

CONTRACTOR'S GUIDELINES FOR ALL CONSTRUCTION TAKING PLACE AT ROMANSBAAI BEACH AND FYNBOS ESTATE 2024

ESTATE MANAGER : DIEDERICK BOTHA 079 744 7435

STEP 1: Pre Construction establishment phase. (Before any construction work can commence)

1. All disturbance envelopes (building zones) must be identified, surveyed and staked.
2. The sites must undergo a Search and Rescue program by the Environmental Control Officer and the report must be on record. (Sean Privett 082 411 1008)
3. The building zone must be fenced (Gum poles and wire is sufficient) ensuring that construction workers do not have access to the Fynbos areas outside of the building zone.
4. A water connection fitted with a metering system must be installed.
5. An electricity connection and the metering system must be installed.
6. Ablution facilities must be established.
7. A builder's board compliant with the estate rules must be erected.

Deposits and fees.

8. A building commencement fee: R10,000.00 (non-refundable) is payable by the owner when construction commences. This serves as a reserve to maintain the roads and infra structure. This is charged to the owner via the levy system.
9. The Estate reserves the right to bring any damage to the common property caused by a builder active on a construction site, under the attention of such builder and owner, requesting remedy within 14 days.
10. Failing such remedy the HOA will instruct a contractor to rectify the damage and the cost will be charged to the owner's levy account through the managing agent.

STEP 2: To commence

On completion of the establishment phase, an induction and inspection meeting must be arranged with the HOA officer to clarify and discuss the construction phase and to issue the commencement approval.

During construction.

10. The HOA will appoint a person, entirely in their discretion to do regular inspections re site tidiness. Untidy site management will be brought to the attention of the builder and the owner.
11. All permanent construction workers (working for more than 4 days) must be registered with SECURITY under the Contractors name. A comprehensive list compiled per Contractor with all the permanent worker's names and ID's will be kept at the gatehouse for record. They must at all times wear clearly visible BIBS on site and with an identity tag obtainable from security.
12. No construction workers are allowed to walk around in the estate or between sites. Any worker found walking without the BIB identification will be removed by SECURITY and will have to wait outside until re-registered and supplied with a BIB.
13. Sites must at all times be neat, with sufficient provision to cater for rubble and waste.
14. At the end of each week the building site must be tidied, cleaned and be left in such a state that an inspection can be done.

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REPLACING ALL PREVIOUS VERSIONS

15. Speeding on the estate is a serious offence. We reserve the right to penalise any person/contractor/ delivery person, if in the discretion of EXCO they are considered to be speeding. The max speed limit is 40kmph.
16. No storage of excess building material/rubble is allowed in the quarry area without permission. (This is private land and belongs to the Developer)
17. Working hours: Weekdays 7:00-18:00. No working on Saturdays or Builders holidays other than by exception and with prior approval and entirely at the HOA discretion.
18. Overnight accommodation: No contractor's staff are allowed to overnight on the building sites.

Height restrictions

All buildings must comply with the site specific height restrictions as per the approved plan and measured at the apex of the roof. This must be confirmed by a land surveyor certificate. (see par 21)

Steps to ensure compliancy:

19. Obtain a certificate when foundations have been built out and compacted before casting surface beds. (TOC)

This is to allow adjustments to be made if needed. Work will not be stopped if this is over the approved plan height, it is just a means to enable the construction to remedy in the super structure process.

20. If it is a double story another measurement must be done on the wall before the shuttering goes in for the first floor slab.
21. When roof trusses have been erected the final LS certificate must be issued (HOA require this on file) verifying that the max height at the apex is compliant with the site specific restriction.
Work will be stopped to allow for remedy if this is faulty.

This is to avoid any discrepancies and having to break down encroachment's. (The quote is R750 per inspection Geometrics Hermanus 083 380 3954)

STEP 3: Occupation

22. Before any person can occupy a new build , a site visit must be arranged with the HOA EXCO to agree on a timetable for the practical completion of specifically the exterior/ paving, garden, paint and or aesthetic items which might not be required by Council for formal occupation approval. (This has no bearing on Council occupation and is not an approval per se)

Step 4: After occupation

23. Periodically the Estate Architect will do an inspection of built and occupied homes and the original architect of the house will be requested to confirm in writing that the house and landscaping is still compliant with the submitted and approved plan. Variances if any must then be rectified per rider plan submitted through the channels.

Building Officer:

Contractor:

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SITE CHECKLIST

SITE NR	CONTRACTOR	TEL NR

PRE CONSTRUCTION CHECKLIST

Search and rescue	Zone fenced	Water meter	Electricity meter	Ablution	Builders board

APPROVAL TO COMMENCE

Induction meeting held	Man agent informed of R10k levy

CODE OF CONDUCT CHECKLIST DURING CONSTRUCTION

Register at gate up to date	Bibs and ID while on site	Tidiness of site	Rubble management	Working hours

BEFORE OCCUPATION

Height certificate on file	Practical completion inspection and date for 100% completion	Deregister at gatehouse

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