

Kranspoort Building Rules

Date:- 31 May 2017

Revision no. 002

The rules hereunder must be read in conjunction with those set out in our “Management Rules” dated February 2015 numbered 7.6, the approved memorandum of Incorporation (MOI) and all applicable National Building Regulations.

Pro-construction Process Requirements:

1. Owners need to register their intention to commence building work with Kranspoort Owners Committee (KOC) office (free of charge). A copy of KOC Management and Building rules will be handed to the owners.
2. No additions to existing houses may be made without plans or registering the planned alteration/addition with the KOC.
3. A sketch plan and external view of planned building work must be handed in for basic acceptance.
4. No specific architectural building styles are prescribed.
5. A sketch must be submitted whereon the stand's trees, exceeding two meters high and the placing of the planned house/addition are set out. The sketch must also indicate all trees planned to be removed and, – if the stand is situated on a steep gradient, – contour lines (drawn by a qualified Surveyor if KOC so requires) of the stand. No trees may be removed or damaged without the written consent of KOC. The possibility to relocate trees must be determined by the KOC environmental representative in all cases where the owner does not plan to relocate a tree.
6. All building plans must clearly indicate all intended paving areas.
7. Where stands have a steep incline, there is a high possibility that stones and soil can wash onto KOC roads during heavy rains or flooding. Owners are responsible to anticipate this during the designing stages of their homes and include appropriate preventative measures. Damage to or cleanup cost associated with floodwater emanating from an owner's stand, will be for the account of the applicable owner.
8. The minimum size of a home is 125m².

Date:- 31 May 2017

Revision:- 002

9. All houses, new or being altered/added to, must have a permanent exterior toilet with an external entrance.
10. Only one house per stand is allowed. KOC retains the right to decline or accept exceptions such as chalets. Prior written application to and approval by KOC is required in these circumstance.
11. Upon acceptance and approval by KOC acceptance of the above, final plans must be drawn up, including Engineering plans – if civil concrete work forms part of the structure.
12. All accepted sketch and quality house plans, contour - (if required) and applicable Engineering plans – must now be handed in at KOC office for approval
13. A partly refundable deposit of R5,500.00 must be paid in at KOC offices. Approval costs of the plans amounts to R500.00 with the balance (R5000.00) to be used by KOC to clean the stand or to rectify transgressions where owners fail to do so. Any residual balances will then be refunded to the owner. Interest on this deposit will be retained by KOC to cover administrative costs.
14. Once approved by KOC plans are submitted to STLM for further approval. Additional fees charged by STLM are required, and will be for the account of the owner.
15. KOC requires one copy of all final approved plans for the owner's file. Without these plans, permission to commence with building will not be granted. A copy of the NHBRC certificate, where this project is registered in an owner's name, together with proof of payment, must also be handed to KOC before approval for building commencement will be granted.
16. Only building contractors that are registered with the NHBRC may be used to build in "Kranspoort Vakansie Dorp", herein after referred to as KVD (also applicable if owner pays cash for the house). This ensures that poor workmanship is alleviated and ruled by law. This determination is also valid for owner-builders who must also get certification from the NHBRC. When sub-contractors are used, they must also be registered with the NHBRC.

Date:- 31 May 2017

Revision:- 002

17. The selected building contractor's detail, company registration with SARS, registration with Workman's Compensation, CIPC registration, name, contact number and NHBRC certificate and project receipt (proof of payment) are now placed in the owner's file and written permission given to commence with the building project. The building contractor, as per NHBRC, must be involved in the building project. Nobody may use another building contractor's details or registration certificates if that builder is not appointed and KOC retains the right to a copy of the registration certificate and appointment contract. These are to be produced within two days.
18. All workers must be registered with the Department of Labour. KOC retains the right to refuse workers entry, if not registered, access to KVD.
19. Approved plans, proof of NHBRC registration and building approval received from KOC, must at all times during working hours be available on the building site.
20. A building supervisor must oversee all building activities and workers at all times.
21. All builders, tradesmen and workers are required to register at KOC offices and submit their ID documents (and works permits, where applicable) in order to acquire permission to work in KVD and specifically on the proposed stand.
22. Workers and material may under no circumstances be conveyed in or on any un-roadworthy or unlicensed vehicle within KVD.
23. All rules mentioned herein are also binding on owner-builders. The required valid NHBRC certificate whereon the specific house being built is registered on – and fees paid – is a prerequisite.
24. Home owners may under no circumstances occupy a home without obtaining an Occupation Certificate from STLM's building inspector and handing it in at KOC offices for filing .
25. Contractors, builders and workers are required to ensure they are signed in at the KVD main gate on a daily basis or obtain entry through the fingerprint turnstile. Non-conformance with this requirement will be subject to a fine, or removal from site, as deemed applicable.

Construction Process requirements:-

26. Only SA citizens or foreign nationals in possession of valid working permits and who are registered with the Department of Labour may work in KVD. It is a prerequisite that owners and contractors make sure that documentation are not falsified as this has become the norm in SA.
27. No accommodation of any form, within the boundaries of Kranspoort, will be given/allowed to any person – worker, tradesman or project manager etc. – before, during or after a building project without written approval of the Kranspoort Board of Directors. A breach of this rule will be severely dealt with. Owners who violate this rule by allowing any worker, tradesman or project person to stay within Kranspoort as his “friend” without written consent from this requirement will be subject to stringent investigation. If found guilty of contravening this rule or if found guilty of dishonesty of misrepresentation or of fraud, the maximum violation fee will be imposed and details of offenders will be publicised.
28. Caravans, tents or any form of camping or temporary accommodation inside KVD is strictly forbidden without the prior written consent of the Board , who may also impose duration limits as deemed appropriate. This is valid for the period before, during and after building activities. The General Manager will submit all written requests/applications to the Board for consideration.
29. Owners, who allow friends to do building work on or around their houses, still may not allow them to sleep or reside in their house without prior consent from the Board. This is a safety precaution imposed to safeguard all Kranspoort owners.
30. Adequate serviced chemical toilets for all workers must be erected on site prior to commencement of any building activity. These toilets must be serviced and cleaned regularly. No “longdrops” are permitted.
31. “Workers” must :-
 - Be under accountable supervision at all times.

Revision:- 002

- Be transported to and from houses/building sites and may not congregate at certain points, from where they must walk to/from their respective working sites.
 - Be provided with toilet facilities **before** any building process may commence.
 - Not abandon their workplace (house, building site) and irrationally move around in the streets, other stands, parks or farm ground.
 - At all times ensure that fires intended to prepare food - or for any other reason - are always lit and supervised under control, behind a screen, on a non-flammable and clean surface with **fire extinguishers on hand.**
32. KOC or any of its authorized representatives/managers may (without prejudice) at any time insist to search any person or vehicle that accesses/exits KVD.
33. STLM Building Inspectors are fully responsible for all building inspections regarding placing, servitudes, foundations, concrete civil work, roof structure and final completion certificate.
34. Total fencing of stands is prohibited. Only 30% of any stand may be fenced/walled/cordoned off to ensure pool safety, washing line concealment and enclosure of entertainment areas.
35. Pools must be fenced off according to municipal rules prior to occupation.
36. The maximum allowed height of any house, measured from highest point of natural ground level to highest point of roof, may not exceed 8.5 meters. The datum line and high point of the roof construction must be recorded on all cut plans for approval. KOC Board, management and

Date:- 31 May 2017

Revision:- 002

affected owners' approval to build beyond these limitations must be obtained in writing prior to breaching this rule.

37. Only pitched roofs between 17.5 degrees and 45 degrees are **recommended**.
38. Short span gable ends and roof overhangs are prescribed because of storm winds in the area. **"Hurricane brackets" are strongly advised**.
39. Metal/zinc roofs and walls must be painted in prescribed natural veldt colours. Management may, in terms of a specific resolution by the Building Committee, give instruction that excising structures be painted in prescribed colours.
40. External finishing of houses at KVD is limited to colours prescribed by Management (as per preceding point).
41. Before "Wendy houses" or similar buildings are erected, owners must first obtain written permission from "Kranspoort Special Projects" as well as from all affected neighbours. These must be placed most unobtrusively and roofs must be painted in prescribed colours (as per points 39/40 above.). KOC reserves the right to instruct that structures be removed if deemed non-compliant. These structures, once approved, must be serviced regularly to ensure appropriate appearance is maintained and are not hazardous due to the presence of wood rot.
42. Recommendations:-
 - Building material must be "earthly" and blend in seamlessly with the environment. (under mentioned recommendations deserves consideration)
 - Bricks Attempt to keep with a colour that is compatible with the surrounding natural environment.
 - Plaster work Use low maintenance material such as "Cemcrete" or "Coprox".
 - Windows Wood frames and Steel frames (though not recommended) painted in "earthly" colours. KOC recommend aluminium

Revision:- 002

windows and doors of a suitable colour.
(not white)

- Burglar Proofing As per preceding point. (not white)
- Roof Covering and Gutters Consideration to be given to the fact that for up to eight months of the year vegetation is of a brown colour!
- Roof Tiles
 - Marley – Antique
 - Coverland – Farmhouse
 - Harvey – Vintage Green
 - Harvey – Charcoal
 - Harvey – Bronze

Chromadeck – Knysna Wilderness

- Dark Dolphin

Cement tiles must be in colours prescribed above.

- Zink Roofs As per above.
- Thatched Roofs This option is associated with high maintenance and elevated fire risk. Professional lightning protectors, installed and certified by professionals, is a prerequisite. Certificates to be renewed every 10 years.
- Paint Colours
 - Terracotta
 - Vintage Green
 - Coffee Brown
 - Charcoal

Revision:- 002

-Plascon
roofpaint is
recommended.

43. Washing lines must be concealed behind screen walls.
44. In all instances where building rubble is generated, the owner/builder/contractor must ensure that it is removed within seven days **or within a reasonable time, as per directive of the General Manager.**
45. Rubble, such as plastic, paper, tins, food leftovers, cement bags, packing materials, etc. must be removed from or around building sites on a daily basis. On-site burning of any of these materials is strictly prohibited.
46. Dumping of building **or any other material** on adjacent or any other stands within KVD is strictly forbidden. This rule is not limited to builders only but equally applicable to all owners and residents.
47. Deliveries of building material must occur between 7h00 and 18h00. In cases where offloading will take longer than one hour (load dependent), delivery vehicles will not be permitted to enter KVD after 17h30.
48. Building activities during weekdays and Saturdays will not be allowed before 07h00 and not after 18h00. Building activities of any nature on Sundays, Christian Holidays, Good Friday, Christmas day and December 16 are prohibited.
49. Kranspoort's Fire Regulations are also valid during the building process and must be honoured at all times. Should KOC assist to extinguish a fire that originated on a building site or a private stand, the person/owner, responsible/liable for the fire will be held accountable for all associated costs.

Post-Construction Process Requirements:-

50. All unsightly apparatus and machinery must be stored out of sight or behind screen walls.

Date:- 31 May 2017

Revision:- 002

51. Kranspoort's long term forecast requires that all owners participate in water saving measures. All new houses must save grey water and rain water for re-use in gardens in tanks, placed out of sight. Planning for this must already be indicated on building plans. KOC Management and Board of Directors retain the right to – dependant on future water availability – enforce this rule on existing houses.
52. Owners are to ensure that no rainwater, during any time, from their stands or from the adjacent veldt around their stands cascades onto neighbouring stands or Kranspoort roads and cause damage of any kind. KOC is not responsible for these damages and owners must plan to accommodate and prevent this during the design phase of their houses. This is a general municipal rule applicable to KVD.
53. All building projects must be completed and signed off within 18 months. Where projects are not completed within this time frame, the relevant owner will be liable for a violation fee as per KVD rules. Thereafter a further monthly violation fee of 10% of the original penalty imposed will come into effect until the project completion.
54. Rehabilitation of stands must be completed 30 days after completion of the building project. (completion is regarded as such when the inspector signs off on the project and issues an occupation permit) No building rubble, construction equipment or building material must be visible on the stand.
55. **Homeowners in Kranspoort who have no plans for alterations/extensions already done are given time until 31 August 2017 to obtain and get approval of "as built" plans.**
56. **Homeowners in Kranspoort who have correct plans without submitted copies to the KOC offices, are given time until 31 August 2017 to do so.**
57. **Homeowners in Kranspoort who are aware that they have built over their stand borders are requested to apply for registration of these transgressions before 31 August 2017. These registrations can prevent summary violation fees.**
58. Owners, contractors, building foremen, architects and civil engineers are herewith informed that KOC Management, appointed workers,

Date:- 31 May 2017

Revision:- 002

Directors and STLM Building Inspector **are entitled to enter any stand at any time without prior notice.** It is a serious offence to withhold reasonable access from these officials.

59. Violations and violation fees – refer to Management rules, these building rules and MOI:-

- All persons who violate these rules, the Management rules or MOI or do not adhere thereto or,
- Who refuse to follow instructions by or refuse any appointed worker entry to a stand when entry is requested, or,
- Who do not accept and follow written instructions wherein the General Manager requests that a violation be rectified within a reasonable time, are according to the provisions of paragraph 5.2 guilty of an offence and punishable with:-
 - a) A violation fee, and in the case of a continued/repeated violation, with a further violation fee for each 24 hours wherein this violation continues and,
 - b) Said building activity must cease until imposed violation fee is paid and all the provisions of all the rules are complied with to the satisfaction of Management.
- It is a valid defence when a person who is referred to as a violator prove that he is not guilty of an offence referred to when he can prove that he was unaware of the violation or that he could not foresee the violation,

Date:- 31 May 2017 Revision:- 002

- Persons who continue violations' names and address, together with the type of violation will be posted on Whatsapp and on Kranspoort's web page.
- Depending on the seriousness of the violation and the continued unwillingness to rectify the violation, litigation with costs will be brought against such owner.

60. Prospective owners/ building contractors' attention are specifically drawn to Kranspoort's MOI as well as the following specific clauses in KOC Management Rules of February 2015:-

- Pets and farm animals.....Clause 7.1
- Fencing.....Clause 7.2
- Noise.....Clause 7.3
- TrafficClause 7.4
- Refuse removalClause 7.5
- Building activities.....Clause 7.6
- SecurityClause 7.7
- Environmental management.....Clause 7.8
- Fire fighting.....Clause 7.8.6
- Security measures and access control.....Clause 8
- Schedule to penalty determination and fine clause.Clause 9

Defying or ignoring any rule will result in Kranspoort's violation fees as set out in our MOI and/or management rules being implemented and may ultimately result in litigation process being instituted against offenders.

61. NON COMPLIANCE OF ANY OF ABOVE MENTIONED RULES, BUILDING REGULATIONS, JUDGMENTS AND ALL PROVISIONS IN KRANSPOORT'S MOI, ARE PUNISHABLE. KOC RETAINS THE RIGHT TO TAKE ANY LEGAL STEP NECESSARY IF REQUIRED.

Procedures applicable to golf estate stands (Erf 62):-

62. Development and building on golf estate is subject to additional requirements as set out in the Architectural guidelines of KVD Golf

stands (Groep 12) as made available by KOC office. These guidelines do not replace Kranspoort's Building rules, Management rules, MOI, judgments, Municipal or National building regulations.

63. No subdividing of any stand will be allowed on Erf 62.
64. The golf estate development and building projects are subject to private storage of grey and rainwater for private gardens. No other water may be used for gardening.
65. No private boreholes will be allowed.
66. Only building plans drawn by architects registered with SACAP will be considered for approval.
67. The Architect's registration number must appear in the Title Block of all new plans and of extension/alteration plans.
68. Plans for golfing estate development must be preceded with sketch design, coloured in the designs' chosen colour schemes, for acceptance by the aesthetic committee of KVD Golf Stands (groep 12) and KOC.
69. An additional, non-refundable fee of R2, 000.00 must accompany the submission of sketch plans to the aesthetic committee to check terrain and building control during the building process. This fee does not include the fees of KOC building committee or that of STLM.
70. Timber homes and pole constructions are not allowed.
71. Stands have a building restriction of 7.5 metres on all boundaries.
72. The minimum house surface is 250m².
73. The exterior finish of all houses on the golfing estate is prescribed by the Aesthetic Committee of KVD (Groep 12) in the Architectural guidelines and must be accompanied with sketch plans as requested.
74. Prospective owners/building contractors are required to specifically consider Kranspoort's MOI and specific clauses in KOC Management rules of February 2015:-
 - Pets and farm animals.....Clause 7.1
 - Fencing.....Clause 7.2
 - Noise.....Clause 7.3
 - TrafficClause 7.4
 - Refuse removalClause 7.5

Date:- 31 May 2017

Revision:- 002

- Building activities.....Clause 7.6
- SecurityClause 7.7
- Environmental management.....Clause 7.8
- Fire fighting.....Clause 7.8.6
- Security measures and access control.....Clause 8
- Schedule to penalty determination and fine clause.Clause 9

Defying or ignoring any rule will result in Kranspoort's violation fees as set out in our MOI and/or management rules being implemented and/or litigation.

Note that these rules are adapted from time to time.

75. NON COMPLIANCE OF ANY OF ABOVE MENTIONED RULES, BUILDING REGULATIONS, JUDGMENTS AND ALL PROVISIONS IN KRANSPOORT'S MOI, ARE PUNISHABLE. KOC RETAINS THE RIGHT TO TAKE ANY LEGAL STEP NECESSARY IF REQUIRED.