



PROCEDURE FOR THE APPROVAL OF BUILDING PLANS

1. Conceptual Design Approval

Sketch plans together with the site plans and a separate landscape design plan must be submitted directly to the architect, appointed by the Home Owners Association, for consideration and approval of the conceptual design principles.

Drawings have to be submitted to:

Pieter Rossouw
The Retreat Clubhouse
Topflight Avenue
Hazeldean

Mobile (083 255 0644)

The drawings will, during this time, be scrutinised by the architects (Plan and Landscaping) and stamped for approval.

2 sets of drawings must be submitted

Drawings to be submitted are to include:

- a) Floor plans (1:100 minimum)
- b) At least 2 main Elevations (Rendered in the intended Colours) indicating intended material use and heights
- c) Site Plan indicating building lines, handling of streetscape, boundary and yard wall positions and heights.
- d) Perspectives are preferable.

2. Plan Approval

3 sets of working drawings in compliance with the approved sketch plans, together with the following:

The above are to be submitted to the Committee referred to above, for approval prior to being submitted to the local authority. No construction will be allowed to commence before this approval has been granted in writing and the approval stamp of the Home Owners Association is reflected on the drawings.

- 2.1 A copy of the original sketch submission, together with three copies of the final submission, must be submitted to the Home Owners Association of which two copies will be kept for record purposes.

The Owner is obliged to engage the services of a professional Architect to prepare his office design. This is to ensure that the standards laid out within this document are maintained.

2.2 Once the owner has received his approved building plans from the local authority, he is obliged to inform Sabreal's offices (The Managing Agent) of the date on which his contractors will be commencing construction on site to enable Sabreal to:

2.2.1 arrange and authorise access cards for all contractors, project managers and their staff compliments;

2.2.2 to arrange for the signing of the Builder's Code of Conduct;

2.2.3 to arrange that the required Builder's board be ordered and placed on the stand.

2.3 The owner is obliged to ensure that he, his contractors, project managers and their staff compliments adhere to the Builder's Code of Conduct during the construction period. The Conduct Rules will be submitted to all the owners of the Home Owners Association but will also be available on Sabreal's website and at their offices.

2.4 Please take note that no access will be allowed in the event that an owner fails and/or neglects to hand in a signed copy of the Builder's Code of Conduct together with his approved building plans stamped by the Council.

2.5 A builder's board is required for each stand during the construction period, reflecting the contact names and numbers for the responsible contractors and or project managers responsible for the construction activities on site. The board will be placed, by Sabreal, on site. Sabreal has the standard template that has been approved by the directors of the Homeowners Association. A copy of the template is available from our website or the Sabreal Office.

2.6 A Practical Completion Certificate and Completion Certificate will be issued by the HOA and the ARC, prior to the refund of the building deposit to the owner of a stand. The cost of the certificates, being R350 (VAT excluded) shall be for the owner's account.

2.7 Sabreal's contact details:

Attention: Varsha Jugwanth

Abcon House, Fairway Office Park
52 Grosvenor Road
Bryanston

Tel (011) 244-8380

Fax (011) 706-5794