

STRANDMEER HOME OWNERS' ASSOCIATION  
PLAN SUBMISSION PROCEDURE

SKETCH PLANS

1. Owner/Architect to submit to Managing Agent
2. Managing Agent hands plans to Estate Architect
3. Estate Architect scrutinises the plans and will do one of two things;
  - a. If they conform to the guidelines he will approve them and hand them back to the Managing Agent
  - b. If there are any issues with the plan he will write a report highlighting the areas of concern and hand them back to the Managing Agent.
  - c. The Managing Agent will forward a copy of the plans and Architect's report to the Trustees, who will advise whether the owner can proceed or if there are changes required.
4. The Managing Agent will invoice the Owner for the scrutiny - R1500.00 for new build or substantial alterations, R750.00 for minor alterations. Each and every scrutiny of the sketch plans will incur a charge of – R1500 for new build or substantial alterations, R750.00 for minor alterations.
5. Once the Owner/ Architect has obtained approval of the sketch plans they should approach the adjoining neighbours for their consent which must be in the form a signature on the approved sketch plans.
6. On obtaining approval from both the HOA and adjoining neighbours the Owner/Architect will be able to proceed with municipal submission plans.

MUNICIPAL SUBMISSION PLANS

1. The Owner/Architect must obtain the written consent of the adjoining neighbours. This consent must be in the form of a signature on the approved plans.
2. The Owner/Architect hands the plans to the Managing Agent.
3. Managing Agent hands the plans to the Estate Architect.
4. The Estate Architect will scrutinise the plans and, if in accordance with the guidelines and the aesthetic requirements of the Estate, approve them.
5. The Estate Architect will return the approved plans to the Managing Agent who will, in turn, forward them to the Trustees for their approval.
6. The Managing Agent will invoice the Owner for the scrutiny – R2000.00 for new build or substantial alterations, R1000.00 for minor alterations. Each and every scrutiny of the plans will incur a charge – R2000 for new build or substantial alterations, R1000.00 for minor alterations.
7. On approving these the Trustees will return the plans to the Managing Agent.
8. The Owner/Architect will collect the approved plans from the Managing Agent once a payment of R20 000.00 has been made to the Strandmeer Home Owner's Association.

- a. R18500.00 as a Builder's Deposit to provide for reinstating damage to the Estate during building operations.
- b. In the event of damage to the Estate, the member shall immediately be notified in writing by the Home Owners Association of such damage and the assessment thereof.
- c. R1500 as a contribution to a Road Maintenance Fund to cover ongoing maintenance to roads and curbs.

The Managing Agent will not release the plans until any required deposits and invoices have been paid. The Owner/ Architect can then submit the plans to Council for approval.

The execution of building work within STRANDMEER ESTATE may not commence until the payment of R20 000.00 is made and the plans are approved by Council.

#### FINAL COMPLETION

1. On completion of the project the Owner/Architect will advise the Estate Architect who will, in turn, inspect the works and certify that the structure has been built in terms of the previously approved plans.
2. On satisfying himself that the structure has been erected in terms of the approved plans the Estate Architect will issue a Final Completion Certificate.
3. The Managing Agent will invoice the Owner for inspection and issuing of Final Completion Certificate - R1500.00 for new build or substantial alterations, R750.00 for minor alterations
4. The Managing Agent will only be allowed to release any deposits to the Owner on presentation of the Final Completion Certificate from the Estate Architect, receipt of payment of all invoices relating to the building and receipt of the Bitou Municipality Certificate of Occupancy.