KANONBERG

LIFESTYLE ESTATE

Kanonberg

Homeowners Association

Building and Renovations Process

Amended | 29 June 2021

KANONBERG
LIFESTYLE ESTATE

Owner Support: Building and Renovations Process

Home owners embark on building and renovation projects to add value to their properties and/or accommodate changing needs. It is important to be aware of the process (available on the GoVisitor app under Estate information) governed by the estate rules, municipal regulations and the estate's aesthetic guidelines. Following the process will support smoother building project in general and avoid costly and frustrating delays when inspections are carried out.

Q: What type of work requires approval by the HOA Committee?

Any work on properties which is not a) landscaping or b) maintenance (replacement of like with like) requires the Estate Manager to be notified. This creates an early warning for any anomalies such as incorrect paint colours or finishes which fall outside of the guidelines. It also allows the estate management to anticipate activity by contractors, the presence of rubble and staff management. When in doubt, ask – the Estate Manager will be more than happy to advise you if you're uncertain whether your project requires approval or not.

Q: When are you required to submit drawings / plans?

Any building work, whether it be internal or external, must have a drawing prepared and submitted so that it can be properly recorded and approved with the approval being filed and archived. This is in line with the National Building Regulations, SANS 10400. When a house is sold, transfer cannot take place unless the approved plans are on file with the municipality and the estate and that these plans match what has been built on the property.

Q: When is a drawing submission and approval not required? Examples:

1. replacing or changing of internal floor finishes b) changing of internal lighting scheme
2. internal joinery work and built in cabinetry where there is no material change to room layouts d) internal paint and wall finishes

Q: What about painting the exterior of my house?

Exterior painting must be done in accordance with the approved Kanonberg colour palette. The colour palette can be found on the GloVisitor app under Estate information or you can contact the Estate Manager on em@kanonberg.co.za. A file with the applicable colour

swatches is available at the office. Please notify the Estate Manager when you plan to paint the exterior of your house.

Q: What do I do when I decide to make changes during the building process?

Any changes must be submitted for approval on a rider plan to both the estate manager and the municipality. To avoid unnecessary expenses, construction should only continue once the rider plan has been approved. If the final construction does not match the approved plans on file, it will not be signed off which could lead to fines and the municipality issuing an order to remove any illegal structures.

KANONBERG BUILDING PROCESS

1. Provide your architect with Kanonberg Aesthetic Rules which can be found on Glovent portal or obtained from the Estate Manager.

2. Submit your plans to the Controlling Architect and notify the Estate Manager. A complete submission will include:

2.1 Architectural and landscape drawings

2.2 Completed checklist (Glovent portal or obtained from the Estate Manager)

3. Pay the Controlling Architect's scrutiny fee – the fee is dependent on the extent of the project and will be invoiced when plans are submitted.

4. The Controlling Architect review the submission and provide recommendations and comments to the Kanonberg Design Review Committee (DRC) within 14 days of receipt of a complete submission and proof of payment of the scrutiny fee.

5. The DRC decision will be communicated to the architect responsible for the design within 3 days.

6. Once approved by the Controlling Architect and DRC, the signed off plans must be submitted to the City Council for approval by the owner.

7. After City Council approval, the Estate Manager must be informed of the date construction will commence.

8. The building contract must be signed by die project manager and owner

9. Before construction can start:

9.1 Building contract with Kanonberg Estate to be signed by the owner and project manager
9.2 Building deposit must be paid
9.3 Project Manager / Builder to meet with Estate Manager to formalize entry/exit procedure, parking arrangements and clear up any other questions.

10. Once construction is completed:
10.1 Advise the Estate Manager who will request and inspection by the Controlling Architect (currently Boogertman and Partners).
10.2 After the approval document is received from the Controlling Architect the Building Inspector must be informed by the owner or project manager to do a final inspection.
10.3 Once the occupation certificate is issued by the Building Inspector it can be submitted to the Estate Manager to request the deposit refund.

11. Deviations (Very Important):
11.1 In the event where an owner decides to deviate from the approved plan, a new plan must be submitted for approval.
11.2 This also applies to any building materials which form part of the aesthetic rules such as roof tiles and balustrades.

Controlling Architects:

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