



FIG TREE
Lifestyle Estate

ARCHITECTURAL GUIDELINES

HOMEOWNERS' ASSOCIATION

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1. PURPOSE OF FIGTREE DEVELOPMENT CONSTITUTION AND ARCHITECTURAL GUIDELINES (FTAG)

- 1.1 The purpose of the FTAG is to ensure that the original concept and theme proposed for the Figtree Estate is realized.
- 1.2 It aims to outline design parameters and standards that must be adhered to in order to establish the architectural character of the project and to assist the individual architects and homeowners with the design and submission process.
- 1.3 It furthermore serves as an implementing tool to be used by the Figtree Development Architectural Review Committee (FTARC) and the Figtree Development Homeowners Association (FTHOA) in appraising each submission ensuring that all design parameters and regulations during construction are adhered to.
- 1.4 Development rules and regulations in general are in place to ensure that all homeowners have the same rights and obligations while promoting design continuity and cohesion to the scheme.
- 1.5 This will serve to enhance the value of all properties in the development.

2. GENERAL PROVISIONS

- 2.1 These Architectural Guidelines are to be read in conjunction with the FGHOA (Figtree Homeowners Association) Constitution.
- 2.2 The FTAG should be read in conjunction with the local authority by-laws (Kouga Local Municipality), National Home Builders Registration Council (NHBRC) and the National Building Regulations SABS10400.
- 2.3 It is not intended that the FTAG override these regulations.
- 2.4 All details, review and inspection procedures described in these regulations and the design approval process are intended to assist in compliance.
- 2.5 Plans for all buildings, alterations and additions shall be submitted to FTARC for approval, insofar as aesthetics, design and position are concerned.

- 2.6 The Initial House Designs was originally written in May 2021 and may be revised when conditions warrant.**
- 2.7 The HOA reserves the right to suspend part or all construction activities in contravention of these rules, and the HOA shall not be held liable for any delays or costs incurred by the property owner, contractor or sub-contractor as a result of such suspension, or any claims for damages of whatsoever nature.**
- 2.8 It is highly recommended that an owner, as well as his building contractor, arrange an appointment with the Estate HOA before proceeding the building rules before the appointment**
- 2.9 A copy of these rules shall be issued to the property owner on submission of any plans for approval for any proposed development, building or extension and the property owner, his agent, architect or engineer shall sign a receipt on receiving a copy to the rules and regulations.**
- 2.10 Municipal approved copy of the plans to be handed in at the FTTHOA before building commences. No building activities will be allowed without the Local Authority's approved plan in possession of the HOA. A copy of the building contractors NHBRC certificate as well as the electrical and plumbers sub-contractor's qualification certificates must be handed in before commencement.**
- 2.11 All plans, project specification or any other documentation including engineers drawings relating to the proposed new construction, shall be submitted to both the HOA and the Kouga Municipality for approval. All plans submitted must reflect the correct plot description and architect details.**
- 2.12 Notwithstanding the fact that the building plans may comply with all the rules and regulations, the approval or rejection of such plans shall be at the sole discretion of the FTTHOA, which approval shall not be unreasonably withheld.**
- 2.13 Solar heating panels, should where possible, be incorporated into the building to form part of the basic structure and should be clearly shown and annotated on the plans. PVC ducting to conceal all pipe work and electrical connections.**
- 2.14 Owners are encouraged to comply with the stated time frames on construction set out in the contract which primarily are in order to reduce inconvenience to neighbours and unsightliness, disturbance and general nuisance and where the entire Estate will not remain a building site indefinitely. NO lengthy interruptions shall be permitted.**

3. PLAN APPROVAL

3.1 Composition and Duties of the Figtree Development Architectural Review Committee (FTARC)

The FTARC will ensure that:

- At no stage will any construction work commence on site prior to approvals being obtained from both the FTARC and the Kouga Local Municipality.
- The building regulations and design parameters set out in the Initial House designs are complied with.

The FTARC shall include the following members:

At least one representative from each of the development areas.

- At least one representative from each of the development areas.
- A representative from the Development Company.
- Suitably Qualified person/s as appointed by the trustees of the FTHOA

Procedure for Approval of Building Plans

- Owners are advised that only qualified Architects with appropriate affiliation to the South African Council of Architectural Profession (SACAP) will be allowed to act as a Project Architect/Design Architect in the Figtree Development.
- Plan Submission Form(s), where the suitably qualified consultant will be required to verify their status by providing the review committee with his/her SACAP membership number, as well as a copy of their valid registration with SACAP.
- Design drawings to be submitted in two stages in order to curtail expenses and speed up the approval process.
- The Owner's Architect will prepare the necessary concept drawings for Stage 1 approval. One (1) set of drawings, together with all the required forms, needs to be handed in at the Figtree Development board of directors.
- The Figtree Development board of directors will inform the Controlling Architects of the submission.
- The plans will be scrutinized by the FTARC and will have the following to effect:

Option 1

- Approved sketch plans must be converted into Working Drawings for submission for Stage 2.

Option 2

- Rejected concepts – The architect will have to submit a new concept for Stage 1 approval.
- The purpose of Stage 1 is purely to prevent drastic design changes to detailed drawings.

The Controlling Architects will inform the Owner in writing of the FTARC decision. The Owner's Architect will prepare the necessary Working Drawings for Stage 2 approval. One (1) set of drawings, together with all the required forms, needs to be handed in at FTHOA. The FTHOA will inform the Controlling Architects of the submission. The plans will be scrutinized by the FTARC and will have the following to effect:

Option 1

- Approved Working Drawings can be submitted for Municipal Approval

Option 2

- Changes or additional information required. The architect will have to resubmit unit approval.

The Controlling Architects will inform the Owner in writing of the FTARC decision. If there are no changes required and the drawings are approved, then the Client can print an additional 3 sets to be signed and stamped by the Controlling Architects. This is to limit printing cost if there should be changes made, or information still required on the drawings. The three (3) sets of drawings that will be handed in for municipal approval, will be for;

- The municipality - 1 set for their records
- The Owner – 1 set
- NHBRC enrolment – 1 set

It's the Owner's responsibility to submit the drawings for Municipal Approval. Once the drawings are approved by council a copy of the approval letter should be e-mailed to the FTHOA. An electronic copy in PDF format of the approved final Working Drawings should be e-mailed to the FTHOA. The FTARC/FTHOA approval fees are to accompany each submission.

3.2 Fees Applicable:

- The fees applicable for Res 1 properties are as follow, all payable with the Stage 1 submission:

Stage 1: Sketch plans = TBC

Stage 2: Building plans = Plan approval fees per application with two revision TBC

- There after any further required revisions, TBC per submission

- The above fees exclude Municipality fees which will be payable directly to the Kouga Local Municipality by the applicant
- Fees to be updated on an annual basis and will be charged to and collected by the FTTHOA once in place

4. THE APPROVAL PROCESS

The approval process consists of four stages:

4.1 STAGE 1:

SUBMISSION OF CONCEPTUAL DESIGN DRAWINGS FOR EVALUATION BY THE FTARC

The following plans, in sketch plan format, and documents have to be submitted for approval:

4.1.1 One rendered copy of the site layout proposal including the following information:

- Stand number and size
- Building lines
- Placing of building(s)
- North Point
- Dimensions
- Servitudes where applicable
- The position of service areas
- Open garden space
- Terraces (if applicable)
- Distances from boundaries and adjoining structures (if applicable)
- Proposed vehicular circulation
- Entrance to the site indicating width of driveway and distance from the boundary
- Refuse collection and parking (for Res 2,3 & Institutional zoned area's)
- Storm water drainage and boundary walls
- Boundary wall treatment and detail of gate(s)

4.1.2 Floor Plan(s) including the following information:

- Use and size of the rooms

- **Total covered area**
- **Area calculation for each floor, FAR Schedule and Coverage Schedule.**

4.1.3 Conceptual Roof Plan including the following information:

- **Roof layout showing overhang, valley(s), ridge(s)**

4.1.4 One Section including the following information:

- **Heights and levels**
- **Materials used**
- **Roof overhang dimension**
- **Height restriction lines**
- **Any cut and fill must also be shown (if applicable)**

4.1.5 Rendered 3D views including the following information (Only if Needed):

- **Views from all angles (at least 3)**
- **Views showing the boundary walls and gate(s)**
- **The treatment of the building exterior, including colours of roofs and walls.**

4.1.6 Exterior Finishing Schedule (in basic mood board format):

- **This can be done on A4 format.**
- **It should have clear colour pictures, samples or an image of the similar material used on a different project with basic specification of the following;**
 - **Face brick(s)**
 - **Plaster finish**
 - **Paint colours scheme (clearly indicated where each colour will be used)**
 - **Slate Black Roof tiles**
 - **Charcoal Aluzinc finish for garage doors**
 - **Natural stone**
 - **Paving**

4.1.7 Documents

- **Completed APPLICATION FOR APPROVAL OF STAGE 1 (Sketch Plans) form**
- **Proof of payment for Stage 1 scrutiny fee**
- **Completed DETAILS OF DESIGN/PROJECT ARCHITECT form**
- **Proof of valid registration from SACAP should be attached**
- **Completed CHECKLIST form**
- **One (1) set of plans (mentioned above) must be handed in at the Figtree board of Directors (Site Plan, Floor Plan(s), Conceptual Roof Plan, Section, 3D drawings of each elevation, detail of fence(s), gate(s) & balustrades and Exterior Finishing Schedule)**

4.2 STAGE 2:

SUBMISSION OF WORKING DRAWINGS FOR APPROVAL BY THE FTARC

**The following plans and documents have to be submitted for approval:
(Submissions to concur with SANS**

10400-1990 revised National building Regulations)

4.2.1 Building plans and Municipal approval drawings - Submissions to include:

- **Site Plan (Scale 1:100 or 1:200)**
- **Floor Plan(s) (min. scale 1:100)**
- **Roof Plan (min. scale 1:100)**
- **Elevations**
- **Sections (min. 1 section)**
- **Window Schedule**
- **Details (boundary wall, gate(s), balustrades, etc.)**
- **Sewage Layout & Sections**

4.2.2 Documents

- **Completed APPLICATION FOR APPROVAL OF STAGE 2 (Working Drawings) form**
- **Proof of payment for Stage 2 scrutiny fee**
- **The completed "Checklist" form.**

- The completed "Information of Building Contractor" form.
- An electronic copy of approved Sketch Plans to be mailed in a PDF format to the Controlling Architects
- Letter of appointment by the consulting engineer (if applicable).
- The application forms for approval of building plans by the Local Authority.
- Whatever technical detail may be required for approval by the Local Authority and in terms of the NBR and NHBRC
- Final colour scheme of house.
- Any deviation from the approved sketch plan to be highlighted and approved.
- Any other information that may be of relevance.
- One (1) sets of plans (mentioned above) must be handed in at the Figtree Board of Directors (Site Plan, Floor Plan(s), Elevations, Sections, Window Schedule, Details & Sewage) for Stage 2 Approval.

4.2.3 One rendered copy of the elevations:

- Elevations must indicate the following:
- All proposed external finishes
- Including colour schemes
- Ducts, gutters and drain pipes
- All patios and verandas

NOTE: All plumbing pipes to be concealed in ducts and details must be provided.

4.3 STAGE 3:

SUBMISSION TO THE LOCAL AUTHORITY

- Once the FTARC has approved the detailed working drawings, they may be submitted to the Local Authority. In terms of an agreement with the Local Authority, plans will not be accepted or processed unless approved by the FTTHOA and properly certified on the plans as such.

4.4 STAGE 4:

FINAL INSPECTION AND ISSUE OF OCCUPATION CERTIFICATE

- Prior to occupation of a dwelling or complex, an inspection has to be carried out by the FTARC to ensure that the construction, boundary

walls, garden walls, garden gates, landscaping, etc. has been completed in accordance with the approved plans.

- This will also be relevant for any additions and renovations.
- This inspection must be applied for by the owner or building contractor.
- A completion certificate must be issued by the FTHOA and submitted to the Building Office of the Local Authority before the Local Authority will carry out their final inspection and issue an occupation certificate.
- Occupation will not be allowed prior to this.
- No deviations from the approved plans will be allowed unless approved by the FTARC.

4.5 SIZE AND SCALE OF DRAWINGS

- All sketch plans, site development plans and building plans must preferably be submitted on A1 plan size.
- All working drawings to be submitted to a proper scale:
 - Plans 1:50, 1:75, 1:100
 - Elevations 1:50, 1:100
 - Site Development plans 1:100, 1:75
 - Sections and details 1:10, 1:20, 1:25, 1:50, 1:75, 1:100

4.6 GENERAL

- It is the individual home owners architect's responsibility to submit the drawings to the Local Authority for approval once the approval of the FTARC has been obtained.
- The approval of the design by the FTARC is development specific and is still subject to the approval by the Local Authority.
- The project architect and engineer carry the full responsibility as the client's agents for the design and to oversee the construction of the building.
- Letters of appointment by owners of architects and engineers to be submitted.
- A copy of the drawings approved by the FTARC and Local Authority shall at all times be present on site for cross-referencing during site inspections.
- A set of as-built drawings together with a registered land surveyor's diagram indicating the heights of the roof as well as conformation, to the satisfaction of the FTARC, that the building lines and coverage or

approved deviation has been adhered to be submitted on completion of the project.

- A final inspection by the FTTHOA will be done once all "As-built" plans are received and checked to ensure that the building and works complies with the approved plans.

5. REGULATIONS DURING CONSTRUCTION

These building rules and regulations are applicable to all members, architects or permitted design studios, building contractor, sub-contractors and supplier operating within the Estate. Said rules apply to new buildings, additions, boundary walls, extensions to external facades or any other building activity.

The rules and regulations relating to construction activities set out below have been adopted by the FTTHOA and are applicable to all Contractors entering into a contract with a property owner/owner builder for any construction on the Estate. It shall be the sole responsibility of the property owner to ensure that all these rules form part of any agreement entered into between the property owner and any contractor in his employ. The property owner shall further ensure that the rules are adhered to. Depending on the nature of the circumstance, any such contravention could lead to the suspension of the building works and a barring of access onto the Estate.

The primary objective of these rules is to ensure that any construction activities, buildings, civil or electrical shall proceed with the least possible delays or disruption to the residents and that a high quality of workmanship is maintained. In the event of any queries in this respect, residents and their contractors are most welcome to contact the FTTHOA.

5.1 CONSTRUCTION INSURANCE

- All contractors shall be approved by the FTTHOA.
- Credited contractors will lose their accreditation if they were found guilty of not adhering to the rules set out in this document.
- The general contractor and all his subcontractors shall be licensed as required by the relevant Departments, registration with the National Homeowners Building Registration Council (NHBRC) is the minimum requirement.
- The general contractor shall warrant all materials and workmanship to be good quality and remain so for a period of five years.
- All contractors shall carry insurance as follows:
 - Workmen's compensation as required by law.
 - Public Liability: agreed sum for each accident occurrence.
 - Property Damage: Agreed sum for any one accident.
 - The general contractor shall furnish to the owner evidence of the above Insurance and shall secure the same from all subcontractors.

5.2 BUILDERS DEPOSIT

- **A deposit of TBC is to be paid by the owner/contractor of each plot to the FTTHOA trust fund prior to commencing with building operations, which is to be used to reinstate any damages that may be caused to the infrastructure & site by the contractor.**
- **The site foreman is to ensure that roads are kept clean before and after delivery of ready mix concrete.**
- **This deposit will only be released on FTTHOA's approval.**
- **The contractor must sign the code of conduct prior to starting construction and adhere to it at all times.**

5.3 ROAD USE GUIDELINES

- **No vehicle with a Gross Vehicle Mass (GVM) exceeding 5ton/axle to be allowed access to the estate (except service vehicles).**
- **Light vehicles must give way to heavy vehicles.**
- **Heavy vehicles must remain on the road surface at all times.**
- **The speed limit on the estate is 30km/h.**
- **Speed restrictions for heavy vehicles to be reduced to 20km/h.**
- **Use of vehicles with double axles to be avoided due to the shear force exerted on the surfacing during turning manoeuvres.**
- **No vehicle to exceed the standard E80 axle loading.**
- **Damaged to road surfaces, sidewalks or verges will be repaired by the FTTHOA maintenance crew. The cost of the repairs will be deducted from the building deposit.**
- **Spillage of concrete, stone or any other building material to be cleaned by the plot owner, his builder or supplier immediately after spillage occurred.**
- **Any damage to road surfaces caused by spilled material left on the road will be repaired at the owner's expense.**
- **Any damage caused by oil or fuel leaks from vehicles will be repaired at the plot owner's expense.**
- **No concrete or mortar may be mixed on the road surface or in the road reserve.**
- **Details of the driveway position and specification to be submitted with the building plans.**
- **Protective material must be placed under supports of crane trucks, cranes or concrete pump vehicles to prevent damage on the verge, asphalt and paved surfaces.**

- The plot owner will be liable for any damages caused by his builder, suppliers or any other person associated with the construction on his property.
- No unauthorized, unlicensed or unregistered vehicles will be permitted, except electrical golf carts.

5.4 SECURITY

- All of the contractor's and subcontractor's workers must enter the Figtree Development Estate in an approved vehicle with the approved access documentation/card.
- Each contractor shall be held responsible for maintaining security regarding the existing property on the site.
- A full time, qualified and responsible foreman shall be placed in charge of each building project.
- All construction workers are to be easily identifiable with a specific building project, i.e. wearing company overalls, etc.
- Strict site control shall be exercised to prevent excessive damage to the natural vegetation by workers and by building operations.

5.5 SANITARY PROVISION (TOILET FACILITIES)

- Building contractors shall make adequate and proper provision for their employees for sanitary facilities, cooking and eating areas in terms of the Health and Safety Act.
- Site toilet has to be connected to main sewage line from the start.
- These facilities must be screened off with 80% green/black shade cloth at 1.8m high and positioned in predetermined areas preferably away from neighbours.
- The position of these to be done in consultation with the FTARC.
- Screens to be properly maintained.

5.6 CONSTRUCTION DEBRIS (LITTER CONTROL)

- The contractor shall furnish refuse containers and, at all times, shall keep the site free from accumulation of rubbish and building refuse.
- The building site is to be screened off with a combination of 100 diameter gum poles stabilized with a 1:4 cement soil mix at least 800mm into the ground at 3000mm centres and 1800mm high above ground level. The corners are to be braced with gum poles at 45 degrees, with straining wires fixed at 600mm centres.
- Using a carpet needle and twine sew 60% green shade cloth to the pole uprights, as well as, the top, centre and bottom straining wires.

- This will constitute the hoarding and will be able to with stand strong winds and is to remain taut and erect for the duration of the construction process.
- All materials stored on, as well as construction refuse, must be contained on the stand within the screened off area.
- The stand must be cleared of all building debris which must be disposed of legally, prior to the contractor leaving the site.
- Tools, construction equipment, machinery, and surplus materials shall be removed from the site.
- The FTHOA will charge the contractor for any clean-up they have to perform on behalf of the contractor.

5.7 VEGETATION AND OPEN PUBLIC SPACE

- Great care shall be exercised to retain the natural vegetation and especially the indigenous growth and trees.
- No indigenous vegetation shall be removed without the prior approval of the FTHOA or the suitably qualified representative.
- Where indigenous growth and trees need to be protected, in the opinion of the environmental officer, it should be marked and screened off.
- It is the individual owners architect's explicit responsibility to obtain this information in respect of all surrounding sites, visit the site and verify this information prior to any design work being undertaken.

5.8 WORKING HOURS, CONSTRUCTION NOISE

- Construction activities shall happen during the following hours:
 - Monday – Friday: 07:00 – 17:15
 - Saturday: 07:00 – 13:00
 - Sunday: No construction allowed.
- Holiday hours shall be announced by the FTHOA.
- Blasting, drilling, hammering, or any other activity that causes noise pollution shall be strictly during normal working hours as per the Local Authority and the FTHOA requirements.
- Radios are not allowed on construction sites.

5.9 GENERAL

- No sand, cement, oil, fuel, paint etc. shall be allowed to be washed into the storm water system, roads, etc.

- **Dust must be properly controlled by means of wind barriers and wetting down.**
- **No burial or burning of refuses will be allowed on any stand or property of the FTTHOA.**
- **Cement must be mixed on mixing boards, and not directly onto the natural ground surface.**
- **Wind proof and rodent proof refuse bins shall be provided by the contractor on each building site.**
- **The contractor shall not commence any site establishment until he is in possession of an authorised copy of the approved plans and documentation that has been scrutinised by the FTARC of the FTTHOA and approved and authorised by the said Architectural Committee and has been approved by the Kouga Municipality.**
- **Before commencement of building, the following items must be finalised with the Estate Manger:**
 - **Where topsoil is removed for re-use it will be stockpiled in an approved area. Suitable arrangements shall be agreed on to prevent the stockpile from the elements and / or causing a nuisance to other homeowners. The reason and location will determine whether covering or stabilisation will be necessary or not.**
 - **Storage area of building material. The site must be kept as clean and tidy as possible at all times. It is reiterated that no storage is permitted on the roadway, pavement or sidewalk.**
 - **Access to the plot.**
 - **Responsibility for all existing services**
 - **Removal and or damaging to any vegetation.**
 - **Pollution of all roadways, paving and parks during the building phase. Builders must ensure that no noxious substance of any form enters the walkway or storm water drainage systems or by any other means. Labourers must be informed and reminded in this regards.**
 - **Placement of construction signboards**
 - **Contractors, sub-contractors and their labourers shall not be permitted to use any other access that the existing roads or designated pathways. No labourers are permitted to vacate or leave the building site other than on a permitted vehicle.**
 - **Any person found climbing or damaging or interfering with any security fence, wall or gate will be evicted. The possibility of legal action not excluded.**

- **The FTHOA or Estate Manager will do an initial inspection before any building work commences which will include, but not limited to the following:**
 - **A water Meter is installed with the proper casing**
 - **The fencing is erected**
 - **Boundary pegs are visible**
 - **All contract are signed**
 - **Security protocol is in place**
 - **A working toilet is on site**

- **On all properties where the walkway or public areas form part of the boundary, the contractor shall not commence with the following before consulting the Estate Manager:**
 - **site clearance**
 - **levelling off**
 - **scarifying**
 - **earthworks**
 - **excavating foundation trenches**
 - **or any other work of any nature**

- **All appointed Builders, Contractors and Sub-Contractors shall register with the Estate security prior to commencing with the construction of any house or building.**
- **It remains the contractors' responsibility to convey his workforce into the Estate at the commencement of each working day and out of the Estate at the end of the day.**
- **The contractor must ensure that all workers remain under supervision on the building site at all times. All contractors' workforce will require to be transported to and from each individual site in the Estate and no wandering shall be permitted. Any worker found elsewhere will immediately be removed from the Estate as our security personnel have the authority to remove any unauthorised person within the Estate and to enforce residential area regulations.**
- **The building contractor's personnel must be transported by vehicle to the relevant erf and will not be allowed to walk from one area to another at any time whatsoever. Any worker found contravening this rule will be removed from the Estate and the Builder/Contractor will need to consult with the Estate Manager in this regard.**

- (a) The building site shall at all times be kept as clean as possible of builders rubble, with regular cleaning and clearing taking place during building operations. It is up to the Estate Manager's discretion whether a site is dirty, untidy or not.
 - (b) All waste i.e. cement bags, plastic, paper cardboard boxes etc., shall be placed in suitable refuse bags and regularly removed by the contractor.
 - (c) If the regulations, as described in (a) and (b), is not adhered to all building operations will be stopped until rectified.
- The contractor shall not commence any site establishment until he is in possession of an authorised copy of the approved plans and documentation that has been scrutinised by the FTARC of the FTHOA and approved and authorised by the said Architectural Committee and has been approved by the Kouga Municipality.
 - Before commencement of building, the following items must be finalised with the Estate Manger:
 - Where topsoil is removed for re-use it will be stockpiled in an approved area. Suitable arrangements shall be agreed on to prevent the stockpile from the elements and / or causing a nuisance to other homeowners. The reason and location will determine whether covering or stabilisation will be necessary or not.
 - Storage area of building material. The site must be kept as clean and tidy as possible at all times. It is reiterated that no storage is permitted on the roadway, pavement or sidewalk.
 - Access to the plot.
 - Responsibility for all existing services
 - Removal and or damaging to any vegetation.
 - Pollution of all roadways, paving and parks during the building phase. Builders must ensure that no noxious substance of any form enters the walkway or storm water drainage systems or by any other means. Labourers must be informed and reminded in this regards.
 - Placement of construction signboards
 - Contractors, sub-contractors and their labourers shall not be permitted to use any other access that the existing roads or designated pathways. No labourers are permitted to vacate or leave the building site other than on a permitted vehicle.
 - Any person found climbing or damaging or interfering with any security fence, wall or gate will be evicted. The possibility of legal action not excluded.
 - The FTHOA or Estate Manager will do an initial inspection before any building work commences which will include, but not limited to the following:
 - A water Meter is installed with the proper casing

- The fencing is erected
 - Boundary pegs are visible
 - All contract are signed
 - Security protocol is in place
 - A working toilet is on site
- **On all properties where the walkway or public areas form part of the boundary, the contractor shall not commence with the following before consulting the Estate Manager:**
 - site clearance
 - levelling off
 - scarifying
 - earthworks
 - excavating foundation trenches
 - or any other work of any nature
 - **Building sites are required to be screened off on all sides, wither to a height of 1.20 meters and maintained for the duration of the works, or alternatively by the immediate construction of the permanent site boundary walls.**
 - **All appointed Builders, Contractors and Sub-Contractors shall register with the Estate security prior to commencing with the construction of any house or building.**
 - **It remains the contractors' responsibility to convey his workforce into the Estate at the commencement of each working day and out of the Estate at the end of the day.**
 - **The contractor must ensure that all workers remain under supervision on the building site at all times. All contractors' workforce will require to be transported to and from each individual site in the Estate and no wandering shall be permitted. Any worker found elsewhere will immediately be removed from the Estate as our security personnel have the authority to remove any unauthorised person within the Estate and to enforce residential area regulations.**
 - **The building contractor's personnel must be transported by vehicle to the relevant erf and will not be allowed to walk from one area to another at any time whatsoever. Any worker found contravening this rule will be removed from the Estate and the Builder/Contractor will need to consult with the Estate Manager in this regard.**
 - **Deliveries from suppliers should be scheduled during normal working hours, if possible and suppliers should be advised which gate to use to ensure the most direct route to the building site. Arrangements should be made with Security if the alternative entrance is more convenient.**

- **The contractor may, under no circumstances, allow bricks or any building materials to be unloaded on any adjacent property unless he has the written consent of the owner of such property to use the property for this purpose. A copy of the written consent must be lodged at the office of the HOA before any unloading will be permitted. Should consent be given, it is done with the express understanding that the contractor will leave the property in a clean and orderly state as mutually agreed between the owners of the property used and the contractor, prior to the use of the land.**
- **The contractor undertakes to build the structure strictly according to the approved plan. Any deviation from the approved plan must be reported immediately by the contractor to the HOA and or Estate Manager who will take the necessary steps to ensure that the construction is returned to the approved plan or insist that revised plans be drawn up and submitted to the municipal authorities for their approval. Any owner who fails to report any deviation from the approved plans shall immediately forfeit 75% of the security deposit lodged. In the event of any deviation from the approved plans, the homeowner shall be liable for payment of an additional 50% non-refundable deposit, failing which paragraph 1 above will be enforced.**
- **The owner will, at all times, be held liable for the costs of repairs for any damage caused by vehicles delivering any materials to the building site, whether it be damage to parks, public areas, road ramps, plants, electricity supply lines, water or sewerage reticulation system or any property owned by other homeowners or the HOA. The cost of such repairs will be deducted from the deposit lodged. Any shortfall will be debited to the property owners' account.**
- **Contractor's vehicles shall not be permitted to park or be left unattended in the roadway and must be parked in such a manner as to provide unrestricted access along the roads of the Estate.**
- **The contractor remains responsible for the due fulfilment of the regulations contained in this document by any sub-contractor(s) owner-builder(s) he employs during the tenure of the construction.**
- **The dumping of any waste material, builder's rubble or debris of any nature onto any public areas or parks within the property under the control of the HOA is strictly forbidden. Any contractor, sub-contractor or owner-builder who make themselves guilty of this offence, will forfeit the entire deposit and will be prohibited from continuing with building operations until they deposit a further sum equal to the original deposit.**
- **The building site must be cleared within 7 days of the completion of the building.**
- **All houses built will be subject to an initial and final inspection to ensure compliance with the overall design, specifications and standards.**
- **The building inspector, local authorities and NHBRC must be notified before starting operations.**
- **Erf pegs must be located before setting out foundations, and protected at all times from being disturbed. Erf pegs to be visible after boundary walls are constructed, boundary walls to be built inside erf pegs. Where erf pegs are to be covered by**

concrete, said erf peg must be extended by means of conduit tubing, to be visible above ground level.

- The contractor shall submit the name and contact details of his duly appointed on-site representative to the office.
- A copy of all the approved plans and specification to be available on site during normal working hours.
- Contractors to make themselves aware of all existing services on site before starting work.
- Any damage to existing services will be for the contractor's account.
- Under no circumstances will mechanical equipment be used to excavate within the road reserve or within 0,6 metres of the walkway, if said excavations are to take place within the 0,6 meter area, digging must done manually.
- A copy of the occupational certificate must be handed to the Estate Manager for record keeping.
- The Estate Manager shall conduct the initial inspection when the building work/improvements building commence. Inspections from time-to-time, to ensure compliance with the rules & guidelines, will also be done by the Estate Manager. Should there be any nonconformities the Estate Manager will report this to the Excom. If the Excom finds, in its sole discretion, that the site conditions are not of an acceptable standard then the Excom may demand conformance to such standard within a set period of time as stated in the written report handed to the site representative.
- The building contractor will be held responsible for the removal of any building materials or rubble that may have been washed or moved onto the roadway
- The building contractor will be held responsible to ensure that the roads and the vicinity of the site are kept neat and tidy at all times, including materials, mud or spoil being driven or dropped onto the road or sidewalk
- The owner shall give the HOA at least 14 days written notice of his intent to start building
- It is noted that the owner will be invoiced for water and electricity consumption during building operations.
- The HOA reserves the right to amend the foregoing at any time under advice from the Estate Manager. Any changes to the foregoing shall be circularised to all owners, active contractors and newly appointed contractors and sub-contracts, in writing within seven days of a change having been approved.

6. SITE DEVELOPMENT PLAN POSITIONING OF BUILDINGS

- The positioning of the building(s) is to be carefully planned within the confines of the building lines / restrictions as referred to under the Design Parameter section.

- It will be the Contractor's responsibility to ensure that all building lines, height restrictions, servitudes, etc. are adhere too. Rectification cost will be the Contractor/Owner's sole responsibility.

7. REFUSE

- Proper provision shall be made for the storage of house hold refuse at each house and removed to the common development refuse area from where it will be removed by the local authority or FTHOA.

8. GENERAL

- All site development to take place in accordance with the approved development plan.
- No building plans shall be eligible for submission to the Local Authority for approval prior to approval been granted by the FTARC.
- Approval will be given in the form of the submitted drawings been signed and stamped by the authorized persons from the FTARC and a letter confirming the approval and possible outlining further suspense conditions.
- The homeowner remains responsible for any development on their stand, including any damage that may result directly linked or indirectly linked to the building activities.
- The owner shall ensure that the main contractor including his sub-contractors are aware of all regulations and conditions of construction.
- No second dwelling may be constructed on one site.
- No work may be commenced on site until:
 - Plans have been approved by the FTARC and the Local Authority.
 - A copy of the approved letter must be submitted to the Controlling Architects for record purposes before site handover may commence.
 - The contractor has entered into an agreement with the owner and the FTARC with regards to damage to road and sidewalks, and other existing services and vegetation.
 - A pavement deposit, to the value stipulated must also have been paid over to the FTHOA's trust account.
 - No building may be occupied until the individual homeowner's Architect has certified that it is complete and is in accordance with the approved drawings.
- A Certificate of Occupancy issued at the completion of the house by the Local Council will be required by the FTHOA.
- A detailed Health and Safety plan must be in place on site at all times.

- A notice board illustrating the contact numbers of the main contractor must be erected at the entry of an enclosed building site.

9. DEVIATION FROM GUIDELINES IN DESIGN MANUAL

- In the event of any deviation, from the latest release of the Architectural Guidelines, received from any homeowner, approvals shall be sought from all affected neighbours' prior to any decision been taken by the FTARC.
- An affected neighbour shall constitute any owner that is directly affected by any deviation which may or may not include immediate and distant neighbours'.
- Only once approval is received from all affected neighbours' will the FTARC assess the proposed deviation upon its merits.
- A copy of the written permission has to be submitted by the owner at sketch plan stage.
- Where no neighbours' exist any deviations will be dealt with by the homeowners association in conjunction with the Architect acting on their behalf.
- Variances shall be based on the basis of architectural merit and not on hardship.
- Approval will be granted without prejudice and will not form the basis for any precedent in the future.
- In the event of any of the affected neighbours' rejecting the proposed deviation, the owner would be requested to adjust the plans to accommodate the extent allowed by his/her neighbours.

10. TOWN PLANNING REQUIREMENTS

- The development is subject to the Building and Town Planning Regulations and By-laws imposed by the Local Authority. In addition the following Parameters are to be adhered to:

11. LAND USE RIGHTS

- The Land Use Rights are defined in terms of the Kouga Town Planning Scheme.
 - The primary development right for properties zoned "Residential 1" in Figtree is a single dwelling house at a maximum density of 1 dwelling unit per stand.
 - Stands zoned Residential 1 may only be used for residential purposes.
 - No owner/member may change the land use right for which his/her stand or dwelling unit has been zoned, whether by way of rezoning or by way of consent by the Local Authority or in any other way without the written approval of the FTHOA.

12. BOUNDARY PEGS

- It is the owner/builder sole responsibility to confirm that the boundary pegs are according to the SG Diagram done by a registered Land Surveyor. The FTHOA will not be liable if the beacons have been moved from its original position. If any encroachment happened on a neighbouring property, then the guilty party will be liable for any rectification on his/her cost.
- The builder is required to obtain a Beacon Certificate from a registered Land Surveyor prior to the commencement of any building work on site.

13. MAXIMUM COVERAGE

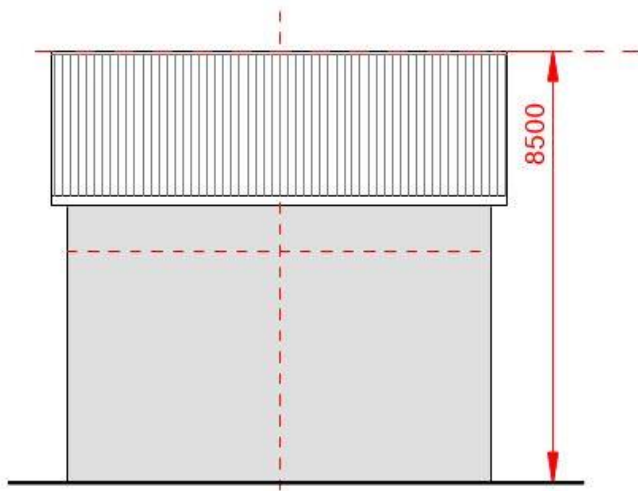
- The maximum coverage of all roofed buildings is expressed as a percentage of the total area of the stand. The reason for the high coverage is because of the small stands and the large green area inside the development.
- Single storey dwellings – 50% of stand area
- Double storey dwellings – 40% of stand area
- The following will be included in the maximum coverage ratio:
 - Covered veranda's and patios
 - Garages and staff quarters
 - Conservatories

14. FLOOR AREA RATIO (FAR)

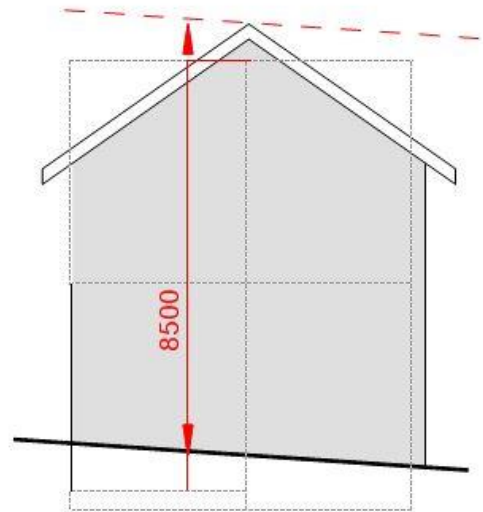
- A maximum FAR of 0.6 applies to each stand. This is the total area of all roofed buildings divided by the total area of the stand and is often referred to as bulk.
- The following will be included in the FAR calculation:
 - Garages and outbuildings
 - Staff quarters
 - All enclosed abutments; patios, conservatories, verandas and balconies.
 - Lofts
 - Double volumes will be counted twice. The area of a double volume will form part of the 1st floor calculations and will also be considered part of the ground floor building area.

15. HEIGHT RESTRICTION

- The maximum height of any dwelling / permanent residential building or part thereof is 8,5m. or as approved by FTARC and HOA



Front View



Side View

MAXIMUM HEIGHT RESTRICTION

16. BUILDING RESTRICTION LINES

- The generic building lines for all the stands in the development will be as follow:
 - Internal Street boundary building lines: 2m
 - Side / Lateral boundary building lines:
 - Single Storey : 2.0m either side
 - Double Storey: 3.0m either side & 3,0m Rear B/L
 - Units with shared fire walls (Communal Walls) : 0,0m at all Communal Walls
 - 0,0m building lines will only be approved for garage walls at each stand for the length of the garage with 1m at the front and 1m at the back of the garage. No window openings is allowed on a 0m building line wall.
 - Garages facing the internal street: 3m
 - Garages opening perpendicular to the street: 3m
 - Corner stand: Rear boundary is regarded as the side facing the "back" facade of the building.
 - Only one side Building line of 2.0m can be relaxed to 1.0m if approved by the FTHOA and neighbouring's stands for garage side of unit. This will be applicable for stand numbers 11204, 11205, 11206, 11207, 11209, 11210, 11211, 11212 and 11213 on the southern erf boundary.

- Stands next to Green area and Public Open Space boundaries: As specified above
- Street Building line relaxation would only be considered for corner properties.
- If the building is positioned in such a way to optimize the best orientation, and as a result is not parallel to the site boundary line, encroachment of max. 3m of the length of the building line will be considered by the FTARC on condition that the furthest point is not closer than 1m from the boundary line. This rule only applies for walls not parallel to the boundary line.
- Building restrictions lines for the main erf 875 will stay in place as per approved sub division amendments and approved SDP. Make sure of this in the approved SDP and Amendment of sub divisional plans and departure from building lines.
- The South border that borders to the Primary School will have a building restriction of 3m.

ALL INTERNAL BUILDING LINES WILL BE EVALUATED BY THE FTHOA BEFORE SUBMISSION TO COUNCIL

Typical Illustration for internal Boundary Lines



17. PRIVACY AND GOOD NEIGHBOUR LINES

- **Verandas, balconies, covered decks and patios, staircases, gazebos, etc. are considered to be part of the buildings and must be within the building lines.**
- **A building for the purposes of this clause includes all structures of a permanent nature.**
- **It is important to take note of any services on the Services Layout Drawing for Figtree Development, as a number of services are located in the building restriction areas and will be protected by servitudes.**
- **Any component generally not forming part of the coverage calculation i.e. a pool or open patio may be built closer to the boundary line, approval of which is at the sole discretion of the FTARC and council.**

18. DESIGN PARAMETERS

18.1 INTRODUCTION

- **This document sets out the Architectural Guidelines with which prospective purchasers will have to comply if they wish to build at the Figtree Development and forms part of the Figtree Development Homeowners Association (FTHOA) Constitution.**
- **In terms of the Agreement of Sale, purchasers will be obliged to submit their drawings to the Architectural Review Committee for design approval, before submitting them to the local authority. Approval or rejection of the design is at the discretion of the Architectural Review Committee.**
- **The Figtree Development Homeowners Association has the right to vary the requirements contained within this document subject to the approval of the Kouga Local Municipality.**
- **The purchaser and his/her contractor will be subject to the provisions of an Environmental Contract which will be administered by the Figtree Development Homeowners Association and which will contain obligations and penalties for any breach of the contract.**
- **In these guidelines the words 'must' and 'shall' indicate mandatory provisions, while the word 'should' indicates desirable and recommended provisions, which may only be deviated from at the discretion of the Architectural Review Committee.**
- **The Design Guidelines will be strictly enforced. Any detail deviations or exceptions will have to be thoroughly motivated to the FTARC who will consider such deviation on its merits.**

18.2 ARCHITECTURAL CONCEPT / THEME

- **The overall objectives for the Figtree Development can best be described as creating a sustainable development that is:**
 - **Unique in character and a sought after investment.**
 - **A Safe, tranquil environment that focusses on the needs of different age groups.**
 - **Creating an interactive community and establishing interaction between different age groups.**
 - **Promote an outdoor lifestyle.**
 - **Using environment friendly design principals as far as possible.**
- **A modern architectural interpretation of the guidelines is encouraged, with the emphasis on simplicity, scale, proportion and refined detail.**
- **The architectural theme embodies a relaxed and proportionate architectural scale typically found in the sea side areas of South Africa.**
- **The design manual and the FTARC are predominantly concerned with the exterior aesthetics of building in the development as a whole.**
- **Owners are allowed to have their own individualistic expression on the interior of their homes.**
- **The use of design tools such as form, mass, scale, material selection and natural colours where the emphasis is on designing sensible buildings that are responsive to its topography and climate creating integrity in group form is encouraged rather than competing with neighbours.**

18.3 BY-LAWS AND REGULATIONS

- **These Architectural Guidelines ("Guidelines") establish the architectural character of the scheme and are in addition to local authority by-laws and the National Building Regulations.**

18.4 AMENDMENTS TO ARCHITECTURAL GUIDELINES

- **The Home Owners Association reserves the right to make minor adjustments and amendments to the design standards, as incorporated in these Guidelines, as it deems necessary from time to time prior to the approval by the Local Authority.**

19. ARCHITECTURAL DESIGN CONTROLS

19.1 SCALE AND PROPORTION

- It is intended that the architecture of the estate be harmonious and of human scale, avoiding unnecessarily large building forms.
- Large building forms must be broken up into smaller well defined components.
- The size, proportion and placement of buildings must take cognisance of site and environmental conditions.

19.2 MINIMUM SIZE OF HOUSE/DWELLING

- The minimum size of a house will be determined by the max approved coverage and inside all building lines.

NOTES:

- The floor area specified above includes all roofed structures, including garages, patios, etc.
- No one bedroom dwellings will be approved for Res 1 properties.

19.3 PLAN FORM

- Plan form – Rectangular and composite rectangular.
- Plan forms should be simple geometric forms complementing the usage of the spaces.

19.4 FLOOR SLAB/PLINTH HEIGHT

- The height of the finished floor levels above NGL must be kept within reasonable heights as per the discession of the FTARC and must be kept to a min of 0.17m directly above natural ground level at any point along the perimeter of the building. The stand must be cut and filled to the best possible level. Boundary walls can be used as retaining walls after structural engineer design.

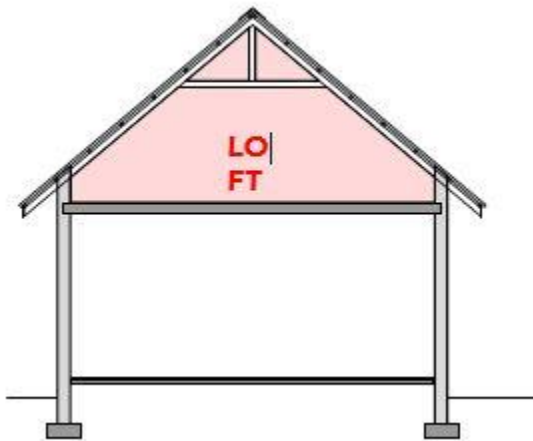
19.5 HEIGHT OF BUILDINGS

- The maximum height of any dwelling / permanent residential building or part thereof is 8,5m or otherwise approved by FTARC or HOA and should be calculated at the highest point of the building structure i.e. the apex of a dual pitched roof or the top of a parapet wall to the original natural ground level directly below the point of measure.
- The height of chimneys will be subject to approval by the FTARC and local authority.

- No chimney shall be higher than 8.5m measured from the original natural ground level directly below the point of measure
- Lofts will be subject to special FTARC and council approval and should be treated as an inherent part of the roof structure without increasing the height of the building.
- The loft area will be regarded as part of the total area allowed.

19.6 LOFTS

- A loft is considered a storey if the sidewalls extend above the floor.
- Loft areas to be included in the Maximum Floor area calculation.
- Special FTARC permission is required and all lofts should be indicated on drawings submitted.



EXAMPLE OF A LOFT

19.7 EXTERNAL WALLS

- The architectural style calls for honesty and integrity in the construction.
- Therefore all walls must be plain without unnecessary decoration.
- Any deviation to this, including ornate decorative mouldings, are not allowed.
- External finishes must conform to good architecture, so as not to detract from the general appearance of the neighbourhood.
- Simple plaster or timber surrounds to openings are acceptable, but quoins, rustication and decorative mouldings are not permitted.
- Plaster finishes to be smooth wood trowelled prepared for painting and/or bag-wash finish.
- Facebrick colour should be approved by FTARC

- The use of only facebrick is not permitted. The facebrick surface should be complemented with plastered surfaces. A minimum ratio of 10% plaster should be complied too.
- The plinth or foundation walling can be finished in facebrick or natural stone.
- Imitation stone finishes are not permitted.
- All exposed timber shall be of a suitable type and grade.
- Natural stone construction or cladding may be used as architectural affect to emphasize certain areas, i.e. plinth, chimneys, columns, focus walls, etc.

19.8 RECOMMENDED WALL FINISHES

- Natural stone
- Smooth plaster or bagwash finish.
- An appropriate combination of plaster and facebrick finish are recommended.
- Facebrick as pre-approved by FTARC.

19.9 WINDOWS

- Window sizes and placement must at all times be functional.
- Window sizes and proportions assist with the aesthetic of each building. "Winblock" type windows will not be permitted.
- Window frames and panes to be rectangular with a vertical proportion of at least 1:1.2, but 1:1.6 is recommended. Cottage (small) pane windows WILL not permitted
- Small windows (maximum 600mm x 600mm) may be square.
- The proportion and style of widows selected should be consistent throughout all buildings.
- Sliding with vertical proportion, side hung casement and vertical sash windows are allowed.
- Window type and proportions selected on a particular property must be consistent.
- Performance glass must be submitted to the FTARC for assessment and approval.
- Hinged and sliding shutters will be allowed.
- Large openings should be protected from sun and rain by overhangs, sliding shutters and/or pergolas.
- Hinged and sliding shutters will be allowed.
- All glass sizes to conform to SABS 0400 – 1990 Part N Glazing Regulations.

- No steel window frames, Timber window frames or precast concrete window systems may be used.
- Reflective glazing is not allowed.
- Circular, stained glass or diamond shaped may only be used if it adds value to the desired design affect and once approved by the FTARC.
- Materials - epoxy powder coated heavy duty aluminium.
- Permissible colours:

Epoxy powder coated aluminium:

- Vedoc "charcoal"
- Vedoc "white"
- Suitable and non-suitable windows:
 - Windows plays an integral part of the architectural language of Figtree Tree Development.
 - Each design will be evaluated by the FTARC on its own merit to determine whether it is compliant with the architectural style concept.
 - The Architect should avoid the use of typical residential windows not associated with the modern style concept. NO Cottage Pane aluminium windows are allowed.

19.10 WINDOW PLACEMENT

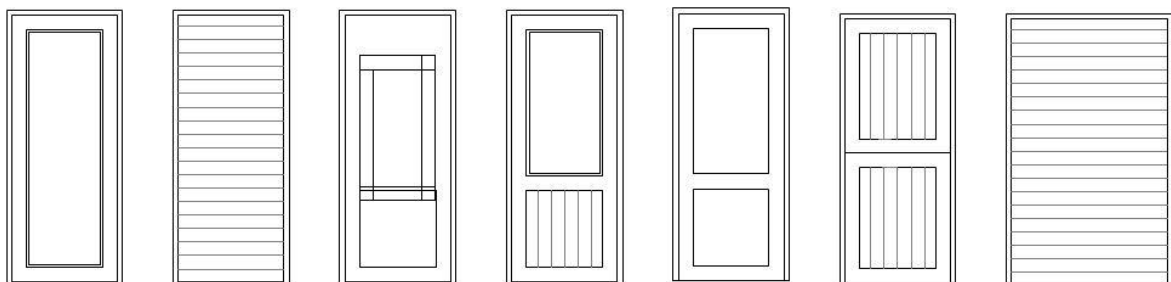
- Windows should generally be:
 - The same height at the same level throughout the same storey.
 - Of the same width in vertical succession, line up above one another as much as possible.
 - In general a window should not be placed closer than 460mm from an external corner of the building.
 - To create large glazed areas, vertically rectangular windows should be joined together.
- The above are guidelines but each design will be judge on its own merit and whether it complements the architectural character of the estate or not.
- Avoid using large standard type aluminium residential windows.
- Large fixed panel glass windows will be considered
- Corner windows are allowed.

19.11 BURGLAR BARS / SECURITY

- **Burglar bars will be allowed as part of security and may only be fixed on the interior of buildings.**
- **As the entire estate has an electrified perimeter fence and an entrance guard house, the need for additional security measures is at the sole discretion of the purchaser.**
- **If required, designs should be simple.**
- **The bars should be simple in design and align with the mullions and stanchions of windows and doors as far as possible.**
- **Ornate detail will not be permitted.**
- **All designs are subject to review by the Architectural Review Committee.**
- **No external burglar bars are permitted, including Trellidor type installations.**
- **Every alarm fitted in a dwelling, must be linked and monitored by an appointed security company.**
- **Colour should match that of the windows.**

19.12 EXTERNAL DOORS

- **The guidelines for windows applies here as well, including colour selection.**
- **Doors and door-frames facing the street should be aluminium and glass.**
- **All doors to be vertical in proportion matching that of the windows.**
- **All external doors must be shown on plan and elevation with the chosen finish.**
- **Material choice and finish should be consistent with that of the windows.**
- **Ornate carved doors will not be permitted.**
- **Glass door style to be consistent with window style.**



TYPICAL EXTERNAL DOORS COMPLIMENTING THE STYLE

19.13 VERANDAS, PERGOLAS AND EXTERNAL STRUCTURES

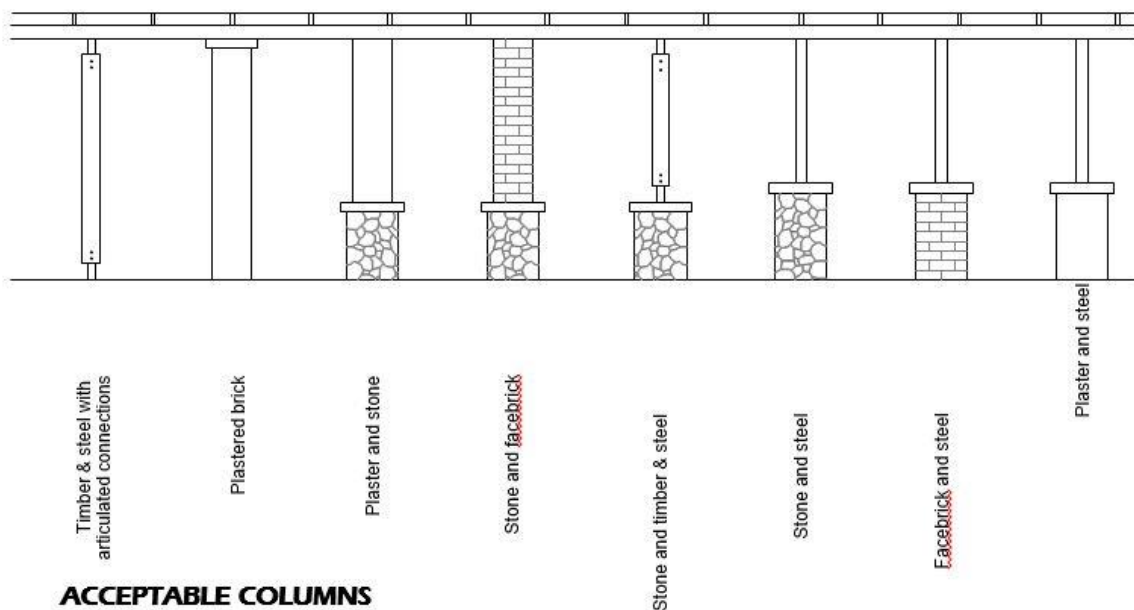
- **Is considered as coverage if less than 70% perforated or open.**
- **Only laminated pine or treated hardwood structures permissible if timber is used.**
- **Ornate decorations will not be allowed.**
- **Covered verandas may have a maximum depth of 4,000m.**
- **Veranda support may be of timber, painted galvanized mild steel sections or a combination of face brick and/or plastered brickwork and/or natural stone. They are to be simple in form.**
- **The maximum support distance is 3,5m.**
- **The FTARC will consider approval of enclosed ground floor verandas or covered stoep, provided window or door mullions and stanchions are kept to a minimum.**
- **Louvers may be fitted behind or between column supports of the folding or stacking type not exceeding 900mm width per leaf.**
- **Enclosed verandas must be included in bulk calculation.**
- **First floor verandas or balconies may not be enclosed.**
- **Victorian cast iron "Broekie lace" and timber filigree will not be permitted.**
- **Horizontal laths may be fixed to the underside of pergola structures.**

19.14 COLUMNS

- Columns, piers and supports to verandas or external structures, are to be of a simple design and functional.

The following columns/supports are not permitted;

- Ornate, fluted or decorative columns
- Smooth tapered precast concrete columns.
- Round timber or painted round steel supports.



19.15 ROOFS

- Predominately low pitched (25 degree) as per approved drawings or flat concrete slab roof.
- ALL Roof pitches must be consistent, with the same slopes.
- If the design is an H-shape form, then the architect should strive to keep the width of the gables as symmetrical as possible.
- Flat or lean-to roofs of 5 degrees to 15 degrees are acceptable.
- An extra allowance will be made for open lean-to verandas.
- Lean-to roofs must abut the wall of a pitched roof and not exceed 4m in depth.
- Roofs must coincide with plan elements.

- Overhangs are not to exceed 450mm; large overhangs are however discouraged as they are not in keeping with the architectural language of Figtree Development.
- The roof material chosen should be consistent. Material not listed will not be allowed.
- Parapet walls may not exceed more than four brick courses above the highest roof junction.
- Special attention must be paid to the finish of parapets, fascia's, corbelling, capping eaves, Roof trims, Gutters and roof material. Details of the above mentioned must be supplied with building plans.

19.16 ROOF MATERIALS – (Following are Allowed)

- Reinforced Concrete Flat roof with approved waterproofing by specialist:
- Tiled roofs with Elite Slate Black roof Tiles to be approved by FTARC if necessary

19.17 SHUTTERS, SCREENS, CANOPIES AND AWNINGS

- Screens or shutters must be operable, and their materials and finish must be submitted to FTARC for approval.
- Mock shutters will not be permitted.
- Sun control and privacy shall be by means of shutters and / or planting.
- It is preferred that shutters are either in aluminium or timber to match the colour of the window frames.
- No clip-on aluminium or canvas awning systems may be used over windows or doors.
- No horizontal sliding canvas system for patios and pool decks will be allowed.
- Aluminium, fibreglass or canvas type awning, whether of the retractable type or not, will not be permitted.

19.18 GUTTERS AND DOWN PIPES

- Seamless aluminium or Chromadek gutters and downpipes are recommended.
- The colour must charcoal grey. If gutters and downpipes are not used an approved apron surround must be provided to the satisfaction of the FTARC.
- Water storage tanks on each site are recommended for irrigation of individual plots.
- Rainwater down pipes must be positioned sympathetically.

- The disposal of rainwater onto the site should be controlled to avoid damage to the site.
- Rainwater to be managed by means of overland waterways such as driveways discharging into the internal road system.
- According to the NHBRC requirements (see NHBRC Compliance); 1m wide paving have to be laid around the house for storm water purposes.

19.19 PLUMBING

- All plumbing to be concealed. Stub vent stacks to be used.

19.20 BALCONIES

- Balconies to be placed and designed such that the privacy of neighbouring homes is not compromised.
- The placement and design of balconies are subject to FTARC approval.
- Balconies are allowed to face north, east or west, if it does not invade the privacy of the adjacent neighbours.

19.21 BALUSTRADES

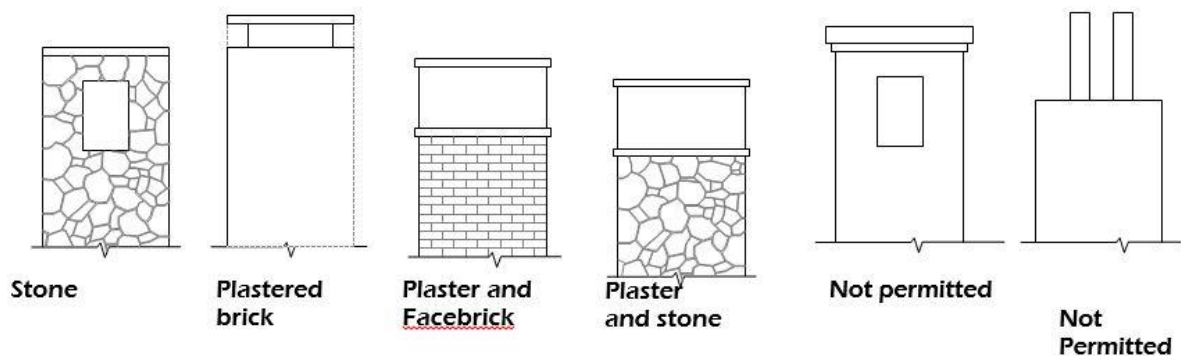
- Balustrades to conform to National Building Regulations.
- Balustrades colours to comply with the prescribed colour samples.
- Balustrades to be simple and no ostentatious designs are allowed. Designs subject to FTARC approval.
- Balustrades shall be constructed from stainless steel, epoxy coated aluminium or painted galvanized steel, simple in design, without ornamentation.

19.22 DORMERS AND ROOF LIGHTS

- Dormer windows will be subject to approval.
- Normal window proportions apply.
- Dormer to be no wider than window width with its trim and not over-scaled.
- Skylights subject to approval (Velux or similar approved).
- Traditional style (size and proportions) with flat glass recommended.
- Must be set in the plane of the roof, vertically proportioned.

19.23 CHIMNEYS AND BRAAIS

- Chimneys are important elements of the overall composition and it is recommended as an architectural focus.
- It may be constructed in brickwork with a plaster and painted finish or natural stone.
- Artificial stone and stone tiles are excluded.
- Capping should be simple, either fixed or rotating, subject to approval by the FTARC.
- Chimneys must be moderate in size and must exceed the roof apex by a minimum of 1m, but will be limited in the overall height by the FTARC.
- The proper functioning of the chimney will remain the responsibility of the project architect and the height must be substantiated by a specialist.
- Wind cowls will be subject to approval.
- Simple clay or concrete chimney pots may be used.
- No ornate pots permitted.



CHIMNEY FINISH SUGGESTIONS

19.24 WENDY HOUSES, TOOL SHEDS, LAPAS & BRAAI AREAS

- No Wendy houses, tool sheds or lapa's to be constructed.

19.25 TIMBER DECKS

- Timber decking will be allowed.
- The support of the timber deck should not be visible.

19.26 CELLAR

- Cellars are allowed and can only be accessible from within the dwelling.

19.27 CONSERVATORY

- **A glass conservatory will not be permitted.**

19.28 GARAGES AND CARPORTS

- **Garages and carports should be consistent in design and material finish with the main house.**
- **Prefabricated garage units are not permitted.**
- **A maximum of two garages that face the roadway will be considered on condition that it is separated by the main dwelling or part thereof and it doesn't distract from the architectural language of Figtree.**
- **These garages may have a single double door, or two single doors.**
- **Garage doors may be of sheet metal aluminium and not timber.**
- **Excessively decorated garage doors are not permitted.**
- **Garage doors shall be of the horizontal sectional overhead fielded panel type.**
- **Automation thereof being the choice of the purchaser.**
- **Colours to be approved by the FTARC.**
- **The design and material of carports and patios must compliment the style and design of the main building and must be approved by the FTARC.**
- **All dwellings must have at least one outside light connected to a day/night switch at garage openings**

19.29 BOATS, TRAILERS, CARAVANS

- **Must be concealed inside garages or screened from the street and neighbours.**

19.30 SECOND DWELLINGS AND STAFF QUARTERS

- **There shall be no more than one dwelling unit per stand.**
- **A dwelling unit is defined as one or more rooms including kitchen designed as a unit for occupancy by one family for the purpose of cooking, living and sleeping.**
- **Free standing structures should be linked with the main structure to form a unity.**
- **Staff quarters will be included in the coverage and the bulk (FAR) calculations and may not exceed 75m² for Res 1 properties.**
- **Siting of the staff quarters will be handled as an approval item during plan submission.**

- **Freestanding garages will be allowed.**

19.31 KITCHEN YARDS

- **Yard walls to be sympathetic with the house design and positioned to conceal washing line, dustbins, open storage areas and kennels.**
- **Staff quarters and kitchens should open onto a courtyard.**
- **The courtyard must make provision for at least 3 bins to enable waste recycling.**
- **All kitchen yards must have access to and from the street.**
- **Yards must be built in plastered and painted brickwork to match the design and construction of the main house.**
- **It is recommended that kitchen yards be built on the boundary line with approval from the FTARC.**
- **Washing line, garbage bins, gas containers, air conditioning units and pool pumps may not be visible from the road, green areas and neighbour's natural ground level.**

19.32 SWIMMING POOLS

- **Backwash from the filter is to be dealt with in accordance with local authority regulations.**
- **Swimming pool pumps must be screened from view. The position of the pump is subject to approval by the Architectural Review Committee.**
- **Swimming pools may be constructed over building lines.**
- **Swimming pools will be allowed subject to approval from the FTTHOA.**
- **The shape of the pool should preferably be square, rectangular or composite rectangular.**
- **All proposed swimming pools and safety walls/fences must be indicated on plan and elevation drawings for scrutiny and approval - adhering to the safety standards as laid down by the local authority and SABS 0400/DD4.**
- **It must be constructed as per SABS 0134-1997 Code Practice for "The safeness of private swimming pools". Pool nets and covers are not considered as providing adequate safety on their own and may only be used in conjunction with a pool safety wall or fence. Such wall or fence and self-closing gate therein shall be 1,2m above natural ground level and as per Clause 6.3.**
- **No person should have access to such pool from any street or public place or any adjoining site other than through:**
- **A self-closing and self-latching gate with provision for locking in such wall or fence and not contain any opening that will permit the passage of a 100 mm diameter ball.**

- A building where such building forms part of such wall or fence.
- The pool and safety wall or fence must form an integrated part of the external living space of the house.
- No portable or temporary pools will be allowed.
- All pools must be sunken into the natural ground and may not protrude above the natural ground level by more than 340mm.
- Where swimming pool maintenance involves chemicals that may be harmful to the environment, it is important to use the proper procedures when draining water from pools.
- Pool water must never be drained into a body of water (stream, wetland, etc.).
- Before draining a pool, leave the water in the pool for at least a week without adding chlorine or other chemicals. This will reduce the chlorine level.
- Always test the pool water before draining to ensure that pH levels are normal (6.5 - 7.8) and chlorine levels are not detectable.
- If the pool contains algae or other organic matter (a black film), these should be collected and disposed of at a waste disposal site prior to draining the pool.
- If the pool is cleaned through an acid cleaning or by water pressure, make sure the pH levels in the water are adjusted to normal levels before draining the pool and filter out any extraneous material before draining.
- Pool filter sand must be disposed of at a waste disposal site.
- Copper-based algaecides must not be used in the pools.

19.33 BOUNDARY WALLS

- In order to create an outwardly focussed built environment whilst retaining residents sense of privacy the following guidelines will apply.
- Boundary walls that need to retain more than 300mm of soil, must be designed in accordance to the FTAG and approved by an Approved Engineer

19.34 MATERIALS

- Only the following materials may be used in the construction of walls and fences:
 - Natural stone
 - Brick and plaster (Redish Face Brick Colour)
- The following are specifically prohibited – precast walls; artificial/ concrete rock; razor/barbwire; security spikes.
- The finishing of the wall on the neighbour side should be minimum flush jointed.

- **Boundary walls on internal street boundaries will not be permitted, unless it is retaining walls and there is level drop of more than 850mm between the street and finished ground level on the stand. There must be max. 510mm high dwarf wall to protect the level difference if less than 850mm. When the level difference is more than 850mm then the street boundary wall needs to be min 1,25m high on average. 1,85m high Side boundary walls adjacent to street boundaries must stop at least 3m before street reserve, then not be higher than 1.25m average. Back yard boundary walls must not be higher than 1.85m and can only start from the front corner of the building to the back of the erf.**
- **It is recommended that the building of boundary walls will be in collaboration with the neighbours. This will not only save money (by sharing costs) but it will help to create a more uniform look.**

19.35 GATES

- **Gates must be in wood or steel in a simple design and may not be higher than the adjoining wall.**
- **Horizontal wooden slats in a natural or varnished finish are recommended.**
- **No gates in front of the garage door will be permitted. Only small side gates.**
- **Excessive ornamentation or decorative finishes are prohibited.**

19.36 STREET NUMBERS

- **All street and house numbers must be according to approved samples by FTARC.**
- **No other signage may be displayed on the stand.**

19.37 SIGNAGE & HOUSE NAMES

- **House numbers and letters must be Arial not smaller than 80mm or larger than 160mm in stainless steel and.**
- **Numbers must either be placed on the house or on the garden wall in a visible position.**
- **Every house must have a House number.**
- **Post boxes at the houses will not be required; as there will be centralized post box facilities.**
- **Individualized name plates will be considered but must be submitted to FTARC for approval.**
- **No illuminated signage will be permitted.**
- **Boundary walls to yard area only.**
- **Boundary walls should complement and form an integral part of the design.**

- No changes to the estate boundary wall will be permitted without written consent by the FTARC.

19.38 STREET BOUNDARIES

- The street boundary of a property is the most important interface with the public domain. These walls need to be approved by the FTARC, each one on its own merits, but is not recommended.
- The following guidelines apply to all street frontages.
- Approval – the boundary wall/fence must be shown on the site development plan and be presented to the FTARC for approval prior to construction.
- Maximum Height:
 - 1,250m for solid walls without columns.
- The street boundary wall will go around until in line with the first corner of the dwelling. See picture below or as approved by the FTARC
- The measurements are taken from the natural ground level and is calculated as an Average.
- These walls may be a face brick masonry wall with roll on top. Facebrick to be approved by FTARC and is recommended to be a reddish face brick.

19.39 SIDE AND MIDBLOCK BOUNDARIES

- The wall design must be integrated with the design of the house to form a whole.
- Side boundary walls should preferably be stopped short of the street boundary to enhance the streetscape, or alternatively be lowered to a max.
- The average wall height is restricted to 1.25m for columns and solid walls, above finished ground levels
- These walls may be a combination of face brick/plastered and painted masonry/natural stone. A minimum of 25% plastered area should be visible.
- Only a single wall/ fence may be built on these boundaries. Owners are encouraged to co-operate in the construction of the common wall between their properties. In the event of dispute the FTARC will be the sole adjudicator and both owners will abide by the FTARC's decision.

19.40 GREEN BELT AREA BOUNDARY FENCES

- Where stands front onto the open areas or green area, the aesthetics of the interface is considered to be extremely important.
- In order to avoid the erection of unsightly solid walls along the edge of the open areas or neighbouring properties, the following guidelines will apply:

- Ideally the boundary between stands and open areas (parks) should be totally unfenced and only landscaped.
- Where a swimming pool needs an enclosure for privacy reasons, part of the fence can be bricked up. It should be approved by the FTARC.
- Hedges may however be planted inside the site boundary to provide screening if so required.
- The interface between the front fences of each stand and the side boundary walls of each stand is important.
- The side walls must link to the front fence with a pillar and must be the same height as the front fence for at least 3m.
- If solid walling is required to enhance the privacy of certain parts of the property, for example, to screen the swimming pool from the street, such walling should be as low as possible, and should not extend for more than 25% of its length as a continuous line parallel to the street boundary.
- The architecture of any building facing the green areas should be designed in such a manner as to soften / minimize the visual impact.
- Sidewalks may be landscaped with plants and scrubs not exceeding 1,2m in height.

19.41 DRIVEWAYS

- The design, position and materials used for driveway construction have a major impact on the public spaces.
- The following are guidelines for the construction of driveways.
- Position: The position of driveways will be governed by the following principles:
- Only 1 driveway per stand is permitted.
- The driveway position will be approved on submission of the site development plan.
- Road safety criteria will be the primary determinant of the driveway to a site.
- The position of subterranean services (electricity, water and sewerage) will also have an effect on the position of driveways.
- Wherever possible, adjoining stands should have adjoining driveways to ensure maximum road reserve for planting of trees and shrubs
- The FTARC will determine and approve the position of all street accesses in its entire discretion.
- Dimensions: The driveways may be a maximum of 5,4m wide and must be perpendicular to the street boundary.
- Materials: Driveways must be constructed of concrete paving; or other similar material, excessively coloured or patterned driveways are not permitted. To be approved by FTARC

- **Finishes permitted on walkways, terraces and driveways can be tinted screed, cobble stones, river stones or clay brick pavers.**
- **Sidewalks: Sidewalks will be constructed on certain roads by the Developer.**
- **The side walk will take preference over the driveway in that the sidewalk will be a continuous surface and level across all driveways.**

19.42 RETAINING STRUCTURES

- **No retaining wall higher than 2000mm permitted. Retaining walls which exceed this height shall be terraced.**
- **Materials of retaining walls shall be “packed” natural stone with a reinforced concrete core or with stone facings to a brick “backup” wall.**
- **No precast concrete retaining structures permitted.**
- **Retaining structures must be faced in natural stone, Clay flash jointed bricks or in plastered and painted brickwork. Where extensive retaining is required, a series of terraces with several lower walls is preferable to minimize the visual impact from the public areas.**

19.43 EXCAVATIONS

- **In general, the natural ground level of each individual site is to be disturbed or altered as little as possible.**
- **All site works required for the development of the site are, as far as possible, to be confined to the footprint of the building or access to the property.**
- **If, however, it is impossible to keep to the natural slope of the landscape and a certain amount of land forming is required, all new land forms should be designed to look as naturally part of the existing topography as possible.**
- **Care must be taken to accommodate all storm water runoff, and must not compromised the Dwellings on the lower sides of the property.**
- **The manipulation of natural land forms is to be limited and the preservation of the natural land form by reinstating the stands is an essential principle to be adhered to.**
- **The site and surrounding area shall be shaped to permit the drainage of surface water and to prevent ponding.**
- **No excavation or filling of the stands may be undertaken without the submission and written approval of a detailed architectural and SDP (site development plan) plan to the FTARC panel.**
- **All proposed foundations or excavations for exterior buildings, patios, and swimming pools must be certified by a Structural Engineer.**

19.43 BOREHOLES

- **The drilling of a borehole for the abstraction of groundwater is not permitted on any stand.**

19.44 AIRCONDITIONING

- **No window or split unit air conditioners may be visible from the street, green areas or neighbouring properties.**
- **Air-conditioning condenser units must be screened or concealed from the street and/or green areas.**
- **The positioning must be such as to minimize on noise pollution, keeping it within acceptable levels and adhering to the relevant standard.**
- **Ideally these are to be placed within the kitchen yard.**
- **Mechanical equipment and plants such as air-conditioners (and grills), pool pumps etc. must be designed into the buildings and/or adequately enclosed or screened off from view and drawings to be submitted to FTARC indicating the position of the air conditioning units.**

19.45 SOLAR PANELS

- **Solar Heating panels must be placed flat against the north facing roof slope and may not have external storage tanks / batteries.**
- **No freestanding solar panels will be allowed.**
- **The use of solar panels for the heating of water is encouraged. Only the solar panels (either the vacuum tube-type or flat panel-type) may be visible – no external geyser, header tanks or coiled pipes may be visible.**
- **The solar panels must be incorporated into the design as far as possible**
- **All geysers fitted outside on flat roofs are to be enclosed in an aesthetical pleasing enclosure.**

19.46 GENERATORS

- **Generators must be installed in such a way that it does not create a nuisance to neighbours.**
- **In addition to the requirements above, generators that are permanently or semi-permanently installed (semi-permanent shall be a unit being in the same position for more than 30 days), must be visibly screened and indicated on plans approved by the FTHOA.**

19.47 SATELLITE DISHES AND TV AERIALS

- **Satellite dishes, TV aerials and antennas may not project above the roof ridgeline or be attached to chimneys.**
- **It must be attached out of sight to the side of the building and not to the street or green area facades of the building. The position and specification of all utilities should be clearly indicated on the submission drawings for the approval of FTARC.**
- **Television aerials and/or satellite dishes are to be positioned as discreetly as possible subject to the approval of the Architectural Review Committee.**
- **No external TV - or any other type of antennas is allowed.**
- **Satellite dishes must be finished in a colour to match the house.**
- **Satellite dishes may not be fixed against any projecting architectural feature of the house for e.g. the chimney and may not interfere with the aesthetics of the house.**
- **No radio masts may be erected.**

19.48 FASTENERS

- **All bolts, nails, staples, hinges, etc. exposed to the weather shall be hot-dipped galvanized steel, stainless steel, or brass. The contractor shall provide adequate tie-down system consisting of anchor bolts, strapping, and clips required for the particular connections within the structures.**

19.49 EXTERIOR LIGHTING

- **Exterior lighting will be subject to approval by the FTARC.**
- **Light fixtures with lampshade covering the light source should be chosen to minimize glare pollution.**
- **In designing for night time illumination the focus should be to direct light to the ground or onto walls as oppose to free rays causing illumination of neighbouring properties.**
- **Exterior light fixtures must use light bulbs of 60 watts or less with energy saving lamps.**

19.50 PROHIBITED BUILDINGS AND MATERIALS

- **Unpainted or reflective roofing material – metal sheeting must be pre-painted.**
- **Pre-cast concrete walls, wire fencing, swimming pool type mesh fencing and “split pole” type fencing.**
- **Razor wire or similar type fences as well as electrical fences.**
- **Lean-to or temporary carports or shade netting structures.**

- “Wendy Houses” or similar type structures.
- Thatched lapas

19.51 GARDENING AND PLANTS

- Only indigent plants are allowed in natural gardens.
- Exotic plants only allowed in pots

19.52 COLOUR SCHEME

- Proposed paint colours must be approved by the FTARC during submission Stage 1 and Stage 2.
- Should the owner during the construction process wish to deviate from the approved colours, new colour samples must be presented to the FTARC for approval prior to painting of the house.
- The FTARC may at their own discretion request an owner to paint 1x1m samples of the proposed colours against the exterior walls of the owner’s house for approval.
- External colours must reflect soft subdued earthy tones such as ochre, sandstone, beige, autumn shades. Bright and contrasting colours must be avoided. These include red, orange, yellow, blue, purple, pink and black.
- Exterior paint colour for roofs, doors and windows will be issued by the FTARC.
- Where group housing share a communal wall between the dwellings, both dwellings must be painted the same colour at the same time.
- Preferably painting of dwellings must be the same for all dwellings in a street.
- Generally the colours are:
 - Roofs: Elite Slate Concrete roof slab.
 - Walls: White, broken white and Neutral earthy colours. Bright and contrasting colours must be avoided.
- Windows & Doors: The colours must blend with the exterior walls; accent colours can be included in the colour palette, but need to be approved by the FTARC.
- When repainting, the original colour scheme must be adhered to or a new proposal submitted to the FTARC for approval. On group housing, all dwellings sharing communal wall between them, must be repainted the same approved colour.

19.53 HOUSEHOLD PETS AND LIVESTOCK

- **No livestock or poultry will be allowed to be kept on the property.**
- **Owners are required to contain their pets within the confines of their property.**
- **Noise nuisance should be kept to a minimum – the FTTHOA will intervene should complaints be left unattended.**
- **A maximum of two dogs and/or two cats are allowed per stand. The dogs must be of a small size breed.**

19.54 ENERGY EFFICIENCY

- **It is recommended that all home owners are environmentally responsible in making use of appliances and fittings that are energy and consumption conscious. These may include: solar water heaters, geyser blankets, energy saving lamps, etc.**
- **Solar water heating panels are permissible with cylinders housed in the roof space.**
- **Since individual home-owners will be customers of the Koga Municipality Energy & Electricity Business Unit, electricity installations shall comply with the municipal requirements for energy efficiency as amended from time to time. Position of panels to be shown on sketch plans.**

19.55 COMPLIANCE WITH THE NHBRC

- **NHBRC along with the promulgation of the Housing Consumer Protection Measures Act (Act 95 of 1998) a regulatory body known as the National Home Builders Registration Council (NHBRC) was established.**
- **From the end of 1999 it became compulsory for all homebuilders to register and for new homes to be enrolled with the NHBRC. An owner of a new home will have a 5 year Standard Home Builders' "warranty", provided the correct procedures are followed.**
- **The NHBRC issued a "Home Building Manual" in February 1999 which sets out the requirements to be met during the planning stage (Part 1 of the NHBRC manual), the design stage (Part 2) and the building stage (Part 3). Items addressed in the NHBRC.**
- **Manual ranges from foundations to walls, trusses and roofs. (Note: A copy of the NHBRC Manual may be obtained from the NHBRC but is also available for scrutiny at the estate office).**

- **The following is considered to be proper building practice for proper drainage of a housing unit:**
 - Proper storm water drainage away from the foundations.**
 - Care should be taken during the planning and design stage on maintaining a flow of rainwater away from the unit's foundations and around the buildings.**
 - Down pipes from the gutters must not concentrate rainwater next to foundations.**
 - As far as possible, the sewer plumbing must be installed more than 1,5m from the external edge of the foundations.**
 - All water pipes (including irrigation pipes) placed below surface must be noncorrosive and be connected with fittings that are not susceptible to corrosion.**
 - Pipes must be installed with sufficient cover to prevent damage due to garden work or loading from traffic.**
 - Ensure that screen and boundary walls do not interrupt the normal drainage pattern by introducing drainage holes in the walls.**