

# ARCHITECTURAL RULES

**THE MEADOWS HOMEOWNERS ASSOCIATION NPC**  
(Registration Number: 1998/024775/08)

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## Introduction

The document as described below is a revision of the initial drafted Design Guideline that was issued during the initial stages of the development of this estate. The need for a revision to this document was driven primarily due to the fact that the estate is completely developed. As such, the Home Owners Association (HOA/"The Company") and Board of Directors took the opportunity to reflect on the viability of the originally issued Design Guidelines and have issued this second revision to the Design Guidelines with an objective of removing sections of the document that are not necessarily practical or even in place. Items were added for changed circumstance in our country like the requirement for generators.

Please note that all building plans must comply with the Architectural Guideline as initially prepared by the developer and applicable to this estate as well as the Tshwane Town Planning Scheme of 2008, and must be approved by the Board prior to any buildings works. This applies also to any additions and alterations to existing structures of any nature.

These Architectural Design Guidelines are to be read in association with the Meadows Rules and Regulations.

## Objective of Guidelines

The objective of these design guidelines is to encourage individual creativity while fostering a unity of materials and finishes to ensure that the overall development harmonizes to create a balanced life style for all residents.

Should any construction and improvements be conducted on the property, it should be done in such a way so as to reduce inconvenience to neighbors as well as unsightliness. To this effect, construction should proceed without lengthy interruptions and should be handled in such a way that it must be aesthetically acceptable to the Home Owners Association.

The design of any construction and improvements to the dwelling unit and the entire stand should show sensitivity to the existing natural features, flora and topography. Permission to be drafted before existing trees are removed and all existing trees are to be shown on the site plan. Surrounding structures must be taken into account in the design process.

Elevation treatment of all buildings must conform to good architecture so as not to interfere with or detract from the general appearance of the neighborhood.

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## 1. Building Design Rules

- 1.1. All plans must be prepared by a Registered Architect or an approved designer and submitted for approval to the Company Board. Only after this approval, that will be made in principle subject to final approval by the local council has been obtained can the plans be submitted to the local authority. It is the owners' responsibility to ensure that all plans are submitted and approved by the relevant local authorities prior to construction;
- 1.2. The privacy of surrounding properties should be considered. As a general rule to windows or balconies on the upper story may not overlook the living space of the adjacent dwelling
- 1.3. No staff accommodation should be nearer to the street than the main building unless contained under the same roof or integrated into the overall design;
- 1.4. Staff accommodation and kitchen areas should open onto screened yards or patios;
- 1.5. Out-buildings and additions should match the original building design in style, elevation and material usage. All plans must indicate at least enclosed garage and this must be built in conjunction with the original dwelling. No flat roofed carports will be permitted unless it matches and blends with the design of the main dwelling;
- 1.6. Yard and screen walls should complement the basic materials of the buildings;
- 1.7. No garden sheds, Wendy house, dog kennels, caravans, boats or trailers are to be visible from the road and may not be placed in the side space (building lines) or on the road reserves;
- 1.8. Shade Netting may only be used if incorporated with an approved purpose made structure which either adds or blends with the design of the design;
- 1.9. Solar heating panels if used, should be incorporated into the building and form part of the basic structure and should be clearly shown and annotated on the approved drawings
- 1.10. Awnings, TV Aerials, blinds, satellite dishes and other items which do not form part of the basic structure are to be clearly shown and annotated on the approval drawings;
- 1.11. All exposed plumbing and washing lines should be fully screened and not be visible from the street elevations and other elevations onto adjoining properties;
- 1.12. No deviations from the approved drawings will be permitted unless the deviation is resubmitted and approved in writing prior to construction.

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- 1.13. No dwellings (except group stands) may be smaller than 120m<sup>2</sup> excluding garages and outbuildings.
2. It remains the ultimate responsibility of the owner when selling the property to provide to the new owner any and all approved plans and to ensure compliance to the Tshwane Town Planning Scheme of 2008 and as/or amended from time to time. This also applies to the installation of any items such as solar geysers, gas installation or even pools.

## 3. Town Planning Controls

### 3.1. Coverage:

Single story dwellings	maximum coverage allowed will be 50%
Double story dwellings	the ground floor coverage of double story dwellings shall not exceed 50% of the area of the stand while the upper level shall exceed 80% of the ground floor ( excluding terraces).

### 3.2. Buildings lines

Please note that all building plans must comply with the Architectural Guidelines as initially prepared by the developer and applicable to this estate as well as to the Tshwane Town Planning Scheme of 2008. In general, the buildings lines are as follows:

Single story dwellings	5m from the street boundary *
Double story dwellings	7m from the street boundary
Side space	2m from each side boundary

**Note:** Street building lines may be relaxed subject to the purchaser providing alternative visitor parking on the stand. The onus resides with the owner to ensure compliance.

## 4. Treatment of Stand Boundaries

It is appreciated that the diverse nature of single residential neighborhoods will lead to a variety of treatment to the street boundary. Every effort should be made to avoid the hostile "canyon like" effect that high solid walls along streets cause in many residential areas. In order to enhance the appearance of sidewalks and the street scape of the general estate the following guidelines will apply:

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## 4.1. Street boundary

The street boundaries should be open or a 1.2m palisade type fence can be used in conjunction with brick pillars. Should further closure become necessary, this must be set back 3m from the street boundary and may be to a maximum height of 2m.

## 4.2. Side Space

The side walls between properties may be a maximum of 2m high over the extent of the boundary except for the last 3m adjacent the street boundary which may be a maximum of 1,2m in height.

## 5. Approved building materials

### 5.1. Roof Coverings

5.1.1. Profiles metal sheeting – prepainted/ coated e.g. Chromadec.

5.1.2. Concrete roof tiles:

Colours – Terracotta, Antique Terracotta, Antique slate, Standard Slate.

5.1.3. Thatch roofing – thatch will be allowed with plastered walls and face brick.

5.1.4. Slate roofs.

5.1.5. Fiber cement roofing slates.

Colours – Green, Dark Grey, Terracotta, Charcoal.

5.1.6. Flat roofs – waterproofing to be non-reflective

5.1.7. Any other roof material to be submitted for approval prior to construction.

5.1.8. No galvanized gutters and drain pipes will be permitted.

### 5.2. Walls

External masonry walls should be 230mm brick finish. Plaster and painted walls will be permitted but colours are to be submitted for approval. Plinths, not exceeding 600mm in height will be permitted in face bricks.

5.2.1. Face bricks permitted recommended to match:

Rosema Contessa Satin, Contessa Travertine

Corobrick Roan Satin/ Travertine, Country Manor Travertine Corn Gold, Topaz satin/Travertine, Blue Barley travertine, Agate Satin/ Travertine

Or as approved by the Company Board from time to time

5.2.2. Natural stone foundations and other stone on site will be allowed.

5.2.3. Selected semi face bricks with autumn colours.

**5.2.4.** Any other building materials must be approved.

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## 5.3. Paving and Landscaping

- 5.3.1. Landscaping on sidewalks must be undertaken within the integrated landscape language of the Meadows Estate.
- 5.3.2. The landscaping theme of the Meadows is to encourage the use of indigenous trees and plants.
- 5.3.3. All driveways to be fully paved. Drive way widths are limited to 5m at the junction with the public road.
- 5.3.4. The use of hedgerows is recommended and the planting of indigenous trees and shrubs is encouraged where possible. Trees planted in the road reserve must follow the guidelines set for that street.
- 5.3.5. Planting and hedgerows are also encouraged where palisade fencing is used.

## 6. Prohibited Building Materials

- 6.1. To allow for diversity and interest a variety of individual architectural designs will be encouraged. In principle, no limitations are placed on building materials other than the following items:
  - 6.1.1. Unpainted plaster.
  - 6.1.2. No precast concrete walls will be allowed and any face bricks or plastered walls must be completed on both sides of the wall.
  - 6.1.3. Unpainted reflective metal sheeting.
  - 6.1.4. Wooded panel fencing
  - 6.1.5. Razor wire, security spiked or similar features.
  - 6.1.6. Electric fencing, except for the boundary wall.

## 7. Building Plan Submission

- 7.1. An application letter is to be submitted together with the drawings of the intended building works that describes:
  - 7.1.1. The extent of the building or alterations considered,
  - 7.1.2. The expected timing thereof (start date) subject to all approvals being in place,
  - 7.1.3. The expected duration thereof,
  - 7.1.4. Confirmation that a discussion has taken place with the affected neighbors by having the affected neighbors countersign the application letter;
- 7.2. A copy of any and all plans associated with any building works to be conducted on a property necessary for the Tshwane Council approval must be submitted to the

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Company Board for approval by the Board prior to submission to the Tshwane Council;

- 7.3. A non-refundable plan approval fee of R500.00 must be submitted with the application as in 7.1;
- 7.4. The decision of the application for the approval of the building plans will be given to the applicant within 10 working days of the complete set of plans and all relevant documents being received by the Aesthetics Committee. Building plan approvals will not be considered during the annual builders holidays in December of each year as determined by the Building Council;
- 7.5. No building works are to commence prior to receipt of the necessary approval from the Tshwane Council, a certified copy of which is to be provided to the Board.
- 7.6. Prior to the commencement of any building works and site establishment by the contractors, a refundable deposit equal to R6000.00 is to be paid to the Company BOD to mitigate any damage sustained what-so-ever to either road surfaces, pavements, building structures, street lights, road signs, concrete spillage or any other appurtenances within the estate including but not limited to the security entrance and neighbours property;
- 7.7. Beyond the legal compliance of any drawing as drawn by a suitable qualified person, the following items must be clearly shown on the plans:
  - 7.7.1. Are of dwelling including patios and outbuildings
  - 7.7.2. Coverage (%)
  - 7.7.3. Building lines
  - 7.7.4. All external finishes including a colour specification
  - 7.7.5. Boundary wall/ fence details including elevations
  - 7.7.6. Drainage and how it is concealed
  - 7.7.7. Layout of driveway
  - 7.7.8. A signed copy of this guideline, signed by the owner of the Erf is to be submitted as part of the application.

## 8. Construction Activities

- 8.1. Prior to the commencement of any construction activities, the owner is to formally advise the Company as to the intent of commencing with the building works as applied for as reflected in the approved application in terms of Clause 6 above and to include the following:



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- 8.1.1. A revised building project duration;
- 8.1.2. A copy of the approved building plans an approved by the local council in terms of the application made;
- 8.2. As the building works within the residential estate may be constructed over a considerable time period, the following guidelines have been formulated for the benefit of the residents;
  - 8.2.1. All building material sis to be stored within the site boundary, no material is to be offloaded onto the road or the road reserve;
  - 8.2.2. All building rubble associated with the building works is to be stored within the site boundary wall with appropriate barricading an is to be remove from time to time with an objective of keeping the site in a tidy state;
  - 8.2.3. No workmen will be permitted between the hours of 18:00 and 7:00. Only a night-watch man will be permitted to remain on site to safeguard building materials;
  - 8.2.4. All contractors will be required to provide screened ablution facilities for the workmen and sub-contractors under his control;
  - 8.2.5. Construction hours are restricted as follows:
    - 8.2.5.1. Monday to Friday: Between 07:00 and 18:00;
    - 8.2.5.2. Saturdays: Between 07:00 and 14:00;
    - 8.2.5.3. Sundays and Public Holidays: No construction activities is permitted;
  - 8.2.6. Delivery routes and hours may be defined from time to time by the HOA and all contractors to obtain these restrictions from the Company;
  - 8.2.7. Fines may be levied from time to time by the Company for contractors and delivery vehicles that spill material en-route, damage roadways and curbs, stain tarmac and generally create nuisance within the estate.

## 9. Completion of Building Works

- 9.1. Upon completion of the building works as applied for in the clause 7, the owner must apply for a Occupation Certificate from the relevant authorities;
- 9.2. Upon receipt of said Occupation Certificate, a certified copy must be presented to the Board to update the records but no later than 6(six) days of receipt of the Occupation Certificate;

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9.3. The onus resides with the owner when selling the property to ensure that the original Occupation Certificate for any building works are presented to the new owner together with all drawings and plans as applicable.

## 10. The Installation of Stand-by Generators

10.1. As more and more residents within the estate are looking at alternative modes of providing power to their homes when there is either a fault with the electricity supply to the estate or when ESKOM implements load shedding, a need has arisen to develop guidelines for the installation and use of standby generators, be they petrol or diesel powered;

10.2. To ensure that all residents comply with minimum guidelines for either current installations or new installations with regards:

- 10.2.1. Type
- 10.2.2. Noise levels
- 10.2.3. Use thereof
- 10.2.4. Safe storage of fuel;

10.3. A Standby Generator is defined as one which is used to supply electricity at times when the primary electricity supply from the grid fails or is reduced. This includes both off-grid standby generation and on-grid standby generation. Typically these are small portable generators below 10kVA which are not permanently wired into the electrical installation. Ownership may vest in owners or tenants of premises - usually natural persons but also juristic persons (such as a company owning a house);

10.4. Guidelines For Use And Installation

10.4.1. The Company recommends the following minimum specifications for the installation and/or use of generators:

10.4.1.1. The noise and visual impact of which must be very carefully considered in terms of the home itself as well as all neighbors and all fellow Meadows residents;

10.4.1.2. The placement of the generator must be of such a nature that it does not create an unsightly image or any inconvenience/disturbance to your neighbors;

10.4.1.3. A residential silencer must be fitted to all generators;

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10.4.1.4. Due consideration must be given for the use of generators and the noise generated therefrom between the hours of 2200 and 0700;

10.4.1.5. The generator must be housed in an aesthetic Acoustic Enclosure to reduce the noise level to 45 dB @ 5m.;

10.4.1.6. Due consideration must be given to the storage of fuels with regards the storage location, the storage containers and the proximity to the generator and other potential flammable creating devices within the area.

## 10.5. Installation Process

10.5.1. For new installations, residents must submit an application for the installation and use of a generator at The Meadows before permission will be granted acknowledging to the contents and intent of this guideline;

10.5.2. For existing installations, residents must submit an application for continued use of the existing installation and use of the generator at The Meadows on the understanding that the guidelines as contained herein are adhered to within a period of 3 months of application;

10.5.3. Upon receipt of an application and presenting the request at the next Company Board meeting, approval for the installation may be granted subject to the following condition precedent being complied within 3 months of approval in principle:

10.5.3.1. That the choice of generator and installation thereof complies with these guidelines;

10.5.3.2. That a Certificate of Competency for the generator electrical installations will be submitted to the Board for record keeping;

10.5.3.3. That Members of the Board may inspect the generator installation for confirmation of adherence to guidelines.

## 10.6. Alternative Options

10.6.1. The Company encourages all residents to do their research as to the alternative energy saving technologies currently available on the availability of alternative back systems such inverter type back-up systems rather than generators. These systems are noise free, require a very small space to accommodate, do not require re-fueling so reduce ongoing running cost and unhealthy diesel emissions in the suburban context;

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## 10.7. Safety

- 10.7.1. Please Note: 5 liters of Petrol has the same explosive effect as a moderate sized TNT stick, and burn/explode with the presence of any open flame. Diesel is relatively a very safe fuel, and is of low risk to work with;

## 10.8. Insurance

- 10.8.1. Please check with your insurance company with regards the requirements installation and use of generators as per your policy;

- 10.9. Installation of the generators and the storage of fuel must not increase the insurance risk for the neighbours or the company;