

1.

Atlantic Sands Shores

BUILDING DESIGN MANUAL

1.1 CONCEPT

The aim is not to re-produce a West Coast Cottage, but rather to create a variety of aesthetically pleasing homes, well suited to modern living, that reflect the architectural style of the area by adapting the features such as dark pitched roofs with parapet gables, white painted plastered walls, and designs of simplicity.

1.2 BUILDING DESIGN STANDARDS

These requirements are in addition to the regulations and by-laws of the Local Authority and the National Building Regulations. The Developers reserves the right to make any additions or alterations to these Standards that, in their opinion, are necessary to preserve the architectural style and harmony of the Development.

1.3 ARCHITECTURAL PROFESSIONALS

To maintain the required Standards, all buildings must be designed by a Registered Architectural Professional (no candidates or affiliates with Registered Professionals) registered with the South African Council for the Architectural Profession (SACAP). All submissions to the HOA to include a valid SACAP Certificate and Indemnity Insurance from the Architectural Professional in compliance with the CIBD and SACAP IDOW (when implemented).

All registered professionals to be in compliance with SACAP rules, Architectural Act and Board Notices.

Building plans are to be approved by the Atlantic Sands and Shores Homeowners Association (The Association) on the advice of its appointed Consultant Architect (Refer to paragraph 6). All proposed development is to be approved by the Association or his appointed agents for which a scrutiny fee will be charged prior to submission to the Local Authority. Previous allowances built prior to these guidelines are not a valid reason / argument to deviate from this document on aesthetics or materials.

2. SUBMISSION FOR APPROVAL

No buildings, walls, fences or other structures may be erected until they have been approved in writing by the Association and approved by the local authority. Four sets of the documentation, signed by the owner and architectural professional must be submitted.

THE REQUIREMENTS FOR THE DOCUMENTATION ARE AS FOLLOWS:

All colour plans, elevations and sections are to be dimensioned and drawn to scale.

THE FOLLOWING MINIMUM REQUIREMENTS MUST BE SUBMITTED TO THE ADVISING ARCHITECT AND ATLANTIC SANDS AND SHORES HOMEOWNERS ASSOCIATION:

Site and all floor plans; showing building lines; contours; datum level and floor levels; and any proposed excavations, walls, swimming pool and the driveway outline + finish from the road / kerb edge. All elevations of all buildings, structures, walls, gates; the natural ground level; floor and building height levels; permissible roof height, roof area schedule indicating area and % between pitched and flat roof areas, material and colour details for roofs, windows, doors, gutters, rainwater downpipes, columns, poles, awnings.

Height Certificate with levels which matches the values used on the plans and sections showing building heights, and natural ground levels and amended/proposed ground levels. Proposed external finishes and colour scheme. Any other information required by the Association or his Agents.

2.1 SCRUTINY FEE

A fee is payable for each submission by the Owner to the Advising Architect of the Association to scrutinize the documentation. The fee must be paid at the submission of the plans to the Advising Architect.

2.2 APPROVAL

The approval or rejection of any proposed building by the Association is final and binding by agreement.

2.3 POWER OF VETO

Notwithstanding all aesthetic requirements, the Association keeps the authority to approve or disapprove any Architectural plans that it may consider appropriate or inappropriate for the Atlantic Sands and Shores Development.

2.4 CONTRACTORS

All builders and/or contractors must be accredited by the Association and only building contractors registered with NHBRC may be used for construction of new dwellings or any additions to existing dwellings.

In order to become accredited, the Contractor and the Owner must comply with the following:

- ✓ Sign the Builders' Code of Conduct provided by the Association
- ✓ Pay the necessary deposit to the Association for new buildings or building

alterations as determined from time to time by the board of trustees. These deposits are required in order to safeguard against any possible damage to the Association's property by the building contractor. They will be refunded upon confirmation by the Association's architect that the building work has been completed according to the approved plans and that there is no damage to the property of the Association.

Provide proof of valid registration with NHBRC

2.5 CONSTRUCTION

All building work once commenced, shall be completed in as short and reasonable time as possible and shall be executed in a workmanlike manner, within a maximum period of one year. All material used to be of good quality. Walls to be constructed of clay brick or cement bricks only. Cement blocks are not permitted for the construction of dwellings, except for the construction of boundary walls. Cement bricks used in a cavity wall are permitted.

The site and the surrounding open land must be kept clear of rubbish at all times, to the satisfaction of the Association and/or the Local Authority. Rubbish which might be blown by the wind must be contained and all rubbish must be taken to a recognized tip on a regular basis or when instructed to do so by the Association. The primary dune, including all vegetation on the dune and open space in front of beachfront plots, may not be disturbed under any circumstances, either during or after building operations. It is recommended that natural vegetation is stimulated by irrigation.

If any of the above conditions are not met to the satisfaction of the Association, then he (the Developer) will or can undertake to do whatever is necessary to rectify the shortcomings at the expense of the owner.

3. BUILDING RESTRICTIONS

3.1 BUILDING LINES

All building lines as per Local Authority Regulations.
The building lines are as follows:

1st Row and 2nd Row of Shoreline Erven:

Building lines for erven abutting the shoreline (1st row) in addition to the 2nd row from the sea fronting erven to be done in accordance with the proposed building lines and building envelopes as depicted on the attached Plans A & B from Annexure D at the end of this document.

Other Erven:

Street Front Edge:	3000mm
Side / Rear Edge:	2000mm

These building lines will remain in place and will be enforced irrespective of any future amendments in the building lines approved by the Berg River Municipality.

3.2 HEIGHT RESTRICTIONS

All height restriction to be calculated and measured from the average natural ground level (of all site corner pegs) to the roof ridge as follows:

Single Storey:	6.5 m
Double Storey:	8.0 m

The erven located along the beachfront are limited to a single storey only. Refer to the attached Annexure D.

All heights and levels to be confirmed by a Land Surveyor Height and Contour Certificate for any plan submission.

3.3 SITING OF BUILDINGS

Owners are requested to liaise with their neighbours when planning their homes. The positioning of your building/s should not unreasonably affect the amenities of nearby properties. For example, servant quarters and entertainment areas should be sensitively positioned and your neighbours privacy respected. A new building shall take in consideration the existing adjacent buildings and shall be designed to complement them. The Developer's decision in this regard will be binding on all parties concerned.

4. ACCOMMODATION REQUIREMENTS

4.1 SIZE OF HOUSE - ALL PHASES

There is a minimum requirement of 100 square meters of habitable floor area. This excludes garages, stores/outbuildings etc.

4.2 GARAGES

Each property to have a minimum of one (1) garage and is to be provided with carriageway crossing and completed driveway. An additional on-site parking place is to be provided. Width of garage is to be restricted to two bays on street front.

All driveways must be designed from the road edge / kerb and indicated on plan which must include a turning radius in and out of the driveway. The area of driveway between the road and the owner/ applicant's legal boundary must be constructed by all owners as part of their construction costs, and must be completed before the Advising Architect will issue a completion certificate on behalf of the Association.

4.3 OUTBUILDINGS

Outbuildings must be in the same style and finish as the house.

5. AESTHETIC REQUIREMENTS

5.1 PLAN FORMS

Plan forms must be rectangular or composite rectangular forms. No round or other shapes will be permitted.

5.2 ROOFS

All roofs to consist of a main roof/s with flat roofs serving as the linking element in between to the parameters as set out below:

5.2.1 MAIN ROOFS:

All main roofs are to be pitched between a minimum of 25° and a maximum of 45°.

5.2.2 LINKING ROOFS:

All linking roofs are to be pitched between a minimum of 5° and 10°. A flat roof with at least three parapet walls not acting as a linking element will be allowed if located at the rear of the property and not exceeding 30% of the main dwelling size. Flat roofs to have a setback of 1 metre minimum behind the front elevation / gable except for a patio roof.

5.2.3 1st Row & 2nd Row Beachfront Properties:

To be as per 5.2.2 above with the exception and option of having a flat roof area located on one side and the rear not exceeding 40% of the main dwelling.

5.2.4 Garages:

Flat roofs will be allowed to detached garages located on both the rear and side building line simultaneously with a minimum of 2 metres away from the main dwelling. Garages combined with the dwelling floor plan to be designed in accordance with paragraph 5.2.1 and 5.2.2 above.

5.2.3. MANSARD ROOFS: Not Permitted

5.2.4. OTHER: The Association may allow part of the roof to be flat for the use as a terrace, or as a link between pitched roof elements. These linking roofs/elements shall be constructed of timber decking, or reinforced concrete, finished with a suitable waterproofing or timber slats.

5.2.5 Gable ends: Gables should be simple. No curved or decorative gables will be permitted. Gable ends with parapets must be provided on all roofs except thatch and slate roofs where hipped gables are acceptable.

5.2.6 ROOF MATERIALS: The roof material selected should be consistent on a particular property.

PERMITTED:	Recommended Slate (Natural Stone), Fibre cement tiles, Thatch (on lapas only, not main dwellings), Cement tiles, S-Profile Corrugated Iron, AZ 200 grading roof sheeting (charcoal I colour)
NOT PERMITTED:	Steel tiles, Corrugated fibre cement sheets, Mediterranean style (Rounded) tiles, Foam Concrete

5.2.7 THATCHED ROOFS: May only be used for a "lapa" but not for the main dwelling. All thatched roofs must be fitted with a fireproof blanket e.g. "Glasstex," or alternatively treated with a fireproof coating, inside and outside, approved by the CSIR. In addition to the above, all thatched roofs must have a fire reel with fire hose fitted, as well as an external sprinkler system running along the ridge of the roof and connected to the main water supply.

5.2.8 HIPPED ROOFS: Originally, hipped roofs were only permitted if natural slate, such as by MAZISTA or THATCH was used as a roof finish. The Association have expressed the opinion that cement slates such as the Coverland ELITE tile and fibre cement tiles may also be considered if well motivated and if the design is appropriate. Profiles, such as the RENOWN tile can only be considered in exceptional cases as a Departure Application to the Association. All other profiles such as double Roman, etc. will not be considered. A further provision to hipped roofs is that an overhang of at least 450mm should be applicable all around. An exception would be where corbelled mouldings are considered.

5.2.9 ROOF COLOURS: Natural Grey Slate, Natural Thatch (on lapas only, not main dwellings), Dark Grey or Black Tiles, charcoal Corrugated iron roof sheets.

5.2.10 OVERHANGS: If a roof is designed with an overhang it should be a minimum of at least 450mm, though an overhang is not compulsory.

5.2.11 PREVIOUS ROOFS: All examples of previous roofs prior to these approved guidelines can not be used as a catalyst or motivation for new roofs not in accordance with the new guidelines.

5.3 EXTERNAL WALLS

Walls should have clear, plain smooth plastered surfaces, painted or finished* white.

No textured paint is permitted.



No plaster bands or decorative plasterwork or other colours permitted.

5.4 PLUMBING PIPES

All plumbing and drainage pipes must be concealed within the walls. Vent stacks to be avoided – use the new vent breather valve (VBV) or stub stack at 1 meter high.

5.5 EXTERNAL DOORS & GATES

Recommended Shapes and Proportions:

They must be rectangular simple design without curved or triangular fanlights or decoration surroundings such as rusticated quoins or mouldings.

Door Materials : Doors must be timber with glass, fielded or flush panels, or vertical or diagonal planking. Steel doors are not permitted. Dark bronzed, white, black, or charcoal anodized or epoxy coated, aluminium, natural or painted, hardwood or White PVC, sliding doors will be permitted.

Garage Doors: Must be of a maximum 4880mm wide and in timber, aluminium, zinkalum or glass fibre. The style should be the traditional horizontal, vertical diagonal or chevron planking pattern.

Provision may be made for a garage door with an increased height to accommodate a boat or caravan, but the design in relation to a standard sized door next to it must be as such not to distract from the appearance of the dwelling. It should preferably be separate from an adjoining garage with a standard sized door.

Gates: Gates shall either be of solid timber properly framed and braced with horizontal, vertical or diagonal planking, or of aluminum/galvanised painted steel of simple design.

5.6 WINDOWS

Window proportions should be either square or horizontal or vertical rectangle and of moderate size. In certain cases, they may be joined together provided the vertical emphasis is maintained. Arched or raking heads are not permitted.

Window Frame Materials: Timber is recommended. Charcoal, white or Dark Bronze anodized or epoxy coated aluminium or PVC may be used. See colour guidelines. Steel frames are not permitted.

Glass: The use of reflective glass or reflective film is not permitted. Non-reflective tinted windows will be permitted.
The use of leaded glass panels is not permitted.

Shutters: Shutters are optional. External shutters must be able to cover the entire window if closed. Shutters smaller than their windows will not be accepted. Ornamental smaller shutters will be accepted (i.e. shutters that are permanently fixed to the walls). Shutter materials in timber and aluminum will be accepted. Aluminum Shutters that is not hinged with a top and bottom track to match the external building colour.

Burglar Bars and Security gates : Bars should be of a simple rectangular form placed internally. If possible, they should line up the window mullions. Only internally fitted burglar bars are permitted. Steel security gates must be positioned on the outside of the door, the colour must match the window frames.

5.7 COLOUR GUIDELINE

Door, Gate, Window, Fascia, Barge Board, Balustrade, Stoep Pole, Exposed Timber, etc: Recommended finishes are sealed natural or dark stained timber or painted white, black or charcoal. Any other colour must be approved by the Association, if varying hues are considered and motivated in writing.

5.8 CHIMNEYS

Chimneys are important traditional elements and must be plastered masonry with a curved top typical to the West Coast. If possible, they should form part of a gable end. All chimneys of open fires and braais are to be fitted with Stainless Steel gauze spark retarders to the approval of the Developer. Chimneys of thatched houses must be higher than the ridge of the roof. No fixed or rotating cowls will be permitted.

5.9 DRYING / SERVICE YARDS

All drying yard walls (kitchen, drying, courtyard) should be plain, smooth plastered bricks or blocks with a simple plastered 100mm high coping painted white with a maximum height of 2100mm measured from the NGL. Drying Yards maximum length not to exceed more than 30% of the boundary it sits on. They must be high enough to provide the necessary screening. All yard walls and gates must be indicated on the plan and can be part of the boundary wall.

5.10 BOUNDARY WALLS

All boundary walls to be plain smooth plastered walls and painted white on both sides of the wall, with the traditional coping. Timber, pole or ranch type fencing, fibre-cement, face brick, precast concrete (Vibracrete), palisade fencing (unless permitted by clause 6.1 of the approved ROD and verified by the Association) and fancy or ornamental type designed fences or walls are not permitted. The use of barbed, or razor wire is strictly prohibited.

All heights of walls are measured above ground level at all points of the walls. All boundary walls and gates must be indicated on the building plans and must be built as part of the project in order to be completed.

It is a prerequisite that the plans for all new houses to be built must indicate the boundary wall on all four sides and must be built simultaneously with the house in order for the Advising Architect to be able to issue a completion certificate.

The approved height of boundary walls is:

Rear boundaries = maximum 2.1 meters

Side boundaries up to the street front building line = maximum 2.1 meters

Street front boundary = maximum 1.2 meter. If there is a need to increase the height of the street front boundary to keep in dogs, the increased portion above the permitted 1,2 meter cement block wall must be transparent.

No palisade fencing or other form of fencing will be permitted, except as provided for in the Home Owners Constitution. Walls to the side spaces should not exceed 1,2 meters.

Drying / Service yards should preferably not function within side spaces.

A new boundary wall may adjoin the existing estate perimeter at a 90 degree angle but it must be noted that the owners cannot remove, built on either side or alter the existing estate perimeter as restrictions were imposed by the ROD, (not the building guidelines). Which states in Clause 6.1 of the ROD that : *"No outer perimeter wall is permitted around the estate. The boundaries of individual erven which face onto open spaces, roads or to the outside of the estate must have palisade fencing interspersed with narrow concrete pillars. No high impermeable walls are permitted along these edges."*

It was resolved unanimously that the Trustees to be elected must approach the Berg River Municipality to apply for an amendment of the ROD in order to make provision:

- a) for an owner of an erf located adjacent to the road between Laaiplek and Dwarskersbos, to be permitted the build a wall on the eastern boundary of these even in order to improve privacy.
- b) for an owner adjacent to the common boundary between Atlantic Sands and Shores to be permitted to build a wall
- c) for an owner adjacent to the public access road to the beach to be permitted to build a wall along the boundary facing the public access to the beach, taking into account that the current palisade fence on both sides of this road was installed as part of the Municipal approval to convert Atlantic Sands and Shores to an access controlled estate. Prior to that it was an open township and owners along the public access would have been allowed to build a wall.
- d) It was unanimously resolved that if owners are permitted to build a wall as described above, **ALL** owners in these locations will be obliged to build a wall as it could not be a mix of wall and palisade fencing.

5.11 POST BOXES

No free-standing post boxes are permitted.

5.12 BALCONIES AND PATIOS

Balconies/Patios or any external area with a finished floor level higher than 1000mm above the respective NGL (Natural Ground Level) should have clean lines with plain

railings, or the traditional pattern pillars and coping wall. Heavy brick or concrete support columns should be avoided.

Both a balcony and a terrace define spaces that connect interior spaces to outdoor areas with the most notable difference being visible in terms of their size and usage differences.

Balconies: A small elevated external platform that are attached directly to the side of a house or building, normally affixed to a given room in the house for example a bedroom.

Patios: A larger open outside space, normally slightly elevated from the ground as a flat platform that serves as an outdoor living space connecting main living areas to the outside. In some instances, by definition patios could also be located on the 1st floor.

5.13 SHADE PROVISION

Traditional style verandas or pergolas are preferred. Canopies and awnings are acceptable if in fabric, with a maximum of 2 colours approved by the Developer. Aluminium awnings will not be permitted. Shade netting, where visible, will not be allowed.

Pergolas should be planed timber, natural or painted, or treated round poles. Columns/piers may also be plastered masonry, painted white. Colour must be approved.

5.14 AERIALS AND SOLAR PANELS

Television and radio aerials must be unobtrusive, preferably in the roof-space. No masts, antennae, overhead wires or similar appendages may be visible from neighbouring erven or public spaces, except for either one of the following (not all) TV antennae/satellite/Wi-Fi dish per erf. Solar heating panels should be flush with the roof and inconspicuous. Pipes must be concealed.

5.15 SIGNS

Street numbers should be of a simple design, preferably Black on White or White on Black, or Brass on white, Black or natural timber. Maximum height of numbers 100mm and letters 75mm. Display of house names will not be permitted. Architectural Professional and Contractor's boards may only be displayed during the construction period.

5.16 SCULPTURES

All sculptures visible from public areas or neighboring properties are subject to the same approval as the building.

5.17 UNACCEPTABLE DESIGNS

The following styles are unacceptable:

Mediterranean, Swiss log cabin, stilt house, A-frame. modern spec and timber planked or framed.

5.18 DOUBLE STOREYS

The total area of the first floor must be less than the ground floor (ie houses that look like boxes will not be permitted).

5.19 Bird deterrent reflective prisms

Reflective bird deterrent prisms are not allowed.

6 HOA ADVISING ARCHITECT

The SACAP Professional Architects as appointed by the developer for plan scrutiny's are:

Heini van Niekerk Architects (PTY) Ltd
IPIC Centre, 7 Plein Street, Vredenburg
t: 079 722 3064
email: iam@heinivanniekerk.com

OR

P2 Group Architects
Unit 5, 12 Heuningklip Road, Vredenburg
t: 083 257 5146
email: arno@p2group.co.za

Owners will then have an option which one if the two they will use, but their scope of responsibilities and fees will be the same.

CONFLICT RESOLUTION ARCHITECTURAL PROFESSIONAL:

Should any matters of conflict between an owner and the Advising Architect not be resolved on scrutiny then the owner will have the choice to pay the additional fees of the "Conflict Resolving Architectural Professional" whom can be contacted as follows:

Renier van Jaarsveld
Unit I, 1st Floor, Cape Gate Décor Centre, Okavango road, Brackenfell, 7562
T: +27 (0)21 981 2219 F +27 (0)86 638 9471

The process with the advising architect in short is as follows: Please allow ten working days from payment received for comments/feedback. Where amendments are required, drawings and other documents must be resubmitted within 5 days of the date of notification of such amendments. All amendments required must be done on the original prints submitted. If the amendments are of such a nature that new sets of prints are required, a further fee will be charged, as set out and determined by the home owner association annual agreement.

NOTE:

Sketch plans must be submitted in hardcopy with and in accordance with the information noted within paragraph 1.3 and paragraph 2 of this document. It is advisable that Designers first email their sketch plans in PDF format to the advising architect. Following sketch plan approval, four sets of the final documentation, signed by the owner and architectural professional, must then be submitted to the advising architect prior to the owner taking the advising architect signed drawings to the Home Owners Association for their stamp/signature/approval. All plan elevations and sections are to be dimensioned and drawn to scale. The following requirements must be submitted during the process:

NOTES TO OWNER:

- 7.1 Approved Council Drawings: Owner to supply a digital copy of the plans in addition to providing the advising architect with a scanned copy of the approved council drawings within one week of approval.
- 7.2 Owner to request and pay their building deposit to the HOA prior to any building work taking place.
- 7.3 Owner to collect all the necessary documentation from our offices (or request via email) prior to appointment of any builder.
- 7.4 Owner to inform us via email to iam@heinivanniekerk.com of their planned construction dates and schedules.

8. OWNERS OCCUPATION CERTIFICATES:**8.1 Step 1**

The owners appointed architectural professional to do their Certificate of Practical Completion and to email it to HOA Advising Architect with the accompanying site photos and approved plans for our records. (Refer to paragraph 6 for contact details).

8.2 Step 2

HOA Advising Architect will go to site and do their Aesthetical Practical Completion Certificate on behalf of the HOA in terms of aesthetics and the approved plans.

8.3 Step 3

The owners appointed architectural professional to do their Practical Completion Certificate and to email it to the HOA Advising Architect with site photos and approved plans for the record.

8.4 Step 4

Once Practical Completion Certificates are received as per Step 3 above will the HOA Advising architect request the local municipality to start their process in order to issue their Occupancy Certificate.

- 8.5 No occupancy certificate may not be requested from council prior to the owner being in possession of a letter from us stating that all built works comply with the submitted plans whilst being aesthetically correct.

- 8.6 Occupancy certificates remain the responsibility of the owner and not that of the HOA.