

Schaapenzicht Homeowners Association

Development Policy & Standards



Context

This Policy and Guidance has been developed by the Trustees to underpin and bring more detail to Objective 3.3 of the Constitution i.e “The promotion and application of acceptable aesthetic environmental and architectural styles, designs and design criteria standards for the Township Area in order to ensure a harmonious development”.

As with any multi- owned facility there has been over the years a constant tension between the individual desires of the unit owners and the communal need for adherence to a consistent architectural style and design. To date the process of keeping developments consistent with the overall style and standard has relied on the willingness of individuals to submit their plans to a nominated Committee member for approval and on the knowledge and tenacity of that nominee to be able to keep all the individual owners in line.

On occasion the requirement to submit plans ahead of any work or changes being made has not been met by individual owners. This has resulted in the need for rework and extra cost for the owners concerned as well as extra time and effort from the Trustees to manage the process and inconsistencies.

This document has been prepared in order to:

1. Document in more detail some of the key development, style and design criteria which must be met by all owners
2. Better educate all owners on the above criteria so they have a better up-front understanding of what is allowable
3. Enable homeowners to gain development permission from the HOA Planning Committee as well as the Saldanha Bay Municipality Planning Dept.
4. Act as a reference point in case of any dispute

This document will be reviewed and modified on a regular basis to ensure it provides proactive guidance as issues arise and new materials / solutions are required to maintain the architectural and design consistency.

Overall Policy

The overall aim of this Policy is to ensure that the development maintains the existing and harmonious aesthetic, architectural style, design and colours as well as common construction and materials standards. Since its development in the late 90's there have been various extensions, adaptations and deviations from the original design and construction. Through this document we are

drawing a line in the sand and putting in place this policy to ensure that moving forward there is more alignment and less unauthorised deviation. The HOA Committee will, as laid out in the constitution, use this policy as a key reference point to ensure compliance and, if necessary, sanction any unauthorised and non-compliant developments, additions or other changes made to the fabric of the complex.

We re-enforce the current policy that all building developments, structural maintenance or up grading of materials must be discussed and sanctioned by the HOA Planning Committee (HOA PC) before any work is commissioned or started. This includes installations such as communications dishes or other appendages that may be commissioned by tenants.

The committee recognises that styles, materials, technology and living styles evolve with time and our aim is to ensure that in all these areas there is a consistency of approach. Therefore, this policy will be a living document and should be owned and contributed to on an ongoing basis by all homeowners. We therefore strongly encourage all homeowners to continue to come forward with ideas and suggestions which can be discussed and added into this document.

If the above policy is followed by all Homeowners, it will help to minimise the occurrence of disputes individual Owners and the HOA or indeed the Municipality It will also minimise the likelihood of dispute between neighbours. It must be recognised that, if an owner does fall into a legal or other dispute with a neighbour or the Municipality, the powers of the HOA to resolve these may be limited and in some cases might be restrained by the need to protect its own mandate.

In situations where the owners proposal is not complaint with the above policy or the HOA's assessment, the HOA reserves the right to insist that the owner must request and provide written proof of positive support for the deviation from 75% of the HOA members.

General Complex Patterns and Styles

The individual units of the Schaapenzicht complex were constructed with a repeating style of architectural, decorative and design patterns. This includes but is not limited to the Building, Paving, Roof lines, Chimneys, Aerials / Communication Masts, Window Shape and sizes, Gate, Balcony and Door Structure and Patterns, Paving / Artificial Grass, Guttering, Stoep Design, External Light fittings, Sunshades as well as Paint Colour and Texture. In the following sections we will layout in more detail the key rules / limitations, specifications and standards that must be maintained in each of the above elements.

1. Building, Roof Lines and Materials

The original building ground lines must remain unextend from those that currently exists as of December 2019. Extending any wall or structure beyond the existing sight lines along the front and back of the Sea Front units is strictly prohibited. The same prohibition applies to the frontline of the back row of units. Temporary structures such as sun canopies or areas of paving are also covered by the same principle.

Over the years the original building and roof lines have been extended to expand living space. Generally, this has been done in a sympathetic way. New building extensions or roof lines must follow existing lines and not exceed the existing line in height or interrupt currently held views or obstruct natural light of neighbouring units



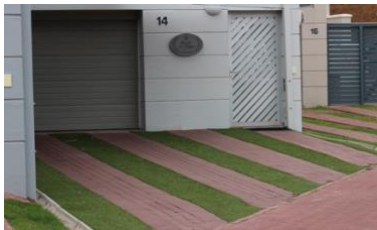
New or replacement chimneys must also be built to mimic the original design, size and materials used in the original construction. The placement and height must reflect the existing pattern. New or replacement chimneys should not be visible above the surrounding roof line or obstruct the line of sight of neighbouring or back row units.

In order to meet the aforementioned criteria, It, may in some cases, be necessary to integrate an extractor or alternative cawling. In any event the whole design and specification must be submitted, discussed with affected neighbours and sanctioned by the HOA prior to any changes / additions being made.

The original roof sheets are made from a fibre-cement material. On some of the units this is starting to come to the end of its life. To ensure consistency moving forward the Policy is to ensure that where roof replacements are required or new extensions are permitted, the new Aluminium Zinc Victorian Corrugated Roofing Sheets (*Product No.*) are used. The original roof pitches are to be maintained and may not be changed/alterd in part or full.

2. Artificial Grass and Paving

When constructed the central service road of the complex was laid to red herring bone block paving with lateral driveways to each garage made up of alternating red block paving wheel ways and grass strips. It is the policy that this layout should be maintained but that where preferred the natural grass can be replaced with an artificial substitute.



The quality and colour and texture of artificial grass can vary so in order to ensure consistency it is the policy that all future artificial grass utilised in the complex should be Synscape (A combination of 30mm straight monofilament anti-UV yarn and a 30mm curled anti-UV yarn; with a latex and fibre glass reinforced backing). See the demo area outside the Spar / Library in central Langebaan)

Artificial grass remains the sole responsibility of the related homeowner to maintain and kept to the appropriate standard. The HOA will except no responsibility for any damage of any artificial grass. All irrigation sprayers must be removed and sealed before the placement of the artificial grass to ensure no damage or leakage. All related cost will be for the relevant homeowner.

Currently three of the seafront units (Nos. 19, 21 and 23) have laid red block paving patio areas (Product No XXXX) from the unit sea facing doors to the building line. The HOA PC has now adopted this design as a standard and all future requests for approval of this nature should follow this standard.



It should be noted that the unit Erf boundaries actually run up to the edge of the unit walls. The square posts are actually outside the Erf and on the complex common land. The above-mentioned brick paving extends outside the individual Erf's.

3. Aesthetic Patterns

When the complex was designed and built it included a number of repeating themes. These are not only reflected in the use of colour but are also woven into the design patterns of features such as the window shapes, garage and cupboard door panelling, balustrades and gates. Again, over time this pattern has been disrupted not only by change in design but in use of materials as well.

This is another case where we need to put a line in the sand and ensure that moving forward a degree of consistency is adhered to. The simple rule in this case is that if any of the above-mentioned features are moved, replaced or added to, they must follow the original design deployed and the colour coding of the unit concerned. For example, if your gate and garage door originally had vertical timber panels in it then any replacement must be of the same design. If your windows were originally square or diamond shape, then any replacements must be square or diamond shaped etc, etc.

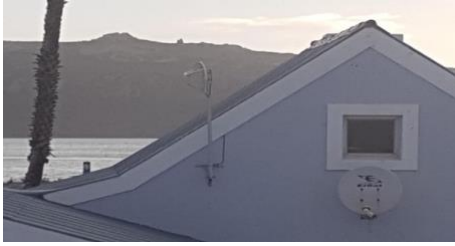


Three patterns repeat itself in the complex namely horizontal with square blocked balustrades, vertical with vertical slate balustrades and diagonal (45°) with cross-type balustrades. Each unit has its defined pattern. See examples pictures above.

As mentioned above we are aware of the need to enable the use of improving or more suitable and easily maintained materials. The key issue here is the tendency for the wooden gates, doors and balustrades to warp and rot. Hence this policy allows for the replacement of such features with Aluminium replacements however it is key that the design matches the original feature and colour. A good example is the picture above of No.18. So, if your original front gate had diagonal wooden panels which were 15cm wide then the new Aluminium gate must replicate that design exactly. Note: the altered balustrade profile theme as constructed by unit No. 2 was never approved by the HOA. Unit No. 4 obtained wider Schaapenzicht approval on the 80/20 principle, however the wider replication alignment was never proposed to or approved by the HOA.

4. Externally Mounted Aerials, Dishes, Communication Masts and Air Conditioning Units

As technology has advanced there has been a proliferation in the options available to homeowners. Although DSTV dishes have been in use for many years there has been a recent trend toward dish enabled Broadband services. Unfortunately, this has led to a number of situations where Broadband dishes and masts have been placed above the roofline. The policy in this area is that no mast, dish, lighting, CCTV pole or other structure may be installed above the roof line or where it impinges on the clear view of another Complex unit or where it is visible from the beach front.



This photo shows a DSTV dish that has been located in an acceptable position (below the roof line). The higher smaller, broadband dish is in an unacceptable position as it breaks the roof line and obstructs the view from the rear of the complex.

We are aware that Fibre Broadband will soon be available in Langebaan and as this is capable of carrying DSTV, Broadband, Security and Telephone services we strongly recommend that any upgrade of such systems wait for this to be installed. This will negate the need for multiple dishes being mounted on the Schaapenzicht Units.

All pipe and cable work must be concealed in the walls (no surface-mounting). Where visible by neighbours such units must be covered and not obstruct any views. Noise levels must be dampened, to eliminate any chance of the noise becoming a nuisance to neighbours.

5. Sunshades and Canopies

This is another area where there have been some recent installations that have arguably set a precedent. Having considered the current installations and in line with our need to ensure future consistency the committee will adopt the following two examples as the complex standard.



For the back row of units the Sunshade installation at No. 14 will serve as the standard approach and design for any future permissions. Any homeowner wishing to make such an installation must obtain written permission from the neighbour to the left for the left hand post to be fixed to their property.

For the front row of units, the installations at Nos. 15, 21 & 23 serve as the standard. These installations fit the criteria as both the right and left-hand fixing are within the Erf. boundaries and do not break the building line with a permanent installation. Written permission must be obtained from the neighbour for making fixings onto their wall.



The sunshade area must be within the erf boundaries and not encroach on the common property. Stainless steel or galvanised steel or epoxy-coated grey-colour fittings / brackets must be used to secure the shade. Shade colour must match or compliment the individual unit external colour e.g. light-grey or similar.

As mentioned in section 2 above the square brick posts are situated outside the individual unit Erf's and so must not be incorporated into any permanent fixtures related to individual units. The permanent fixing of sunshade posts to these brick posts is therefore a non-compliance. It is however allowable to fix temporary sunshade fittings (such as used on Unit Nos. 31 and 33) or use free standing parasols that must be removed when the unit is unoccupied.

6. Stoep Design

Over the years the most significant adaptations to the complex design have occurred as a consequence of the development of the Stoep areas on the back row of units. Many of the units now have fully enclosed living areas with panelled doors etc.

The original stoep design used a flat roof profile. To ensure this theme is maintained any new design of backrow stoep areas must maintain a flat roof that does not exceed the existing flat roof height. If folding doors are to be used, they should follow the design and style of those used on Units Nos. 30 and 32 Note: Adding a pitched roof is non-compliant and not permitted.



Units No 8 and 14 have developed the Stoep and retained the themed balustrades on the outside. Note: This is consistent with the original design and therefore compliant.



7. Guttering and Facia



Any replacement or additional guttering, down pipes and facia must match the original square / boxed design and specification

8. Water, Sanitation, Electrical and Telecoms Infrastructure and Services

Most of the services (water, sanitation, electricity, telecoms) provided to the individual units are provided from various ducts and trenches within or beside the central service road. There is also a network of irrigation sprinklers and related underground pipe work. No earth works or re-routing of any of these services may be conducted without prior discussion and written permission from the HOA. Where earthworks are permitted and completed by an individual owner it is mandatory that full restoration of the service road or other communal areas to the original specification is completed by the owner. Where excavation or disturbance of the central service road or other communal land is involved the owner will be liable for restoration in the case of future subsidence or other damage caused as a result of those works.

9. External Light Fittings



The external lighting of the complex serves to illuminate entrances etc but also to act as part of the security provisions. Like all other features there is a pattern and design consistency that must be maintained. The central service road is lined by a series of bulkhead lights on alternate units. These are powered off the complex power supply and must not be tampered with or re-sited by individual unit owners.

Individual units also have their own external lighting originally fitted on the stair, garage and stoep areas. Where these are visible to the outside or common areas they must follow the same design as the picture above. To ensure such lights contribute effectively to the security of the complex in a consistent way the policy is to ensure 14w LED cool light day/night bulbs are utilised in all these fittings.

10. Under Stairs External Bin Storage and Cupboards.

Each backrow unit was originally built with an under stairs space for bin storage along with a gated /doored cupboard. It should be noted that each unit /Erf owns the space under its staircase and is therefore responsible for the maintenance of the space and the cupboard gate/door.



If replaced these gates / doors must maintain the original complex pattern/theme. In several units this space has been incorporated into the garage or living space and so the external bin storage for those units has been lost. In practice owners are actually using their neighbours bin storage space and it should be noted that this is not legally correct.

11. Braai Facilities

Build-in-braai cabinets must be either in black or stainless-steel (similar to existing front-row installations). The preference is to leave external features unclad. If tiles or cladding are used the colours must blend with the wall colour (no bright yellow, red, blue etc. colour will be permitted and if unsure please share proposed tile pictures with the SHOA for approval. No cladding of the remaining wall area is allowed. The enclosing of the “below” braai and service areas (outside) is allowed with either wood design to be approved by the SHOA and colour as per colour code similar for balustrades / garage door or in aluminium with louver doors design similar to unit 15 in either natural aluminium colour or grey epoxy coated.

12. Paint Colour and Texture Patterns

Arguably the most impactful and recognisable design feature of the Schaapenzicht Complex is the colour scheme. It is therefore key that this is strictly maintained. The complex is repainted from HOA funds on a five-year cycle. Outside of this cycle the painting of any new or refurbished areas is the responsibility of the unit owners. There must be strict adherence to the complex colour scheme and paint specification as detailed below. See the Table in Appendix 1 for the paint specification for each unit.



Cladding has been added on various units with no constancy in type, design and colour. The preferred solution is to leave visible surfaces without cladding and painted in keeping with the complex paint themes.



If cladding is to be used it must be approved by the HOA before construction / installation.

13. Approval Process for Building, Gardens and Boundary Alterations

Any proposed outside-building, garden or boundary alteration must be proposed, **prior to commencement of any work / construction**, to the HOA, on a building plan to the standard/ quality aligned with Saldanha Bay Municipality (SBM) requirements. The proposal to the HOA must include an assessment of any likely impact of the project on the complex infrastructure, other units or normal complex operations. The HOA will review the proposed building alteration plans aligned with constitution and policy. Approval may be provided once the HOA is satisfied and may include preconditions vis a formal HEV letter. Once having obtained the HOA approval, the homeowner is responsible to further obtain the necessary SBM building approvals before any construction may commence.

The homeowner must ensure that the builder adheres to this HOA Design and Development Policy and must ensure that building works are only carried out in line with the Schaapenzicht Building Rules as documented in Appendix 2 below.

Additionally, it is incumbent on the homeowner to ensure that at all times during the building project that the security of the complex is fully maintained. The plans submitted to the HOA above must include the contractual details of:

- a. How, the contractor /owner will control and monitor access of workers and sub-contractors to the site.
- b. How (particularly in the case of front row unit redevelopments) the site will be secured at all times so as not to allow free access through the unit to the central service road.

14. Solar Panels

The installation of Solar Systems is supported by the HOA. However, like all other external additions there are some key principles that need to be followed to ensure consistency, efficiency and aesthetic acceptability. Having taken specialist advice on all the aforementioned points the HOA will only approve installation of Solar panels to be installed:

1. on the North facing roofs of the garage space at the back of the Front Row Units.
2. on the North facing roofs of the bedroom space at the back of the Back Row Units.

The above siting of the panels ensures that the aesthetic integrity of the complex from the beach side is maintained, that the optimum level of morning and early afternoon sun is captured and that electricity distribution boards can be accessed as easily as possible inside the Unit.

Like all external changes, permission for the installations must be gained from the HOA beforehand by submitting a full set of plans and specifications prior to any work proceeding.

Appendix 1

2014 Schaapenzicht "New Cool-look" Colour Scheme (Plascon) January 2014

Houses	Colour	Code
<u>Houses 1,2,13,21,32,33</u>		
Exterior Walls	Stone Wash	Y2-D2-2
Doors, Frames & Handrails	Ashen Sky	TP214
Fascias, Plaster bands & Cappings	White	
Roofs	Ashen Sky (NuRoof)	TP214
<u>Houses 16,18</u>		
Exterior Walls	Stone Wash	Y2-D2-2
Doors, Frames & Handrails	Blue Aureole	TRP202
Fascias, Plaster bands & Cappings	White	
Roofs	Blue Aureole (NuRoof)	TRP202
<u>Houses 4,7,12,15,26,27,30</u>		
Exterior Walls	Aluminum Snow	AL-B01
Doors, Frames & Handrails	Blue Aureole	TRP202
Fascias, Plaster bands & Cappings	White	
Roofs	Blue Aureole (NuRoof)	TRP202
<u>Houses 5,6,10,20,24,25</u>		
Exterior Walls	Water Dance	B6-D2-3
Doors, Frames & Handrails	Ashen Sky	TP214
Fascias, Plaster bands & Cappings	White	
Roofs	Ashen Sky (NuRoof)	TP214
<u>Houses 11,19,31</u>		
Exterior Walls	Water Dance	B6-D2-3
Doors, Frames & Handrails	Blue Aureole	TRP202
Fascias, Plaster bands & Cappings	White	
Roofs	Blue Aureole (NuRoof)	TRP202
<u>Houses 3,8,22,23</u>		
Exterior Walls	Manadarin Tusk	GR-YO4
Doors, Frames & Handrails	Blue Aureole	TRP202
Fascias, Plaster bands & Cappings	White	
Roofs	Blue Aureole (NuRoof)	TRP202
<u>Houses 9,14,17,28,29,</u>		
Exterior Walls	Manadarin Tusk	GR-YO4
Doors, Frames & Handrails	Ashen Sky	TP214
Fascias, Plaster bands & Cappings	White	
Roofs	Ashen Sky (NuRoof)	TP214

Appendix 2

SCHAAPENZICHT HOMEOWNERS ASSOCIATION

Building rules

1. All building is restricted to weekdays, Monday to Friday. The building site should be left at 15:00 on Fridays and work may only be resumed on Mondays at 07:00.
2. No work is allowed on weekends, public holidays or after 18:00 during the week.
3. Workers are not permitted to stay on the Schaapenzicht building site overnight.
4. No entrances should be blocked for Schaapenzicht homeowners. All parking areas as well as access roads should at all times be accessible to Schaapenzicht Homeowners.
5. Storage should be restricted to the building site and no building material may be stored on any other Schaapenzicht property.
6. The building site should be kept neat at all times. All rubbish, paper and waste material should be properly stored on the site in order not to be blown around by the wind.
7. The behaviour of all workers should be impeccable and must comply with the authority of our Schaapenzicht Property Superintendent, Mr. Chris Visser and the homeowners society at all times.
8. The outside areas of the building site (gardens, water pipes, sprinklers and paving) must be repaired afterwards as was originally found. Water pipes that supply other properties should be kept and left in good and proper working order.
9. Owners must please supply a Tag to the builder for entrance to the site, for the duration of the building project. No over-rides of gate sensor by ways and means of obstruction will be allowed. Strict adherence of the above mentioned will apply and remains the responsibility of the owner.
10. The general appearance of the building site should be neat at all times.
11. Oil leaking vehicles are prohibited on the SHOA property. In the case of oil being spilled on the property the related/responsible home owner must repair/clean such relevant area.
12. Deliveries, coming-and-goings of workmen must be managed / controlled so as not to compromise security and / or the complex infrastructure.
13. No construction work may be undertaken over the December / January holiday period starting on 16 December for a blocked period of 4 weeks.
14. All building projects must be completed within reasonable time period measured from the approval of the building plans and may not be completed in stages over an extended period of time.