



# Operational Rules

VERSION 19

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# PARYS GOLF & COUNTY ESTATE OPERATIONAL RULES

## INTRODUCTION

The developers of Parys Golf & Country Estate have adopted a unique approach to create a harmonious environment – the typical Free State River landscape and the need to complimentary design of buildings. The architectural and development specifications were compiled to achieve this goal.

Compliance with these guidelines and rules will ensure that homeowners will enjoy the benefits of a well- co-ordinated, aesthetically pleasing and secure environment ensuring sustainable property values.

This document includes the following sections:

1. Specifications
2. Architectural Criteria and Building Restrictions
3. Plan Approval Procedures
4. Code of Conduct during building operations
5. Landscape Design and General Environmental Matters
6. Guidelines for Building Operations

The specifications contained in this document, may from time to time be updated to satisfy specific needs or to comply with any new regulations, laws or by-laws. The Home Owners Association can affect such amendments.

## 1 SPECIFICATIONS

The purpose of these specifications is to establish the design philosophy and overall development of the Estate and provide the framework within which site development and building designs can be evaluated. Only buildings designed in accordance with these specifications will be allowed in this development. The specifications as set out in this HOA Governance document are additional to any regulations or by-laws of the Local Authority. All structures must also comply with National Building Regulations as prescribed in Act 103 of 1977.

### 1.1 The Specifications are defined in the following categories

1.1.1 Development Controls are provided, as contained in the approved Conditions of Establishment of the relevant township.

1.1.2 Street Interface Specifications address the interface between the public domain (road or street) and the private domain (individual dwellings and property). Through the interface specifications, the positive impact of the development on the public domain

will be maximized and the negative impact of the public domain i.e., traffic, noise, etc. will be minimized, thereby contributing to a quality public environment.

1.1.3 Site Development Specifications address the development of individual stands to ensure that each property contributes to the overall quality of the development through quality private environments. It is incumbent on the architects and the homeowners to situate their property on their stands in positions that would avoid any possible damage to their property or person by golf balls as a result of a badly hit golf shot. Care must also be taken to respect the privacy of neighbours when placing windows, balconies and patios.

1.1.4 Architectural Specifications address the general design of building elements to ensure that each unit contributes to the creation of a distinct character of the streetscape in the residential Estate.

1.1.5 Any deviation from already approved construction drawings must be resubmitted and approved by the Design Review Panel, prior to construction. The responsibility lies with the homeowner. Failure will result in the barring of construction work at Parys Golf & Country Estate or correcting any deviation.

## 1.2 Application of Specification

All Site Development Plans (hereafter referred to as SDP's) and building plans will be evaluated against the development specifications.

### 1.2.1 Role of the Design Review Panel (DRP) in accordance with the Homeowners Association Constitution.

A Design Review Panel (hereafter referred to as the DRP) will be established in accordance with the procedures as set out in the Home Owners Association (hereafter referred to as the HOA) Memorandum of Incorporation (MOI). The responsibility of the DRP will predominantly be to evaluate development applications in terms of the development specifications. Residential property designs should enhance the distinct character of the residential village and should comply with the specifications. Once a building is completed in accordance with the relevant rules and standards, the HOA takes over and assumes all functions of the DRP. The DRP will not have the power to change the specifications. Where deviation from the specifications is proposed in any given situation, it may be motivated by the DRP to the HOA, with whom the final decision powers will be. The DRP will be made up of at least 1 Director of the HOA, the General Manager of PGCE, 1 homeowner should the Director not be a home owner and the HOA appointed Architect.

A formal initial “Kick Off” meeting with the owner and contractor must take place to comply with the following:

- Drawings approved by PGCE, Architect and Ngwathe Local Municipality.
- Formal handover of the Operational Rules, to the owner and contractor and written acknowledgement thereof.
- Failure to comply with the aforementioned will result in the suspension of all building operations.
- Travel routes, access points to site and storage areas to be agreed upon.
- Trees identified may not be damaged or removed. Rehabilitation of natural flora and fauna after construction
- Reasonable dust suppression measures must be implemented and executed at all times (See 4.3.3).
- Information boards and signs to be erected as per example included
- No site work, excluding cleaning of the site, may commence before a toilet is erected. During site clearing, the Contractor is to demonstrate off site toilet arrangements for the work force.

#### 1.2.2 Role of the Home Owners Association (HOA)

The estate will be managed by the Homeowners Association (HOA) whose structure, formation and responsibilities are set out in its (MOI). The proposed specifications are supplementary to the rules, regulations and conditions set out in the Constitution and also to any other rules, regulations or conditions established by it from time to time. According to the rules set out in the MOI, the HOA reserves the right to alter or amend the specifications from time to time to maintain the environmental quality and distinct character of the residential Estate. Any changes or modifications to the specifications may have to be submitted to and approved by the local authority, as they may have an impact on the surrounding areas.

The association will be a management body, governed by a board of Directors elected by the homeowners. After the registration of the last sale, total control of the association will be in the hands of the homeowners. Every stand owner will have shares in the Company issued to him/her, based on the pro rata size of their property to the net saleable area of the whole development.

#### 1.2.3 Role of the Local Authority (LA)

The final approval of all building plans (after approval by the HOA) lies with the Local Authority. No submission can be made to the Local Authority unless approved by the HOA.

## 2 ARCHITECTURAL CRITERIA AND BUILDING RESTRICTIONS

### 2.1 Residential Buildings

2.1.1 No building shall be erected or placed on any stand other than one detached single-family dwelling, buildings related to the use of the dwelling by the family and attached garages, provided always that all these buildings are designed and built within the architectural framework as stipulated in this HOA Governance document.

### 2.2 Minimum Building Size and Coverage

Any dwelling unit to be erected on a stand shall have a minimum internal floor area of 180 square metres. Total ground floor space will in all instances not exceed 50% of the total area of the stand. For the calculation of the aforementioned all balconies, uncovered walkways, open patios are excluded.

### 2.3 Building Height

The total height of buildings shall not exceed two (2) storeys but may include a basement where the slope of the stand allows with a maximum height of 8,5m measuring vertically from the lowest point of the ground floor to the ridge of the roof at that point, excluding chimneys.

An alternative method of determining the maximum height allowed will in future be available to homeowners to simplify this determination. A maximum height of 6,545mm will be allowed between the unfinished ground floor level surface bed and the second floor's timber wall plate bearing the timber trusses.

Whichever method that will result in the highest height will be the maximum allowed.

### 2.4 Building Lines

All building lines as stipulated in the Conditions of Establishment or imposed by the Local Authority must be respected. Building line relaxation applications on the development will only be considered in exceptional circumstances and provided that such a relaxation will not unreasonably encroach on the right to privacy and/or natural light of the adjoining property owners.

In the event that relaxation of building lines would be required, the following procedure must be strictly adhered to:

- Plans of proposed structures must be drawn in triplicate.
- Written approval must be obtained from both neighbours including their signature on the plans.
- All 3 copies of plans to be submitted to the DRP for approval.

- Once approved by the DRP, plans and neighbours' approvals must be submitted to the Town Planning office on payment of the required fee.
- Once final approval has been obtained from both parties, plans to be handed in at the admin offices for signature. One copy to be retained for record purposes.

The following building lines will apply:

- 2.4.1 Typical Street boundary: 5m measured from the property line. This may be relaxed to 3 m for garages with a side entrance, not facing the street. This may further be relaxed to the stand boundary line when approved Carports are constructed.
- 2.4.2 Side boundaries: buildings to be located 1.5 m from any side boundary.
- 2.4.3 Golf course or open space boundary: 4m from the property line for buildings, patios, walls and pools.

This 4m zone (defined as area between building and property boundary line) is an interface zone and must be used for berms, planting and landscaping to integrate the property into the landscape. However, the 4m building line can be relaxed and reduced to comply with the Town Planning Scheme regarding side spaces (1.5m). Pool decks may be built up to the boundary lines inclusive paving, but only after submission of drawings and approved by the DRP. If an enlargement of the stand is permitted on application to the HOA via the DRP, paving surrounds may be added over the boundary line if approved by the HOA.

Due to numerous precedents allowed in the past, an irreversible new reality has been created. Thus, a 4m extension into the common property area, measured from the boundary line, may be granted on formal request to the DRP, but will be subject to the following restrictions;

- i. Any development must first be approved by the DRP
- ii. Kikuyu lawn may not be allowed to extend beyond 4m from one's property boundary limits, and must be constrained by a method approved by the DRP, such as a ground level concrete edging foundation.
- iii. Any boundary fence design to be erected shall first be approved by the DRP, and shall not be higher than 1.2m
- iv. No structure higher than 1.2 will be allowed, and is subject to prior DRP approval
- v. Fire pits, "lapas", braais, water features and garden features are allowed

- vi. The 4m common property grace area remains as the ownership of the HOA, and if necessary, may be reclaimed if so required.

2.4.4 The erf diagram to be provided indicates the building lines, servitudes and extent to which the building may be located on the property.

2.4.5 All buildings are to be located within the building lines demarcated on the individual erf diagram. However, each application will be considered on merit for the siting of buildings. Prior development on adjacent erven must be considered in placing the house on the site. Final approval must be obtained on the site development plan prior to submission to local council.

#### 2.4.6 Construction Quality

All buildings shall conform to the Rules and Regulations of the National Building Regulations and/or any other By-laws of the Local Authority, including requirements laid down by the NHBRC for this development.

#### 2.4.7 Exterior Treatments

All finishing materials, colour combinations and combination of finishing materials must be submitted to the DRP for approval before the submission of building plans to the Local Authority. The abovementioned must form a harmonious whole with the surrounding residences and general area. All building plans and designs will therefore be evaluated within the said framework.

All visible services, antennae, ventilation, air conditioning and solar fixtures to be indicated on plans for approval.

#### 2.4.8 Pre-approval of Contractors

Contractors to submit records of work execution in the field, architects' references, NHBRC certificates, sizes and values of projects, for DRP acceptance and approval. For the duration of building activities on the PGCE Estate, one site manager shall be appointed to remain full time on site for the duration of building operations. Refer to the included control sheet required for site inspections.

### 2.5 Walls

Wall finishes may be plastered and painted, face brick, dry stacked stone and natural stone cladding or a combination thereof. Deviations from below-mentioned finishes will only be considered with approval from DRP before construction commences.

#### 2.5.1 Face brick

Types of face brick that will be allowed are as follows:

Rosema Catalogue:

- i) Terracotta Satin,
- ii) Terracotta Travertine,
- iii) Village Antique Rock face,
- iv) Terracotta Satin Solid E

Corobrick Catalogue:

- i) Firelight Satin,
- ii) Firelight Travertine,
- iii) Bergendal light Satin,
- iv) Wolkberg light Satin

2.5.2 Plaster

Rough or textured plaster will be allowed but a sample should be available for approval by the DRP. The pigmented plaster to fit the natural colour scheme of the estate.

2.5.3 Wall Paint Colours:

Earthy paint colours to fit in with the natural urban environment are preferred. Colour swatches to be submitted to the DRP. No white walls will be allowed. Based on Plascon's Catalogue

2.5.4 Stone Work

Natural stone cladding will be allowed – sample to be submitted for approval. Artificial stone to be submitted for approval.

2.5.5 Sills

Where face brick is used, window sills are to be formed with the same brick (brick on edge). Where plaster is used, the sills will be finished off at a gradient of not less than 10 degrees with the same plaster finish as shown in Figure 1 or Figure 2 below– no tiles will be allowed to finish off the sills. No precast concrete sills will be allowed.

External woodwork for instance exposed beams, pergolas, shutters, etc. must be regularly maintained to the satisfaction of the HOA. All exterior walls without a roof must have a coping that meets with the approval of the DRP.



*Acceptable Designs plastered are;*



Figure 1:



Figure 2:

## 2.6 Roofs

### 2.6.1 Roof Style/Form

Roofs may be gabled or hipped as is appropriate to the architectural design of the home. Roofs will be evenly double-pitched and such double-pitched roof will constitute no less than ninety (90) per cent of the roofed area of the dwelling, including outbuildings and patios. The remaining roofed area may be flat-roofed. Gutters and down pipes will be pre painted sheet metal/aluminium and of a colour to match the roof and the walls respectively. Roof overhangs will be exposed and not finished off with a ceiling. Flat roofs must be constructed as a concrete slab surrounded by parapet walls, finished to manufacturer's specification. Calculations for the pitched and flat roof ratios must be included with the building plans submitted. Lean-to roofs will only be allowed for at the discretion of the DRP at a pitch of not more than 10 degrees. The main roof shape must be between 30 and 45 degrees.

### 2.6.2 Roofing Materials

Only corrugated roof sheeting will be allowed.

Colours allowed as follows: (based on the Brown built Colour Schedule)

- i) Dove Grey,
- ii) Aloe Green,
- iii) Charcoal Grey
- iv) Buffalo Brown

## 2.7 Windows, doors, balustrading and pergolas

Only wood coloured, or powder coated aluminium or natural anodised aluminium doors and windows will be allowed. No cottage panes will be allowed for windows and doors.

### 2.7.1 Windows

Only window frame materials and designs forming part of the particular architectural design will be allowed.

The shape of all windows will be predominantly vertical proportioned i.e., the depth/height of the windows will be larger than the width. Bay windows are to be a square design with a roof covering to match the main roof - the slope of the roof will match the main roof.

Kitchen windows not facing the street may be allowed to vary in shape provided it remains rectangular in shape subject to an evaluation on its general effect on the aesthetics of the Estate by the DRP.

The shape of all windows will be predominantly vertical proportioned i.e., the depth/height of the windows will be larger than the width. Bay windows are to be a square design with a roof covering to match the main roof - the slope of the roof will match the main roof. Any deviations will be evaluated on functionality and aesthetics and will only be allowed to the discretion of the DRP.

Only colours from the following colour chart will be allowed. Powder Coat Colours – based on the Aluminium Surface Finished Colour Chart:

- i) Charcoal
- ii) Cement Grey
- iii) Signal Brown
- iv) Green
- v) Traffic Grey
- vi) Mahogany Brown
- vii) Beige
- viii) Light Grey
- ix) Chocolate Brown
- x) Red Brown
- xi) Quartz Grey
- xii) Black Green
- xiii) Olive Green
- xiv) Natural Aluminium
- xv) White windows are acceptable
- xvi) If matt black window and door frames are planned, timber garage doors to be installed

**Note:**

No exposed lintels will be allowed unless a plaster band is formed around the window and/or door. In the case of face brick, brick on edge lintels must be used at all times.

## 2.7.2 Balustrading

### 2.7.2.1 Design:

The balustrade design is to comply with the national building regulations with a minimum height of 1050mm with verticals maximum 125mm apart.

### 2.7.2.2 Materials:

Wood, painted steel, aluminium, glass balustrading will be allowed.

## 2.7.3 External Doors

2.7.3.1 Materials: Wood or Coated aluminium (natural or powder coated).

2.7.3.2 Colours: Only colours from the selected colour schedule will be allowed.

## 2.7.4 Pergolas

Pergola structures will be permitted with the following conditions:

### 2.7.4.1 Design:

No gum poles will be allowed.

Documentation must be submitted for approval reflecting a site plan, with necessary dimensions and detail description including sectional drawings.

The structure may not exceed any boundary lines

The structure may not receive any water tight application on top. No sheeting allowed.

It must be aesthetically pleasing and has to be in sympathy with the character of the residence.

### 2.7.4.2 Materials:

Wood or painted steel – only colours from the selected colour schedule will be allowed.

Typical example:



## 2.8 Garages

2.8.1 No garage, tool shed or storage room placed separately from the residence will be allowed. Each dwelling shall have a private lock-up garage.

2.8.2 Typically, the 5m rule will apply for garages with entrances facing the street. This line may be reduced to 3m if the garage entrance is turned to face the inside of the property to allow for parking off-site.

2.8.3 Single and double garage doors will be allowed.

### 2.8.4. Design:

Garage doors are to be timber or aluminium/steel, and powder coated. Aluminium/Steel doors to have a timber grain finish. Doors are to be sectional type and no rolls up types are allowed. No white doors will be allowed.

### 2.8.5 Carports:

Garage Ceilings below habitable (loft) areas with timber floors must be painted 2 coats (underneath) Dekro "Flamelock" paint (or other approved) to prevent fire from spreading from the garage to the remainder of the residence. Due to the average size of the stands, there have been numerous requests for the relaxation of the PGCE regulation/rules to allow the addition of carports outside the building restriction line on street side to accommodate additional vehicles and cover for visitors to one's home.

The following restrictions and relaxations will apply to the Carports.

1. No building work may exceed the stand boundary line.
2. The design of the new carport must aesthetically form a perfect addition to the existing residence structure.
3. Materials used for the new carport must directly reflect material that was used in the existing structure, matching external finishes and roof material.

4. The new carport must be built on columns (minimum column size of 230mm x 345mm) as a supporting structure; with lintels (over and covered by) and brickwork; supporting a double pitch roof matching the main house.
5. The home owner and or builder will need to enquire and investigate in advance of any hidden services etc. prior to finalizing the planning stage.
6. The exposed roofing will need to either be a lean to roof on the gable side, or an extension of a double pitched roof or smaller grouping of double pitched roofs.
7. The 50% maximum house coverage on the stand does not include the Carports.
8. The lintols for the new carport may not exceed 300mm above the existing garage door height.
9. The carports may only be constructed in front of existing garage doors.
10. Carports must be open on the sides with no covering or screening.
11. Exposed steel structures will not be allowed.
12. The carports trusses and undercover area may not be used as a hanging or storage space for any other objects than Vehicles, Motorbikes, Golf Carts and Bikes. No Boats, Jet skis, Caravans or trailers may be parked under the carports.
13. A fully qualified architect must prepare and submit plans to both the PGCE DRP as well as to the municipality for approval. No construction may start before all the necessary approvals have been filed at the HOA Offices.
14. A maximum of 3 months is allowed for the construction of the Carport.

#### 2.8.6 Exterior Floor Finish for Patios and Stairs

Natural stone tiling and cobblestones (or tiles with a natural stone appearance) will be allowed. All other finishes to be approved by the DRP before construction.

#### 2.8.7 Screen Walls/ Boundary fencing

Screen walls must be provided for the screening of kitchen yards and domestic quarters. These are to be constructed from dry stacked stonework, natural stone cladding or brick work, plastered and painted or face brick with a maximum height of 2100mm. No pre-cast walling of any nature will be allowed. Street frontage boundary fencing or rear boundary fencing will be restricted to palisade fencing of a maximum of 1.2m high. This is an obvious amendment in order to contain domestic animals etc. For swimming pools and kitchen yards facing the street or open public spaces, a 2.1m high wall (measured form FFI) is permitted provided that it does not exceed 50% of the length of the boundary.

A typical requirement for perimeter fencing is as shown below. Always subject to DRP drawing approval

Typical Example:



## 2.9 Driveways and Paving

2.9.1 All driveways from the street will be paved.

2.9.2 Internal driveway will consist of a stable, permanent surface. No painted or asphalt driveways will be allowed.

2.9.3 Walkways and swimming pool surrounds will be paving or natural stone tiling. No cement finish will be allowed. Aprons around the house will be considered in concrete only if they are out of view from the street.

2.9.4 See rule 5.4

Material used for driveways and paving is to be a semi-face brick paver or cobble pavers. All other finishes to be approved by the DRP before construction, but shall always be of an earthy colour.

## 2.10 Swimming Pools

Pool safety requirements and compliance as per the National Buildings Regulations and/or Provincial Legislation(s) and -Regulation(s) and/or Municipal Legislation(s), - Regulation(s) and By-laws (if applicable) remain the full responsibility of the property owner.

All other swimming pool building specifications must meet with the approval of the DRP, and include amongst others:

2.10.1 If a wall or fence and any such gate therein is built for swimming pool safety compliance reasons, it shall meet all the aesthetic requirements as set by the DRP.

2.10.2 The inside edge of any pool deck, sun terrace or paved surface may not be closer than 1,5 m from any stand boundary.

2.10.3 Solar panels for swimming pool heating will be allowed. It must, however, be installed professionally and all vertical piping must be painted to match the colour of the house.

### 2.11 Sight Distances and Intersections

No walls, hedges, shrubs and/or foliage higher than one (1) metre will be allowed on cornered stands within the street splays as created by a street intersection. Any trees within these areas shall be maintained in such a way so as not to interfere with sight distances.

### 2.12 Utility Connections

All utility connections will be run underground from the stand boundary to such connection points as is needed. Only Local Authority approved water and sewerage utilities and lines will be allowed. Any above ground pipes; sewage lines shall be properly screened / concealed within the design from view from the street.

### 2.13 Air conditioning Units

Any such units on the outside of walls, directly facing the street, shall be effectively screened and camouflaged to the satisfaction of the DRP. Conduits and ducting should be painted the same colour as the wall surface mounted to.

### 2.14 Awnings

Only timber or aluminium shutters will be allowed. Any awning types to be approved by the DRP.

### 2.15 Antennae and Aerials

Antennae or aerials (including satellite dishes) affixed to building should be placed to have minimum visual impact.

### 2.16 Signs

With the exception of municipal road signs, no other signage will be allowed, unless approved by the HOA.

### 2.17 Temporary Structures

No structures of a temporary nature, including a trailer, boat, tent, caravan, shack, garage, barn or any other such building will be allowed to be stored or placed outdoors on the premises. Caravans, boats, trailers, generators, etc. must be stored in a garage designed for that purpose.

### 2.18 Water tanks

Boreholes (See rule 5.2.9) and water tanks are permitted. Water tanks (and all piping) must be screened from the street view unless it is a corrugated water tank in which case the piping should be screened. No tank stands are permitted.

Non-compliant owners will be afforded time until 31 August 2020 to become compliant with this particular rule, with the grace period so approved at the July 2019 AGM.

Designers shall provide in their initial architecture, provision for the placing of a water tank that is screened from the street view, unless it is a corrugated galvanized tank.

2.19 Solar Panels and geysers:

Solar Panels will be allowed to be fitted to pitched or flat concrete roofs. Water reservoirs (geysers) must be fitted within the roof space or camouflaged to the satisfaction of the DRP.

2.20 Consolidation of stands

Owners purchasing adjacent stands to their own property, without the intention to develop such a stand, must consolidate the stands and pay the applicable levies for each stand. See also rule 3.1.5. Gardening on the empty stand must be designed according to rule 5.2 with the emphasis on predominantly indigenous planting. Occupation to newly built residences may only be certified once the consolidation of the stands is finalised.

3. PLAN APPROVAL PROCEDURES

3.1 General Rules and Regulations

3.1.1 No building will be erected or altered without the approval by the DRP. Although this will not apply to internal alterations to existing buildings, this does not absolve the owner from complying with any existing regulations or building laws about such alterations.

3.1.2 All plans for the construction of or alterations to buildings must be prepared by a registered professional architect. A certificate proving their registration with the South African Council of Architects must be presented prior to acceptance of work done.

3.1.3 The applicant shall formally apply for approval of plans in accordance with the regulations prescribed by the DRP.

3.1.4 Approval of plans by the DRP or HOA does not in any way absolve the owner from any legal requirements pertaining to building operations on the property.

3.1.5 No application for rezoning, subdivision, consolidation or any other change of land use applications shall be made without prior written consent of the HOA.



3.1.6 On approval by the Local Council the owner/contractor will be approached by the Estate Manager for the payment of the building performance refundable deposit of R10 000.00 and a non-refundable cash payment of R15 000.00 to cover all direct and indirect costs as carried by the HOA as a result of the building activities. As from 1 April 2022.

These costs include, but are not limited to the costs of the HOA appointed DRP Architect, additional security to perform access control of all the contractors, sub-contractors and building materials, and to make good any damage caused by the contractor or his sub-contractors or suppliers, including kerbing, landscaping, community services, roads, irrigation etc.

3.1.7 It will be paid in full to the “Parys Golf & Country Estate Home Owners Association” who will hold in trust (free of interest) The refundable deposit of R10 000.00. The deposit amount will be used in the event of a breach of non-performance to remove rubble etc, and for any outstanding spot fines as proposed by the DRP and formally approved by the HOA board after following due process. The remainder of the deposit will be refunded to the owner upon completion of the new dwelling.

3.1.8 Prior to commencement of building operations the builder and the owner need to enter a builder’s contract with the “Parys Golf & Country Estate Homeowners Association”, whereupon the clearance certificate will be issued. This is needed by the contractor to enter the site and commence construction. Please contact the PGCE Admin Office for this purpose, 056 818 1567 or [admin@parysestate.co.za](mailto:admin@parysestate.co.za).

3.1.9 Approximately three weeks before completion of building operations the Estate Manager must be approached for an ‘Approval for application of the clearance certificate’. An inspection will be arranged with the DRP to certify that a “Happy Letter” may be issued. This is required to obtain the clearance certificate from the City Council. No dwelling may be occupied or furniture delivered prior to the clearance certificate being issued. Refer item 3.4.11

### 3.2 Plan Submission Procedures

Building plans must be in accordance with the standards of design prescribed by the DRP whether such plans apply to new or existing buildings. The following plans and documents are to be submitted to the DRP for approval, prior to submission to the Local Authority:

3.2.1 Site Development Plan (SDP) with landscaping indicated to be submitted to the DRP and the Town Planning Department of the Local Authority.

3.2.2 Building Plans (Architectural Stage 3: sketch plans) and elevations; and

3.2.3 Final Working Drawings (Stage 4) after sketch plans (Stage 3) have been approved

3.2.4 Schedule of Finishes (external)

3.2.5 The following are to be indicated on the submitted plans:

3.2.5.1 Dimensions, materials and finishing of all structures, surfaces, walling and fences (colour samples to be provided);

3.2.5.2 The position, design specification and size of all site details not forming part of the essential structure, (e.g., satellite dishes, antennae, air conditioners, solar panels etc.), must be shown;

3.2.5.3 All proposed landscaping layouts with a list of plants in each landscaped area.

### 3.3 Number of plans to be submitted

3.3.1 Architectural Stage 3 (Sketch Plans): 2 copies, 1 coloured. Architects/architectural technologists may forward sketch design drawings in Pdf-format to the HOA appointed Architect (currently Mr Hans Beetge (DRP) at [hans@hansbeetge.com](mailto:hans@hansbeetge.com) to scrutinise. Scrutiny fees must be paid prior to submission.

3.3.2 Architectural Stage 4 (Final Working Drawings): 3 coloured copies

3.3.3 A rendered paper copy of all plans submitted to the Local Council for approval must be submitted to the “Parys Golf & Country Estate Home Owners Association” to be kept for record purposes.

### 3.4 Plan Approval Process

The following explains the plan approval process:

3.4.1 All documentation and plans are submitted for approval to the HOA, who will forward them to the DRP. The prescribed scrutiny and approval fees must be obtained from the HOA approved Architect (currently Mr. Hans Beetge at [hans@hansbeetge.com](mailto:hans@hansbeetge.com)

3.4.2 The DRP administers and applies the development and aesthetic guidelines and, in particular, examines plans, specifications and schedules of finishes of buildings to be erected on stands in the estate.

3.4.3 The DRP either approves the plans unconditionally, requests amendments or recommends a deviation from the specifications to the HOA.

3.4.4 Should the final plans be approved in the first case, a stamp of approval from the DRP is put on the plans and the plans may then be submitted to the Local Authority.

3.4.5 The DRP reserves the right to request any changes in design or finishes that may be needed in their exclusive opinion to enhance the environmental quality and/or preserve the architectural style. Should this be requested, the amended plans should

be resubmitted to the DRP for scrutiny. A decision regarding any dispute arising from the above point will be submitted to the HOA for a final decision.

- 3.4.6 Should the DRP approve any proposed plans, which deviate from the guidelines under special circumstances, such plans should be submitted and recommended to the HOA, which is responsible for the final decision, and will provide an HOA stamp of approval, if such deviation is approved.
- 3.4.7 The applicant submits the final working drawings, which carry the stamp of approval from the DRP to the Local Authority for approval. The applicant will be responsible for the submission fees payable to the Local Authority.
- 3.4.8 Once all plans are approved and regulations in terms of the pre-construction phase have been adhered to, construction may commence.
- 3.4.9 No deviations from the approved drawings will be permitted unless the deviation is re-submitted, with fees, and approved in writing prior to construction.
- 3.4.10 The Estate Manager may inspect the works at any stage of construction and may request any reasonable alterations and/or additions to ensure that the general design guidelines as intended for the development are implemented.
- 3.4.11 Occupation of the premises will only be allowed after the homeowner has produced an Occupation Certificate from the Local Council and obtained a final clearance certificate from the "Parys Golf & Country Estate Home Owners Association".

#### 4. CODE OF CONDUCT during building operations

##### 4.1 General Rules and Regulations:

- 4.1.1 The maximum speed limit within the Estate is 40 km/h.
- 4.1.2 Parking on sidewalks, in the street, on traffic islands, or in no-parking zones is not permitted, unless written permission is granted by the HOA, due to lack of space on building site. (See rule 6.4)
- 4.1.3 Each owner shall maintain his/her stand in a clean and tidy condition to the satisfaction of the HOA. All paper and plastic and any items that may blow around due to wind, shall be securely stored. At the end of each shift, the Contractor shall ensure that the site is tidy, and that the screens are secured and properly closed.
- 4.1.4 Owners are responsible for maintaining trees, plants and shrubs planted and grass cutting on their pavements by the HOA.

4.1.5 No rubble or refuse may be dumped or discarded in any public area (quarry) or in view of any street, except during construction and then only in accordance with regulations pertaining thereto.

#### 4.2.0 Pre-construction Phase

The Board has been given the mandate at the July 2019 AGM to set an appropriate compulsory building commencement date, provided that such a date cannot be sooner than two years after proper publication, as per the process stipulated in the Company's MOI, of the new date to all Members. The Board will then also set an appropriate monthly penalty for breach of the new commencement date.

Construction must be finished within twelve (12) months of commencement.

If a project is not completed within 12 months of commencement, a double levy will be implemented should there be no acceptable reason agreed with the DRP.

However, if the same poor performance is experienced during the following 4 months, a penalty of 4 x the monthly levy may be applied after the owner and builder have been given an opportunity via a Dispute Resolution process to state their case, prior to a final judgement by a Board as to what the new penalty will be.

Thereafter the levy is doubled every 12 months

A vacant stand must be cleaned on a regular basis to the satisfaction of the HOA. If not, the stand will be cleaned by the HOA at the expense of the owner.

4.2.1 Existing trees, not interfering with proposed foundations and/or structures should be protected, especially during construction. Removal of existing trees may only be done with the prior written approval of the HOA.

4.2.2 The contractor will provide the security co-ordinator of the HOA with a list of all sub-contractors and their employees who will need access authorization during the construction period. The said list must be updated monthly.

#### 4.3 Construction Phase

4.3.1 The site must be enclosed by green shade cloth. The minimum height of the green shade cloth must be 1.8m and the density no less than 70%. Supporting poles shall not be smaller than 100mm diameter. It is the builder's responsibility to ensure the correct corner poles are used, so that the wind does not damage the shade cloth. The site must be properly closed at night or when no building activities are taking place, failing which a penalty will be applied. A fully functional flushing or chemical toilet must be

installed before any construction work may commence. Also see Rule 1.2.1 related to site clearing activities, prior to the commencement of construction)

An information board must be put up in front of the site that is visible to anyone passing by (see example below). Warning signs must be put up around the site, so that everybody knows the site is under construction and be aware of the dangers. This information board must be removed immediately after construction.

- 4.3.2 A temporary storage shed or outbuilding for materials and supplies may be used in connection with and during the construction phase and must be removed from site immediately after construction. The said store/outbuilding must be approved by the HOA.
- 4.3.3 Each owner shall ensure that reasonable measures be taken to reduce dust, noise, effluent or waste pollution, which may affect adjacent properties. Shade netting is to be provided around the site boundary and all personnel, deliveries, etc. will be restricted to the netted area.
- 4.3.4 Each owner shall ensure that all reasonable measures are taken to prevent damage to roads through any act or omission of the contractor on site.  
Construction activity is restricted to compliance with access hours: 07h00 and 18h00 on normal weekdays (see rule 6.6).
- 4.3.5 No construction will be allowed on Saturdays and Sundays or outside of these hours, unless by prior written arrangement with the HOA. Application must be made at least 2 (two) weeks prior to the applicable date and must include the written permission of the surrounding owners.
- 4.3.6 At any time outside of the normal construction hours as stipulated, the contractor is allowed a watchman on site. The watchman has to be a security guard from the current security company. Arrangement can be done at the Admin office.
- 4.3.7 All contractors and/or sub-contractors, workers must enter the estate in a vehicle. It is compulsory for a contractor to have the details of all his labourers on site on record.

Every person that is employed on Parys Golf and Country Estate (hereafter the Estate) shall be granted or denied entry to the Estate based on certain guidelines. These persons include, but are not limited to, the following: domestic employees (cleaners and gardeners) employed by homeowners, all employees, current and new, employed by any entity on the Estate (HOA, Restaurant, Golf Course etc.), all employees of any contractor that will perform work on the Estate for a period longer than two (2) consecutive weeks.

- 4.3.8 No building or other rubbish may be discarded on the stand, but must be removed in rubbish skips to be provided by the contractor. Rubbish must be removed at least once a week failing which a penalty will be applied, and Contractors will be removed from site, should there be continued disobedience to the rule and the complaint and dispute resolution process has concluded without a solution to this transgression.
- 4.3.9 Materials offloaded by a supplier must be moved onto the stand by the contractor/sub-contractor, ensuring that no materials are left on pavements and/or roadways. Rubbish or sand washed or moved onto the abovementioned areas must be removed. HOA must be notified of any problem areas in this regard.
- 4.3.10 Deliveries of supplies will be restricted to compliance with access hours  
(See Rule 6.6)
- 4.3.11 Acceptable on-site toilet facilities must be provided for workers by the contractor/sub-contractor before any construction work may commence. Failure to comply will result in fines being imposed.
- 4.3.12 Should the HOA have any concerns with regard to the conduct of a contractor and/or sub-contractor, the HOA may act as it deems necessary. It reserves the right to, after written notice, suspend building activity until the undesirable conduct ceases.
- 4.3.13 The contractor and/or sub-contractor shall be responsible for the conduct of all persons in his employment during construction. The HOA reserves the right to deny any of the abovementioned person's entry into the Estate (temporarily or permanently) due to violation of the rules and regulations of either the Development Specifications or of the HOA. This includes violations of traffic rules and other regulations imposed by the HOA.
- 4.3.14 Construction should not be interrupted for periods exceeding ten (10) days, apart from statutory builder's holidays. Construction should in any event be completed within twelve (12) months of the date of commencement.

#### 4.4 Post-Construction Phase

- 4.4.1 Repair of all broken kerbs in construction of an entrance is the responsibility of the owner.
- 4.4.2 The owner shall be responsible for damage to plants on the sidewalk and/or damage to private or Estate property.
- 4.4.2 All building boards must be removed within one (1) week of completion of building activities.

4.4.4 Failure to remove building rubble from the stand within two (2) weeks of completion will be deemed unreasonable and the owner will be subject to a fine, or removal of any rubble by the HOA at the cost of the owner.

4.4.5 Final inspection to be done before the building deposit will be refunded.

#### 4.5 Operational Phase

4.5.1 Owners shall maintain a high standard of garden frontage and pavement management. Individual properties shall be maintained and each owner has a responsibility towards other owners in the village to maintain the areas between the road kerb and the boundary of his/her property. No owner shall permit the growth of weeds or non-approved vegetation on any of the areas as mentioned above.

4.5.2 Garden fences/walls as per prescribed specifications not forming part of the main dwelling must be maintained and painted where necessary. Each owner shall maintain the exteriors of all structures on a stand and keep all fixtures attached hereto i.e., all gutters and other such fixtures in sound working order.

4.5.3 Each owner shall ensure that no rubbish or other waste material is accumulated, dumped or permitted to accumulate anywhere upon the stand, except in containers located in designated areas.

4.5.4 No owner shall burn or permit anyone to burn materials or rubbish on the stand.

4.5.5 No rubbish shall be dumped on the sidewalk under any circumstances.

4.5.6 Rubbish containers shall not be placed in any common or public areas or thoroughfares for a period exceeding 24 hours before and after scheduled trash collection times.

4.5.7 No owner shall permit his/her stand to be used for any activity causing a nuisance, disturbance or annoyance to other owners.

4.5.8 Repairs of any building damaged by fire or otherwise shall be completed promptly.

4.5.9 The failure to complete any reparations to a building(s) within six (6) months and/or the removal of debris within a period of one (1) week by the owner will be deemed unreasonable and penalties will be imposed upon such owners or contractors.

#### 5. LANDSCAPE DESIGN

The landscaping theme of Parys Golf and Country Estate is to use mostly indigenous trees and plants as per the landscaping design. The landscaping theme of Parys Golf and Country Estate is to use predominantly indigenous trees.

##### 5.1 Streetscaping Planting

The streetscape planting of the residential stands will consist of the following:

- 5.1.1 The main boulevard will be landscaped on either side, only with tree planting and veldt grasses, with accent shrub and groundcover planting at all the intersections.
- 5.1.2 Plant material will mostly consist of indigenous species. Emphasis will also be laid on the reinstatement of disturbed areas right up to the road edge, mainly with varieties of veldt grasses, which will ultimately blend the development into its natural setting.
- 5.1.3 The types of grass to be planted are either Kikuyu or the preferred Cynodon Dactylon, or another approved indigenous grass
- 5.1.4 Home owners will be responsible for the planting of street trees in front of each individual stand. This excludes the main road running through the golf estate, for this will form part of the general streetscape planting.
- 5.1.5 Home owners should take adjacent trees and planting, planted by neighbours, into consideration to ensure a continuous theme throughout the street.
- 5.1.6 The landscape design in front of the stand should show a special sensitivity towards the existing natural features, flora and topography. No trees, plants or sidewalk lawn may be removed without the permission of the HOA. Existing trees are to be shown on the site plan. Planting should not interfere with pedestrian traffic or obscure the vision of motorists.
- 5.1.7 Home owners will be responsible for the maintenance of the streetscape planting in front of each individual stand.
- 5.1.8 Homeowners are strictly forbidden to remove or prune any trees or indigenous veld that falls outside of their property
- 5.2 Planting on individual stands (by homeowners)  
The planting on the individual residential stands will consist of the following:
  - 5.2.1 The individual homeowners are to ensure that the planting is to follow the landscape theme, that of predominantly indigenous planting throughout.
  - 5.2.2 The portion of all properties that border on the public open spaces and the portion of all properties between the building lines and the street boundary must be landscaped accordingly and using the trees and plant species as per landscape design guidelines.
  - 5.2.3 Not more than 60% of the total planting area may be planted with instant lawn, the types of grass being either Kikuyu or the preferred Cynodon dactylon.
  - 5.2.4 The remaining areas planted with shrub and groundcover planting should be predominantly indigenous.
  - 5.2.5 Home owners will be responsible for the planting of trees on each individual stand. The appointed Landscape Architect will assist the home owners by means of producing as a “proposed tree list” indicating which tree species to plant.
  - 5.2.6 The portion of all properties that border on the golf course should be planted with indigenous species in accordance with the trees and plant species as per Landscape



Architect's list of indigenous trees. Care should be taken to ensure that the trees would not obstruct the view of neighbours.

- 5.2.7 The landscape design for the entire stand should show a special sensitivity towards the existing natural features, flora and topography. No trees may be removed without permission of the HOA and all existing trees are to be shown on the site plan. For each indigenous tree removed, a replacement tree must be planted.
- 5.2.8 Home owners will be responsible for the maintenance of the planting on each individual stand.
- 5.2.9 The irrigation system will be fed by the individual home owner's municipal water supply. (See rule 2.17)
- 5.2.10 Should owners want to develop/use any common areas in the front of their stand boundaries, which is defined by the area within the projection of their boundary walls, permission is needed from the HOA via the DRP (design Review Panel). The application should include a site plan indicating locality of existing trees and shrubs, and where other trees will be planted. Each application will be considered as to what extent this will enhance the overall landscape of the Estate without infringing on the public use of such spaces. Costs for the development and upkeep of such areas will be for the account of the owner/s.

### 5.3 Preliminary plant list

#### 5.3.1 The street trees are:

- i) Celtis Africana
- ii) Combretum erythrophyllum
- iii) Dombeya rotundifolia
- iv) Rhus lancea
- v) Olea europaea subsp. Afr.

#### 5.3.2 The types of grass to be planted are either Kikuyu or the preferred Cynodon dactylon.

#### 5.3.3 Buffer tree planting:

- i) Acacia caffra
- ii) Acacia Karoo
- iii) Celtis Africana
- iv) Combretum erythrophyllum
- v) Dombeya rotundifolia
- vi) Olea europaea subsp. Africana
- vii) Rhus lancea
- viii) Rhus pyroides
- ix) Ziziphus mucronata
- x) Euclea crispa

#### 5.3.4 Shrubs:

- i) Bauhinia galpinii
- ii) Buddleja

- iii) *Chondropelatum tectorum*
- iv) *Chryssanthemoides monilifera*
- v) *Cyperus alternifolius*
- vi) *Dovyalis caffra*
- vii) *Euryops pectinatus*
- viii) *Freylinia tropica*
- ix) *Kniphofia uvaria*
- x) *Plumbago auriculata*
- xi) *Salvia Africana*

#### 5.3.5 Groundcovers:

- i) *Anthericum saundersiae*
- ii) *Artistea Africana*
- iii) *Carrisa*
- iv) *Crocosmia aurea*
- v) *Dietes*
- vi) *Tulbaghia violacea*
- vii) *Watsonia angusta*

### 5.4 Landscape Planting

5.4.1 The main boulevard will be landscaped on either side, only with tree planting and veld grasses, with accent shrub and groundcover planting at all the intersections. The objective of the Estate design is to accentuate movement through the development with the use of organic free flowing lines and forms as well as street tree planting, which will only consist of indigenous trees. Emphasis will also be laid on the reinstatement of disturbed areas, mainly with varieties of veld grasses, which will ultimately blend the development into its natural setting.

5.4.2 The public open spaces as well as the individual home owners are to ensure that the planting is to follow the landscape theme, that of predominantly indigenous planting throughout. The portion of all properties that border on the public open spaces and the portion of all properties between the building lines and the street boundary must be landscaped using predominantly indigenous trees and plant species as per landscape design guidelines.

#### 5.5 Golf Course Planting

Fairway areas will be seeded with Kikuyu grass, which will be contained by a 15m strip of indigenous “Kweek” grass. This *Cynodon* strip will act as a buffer zone and prevent the Kikuyu from spreading into rough areas that will be seeded with a mixture of indigenous veld grasses.

#### 5.6 Alien Vegetation

All alien vegetation, namely Eucalyptus, Wattle and Willow, will be eradicated systematically as construction progresses, except for certain areas where a number of Eucalyptus as well as Willows will be retained as feature trees on the golf course. This may only be done by the HOA under controlled processes.

#### 5.7 Plant Protection and Nutrition

The principles of integrated plant management will be implemented. A system that relies on a combination of common-sense practices of preventing and controlling pests (e.g. weeds, diseases, insects) in which monitoring is utilized to identify pests, damage thresholds are considered, all possible management options are evaluated and selected controls are implemented.

#### 5.8 IPM involves a series of steps in the decision-making process:

Regular monitoring and recordkeeping, identify the pest problem, analyse the conditions causing it, and determine the damage threshold level below which the pest can be tolerated. Then devise ways to change conditions to prevent or discourage recurrence of the problem. Examples include: utilizing improved (e.g. drought resistant, pest resistant) turf grass varieties, modifying microclimate conditions, or changing cultural practice management programs.

If damage thresholds are met, select the combination of control strategies to suppress the pest populations with minimal environmental impact, to avoid surpassing threshold limits. Control measures include biological, cultural, physical, mechanical, and chemical methods. Biological control methods must be environmentally sound and should be properly screened and tested before implementation.

Non-chemical control measures should focus on practices such as the introduction of natural pest enemies (e.g. parasites and predators), utilizing syringing techniques, improving air movement, soil aeration techniques, and mechanical traps. The selection of chemical control strategies should be utilized only when other strategies are inadequate.

When chemical and nutrient products need to be applied, the following practices should be utilized:

Strive to treat problems at the proper time and under the proper conditions to maximize effectiveness with minimal environmental impact. Spot treatments may provide early, effective control of problems before damage thresholds are reached. It is important to store and handle all pest control and nutrient products in a manner that minimizes worker exposure and/or the potential for point or non-point source

pollution. Employ proper chemical storage practices and use suitable personal protective equipment and handling techniques. Use nutrient products and practices that reduce the potential for contamination of ground and surface water. Strategies include use of slow-release fertilizers, selected organic products, and/or fertigation. Test and monitor soil conditions regularly and modify practices accordingly. Choose nutrient product and time applications to meet, not exceed, the needs of the turf grass. Also, inform golfers and guests about golf course chemical applications.

#### 5.9 Water Usage

Native, naturalized or specialized drought-tolerant plant materials will be incorporated wherever possible. For areas in play (greens, tees and fairways), using plant materials that: are well adapted to local environmental conditions; can be efficiently managed; and provide the desired playing characteristics. Irrigation patterns and/or program irrigation control

Systems must meet the needs of the plant materials in order to minimize overwatering. Systems will be regularly inspected for leaks and water usage will be monitored. Golf course will be watered at appropriate times to minimize evaporation and reduce the potential for disease. Water use will be managed effectively to prevent unnecessary depletion of local water resources.

#### 5.10 Waste Management

Grass clippings and other organic materials to be left in place whenever possible, If clippings are removed, it will be composted and recycled.

Chemical reinstatement will be disposed in a manner that will not increase the potential for point or non-point source pollution. Methods include reinstatement recycling or “spraying out” diluted compound in previously untreated areas. Other waste products, such as used motor oil, electric batteries and unused solvents, will be recycled or disposed of according to the law and available community disposal techniques.

#### 5.11 Wildlife Management

Habitat for wildlife species that help control pests (e.g. bats, birds, etc.) will be protected and additional habitat for these beneficial species will be created whenever feasible and environmentally desirable. Healthy populations of wildlife and aquatic species will be controlled with proper monitoring and management.

#### 5.12 Facility Operations

5.12.1 Facilities should conduct an environmental assessment in order to develop and implement an overall environmental policy and/or long-term plan that reflects or expands upon these principles.

5.12.2 Maintain on-going records to measure and document progress toward environmental improvement.

- 5.12.3 The environmentally responsible practices adopted for the maintenance of the golf course should extend to all areas of the overall facility grounds. Only stands next to tee boxes and greens may apply for leniency to cut natural veld grass.
- 5.12.4 Facilities should adopt practices and technologies that conserve natural resources, including water and energy.
- 5.12.5 Facilities should develop and initiate comprehensive programs for recycling, reuse and waste reduction.
- 5.12.6 Facilities should properly store and dispose of solvents, cleaning materials, paints and other potentially hazardous substances.
- 5.12.7 Facilities are urged to join programs that help to foster effective environmental management and policies.
- 5.12.8 Facilities should take active steps to educate golfers, neighbours and the public about their environmental policies and practices.

## 6. GUIDELINES FOR BUILDING OPERATIONS

Our objective is to adequately inform you about the design and construction process and to assist you with all the information you need to minimize unwanted surprises during this exciting time.

### 6.1 Design Review Panel/ Aesthetics:

All building plans should be pre-authorized by the DRP for compliance of Aesthetic guidelines before the final plans are submitted to the Ngwathe Municipality for approval.

#### 6.1.1 Contact details of other architects used by homeowners:

Hans Beetge  
Tel: 082 492 4010  
E-mail: [hans@hansbeetge.com](mailto:hans@hansbeetge.com)

Martin Strydom:  
Tel: 056 811 3000  
E-mail: [parys@ms-arch.co.za](mailto:parys@ms-arch.co.za)

Almero Theron:  
Tel: 082 374 5086  
E-mail: [aroux@ppsinvestments.co.za](mailto:aroux@ppsinvestments.co.za)

Dave Venter:

Tel: 083 327 5000

E-mail: [dave.venter.ad@gmail.com](mailto:dave.venter.ad@gmail.com).

Izelle Weilbach:

Tel: 060 670 2120 / 082 578 4142

E-mail: [izelle@studio-imw.com](mailto:izelle@studio-imw.com)

#### 6.1.2 List of builders used by Homeowners

Active Contractors	Completed projects
Name: Complete Projects Email: ron@cprojects.co.za Web site: Contact person: Ron de Reuck Contact no: 083 251 1521 NHRBRC no: 1-887 84361 Vat-no: 464 0255 362Pty/CC nr:	Completed Projects 2913, 3063, 3250, 3264, 2890, 2910, 3068  Active Sites None
Name: Topwave Projects Email: rubenhuman@gmail.com Contact person: Ruben Human Contact no: 071 881 2135 NHRBRC no: 1-9466 7024 Vat-no: 468 025 9225  Pty/CC no:	Completed Projects 2980, 2958, 2999, 3035, 3036, 3103, 3021, 3341, 3206, 3078, 3046, 3008  Active Sites None
Name: Koos Swanepoel Email: koos@ofd.co.za Contact person: Koos Swanepoel Contact no: 082 788 0845 NHRBRC no: Vat-no: Pty/CC no:	Completed Projects 2994, 3072, 3339, 3038, 3162, 3306  Active Sites
Name: Maltho Konstruksie Email: dannhauser1@gmail.com Contact person: Thomas Dannhauser/ Pieter Nel Contact no: 0826514271/072 118 3118 NHRBRC no: 1-16477 5081	Completed Projects 3094, 3095, 3030, 3061, 3202, 2964, 3337, 3197, 2995, 3067, 2998, 2993, 3002, 2882, 2982

Vat-no: Reg no: 2014/238240/08	Active Sites
Active Contractors	Completed projects
Name: Jardin Konstruksie Email: debby.fanie@gmail.com Contact person: Fanie Contact no: 084 4030 768 NHRBRC no: Vat-no: Pty/CC no:	Completed Projects 3267, 3340  Active Sites  None
Name: JM Porter Construction CC Email: <a href="mailto:jmporterconstruction@vodamail.co.za">jmporterconstruction@vodamail.co.za</a> Contact person: Jauqe Porter Contact no: 082 879 3648 NHBRC no: 43415 Vat-no: 427 024 3233	Completed Projects 2984, 2899, 3245, 3028, 3100, 3066, 3246  Active sites

## 6.2 Land Surveyor

Your Architect will assist you in appointing the PGCE approved Land Surveyor. Fees to be paid directly to the Land Surveyor, Architect or Builder as per terms agreed upon. Lourens Erasmus – 082 663 6644 can be contacted to assist in any land surveying requests on the Estate.

Before building activities commence, the contract should be signed. Please contact the PGCE Admin Office for this purpose, 056 818 1567 or [admin@parysestate.co.za](mailto:admin@parysestate.co.za).

## 6.3 Construction – the big build:

Temporary storage shed or outbuilding for materials and supplies may be used in connection with and during the construction of a building, if it is removed from the stand immediately after construction. The said store/outbuilding must be approved by the HOA.

Prior to commencement of building operations, the builder and the owner need to enter into an agreement with the Parys Golf & Country Estate Homeowners Association.

6.4 Example of such an agreement:

Owner of Stand: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell phone no: \_\_\_\_\_

Welcome at Parys Golf & Country Estate, and congratulations on your appointment as contractor for the building on stand number \_\_\_\_\_. We hope and trust that the construction will develop very well. Attached is the list of rules and regulations about building on the premises.

As Parys Golf & Country Estate is a private Estate, and run by the rules and decisions of the Home Owners Association, a deposit of R10 000 (ten thousand rand) must be paid by all building contractors. This amount is charged to ensure that all regulations are promptly met and will be refunded upon completion of the building process, unless fines have been issued against contractor.

I \_\_\_\_\_, owner of stand \_\_\_\_\_, accept the rules and Regulations as per document Operational Guidelines to Parys Golf and Country Estate receive by me on

\_\_\_\_\_ 2021, \_\_\_\_\_ signed.

The deposit must be paid into the following account:

Parys Golf & Country Estate HOA

ABSA Bank, Current Account

Account number – 40-8734-8724

Branch no – 632005

Ref – Build + stand no

\_\_\_\_\_

\_\_\_\_\_



Owner

Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

#### 6.4.1 Rules and regulations for Building Contractors

Pre-Construction:

6.4.1.1 Prior to commencement of building activities, a copy of a signed principal builders agreement between the owner and the contractor needs to be handed in at the HOA and scrutinised by the DRP

6.4.1.2 Constructional agreements to include the following:

- Constructional starting date
- Construction timeline and completion date
- Construction programme (Ghant-chart)
- Penalty clause for late completion (R/day)

Post-Construction period:

6.4.1.3 Triplicate site instruction book to be utilised for any instructions given to the contractor by:

- The client/ architect
- DRP representative

6.4.1.4 One copy of the site instruction should be given to the instructor, one copy to be kept on file by the Contractor, the other (book itself) to be kept on-site.

6.4.1.5 A full copy of approved building plans to be available on site at all times.

6.4.1.6 Daily diary to be kept on site to capture site conditions

General

6.4.2 Failure to comply with these rules will amount to site closure until found to be compliant.

NHBRC

6.4.3 All contractors involved in the construction of residential dwellings on the estate must be a registered member of the NHBRC and the membership status must be in good standing.

6.4.4 Any Contractor found not to be registered or in good standing with the NHBRC will not be allowed to do any works on the estate.

6.5 Example of an approved building site:



No Contractor is allowed to shed any building materials or rubble, on an adjacent stand or golf course in open areas without prior arrangements. Written permission must be obtained from the HOA office after written motivation has been submitted.

Damages: If a Contractor /Sub Contractor or a delivery vehicle on entering the Estate or at a building site or anywhere else on the Estate causes any damage, the main Contractor will in all instances be held liable for all damages, regardless. The amount will be deducted from the building deposit. This includes trees and veld grass on common property.

Parking: Construction vehicles may not be left unattended in such a manner that they may cause an obstruction to other road users. Construction vehicles may not be parked on HOA Common land or a resident's property, without prior written approval from the Estate Office. Transgressors will be penalised R500.00 for each transgression.

6.5 Labour:

Gardeners, domestics and restaurant staff entering the estate may walk to their respected work places, but are not allowed to walk and loiter from stand to stand. However, Construction staff is not allowed to walk to their places of work, and are to be transported in vehicles. Should labourers be found, other than on the site specified on the application form, a R 250.00 penalty per labourer will be imposed. This includes Garden Services. Should a Contactor not be able to pick up his labour and exit to site as prescribed, Security must be notified on **Tel: 083 375 3560** and alternative arrangements must be made by the Contractor with Security. Night Watchmen are not permitted on the Estate.

Security will not get involved in any salary or wage disputes between Contractors and their labour. If any complaints are lodged with Security, the

Contractors and their labourers will be removed from the Estate immediately. All access will be suspended until the matter has been resolved between the parties concerned.

6.6 Hours of work:

The following times must be strictly adhered to:

Weekdays Access at 07h00 and exit no later than 18h00.

All Contractors must be off the Estate by the times stipulated and will not be allowed access before time specified. R 250.00 penalty per labourer will be imposed should a Contractor be found on the Estate outside the times stipulated. Saturdays, Sundays and Public Holidays – No access allowed. Concessions will be considered for emergencies only, approval to be granted by the HOA Estate Office. Should Contractors need to pour concrete during weekdays which requires an extension to the prescribed exit time, the Estate Office must be notified in advance, and approval will be confirmed to the PS Control room by no later than 17h00.

6.7 Traffic rules & regulations on the Estate:

Construction vehicles will be limited to a maximum speed of 30 km/h at all times

Penalties will be imposed for disregarding road/traffic rules, signage and regulations set out in the Estate rules.

6.8 General:

Firearms or dangerous weapons are not permitted on the Estate at any time.

Security will only grant access to the Estate if these rules are read, understood and signed for by the Contractor and Sub Contractor concerned. Copies of such rules are available at the R59 entrance.

The HOA 's Contractor Code of Conduct agreement requires Main Contractors to advise their Sub Contractors of all the rules that pertain to all activities on the Estate. No excuses will be entertained. A penalty not less than R250.00 and not more than an R 1 500.00 will be imposed on Contractors or Sub Contractors should they be found guilty of breaching any of the above Security Rules and Regulations. Contractors are required to ensure that their Sub Contractors are aware of the Estate Security Rules and Regulations.

6.9 Penalties: Access will be suspended after seven (7) days if proof of payment is not received by the security office. Alternatively, this can be emailed to [admin@parystate.co.za](mailto:admin@parystate.co.za). The HOA reserves the right to also deduct penalties owed from the deposit of R10, 000.00

6.10 Disclaimer: The attention of both Main and Sub Contractors is drawn to the disclaimer signs displayed at the entrances to the Estate.

#### 6.11 Contractor Security Rules

6.11.1 Preamble: The rules set out below cover both Contractors and Sub-Contractors. It is stressed however that the Main Contractors are expected to ensure that their Sub-Contractors adhere to all the rules of the Estate and all building regulations.

##### 6.11.2 Access

A first Contractor / Sub Contractor must register with Security before any access will be granted to the Estate. The registration will only be done at the Admin office at the main building with authorisation from the Resident of Home/Stand Owner.

No registration/access will be granted without an original ID Book or Passport (with a valid work permit).

If a Contractor is required to work on the Estate for 3 days or less, they will be required to present their original ID/Passport in order for a copy to be made which will be dated and signed. The contractor will use these copies to enter the Estate. This must also be kept, as proof of entry should a Security Officer Request identity at any time.

The Contractor must complete a Contractors Information sheet with all relevant information, which must be signed by the Resident of Home / Stand Owner and indicate the projected period that the contractor is expected to operate on the Estate. The contractor sheet will be signed off by the PCGE Security Manager and confirmed with the General Manager to ensure that plans were submitted and approved prior to commencement of the building activities and that the Contractor is aware of the Health and Safety Act Requirements, which includes registering with the NHBRC. This must all be done before registration will be formalised by the security company of the estate.

If a contractor or his labourers are asked for identification by a Security Officer inside the Estate, and are not able to produce positive identification, a penalty of R250.00 per employee will be imposed on the Contractor. A second offence for a transgressor, be it Contractor or Labourer, will immediately result in suspension from the Estate for a minimum period of two weeks. Where illegal immigrants are identified they will be arrested and removed from the Estate and the Contractor will be penalised R1000.00 per transgression. Should this happen on a second occasion, the Contractor will be suspended for one month.

Homeowners are not permitted under any circumstances to give or lend an allocated access card to any other person. Any transgression in this regard will result in an R1000.00 penalty.

Contractors are encouraged to have clearly marked vehicles, such as e.g. display magnetic door signs.

All building material deliveries must be verified by security with main contractor.

### 6.12 Road Worthiness

Before accessing the Estate, Contractors must ensure that their vehicles are in a roadworthy condition. This requirement also applies to any delivery vehicle entering the Estate. Contractors must bring this issue to Delivery Company's attention in order to avoid any delays or extra cost implications, should access be denied.

Delivery notes must reflect to Contractor Site (Stand number) failing which entry to the Estate could be denied. The contractor will be held responsible for the spillage of any product on the estate roads, and will be required to clean the affected area to its former state. Failure will result in fines or suspension of work.

### 6.13 Restrictions

The following restrictions are applicable to vehicles entering PGCE:

- i. 6 m<sup>3</sup> tipper trucks delivering building material, with at least 10 wheels, two rear axles with 8 wheels, and front axle with 2 wheels. No rear 3 axle trucks allowed.
- ii. 6 m<sup>3</sup> trucks delivering building material, with at least 6 wheels, one rear axle with 4 wheels, and front axle with 2 wheels. Wheels and tyres must be 1000x20 or 950x20. No rear 3 axle trucks allowed.
- iii. 6 m<sup>3</sup> concrete truck delivering premixed concrete, with at least 10 wheels, two rear axles with 8 wheels, and front axle with 2 wheels. No rear 3 axle trucks allowed
- iv. 8 m<sup>3</sup> concrete truck delivering premixed concrete, with at least 12 wheels, two rear axles with 8 wheels, and two front steering axles with 2 wheels on each steering axle. No rear 3 axle trucks allowed
- v. 6 m<sup>3</sup> flatbed trucks delivering 5000 bricks and/or cement bags, with at least 10 wheels, two rear axles with 8 wheels, and front axle with 2 wheels;
- vi. Delivery of bricks with smaller trucks – 3 000 maximum (6 pallets);
- vii. Delivery of sand / stone with smaller trucks - 4 cubes;
- viii. TLB for the purpose of excavation and earthworks;
- ix. No extra heavy interlink vehicles or heavy construction machinery and low bed trucks will be allowed;
- x. **No** construction vehicle carrying building materials to use the green arch bridge within the estate; and
- xi. Building sand shall be placed as a ramp from the roads onto the building site for offloading entry points.
- xii. Any vehicles outside of the defined parameters above will need to be discussed with the HOA as a special event. The applicant will have to prove that the ground loading does not exceed the maximum allowed, equivalent to a 6 m<sup>3</sup> concrete truck delivering premixed concrete, with at least 10 wheels, two rear axles with 8 wheels, and front axle with 2 wheels.

Should a vehicle (removal or other) exceed the permissible length or height prescribed by the Estate the vehicle will have to park in the allotted secure area outside the R59 Entrance. The goods will then need to be shuttled in or out of the Estate using smaller vehicles.

Delivery Trucks: Delivery has been limited to a maximum to a 10-ton truck. Alternatively, bigger trucks can unload their contents on a site next to the Driving Range on the “Feesgronde” side, and transport the materials to the position via the national road to the main entrance of the estate, in other words, not across the bridge erected by the developer joining the island and the “Feesgronde” side.

#### 6.14: PENALTY SUMMARY AND APPROVED AMOUNTS FOR OFFENCES COMMITTED BY CONTRACTORS

OFFENCE DESCRIPTION	AMOUNT
Damages of any description on the Estate	Cost of repair
Not following the correct application procedures	R1000
Cannot positively identify workers	R500 per person
Illegal immigrant working on the Estate or labour gained access with other individual's access card	R2000
Not registered to work on the stand in question	R2000
Vehicle not road worthy	R1000
Exceeded prescribed maximum load allowed on the Estate, i.e. Concrete = 3m <sup>3</sup> and bricks = 3 000. 12-ton truck weight, 4 cubes sand / stone	R2000
Illegal Parking	R500
Labour walking on the Estate	R500 per person
Night watchmen	R2000 per person
Exceeding specified working hours on the Estate	R 500 per person
Speeding, - 40km per hour	R2000
Any other road traffic transgression	R500
Overloading or labour hanging over the edge of vehicle	R550 per person
Carrying of Firearms or dangerous weapons	R1000
Driving without a valid driver license	R1000
Consuming of alcohol on the Estate	R1000 per person
Main or Sub-Contractor conduct	R 3000
Excessive building rubble on site and burning of building rubble	R 2000
Street sidewalks not kept clean of any building materials	R 1000

Storage of building materials on pavement	R 1000
No toilet facilities on site for labour	R 2000
Storage of building materials on adjacent stands or golf Course without written consent	R 2000
Spillage on roads and property not cleaned up	R 2000