

BUILDING RULES AND REGULATIONS

HOME OWNER - _____

DOCUMENT DATE SIGNED - _____

DATE BREAKING GROUND - *(KAC to complete)* _____

CONSTRUCTION CONTACT NAME - _____

CONSTRUCTION CO. NAME - _____

CONSTRUCTION CO. EMAIL - _____

CONSTRUCTION CO. TEL - _____

APPROVED MUNICIPAL DRAWINGS IN A1 AND IN PDF HAS BEEN RECEIVED BY KAC. YES / NO

ALL SUPPORTING DOCUMENTS HAVE BEEN RECEIVED BY THE KAC OFFICES. YES / NO

KAC (Kroonvlei Aesthetics Committee)

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Email: hildeke@mweb.co.za

KWELOA (Kroonvlei Wilderness Land Owners Association)

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KWELOA BANK ACCOUNT:

ACCOUNT NAME: KWELOA

ACCOUNT NUMBER: 6253 4214 169

BANK & BRANCH: FNB, NORTHCLIFF, 253 705

ARCHITECT:

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CONSTRUCTION ACTIVITIES, CONDUCT RULES FOR BUILDING CONTRACTORS, SUB CONTRACTORS AND SUPPLIERS, OPERATING WITHIN KROONVLEI WILDERNESS ESTATE

As building within Kroonvlei will be undertaken over a lengthy time period, the following guidelines have been formulated for the benefit of all Kroonvlei Wilderness Estate Home Owners Association members.

The conduct rules for all contractors are designed to ensure a **well-secured, well-managed, neat and clean** environment for residents and wildlife.

Contractors are further required to adhere to the Guidelines of the Kroonvlei Environmental Management Plan (EMP) at all times.

Omission of the EMP in the rules below is in no way an excuse for non-compliance to the EMP.

Please Note that these regulations are subject to change from time to time. The Home Owners Association will acquaint the contractors with these changes.

The owner acknowledges that he/she is aware that Kroonvlei is a secure Estate and that he/she will at all times adhere to the security regulations and controls, and agree to co-operate with the KWELOA in the interest of maintaining security on the Estate. These rules will be strictly enforced by the KWELOA in order to maintain security.

1. OCCUPATION, HEALTH AND SAFETY ACT

- a. OHS&A: Contractors shall in all instances be responsible for compliance with the requirements of the latest amendment of the Occupational Health and Safety Act no 85 of 1993, as applicable to the specific trade or works being executed.
- b. Appropriate certification of compliance must be provided within 14 days of commencement of site operations.
- c. Dangerous and unsafe areas shall be clearly marked and protected appropriately at all times.

2. SECURITY, ACCESS TO CONTRACTORS, RIGHT OF ADMISSION:

- A. The KWELOA will, as part of its establishment, define procedures for allowing access to the property. These security measures include authorised access and identification of vehicles and per-

sonnel. Contractors are obliged to comply with all aspects relating to the security rules of the KWELOA.

- b. The contractor shall at all times assume responsibility for the actions, discipline and behaviour of his labourers, sub-contractors and their labour, delivery personnel and any such person involved with the execution of the works on a contract, through direct appointment or any other means. Contractors are expected to conduct operations in a co-operative and reasonable manner in the interests of security.
- c. If the KAC is concerned about the actions or conduct of a contractor, sub-contractors, labourers or any other party, the KAC or its agents reserve the right to order the **suspension of activities**, and/or restrict or **refuse access** to the site indefinitely or until the undesirable conduct is rectified to the satisfaction of the KAC. Any costs resulting from these actions will be for the account of the homeowner.
- d. Each Builder will have access to the builder's yard and can rent space therein from KWELOA. Please note that site offices will not be allowed on the individual stands and late deliveries will be sent back.
- e. As improvements to the security and the access controls are ongoing, these procedures will be reviewed from time to time.

3. HOURS OF WORK

- a. Contractors may only enter the Estate after 06h30 in the morning and must vacate the Estate by 18h00. No workers will be allowed to remain overnight on site. Contractors may negotiate with KWELOA's appointed security company for this service, if required.
- b. Construction will be limited to Monday 06h30 to Friday 18h00. No construction work will be permitted on Saturday, Sundays and public holidays unless by prior written agreement with KWELOA. Only emergency work with approval of KWELOA may be applied for.

EMERGENCY WORK APPLICATION PROCEDURE

- A work plan must be handed in to the ECO for approval, 48 hours before work is to take place.
- Neighbours in the area will be advised of the planned work.
- Security & additional staff arrangements from the KWELOA will have to be made.

4. DELIVERY & VEHICLES

- a. Only authorized vehicles will be allowed onto the Estate. There is a load restriction of 6 tons per axle and all vehicles must have fixed chassis. Except for roof truss, 6 cube ready mix trucks and brick truck deliveries. No articulated vehicles are permitted on the Estate. It is the obligation of the Contractor to notify his suppliers of this and the KWELOA shall not entertain any claims of losses or damages in this regard.
- b. Brick loads are limited to 6000 bricks per truck.
- c. Deliveries must be scheduled for between 07h00 and 15h00 on weekdays only, and contractors must collect all delivery vehicles at the builder's yard and escort them to the building site and back.
- d. The Estate Security personnel reserve the right to subject vehicles entering or leaving the Estate to a search.

5. POINTS OF ACCESS

- a. Contractors shall only access and exit through the designated main entrance gate. Contractors must therefore pre-register all personnel with KWELOA. Contractors' staff will not be allowed to proceed to the building site on foot, and must therefore be transported to and from the builder's yard.
- b. The "take on" for any new contractors or those coming to site for the first time will only be done from 06:30 to 16:00, Monday to Friday.
- c. All drivers must be in possession of a valid driver's license at all times and shall be required to produce their license prior to entry.

6. SPEED LIMITS AND OTHER RULES

- a. Contractors and sub-contractors need to adhere to the speed limit 20km/h at all times
- b. Fines relating to speeding are tabled on the Contractor's fine structure.
- c. Principle contractors and Estate Owners are invoiced and are responsible for the collection of the fines from sub-contractors.
- d. Any contravention of security and access rules will be severely dealt with by KWELOA, and depending on the nature and the circumstances, could lead to the suspension of building work, bar-

ring of access to the Estate and/or fines being imposed.

- e. Access may be denied to site if fines are not paid up to date by every 7th day of the month.
- f. The estate/homeowner accepts responsibility for any loss or damage caused by his Contractor / sub-contractor's sub-contractors, his own appointed sub-contractors or suppliers, and is responsible for the payment of any fines related thereto.

See Annexure – Contractors' fines structure.

7. HOUSE KEEPING AND TIDINESS

- a. The site is to be kept as clean as possible of building rubble and general cleaning and good housekeeping practice must take place during building operations. The development pocket shall not cover more than 10% (Private Lodge stands) or 20% (Corporate stands) of the site.
- b. The development pocket must be screened off on all sides, with black shade cloth 1,4m high, and 80% density, and must remain screened at all times during building operations. Proper fencing materials should be used. Corner posts 110mm with stays, y-standards every 4 meters, 3 strand wire.
- c. No concrete, cement or other building materials may be stored, mixed or prepared on any of the roadways, curbs and pavements or on the remainder of the site that does not form part of the development pocket. Concrete / cement to be mixed at designated area specified on the site development plan.
- d. Materials, which are off-loaded, by a supplier or Contractor may not encroach onto the adjacent site, road serviced, roadway or onto the remainder of the site that does not form part of the development pocket. Where suppliers fail to adhere to this, the responsible Contractor shall move the materials accordingly.
- e. The Contractor is also responsible for removal of any sand or rubble that may have washed or moved off the development pocket onto the road.
- f. The Contractor is to ensure that the roads and the vicinity of his house site is always kept neat and tidy, including materials or mud spoil being driven or dropped onto the road or sidewalk.
- g. The Contractor shall provide adequate facilities for rubbish / building rubble collection and disposal by way of a skip bin and ensure that the workers use the provided facilities for rubbish disposal and that the rubbish is removed once the skip bin is full. No rubbish may be burnt or

- buried on site. No form of paper, cement bags, tile off cuts, ceiling boards, roof tiles, rubble or the like is to be left, lying around, nor be allowed to blow off the site.
- h. Accumulation of hardcore for fill shall be neatly piled. With the KWELOA's consent on-site disposal dump or spoil zones may be arranged within the development pocket.
 - i. Contractors shall ensure special care in their handling, disposal and cleaning up operations, with particular note to paint, tile grout, tile adhesive, cement and rhinolite, chemicals, oil and fuel, etc. Special preventative controls must be taken to avoid spillage of any kind.
 - j. Fires for cooking or other purposes will not be permitted, and Contractors shall ensure approved alternative meal arrangements are made. Contractors must ensure that their employees make no fires for heating purposes.
 - k. The Contractor shall provide approved portable chemical toilets for the workers (1 per 20 workers). Facilities shall be suitably positioned and kept hygienic.
 - l. No Toilet in the building can be used as a toilet during the construction phase.
 - m. The location of the toilet, skip, mixing area, material storage and tap must be clearly indicated on the SDP (Site Development Plan).
 - n. One compulsory standard builder's/ architect's board will be purchased from a recognized supplier shall be erected per site, and such board is to be erected neatly close to the gate corner of each site. Boards are to be maintained in plumb and level position throughout the contract, and must be removed once the KAC occupancy certificate has been issued of each house construction.
 - o. No contractors, sub-contractors, suppliers or advertising boards of any kind will be allowed on the development pocket, one A1 board is allowed in the builder's yard.
 - p. Construction material may not be allowed to visibly accumulate on the house site but should be stored in the builder's yard.
 - q. The certificate of completion by KWELOA includes for the site to be entirely cleared of all rubble, surplus material, and be impeccably clean, the verge re-installed and all damage repaired, all to the satisfaction of KWELOA.
 - r. Upon submission of building plans, a **building performance deposit** of R10'000.00 (July 2014) will be deposited and held in trust (interest free) by KWELOA.
 - s. A monthly **building levy** will be levied by the KAC for the duration of the construction period. A monthly amount of R500 will be levied for the first six months, following which this amount will

- increase to R2000 per month until completion of the works. This will be used for covering ongoing monitoring costs to the KAC. The value of all fees and deposits will be reviewed on an annual basis by the KAC. Owners must obtain the latest figures payable from the KAC prior to commencing.
- t. The deposit amount will be used in event if there is a breach or non-performance to remove rubble or make good any damage caused by the Contractor or his sub-contractor or suppliers, including kerbing, landscaping, community services, roads, irrigation, etc. and for any outstanding spot fines on completion of the building.
 - u. The deposit will be forfeited if there is any non-compliance or breach of any or all of the provision of the Architectural and Landscaping Guidelines by the owner, contractor or subcontractors or suppliers and fines will be drawn against this amount of breaches of EMP.
 - v. The building performance deposit shall be released once the certificate of completion by the KWELOA has been issued and the Local Authority's certificate of compliance and occupancy has been issued.
 - w. Contractor vehicles shall not be parked or left on non-designated areas i.e. parked on the grass (swales), but should park within the screened designated development pocket of each site or on the tar roads only.
 - x. No "Site Offices" will be allowed on the building site.
 - y. Should the building Contractor not make use of the space available in the Builder's yard the contractor will ensure that all staff arrive fully clothed, and leave the site fully clothed. No areas on Kroonvlei Wilderness Estate will be used for staff to change into other clothes.
 - z. Contractors staff must wear clearly identified overalls (Company Logo), or specific color overalls as agreed with KWELOA. Any staff failing to adhere to the dress code, access will be denied.
 - aa. Payment of fines shall be made directly to the KWELOA by the 7th day of every month, should no appeal be made to KWELOA.
 - bb. All contractor's staff are to remain within the screened off area at all times, and may not roam the Estate.
 - cc. The principal contractor needs to ensure that he/ she at all times has a copy of the council approved building plans as well as any approved (Kroonvlei Aesthetics Committee) VO's on-site.
 - dd. Landscaping contractors will also be bound by these rules and regulations, as well as the EMP.
 - ee. No physical construction (including stripping of top soil) may commence before the following is in place:

- i. Copy of Municipal approved building plans received by KAC.
- ii. Screening the process of erecting within 14 days as per this document.
- iii. Ablution facilities to be in place as per this document.
- iv. Provide a SDP (Site Development Plan) showing the complete layout of the building site, providing for mixing area, storage of bricks sand etc.
- v. Dust bin must be in place with lid.

8. SITE ESTABLISHMENT

- a. Identify all the stand pegs (Steel Pegs) with GPS coordinates. Please refer to www.kroonvlei.co.za
- b. Geotechnical reports must be done by appropriate engineer and the account is for the home owner
- c. Establishment of the development pocket within 14 days
- d. Set out the corner of the house
- e. Establish the development pocket drawing is corrected and approved by the ECO
- f. Establish and approve position of skip ,mixing area, toilet and water tap
- g. Update development pocket drawing if needed and submit to KAC for filling

9. TEMPORARY POWER

- a. The contractor is allowed to install a temporary power point. The COC certificate must be on site at all times for inspection.

10. FINE STRUCTURE

- a. All contractors' fines, outstanding rentals and any other outstanding amounts are to be paid on the 7th day of every calendar month.
- b. All main contractors/ Estate owners are responsible for all subcontractors' fines.
- c. Any contractors whose accounts are outstanding will be locked out.

11. INFORMATION UPDATES

- a. All Kroonvlei Wilderness Estate Information and updates etc., required is available on

the website: www.kroonvlei.co.za

12. YEAR-END FUNCTIONS & STAND BRAAI

- a . This is not permitted on Kroonvlei Wilderness Estate or Kroonvlei Wilderness Estate's builder's yard.

13. WATER CONNECTION

- a. Water meter will be installed and an account will then be opened and is payable by the Home Owner.

14. WATER METER INSTALLATION CHARGE

- a. The KWELOA will supply a water meter for the property and the cost for the meter will be recovered from the Estate owner.

15. COMMUNICATION CONNECTION

- a. Communication to the manhole is for the Home Owner's cost.

16. DSTV CONNECTION

- a. As from 2012 all developments must install DSTV dish, all DSTV dish locations has to be submitted to KAC and approved before installation.

17. KROONVLEI WILDERNESS ESTATE CONSTRUCTION PROCEDURE AND INFORMATION

- a. Hand in the documentation required by ECO for approval of the Contractor.
- b. After approval a site induction meeting of approximately 2hours will be set with the contractor and client.
- c. If the home owner is not present during the Site Induction meeting he must be present at the signing of the documents.

18. INSPECTIONS OF WORK IN PROGRESS BY KAC

- a. Informal inspections may be done by the Consulting Architect to the KAC, or a representative of the KAC during working hours, and all areas of the site must be made available to the KAC and its agents at these times;
- b. The KAC shall also do formal inspection and approve the works at specific phases of progress. As soon as the level specified on the approved drawings has been reached, an appointment needs to be made with the KAC representative to confirm and approve each stage. These stages are:
- c. Setting out and establishment of construction levels.
- d. Foundation.
- e. Wall plate height.
- f. Pre roof level (height should not exceed the 5.5m height restriction).
- g. Final completion.

19. COMPLETION

- a. Once the work is completed, the site has been cleaned and cleared of all rubble and building materials, affected planting and roads must be re-instated and the council approved occupancy certificate has been issued, the KAC representative needs be invited to the final inspection to issue the KAC occupancy certificate and only then can the construction board be taken down. Following completion of above items, the deposit will be repaid by the KAC, adjusted where required for any damage caused by the applicant.

HOME OWNER SIGNATURE _____ (name in print) _____ DATE _____

CONTRACTOR SIGNATURE _____ (name in print) _____ DATE _____

KAC (KROONVLEI AESTHETICS COMMITTEE) _____ (name in print) _____ DATE _____

PLEASE NOTE THAT NO CONSTRUCTION WORK, LAND CLEARANCE, SITE ESTABLISHMENT OR PREPARATION MAY START WITHOUT THE EXPRESS WRITTEN APPROVAL THEREOF BY THE KAC (Kroonvlei Aesthetics Committee), A SIGNED COPY OF THIS DOCUMENT - ANNEX D - BUILDING RULES AND REGULATIONS, A LIST OF MATERIAL FINISHES AND PAYMENT OF BUILDING PERFORMANCE DEPOSIT TO KWELOA.