



## BUILDING REGULATIONS & MINIMUM MAINTENANCE STANDARD REQUIREMENTS 2024

The following represent the Building Regulations applicable to N'tsiri Nature Reserve as approved by the Board of Directors.

These regulations may be updated, amended and / or expanded from time to time.

This document also includes a "Minimum Maintenance Standards" requirement for maintenance of units.

These regulations supersede all other building and other regulations.

Any pre-existing dwellings, outside areas, carports, or other structures, which do not comply with this version of the regulations, shall not be used as a precedent, or entitle anyone to build or renovate in any manner which is not in strict compliance with these regulations.

Members shall not be entitled to rely on the standards of, or specifications of, existing structures constructed prior to the publication of these regulations to motivate or justify non-compliance with these regulations.

Any failure or delay on the part of the Board of Directors, or the Building Director or the Reserve Manager, in exercising any right or power hereunder, or enforcing any of the provisions in these regulations, shall not operate as a novation of the provisions of these Regulations or a waiver or abandonment of the right to enforce the provisions of these regulations, and the Board of Directors rights shall always remain reserved to insist on strict compliance with these regulations.

### 1. MEMBER REQUIREMENTS

**Members please be aware that the dwellings are in close proximity to each other. With that in mind, please be aware of the impact your building will have on your neighbour who in turn may want to rebuild or renovate in the future.**

- 1.1. A member wishing to undertake a complete rebuild, structural changes or renovation of any description to any structure including a bungalow / main dwelling, or any part thereof shall advise in writing the Reserve Manager and the Building Director responsible for building operations on the reserve, 30 (thirty) days prior to finalisation of draft plans for such proposed construction operations.
- 1.2. For Major Renovations, Rebuilds and New Builds, the member shall submit a Draft Plan (prior to the preparation of detailed plans), for approval in principle of the proposed construction works. See Form A
- 1.3. For Electrical and Electronic additions and/or alterations to a member's dwelling, specifically with regards to the solar array and antennae, the member shall be required to inform the Building Director / Reserve Manager in writing with clear detail of the intended construction and seek approval to proceed and shall otherwise comply with all aspects of these regulations. See Form A
- 1.4. Following the approval in principle of the draft plans by the Board, the draft plans must be forwarded by The Member to all immediate neighbours for comment, approval, and consent in writing by completing Form C. All Correspondence must be copied to the Building Director and Reserve Manager. A neighbour may not unreasonably withhold or delay consent.
- 1.5. If a dispute arises between the Member and any Neighbour over the proposed plans, the Board of Directors shall in their sole and unfettered discretion, make the final decision on what is permissible, and whose decision shall be final and binding on the parties.
- 1.6. The final draft of the building plans shall be submitted to the Building Director and Reserve Manager for the approval process.
- 1.7. For Minor Repairs, and Maintenance of structures on N'tsiri, the member shall be required to inform the Reserve Manager in writing with clear detail of the intended construction operations and seek approval to proceed and shall otherwise comply with all aspects of these regulations. See Form A.



- 1.8. During any building or maintenance operations valued in excess of R300,000 and/or works involving Hot Works, the member must take out a separate "Contractor's All Risk" (C.A.R.) insurance policy to cover the costs of all the work to be undertaken in addition to the value of the surrounding property (which is the most recent valuation of the members unit). This policy must NOT have a requirement for lightning conductors and is subject to the approval of the N'tsiri insurance brokers.
- 1.9. The member is responsible to ensure that the proposed alteration/addition to their dwelling complies with the applicable environmental legislation within the legislative framework of South Africa.  

An Environmental Authorization or letter confirming that such is not required, and an EMPr that complies with the legislative framework will be a requirement for all renovations/additions, this should be accompanied by a certificate of environmental compliance with the legislative framework issued by a registered Environmental Assessment Practitioner (EAP)
- 1.10. The member is responsible for sourcing his own building contractor, which building contractor shall be notified of and be obliged to comply strictly with these Building Regulations including the National Building Regulations, all of which regulations shall be annexed to and form part of the building contract with such contractor.
- 1.11. A detailed set of building plans together with the other relevant documents must be submitted in triplicate to the Reserve Manager, who in turn will copy and make recommendations to the Building Director for the purposes of the process of approval of the building plans as submitted or amended.
- 1.12. All building plans are to be signed by the member and the builder prior to the final approval of such plans by the Board of Directors.
- 1.13. All plans for re-builds or renovations must include the detailed square meterage for the building itself and each item referred to in Section 3 (areas) hereof.
- 1.14. All building documents shall include the Site Establishment and completion dates of the construction operations including site clean-up.
- 1.15. All building material, equipment and rubble shall be removed from N'tsiri within 7 (seven) days after construction works are completed. The Reserve Manager may under certain circumstances, within his sole discretion, permit on-site disposal for backfill purposes within the foundation areas of the structure in question. No rubble disposal will be allowed in other areas on the reserve.
- 1.16. All plans and/or building requests must be accompanied by the following completed and signed documents:
  - 1.16.1. Form "A" – Member's Application
  - 1.16.2. Form "B" – Members' Building Indemnity
  - 1.16.3. Form "C" – Neighbours' Approval
  - 1.16.4. Form "D" – Contractor's Regulations & Indemnity
  - 1.16.5. Form "E" – Building / Progress Authorisation
  - 1.16.6. Form "F" – Building Suspension Order
  - 1.16.7. Form "G" – Occupation Certificate
- 1.17. Interest-free deposits are required prior to commencement of building activities:
  - 1.17.1. A refundable deposit of R5 000.00 to a maximum of R50 000.00 is to be lodged with Ntsiri for all building or alterations in excess of R100 000.00
  - 1.17.2. R5 000.00 if the value of work to be undertaken is less than R100 000.00
  - 1.17.3. R5 000.00 for all minor thatching repairs
  - 1.17.4. A nominal deposit of between R1 000.00 and R3 000.00 will be required on small building activities, including plumbing work, painting jobs, solar installations and repairs, the amount of which will be determined by the Building Director in his sole discretion which shall be exercised



reasonably in the circumstances.

- 1.17.5. The above deposits, subject to any deductions there from (possible building fines), will become refundable after completion of the building activity and the site has been cleaned to the total satisfaction of the Reserve Manager and the Building Director.
- 1.17.6. A building levy/contractors' fee of R58.50 (fifty-eight rand and fifty cents) will be charged per day Monday - Friday for the total duration of the contract, excluding weekends and public holidays. This levy covers water and road usage as well as administrative expenses. This fee will be reviewed annually.
- 1.17.7. In periods where N'tsiri is closed to building activities during the mid-December to mid- January Builders holiday and Easter holiday periods, the levy will not be payable. The Board of Directors may from time to time arrange other periods when building will not be allowed on site due to the high occupancy during other holiday periods. These dates will be made available during February of each year. See Form D Point 12.
- 1.18. No natural raw materials may be used from Ntsiri such as, but not limited to trees, logs, rock, grass, timber, stone, sand, or other materials. However, with the approval of the Reserve Manager and/or the Building Director a maximum of 3m<sup>3</sup> of river sand can be supplied by Ntsiri for small works. This will be charged to the member.
- 1.19. The Member/Building Contractor must notify the Reserve Manager of the need for inspections on the Building Progress. See Form E.
- 1.20. A Final Completion & Occupation Certificate, Form G, will be issued after the final inspection, provided there has been compliance by the member and the building contractor (for whom the member shall be entirely responsible). The member shall not be allowed to take occupation of the structure in question until such Occupation Certificate has been issued and insurance cover obtained by The Share Block Company.
- 1.21. Certificates required from the Owner/Contractor/Builder prior to the Occupation certificate being issued and final completion confirmed:
  - 1.21.1 Electrical COC
  - 1.21.2 Plumbing COC
  - 1.21.3 Gas COC
  - 1.21.4 Roof certificate
  - 1.21.5 Engineer certificate

## 2. PLAN REQUIREMENTS

Plans submitted to the Board of Directors for final approval shall include and comply with the following:

- 2.1. All drawings must include the relevant share block number, location & distance of immediate neighbours & the north point.
- 2.2. For all new builds and major alterations, the site location and orientation of the dwelling must not be altered from the original house position. Any deviation on new house position from the central peg of the existing house position is to be approved by the board. Any request for house reorientation and/or house position must be approved by all affected neighbours, which approval shall not unreasonably be withheld, prior to board approval.
- 2.3. A detailed site plan is compulsory. This plan must show positions of the dwelling, outside areas including storerooms, covered and open patios, lapas, bomas, braai areas, pathways, drip slabs, gas storage area, solar installation and septic tank. If the usable pathways / walkways are not paved then they shall, for calculation purposes, be deemed to be 1 meter wide by the length / distance. A summary of the footprint for the internal area, external area, carport, drip slabs and gas storage facility should also be included.
- 2.4. Building spaces/areas may not be misrepresented on plans being submitted for approval in order to gain

additional square meterage. Labelling of areas are to be as indicated and not misrepresented. Infringements in this regard will be grounds for rejection of plans and result in building delays and if repeated may result in forfeiture of building deposit or part thereof at the discretion of the board.

2.5. All copies of the plan are to be coloured as follows:

- 2.5.1. New brickwork - red.
- 2.5.2. New surface beds & concrete - green.
- 2.5.3. New timber & roof structures - yellow.
- 2.5.4. Existing structures - not coloured.
- 2.5.5. Pathways - brown.

2.6. Scales are as follows:

- 2.5.1 1:50 or 1:100 for plans & elevations.
- 2.5.2 1:200 for site & locality plans.

2.6. Plans shall include details of the following:

- 2.6.1 Floor plans at each level including bomas/lapas, patios, covered verandas, and pathways.
- 2.6.2 Sections & elevations.
- 2.6.3 Ground levels & slopes.
- 2.6.4 Types of finishes for walls, floors & roofs.
- 2.6.5 Details of any special or unusual materials to be used.
- 2.6.6 Indicate positions of windows, openings doors, all waste pipes & drains, inspection chambers, traps, gullies, position of baths, basins, showers, sinks, toilets, septic tanks, French drains & levels of riverbed to slab level, drainage lines, roads, and large trees.
- 2.6.7 Detailed gas, electrical, water pipes and plumbing lay outs.

2.7. Once plans have been approved (dated and stamped), a minimum of three approved copies will be required – one set each for the Reserve Manager, Building Director, and the Building Contractor.

**3. AREAS. NB: The areas detailed below are maximum areas and are not to be exceeded. Members may not substitute one area for another e.g. utilise only 75% of the outside area allowed and use the balance to increase the size of the internal area or vice versa. Likewise, the “free” drip slab measurement may not be used to enlarge any outside area, such as patios, decks and outside showers, etc. All these areas require their own measurement to be included in the external area measurement.**

3.1. INTERNAL AREAS TOTAL **170 M<sup>2</sup>**.

- 3.1.1. MAIN DWELLING (Footprint including bedrooms, bathrooms, passages, living room, dining room, kitchen, scullery, entrance lobby and storeroom)
- 3.1.2. Main dwelling areas measured from the outside of external walls, shall not exceed 170 m<sup>2</sup>. For this purpose, a dwelling area means any internal areas at ground floor level footprint, and shall exclude mezzanines floors, all of which shall be contained within the internal area / ground floor footprint of the structure.
- 3.1.3. Subject to the approval and at the discretion of the Board of Directors, an additional 30m<sup>2</sup> of footprint may be purchased at a price currently set at R10000/m<sup>2</sup>. This additional cost will be reviewed on an annual basis linked to the building index rate. If a member elects to purchase additional footprint area, then the purchase consideration is to be paid to The Share Block Company prior to the commencement of building operations.
- 3.1.4. The total footprint area is to be accommodated under ONE thatched roof. Multiple, separate roofs covering the dwelling area are not allowed.



- 3.1.5. Very long, narrow shapes of houses will not be allowed or approved in congested areas as this will impact on the neighbours.
- 3.1.6. Mezzanine floors are only allowed within the roof structure (no area measurement required). No external mezzanine decks or protrusions above ground floor are permitted.
- 3.1.7. If any Dormer windows are built into the roof, they must not overlook or compromise the privacy of neighbours.
- 3.2. **EXTERNAL AREAS TOTAL 150 M<sup>2</sup>.**
- The following are included in the maximum allowed external area of 150m<sup>2</sup>.**
- 3.2.1. Covered Patios
- 3.2.2. Open Patios and Decks (Ground level)
- 3.2.3. Gazebos – a free-standing thatched gazebo may be constructed with a maximum size of 36m<sup>2</sup> i.e. 6m x 6m measured from the outside of the posts. This structure must not be more than 6m from the main dwelling (nearest point). **Note: the area between the gazebo and the main dwelling and the area outside the posts will be required to be measured as part of the external measurement not as drip slabs if it is used as a patio/gazebo extension.**
- 3.2.4. Bomas, lapas, patios, decks, outside showers and toilets, walkways (paved or unpaved) and general outside usage areas, all require measurements and form part of the allowed external area of 150m<sup>2</sup>. **NB: These areas cannot be measured as part of the drip slab.**
- 3.2.5. External areas that need to be screened may only be screened with timber laths.
- 3.2.6. Battery Storeroom may be built to house batteries and to attach solar panels to. The size of the structure may not exceed 6m<sup>2</sup> and a height of 2,6m to the top of the slab. Total height of this installation must not exceed 4.000 m, including solar panels – See 5.4 Electrical below. The battery storeroom must be more than 3m away from any thatch roof, if solar panels will be attached to the storeroom.
- 3.2.7. Unpaved areas, walkways, braai, and other areas must be kept from a size perspective, within reasonable bounds for aesthetic reasons. The building plans will reflect the size of such proposed areas. Unpaved usable areas will be measured at 1.0-metre-wide x length in the case of walkways. If used for other uses the total area will require measurement and will fall within the maximum 150 m<sup>2</sup> Total Area.
- 3.3. **CARPORT TOTAL 36 M<sup>2</sup>**
- 3.3.1. An area not exceeding 36m<sup>2</sup> (6m x 6m measured from the outside of the posts) will be allowed for a carport (designed to accommodate two vehicles).
- 3.3.2. Carports may be thatched, or a flat roof carport with IBR sheeting can be constructed to install solar panels on top, 3m or more from the nearest thatch roof.
- 3.3.3. If a flat roof carport with IBR sheeting is constructed to install solar panels on top, the carport must be 3m or more from the nearest thatch roof. The carport must have a parapet to hide the solar panels, with cement fibre board fascia serving as a non-combustible barrier between any combustible wood or timber laths and the solar panels (assistance with risk mitigation).
- 3.3.4. The carport floor may be concreted or paved.
- 3.3.5. The carport should be sited as close to the dwellings as possible with a maximum of 15 m to the closest point. Also refer to point 3.3.3. **Note: the walkway from the carport must be included in the external measurement.**
- 3.4. **GAS CYLINDER STORAGE FACILITY**
- 3.4.1. Maximum 2.00 m<sup>2</sup> for a 4 x 48 KG cylinder setup. IE: 750 wide x 2.500 m long x 1.800 m high (as per the latest SANS Gas Regulations). The gas cylinder storage facility must be located 3m or more from



any thatch roof, and 5m or more from any solar panels.

### 3.5. EXTERNAL AREAS NOT REQUIRING MEASUREMENT

#### 3.5.1. DRIP SLABS

- 3.5.1.1. All house designs are to include a functional drip slab to avoid erosion and prevent excess moisture close to the foundations. For a drip slab to be functional it must be erosion resistant, have a low permeability and have a slope away from the wall to prevent ponding on the slab itself.
- 3.5.1.2. The drip slab shall be situated under those sections of the roof that has a slope which deposits rainfall runoff onto the slab, but only where this area is not already covered by a patio, outside shower/toilet, walkway, deck etc.
- 3.5.1.3. Drip slabs around the main dwelling (where necessary) measured from the external wall to a maximum width of 1,2m wide and 1 brick height above ground level are permissible. Any excess over 1.200m will be included in the outside measurement.
- 3.5.1.4. Drip Slabs around the carport (where necessary) may be extended to maximum of 1.200m from outside the posts. Note: the area between the carport and the main dwelling and the area outside the posts will be required to be measured as part of the external measurement not as drip slab if it is used as a walkway.

## 4. CONSTRUCTION

A Building Progress Authorisation Form (Form E) will be utilised to monitor and control the building processes. This Form E will endeavour to deal primarily with the following aspects but not limited to those referred to below:

- 4.1. Building areas shall be clearly demarcated prior to the commencement of any excavations for foundations & such demarcations shall be approved in writing by the Reserve Manager and/or Building Director prior to construction commencing.
- 4.2. The height of all walls to wall plate level shall not exceed 3 metres from slab lowest point. (Closest to natural ground level)
- 4.3. Roofs shall be constructed with round gum pole rafters and must be thatched to a nominal thickness of 150mm. All thatch roofing must be protected by wire mesh.
- 4.4. The pitch of the roof shall be between 40 - 45 degrees with a minimum of 38 degrees for dormer windows. (See 3.1.7)
- 4.5. The entire dwelling must be under one thatched roof.
- 4.6. The maximum roof height to top of ridge must not exceed 8 metres from ground floor slab level with a maximum ground floor slab level height, above datum height i.e. wall plate = 3m + roof of 5m.
- 4.7. Roof eave overhang not to exceed 800 mm so that the drip slabs work efficiently.
- 4.8. Laths roofing over patios is permitted but must be regularly maintained.
- 4.9. External finishes shall be conventional plaster. No face brick buildings are allowed.
- 4.10. Rock and Stone cladding or Face brick will be allowed to be used in a plinth or as a feature wall. This must be approved by the Building Director.
- 4.11. Painting:
  - 4.11.1. External plaster shall be painted a "bush friendly" colour, e.g. natural sand or autumn/winter grass hues, shades of brown. No external walls are permitted to be painted white, light grey etc.
  - 4.11.2. A paint swatch or sample must be submitted with the plans. The roof ridge or capping must be painted black.
- 4.12. No internal fireplaces with chimneys will be permitted. (This is also an insurance requirement).

4.13. Braai areas constitute a very real fire hazard and must be constructed in such a manner so as to reduce this risk to an absolute minimum. Due consideration must be given to the braai location in relation to thatch, surrounding vegetation, gas fittings or any other potentially flammable materials. The exact location of the braai area must be shown on the plans and will be subject to approval for fire safety purposes.

4.14. Lightning conductors are not permitted.

4.15. Small bird baths are permitted, however no fixed water supply will be allowed, and these features should be filled by hand only with a maximum of 25ℓ (twenty-five litres).

## 5. ELECTRICAL

5.1. Only the use of solar power is permitted. The use of generators as a permanent electrical power source to the unit are not permitted. Solar panel arrays of more than 20m<sup>2</sup> (currently recommended) are discouraged due to aesthetic reasons. If the solar panels are installed on a flat roof carport, the total carport roof area may be used for the solar panels, and the 20m<sup>2</sup> rule doesn't apply. Any additional solar panels not mounted on the carport roof will require Board approval.

5.2. The wiring of all systems must comply with the latest applicable National Building Regulations and SANS Specifications as may be advised from time to time.

5.3. A battery storeroom with a concrete roof may be built to house the batteries. Maximum 6m<sup>2</sup> and 2.6m high and must be built in close proximity to the dwelling i.e. within 15m but not within 3m of any thatch roof if the solar panels are to be mounted on top of the battery storeroom.

5.4. Solar panels may be placed on top of the concrete roof over the battery store. Maximum height of 4m (Maximum 2.6m high for Battery Store and 1.4m for panels plus framework)

5.5. Solar panels may also be attached to a free-standing support, independent of the battery store. Maximum Total Height: 4m to top of panels.

5.6. Due to fire risks and insurance requirements, solar panels shall not be installed on a thatch roof and not closer than 3m to any thatch structure.

5.7. Care must be taken with the aesthetics of the solar installation to ensure that it will have the least visual impact on neighbours and common use roads.

5.8. External lighting based on low wattage systems is permitted but shall not contribute to light pollution in any way and in particular, external lights shall not disturb neighbours and must be hidden from their view.

5.9. The wiring of the entire electrical installation for each unit (dwelling and all out-buildings and external lights), must be in accordance with those standards applicable to an "on-grid" installation and a Certificate of Compliance ("CoC") to that effect shall be lodged with the Reserve Manager or Building Director before final inspection and prior to the granting of the Occupation Certificate. In the event where a full re-build is undertaken or an electrical system is completely replaced, an official CoC must be obtained. A copy of the CoC must be kept with the Reserve Manager for Insurance purposes.

5.10. Any addition or modification to the electrical system, will require a new or supplementary CoC to be issued. A new CoC is also required on ownership transfer in any unit if the current CoC is older than 2 years. It is the Sellers responsibility to provide this CoC prior to transfer.

5.11. Air-conditioners are permitted subject to Board approval, but they must be the split-unit type and must have the lowest Db levels available.

5.12. Installations of solar arrays greater than the 20m<sup>2</sup> recommended area will be subject to favourable Board approval if:

5.12.1. Technically motivated as necessary and reasonable.

5.12.2. There are no affected neighbours. Completed Form C required.

5.12.3. The additional solar infrastructure will not be visible from common property roads.



## **6. PLUMBING**

- 6.1. All plumbing to conform to latest National Building Regulation and SANS specifications.
- 6.2. The reserve supplies water to the unit's stopcock only.
- 6.3. No warranties are given as to the cleanliness of the water and members shall be responsible for installing water filtration systems should they consider this necessary.
- 6.4. Only the use of high-pressure fittings and pipes will be allowed (SABS Class 6 for 50mm or greater and Class 10 for 25 – 50mm).
- 6.5. Piping to outside showers and toilets must be dug to 600mm or on a loose connection that can be connected/disconnected.
- 6.6. Outside taps must also be "elephant-proofed".
- 6.7. No external water storage tanks are allowed.

## **7. SEWERAGE**

- 7.1. All sewerage and drainage systems (septic tanks and French drains) to comply with the latest National Building Regulations and SANS specifications for materials and design and shall be environmentally compliant.
- 7.2. All sewer and waste pipes to have rodding eyes.
- 7.3. Septic tanks must have an inspection hatch for cleaning and unblocking.
- 7.4. All wastewater (bath, shower, basins, etc) must be fed into the French drain and not into the septic tank.
- 7.5. French-drain pipes must be constructed to avoid roots entering.
- 7.6. All components of an effluent treatment system installed must be sufficiently protected against possible damage from wild animals.

## **8. GAS**

- 8.1. Gas installations must comply with the latest SANS Regulations.
- 8.2. A gas compliance certificate will be required.
- 8.3. The positioning of the geysers must comply with SANS Regulations.
- 8.4. Gas cylinder storage must be positioned and built according to SANS 10087-1:2013 and must not be sighted near open sewerage drains and should be housed in a structure not attached to the main dwelling. This must serve to protect the gas cylinders and should not be less than 3m from a thatched roof overhang.
- 8.5. The structure must have a concrete plinth for the cylinders to stand on. The side and back of the structure must be built / constructed with a 230mm brick wall, 1.8m high. The structure must not have a concrete roof or be fully closed in the front.
- 8.6. Gas cylinders must be secured but not locked up, specifically to allow for their speedy removal in the event of fire.

## **9. GLAZING**

- 9.1. This must comply with the latest National Building Regulations.

## **10. CONTRACTORS REGULATIONS + INDEMNITY**

- 10.1. Detailed Contractors Regulations and Indemnity are contained in Form D and form part of the N'tsiri Building Regulations.
- 10.2. As such the detailed Contractors Regulations and Indemnity shall be read as if and deemed to be incorporated in these Regulations.
- 10.3. It is incumbent upon the member to obtain the Contractor's signature on all copies of the plans and





Contractor's Regulations and Indemnity (Form D) and Form E prior to obtaining final approval of the plans.

- 10.4. The duly signed copies of all documents, including the proposed work contract, required for plan approval by the Board of Directors, shall be submitted together with the Member's application.
- 10.5. After approval to commence, and the proposed work has been granted by the Building Director, a contractor may not be substituted without the written consent of the Building Director.
- 10.6. Such substitute contractor shall comply with the regulations and must sign a copy of approved plans and regulations held in the office, prior to him commencing any proposed work contract operations. The new proposed work contract shall comply with these regulations which shall be annexed thereto and form part thereof, a duly signed copy of which shall be lodged with the Building Director. Contractor's Indemnity must be signed by all his staff and issued to the Reserve Manager.
- 10.7. Insurance: During any building or maintenance operations valued in excess of R300,000 the member must take out a separate "Contractor's All Risk" (C.A.R.) insurance policy to cover the costs of all the work to be undertaken in addition to the value of the surrounding property (which is the most recent valuation of the members unit). This policy must NOT have a requirement for lightning conductors and is subject to the approval of the N'tsiri insurance brokers.
- 10.8. The contractor is to approve all sub-contractors and must notify the Reserve Manager of their arrival. The contractor must ensure that every sub-contractor is aware of the N'tsiri building regulations and their responsibilities to the Main Contractor.
- 10.9. The contractor will also be required to sign off on the building processes as per Form E – Building Progress Authorisation.

## 11. GENERAL

- 11.1. Trees, shrubs, bushes, or other indigenous plants falling outside the area covered by the building footprint, may not be removed without the prior approval of the Building Director and/or the Reserve Manager.
- 11.2. Once building plans have been approved, any subsequent changes will require the re-submission and approval of such amended plans.
- 11.3. No contractors will be permitted on site unless all the requisite documentation has been submitted and approvals granted, and the required deposits have been paid.
- 11.4. Should it be discovered at any time that:
  - 11.4.1. Members have increased the size of the buildings over and above that in the approved plans or,
  - 11.4.2. the size of the buildings is reflected incorrectly in the approved plans.

Then and in such an event the Building Suspension Order (Form F) will be issued by the Building Director or Reserve Manager, both of whom shall have full authority to do so, with full impunity, and the member shall be instructed to reduce the size of the building to that previously approved size as per the approved plans, or the required size, which rectification shall be done at the cost of the member.
- 11.5. Roof structures containing "Whirly Birds", TV aerials, dishes, and cell phone antennae, are dissuaded and should be placed either within the roof structure or in positions which will have the least negative impact on neighbours and aesthetics in general, i.e. below the ridge line. Per point 1.3 of these regulations, the formal building application process will need to be followed for this type of installation.
- 11.6. No fireplaces and chimneys are permitted in the main dwelling structure.
- 11.7. Lightning conductors are not permitted.



## 12. SUMMARY OF BUILDING PROCEDURES

### For major renovations and new builds:

- 12.1. Submit draft building and site plans to Reserve Manager / Building Director.
- 12.2. Seek approval of Board in principle.
- 12.3. If Board approves Draft Plans in principle, then member to seek approval in principle from affected neighbours.
- 12.4. If neighbours approve draft plans, then:
  - 12.4.1. Submit final building and site plans in triplicate and all other relevant forms, signed by the Owner and Builder, to the Reserve Manager.
  - 12.4.2. If approval is not granted by Neighbours, then the Board will make the final decision. See Member Requirements 1.4 and 1.5
  - 12.4.3. Pay building deposits and extra footprint costs if applicable.
  - 12.4.4. Lay out foundations and get approval from the Reserve Manager and/or Building Director regarding correct measurements and location.
  - 12.4.5. Follow building procedures as laid down in Form E
  - 12.4.6. Final inspection after site has been cleared.
  - 12.4.7. If final inspection is passed, then deposits may be refunded if all is in order.
  - 12.4.8. If there have been breaches of the Building Regulations or Builder's Regulations, fines may be levied. These fines will be deducted from the Builder's deposit and will be determined by the Board of Directors in their sole discretion.

## 13. SUMMARY OF FOOTPRINT AREAS

### 13.1. Standard New Build

13.1.1. Dwelling Internal areas (Measured from outside of external walls)	170m <sup>2</sup>
13.1.2. Extra 30m <sup>2</sup> available on application ( <b>subject to board approval</b> )	200m <sup>2</sup>
13.1.3. External areas including:	150m <sup>2</sup> 150m <sup>2</sup>
13.1.3.1. covered and uncovered patios, decks, lapas, bomas.	
13.1.3.2. external showers and toilets.	
13.1.3.3. storeroom inclusive of all walkways/pathways whether paved or not	
13.1.4. Carport	36m <sup>2</sup> 36m <sup>2</sup>
13.1.5. Gas Cylinder Enclosure	2m <sup>2</sup> 2m <sup>2</sup>
13.1.6. <b>Total</b>	<b>358m<sup>2</sup> 388m<sup>2</sup></b>

## 14. MINIMUM MAINTENANCE STANDARDS

- 14.1. Roof to be structurally sound and thatch to be in good condition – correct thickness, no rotten patches and protected by wire mesh.
- 14.2. All windows, doors, and screens to be undamaged and regularly inspected and maintained.
- 14.3. External painted surfaces to be appropriate pre-approved colour and maintained in a clean and good condition.
- 14.4. Wooden decks should preferably be treated and are to be regularly checked for structural soundness and degradation of the wood through weathering or insect or animal or other damage. Damaged wood shall immediately be replaced by the member.



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- 14.5. The exposure of foundations and drip slabs will not be permitted and must be maintained correctly.
  - 14.6. French drains to be properly buried and suitably maintained.
  - 14.7. Roof caps shall be regularly checked for cracks and repaired and painted with a durable black paint.
  - 14.8. General tidiness around bungalows is to be strictly maintained at all times.
  - 14.9. A failure by a member to properly and adequately maintain his/her structures and surrounding environment, notwithstanding having been furnished by the Building Director with written notice to attend to specific items of maintenance, shall entitle the Building Director to attend to such maintenance and recover the fair reasonable and necessary cost thereof from the member.