



## ATLANTIC BEACH ESTATE

### Atlantic Beach Homeowners Association's Building and Alterations Procedures Information Document

**In terms of Rule 52 - 56 of the Atlantic Beach Estate Rules below:**

#### **Building, Alterations, Renovations, Installations and Decorations**

52. Any building activity, alteration, renovation, installation or decoration pertaining to any:
- 52.1. erf;
  - 52.2. building;
  - 52.3. antenna, satellite dish or any decoration to any structure;
  - 52.4. solar heating system, skylight, chimney or chimney flue;
  - 52.5. carport, swimming pool, pigeon loft, aviary, dolls house, play structure or dog kennel, shall be done strictly in accordance with the [building guidelines](#) and after the officer's consent and approval, and any consent or approval as may be required in terms of any statute or regulation, has been obtained.
53. All work referred to herein above shall –
- 53.1. be executed by suitably competent persons;
  - 53.2. be executed in such a manner that it does not cause damage of any nature;
  - 53.3. be done in a neat and orderly manner; and
  - 53.4. not unduly inconvenience any other resident.
54. Should any work referred to herein above cause any damage to any property on the estate, the member concerned shall be liable to make good or to pay for the cost incurred to repair such damage.
55. On completion of the work all rubble shall be removed and the erf shall be neatly restored within a reasonable time as specified by the building guidelines or by the officer.
56. Should a member be ordered to remove any structure, a member shall be obliged to remove the structure and restore the erf within 30 days after that member has been ordered to do so. Should the member fail to remove the structure and restore the erf, the board may remove the structure and/or restore the erf and may hold the member concerned liable for any costs incurred by the Association to remove and restore in addition to penalties that may have been imposed.

#### **Applied Review process:**

1. In order to streamline the actual application process, preliminary sketch plans can be submitted to the Architectural Review Committee for comment at any time in consultation with him/her.

2. Once this "[Alterations, Procedures and Control Document](#)" has been completed where applicable, the homeowner or an authorized representative will be required to hand in this document, along with two copies of their plans, to the Homeowners Association reception by hand, but preferably electronically, to [reception@abhwa.co.za](mailto:reception@abhwa.co.za)
3. All plans that are handed in will be accordingly recorded by reception and handed over, either by hand or electronically, to the appointed Architectural Review Committee on Wednesday mornings for scrutiny.
4. The Architectural Review Committee will have two weeks to scrutinize and present the plans to the Association for signature or comment and will be returned to the Association's offices thereafter.
5. Any commentary that is received will be forwarded on to the homeowner/architect. A copy of same will be placed in the control document.
6. Once the plans are compliant and accordingly approved by the Architectural Review Committee, they will be handed to reception who will then inform the homeowner/ architect that their plans have been approved and depending on the method initially submitted, will either be ready for collection, or emailed to the owner. One copy of the plans will be retained by the Estate for record keeping and inspection purposes.
7. **New Plan scrutiny fees are R3300 plus VAT for first scrutiny & R600/hour plus VAT thereafter.**
8. **Major Additions and Alterations Plan scrutiny fees are R2400 plus VAT for first scrutiny and R600/hour plus VAT thereafter.**
9. **Minor Additions and Alterations Plan scrutiny fees are R1200 plus VAT for first scrutiny and R600/hour plus VAT thereafter.**
10. **Minor Works Plan First Scrutiny (Pools, Boundary Walls, Awnings, Braais, Pergolas, Carports) fees are R900 plus VAT for the first scrutiny and R600/hour thereafter.**
11. **Plan Submissions for Solar Panels/Jojo Tanks/Parking Bays/Artificial Grass/Door and Window Changes (Once Off Charge) are R600 plus VAT.**

#### **Construction Control Process:**

1. Once approved plans have been received a [Builders Code of Conduct](#) is to be completed by the owner/ builder and submitted to Reception.

2. A refundable builders deposit of (R10 000 New Building & R5000 Alterations) must be submitted with the [Builders Code of Conduct](#) by the owner/ builder.
3. On payment of the deposit and completion of the Builders Code of Conduct, building work may commence where after the monthly builders levy will be raised on the homeowners account, for the duration of the build.
4. On completion of the building works, the homeowner or builder is required to inform either reception or the Building Control Officer in order to arrange a completion inspection. (Contact details of the relevant Officers can be found on our website)
5. Once the control officer has inspected the completed works and it is found to be compliant, a completion certificate will be issued by the Building Control Officer and instructions will be issued to cease charging the monthly builders levy, and refund the builders deposit to the homeowner/ builder

**To cover expenses in the administration of the construction process each homeowner will be levied an amount of R 2110, 00 per building site per month payable to ATLANTIC BEACH HOMEOWNERS ASSOCIATION NPC.**

**All levies and scrutiny fees will be invoiced to the homeowner's levy account. The homeowner remains responsible for the payment of all levies, scrutiny fees and deposits.**

Should an owner have any questions in relation to the above process, fees or other, such questions can be directed to [info@abhwa.co.za](mailto:info@abhwa.co.za) or call 021 553 0590.