

# SEVEN OAKS

## ARCHITECTURAL GUIDELINES

WIT 01- REVISION E01

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Prepared by



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## **ii. Definitions, Abbreviations and Interpretation**

**'AG'** - means The Architectural Guidelines, as part of the Design Manual (DM).

**'Body Corporate'** - means Seven Oaks Retirement Village Body Corporate (BC).

**'Contractor'** - means any builder, subcontractor, engineer or service provider of any materials or services associated with the development.

**'CRR'** - means Seven Oaks Retirement Village Contractors Rules & Regulations (CRR), a component of the Design Manual. This is a separate document to the AG.

**'Design Manual'** - means Seven Oaks Retirement Village Architectural Design Manual – a comprehensive package of all related documents.

**'Developer'** - means The Home Market and includes its successor in title or assigns

**'Development'** - means (in the context of an improvement to any building – any activity that transforms the natural condition of the land and shall include an improvement as defined in the Constitution of the BC. It means in the context of all the land comprising Seven Oaks Retirement Village.

**'ARC'** - means Seven Oaks Retirement Village Architectural Review Committee established to control the Architectural Guidelines and the development of the estate at large.

**'Estate'** - means Seven Oaks Retirement Village.

**'Estate Manager'** - means a person appointed by the BC with the same title.

**'Footprint'** - means the area directly affected by development, e.g. the footprint of a house will be the area within the outer perimeter of all structures on a stand covered by roofed or paved construction.

**'Form'** - means the shape or pattern of buildings and associated development.

**'Home Owner'** - means the Home Owner of a unit as registered in the relevant Deeds Office: (as per Articles of Association). Adherence to the Architectural Guidelines applies equally to both developer and Home Owners.

**'BC'** - means Seven Oaks Retirement Village Body Corporate.

**'7 Oaks'** - means Seven Oaks Retirement Village.

**'Portion'** - means a portion of land within the development

**'Estate Architect'** - means a Professional Architect appointed by the BC for the approval of building plans and who serves on the BC.

**'Structure'** - means any man-made construction including linear structures, e.g. roads, paving, service pipes or cables.

**‘Deviation’** – means (in the context of the AG) a deviation from the latest release of the AG, but excludes deviations for the Design Parameters, Planning and Form, Roofing, Roofing Form, Roofing Material, Elevations and Exterior Walls- Materials and Finishes, as per the AG.

## **1. INTRODUCTION**

### **1.1 Background and approach to the development**

Wittedrift is a small tranquil village which lies in the Bitou River basin. Wittedrift is made up of farms, small holdings and approximately 110 residential homes in and around its small and compact village centre. The village has a church prominently positioned close to the entrance of the village and the Wittedrift School which provides for learners from Grades 1 to 12. The Wittedrift High School is the most prominent institutional building and is one of the main public secondary schools in Plettenberg Bay. The Town is on the main route, R340, to the Prince Alfred Pass. The Buffalo Hill Game Farm, Rhino Base Camp, Trout Farm and an Italian Vegan Restaurant (La Bocca Dolce) are all in close proximity to Wittedrift.

The land portions of Wittedrift are situated at approximately 11km by a surfaced road from the Town Centre of Plettenberg Bay. The R340 extends 5km from Wittedrift to the National Road (N2) and from the intersection with the N2 extends a further 6km to the centre of Plettenberg Bay. Wittedrift is also connected to the N2 via a gravel road of 5,7km to the west, with a further 7km of tarred road to the town centre. This is not the favoured access route to Wittedrift.

Erf 103 (measuring 1,7422Ha in extent) is bound by residential development to the West and East and a Public Open Space containing the Bosfontein River to the North. Erf 104 (measuring 1,3058Ha in extent) is bound primarily by the Main Road to the south, Kammassie Street to the west and Protea Street to the east. Both erf 103 and 104 share a common boundary with Rotterdam Street. A portion of Rotterdam Street, currently zoned as Transportation Zone II (Public Road) is immediately adjacent to Erven 103 and 104 with a reserve width of 18,89m effectively separating erven 103 and 104 and measures approximately 2 921m<sup>2</sup> and contains a gravel road for about half of the way where after the gravel road encroaches on erf 103 for about half of the remainder of its length towards Protea Street. An electrical power line on wooden poles is to be found roughly in line with the northern boundary of the road reserve. Application for the acquisition, consolidation with erven 103, 104, into a single property, and the further rezoning of the three consolidated portions to Residential Zone II is envisaged. The subject land portions are in very close proximity to the town centre, but hardly visible from any angle in terms of visual axes, the primary purpose being to melt into the fabric of the town as opposed to making a landmark architectural statement.

Wittedrift is a mixture of suburban houses, a small discernible town centre, a church and school and quasi industrial operations to the west. Further along the main road the settlement of Green Valley consisting of both formal and informal housing development is to be found. Wittedrift is surrounded by farmland, indigenous tracks of vegetation and State Forests. It is isolated from the main centre of Plettenberg Bay, but is well connected by road, offering an accessible and yet tranquil setting for the creation of an affordable retirement village. Lower property prices offer an opportunity for those developers and individuals wanting to source affordable housing opportunities which are not far from Plettenberg Bay.

The existing Wittedrift architecture is characterised as follows: -

- 1) Single storey
- 2) Double pitched roofs with corrugated sheet metal roofing material
- 3) All plastered and painted or washed wall finishes
- 4) Vertically proportioned fenestration
- 5) Humble in expression with little or limited ornate embellishments.
- 6) Sensitive scale and simple proportions

The proposed Seven Oaks development will respect these characteristics by following aligned qualities.

The proposed Seven Oaks Retirement Estate consists of two primary components, namely: -

#### **1.1.1. Nature**

Erf 104 is mostly covered in Kikuyu grass with seven mature European Oak trees situated adjacent to the Main Road on its southern boundary. A copse of young Poplar trees is to be found on southwestern side of the erf. All the above are exotic plant species. The highly invasive Black Wattle and Bramble Bush predominate in the lower northern part of Erf 103 overpowering the few indigenous trees and shrubs that are present. In the moist depressions reeds and tall grasses predominate. The south-eastern part of the site is characterised by low bush and Kikuyu grass. The north portion of the proposed development has a 100-year flood line and buildings will only be permitted 10 m beyond the flood line. The name of the development, 'Seven Oaks', was derived from 7 existing oak trees situated to the south of the site along Main Road. These trees will remain, within a demarcated private open space, abutting proposed dwelling.

#### **Photographs of the site.**







### 1.1.2. The Built Environment

This is the primary concern of these Architectural Guidelines, namely to define the framework within which owners and architects are expected to design and construct proposed buildings. The ARC is concerned about the exterior aesthetics of buildings.

A few examples of Wittedrift architecture.







## **1.2 Objectives for the Built Environment**

7 Oaks is a pre-designed harmonious development where the architecture is similar in both expression and colour. The architecture is a stylised version of what could typically be found in the Wittedrift area. It is unpretentious and does not make a statement beyond what could be expected in the town. All future alterations and additions should strictly adhere to the original concept. As explained under item 1.1 above the proposed Seven Oaks development will respect existing characteristics by following aligned qualities.

### **Proposed Site Development plan**

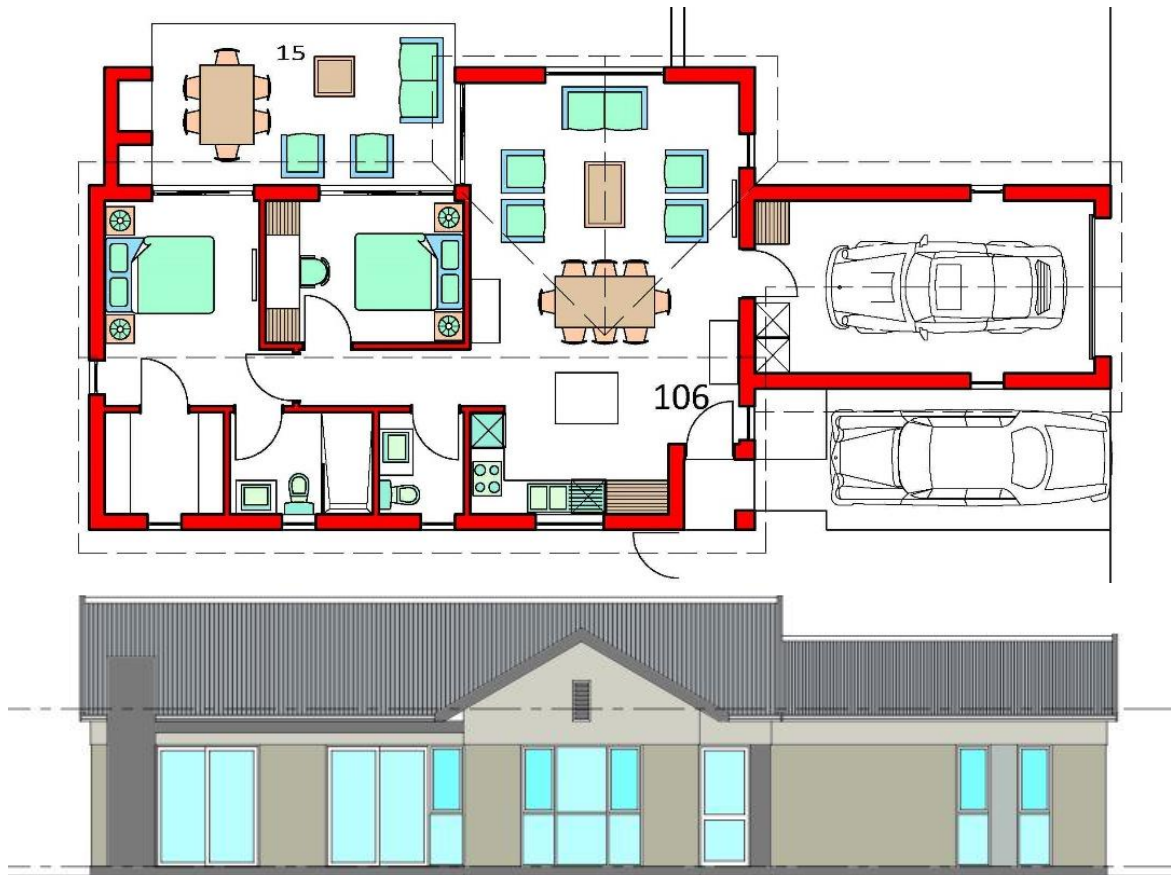
The consolidation of Erven 103, 104 and portion of Rotterdam Street reserve into one property will allow for the development of 52 Retirement Units of between 104m<sup>2</sup> and 124m<sup>2</sup> (depending on whether they have single or double garages) in extent. Portion of Rotterdam Street Reserve, and Erven 103 & 104 Wittedrift.



# OAKS

### Proposed Dwelling Units

All the units will be two-bedroom units with one and a half bathrooms, kitchen, dining and lounge, combined with one or two garages for unit.



### UNIT TYPE C - NORTH ELEVATION

SCALE 1 : 100



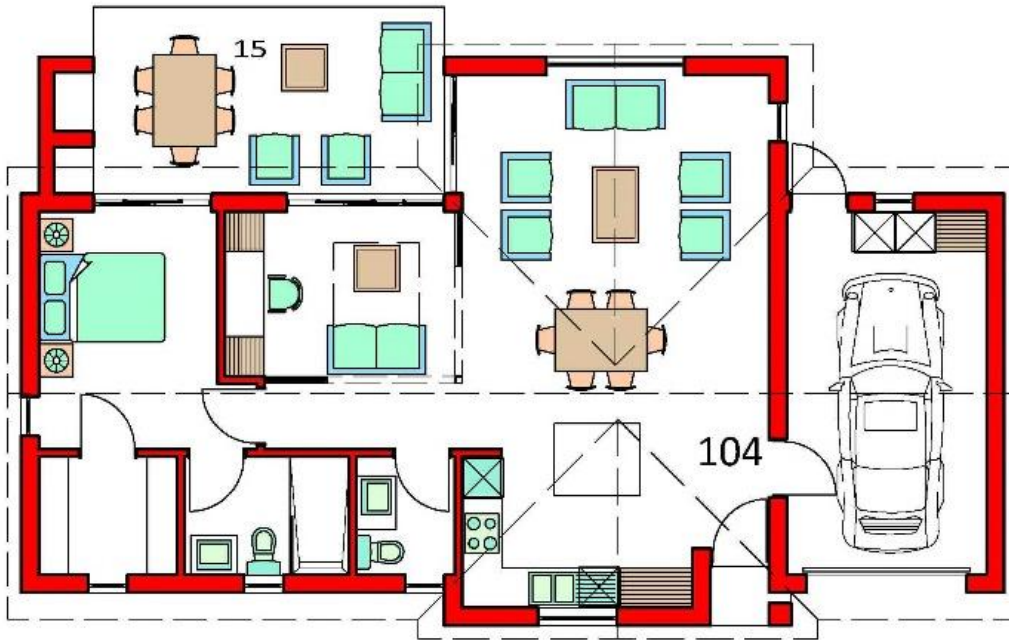
## UNIT TYPE C - STREET ELEVATION WITH SINGLE GARAGE

SCALE 1 : 100

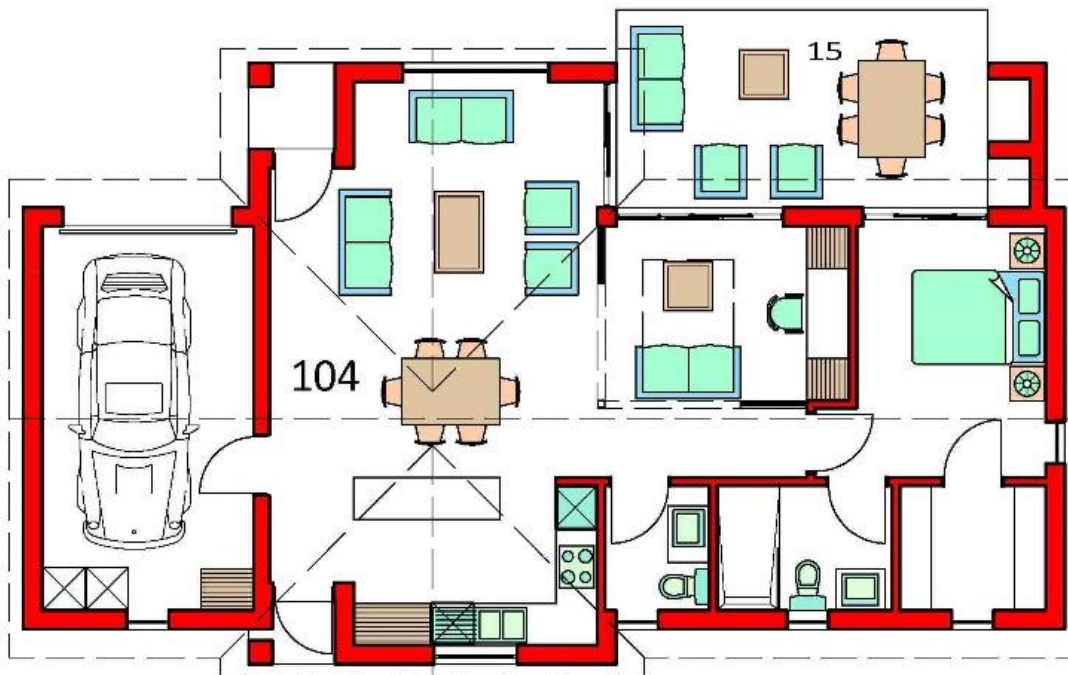


## UNIT TYPE C - STREET ELEVATION WITH DOUBLE GARAGE

SCALE 1 : 100



**Floor plan variations**

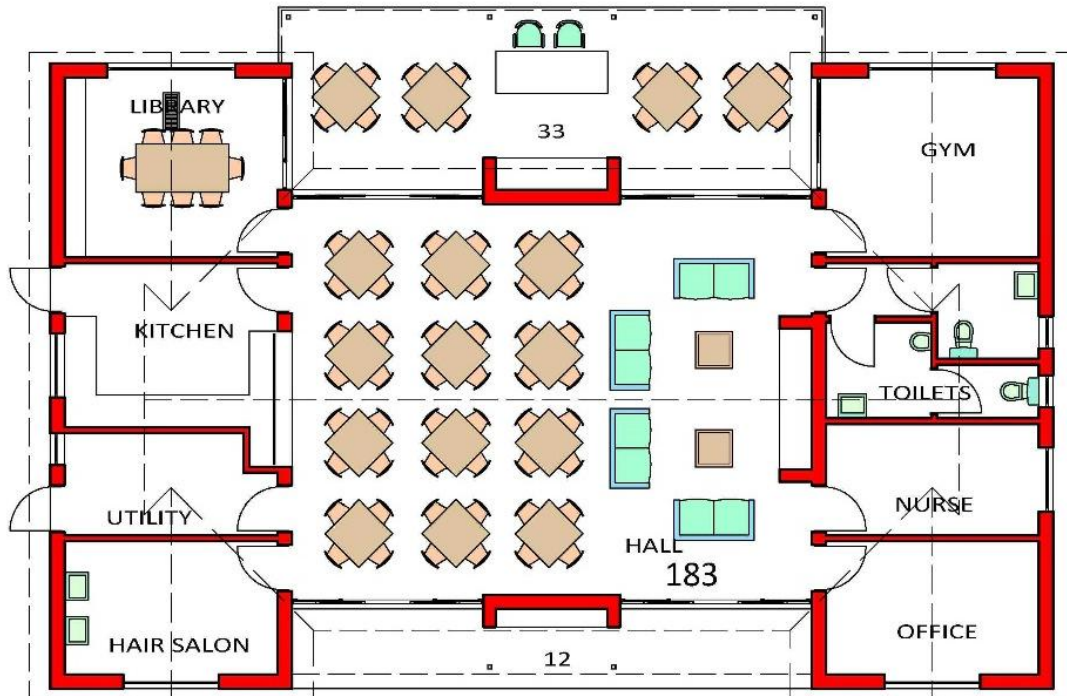


**Proposed Community Centre**

The Community Centre will consist of the following:

- library / reading room
- kitchen
- utility / storeroom
- hair salon

- gym
- nurses' station
- office
- wheelchair friendly toilet facilities
- hall for events and functions
- patio and braai



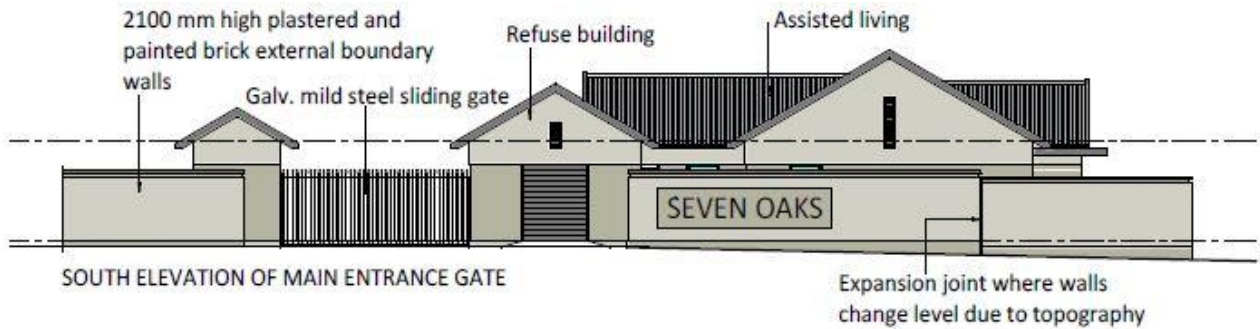
Community centre plan



## COMMUNITY CENTRE

SCALE 1 : 100

Community centre elevation



Entrance gate elevation

**Proposed Assisted Living**

The Assisted Living Facility will consist of the following:

- six en-suite bedrooms for those requiring assistance
- assistant’s living quarters
- office
- kitchen
- laundry
- dining and lounge facility
- yard

This is also to be positioned close to the entrance and will share the visitors parking with the Community Centre.



Assisted living plan

**2. GENERAL PROVISIONS OF THE ARCHITECTURAL GUIDELINES**

The Architectural Guidelines (AG) are intended to create a platform for Home Owners to express and address their individual lifestyles and embrace a diverse yet site sensitive architectural expression. While it is the intention of this document to create opportunities for freedom in expression, it is paramount

that these guidelines serve to protect the individual Home Owners from inappropriate architecture that could negatively impact the high-quality built environment intended for the Estate. The intention of this document is not to define planning of individual buildings, but rather establish a set of calculated parameters and guides in the interest of creating a rich and like-minded architectural fabric on the Estate.

Whilst the AG aims at controlling the nature of development on the Estate, this document has been drafted with various regulations, standards, studies, constitutions and the like, and should not be read independently, nor does its content exempt the Developers and their appointed professionals from any statutory regulations and requirements which are deemed to be the higher order.

It is *not* the responsibility of the ARC to ensure conformity to statutory regulations and will only be responsible for vetting of plans for approval relative to the AG insofar as aesthetics, design and site placement are concerned. The onus lies with the Developer to ensure that the development conform to all regulatory requirements and parameters, and the ARC cannot be held liable for any infringements or deviations from such.

The AG is a working document and may be subject to amendment or change at the discretion of the BC.

### **3. PLAN APPROVAL PROCESS**

#### **3.1. Composition and Duties of the Architectural Review Committee (ARC).**

The Architectural Review Committee (ARC) is a panel of elected members by the BC, who's responsibility it is to manage the development on the Estate through means of establishing design control parameters for the Estate as well as enforcing the adherence to such in order to maintain the high standard of development envisaged for the Estate.

The panel during the development stage comprises the following persons:

- 1 appointed representative of the Developer (during the development period);
- 1 registered professional Architect.
- 

The panel post the development stage comprises the following persons:

- 1 appointed member of the Body Corporate (BC);
- 1 registered professional Architect.

When required, the appointed Environmental Control Officer for the Estate will be consulted by the ARC for matters requiring the Estate's environmental consideration.

The intention for the ARC is to ensure that all procedures outlined in the AG are adhered to by BC and developers, before, during and after the development. This will be achieved through scrutiny of submitted plans for buildings (new and alteration works), on-site inspections, and remedial action which may include legal procedures.

#### **3.2. Building Plan Submission Procedures (including Revisions, Alterations & Additions).**

The ARC will be responsible for the evaluation of all proposed structures – it will address not only the visual aesthetics, but will also evaluate and monitor planning, material selections, etc.

Only Professional Architects registered with the South African Council for the Architectural Profession, with registration classification of PR. ARCH (Professional Architect) will be eligible to conduct work for Home Owners. Architectural Technologists, Technicians and Draughtspersons who are registered with SACAP and the Local Authority, will be able to conduct work on the Estate, but it must be done under the

guidance of a professional architect (PR. ARCH). The submission to both the ARC and the local authority should be done by the PR. ARCH, under his/her firm's name, inclusive of all related documentation.

The procedure for ARC planning approval is as follows:

- a. **Pre-Submittal Meeting** - This stage is not mandatory but highly recommended. This should entail arranging a scheduled meeting with the ARC for the informal presentation of sketch designs with intended material use to ensure that the design principals are in-line with the AG. This process is intended to streamline the approval process and save all parties involved time and potential penalties at a later stage.
- b. **Working Drawing Approval** - Before any submissions are made to the Local Authority for approval, working drawings for the development first need to be submitted to the ARC for its recommendations and approval. This is done in order to facilitate the formal submission process to the Local Authority.

Working drawings submissions to the ARC are to consist of all plans required by the Local Authority, and to the required standards, specifically;

- A site plan
- The site contour plan
- All floor plans, indicating specific materials and finishes
- All elevations, indicating specific materials and finishes
- Typical section/s
- Area and bulk schedules
- Permissible height restriction to be indicated
- Boundary wall /details, including elevations and to specify waterproofing material to both sides of the wall, from the top of foundation to 170mm above finished ground level is to be waterproofed.
- All screening/shading devices to be indicated
- Chimney's and flues to be indicated
- Balustrading to conform to NBR and to be indicated
- Indicate the disposal of rainwater from the downpipes
- Finishes and material schedules
- Exterior paint colour specifications
- The positions of mechanical and plant equipment, (air-con units, etc)
- All service installations i.e. stormwater detail, sewer, water and electrical to be indicated
- General information required by the Local Authority such as neighbouring erf numbers and north point
- Written permission in the event of any deviation by all affected neighbours
- SANS energy efficiency calculations and forms (architect and engineer)

The applicant is to submit 1 x A1 colour copy set of working drawings to the ARC for scrutiny. Should the application not be successful, notes of problematic areas will be expressed on the submitted drawings along with a Scrutiny Checklist which will highlight what is required by the ARC to achieve a successful application in line with the AG. The applicant can collect this information and rectify the problems before repeating the submission procedure.

Once ARC approval is achieved the applicant is to submit a digital PDF copy of the drawing set as well as further 2 x hard copy colour sets of drawings which will be stamped and signed by the ARC (thereafter used for Local Authority submission). In addition to the above, once the plans have been approved by the Local Authority, a hard copy and a digital PDF copy of the approved plans are to be submitted to the Estate Manager, prior to construction.

Drawings that do not have the official ARC approval stamp and required signatures will not be accepted by the Local Authority for scrutiny purposes.

The ARC will respond within 7 working days of submission.

### **3.3. Fees & Forms**

A fee is required for scrutiny of designs to the ARC, payable by the Home Owner. This fee is to be paid prior to the submission of the design for scrutiny. Under no circumstances will the ARC scrutinise a submitted design before payment, or proof of payment has been received. The BC will determine the fee.

Should a proposed design drastically or completely change from a previously ARC approved submission, the revised submission will be considered to be a New Submission. Furthermore, it is to be noted, that the applicable ARC scrutiny fees exclude scrutiny by the local authority whose fees are the Home Owner's responsibility and to be paid directly to the Local Authority.

All applications are to include the Plans Submission Form completed in full and is to include all the required details and signatures of the appointed architect and Home Owner.

### **3.4. Deviation from Architectural Guidelines**

In the event of any deviation from the latest release of the AG, received from any Home Owner, approvals shall be sought from all immediate and affected neighbours prior to any decision been taken by the ARC. An affected neighbour shall constitute any Home Owner that is directly or indirectly affected by any deviation which may or may not include immediate and distant neighbours. Only once approval is received from all affected neighbours will the ARC assess the proposed deviation on merit.

Variances shall be based on the basis of architectural merit and not on hardship. Approval will be granted without prejudice and will not form the basis for any precedent in the future.

In the event of any of the affected neighbours rejecting the proposed deviation the owner will be requested to adjust the plans to accommodate the extent allowed by the neighbour/s failing which the latest release of the AG applies. This process applies to all stages of submission.

## **4. TOWN PLANNING PARAMETERS**

The development is subject to the Building and Town Planning Regulations and By-laws imposed by the Local Authority. In addition to these, the following parameters are to be adhered to:

### **4.1. Zoning**

The zoning of the Estate is Residential Zone II as outlined in Bitou Town Planning Amendments. The use is restricted to residential dwellings and associated communal facilities.

### **4.2. Erf Boundaries**

This is a sectional title development. Erf boundaries are as registered with the Surveyor General.

The Developer, or in the case of alterations and additions the Home Owner is required to obtain a Beacon Certificate, and have the pegs pointed out to the contractor by a registered Land Surveyor prior to the commencement of any building work on site. No other party/s including the Developer and/or the BC/ARC will be liable for incorrect positioning of boundary pegs nor inaccurate setting out of building footprints.

### **4.3. Building Lines**

Along Main Road – 5 m

Along Kammassie and Protea Streets - 3m.

Along all other boundaries – 3m

Verandahs, covered decks and patios, gazebos, etc. are considered to be part of buildings and must be contained within the building lines of erven.

Stormwater disposal onto neighbouring properties will not be permitted and may not be concentrated to one point. Multiple boundary wall outlets should be incorporated and subject to approval by the ARC.

Any component generally not forming part of the coverage calculation i.e. a pool or open patio may be built closer to the boundary line, approval of which is at the sole discretion of the ARC and the local authority.

No windows will be allowed in any wall which is less than 1,0 meter from any boundary or abutting building.

#### **4.4. Coverage & Floor Areas**

The maximum coverage for the development as a whole is 50%.

#### **4.5. Height Restrictions**

No buildings are permitted to exceed 1 storeys in height (a storey is deemed to mean max. 3m floor to wall plate height). No building is to exceed 7m above the Natural Ground Level (NGL) at any point. Chimneys and other vertical elements are excluded from this restriction but is subject to approval by the ARC.

#### **4.6. Energy Efficiency**

Care is to be taken to ensure any building (includes alterations and additions) is in strict accordance with SANS 10400-XA: Energy Efficiency in buildings and SANS 204, with particular reference to orientation, insulation, heat gain and heat loss, before submission to the ARC. The ARC is not responsible for the monitoring of these regulations and therefore any ARC approved submissions requiring design or orientation amendments due to deferral from the Local Authority for non-compliance to this regulation are subject to a re-evaluation by the ARC. (Note: Buildings will be required to conform strictly with SANS 10400 parts XB and XC upon official publishing of such legislation).

#### **4.7 Environmental Management**

Great care shall be exercised to retain the natural vegetation and especially the indigenous growth and trees. No indigenous vegetation shall be removed without the prior approval of the BC or the suitably qualified representative. Where indigenous growth and trees need to be protected, in the opinion of the environmental officer, it should be marked and screened off.

It is the individual owner's architect's explicit responsibility to obtain this information in respect of all surrounding sites, visit the site and verify this information prior to any design work being undertaken. The Environmental Management Plan (EMP) is key to the development of Seven Oaks Retirement Village and dictates where development may take place, within what parameters and according to which associated environmental protocols. All parties involved in the planning and construction of a project are required to be fully conversant with this EMP. Failure to comply with the EMP and its protocols will render any implicated developer, professional or contractor in breach of the BC's rules, which may include fines, removal from site and reinstatement at the expense of the offending party, and will be recommended to the BC by the ARC.

The Environmental Management Plan (EMP) applicable to the development (a copy of which is available from the ARC on request) shall be strictly adhered to.

## 5. PARAMETERS FOR THE BUILT ENVIRONMENT

Item 1.2. – ‘Objectives for the Built Environment’ refers to design parameters. What follows are these parameters.

### 5.1. Planning & Form

It is important that the building form incorporates the use of simple geometric forms complementing the usage of the spaces. It is paramount that the form remains scale sensitive at all times. Care is to be taken to avoid large monolithic structures creating hard urban edges to the Estate.

Use of vertical and horizontal form defining elements such as chimneys, feature screen walls, plinths etc. are permitted.

The width of buildings should be kept to the minimum to lessen the effects of high roof ridge levels as well as promote good ingress of natural light. SANS 10400-XA are to direct planning in terms of orientation and energy saving measures. Planning should as far as possible be positioned to mitigate disturbance of the site and all indigenous plant species are to be protected and incorporated into the design.

### 5.2. Roofing

#### 5.2.1. Roofing Form

Only pitched roofs will be permitted for primary roofing elements and to be expressed as simple gabled structures. Dutch gables will be acceptable at the discretion of the ARC. All pitched roofs are to be 30 degrees. Mono-pitched roofs will not be permitted as primary roofing elements, but will be allowed when used for verandahs, covered porches and stoep areas or where it is abutting vertical walls. These may vary in pitch but not to exceed 5 degrees. It is envisaged that such roofs are used to promote outdoor relationships and to soften facades.

Flat roofs are strictly forbidden.

#### 5.2.2. Roofing material

Uniformity in roofing material is a requirement.



*'S' rib profile in charcoal*

Only approved 'S' rib profile galvanised mild steel/aluminium roofing sheet metal roofing material with a powder coated finish in colour charcoal will be permitted throughout the development.

Roof lights and glazed roof panels, use of ‘Solatubes’ or similar products will not be permitted.

### 5.2.3. Gable Ends & Eaves Overhangs

Gable end overhangs should not exceed 200 mm. Where a design requires wider gable end overhangs, this will be subject to ARC approval. As the roof to wall junction may be a defining characteristic, such is to be treated with care and the designer is to submit a basic detail of gables end and overhang treatment for scrutiny with their submission.

No ‘decorative’ gable parapets will be permitted particularly those with historical reference such as Cape Dutch gables.

Large eaves overhangs are encouraged to act as a means of solar control. All eaves closures to be raked along the same pitch as the roof. Fibre cement boarding to be used to close the eaves. The boarding is to be laid on top of the sprocket ends. Eaves overhangs to be 500 mm, including the gutter width.

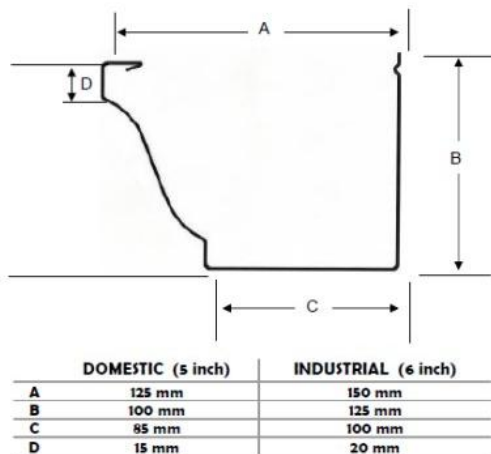
All exposed timber to have a paint finish. All buildings to have the same colour. Truss ends to have a straight-line chamfer. No scalloped truss ends will be permitted.

## 5.3. Rainwater Goods

### 5.3.1. Gutters & Downpipes

The disposal of rainwater onto the site should be controlled to avoid damage to the site. Rainwater downpipes must be positioned sympathetically.

‘Ogee’ aluminium seamless charcoal gutters are required. Square profile aluminium or PVC downpipes to match colour of gutters.



*‘Ogee’ gutters*

Aprons of 600 mm around buildings are permitted and encouraged to direct storm water away from buildings.

### 5.3.2. Rainwater Tanks

Rainwater to be managed by means of overland waterways such as driveways discharging into the internal road system.

Rain water harvesting is compulsory through the incorporation of water storage tanks. One 2 500 L tank per unit. These tanks may be exposed above ground or underground. All tanks are to be concealed by

means of screen walls or cladding and care is to be taken with regards to placements to ensure minimum visibility.

Water tanks to be light beige. All tanks in the development to be similar in shape, design and capacity and to follow the Developer's initial selection.

## **5.4. Elevations**

Architectural expression is pre-defined. Elevational treatment to be simplistic in nature and architectural adornment and artificial decoration is prohibited. Care must be taken in ensuring facades are well proportioned and sensitively scaled.

No square cut mouldings around windows and doors will be allowed.

All exposed timber to be of suitable type and grade.

Plinth – to be waterproofed on external walls, from the top of the foundation to 170mm above finished ground level. Boundary walls both sides to be waterproofed as above.

### **5.4.1. Exterior Walls**

All external masonry walls are to be of a cavity wall construction (min 50mm cavity). Buildings must have a smooth plastered exterior finish. Scratched plaster is permitted.

### **5.4.2. Chimneys and Braais**

It is encouraged that chimneys and external braais are carefully positioned and expressed as feature elements with strong vertical proportions. Such mechanisms should remain simple in form, complement the overall design and offer visual excitement to facades and will be subject to ARC approval. Chimneys and flues may exceed the prescribed height restriction, but it is mandatory to ensure such is at least 1m higher than the abutting roofing material. Chimneys and flues must be plastered and painted brickwork with 'Turbo' or 'Tornado' cowls in colour black.

### **5.4.3. Materials & Finishes**

Approved exterior materials and finishes are the following:

- 1) Cement plastered walls (building or yard walls) – painted.
- 2) Scratched plaster - painted
- 3) Plinths – waterproofed, plastered and painted.
- 4) Vibracrete walls between units where not visible from either internal or external roads – painted to match main colour of abutting buildings.

Specific exterior materials, finishes, colours or components which are **NOT PERMITTED**.

- 1) Glass blocks or 'Win block' windows
- 2) Artificial stone
- 3) Ancient style Corinthian, Doric or ionic type columns.

- 4) Tuscan, Spanish or other foreign style detailing
- 5) Shade netting
- 6) Carports (unless integral part of architectural language)
- 7) Asbestos
- 8) Concrete blocks
- 10) Timber picket or log fencing (gum poles)
- 12) Reflective glass
- 13) Unpainted plaster
- 14) Decorative shutters
- 15) Razor wire, wall spikes, and the like.
- 16) 'Hulabond' or stainless steel cladding
- 17) Wendy houses and tree-houses
- 18) Exposed pool pumps
- 19) Chicken mesh or diamond mesh
- 20) IBR square fluted profile sheet metal
- 21) Facebrick

**NOTE:** A sample of any items not listed above is to be submitted to the ARC for approval.

#### **5.4.4. Estate Paint Palette**

The estate has endorsed the use of soft earthy tones for all the built fabric in order to create a harmony and to promote a sensitivity to the natural environment. Only the following colours from the *Plascon Décor Naturals* swatch will be permitted:

- 1) Statued NEU 12
- 2) Cream of Mushroom D15-3
- 3) Stuffing D14-5

A combination of the above colours will be permitted, but not more than three.

**NOTE: HOME OWNERS ARE TO ENSURE THAT THE SELECTED COLOUR/S ABIDE BY THE ABOVE LIST OF CODES.**

#### **5.5. Windows & Doors**

All door and window are to be carefully considered and should be vertically proportioned.

Furthermore, such should only be adopted where played against and enforcing strong vertical feature elements and will be subject to review by the ARC. Lintel heights to be 2125 mm in all cases. Mock sliding sash and cottage pane windows are not permitted. Only side hung opening sections in vertical proportions are permitted. Opaque or sandblasted glass is permitted for privacy concerns. No reflective films to glazing will be permitted. All glazing to conform to AAAMSA standards, SANS 10400-N, SANS 10400-XA and SANS 204 regulations.

Approved window and door systems are:

- Powder coated aluminium, colours: Charcoal.

**Note:** Garage doors to be either Aluminium or Steel (Powder coated, colour: Charcoal). A maximum of two single garage doors, or one double garage door is permissible facing the street, position subject to ARC approval.

## **5.6. Screens, Shutters & Awnings**

Sun control shall be dealt with by means of roof overhangs and patio roofs, but in all cases should be simple, compliment the architecture and will be subject to ARC approval. No other shading devices will be permitted.

## **5.7. Verandahs, Balconies & Decking**

The use of covered patios and decking are encouraged to promote an out-door lifestyle. All deck floors to be of either Balau/Garapa or an approved brick paver.

Either fluted or smooth finished decking planks are acceptable. It is encouraged that decks on ground level, where possible, are suspended above the natural vegetation to a maximum height of 1200 mm off the natural ground level. Where decks are higher than 1000 mm off the ground a balustrade will be required, as per SANS requirements.

Verandahs are to form an integral part of the design and must enhance architectural expression and soften hard edges. Strictly no patio lace/ broekie lace nor any other form of undue adornment will be accepted.

## **5.8. Balustrading**

Balustrading must be incorporated where applicable to ensure conformity to the NBR. All exterior balustrades are to be either primed and painted galvanised mild steel (colours: Charcoal) or powder coated aluminium or galvanised mild steel (colours: Charcoal). The selected design of the Developer to be continued with in all cases.

## **5.9. Exterior Lighting**

Lighting is to be handled in a contemporary, unobtrusive way that provides suitable lighting and aesthetic conditions. Stylistic fittings such as those associated with Victorian, Edwardian, or Gregorian styles are not permitted and Home Owners are required to use simple contemporary fittings. All exterior lighting is to be at a low level or wall mounted. Direct glare should be avoided at all times and fixtures concealing the light source and reflect/push light down are encouraged. Energy efficient light fittings, such as compact fluorescent and LED lighting are compulsory. It is encouraged that all external fittings are on a day-night switch, whilst internal light fittings where appropriate be on motion sensors. All lighting to conform to SANS 10400-Part O.

## **5.10. House Numbering & Post Boxes**

House numbers must be a minimum of 160 mm and maximum of 200 mm in height, and in stainless steel. Numbers must either be placed on the building or on the garden wall in a visible position lit at night. Post boxes at the houses will not be required; as there will be a centralised post box facility.

### 5.11. Retaining Structures



*The above is an illustration of a gabion type wall, but the height should be a maximum of 1200 mm.*

Where required, retaining walls are permitted to a maximum height of 1200mm above the natural ground level. Where retaining walls are required to be greater, this should be treated as terracing with no visible retained section being greater than 1200mm in height and must be clearly indicated on ARC submission drawings for approval. Retaining structures may be either natural stone clad brickwork or gabion walls. Retaining systems such as 'Terraforce' or 'Loffelstein' are not permitted unless structurally required, justified in writing by a competent person and subject to approval by the ARC. Where retaining walls are required, either for civil, structural or landscaping reasons, it is encouraged that retaining walls are softened with planting.

The onus is on the Home Owner and BC where applicable to ensure that changes of level 1000mm or greater conform to engineers' details and specifications.

### 5.12. Garages, Carports and External Stores

It is mandatory that at least 1 single garage per unit is provided for Garaging should complement the design of the dwelling in both form and material. Further to the above garaging requirements, it is mandatory to provide at least 1 open hard surface space for parked vehicles. No prefabricated garaging units are permitted.

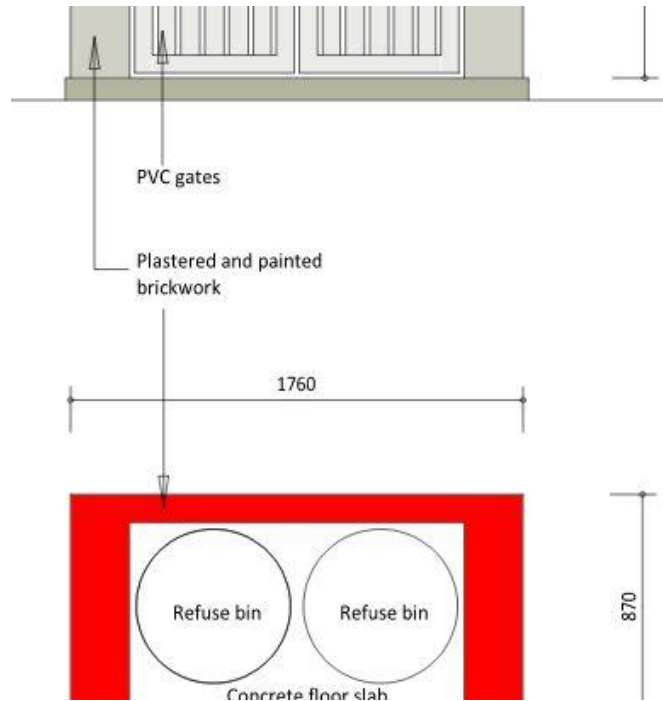
Carports will be permitted but to match the expression of covered patios, namely that of awning type carports. Timber pergolas are permitted, but to be painted to match sprocket colours.

### 5.13. Driveways and Walkways

All driveways, parking areas and paved areas must be kept to a minimum. All paving should be either red, or charcoal bevel edged pavers.

## 5.14. Refuse

Proper provision must be made for storage of household refuse for each dwelling, and refuse must be concealed. This standard refuse container design to be on the street side of each dwelling for the purposes of periodic refuse collection.



## 5.15. Kitchen Yards

An external yard area is required to be enclosed by walling within the unit foot print. This should be attached to the building and lead off either kitchens, scullery's or garages and must be completely enclosed with a solid brick plastered and painted wall at 1800mm high. All kitchen yards must have access to and from the street. The yard space is to house all services such as refuse bins, washing lines, gas cylinders, heat pumps and the like.

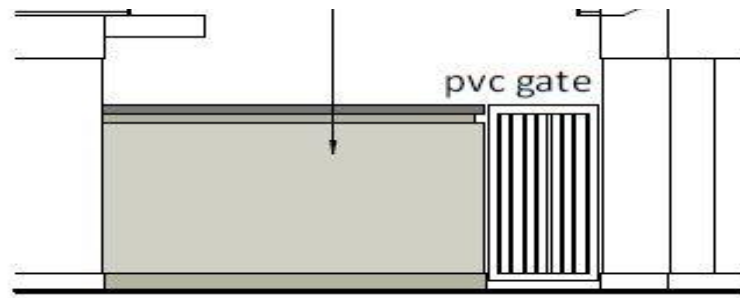
## 5.16. Boundary Walls

Boundary walls enclosing the entire footprint of units are strictly prohibited. Whilst it is encouraged that the properties are kept open to the Estate, to promote an open and soft environment, boundary enclosure will be accepted for the purposes of privacy or to contain pets. No boundary walls will be permitted closer to road reserves than the closest outer wall of dwellings excluding garages. The following applies: -

- All units are to be visually connected by means of either a 1200 mm high or 1800 mm high plastered and painted brick wall. This is compulsory. No other options will be permitted.
- Walls between units to be plastered and painted and may be either 1200 mm or 1800 mm in height. This is not compulsory. No other options will be permitted.
- All walls to be to engineer's design.

All boundary walls are subject to ARC approval and must be indicated on the plans in detail. The Developer is responsible for all external boundary walls, which are to be solid plastered and painted brick

walls, 2100 mm high. See Item 1.2 above for elevation of main entrance and abutting external boundary walls.



INTERNAL YARD WALLS - OPTION 1



## 5.17. Swimming Pools and Jacuzzis

### Swimming pools:

Swimming pools are permissible subject to approval of the ARC. All pools are to be positioned a minimum of 1,5 m away from any building wall. The Home Owner and his appointed professionals are to ensure all safety requirements set out in the NBR are met, including the provision of swimming pool enclosure walls or fencing at 1200mm high with access by means of suitable self-closing and self-locking gates. Such fencing alternatives must be clearly indicated on submission plans and subject to approval from the ARC.

All pool pumps and filtration systems should be concealed from view.

### Portable pools:

Portable pools will not be permitted.

### Jacuzzis

Jacuzzis are permissible subject to approval of the ARC. All jacuzzis are to be positioned a minimum of 1m away from any external dwellin. The Jacuzzi is to be clad in either Balau or Garapa. Cladding to be indicated on submission plans and subject to approval from the ARC. The Home Owner and his appointed professionals are to ensure all safety requirements set out in the NBR are met, including the provision of enclosure walls or fencing at 1200mm high with access through the means of suitable self-closing gates. Such fencing alternatives must be clearly indicated on submission plans and subject to approval from the ARC.

## 5.18. Security Treatment

As 7 Oaks is a secure estate with permanent on-site security provided, the opportunity is available to promote freedom within the architectural context. Home Owners insistent on burglar proofing should make consideration of such at the design stage and should form an integral part of the building design. Only internal burglar proofing will be permitted which must remain simple and coloured to match fenestration frames or clear. Other acceptable forms of security measures include alarm systems and armed response. External perimeter beams and CCTV cameras will be the only form external security measures deemed acceptable with the consent of the ARC. 'Trellidor' will be permitted, but must be fitted to the inside of openings.

The following forms of external security treatment are prohibited:

- Razor and Barbed wire.
- Boundary wall spikes.
- External burglar bars/cages.

### **5.19. Electrical Usage**

The estate subscribes to the concept of energy efficiency and therefore certain energy efficient measures are encouraged. Where applicable such energy efficient measures are to be in strict accordance with SANS 10400: Part X as well as SANS 204. The following measures are suggested to achieve this goal:

- All water heating is to be achieved through the use of either heat pumps or solar water heaters (flat panels only). Where solar heaters are used a standby electrical heater element, with a time switch or load control relay must be incorporated so that the electrical heater is only used during off peak periods.
- Insulation within ceilings is mandatory.
- The use of gas hobs is preferred.
- The use of energy efficient lamps, such as compact fluorescent and LED.
- The use of daylight sensors for outside lighting.
- The use of dimmers to reduce lighting in areas when not in full use.
- Air conditioning plants should be energy efficient.
- Maximum use is to be made of natural lighting, heating and cooling of the building through passive design principals. In this regard it is compulsory that all ceiling spaces be provided with a layer of thermal insulation material.
- Adoption of photovoltaic cells sensitively integrated into the design (subject to ARC approval).
- Hot water pipes are lagged with insulation material and that low flow shower heads be used.

It should be noted that energy conservation/efficiency occupies a high priority rating on the estate and all energy saving elements, such as solar panels, etc., must form an aesthetically pleasing part of the elevation design or be hidden accordingly.

### **5.20. External Services**

All external services which includes the likes of sewerage and plumbing pipes, heap pumps, air-conditioning condenser units, gas cylinders/housings, pumps, satellite dishes, television aerials or similar must be concealed from view either by positioning within ducts, drying yard areas or careful planning. It is mandatory that all visible plumbing is placed within ducts. Stub stacks of less than 1 m above natural ground level may be left exposed but must be painted to match wall colours. Geysers are to be placed within roof voids and must remain completely concealed from view. Where necessary,

carefully designed screening element complimentary to the design of the house will be considered by the ARC. All services are to be clearly indicated on submission drawings for scrutiny by the ARC.

TV aerials and dishes to be mounted below eave or barge board levels. The top of dishes or aerials may not exceed above the gutter or the top of the barge board.

### **5.21. Site Drainage**

Each unit is responsible for its individual stormwater management and therefore all stormwater from roads, paved areas, roofs and swimming pools is to be carefully directed into the landscaped areas or internal stormwater systems as required by the local authority. Provision of controlled stormwater run-off must be provided for, to avoid damage to the site, neighbouring properties and the estate at large. It is encouraged that stormwater displacement is consistent with the natural fall of the site and is channelled away from buildings towards the internal streetscapes or POS. Areas of potential damming or areas susceptible to erosion should be adequately dealt with to the satisfaction of the ARC. Stormwater design and detailing should be carried out by a competent person appointed by the Developer and must be clearly indicated on a diagrammatic stormwater layout on the site plan for all submissions to the ARC. Stormwater may not be concentrated onto neighbouring properties, but should be spread, with various outlets across boundaries or through yard walls towards the street or the POS.

### **5.22. Sustainability Measures**

Incorporation of sustainable measures, whether passive or active, are encouraged. Where possible, such mechanisms may be incorporated as design elements to promote an awareness of such, but must remain sensitive to the design and surrounding environments and will be subject to ARC review.

The harvesting of grey water is acceptable, however, under no circumstance shall any grey water be permitted to enter any dams or waterways on the estate.

As mentioned earlier, low-flow Technology such as low flush toilets should be used to reduce potential water consumption and waste water loading of the sanitation system.

Solar panels are permitted; however, they are to be concealed wherever possible or integrated into the design of the dwelling in an aesthetically pleasing manner. Solar panels are subject to approval by the ARC. All products are to comply with the national building regulations.

Any alternative sustainable measure intended for use must be brought to the attention of the ARC for scrutiny and approval.

## **6. SERVICES**

All external services which include sewerage and plumbing pipes, heat pumps, air-conditioning condenser units, gas cylinders/housing, pumps, satellite dishes, television aerials or similar must be concealed from view either by positioning within ducts, drying yard areas or careful planning. See 5.20 above for plumbing requirements. Geysers are to be placed within roof voids or in ducts but must remain completely concealed from view. Where necessary, carefully designed screening elements complimentary to the design of the house will be considered by the ARC. All services to be clearly indicated on submission drawings for scrutiny by the ARC.

It is mandatory for Home Owners to provide 1 x 110 diameter HDPE sleeve underneath the driveways and walkways of their property to facilitate any future services and to mitigate inconvenience to Home Owners.

### **Structure and Foundation:**

The services of a Structural Engineer will be required for the structural design of buildings and retaining walls. Trial holes to Engineer's requirements are to be made and proper geo-technical tests conducted to determine the bearing capacity of the sub-strata. An Engineer's design/report is to accompany the building plans submission to the ARC and Local Authority.

#### **Stormwater and Civil:**

Indication should be given on the submission drawings regarding the allowance for stormwater drainage on each site. The drawing should indicate the route of the rainwater discharge for approval by the ARC. All is to be piped or channelled onto the driveway where possible. No rainwater discharge piping will be allowed to be installed into road curbing. Each erf must adhere to the development stormwater management system or layout. No water may discharge directly onto neighbouring properties.

Downpipes may discharge into 'raindrains' connected underground to a 110mm dia. uPVC pipe to discharge into the stormwater drains.

## **7. GENERAL REQUIREMENTS**

It is important that the entire development reads as a whole. The success and progressive development of the estate lies in the application of these guidelines by the individual Home Owner and the Developer, prior to development, during construction and after occupation takes place. The following requirements and restrictions are intended to highlight the responsibilities of the Home Owner and Developer to ensure the integrity of the Estate for the BC, the Home Owner and other residents.

### **7.1. General Requirements Pre-Development**

Home Owners are requested to familiarise themselves with the modus operandi of the estate and the ambits of the various role players to ensure the process is transparent and stress free. Cognisance should be taken of the following before commencing with development:

- The Home Owner is to ensure that all available information regarding the development and management of the estate are received from the agent or from the website, and that such is familiarised and understood. The Contractor's Rules and Regulations (CRR) need to be adhered to at all times.
- That all agreements of sale and necessary transfers are in order before commencement of works on site.
- A professional land surveyor is appointed to identify pegs/beacons on site as well as conduct a detailed survey of the site which is to include contours at 500mm intervals as well as any distinguishing site features such as outcrops and vegetation. The scope of the land surveyor's appointment should include the accurate setting out of buildings on site before excavation and establishment take place.
- All professional persons required (such as surveyors, architects, structural engineers, civil engineers, contractors, etc.) to execute the development are suitably appointed, and meet requirements set out in the design guidelines.

### **7.2 General Requirements After Occupation.**

It is paramount that the estate reads holistically and therefore, Home Owners are requested to adhere to basic requirements in conjunction with the House Rules which fall outside the scope of the architectural aspect of these guidelines. The following prohibitions are to be adhered to:

- All fireplaces or braais to be sited within individual unit footprints and no fireplaces nor braais will be permitted outside of this area.

- No fires are allowed whatsoever except in purpose-built fireplaces or braais and with the exception of controlled bush clearing conducted by the BC.
- No temporary structures such as timber outbuildings or tented structures will be permitted under any circumstance.
- All rock features, concrete statues, pots and water features visible from the road are to be approved by the ARC
- Gas cylinders and all other service elements on external walls must be concealed.
- All telephone feeds to a house must be laid underground.
- All buildings must be maintained in a good condition and retain its original aesthetic appearance and paintwork.
- All alteration and additions work are subject to scrutiny by the ARC
- No livestock or poultry will be allowed to be kept on any property.
- Household pets are to be made known and approved by the BC.
- Noise pollution is to be controlled and mitigated.
- No servicing of vehicles will be permitted in driveways.

## **8. LANDSCAPING REQUIREMENTS**

All landscaping is to be done in accordance with the Seven Oaks Landscaping Guidelines. The natural vegetation shall be disturbed as little as possible and protected species of trees shall not be removed. If the removal of protected trees is necessary for proper utilization of the site, a specialist must be consulted. Protected plants and trees can be removed only once written approval of the Department of Environmental Affairs has been obtained. Indigenous vegetation must be properly screened off, where possible, during the construction stage.

It is encouraged that all new planting shall be an indigenous species from the approved plant material listed in the landscape guidelines. A mix of 75% indigenous to 25% alien planting will be allowed at the discretion of the BC.

Landscaping of the verge, is to be indicated on the site plan, for ARC approval.

## **9. BUILDERS CODE OF CONDUCT**

The onus lies with the Developer and Home Owner (in the case of alterations and additions) to ensure the appointed building contractor strictly adheres to the Contractors Rules and Regulations (CRR) at all times. A signed copy of the Contractors Rules and Regulations is to be submitted with the application for plan approval.

All Contractors are to have a current registered certificate from the MBA and the NHBRC.

## **CONCLUSION**

All conditions and limitations contained within this document are to be considered in addition to any existing conditions and regulations set by the local authority and/or any other relevant body. All required regulations within this document are to be conformed to and any diversion thereof shall be at the sole discretion of the BC as well as the ARC.

The ARC shall not be liable for the correctness of any part of any project contained within the development beyond the parameters set in this document. It is not the responsibility of the ARC to assume compliance to any regulations set by a third party. Furthermore, the ARC approval shall not be construed as permitting any contravention of restrictions imposed by the local authority having legal

jurisdiction. It should also be noted that the ARC is not to assume the responsibility of checking compliance to the National Building Regulations (NBR) for any submission.

The overall integration of the building(s) into the surrounding natural and built context and any other aesthetic considerations that might jeopardize the architectural integrity of the development remains open for scrutiny and is subject to changes requested by the ARC, but is subject to BC approval.

Any changes to existing or new structures on site are to be submitted to the ARC for scrutiny and are subject to BC approval.