



Village on Sea Homeowners' Association

Architectural and Aesthetic Rules and Guidelines

January 2024

Table of Contents

1.	INTRODUCTION	3
2.	TIMESCALE FOR ACTIONS BY THE AC.....	3
3.	REGISTRATION OF THE ARCHITECT/ARCHITECTURAL TECHNOLOGIST	3
4.	THE APPROVAL PROCESS	4
5.	SIZE AND SCALE OF DRAWINGS.....	6
6.	ARCHITECTURAL AND AESTHETIC REQUIREMENTS AND GUIDELINES	6
7.	CONSTRUCTION.....	9
8.	PLANTS.....	10
9.	CONFLICT	10
10.	DISCRETION OF THE AC	10
11.	CONTACTS.....	10
12.	FEES PAYABLE	10
13.	GREEN HOME CHECKLIST	11
14.	ENVIRONMENTAL CHECKLIST	12
15.	DECLARATION	13

1. INTRODUCTION

- 1.1 The purpose of the Village on Sea Homeowners' Association is
 - 1.1.1 To promote, advance, and protect the communal interest of its members.
 - 1.1.2 To ensure a safe, environmentally-sensitive, high-quality lifestyle for its members.
 - 1.1.3 To manage the development of residences, related- and communal facilities.
- 1.2 The Articles of Association of the HOA make provision for the establishment of an Aesthetics Committee (hereafter referred to as the AC).
- 1.3 The HOA Constitution provides for Architectural and Aesthetic Rules, which are intended
 - 1.3.1 To set the basis for evaluation of building plans for new houses, extensions, improvements, outbuildings, swimming pools, tennis courts, lapas, and hothouses.
 - 1.3.2 To conduct inspections;
 - 1.3.3 To approve completed units;
 - 1.3.4 To identify and rectify unsightly construction work/structures;
 - 1.3.5 To interrupt construction work that does not conform to requirements.
- 1.4 Building plans must be approved by the AC before any construction commences.
- 1.5 A Technical Committee, consisting of at least three members of the HOA, in cooperation with the AC and professional architects, scrutinises the plans and makes recommendations to the AC. The ruling of the AC is final.
- 1.6 The building must be completed within ten months. If, for unforeseen reasons, more time is needed, the AC may in its discretion grant such time or impose penalties on the builder. Timeous written notice, fully motivated, must be provided to the HOA and AC.
- 1.7 No new building may start during November and December and no construction work may be done from 15 December to 10 January.
- 1.8 Plans are valid for one year from the municipality-approved date, depending on local municipal bylaws.

2. TIMESCALE FOR ACTIONS BY THE AC

Plans must be handed to the Managing Agent. The closing time for evaluation of plans and application for a building inspection is Fridays at 12:00. The site inspection will be done within five working days thereafter and the plans will be evaluated within ten working days thereafter. Feedback will be given after the evaluation has been completed.

3. REGISTRATION OF THE ARCHITECT/ARCHITECTURAL TECHNOLOGIST

Prior to submission of building plans, the owner must ensure that the consulting architect/architectural technologist is registered with at least one of these two professional bodies:

- a. SA Council for the Architectural Profession (Architectural Profession Act no. 44 of 2000)*
- b. South African Institute for Architectural Technologists.*

The HOA shall be entitled to remove any architect/architectural technologist from the premises, if the standard of work or adherence to the Architectural Guidelines is not to the satisfaction of the HOA. Work carried out by architects/architectural technologists must be in concurrence with the Architects Act 1970, as well as the latest SANS 0400.

4. THE APPROVAL PROCESS

The stand owner should collect the following documents from the Managing Agent:

- *Architectural guidelines*
- *Contractors' Conduct Agreement*
- *Botanical Consultant Addendum*
- *Management Plan*

The next step is for an accredited botanical consultant to inspect the site and submit proposals regarding the removal or rehabilitation of plants. Then the design of the dwelling can begin.

The approval process has four stages:

STAGE 1: Submission of conceptual design drawings for evaluation by the AC.

The owner must appoint a land surveyor before commencing the design of the house.

Two copies of the site layout sketch plans must be submitted, which must include:

- *Stand number, placing of buildings, contours, north point, side boundary dimensions, building lines, servitudes (if applicable), existing trees and vegetation, service areas, open garden space, terraces, distance from boundaries and adjoining structures, overlooking of neighbouring properties, proposed vehicle circulation, entrances to the site, additional parking (if any), storm water, boundary walls and green area.*
- *Floor plans that indicate the use of the rooms.*
- *At least two elevations indicating the treatment of the building exterior, including colours of roofs and walls. Cut and fill must be shown (if applicable).*

The AC will evaluate the plans, which will have one of two outcomes:

- *Sketch plans are approved: The plans can be converted into working drawings for submission for Stage 2, OR*
- *Sketch plans are rejected: The architect/technologist will have to submit a new concept for Stage 1.*

The purpose of Stage 1 is to avoid the need for drastic design changes to detailed drawings.

All vegetation on the terrain is subject to the rules of the National Environmental Management and related Acts. Accordingly, one of the conceptual copies must go to the botanical consultant for evaluation of the stand. The concept may be modified if any endangered plants are found on the site. The owner must arrange with the botanical consultant to do a site inspection at this stage. This inspection will be done *pro bono*.

STAGE 2: Submission of working drawings for approval by the AC

The following plans must be submitted to the AC for approval:

- a) Four copies (one rendered) of the Site Development Plan (SDP).
- b) The SDP must be drawn on a scale of 1:100 and should reflect at least the following:
 - *Open areas: laundry yards; landscaped areas; green open area and % thereof; fenced area if any, and % thereof; shade net fence line.*
 - *All existing trees must be kept according to the botanical consultant, with species names (trees with a trunk diameter of 100 mm and more, including trees to be removed as a result of the siting of buildings).*
 - *Basic landscape information indicating open green areas and landscaped areas.*

- *Cadastral information (boundary dimensions).*
- *Location of all buildings.*
- *Building lines, servitudes, and other restrictions.*
- *Storm water management.*
- *Stand numbers of adjacent erven as well as street names.*
- *Accurate positioning of existing buildings on adjacent erven (if applicable).*
- *Contours (0.5 m intervals) and proposed floor levels.*
- *Boundary and screen wall (siting, height, and finishes).*
- *Existing municipal connections.*
- *Driveways and other paved areas (positioning and finish).*
- *Entrance gates and/or any other gates, if applicable (design and finish).*
- *Permitted and actual coverage and Floor Area Ratio.*
- *Any other information that may be relevant.*

One copy of the SDP must go to the botanical consultant for evaluation.

Three copies (one rendered) of the elevations must indicate ...

- *All proposed external finishes, including colour schemes.*
- *Ducts, gutters and drain pipes.*
- *All patios and verandas.*

In the case of double storey dwellings, all plumbing pipes must be concealed in ducts and details must be provided.

The Managing Agent will keep one set of the SDP and rendered elevation for inspection purposes.

Three copies of the working drawings are required: Floor plans for the main- and outbuildings, indicating the proposed use of each room. One copy will be kept by the Managing Agent.

STAGE 3: Submission to the municipality

Once the AC has approved and stamped the detailed working drawings, two sets of the drawings must be submitted to the Mossel Bay municipality. The HOA has an agreement with the municipality that they will not accept or process plans unless the plans have been approved and certified by the HOA.

Building inspections: Three inspections must be done as per the building inspection form. The builder/contractor must arrange with the appointed architectural committee (AC) for all inspection details.

Environmental Checklist: See the form on the last page, which must be signed at each stage and handed to the AC at final inspection.

STAGE 4: Final inspection and issue of Occupation Certificate

Prior to occupation of a dwelling, an inspection must be done by the AC to ensure that the construction, boundary- and garden walls, garden gates, green area, paint colours, etc. conform to the approved plans.

- *This rule will also apply for any additions, alterations, and renovations. The owner or building contractor must apply for the inspection.*

- *A completion certificate must be issued by the HOA and submitted to the builder/contractor before the municipality will do their final inspection and issue an occupation certificate. Occupation will not be allowed before this happens.*
- *Please note that all certificates of approval or authorization must be signed by at least two members of the HOA, who are authorised to do so.*
- *No deviations from the approved plans will be allowed unless approved by the AC.*

5. SIZE AND SCALE OF DRAWINGS

All sketch plans, site development plans and building plans must be submitted in A1 format or appropriate plan size. All working drawings must be to the following scale:

5.1 Plans 1:50; 1:100

5.2 Elevations 1:100

5.3 Sections and details 1:10; 1:20; 1:25; 1:50; 1:75; 1:100

6. ARCHITECTURAL AND AESTHETIC REQUIREMENTS AND GUIDELINES

6.1 Minimum size of the house/dwelling: The floor area must be at least 250 square meters, including all roofed structures, patios, garages, etc.

6.2 Design and style

6.2.1 The planning of buildings and structures should show sensitivity towards the natural environment.

6.2.2 No limitations are placed on design and style, which allows a variety of individual architectural designs and identity. However, this is subject to good architecture, and approval of all designs will remain the prerogative of the AC.

6.2.3 As a general rule, all housing units must live out to the northern side.

6.2.4 A staggered street façade should be created to avoid a wall of buildings.

6.2.5 The dominant wind and rain directions should be considered.

6.3 Prohibited building materials

6.3.1 Pre-cast concrete walls, wire fencing, swimming pool type mesh fencing and 'split pole' type fencing.

6.3.2 Unpainted and uncoloured plaster, fibre cement or unplastered stack brick walls.

6.3.3 Metal roofing, including 'chromadeck'.

6.3.4 Razor wire or similar type fences, as well as electrical fences.

6.3.5 Lean-to or temporary carports or shade netting structures.

6.3.6 Thatch lapas.

6.3.7 Steel window frames.

6.3.8 Decorative balustrades, if not designed as an integral part of house design.

6.3.9 Cement face bricks and Spanish plaster.

6.3.10 Timber building planks and timber houses.

6.3.11 Decorative garage or front doors.

6.4 Miscellaneous rules and recommendations

- 6.4.1 External finishes: Must conform to good architecture, so as not to detract from, or contrast with, the general appearance of the neighbourhood:
- *Walls: Avoid large and bare external wall areas. Walls and alterations must match the original design, style, and colour of the house.*
 - *Doors: Screened servant quarters, yard toilets, kitchen- and store room doors.*
 - *Staff quarters and kitchens: Should open onto a courtyard. All exits and doors adjacent to neighbours must be screened with approved screen walls (minimum height 1.8 meters, measured from finished floor level).*
 - *Garage doors: Should be up to 5 meters wide, only timber or aluminium. Standard horizontal, vertical or chevron planking patterns are allowed. Any other must be approved by the AC.*
- 6.4.2 Paint colours: Must adhere to 'earth colours'. Samples can be viewed at the Managing Agent or Estate Manager. Bright, red and blue colours are excluded. The final selection of paint colour must be approved by the AC during submission Stage 1 and Stage 2 (see section 4). Should the owner wish to deviate from the approved colours, new colour samples must be presented to the AC for approval, prior to painting of the house. The owner must paint a 2x2 meter sample of the proposed colours on an exterior wall of the house for AC approval. The start date of paintwork must be conveyed to the AC before painting begins. This principle also applies to re-painting of houses and additions, alterations and/or renovations.
- 6.4.3 Fascia's, barge boards, gutters, and downpipes: Pay special attention to the finish of parapets, fascia's, corbelling, capping eaves, roof trims, gutters, and roof material. Details of the above must be supplied with building plans. Prepainted seamless gutters and downpipes are preferred, or painted PVC gutters with 75mm round or square downpipes. Downpipes to be discretely positioned and hidden if possible. If exposed, the colour must match the wall colour as closely as possible.
- 6.4.4 Carports and patios: The design, style and material of carports and patios must complement those of the main building and must be approved by the AC.
- 6.4.5 Roofs: Roof pitches may be between 17.5 and 35 degrees. Flat concrete roofs may only link roofs where required. Recommended roof coverings include slate, clay, and concrete tiles. No metal or thatch roofs are permitted.
- 6.4.6 Outside lights: Must preferably be 'warm white' and shielded or mounted in such a way that they shine downwards to illuminate the area below, without causing glare that could disturb neighbours and wild life.
- 6.4.7 Solar panels and heat pumps: Solar panels for generation of electricity, solar water heaters and heat pumps for the heating of water is encouraged. Only the panels (vacuum tube-type or flat panel-type) may be visible, not the external geyser, header tanks or coiled pipes. Solar panels must be incorporated into the structure and may not - where visible - be placed on an elevated structure. No geyser may be fitted outside on flat roofs unless enclosed and approved by the AC.
- 6.4.8 Generators: Must be sound-proofed so as not to create a nuisance to neighbours. Permanent or semi-permanent generators must be visibly screened, and indicated on plans approved by the HOA. (a unit is regarded as semi-permanent when it has been in the same position for more than 30 days),
- 6.4.9 Washing lines: Must be concealed from street and neighbours' views.

- 6.4.10 Satellite dishes: Must as far as possible be placed such that it is concealed from the main view of the house and must conform to the aesthetics of the house.
- 6.4.11 Radio masts: Are not allowed.
- 6.4.12 Burglar bars: Externally fitted burglar bars must be a simple design to match the house design. Internally fitted burglar bars are preferred.
- 6.4.13 Mechanical equipment: Air-conditioners (and grills), pool pumps, heat pumps, etc. must be designed into the buildings and adequately enclosed or screened off from view. Drawings must be submitted to the AC, indicating the position of the units.
- 6.4.14 Outbuildings: Stand-alone Wendy houses, Granny flats, garden sheds and servant quarters will only be allowed if architecturally designed to visually link with the main dwelling. Each design will be evaluated and approved/rejected by the AC on merit.
- 6.4.15 Sectional title: No duet or similar sectional title structures are allowed.
- 6.4.16 Paving: Paving that is one meter wide and laid around the house for storm water purposes, or any other rational design, will be approved.
- 6.4.17 Stone: No smart stone is allowed, only natural stone to a maximum of 10% of the surface area of the house.
- 6.4.18 Rainwater tanks: Must be positioned out of sight. The colour of the tank(s) must blend into the colour scheme of the house.
- 6.4.19 Swimming Pools: Backwash water must be disposed via the main drainage system and not into the streets or natural vegetation.

6.5 Double storey dwellings

The designer should consider

- 6.5.1 The right to privacy and the view of surrounding neighbours.
- 6.5.2 As a general rule, no windows or balconies on the upper storey may overlook the northern living space of adjacent dwellings. Each design will be treated on merit.
- 6.5.3 The area of upper floors should be smaller than the areas of lower floors.
- 6.5.4 Buildings should not overshadow each other or the private outdoor living areas of adjacent properties.

6.6 Erf boundaries and boundary walls/fences

- 6.6.1 Fenced-in area: Up to 25% of the total erf/site area may be fenced in. This must be clearly shown on all plans for approval.
- 6.6.2 Street boundaries: Although the diverse nature of residential neighbourhoods leads to a varied treatment of street boundaries, every effort should be made to avoid the hostile 'canyon-like' effect of high solid walls along streets in some residential areas. Village on Sea is an eco-estate and the green spaces should be respected and treated accordingly, including natural connectivity between such green areas. To enhance the appearance of the streets and the Estate, the following guidelines apply:
 - *Ideally, no walling should be erected along the boundary between stands and the road reserve (to create a 'park' effect and not a city suburb).*
 - *If boundary walling is regarded as essential on the street frontage - e.g. to prevent small children or pets from leaving the property – treated timber fencing or good quality decorative steel palisade is preferred to brick walls (to match the architecture of the house). The AC will evaluate each design on merit.*

- *To provide parking space for cars and visitors, garages fronting directly onto the street should be set back a minimum of five metres from the stand boundary.*
- *No concrete 'vibocrete' walls or devils fork are permitted.*

- 6.6.3 Side and rear boundaries: The wall design must be integrated with the design of the house to form a whole. Screen walls should be between 1.8 and 2.4 metres.
- 6.7 Driveways and paving: No building material, rubble or other refuse may be dumped on the sidewalks and must be removed before an occupation certificate will be issued.
- 6.8 Landscaping: Refer to documents from the botanical consultant and environmental plan.
- 6.9 Land use
- 6.9.1 No owner/member may change the land use right for which his stand or dwelling unit has been zoned, whether by way of rezoning or by way of consent by the municipality or in any other way without the written approval of the HOA.
- 6.9.2 No subdivision of properties will be allowed.
- 6.10 Coverage: The total coverage of buildings shall not exceed 60% of the area of the erf.
- 6.11 Height: The height of buildings shall not exceed two storeys (ground plus one) and 8.0 metres high. Structures and levels of structures must follow the shape of the landscape to excessively high foundations. Buildings must 'sit in' and not be 'on top' of the landscape. Excavations must not exceed a total cut and fill of more than 1.25 metres.
- 6.12 Compliance with national health and safety regulations: All building work must have a health and safety officer as part of the building team. The owner must ensure that his contractor/architect appoints a competent person.
- 6.13 Building lines: Street 4.5 metres; Lateral and side boundaries 3.0 metres; Rear 3.0 metres.
- 6.14 Boreholes: Boreholes for the abstraction of groundwater is not permitted.
- 6.15 Energy efficiency: All buildings, additions and/or alterations must comply to NBR and SANS 10 400. Please refer to Section 13 for tips to consider when designing a new house.

7. CONSTRUCTION

- 7.1 It is the owner's responsibility to ensure that contractors abide by the rules of the HOA.
- 7.2 The owner and architect/designer must be acquainted with the requirements of the Local Authority about standard building regulations, drafting and submission of building plans.
- 7.3 The botanical consultant must do a 'Search and Rescue' before the builder enters the site.
- 7.4 As a first step, the contractor must place shade netting to protect the green areas as indicated on the plan, as well as a chemical toilet.
- 7.5 The Village on Sea Supervisor and members of the HOA will inspect the building work from time to time and must be given the right to enter the site. He will report to the HOA and AC if any discrepancies are found on the site.
- 7.6 The building contractor must hand colour ID copies of all workers and subcontractors to the guard at the Blombosch gate before entrance into the estate will be allowed.
- 7.7 Only one consultant's board is permitted on a building site. No other subcontractor signs or advertisements are permitted.

7.8 Building operations must be completed within ten months. If, for valid or unforeseen reasons more time is needed, the AC will have the discretion to allow additional time or impose penalties on the builder. The AC and HOA will only allow exceptions if such exceptions are based on a valid, timeous, written motivation.

8. PLANTS

The indigenous coastal and fynbos vegetation must be retained and protected. These plant communities are well adapted to the climate and will, therefore, act as a lush backdrop with low maintenance. Building sites should not be cleared of all vegetation, but must be part of the total natural development (see document by botanical consultant, vegetation- and plant list). There is an on-going process to manage the vegetation and the unique environment of VoS.

9. CONFLICT

Should a contradiction arise between the stipulations of these Rules and the House Rules, the House Rules will take priority and members will be obliged to do all that is necessary to amend these Rules to bring them into agreement with the House Rules.

10. DISCRETION OF THE AC

These rules and guidelines form the basis for the evaluation of plans. The process and approval or rejection of plans shall be at the discretion of the AC. Each design will be treated on merit.

11. CONTACTS

Managing Agent	Status-Mark Tel: 044 691-3054	P.O. Box 627, Mossel Bay, 6500 E-mail: status10@status-mark.co.za
Botanical Consultant	Please contact the Estate Manager, Chris Mulder, for referrals Cell: 062 356-4335 Email: mulderchris4@gmail.com	
Architectural Consultant	Rudman Visagie Architects , Marais Visagie Cell: 082 457-6058, Email: marais@rudmanvisagie.co.za	

12. FEES PAYABLE

The plan evaluation fees are available from the Managing Agent. The first payment is due when plans are submitted.

Other fees are shown below. Please note that the builder's deposit will be used in the event of a breach of non-performance such as, for example, to remove rubble or to make good any damage caused by the contractor or his sub-contractors or suppliers, including but not limited to kerbing and landscaping (see full details on the Contractor Conduct Agreement document).

Architectural Committee Fees	
New building and extensions of more than 100m ²	R4 500
Extension up to 100m ²	R2 100
Inspection: Up to 1 hour	R850
Inspection: More than 1 hour, additional amount per hour	R550
Builder's Deposits	
New House	R10 000
Additions and Alterations	R7 000
Contractor staff permits (per worker, valid for one year)	R20
Search and Rescue Fee	R3 500

13. GREEN HOME CHECKLIST

This checklist is intended as an aid to indicate what home-owners can do to ensure that their homes are resource efficient and to provide some beneficial suggestions.

1	Rain water tanks collect run-off rainwater, which can relieve the stress that would ordinarily have been on the municipal water supply.
2	Grey water is water that has been used elsewhere in the home (such as basins, sinks and washing machines) and is still of sufficient quality to be used again for flushing toilets or watering the garden.
3	Permeable outside surfaces allow rainwater to be absorbed into the aquifer rather than being wasted as storm water.
4	Multi-flush toilets only releases water for as long as you hold down the handle. Dual flush toilets allow you to choose a full or half flush.
5	Water-wise gardens require less watering, and generally has drought-resistant plants that require little watering, or plants that easily adapt to the local climate.
6	Pool covers can reduce evaporation by up to 90% and reduces filtration/pump time by up to 50% by keeping dirt and other debris out of the pool.
7	Energy-efficient lights , such as light-emitting diodes (LEDs), use 90% less electricity and last up to 25 times longer than incandescent globes.
8	Solar Photo Voltaic panels generate electricity from the sun. Such systems can be grid-tied to store solar-generated electricity in batteries for later use.
9	Solar water heaters use the sun to heat water. Heat pumps extract heat from the surrounding air. Both options can substantially reduce electricity costs.
10	Gas hob for the kitchen, compared to cooking with electricity, is faster, more efficient, and more environmentally friendly.

11	Insulated hot water pipes prevent heat loss, thereby saving electricity.
12	Geyser blankets provide an additional layer of insulation that wraps around the geyser. Such blankets usually have insulation layers with reflective foil covers on one side. Geyser blankets can reduce the cost of electricity by up to 15% a year.
13	Insulated ceilings reduce heat loss in winter and heat gain in summer. An insulated ceiling can save up to 15% of the annual electricity used to heat or cool your home.
14	Natural daylight eliminates the need for lights to be on during the day. This is energy-efficient and provides a healthier living environment.
15	Windows that open and close properly make houses more energy efficient and maintain good indoor air quality. A room with windows that cannot open is likely to require air conditioning, which requires more energy.
16	Double glazed windows reduce the flow of incoming and outgoing heat. It uses less energy to heat or cool a space, resulting in lower electricity costs.
17	North-facing main living areas maximise the advantages of natural sunlight – the house is warmer in winter and protected from heat in summer.

14. ENVIRONMENTAL CHECKLIST

Erf Number Checked by

Date Signature

Preliminary assessment - Botanical consultant

Shade netting fence line and demarcated no-go areas – Builder

Set out house footprint with red tape – Builder

Second inspection - Botanical consultant

Secure permit for removal of milkwood if needed – Botanical consultant

Remove and protect sensitive plants - Botanical consultant

Building can commence – Builder

15. DECLARATION

I, chairperson of the Trustee Committee of the Village on Sea Homeowners' Association, hereby authorise the refunding of the Builder's deposit minus the following deductions

.....

Hence a total of R may be refunded to

Signed: Chair HOA Date