



Grotto Way – Hout Bay

JUNE 2023

PROCEDURE TO BE ADOPTED FOR ADDITIONS / RENOVATIONS
OR ALTERATIONS AT OAKWOOD ESTATE

- 1 Familiarize yourself with the Building Pack and Design Manual on the web site which will assist and guide you. They will ensure that you do not waste time and expenditure on noncompliant building works/ installations etc.
- 2 Then produce a scaled hand drawing in duplicate of what you have in mind, which should be handed to the Estate Manager or mailed to him on marcpeeters055@gmail.com and liaan.koen@sltrust.co.za
- 3 Allow for up to 21 days from date of receipt for the developer/ estate architect and/or the trustees to respond.
- 4 If the drawing is not approved, you will be notified in writing what amendments should be made to proceed.
- 5 If approved, you will then need to employ an architect to produce plans substantially in accordance with the approved hand drawing, if of a structural nature, which needs to be in triplicate and signed off by the developer, the HOA and in certain instances, if required by the HOA, the estate appointed architect.
- 6 The developer does not normally charge for his/her input but reserves the right to do, especially if the matter becomes a lengthy drawn out process.
- 7 All architectural fees due to the estate appointed architect must be agreed to up front and accepted in writing by you for the HOA's records.
- 8 A building deposit shall be due and payable to the HOA's managing agents if deemed necessary by the trustees, who in their sole discretion shall stipulate the amount to be paid. Any damage to the common property resulting from building works shall be deducted from the damage deposit, with the balance being refunded within 30 days of completion of the project. The trustees reserve the right to demand additional damages from the owner should the deposit paid not cover the damage to the common property.
- 9 On receipt of a copy of the approved plans/ drawings from the City, the work can commence and contractors will be allowed access into the estate.
- 10 All contractors are confined to site and may under no circumstances wander around the estate and/or common property whatsoever.
- 11 Contractors are allowed access as from 08:00 and must leave the estate by 17:00 unless prior arrangements have been made and sanctioned by the Estate Manager and/or the trustees.
- 12 Ablution facilities must be provided by the owner to its contractors.
- 13 The Estate Manager shall be entitled to inspect the work at all reasonable times and the owner shall afford the estate manager unfettered access to do so.
- 14 The trustees reserve the right to stop any work and prevent access to contractors should 10,11,12 and 13 above be breached in any way, until same has been remedied to the satisfaction of the trustees.