

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

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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 metering system must be installed. (Johan Burmeister 082 895 7647). This installation may only be carried out by a registered electrician.
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 of R10,000.00 (non-refundable) is payable by the owner when construction commences. This serves as a reserve for the Estate to maintain the roads and infrastructure. This is charged to the owner via the levy system.
9. The Estate reserves the right to bring any damage to 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 designated HOA officer to clarify and discuss the construction phase and to issue the commencement approval.

During construction

11. Sites must at all times be kept neat, with sufficient provision to cater for rubble and waste.
12. The HOA will appoint a person, entirely at their discretion, to carry out regular inspections of site tidiness. Untidy site management will be brought to the attention of the builder and the owner.
13. All permanent construction workers (working for more than 4 days) must be registered with Security under the Contractor's name. A comprehensive list compiled per Contractor with all the permanent worker's names and ID's will be kept on record at the gatehouse. All construction workers must at all times wear clearly visible BIBS on site and with an identity tag obtained from Security.
14. No construction workers are allowed to walk around on the estate or between sites. Any worker found walking without a BIB and identity tag will be removed by Security and will have to wait outside until re-registered and supplied with a BIB and identity tag.
15. As soon as is practical after building work commences, a temporary parking area must be established on the building site to accommodate a minimum of two vehicles during the

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construction period. A maximum of two LDV's or cars may be parked on the verge of the road adjacent to the building site. These vehicles must be parked in such a way that sufficient roadway remains available for passing traffic, including trucks. Any additional vehicles must be parked in public parking areas or in the quarry area.

16. Speeding on the estate is a serious offence. The HOA reserves the right to impose penalties on any person/contractor/ delivery person found speeding, if at the discretion of the HOA EXCO, they are considered to be speeding. The maximum speed limit is 40kmph.
17. No storage or disposal of excess building material/rubble is allowed in the quarry area without permission from the HOA. (This is private land and belongs to the Developer).

Working hours

18. Weekdays 7:00-18:00. No working allowed on Saturdays, Public holidays or Builder's break, other than by exception and with prior approval, entirely at the HOA's discretion.

Height restrictions

19. 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 compliance:

20. Obtain a certificate when foundations have been built out and compacted before casting surface beds. This is to allow adjustments to be made if needed. Work will not necessarily be stopped if this is over the approved plan height, provided it can be remedied during construction of the super structure.
21. If it is a double story structure the height discrepancy must be corrected before the shuttering is erected for the first floor slab.
22. When roof trusses have been erected, the final LS certificate must be issued (the HOA requires this on file) verifying that the maximum height at the apex is compliant with the site specific restriction. **Work will be stopped to allow for remedy if this is not correct.**

The steps listed above are required to avoid any discrepancies and having to break down encroachments. (The quote is R750 per inspection - Geometrics Hermanus 083 380 3954)

Paint colour

23. The exterior paint colours that can be used are included in section 7 of the Architectural guidelines. Prior to commencing with exterior painting, the owner/builder must submit their selected paint colour to the HOA to confirm compliance to the guidelines.

STEP 3: Occupation

24. Before any person can occupy a new build, a site visit must be arranged with the HOA EXCO to consent to occupation and to agree on a timeframe for the practical completion of any outstanding construction work, specifically the exterior/ paving, etc. (This is independent of Council consent to occupation).

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Step 4: After occupation

25. The Estate Architect will periodically do an inspection of built and occupied homes and the original architect of the house may 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 with a revised plan submitted to the HOA.

A detailed check-list will be maintained by the Estate for each building project to record conformance by the Contractor/Owner to the Construction Guidelines for each of the project phases. A pro-forma set of Checklists is attached:

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	Managing 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	De-register at gatehouse

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