

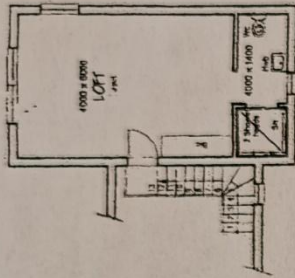




HOUSE TYPE C NORTHELEVATION



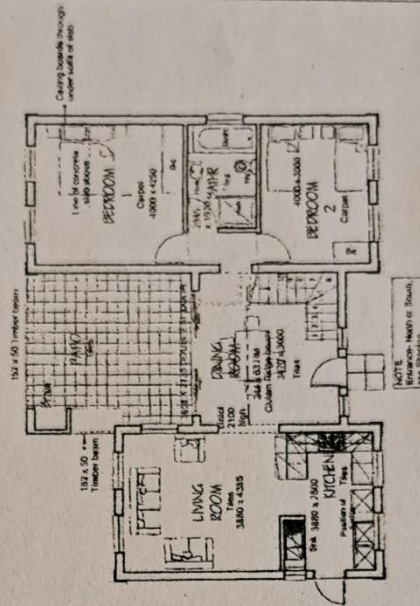
HOUSE TYPE C
WEST ELEVATION
1:200



HOUSE TYPE C

AREA	126.163 m ²
House :	17.935 m ²
Patio :	143.698 m ²
TOTAL:	319.861 m ²
Garage:	30.250 m ²
Carport:	See siteplan

HOUSE TYPE C
FIRST FLOOR PLAN
1:200





HOUSE TYPE C North Elevations





HOUSE TYPE C: South & South East Elevations See Typical Garages and Carports on next page





4.0 OBJECTIVES:

- 4.1 The objective of these Guidelines is to effectively control the design of individual dwelling units within the sectional title scheme in order to achieve the following:
- 4.2 To have each unit fit in and contribute to the unique character and style of the village that is created within the Property;
- 4.3 To protect the rights of neighbouring owners by maintaining privacy and to avoid the obstruction of views and vistas each co-owner has and;
- 4.4 To maintain an exceptional high standard of design and workmanship in the construction phase throughout the Property.

5.0 WORK REQUIRING PERMISSION:

All proposed alterations and additions on the property or at a Unit are to match the style of the existing Units and be consistent with the Architectural Guidelines detailed herein. Any member intending to carry out any of the following activities must obtain prior written approval from the Body Corporate (BC) and possible submission of plans for approval by BC, ARAC and Madibeng Municipality will be a requirement:

- 5.1 All structural, aesthetic and external alterations to existing structures, which are part of the common property; any interior alterations whereby the designated usage of rooms / spaces is changed; addition of mezzanine floors to existing units not only require approvals but also registration by SG and participation quota (PQ) will be affected.
- 5.2 Painting and repair of external facades, (part of the common property and responsibility of the Body Corporate); damage to exterior facades by owners will be repaired by the Body Corporate at owners cost.
- 5.3 awnings, projecting roofs and trellises;
- 5.4 garages, carports and driveways;
- 5.5 swimming pools and external paving, fencing: post & rail with bonnox type welded mesh;
- 5.6 walls, gates or any landscape construction
- 5.7 Air conditioners, gas installations, generators, solar installations, water filtration systems and Wi-Fi installations. Certificates of compliance to be issued by service provider on completion to the owner, copies to be submitted by the owner to the Body Corporate & ARAC.

6.0 PROCEDURE:

6.1 Plan Submissions:

- a) ARAC will only consider plans from a member from any sectional title if first approved / supported by the specific Body Corporate.
- b) The ARAC cannot override the final decision taken by the Body Corporate
- c) The Body Corporate is responsible to ensure all conditions as per their Code of Conduct / Management Rules and guidelines are met including their approved scheme.
- d) Should the alteration to a unit change the unit's PQ model, it is the member and Body Corporate's responsibility to address the amendments with the applicable authorities: Municipality and S.G. and Deeds Office. Costs will be for the member.

6.1 Procedure continued

- e) Any alteration and installation of fixtures to the exterior of the building must comply with the Body Corporate's Architectural Guidelines and shall not be undertaken by a member unless the Board of Trustees on behalf of the Body Corporate, and ARAC have granted permission in writing
- f) All designs will be subject to the submission of a Set of Plans to be firstly for approval by the Body Corporate and then approval by ARAC.
- g) A scrutiny fee, to be determined by the HOA from time to time, will be payable to the HOA, with the first submission. Plans will only be scrutinised after payment has been made. Please see current plans scrutiny fees.
- h) Plan submissions and changes are reviewed every two weeks by the ARAC.
- i) Drawings submitted must be to scale and must indicate materials and colours selected. Where there are existing buildings on adjacent sites to existing units, these must also be shown.
- j) Plan submissions must indicate the site contours on the site plan and all elevations. The required checklist should be completed
- k) These drawings must be of a professional nature, suitably detailed and must comply with the NBR. The ARAC may request the South Africa Council for the Architectural Profession registration to be provided on submission of drawings.
- l) At least three copies of all full size (minimum A1) drawings must be submitted to ARAC for approval, Together with the submission checklist. All alterations and extensions to the unit will be on completion, subject to an engineering certificate issued by a professional engineer.
- m) A stamp of approval from the ARAC must be obtained before documentation can be submitted to the Council.
- n) After approval of the set of plans, documents should be prepared and submitted to the Chief Building Inspector of the Council, to be accompanied by payment of the prescribed application and service connection fees.
- o) Once approval from the Council has been obtained, a set of the approved plans must be submitted to Management and a soft copy of the approved plans must be submitted to Management via email to info@coves.co.za
- p) ARAC plan approval for the alterations and extensions to the units and or specialist work shall be valid for 24 months. Council approval valid for 12 months.

6.2 SITE SURVEY:

Sectional title units must be surveyed after participation quota (PQ), is changed by a professional land surveyor appointed by the member, at the members cost. The responsibility lies with the member and the Body Corporate to ensure that the correct process is followed. Land surveyor to be appointed to do the necessary measurement and drawings for registration in the Deeds Office

6.3 REQUIREMENTS FOR BUILDING COMMENCEMENT

- a) See the Builder's Code of Conduct for the full requirements
- b) The Member shall give Management and the Body Corporate at least 2 weeks' notice of their intent to start building and provide the ARAC with the following information before commencement:
- c) A copy of the Body Corporate Sectional Title Architectural Guidelines and Builder's code of conduct, signed by the Member and Contractor;
- d) A copy of the Estate Rules and Penalties, and the Body Corporate Code of Conduct rules signed by the Member and Contractor;
- e) Payment of the building performance deposit;
- f) A copy of the working drawing as approved by the Council;
- g) A copy of the Contractors All Risks and Public Liability Insurance Policy.
- h) Confirmation of the Contractor's Health and Safety File
- i) Contractor's Letter of Good standing with the WCA

6.4 SIGN-OFF AND OCCUPATION

- a) Each owner / architect submitting plans to the ARAC must (at the end of the build) advise the ARAC that the project is completed with a certificate indicating that the completed project complies with all aspects of the Architectural Guidelines;-and that the project is built as per the-approved plans.
- b) Provided that all conditions and requirements have been met, a Certificate of Completion will be issued by the ARAC.
- c) Unless and until such Certificate of Completion is issued, the Member may not occupy the house or outbuildings, and the Company reserves its rights to take any such measures deemed appropriate against such occupancy; and
- d) For the re-sale of existing or completed units, the Company shall inspect and verify compliance of the unit with its approved plans and ensure that no illegal alterations or additions have been done. This verification to be provided before the Company issues its levy clearance certificate.
- e) Every project, regardless of the type of project (addition, alteration, as built or new) will require a certificate of completion from the Coves HOA and an occupation certificate from Madibeng.
- f) Copies of the relevant compliance certificates (structural, roof electrical, plumbing must be provided at the final inspection for the Company's record keeping purposes.
- g) See Annexure B – Plover and Olive Tree Coves checklist

7.0 NON-COMPLIANCE

7.1 Members remain responsible for all improvements on their portions and must ensure that their architect, and contractors comply with all rules.

7.2 No precedent may be used as an example to validate not following the guidelines or to sway the ARAC to accept a proposed or “as built” transgression of the guidelines.

7.3 The ARAC views non-compliance with the Architectural Guidelines and or approved plans in a very serious light.

- a) In cases of non-compliance during or after construction a non-compliance certificate will be issued where deemed necessary.
- b) Rectifications must be made at the member's cost within the provided time frame.
- c) Should the necessary work not be affected timeously, monthly penalties as determined by the Company may be levied until such work has been carried out to the satisfaction of the ARAC.
- d) Any omission or error on the part of the ARAC, when scrutinizing the plans shall not preclude the member from complying with the Mol, Rules, Architectural Guidelines, Council restrictions, Body Corporate rules and NBR and SANS

7.4 Building Time – Limit:

A) Construction shall be completed as determined by ARAC. Reasonable extension may be considered

B) Commencement in this context shall be from the date of site handover conducted by the Company in conjunction with the member, the contractor and Body Corporate

C) Penalties will be applicable if the project is not completed and signed-off after the time agreed upon

8.0 TOWN PLANNING CONTROLS

The restrictions set out below are in addition to conditions of the Title Deed, Town Planning Schemes, or National Building Regulations. Notwithstanding with the above approval of plans is to the sole discretion of the ARAC.

8.1 Density

The density shall not exceed 20 units per hectare

8.2 Coverage (Refer to Erf 62 Zoning Certificate)

As per scheme.

8.3 Height Restrictions :

The height of the buildings shall not exceed two storeys.

8.4 Building Lines:

Buildings, including outbuildings erected on Erven 62 and 173 shall be located 2 metres from the back and side boundary and 4, 5 metres from the boundary fronting on the internal private access road

8.5 Levels

- a) No excavation or filling that may alter the natural ground levels may be undertaken without the written approval of the ARAC and Body Corporate
- b) The overall height of structures to match the existing unit types.
- c) The overall height restrictions will remain the same as for the various unit types.
- d) The height of the finished floor level at ground level may not exceed 400 mm above natural ground level.
- e) The ARAC may take any action necessary to rectify the transgression if the neighbour is negatively affected by the change in level.

8.6 Mezzanine Guidelines

- a) Mezzanine floor will only be permitted in double volume space of Unit Type C.
- b) Overall height of building to remain as per existing unit type
- c) Mezzanine floor area to be included in the **PQ** calculation, the additional area to be registered at the Surveyor General's office by a registered professional Land surveyor. All costs to be borne by the owner
- d) No balconies may be constructed from a mezzanine
- e) No lofts or mezzanine are permissible in the other Unit Types

Structural engineer to be appointed by the member for the design of the mezzanine.

Engineer to certify: certificate of responsibility to be submitted to the Body Corporate and ARAC,

Engineer to supervise construction of mezzanine. All costs to be borne by the owner

9.0 ARCHITECTURAL STYLE

9.1 Architectural Elements of style are shown on the drawings included in this document for Units Types A, B & C and have created a vibrant homogeneous village,

Units Types A, B and C are the Unit /Section Types which have been built at both Plover Cove and Olive Tree Cove.

9.2 Structural Material:

- a) The unit must be constructed out of brick and mortar. External walls can be clad with one of the following or a combination of these:
- b) Artificial rock or cladding products as per the existing units
- c) External walls can also have coloured plaster and painted walls in a certain colour range, blending with natural stone or existing cladding and the environment, to the approval of the Body Corporate and the ARAC. (Earth colours).
- d) Paint swatches must be pre-approved by the Body Corporate and the ARAC; prior to painting.

9.3 Windows, Doors and Handrails

- a) The following non- reflective glazing will be permitted:
 - Clear
 - Low – E
- b) Mirrored or reflective tinting will not be permitted.
- c) Existing Wooden window frames may be painted white or shades of grey internally only. Externally wooden windows are to be stained or sealed in a natural wood finish, as per existing
- d) Windows are to be timber framed (stained and or sealed to a natural wood colour) or aluminium (bronze to match existing windows colour as closely as possible, and powder-coated), with a vertical proportion, to match existing in material and proportion.
- e) The windows and external doors must match in natural timber colour.
- f) Because there will be monitored security of the Property, the use of burglar bars is discouraged. If required, however, burglar bars will be permitted on the insides of windows only.
- g) Doors shall be of traditional proportions for single or double doors, and must be varnished, stained and sealed or oiled timber to achieve a natural wood look to match the existing timber window & doors colour.
- h) Doors and windows may also be fitted with timber shutters externally, with timber slats set at an angle approximately 10 to 25 millimetres apart to allow for shading / ventilation, if required.
- i) Handrails are to be constructed of timber hardwood, with painted steel posts and uprights to match existing
- J) All handrails will be varnished and fixed in such a way that no unsightly rust marks are left on surrounding surfaces. Steel work to be painted.

9.4 Garages and Carports

- a) The roof of the garage or carport must match existing garage and carport roofs in appearance.
- b) Carports must be constructed with brick plastered columns and an open gum pole structure with latte to match existing.
- c) No awnings or shade netting is allowed for carports, the Body Corporate and the ARAC must approve all carports and garages.
- d) Doors for garages 5,500mm wide
- e) Square or rectangular panelled doors to match existing
- f) No roller shutter doors are permitted.
- g) No glass or glazed sections will be permitted in any garage doors
- h) Conversion of carports to garages will be allowed, but have to match existing style.

9.5 Roofs:

Roofs are to be as described below

- a) Roofs must match the existing style and aesthetic of the Body Corporate with regards to roof pitch, material used, colour and detailing.
- b) Verge tiles must be used instead of barge boards.
- c) Gutters to be powder coated steel or powder coated aluminium to match roof colour or match the colour of the wall, or as approved

9.6 Gables

Gable walls to match existing

9.7 Chimneys

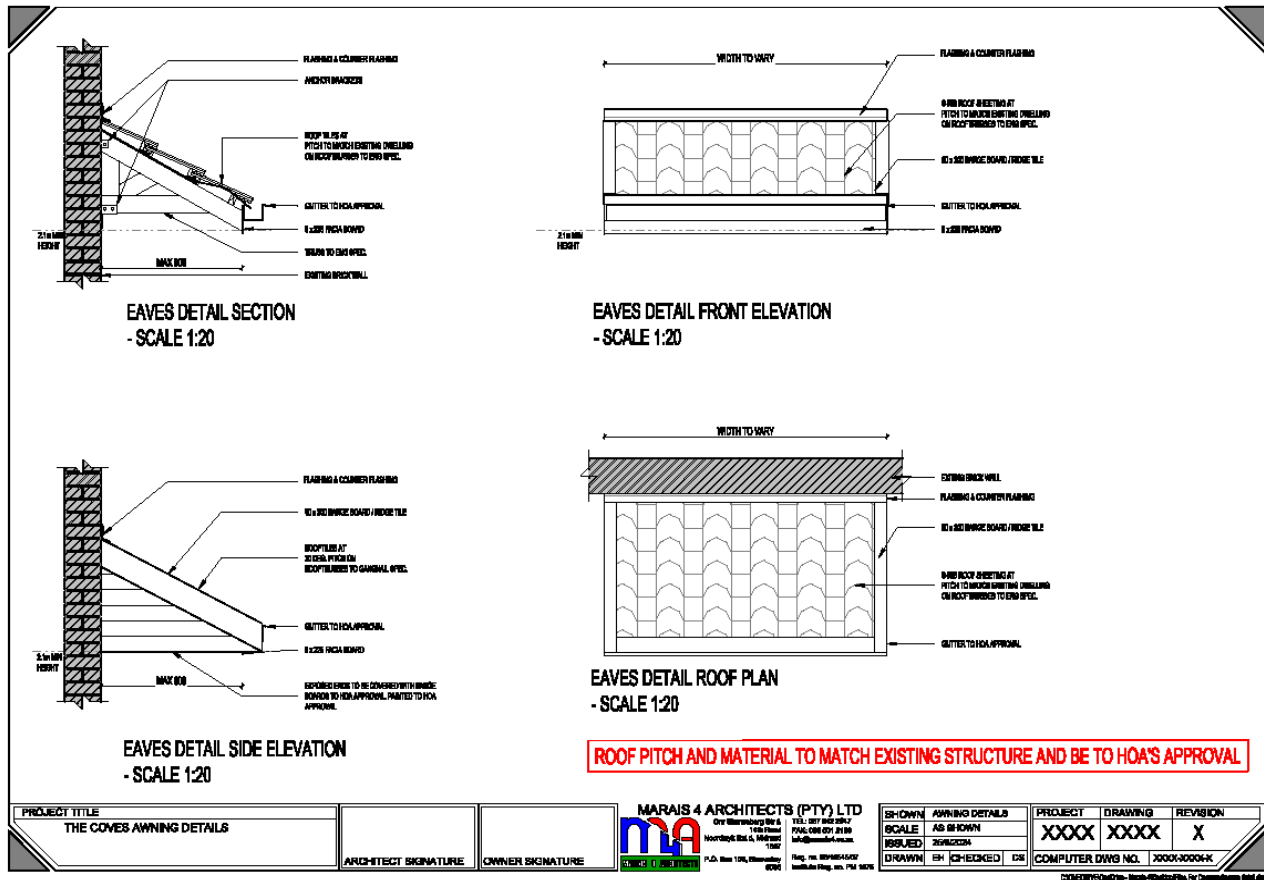
Chimneys may be constructed brickwork with coloured plastered to approval with copings. Jet master type chimneys with rotating or fixed cowls are also permitted.

9.8 Structures other than units and outbuildings

- a) A Pergola is defined as an unroofed structure which is constructed from beams and poles to match carports, with latte, and must be open to the sky. An impervious roof may affect Coverage.
- b) All Pergolas and external timber-work to be constructed with properly treated timber poles and latte or slats, as per SANS and varnished with sun resistant type of varnish to give a natural timber appearance, over Patios, (over paved areas adjacent to the Unit).
- c) Steel pergolas are only permitted if the structure is clad with timber.
- d) Pergolas may be covered with latte as per existing carports. No shade cloth or translucent plastic sheeting is permitted. It is encouraged that pergolas also be covered with traditional decorative creeper.
- e) Temporary or permanent structures including but not limited to Wendy houses, huts, tents, shade canopies, prefabricated storage units, timber or steel structures or storerooms will not be permitted.
- f) Applications to convert carports into garages to match the existing garages in appearance will be considered and plans must be submitted for approval. Town planning restrictions to be considered.
- g) Any structure with a foundation or dug into the ground to form a base will be defined as a permanent structure and as such regarded as an EUA Exclusive Use Area for which all statutory approvals to be obtained & all procedures icw the registration in the Deeds office to be carried out at the owners cost. Adjustment of the PQ will apply & additional levies charged
- h) **AWNING TYPES:** see next page



Awning Type A: Powder coated metal type awning with brackets



Awning Type B:



AWNING TYPE C

- e) **Awnings:** No fixed aluminium, plastic or material awnings, screens or coverings of any sort will be permitted to the exterior of the Units. No canvas (or other material) vertical drop down or roller blinds, with or without plastic type window inserts are permissible to the exterior of the Units

Fixed canopies over doors which can be considered by the Body Corporate and ARAC are the following:

Awning Type A: powder coated metal awning. A sample may be viewed at the admin building adjacent to the Coves Clubhouse. (This canopy is purpose made)

Awning Type B: Awning consisting of a timber structure with roof tiles to match existing roof tiles. Awning to be mono pitch and to match existing roof pitch. Fibre board and barge boards to be used as edge detail, painted to match existing Unit exterior paint finish. Awnings over doors may not protrude more than 1000mm from the wall face See detail of awning as per drawing. The drawing is obtainable from the HOA office.

Awning Type C: Polycarbonate awning manufactured from high tech acrylic material (impact resistant) 3mm thick solid acrylic boards. The awning has an anti-UV coating that blocks out up to 98% of UV rays. There is no warping of the awning. The PVC brackets of the polycarbonate awnings are injection moulded from specialized polymer plastic. Aluminium brackets are also available. Brackets could be painted the same colour as the Unit. Awning is commercially available

9.9 Roads and Paving

- a) Existing roads finish is interlocking concrete pavers. Digging up of road surface is not permissible.
- b) Site paving from the road to the front of the house, and paving around the unit, are to Interlocking concrete pavers or other concrete pavers to match existing.
- c) No concrete blocks or concrete blocks with grass inserts can be used for driveways.
- d) A strip of paving 1, 2 meters wide may be constructed around the perimeter of the unit, in order to collect water storm-water discharged from the roof's overhang
- e) Paving in front of and adjacent to the unit may be permitted in Sectional Title common property, the area will be limited to no more than 16 square metres. A pergola over the paved area is permissible the detail of the pergola structure to follow that of the existing carports with poles and latte

9.10 Outbuildings and Kitchen Yards

Only a few Units in the schemes have been provided with courtyards / drying yards

Units which don't have a courtyard / drying yard, fold away type washing line units fixed with brackets to the side wall of Units as per existing are permissible. Owner's responsibility & cost

9.11 Fencing and Boundary Walls

Only post and rail fencing will be permitted, with bonnox type / welded mesh fencing for pets.

a) Screening

Where privacy needs to be created, natural screening options should be considered. Forest fence type screening or latte screening (tightly arranged) will be permitted subject to approval. Forest fencing and latte screening must be maintained by the member, timber to be treated timber as per SANS, see 9.8b)

b) Fencing at units are not to be used as wash lines

9.12 Unit Identification

A standard identification number for each unit, in solid brass or anodised aluminium, as per existing, will be displayed in an obvious position

9.13 Soil and Waste Pipes

Soil and waste pipes are to be concealed and should not be visible from beyond the unit. All ducting is to be internal.

External exposed drainage pipes to be painted the same colour as the unit exterior walls

9.14 Utilities

a) Aerials and dishes

- i Aerials where possible to be contained within the roof space.
- ii Dishes to be erected in an inconspicuous spot away from the roads.

b) Solar Panels

I Solar panels are to be mounted parallel to the angle of the **roof**, and preferably mounted to be as inconspicuous as possible. Application to be made to the Coves HOA & Body Corporate for permission to erect solar panels. The roof structure should be checked whether it can take the load by professional engineer.

li Owner of a unit who wishes to install solar, must apply firstly to the Body Corporate, then to the Coves HOA for permission to install solar and is required to submit a plan with elevations indicating the proposed position of the solar installation (photos can be downloaded from Google earth) & the position of panels can be indicated freehand on the google images. The owner to advise the Body Corporate that permission has been obtained

lii No heat pumps, condenser units visible from any road will not be permitted unless screened (subject to Body Corporate and the ARAC approval). No heat pump may be installed higher than 1.4M from ground level.

c) Rainwater tanks / JoJo tanks Guidelines

I Eco-friendly and aesthetically pleasing solutions for rainwater capture and rainwater harvesting are encouraged

li The second option is to harvest water by using JoJo water tanks. Tanks are limited to a slim line 2500 litre tank. Tank colours to match the unit wall colour.

lii To mitigate visual impact all tanks, need to be screened with landscaped natural vegetation type screening in approved position to the satisfaction of the Body Corporate and the ARAC.

lv The position of the tanks must take into consideration the aesthetics and the practicality of the guttering and downpipes.

v All tanks must be screened from neighbours entertainment area

d) Air-Conditioning

I A well-designed unit with cross-ventilation has no need for air-conditioning.

li The key considerations for positioning is that they are not wholly visible to the neighbours or the road and should be positioned to minimize any noise factor to neighbours.

lii The position of the air-conditioning unit should be positioned a minimum of 2,2M from ground level.

Where possible should not be installed in the view of your neighbour's-entertainment area and should be painted to match the finish of the unit. It is a matter of public safety that the air conditioning condensers should be placed so as to have head room clearance. Common property is open to walkers, cyclists and also some lanes are used by the HOA to gain vehicular access to services etc. in some instances lanes between Units are extremely narrow,

e) Generators

I Generators may only be run between 6:00 and 21:00.

li Generator must be "silenced"/ treated acoustically, to achieve typical targets of noise range between 50 and 70 dB at 7m from the source or be placed in a position to minimize the noise levels to neighbours. Acoustic treatment is essential such as a generator soundproof box

g) Wi-Fi installations

- I there is an existing system of manholes providing the opportunity for service providers to connect up to the various units
- li Body corporate to be informed by owners intending to install a Wi-Fi installation
- lii Digging up or damage of the existing road finish of concrete interlocking blocks is absolutely not permissible.
- lv Conduits / cabling may only be taken through grassed / garden areas without disturbing existing drainage installations, to the approval of the Body Corporate.

h) Exterior Lighting

- I Light pollution is a sensitive environmental issue and must be reasonably controlled.
- li External or perimeter lighting is to be sited in such a way as to not interfere with the neighbours.
- lii The type of fixture and wattage of the lighting is to be considered.
- lv External lighting is to be indicated on the plan for approval prior to installation.
- v No spotlight fittings will be allowed between neighbours.
- vi Lighting should be wall lighting, not flood lighting.

j) Landscaping

- I Water wise plants and indigenous plant species are to be encouraged.
- li Trees are to be carefully selected and positioned to minimize the obstruction of views of neighbouring owners.
- lii The maximum height of hedges between units and elsewhere on common property is restricted to 2 meters.
- lv The service of a reputable Landscaping Consultant is encouraged.
- v The Body Corporate must be consulted prior to any planting to ensure trees are not planted too close any internal services reticulation.

k) Green Belt Servitude / Common Property

- i. The Common Property green belt is solely for landscaping purpose, no structure may be built on this area. No temporary structures such as Wendy houses or any other structures of any kind are allowed. Any use of Common Property is subject to the Sectional Title Act and subject to all required statutory requirements and approvals including approval by other owners.
- ii. Water wise plants and indigenous plant species are to be encouraged.
- iii. No permanent or temporary structures are permitted on the common property.
- iv. No ground may be fenced off from the rest of the common property, or annexed in any other way
- v. Members are to ensure that plantings do not interfere with the Body Corporate services reticulation

Green Belt continued

- vi. Member's responsibility to assist with the maintenance of these garden areas; and also by not littering etc, these area must be kept to a standard conducive to the rest of the Property.
- vii. Ownership of these areas does not at any stage devolve to a Member and the common property will always remain part of the Body Corporate.
- viii. No use by one Member will convey the right for another Member to have the same use as each case must be considered in relation to the Sectional Title Act.

j) Title Common Property Sectional Title:

I Permission needs to be obtained from the Body Corporate for additional landscaping, play apparatus, etc

k) Storm water, Water and Sewerage Network

- i. Storm water is collected on internal roads and is dispersed to a suitable drainage course downstream of the Property.
- ii. No storm water, swimming pool back-wash water or any rain water may be discharged into the sewer systems.
- iii. Fire Hydrants are provided on the Property for fire protection.
- iv. All Units are connected to a piped sewerage reticulation, which is connected to a common sewerage works.

l) Alternative building materials

Alternative building materials may be considered by the Body Corporate and ARAC in keeping with changes in building technology, where these materials have no effect on the overall intended look and feel of the Property. Such approval will be solely granted at the discretion of the Body Corporate and the ARAC.

9.0 BUILDERS AND CONTRACTORS GUIDELINES

Please see Annexure D – Builder’s Code of Conduct. Annexure D to be attached

All contractors are to abide by the Builder’s Code of Conduct, Body Corporate Code of Conduct, Architectural Guidelines, EMP and Estate Rules as amended from time to time.

It is the Member’s responsibility to ensure that the contractor is given access to all documentation.

The owner of the property is responsible for the behaviour of and compliance with all the rules of the various documents any penalties imposed may be debited to the Member’s levy account.

This applies to maintenance and additions as well as new builds.

Application documents to be obtained from the HOA Estate office.

- a. All contractors must ensure that all work is done as per the approved plans and NBR and SANS.
- b. All Contractors must take full responsibility for their building site’s Health and Safety, as prescribed by the Occupational Health and Safety Act.
- c. Spot penalties may be imposed by Management or Security for non-compliance with the Builder’s Code of Conduct and Estate Rules.
- d. If a contractor has incurred more than 3 penalties the contractor will be requested to attend a meeting with the Body Corporate, Estate Manager, site manager and the Member who has appointed the contractor, if necessary, the security director or another director will be requested to attend.
- e. The Company and the Body Corporate reserves the right of access.
- f. All Builders / Contractors / Suppliers entering the Property are subject to The Coves Estate Access Control conditions and procedures.
- g. Contractors are permitted access and egress to the Property Monday to Friday; 7:00 - 16:00, via the Contractor’s Gate.
- h. In the event of an emergency where work is required outside these hours, application is to be made to the Estate Manager and Chairperson of the Body Corporate.
- i. Building sites are to be kept clean and at no time is building material to be accumulated on site or in skips for extended periods of time exceeding 5 days, or elsewhere on the common property
- j. A perimeter building fence or net is to be provided to prevent injury to any person or child walking on site. The fence is to be kept in a good state of repair, neat and tidy at all times.
- k. A toilet should be available for use by the contractor’s staff or any service provider. If the existing toilets in the existing unit are not available for use , then a chemical toilet should be provided by the contractor. The toilet is to be provided prior to any building operations commencing.
- l. The toilet is to be serviced on a regular basis and kept in a good state of repair and adequately screened,
- m. No taps are not to be left running when water is not being used.
- n. Any water leaks are to be reported to the Body Corporate as a matter of urgency
- o. Contractors are not permitted to wander off the building site where they are working and wander around the estate.
- p. Contractors are to make use of the designated roads as when moving throughout the-Coves Estate

- q. No delivery trucks, contractor's bakkies, earth moving equipment, TLB's, and tractors are permitted entry through the Main gate and must use the contractors Gate.
- r. Contractor vehicles and delivery trucks are to use the contractor gate and contractors roads provided in the Estate. All delivery trucks must be escorted by the responsible contractor from and back to the contractors gate entry point. There is a load restriction of 8, 0 Ton G.V.M. (gross vehicle mass) single axle on all tar road surfaces where there is no contractor road provided. Double axel trucks will not be permitted on tar surface roads, or on the concrete interlocking block road surfaces.

S) Exception to this is made for the delivery of ready-mix concrete trucks with the proviso that the contractor protects the road at turning points with crusher dust or similar soft sand to reduce the chance of tearing of the tar surface by the double axel. Excepting for roof truss deliveries, no articulated vehicles are permitted on the Property, unless by special prior authorization by Management

It is the obligation of the Contractor to notify his suppliers of this, and the Association shall not entertain any claims for losses or damages in this regard.

T) Supervision of Contractors and Service providers: Owners are responsible for the contractors and service providers that they have appointed to do work for them and bring on the Property, and will at times be held responsible for any damage done to neighbouring properties, Body Corporate services reticulation systems, roads and or common property.

Costs of reparation and reinstatement will be for the Owners account