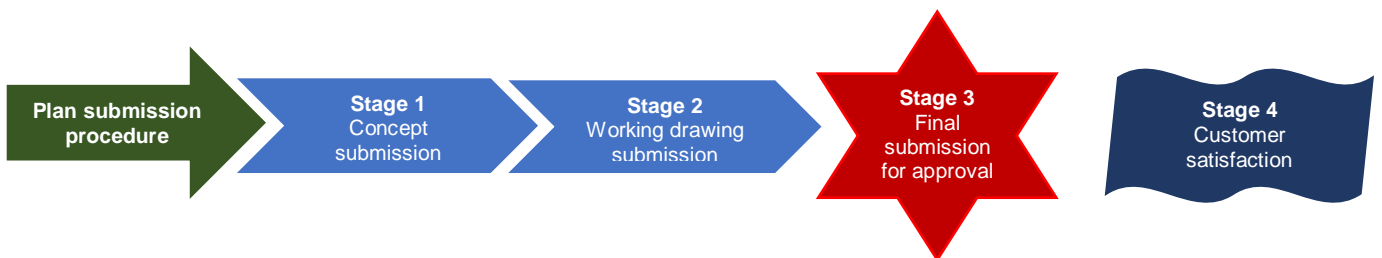




**BLUE VALLEY GOLF AND COUNTRY ESTATE
HOME OWNERS ASSOCIATION
(REG.NO: 1999/018250/08)**

AESTHETICS SUB-COMMITTEE

NEW PLAN SUBMISSION PROCEDURE



BLUE VALLEY GOLF & COUNTRY ESTATE NEW PLAN SUBMISSION PROCEDURE

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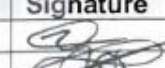


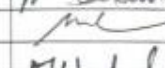
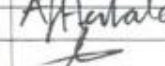

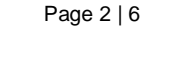


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i. Reference Document table

Appendix	Document	Revision	Approval Date
Appendix 1A	Residential Design Guidelines	01/2018	08//2018
Appendix 1B	Concept Submission Checklist	01/2018	08//2018
Appendix 1C	Application for approval of building plans	01/2018	08//2018
Appendix 1D	Residential Design Guideline Checklist	01/2018	08//2018
Appendix 1E	Standard Notes and Boundary wall details	01/2018	08//2018
Appendix 1F	Sample Sheet	01/2018	08//2018
Appendix 1G	Consent Form	01/2018	08//2018
Appendix 1H	Customer Satisfaction Form	01/2018	08//2018

Note: The above-mentioned documents as well as the Construction Procedure and Renovation Procedure are available on Estate Mate or alternatively at the Facilities Manager's office.

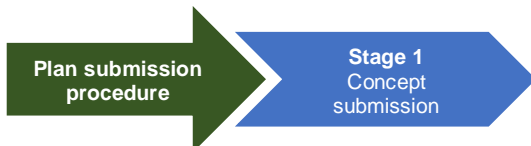
ii. Aesthetics subcommittee approval of new plan submission procedure (August 2018)

Name & Surname	Role	Organisation	Signature
Ramolin Naidoo	Director	HOA	
Malose Chaba	Director	HOA	
Adele Olivier	Managing Agent	Trafalgar	
Fritz Pauley	Estate Manager	HOA	
Tamsyn Soares	Facilities Manager	HOA	
Cheryl Crabb	Member	Member	
John Liew	Member	Developer	
Lida Herholdt	Aesthetics Controller	Incredible Spaces	
Morne J.v. Rensburg	Aesthetics Controller	Incredible Spaces	
Christo Van Huyssteen	Aesthetics Controller	VH-ARCHITECTS	

0. Objective of the document

The content contained in this document was compiled with the purpose of enhancing the quality of the plan submission process. It is recommended that all owners and their appointed architects use this document to :

- (i) familiarise themselves with key focal points prior to submission
- (ii) reference the most recent and relevant source documents approved by the HOA.
- (iii) ensure that there is effective communication maintained throughout the process.



1. Compulsory concept submission (Stage 1)

Required Documents:

- Signed Residential Design Guidelines and Information Sheet (Appendix 1A).
- Application for approval of building plans.
- Proof of payment of plan scrutiny deposit.
- Latest levy statement from the managing agent.
- Surveyor General diagram.
- Sewer connection slip.
- One set of drawings (A1 – Title block to state the stage)
- Site plan.
- Floor plan.
- Elevations.
- 3 dimensional images (one image of each elevation).

The following key aspects must be taken into consideration when designing:

- Orientation (consistent with SANS X1400).
- Overall look and design of the house (consistent with the Residential Design Guidelines).
- Compulsory Tuscan elements (consistent with the Residential Design Guidelines).
- Balcony consents from neighbouring properties.
- Site restrictions (Building lines, coverage, FF/FG Ratio, Concrete roof ratio, site boundaries and sewer servitudes).
- Finishes (Paint colour scheme will be a preliminary approval with colour chart approved by BVHOA and can be re-approved on site before completion).

Refer to point 6 for communication protocol. Upon concept submission approval, the owner appointed architect may proceed with the submission of the full working drawings (Stage 2)

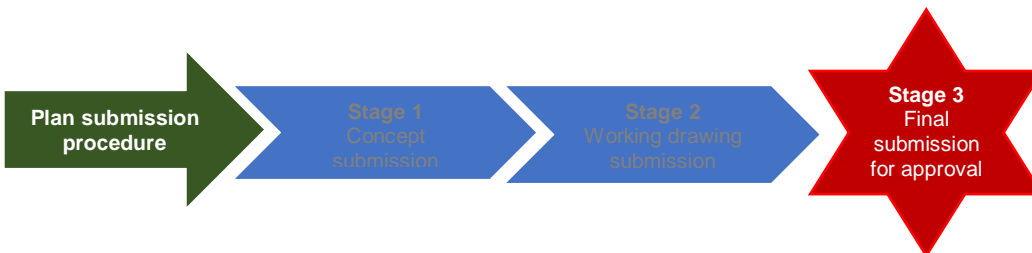


2. Working drawings submission (Stage 2)

Required Documents:

- ✓
- One (1) Full set/copy of detailed drawings (A1 – Title block to state the stage) to include:
 - (i) Site plan (ii) Floor plan (iii) Elevation (iv) Sections
 - Details (i) Boundary wall details/elevations – 1:20 Corbel detail – Pergola details.
 - Door and window schedules with dimensions.
 - Electrical layout including required energy efficiency calculations tables.
 - Solar geyser positions including water reticulation layout (hot (red) and cold(blue))
 - Notes related to construction and finishes.
 - All finishes to be specified on the plan.
 - Proof of payment for scrutiny fee paid to the relevant aesthetic controller.

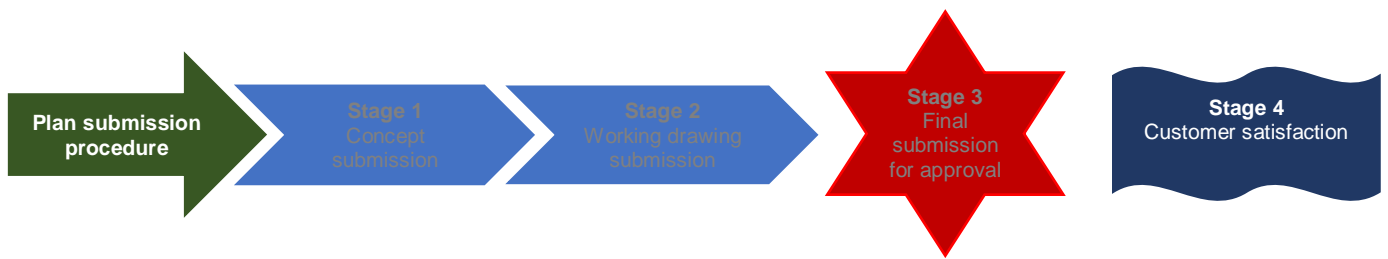
Refer to point 6 for communication protocol. Upon confirmation that all matters on the Residential Design Guideline Checklist have been rectified, the owner appointed architect may proceed with the final submission for approval (Stage 3).



3. Final submission for approval (Stage 3) :

Required Documents:

- ✓
- **Four (4)** Full sets of plans (A1 – Title block to state the stage) comprising of :
 - 1 set for BVHOA (Colour)
 - 3 sets for local Council submission (1 colour and 2 monochrome)
 - Neighbour consent forms and signed A4 site plan.



4. Customer satisfaction (Stage 4) Non-compulsory:

Upon HOA approval of plans, the Facilities Manager will issue a customer satisfaction form to each owner. Owners are encouraged to complete this form and provide feedback on the experiences during the process. This will assist in the continuous improvement of the procedures and documents.

5. Time implications

Stages/Duration	Wk1	Wk2	Revision Period	Wk3	Wk4	Revision Period	Wk5
Stage1: Concept submission.							
BVHOA Aesthetics Controllers	[Blue]						
Owner and appointed architect			[Yellow]				
Stage2: Working drawings submission.							
BVHOA Aesthetics Controllers				[Blue]			
Owner and appointed architect						[Yellow]	
Stage3: Final submission, approval and stamping.							
BVHOA Aesthetics Controllers							[Blue]
Owner and appointed architect							[Yellow]

Note: The above periods are indicative and takes cognisance of the number of new and re-submissions that the aesthetic controllers have to review. The revision period is within the control of the owner and his appointed architect and owners should be aware that re-submissions for any of the stages above will be affected by the same durations as indicated in the table.

6. Communication protocol

- Plan submissions will be accepted every working **Wednesday before 15 :00**. Upon submission of the required documents, owners will receive a date for feedback.
- Only concept submissions will be accepted via email or hard copy to the Facilities Manager (facilities@bvhoa.co.za). **ALL** working drawings and final submissions must be hard copy.
- Plan collections will be accepted every working **Friday before 15 :00**.
- All correspondence is to be done via the Facilities Manager (facilities@bvhoa.co.za).
- Correspondence sent directly to the Aesthetics Controllers will not be actioned.

7. Financial Implications

See Fee Schedule

8. Disclaimer

BVHOA reserves the right to request or add any additional notes and requirements to any submission that may have been overseen or omitted.

The above time implications table is an indicative timeline for the review based on an average amount of new plans and resubmissions received, take note this does not take into account the delay from the owner appointed architect during the amendment period.

If a plan is not has not been approved by 3rd submission or after 3 months of 1st submission a re-scrutiny fee of R1200.00 will be payable to the Aesthetics committee.