



Moditlo Estate Home Owners Association NPC

Registration Nr: 2002/013524/08

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BUILDING PROCESS

MEHOA

Reference: Moditlo Estate Home Owners Association:

Architectural Guidelines and Building Requirements

To ensure that all members are aware of and are following the process as prescribed in the Architectural Guidelines, hereby a detailed process description to be followed for all building works, be it the initial development and or further development, on Moditlo Estate.

Stage 1

1.1 The owner of the stand to appoint a surveyor that must survey the property, confirm the corner markers of the property, and draft a survey plan (1:200) that must include:

- The Stand Number and adjacent stands
- Contours inclusive of the 50 and 100-year flood lines if appropriate
- North Point
- Site boundary dimensions
- 10m Building lines
- Any Servitudes
- All trees thicker than 150mm diameter on the entire stand

- All trees in a 5m radius around the proposed development is to be identified by name.
 - Electricity and Water connection points from kiosk from to the development
 - Entrance path to the dwelling
- 1.2 Once completed the owner to appoint an architect to draft a basic floor plan and plot the floor plan on the survey plan. The floor plan to include:
- **NB NOTE: PLANS MUST INDICATE THE PLAN NUMBER AS WELL AS EACH AND EVERY REVISION THEREAFTER OR WILL NOT BE ACCEPTED FOR REVIEW BY THE COMMITTEE.**
 - Placement of all structures
 - Elevations of buildings
 - Open and garden areas
 - Permanent earthworks with a resultant change of more than 1,6m in elevation
- 1.3 Once completed the owner to forward said plans to the offices of the MEHOA for scrutiny and approval (see Stage 1 Checklist). Documentation to be handed in are:
- Survey Plan (1: 200)
 - Site Development Plan
 - Appointment letter of Architect/Structural Engineer
 - Proof of Registration of Architect/Structural Engineer
 - Confirmation by Architect that the plan conforms to the MEHOA Architectural Guidelines
- 1.4 Feedback will be given on corrections to be made on the Stage 1 checklist.
- 1.5 Once corrections have been made to the satisfaction of the MEHOA, the Operational Manager will conduct a visit to the site to confirm the proposed placement of the development.
- 1.6 Once this has been confirmed, the checklist will be signed off by the Operational Manager or a member of the Architectural committee in his/her absence.

Stage 2

- 2.1 Taking cognisance of the architectural committee **Stage 1** comments if any, detailed drawings (working drawings) must be prepared by the architect.
- 2.2 A copy of the working drawings together with proof of payment of the R 10 000.00 deposit toward the 2% Enrolment Fee to be handed in at the offices of the MEHOA for scrutiny and approval (see Stage 2 checklist). Documentation to be handed in are:
- Approved Survey Plan
 - Approved Site Development Plan

- Appointment letter of Architect/Structural Engineer
- Proof Registration of Architect/Structural Engineer
- Floorplan with all dimensions
- Services plan
- Window and Door schedule

- 2.3 Feedback will be given on corrections to be made on the **Stage 2** checklist.
- 2.4 Once corrections have been made to the satisfaction of the MEHOA, the checklist will be signed off by the Operational Manager or a member of the Architectural committee in his/her absence.
- 2.5 Once signed off, the owner to forward another 3 copies of the plans for approval and the necessary stamp of approval.

Stage 3

- 3.1 After the detailed drawings have been approved by the architectural committee, the owner to:
 - Pay the electricity and water connection deposit of R 1300.00 towards the MEHOA
 - Submit the approved plans together with the prescribed plan fees and proof of payment of connection fees by the owner to Maruleng Municipality for approval
 - Lodge copy of the Maruleng Municipality's approved plan with the MEHOA.
- 3.2 Owners may then proceed to appoint a contractor.
- 3.3 The contractor to sign an agreement with the MEHOA and pay the contractors deposit of R 10000.00 before site hand over by the Operational Manager will take place.
- 3.4 During site handover the following will be confirmed by the Operational Manager:
 - Agreement between contractor and MEHOA and contractor and owner on record at the offices of the MEHOA, inclusive of:
 - Contractor's registration at NHBRC
 - Contractor's Liability Insurance
 - Proof of the R 10000.00 deposit paid
 - The house is marked according to site plan
 - Screens erected around the building site
 - Material yard being identified
 - Facility for rubbish and rubble disposal
 - Chemical toilet in place
 - Contractor and personnel registered on the security system of the estate

- Connection of services
 - Erection of contractor's board/sign
- 3.5 Regular inspections will be conducted by the Operational Manager to ensure adherence to the approved plans.
- 3.6 Non-adherence to approved plans will result in immediate suspension of any building activity until such time that the dispute has been resolved.

Stage 4

- 4.1 After the construction have been completed and the stand cleared of all rubble and rubbish, the owner to arrange for a final inspection by the Operational Manager.
- 4.2 The Operational Manager to sign off on the Final Inspection report once all the necessary certificates have been submitted, after which the MEHOA will:
- Issue the owner with an Invoice for the outstanding 2% Enrolment Fee
 - Refund the Contractor
 - Disconnect services
- 4.3 Once the owner provides the proof of payment for the 2% Enrolment Fee as Invoiced, the MEHOA will:
- Reconnect the services
 - Issue a Certificate of Completion that can be handed in at the Maruleng Municipality for the issuance of an Occupation Certificate
- 4.4 Occupation will only be allowed on the filing of the approved Occupation Certificate by Maruleng Municipality with the MEHOA.