

## INTRODUCTION LETTER

### TO THE OWNERS OF THE RIDGE AT HAZELDEAN HOMEOWNER'S ASSOCIATION

Dear Homeowner,

This is an introduction by the Property Manager from Sabreal, the appointed managing agent currently acting as the representative for and on behalf of the Ridge at Hazeldean Homeowner's Association.

With this letter we wish to congratulate you on the purchase of your stand(s) in the esteemed *The Ridge Estate*.

The purpose of this letter is to inform you, in brief on:

1. The structure, operation, function and purpose of the Homeowner's Association.
2. The various processes to be followed once you have decided to commence with construction on your stand.
3. The contact details of the people who will guide and assist you through the various phases of your construction and those people who will take care of you thereafter.
4. The purpose of your levy statements.
5. The various fees payable to the Homeowner's Association prior to construction on your site.
6. Post construction requirements.

We will now proceed to discuss each item listed above and trust that you will find the information helpful and of good use. Please note that we will post all the relevant information, documentation and plans on our website for ease of reference.

#### **1. THE HOMEOWNER'S ASSOCIATION**

- 1.1 The Ridge Homeowner's Association is an association incorporated under Section 21 of the Companies Act. The main objective is to promote, advance and protect the communal interests of the owners and occupiers of the properties in the development and to regulate the use of the common roadway and other areas in the development.
- 1.2 You become a member of the Association upon the registration of your stand(s) into your name, at the office of the Registrar of Deeds in Pretoria. You remain a member until such time as you cease to be the owner of the stand(s) (i.e. re-selling). You cannot resign as a member of the Association.

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- 1.3 As the Association is a legal entity that cannot act in person, a board of directors are chosen to act as the arms and legs of the Association, which manages and controls the business affairs of the Association.
- 1.4 Once a year a formal Annual General Meeting will take place. You as owner will be invited, in writing, to attend this meeting. The meeting will have a specific agenda which will include matters such as the election of the directors, consideration of the financial statements for the preceding year, the consideration of the Chairman's report and the budget for the following year.
- 1.5 Directors may meet at any stage to attend to the business of the Association;
- 1.6 No business shall be dealt with at the general meeting unless a proper quorum is present.
- 1.7 Each stand owner only has one (1) vote and where a stand is registered in the name of more than one owner; such co-owners shall jointly have only one (1) vote.
- 1.8 You as owner will only be allowed to vote if every levy and/or any other sum due to the association have been paid.

## **2 SUBMISSION OF PLANS**

### **2.1. Conceptual Design Approval**

- 2.1.1 Once you have gathered and finalised your schedule of costing on your building project, you are now ready to commence with your construction phase. Firstly, you will have to submit sketch plans with the site plan, separate landscape design plan, colour swatches and architect checklist of your proposed home to the Architectural Review Committee ("ARC"), appointed by the Association for approval;
- 2.1.2 During this time your drawings will be scrutinised by the ARC (subject to the Architectural Guide Lines which were attached to your Sale Agreement) and stamped for approval. A copy of the Architectural Guide Lines is also available on our website.
- 2.1.3 2 sets of the above mentioned drawings must be submitted to the ARC
- 2.1.4 You also need to submit the following with the drawings:
  - Floor Plans(1:100 minimum)
  - At least 2 main elevations(rendered in the intended colours) indicating intended material use and heights
  - Site plan indicating building lines, handling of streetscape, boundary and yard wall positions and heights
  - Perspectives are preferable.

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## 2.2 Plan Approval Process

- 2.2.1 Three sets of working drawings in compliance with the approved sketch plans are to be submitted and stamped by the ARC before you will be able to submit your plans to the local authority. Your plan submission to Council will be unsuccessful if the Homeowner's Association approval stamp has not been placed on your final plan prior to submission.
- 2.2.2 You are now ready to submit your final plans to the Kungwini Local Municipality {Travel down Lynnwood Road past Silverlakes, first street turn right into Struben Street, third plot on left – Kungwini Shere Offices.
- 2.2.3 Once all your plans have been approved you need to hand the three approved plans as well as a copy of your approved sketch plan to the Home Owners Association of which two copies will be kept for record purposes.
- 2.2.4 Remember to inform Sabreal of the date on which your contractors will be commencing construction on site to enable Sabreal and Security to arrange the following:
  - Arrange access cards for contractors, project managers and all the staff
  - Arrange for the signing of the Builders Code of Conduct
  - Arrange that the Builders Board be placed on your stand
- 2.2.5 Copies of the S.G. Diagram, sewer, water, Telkom and Electrical connections are available from our offices and will also be posted on our website;
- 2.2.5 Remember to make your application for your rates, water and electrical accounts to your personal name as soon as you have taken transfer of your stand
- |                |   |  |
|----------------|---|--|
| Rates Accounts | - | Civic Centre Kungwini<br>Tel: (013) 932-6361                 |
| Water Accounts | - | Shere Satellite Office, Lynnwood Road<br>Tel: (012) 809-0628 |
| Electrical     | - | cnr Watloo and Mundt Rd, Watloo                              |
- 2.2.7 A practical completion certificate will be issued by the Home Owners Association and the ARC. The cost of this certificate is for the owners account at a cost of R600 (VAT excluded).
- 2.2.8 Please ensure to use only the new stand number on all documentation. A list of the new stand numbers is available on the website for your perusal.

## 2.3 Fees Payable For Submission Of Plans

- 2.3.1 For any revisions that need to be submitted, after the initial approval of working drawings, a plan scrutiny re-admittance fee of R 600 per revision will apply during the construction period. If any additions are required after a practical completion certificate has been issued by the HOA, a plan scrutiny fee of R 1,000 will apply.

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2.3.2 Fees may increase from time to time at the discretion of the HOA.

### 3. **BUILDER'S RULES AND ACCESS CARDS**

- 3.1. Once your final plans have been submitted to Council, you together with your builder and/or project manager can now commence your building preparations on site. To ensure that the estate's quality is maintained during the building period a specific set of Builder's Rules of Conduct was written and approved for the estate;
- 3.2 we have appointed an Estate Manager, who will be available by appointment during the construction period to act as your direct line of communication for all your site related matters, which will include *inter alia* arranging for access cards for all your service providers and their staff compliments, arranging for the erection of your builder's boards and pointing out the delivery areas for building materials etc;
- 3.4 before you can commence with any construction on site, please contact Varsha Jugwanth (Varsha.juwanth@sabreal.co.za) to arrange your access cards, to hand in your copy of your approved plans received from Council, arrange to obtain a copy of the Builder's Rules to be signed by you and all your service providers and to finalise an inspection date for your toilet facilities and water connections. **ACCESS TO YOUR SITE WILL NOT BE ALLOWED IF THE AFOREMENTIONED ARRANGEMENTS HAVE NOT BEEN MADE WITH THE ESTATE MANAGER;**
- 3.5 a copy of the Builder's Rules of Conduct is available on our website for perusal
- 3.6 A Builder's Board will be erected on each site to identify the owner, his builder and/or project manager and their contact details. Sabreal will arrange to have the board made and placed when details are furnished to our offices. The cost of the builders board is R 1000 and is paid by the developer for the first owner. A standard template can also be downloaded from our website showing the information required. Once completed, the template must be faxed to our offices at 086 634 7179 for the attention of **ANNETTE PULLEN**

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#### 4. RELEVANT CONTACT DETAILS

<u>CONTACT NAME</u>	<u>DESIGNATION</u>	<u>CONTACT NUMBER</u>	<u>CONTACT HOURS</u>	<u>EMAIL</u>
Ian Branders	Manager	011 958 9912	Weekdays 08h00 to 16h30	ian.branders@sabreal.co.za
Annette Pullen	Administrator	011 958 9924	Weekdays 08h00 to 16h00	Annette.pullen@sabreal.co.za
Varsha Jugwanth	Bookkeeper	011 958 9915	Weekdays 13h00 to 17h00	varsha.jugwanth@sabreal.co.za

#### 5. LEVY STATEMENTS

We often receive calls from owners; enquiring why they have to pay the levy if they haven't commenced construction, how the levy is calculated and what is it for. To provide a brief as possible answer to all these questions:

- 5.1 The Association falls under Section 21 of the Companies Act, certain duties have to be carried out and the directors may from time to time determine the levies payable by the members for the purpose of meeting all the expenses incurred in the pursuit of its business.
- 5.2 Currently the association is incurring expenses such as security, common area gardens, common area water and electricity and management.
- 5.3 Levies become **due upon registration of your stand(s), into your name** at the office of the Registrar of Deeds in Pretoria.
- 5.4 In terms of the Association's Articles of Association, levies shall be payable in monthly instalments, due in advance on the 1<sup>st</sup> day of each and every month.
- 5.5 No erf, or any interest in such erf, in the development shall be transferred without a Certificate being obtained from the Homeowner's Association confirming that all levies and interest have been paid up to and including the date of registration of transfer of such erf.
- 5.6 Please ensure that you provide us with your proof of payment of all levies and other payments when due, by facsimile, as soon as possible, as your failure to settle these fees as mentioned above may result in you being restricted access to your building site and/or being handed over to the attorneys.
- 5.7 When depositing your levies and/or any other amount due to the Association, please ensure that you quote the number reflected on your statement and on the attached deposit slip as your reference. Proof of payment of levies remains your responsibility.

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## 6. FEES PAYABLE TO THE HOMEOWNERS ASSOCIATION

- 6.1 Experience has taught us that during the construction period in an estate, chaos reigns and it is then that road surfaces, parks, common area gardens, servitude areas and other vacant stands are left damaged and covered with building rubble. Usually at this point, the association are left with all the problems and damages to sort out and repair. It is also then that the association has to raise special levies to remedy these situations as this was not thought of initially.
- 6.2 To enable the association to keep and maintain the estate during the construction period, the following fees were introduced to be paid prior to construction as a preventative measure, if and when a chaos situation should flair up:
- 6.2.1 **R5000,00 Refundable Building deposit** – payable by the developer for the first owner, if the stand is resold this fee is payable by owner to the Association prior to construction on site and to be refunded once the Estate Manager has inspected your site on completion of your building activities and have found everything to be in order, clear and cleaned up. The deposit will be utilised to enforce the penalties, fines and suspensions imposed for the contravention of the rules and regulations set out in the Builder's Rules. *Please ensure that you read the page regarding penalties;*
- 6.2.2 **R2000,00 Non refundable Road Maintenance fee** - payable by the developer for the first owner, if the stand is resold this fee is payable by owner to the Association prior to construction on site and not to be refunded. You will have heavy vehicles entering the estate to deliver building materials and these vehicles may damage road surfaces and sidewalks. Should the deposit not be utilised during the construction period, it will be placed in a special contingency account which will be used for the general upkeep and maintenance of all roads within the estate as and when so required;
- 6.2.3 **R2100,00 Once off Management Plan Supervision fee** – payable by the developer for the first owner, if the stand is resold this fee is payable by owner to the Association.
- 6.3 The department of agriculture, conservation and environment has issued an Environmental Management Plan ("EMP") for the estate, which plan has to be enforced and implemented by the association and which in turn means that each and every owner is responsible to adhere to rules and regulations set forth in the EMP;
- 6.3.1 the EMP deals with matters such as land use, fauna and flora, ground, surface and storm water, security and visual issues, services and infrastructure, monitoring issues;
- 6.3.2 the Association has accepted and approved Sabreal's recommendation on the appointment of an Environmental Management Plan Supervisor for the estate during the construction period to ensure that all rules, requirements and regulations in the



EMP are adhered to, regulated and controlled during the construction period, instead of several owners demanding to and/or failing to do what is required;

## 7. POST CONSTRUCTION REQUIREMENTS

- 7.1 Kindly note that it is the owner's responsibility to ensure that he/she submits a copy of the **occupational certificate** received from his/her builder upon completion of the building on the property, to Sabreal (Pty) Ltd
- 7.2 Failure to present this certificate to Sabreal may lead to the owner being prohibited from taking occupation of the building.
- 7.3 The owner, together with The ARC, will meet on site for a formal inspection of the property.
- 7.4 Upon inspection, ARC will ensure that the property is completely built as per the plans, the property is cleared of all building rubble, and that there are no damages to the roads and or kerbs.

We appreciate your co-operation in regard to the above and look forward to having a good working relationship with our owner's.

Yours faithfully  
**Sabreal Management**

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