



**EASTFORD GLEN**  
**HOMEOWNERS' ASSOCIATION**  
INC. EASTFORD VALE AND EASTFORD COVE

**EASTFORD GLEN LARGE STANDS**  
**BUILDING DESIGN MANUAL**

(Amended June 2018)

(Schedule 3 of the Constitution of The Eastford Glen Homeowners' Association)

**EASTFORD GLEN LARGE STANDS - BUILDING DESIGN MANUAL**

**(Amended June 2018)**

**DEVELOPMENT STANDARDS, GUIDELINES AND PRINCIPLES:**

**As applied to residential erven 9772 to 9785 (but excluding erven 9773, 9779 & 9784).**

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**Abbreviations & Explanations:** To be used as a guideline. As the EGHOA, to avoid possible misinterpretation we attempt to use more easily understood terminology to define dwelling allowances.

**AAC:** **Architectural & Aesthetics Committee**

**ARCHITECT:** All draughtspersons and architects or technologists need to be registered to be able to submit any design to the local authorities. In order of preference, it would be a recommendation that the member use either of the following (in descending order of preference):

**Professional Architect**

**Professional Senior Architectural Technologist.**

Professional Architectural Technologist.

Professional Architectural Draughtsperson.

**Bulk:** Colloquial description of the developable floor area that may be developed on a member property. It can also describe the allowed building magnitude which may include coverage and height.

**Basement:** Any part of a building that is located more than 2m below NGL or of which more than 50% is below NGL. Basements will be included in the calculation of Floor Area.

**BDM:** **Building Design Manual.** Defines the scope in which any design, be it new or an addition or alteration that sets the parameters for any dwelling within the Estate in terms of what is permissible and/or restricted.

**Boundary:** The demarcated exterior perimeter of each erf.

**Building Line:** The imaginary line drawn inside the boundary in which the dwelling, in its entirety must be built. These lines are defined in each BDM

**Coverage:** Is a term generally utilised by town planning to determine the footprint of a property as if looking down from above. It does not take into account the number of storeys.  
Local Authorities determine coverage in terms of permissible development of a stand dependant on the physical size of a stand for general use in the Greater Knysna Community. We as a stand-alone development specify the maximum **floor areas** of an erf, the size depending in which part of the development the property is situated.  
The developers used a more 'specified' system whereby it defined the physical allowances as opposed to percentages. Example being a Glen Small Stand may have a dwelling of up to 170 sq.m plus a garage of up to 45sq.m.

**Deviation:** When a submitted design deviates from the BDM parameters.  
Note: Under exceptional circumstances, members may make a motivation to deviate from the BDM in writing to the AAC. Decision on any deviations are finalised with the Main Committee of the EGHOA whose decision is final.

**EGHOA:** **Eastford Glen Homeowners' Association**

**Floor Area:** For use in our BDMs, is the total amount of floor area on all levels that contribute to the area total permissible to build measured around the perimeter of all areas. To avoid misinterpretation, floor area is the sum total of all floor areas within a dwelling under roof. All levels are counted.

**NGL:** **Natural Ground Level.** This is the levels determined by professional land surveyors when the land was *originally* developed and must be indicated on contours on all submitted plans. NGL follows the natural contouring of a stand.

**SAACPP:** **South African Association of Consulting Professional Planners**

**SACAP:** **South African Council for the Architectural Profession**

**Transgression:** Any issue that is in conflict with the Constitution, House Rules Design Manuals etc.

**1. PREAMBLE:**

- 1.1. This amended edition of the Building Design Manual replaces all previous issues. The BDM document is considered the final defining document in the event of any disputes.
- 1.2. If an owner of a property located in Eastford Glen Large Stands wishes to resell that property, then it is an obligation of that owner to ensure that any potential new owner is fully acquainted with the conditions of this Building Design Manual (hereinafter known as BDM) including the design concept and all the rules and regulations pertaining to that property. Should this not occur, and should the purchaser incur financial costs of any form as a result of this non-disclosure, then the seller will be liable for those costs.
- 1.3. A property owner wishing to build or alter the external appearance of his dwelling in any way is required to submit drawings and comply with the following rules as laid down in this BDM:
  - 1.3.1. The designer (as described in the definition above), of any structure within Eastford Glen Large Stands must be registered with the South African Council for the Architectural Profession (SACAP)
  - 1.3.2. Prior to commencement of the project, it is required that the owner and the RPA consult with Architectural & Aesthetics Committee (hereinafter known as AAC) to discuss the aims and objectives of the design characteristics of the Estate;
  - 1.3.3. Concept drawings must be provided to the AAC at the outset prior to the drawing of Municipal submission plans to ensure familiarity with the design concepts and standards for Eastford Glen;
  - 1.3.4. It is required that both conceptual and final plans be shown to interested and affected parties, particularly immediate neighbours, by the owner or their representatives, prior to submission to AAC;
  - 1.3.5. A Scrutiny fee, the amount of which may be amended from time to time, must be paid to the Eastford Glen Homeowners' Association (hereinafter known as HOA) prior to the scrutiny of any plans. No plans will be considered until this fee has been received;
  - 1.3.6. It is a requirement of the HOA and the Knysna Municipality that the plans be approved by AAC prior to submission to the Municipality.
- 1.4. Your attention is drawn to clauses 33 & 34 of this manual dealing with the submission of plans and the specific information required on plans by AAC.
- 1.5. Road Levy:
  - 1.5.1. Owners are required to pay to the HOA, a non-refundable road levy as determined from time to time by the Association, BEFORE building work commences. This levy is payable for every residential erf as depicted on the original town planning layout for the area. If consolidation of two or more adjoining erven should take place, the levy is payable on each erf incorporated into the consolidation. The intention of the levy is to maintain and upgrade roads. Notwithstanding this, should specific damage be caused to any road/s by building works undertaken by any owner, that owner shall be liable for the full cost of the repairs that will need to be affected;
  - 1.5.2. The Road Levy is payable per erf and for every separate approved plan for that erf. Should any alterations, or additional garage be built as a separate application to the Local Authority, then a Road Levy must be paid;

- 1.5.3. In addition, should a homeowner have alterations, additions or landscaping done on their property requiring heavy duty delivery vehicles, the HOA has the option to apply an additional Road Levy.
- 1.6. Before ANY construction work commences;
  - 1.6.1. Owners and their appointed builders are required to meet with AAC and to sign a copy of this manual and a builder's contract (Contractors Code of Conduct) with the HOA to ensure acceptance of and compliance with the rules of this BDM;
  - 1.6.2. In the event that the Contractor changes during the build, then a new builders contract will be required. It is the owner's responsibility to notify the AAC should this occur.
- 1.7. All boundary pegs are to be re-established by a certified land surveyor and contours determined with the marking of a specific benchmark before any building work commences. These are to be identified to the AAC (who shall be present during the reestablishment of the boundary pegs), prior to any building activity, notwithstanding that the AAC shall not be held responsible for any errors or transgressions that may occur in this regard. The contour levels documented shall be considered as 'natural ground levels'. Should the owner not comply, he shall be held responsible for correcting the positioning of the house which could lead to the breaking down of any constructed portion or the entire section which does not conform to the contour plan as approved by the AAC. An original signed surveyors certificate must accompany the initial conceptual drawings.
- 1.8. Once construction work has commenced, it will become a condition of the approval by the AAC that the structures in their entirety are completed within one calendar year.
  - 1.8.1. A site will be considered abandoned if there has been no construction activity on it for a consecutive period of eight weeks. In addition if site and/or excavation works are commenced and are thereafter abandoned for whatever reason, it will be obligatory that the owner (and/or heirs and assigns) ensures that the areas of the site affected by these works are restored to their previous natural state as soon as possible thereafter, but within a maximum period of three months (counted from the end of the eight week period mentioned above) with a fine of R5000.00 (Five Thousand Rand) payable per calendar month until either the construction is recommenced or the site has been fully restored;
  - 1.8.2. Should the owner not comply with this rule within six-months from the end of the eight-week period, the HOA has the right to arrange for the site restoration at the owners cost in addition to penalties along with any damages &/or legal fees;
  - 1.8.3. In the case of a deceased estate, exceptional conditions may be applied by the HOA.
- 1.9. The AAC requires to inspect the excavation work and setting out of foundations on completion and reserves the right to alter levels to comply with the concept of the Glen. If necessary, the services of experts in the field may be employed at the owner's expense. The owner shall be responsible for confirming to the AAC the positioning of his house is correct to the approved plan. This is to be done by a certified land surveyor, together with a representative of the AAC to ensure that the levels are correct before the laying of any foundations take place. This confirmation is to be given in writing to the AAC prior to proceeding with any building. Should the owner not comply, he shall be held responsible for correcting the positioning of the house which could lead to the breaking down of any constructed portion or the entire section which does not conform to the contour plan as approved by the AAC. An original signed surveyors certificate must accompany the initial conceptual drawings.

- 1.10. The AAC reserves the right to inspect properties under construction at any time to ensure compliance with the BDM and the approved plans, including after hours and weekends.
- 1.11. These rules and guidelines apply to both new construction and to any alterations and/or additions contemplated to existing structures. A property owner wishing to build or alter the external appearance of his existing dwelling in any way is required to submit drawings and comply with rules as laid down in this BDM.
- 1.12. The AAC reserves the right to vary these regulations, subject to sound motivation by the owners on the basis of the unique needs of their site but will not permit an exceeding of overall height restrictions.

**2. ONE MAIN STRUCTURE:**

- 2.1. It must be noted that only one main structure will be allowed on each erf, except that garages may form separate entity.
- 2.2. Definition: for the purposes of this manual, the area of a structure is defined as the sum of the covered living accommodation areas within the structure as measured around the external perimeter of those areas, and shall include lofts, mezzanine floors and covered verandas.
- 2.3. The area of a single garage must not exceed 25 sq.m. All garages areas form part of the main floor area allowance. No other structures are permitted.

**3. DESIGN PARAMETERS:**

In recognition of the inherent natural beauty of the estate and the need for buildings and construction materials to merge as far as possible with the natural surroundings, it is essential that close cooperation between AAC, the owner, the commissioned Architect and the builder ensues from the stage of conceptualizing the project until completion thereof.

**4. ARCHITECTURAL STYLE:**

- 4.1. The desired architectural philosophy is to blend in with the natural surroundings instead of being at conflict with it. Design, materials, texture and colour of buildings should harmonise and integrate as opposed to standing out. The finish and positioning of properties should be sensitive to the neighbouring properties and the development as a whole.
- 4.2. New buildings must be designed commensurate with the theme and in harmony with the design and style of existing structures in Eastford Glen.
- 4.3. The AAC reserves the right, subject to the approval of the Knysna Municipality to make any additions or alterations to the following standards which in their opinion are necessary to preserve the architectural style and harmony of the development.
- 4.4. Design parameters necessitate keeping the building outlines as low as possible and features and objects, other than chimneys, projecting above the roof line level are to be avoided at all costs. All television and other aerials, satellite dishes, etc. shall be below roof height and obscured as much as possible.
- 4.5. The need to comply with the current National Building Regulations and to obtain the Knysna Municipality's approval of the building plans is a prerequisite.

**5. BUILDING LINES & HEIGHTS:**

- 5.1. Minimum 10m. from all road boundaries and parkland boundaries,
- 5.2. Minimum 10m. from all boundaries adjoining other erven.
- 5.3. Double volume will be permitted to the main structures and a loft/mezzanine construction will be allowed provided that the maximum height as measured from natural ground level (NGL) to the highest point of the roof (perpendicularly) at any point may not exceed 6,5m.
- 5.4. Under exceptional circumstances, certain rooms will be allowed under the Main Dwelling, taking into account the erf's slope, position and exposure to neighbouring properties. These will be considered on merit and the AAC's decision is final. All areas under the main dwelling to be included in the floor area calculations.
- 5.5. The height of the garage structures on any stand may not exceed 5m above Natural Ground Level directly below any given point of the building.
- 5.6. Natural Ground Levels (NGL) are considered to be the surveyed levels documented on existing contours of each erf when it was originally sold.

**6. COVERAGE AND SIZE OF BUILDING UNIT:**

- 6.1. The Main structure is defined as being all the living accommodation that is required in a house to permit it to function in that capacity. This includes all living/bed rooms, kitchen, bathrooms, passages, etc. but excluding garages and covered verandas.
- 6.2. The total floor area of the main structure including lofts, mezzanine floors, is limited to 400 sq.m. In addition, garages of up to 45 sq.m are allowed. All areas are measured around the external perimeters. The minimum allowed area of the main structure is 170 sq.m  
The total of all covered structures is not to exceed 500 sq.m and this area includes covered verandas, all unwall covered areas such as a carport.
- 6.3. A garage may be attached to the main structure, but the areas mentioned in 6.2 above will apply.
- 6.4. Any application for additional storage will be taken on a case by case basis, the decision of the HOA final. The total for structures as defined above will remain applicable should the owner consolidate two or more adjoining properties.

**7. SITING OF BUILDINGS:**

While every effort has been made in the planning so that no house should overlook another, owners are requested to respect their neighbours' privacy in designing their homes and thus:

- 7.1. to liaise with their neighbours about siting with particular reference to entertainment areas and siting of outbuildings, privacy and obscuring of views;
- 7.2. to refer their proposed siting for approval to the Architectural & Aesthetics Committee at an early stage of design. In this context, it is required that before building plans are prepared, a sketch plan of the intended layout should be submitted for prior approval.
- 7.3. In the event of a dispute, the decision of the AAC as to the siting of the house and/or garage will be final and binding.



**8. FINISHES GENERAL:**

- 8.1. To avoid repetition, it is recorded here that finishes to all surfaces specified, e.g. walls, doors, windows, shutters, decks, etc. are to remain as specified.
- 8.2. The use of natural stone (size 100 to 200) from ground to plinth level is encouraged.
- 8.3. In all instances where painted or alternative finishes or materials are envisaged, samples of these including swatches of colours must be submitted to the AAC prior to being ordered or used for written approval.
- 8.4. While the use of I-beam is not restricted, ANY use of I-beam in the construction of the Build externally must be fully clad in dark-wood timber to match the fascia. No visible I-beam is permitted.

**9. WALL FINISHES:**

- 9.1. External brick walls: All exterior plaster walls to be of smooth plastered finish or bagged compliant to the majority of properties within Eastford Glen (large stands).
- 9.2. Colours and Specification: Smooth (Matt) or Textured paint acceptable to AAC; For selected colours, please consult the AAC. Exterior wall paint is to be approved by AAC and a 2m x 2m sample must be painted onto two walls, one in the shade and one in sunlight for evaluation. Plain white is not permitted.
- 9.3. Log cabin type construction or buildings with timber faced exterior walls are not permitted.
- 9.4. Face brick or semi-face brick or bagged brickwork is not permitted.  
Exposed or fairface blockwork is not permitted.  
Fairface (horizontally pointed) brickwork is not permitted.
- 9.5. Natural stone (excluding round river stones) set in concrete to plinth level will be permitted.
- 9.6. All external walls shall be constructed of brick and mortar. unless 9.7 applies
- 9.7. In the event where alternative building structures are proposed, each case must be considered on their respective merits and presented to the Main Committee for approval. Approval of alternative build types on any dwelling do not create a precedent.

**10. ROOFING:**

- 10.1. Roof pitches to the Main Structure and Garage are not to exceed 22,5 degrees and shall not be less than 20 degrees and are to be in keeping with the general theme of the development. Feature roofs exceeding 22,5 degrees and not exceeding 30 degrees will be considered on merit.
- 10.2. Materials & Colour:
  - 10.2.1. Concrete roof tiles in Tuscan pattern (Eagle Tiles) and corrugated iron (Victorian pattern) are permitted.

10.2.2. Roofs shall be painted DARK GREEN, i.e. 50% Heritage Green roof paint mixed with 50% black roof paint. Dulux roof paint is recommended due to it rendering the best durability and least fade. It is recommended that prior to painting or re-painting roofs, owners consult the AAC regarding the stipulated colour requirement and for prevailing advice regarding paint brands. You are hereby warned that all roof coverings fade and it is the owner's responsibility to keep the roof at its original required Dark Green colour.

10.3. No thatch is permitted.

10.4. Lean-to roofs at a maximum slope of 10 degrees, of similar material and colour, as the cover to terraces, carports, etc. will be permitted with exposed gutter lines.

10.5. Sloping or straight parapet walls (e.g. on gable ends) are not permitted.

10.6. Fascia's and Barge Boards are to be in natural dark timber or a material that represents a wood lookalike finish. Samples must be submitted to the AAC for approval. Motivation for any deviation to the AAC for consideration.

10.7. Skylights & Solar Panels. Alternative energy solutions are encouraged, although the arrangement of items such as solar panels, must be presented as complimentary to the roof structure and must not appear cluttered or untidy.

## 11. EXTERIOR WINDOWS, SHUTTERS AND DOORS:

11.1. It is a requirement that the Architect consult with the AAC on the above prior to any submissions of conceptual drawings to clarify details or BDM requirement in order that the design is compliant with the architectural style desired within the Glen Large Stands.

11.2. Materials: Natural hardwood (including garage doors) in a sealed natural dark finish. Powder coated aluminium or epoxy coated PVC coloured dark brown is permitted. Colour painting is not permitted.

11.3. Window types:

11.3.1. Side hung casements, top hung casements, sash, mock sash and cottage panes are permitted. A window 'pane' shall be regarded as a glassed area plus the part of the frame which surrounds it.

11.3.2. Proportions are not dictated but the proportion and arrangement of windows and doors should be in harmony.

11.3.3. The use of large windows and/or glass doors with a horizontal emphasis must be set behind pergolas or covered verandas of a minimum depth of 1.0m (including the side elevations where necessary) so as not to cause unsightly glare.

11.4. Door types:

11.4.1. Both side hung, and conventional sliding doors are permitted subject to clause 11.3.1 & colours as per 11.2

11.4.2. Any modern type sliding or stacking door must be prior approved by the AAC but are generally confined to the main covered veranda area only.

11.5. Window Shutters:

The use of natural hardwood or bronze anodised window shutters with working hinges are encouraged due to their appearance and their potential function in place of burglar bars. Mock shutters are not permitted.

12. **PAVING:**

All paving to be natural clay brick or dark grey oxidised cement bricks. Plain cement bricks are not permitted.

13. **BURGLAR BARS:**

The desired burglar bar to perform the function must remain as unobtrusive as possible and if used, be installed inside the build. The architect must design the type, installation and colours of any burglar bar and discuss the requirement with the AAC.

13.1. Polycarbonate transparent bars are an entry level type unit that is acceptable to the AAC and are suitable for home use as a deterrent but as indicated above, as with any burglar bar deterrent, all types must be submitted to the AAC for approval. The HOA accepts no responsibility for any type of burglar bar or similar approved and the risk on the installation remains with the owner.

13.2. The use of exterior shutters remains an option to perform this function;

13.3. Alternatively, bars matching the mullions of cottage pane windows and obscured by them are permitted.

14. **DECKS, VERANDAS OR STOEPS:**

Decks, verandas or stoeps are envisaged to take full advantage of the natural surroundings.

14.1. No veranda may be fully enclosed (from floor to ceiling) with any permanent structure such as shutters, doors, glass panels or similar.

14.2. Non-permanent pull-down blinds are permitted, colours and types to be approved by the AAC prior to ordering/installation. Addendum added after 2020 AGM 11<sup>th</sup> Nov 2020. It will now read:

**Non -permanent Frameless or Framed doors/windows allowed as well as non-permanent pull down blinds colour and types to be approved by the AAC prior to ordering/installation**

14.3. Deck finishes of either natural timber or tiles permitted.

**15. HANDRAILS:**

15.1. Timber Only: The base rail and handrails to be constructed of natural timber only with supporting vertical balusters. Finish to remain in natural timber colour.

15.2. Timber with supporting marine wire: As above with the supporting handrail, and the supporting balusters must remain natural dark wood although spaced to accommodate the marine wire installation

**16. CANOPIES AND AWNINGS:**

If required shall be subject to written approval of colours and designs by the AAC. Aluminium awnings will not be permitted.

**17. ROOF RAINWATER DISPOSAL:**

The use of, PVC or aluminium gutters and rainwater pipes is permitted, and they shall be;

17.1. Painted to match the external wall colour or fascia and barge boards colours (dark brown) or

17.2. Painted to match the roof colour. (Eastford Green)

17.3. Storm water discharged from roofs is to be removed from each erf by the provision of an appropriate drainage system, which system is to be indicated on plans that will be submitted to the AAC, as referred to later in clause 26 of this Manual. It is imperative that rainwater is disposed of in a satisfactory manner so as not to cause any potential erosion or subsidence.

17.4. Notwithstanding the above, owners are encouraged to preserve rainwater by collecting from gutters into conservancy tanks appropriately positioned underground or of a colour matching the house within a suitably screened wooden palisade enclosure to match fascia's.

**18. CHIMNEYS:**

Shall be of plastered masonry or steel as forming part of a standard Jet master type fireplace unit. No open fireplaces are permitted such as fire pits or similar. Chimneys may not extend more than 1m from the highest point of contact with the roof.

**19. SATELLITE DISHES, AERIALS, SOLAR PANELS and AIR CONDITIONING UNITS:**

19.1. Any feature/object placed on the roof shall be subject to approval by the AAC and to be as unobtrusive as possible. Satellite dishes to be painted either wall or roof colour.

19.2. Water geysers, particularly those backed up by a gas system that are positioned outside must be as close as possible (as recommended by supplier) to ground level and housed in the Service Yard and be beneath the upper part of the service yard wall or as agreed to by the AAC. Covered with a screen/box

19.3. Air conditioning units shall be positioned at ground level and concealed behind screens suit able to the AAC.

**20. GARAGES/OUTBUILDINGS:**

All boats, trailers, caravans and the like to be housed in roofed structures as per the conditions of Clause 6 wherever possible.

- 20.1. Multiple storage areas (excluding garages) are not permitted on any stand unless by prior agreement with the AAC and conditional to:
  - 20.1.1. Sight lines from common areas, parklands, roads and neighbouring properties,
  - 20.1.2. Physical dimensions.
- 20.2. Wooden structures such as garden sheds or Wendy houses, but excepting children’s toys with an area less than 2 sq.m are not permitted.

**21. SERVICE YARDS:**

All residences to have a service yard attached to the main house which is to be indicated on submission plans and be adequate in size to house washing lines, gas bottles, dustbins, etc. with surrounding walls a minimum of 2.1 metres high to provide the necessary screening, and to be finished in materials to match the residence or with a “picket-type” natural finish wooden fence, the “neat” aspect facing outwards, to the approval of AAC. Washing lines, dustbins, gas bottles, etc. will not be permitted to be visible from roads or adjoining properties. Access to staff toilet/showers is to be from within service yards to avoid the use of external screening walls but must be designed so that the entrance doors are screened. Such staff toilet/showers must be part of the main structure or of the main garage.

**22. SCREENING:**

- 22.1. No screening, partitions or privacy screens etc. are allowed except around a service yard.
- 22.2. Equipment such as gas bottles, external heating systems, air conditioners must wherever possible be contained within the service yard. However, in the event that this is not possible, adequate screening must be installed as per clause 19.
- 22.3. No other screening is permitted unless with the written permission of the AAC.

**23. SIGNS:**

Shall be kept simple and in character with the natural beauty of the estate. No “For Sale” signs or estate agents’ boards are permitted except for show houses, which signs shall be erected & removed at the end of the show day. The Erf’s street number as supplied by the HOA must be displayed at a place easily visible from the street to facilitate postal and other deliveries.

**24. INTERIORS:**

The interior design and decoration of each residential unit is unrestricted.

**25. DRAINAGE:**

- 25.1. All plumbing pipes to be concealed in ducts (or otherwise screened) in walling and apart from inspection eyes and vent valves, no drainage pipework to be visible on outside face of buildings except for rain water pipes.
- 25.2. Rodding eyes: All PVC rodding eyes provided in driveways or the like are to be recessed and covered with a cast iron cover plate or if not feasible, painted to match adjacent walls.
- 25.3. Owners are encouraged to consider “grey” waste water recycling units.

**26. STORM WATER DISCHARGE ON EACH PROPERTY:**

- 26.1. Site storm water disposal is to be retarded as far as possible by the use of planting, crushed stone/boulder lined channels, etc. Where feasible, storm water may be channelled to existing Estate storm water drains. Concentration of storm water through pipes will not be permitted unless exceptional circumstances prevail in which event written permission will be required from the AAC.
- 26.2. Owners must be aware that they are responsible for storm water falling on and discharged from their properties and as such, are required to divert the water in such a manner that it does not become a problem for adjacent properties. Under no circumstances is it permitted that storm water may be purposely channelled onto a neighbour's property.
- 26.3. Conversely, owners must also be aware that under some circumstances such as a natural watercourse passing across their property, those owners are required to allow the drainage of storm water across their properties.
- 26.4. Owners are encouraged to install rainwater conservancy tanks. These should be provided underground or of a colour matching the main house and within a suitably screened enclosure.
- 26.5. Details of a storm water management plan including soil erosion prevention where indicated should be included on the submitted plans

**27. ELECTRICAL AND TELECOMMUNICATIONS CABLES:**

- 27.1. Electrical and telecommunications cables to be laid underground.
- 27.2. Telecommunication system to adhere to Telkom standards.
- 27.3. The main electricity supply cable shall enter the building concealed within a wall and any metering or connecting box shall be flush with and painted to match the wall.
- 27.4. Protection breakers for individual consumers as per legal requirement.
- 27.5. Electrical energy dispensers for individual consumers as per legal requirement.
- 27.6. In keeping with the estate's "dark by night" policy, outside lighting should be reduced to a minimum and only low wattage, down lighting lights should be utilized. Flood/spot lights are to be used for emergency security situations only. No external lights should be left burning unnecessarily.

**28. DEMARCATION OF AREA FOR BUILDING:**

Contractors will be required to demarcate the actual area site for building as per clause 11 & 12 of the Contractor's Code of Conduct, which area shall be screened with 90% shade cloth or similar suitable material, 1.8m. in height to minimise dust and noise pollution and maintain privacy for neighbours.

**29. GARDENS:**

- 29.1. The use of indigenous plants is to be encouraged with particular reference to the environment and attracting birdlife.

- 29.2. Owners are requested to discuss their requirements with competent horticultural consultants in the planning and lay-out of their gardens. The planting of large trees should be so positioned so as not to obscure a neighbour's view.
- 29.3. The use of plants other than indigenous plants outside of the building line of any members residence is to be avoided at all costs. Any exceptions to be with the approval of the AAC
- 29.4. Useful indigenous plants growing on an erf prior to commencement of excavation works should be preserved and relocated for use in the subsequent garden.
- 29.5. Topsoil removed from the site of excavations should be preserved for use in landscaping the garden on completion of the building.

**30. GARDEN WALLS, FENCES & PRIVACY SCREENING:**

- 30.1. No fencing or wall around the perimeter of an erf is permitted, nor any portions of fencing closer than one meter from the boundary line to allow the planting of shrubs etc. for shielding.
- 30.2. Fencing or walls to retain domestic animals specifically with regard to dogs shall surround an area comprising not more than ¼ (One Quarter) of the total area owned by that member OR 1000 sq.m whichever is the lesser and which shall attach directly to the dwelling of the member and not form an isolated portion of his erf. The further detail of such fencing/walls shall be as follows:
  - 30.2.1. Height: 1.2 metre up to 1.5 metres depending on the size of the domestic animal,
  - 30.2.2. Type of fencing: Green PVC coated diamond mesh wire with 50mm. apertures which must be at least 2.5mm thick with straining wire which must be 4mm thick, at 600mm intervals. The wire must be planted beneath the surface of the soil to prevent burrowing.
  - 30.2.3. Type of poles: Must be tanalith treated and 75mm. to 100mm. in diameter and which shall be 3m apart. Corner posts must be 100mm. - 125mm. in diameter.
  - 30.2.4. cover of fences: The fence must be covered with indigenous shrubs or creepers which must be specifically planted to cover such fence.
- 30.3. It is a Municipal requirement that swimming pools be fenced around all open areas and that a lockable gate is installed. The above specifications will apply to all pools on Eastford Glen as approved by the Municipal Building Control Officer.
- 30.4. Proposed fencing is to be shown on submission drawings specifying elevation, position and structure detail.
- 30.5. No barbed or razor wire will be permitted.

**31. WATER CONNECTION:**

In order to obtain uniformity throughout the development and the correct installation of the correct meter, the HOA through the AAC must be advised before any building work commences. At the owner’s cost, the HOA will advise and arrange the installation of the meter, the erection of the builder’s site tap, the registration with the municipality and payment of the deposit. The meter shall be housed in a standard PVC water meter enclosure or a brick-built surround with a cover plate and kept available for reading at all times during and after completion of construction.

Under NO circumstances may any building activity commence prior to the installation and registration of the water meter. (NB. The municipality does not install water meters).

Illegal Connection to the water infrastructure will be reported to Knysna Municipality and all building works will be immediately stopped and the possibility of the HOA issuing a fine.

**32. SEWERAGE SYSTEM:**

32.1. A manhole must be built on each Erf sewer immediately prior to the connection to the main line.

32.2. All drainage must be connected to the Knysna Municipality’s sewer disposal system. This connection must NOT take place until completion of the building operation.

32.3. Owners are encouraged to consider “grey” waste water recycling units

**33. SUBMISSION OF PLANS:**

33.1. To ensure that plans are not rejected at a late stage of preparation it is essential that owners submit their preliminary sketch plans and elevations for perusal by the AAC.

33.2. The comments and recommendations of the AAC will be forwarded in writing to the relevant erf owner.

33.3. All plans must be produced in hard copy, minimum size of A3 for conceptual copies, A2 for final submission plans.

33.4. Should the plans include architectural indicators in colour, these are to be included.

33.5. Refer to any AAC member for further information.

**34. INFORMATION REQUIRED ON PLANS FOR THE AAC:**

Required before scrutiny of plans will take place:

34.1. The architect’s and owner’s signature on two copies of drawings, one copy to be retained by the AAC.

34.2. Site and floor plans showing:

34.2.1. Contours must be represented as per the original land surveyed data.

34.2.2. A fully contoured site plan with building lines, Erf number, proposed excavations, recorded benchmark (datum level) certified by a land surveyor, and showing driveways, paved areas, court yards, swimming pool, drainage systems including storm water drainage, sewer connections, etc., in addition to planned buildings;

34.2.3. building areas;



- 34.2.4. a detailed ground floor plan with floor levels indicated thereon together with a floor plan of any intended mezzanine or loft floor;
- 34.2.5. driveway, fences, garden and retaining walls and swimming pool. Access to a cottage shall be via a street entrance common with the main house.
- 34.2.6. site areas and coverage factor.
- 34.2.7. Sections & Elevations showing:
  - 34.2.7.1. sections sufficient to indicate the construction of the building and ALL elevations
  - 34.2.7.2. the natural ground level, floor levels and building heights, confirming compliance with particular reference to the height restriction dimensions documented in clause 5 hereof and as specified by the Local Authority;
  - 34.2.7.3. a plan of the roof structure and detail;
- 34.2.8. Door and Window Schedules and Finishes:
  - with details of all finishes showing materials and colours (with actual colour swatches in support of these) of the various components of the building including:
    - 34.2.8.1. roofing including eaves detail;
    - 34.2.8.2. walls. Finishing
    - 34.2.8.3. doors and windows;
    - 34.2.8.4. supporting posts;
    - 34.2.8.5. fences, gates and entrance pier (if any).
- 34.3. Full details of the storm water disposal system (see clause 26 previously).
- 34.4. Retaining Walls: Full details must be supplied including all dimensions, materials being used as well as structural engineers report to be enclosed with submission.
- 34.5. Full fenestration and energy calculations to be enclosed with submission.

Once approval of plans (in terms of written endorsement on these) has been received from the AAC, these must be submitted to the Knysna Municipality tel.: 044 302 6300, which may be contacted for further details regarding the number of submission drawings required, building scrutiny deposits and other fees.

**35. SPECIAL CONDITIONS:**

- 35.1. The AAC reserves the right to interpret this Building Design Manual and approve plans at its discretion. Application for any variation from the BDM must be accompanied by a written motivation by the owner along with any supporting documentation. Where variations from the BDM are considered acceptable by the AAC, these are for exceptional cases only, are specific to certain site conditions and may not be considered as a permanent amendment in the BDM nor as setting a precedent.

35.2. The AAC shall report any deviation from the BDM to the Main Committee of the HOA whose approval is required before the AAC approves the plans and their decision shall be final and binding.

35.3. Deviations from Approved Plans – Protocol.

35.3.1. Deviations / Changes.

Should the homeowner wish to make changes during the building process or after the completion of the building, they shall be required to complete and send a written motivation request through to the AAC. The document must be accompanied by the relevant drawings/sketches to support the motivation request. Should these be approved by the AAC, the changes must be recorded on a submission plan and supplied to the Local Authority (Knysna Municipality) with the necessary documentation for approval. Necessary Fees must be paid to the Local Authority as well as additional Scrutiny and/or Road Levies if required.

Only once the approval is granted should the changes be implemented.

These procedures are in accordance with National Building Regulations.

35.3.2. As Built:

If changes are made during the construction of the house without approval of the Local Authority it is upon the home owners risk. The onus remains upon the owner to obtain local authority approval by submitting “As Built” drawings on completion of the build.

NOTE: The risk remains if the approval does not meet with the relevant BDM requirements or those of the Local Authority – Knysna Municipality who hold approved copies of each BDM. Any changes that may have to be reversed or altered to suit the requirements at the homeowners cost. All plans submitted directly to the Local Authority are evaluated against the standards of the relevant BDMs.

**I HEREBY ACCEPT THE TERMS AND CONDITIONS OF THIS EASTFORD GLEN BUILDING DESIGN MANUAL AND AGREE TO ABIDE BY THE RULES THEREIN:**

Signed at: \_\_\_\_\_ Stand Number \_\_\_\_\_

Owners Full Name (Print)	_____
Owners Signature	_____
Date	_____

Contractors Full Name (Print):	_____
Contractors Company Name	_____
Registration Number	_____
Contractors Signature:	_____

Date \_\_\_\_\_

EGHOA Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_