

KLEINMEER ARCHITECTURAL GUIDELINES

1. Introduction

The following guidelines contain the design criteria, which home owners will have to follow when making alterations. The guidelines have been compiled to ensure that the aesthetic qualities of the scheme are maintained to a high level to the benefit of all home owners.

2. Design Concept

The vision is to create a development which is sympathetic in its response to the Tygerberg Nature Reserve setting, and the Table Mountain view. The architecture is a contemporary and modern response to an African landscape where buildings are constructed in natural materials such as stone, timber, steel and aluminium with earthy toned plaster finishes. Simple, clean lined structures and massing gives rise to a modern reinterpretation of vernacular forms. Careful attention will be given to the scale, proportion and articulation of all built forms.

3. By Laws & Regulations

The Kleinmeer Architectural Guidelines provide the base design parameters and are *in addition to* the requirements of the Baronetcy Estate Architectural Guidelines, the Local Authority By Laws and the National Building Regulations.

4. Amendments To Architectural Guidelines

The Kleinmeer Architectural Guidelines must at all times conform to the Baronetcy Estate Architectural Guidelines. Within these guidelines, the Kleinmeer Architectural Guidelines may be adjusted or amended from time to time, as deemed necessary. Any such changes must be documented by the Trustees of the Body Corporate, and presented to the home owners for approval, either at the annual general meeting (AGM), or at a special meeting.

5. Design Controls

5.1 Building Lines

All building lines as per the site development plan (SDP) are to be respected, and any extensions within the building lines are to be subject to Local Authority approval.

5.2 Heights

Home owners are expected to respect the lines of neighbours where roofs or any proposed alteration will block views. The use of flat roofs will be enforced where this will assist in keeping view lines open. Floors will have their finished floor level (FFL) to top of roof parapet heights restricted to 3,5m. No further double stories, other than those already on the estate, will be allowed.

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No portion of any building will be higher than 7,5m above the natural ground level (NGL) at that point, and no vertical face of a unit wall may be higher than 6,5m measured externally from the NGL vertically below it.

The ground floor FFL may not at any point rise higher than 1,5m above NGL. Creation of artificial ground levels will not be permitted.

5.3 House Walls

All walls are to be plastered and painted, and will have cement stipple plinths and mouldings around doors and windows. Grey “dry stack” stonework is encouraged, but should be limited. No face-brick or artificial stone will be allowed.

Only the selected earth tone paint colours as used on the estate will be allowed. The cement stipple must be painted in the approved grey colour.

5.4 Windows & Doors

5.4.1 Timber

All exterior wooden doors must be dark stained timber.

5.4.2 Aluminium

All other exterior doors (swing doors, sliding doors and stacking doors) as well as windows must have charcoal aluminium frames. Frameless stacking doors will be allowed, provided that they are mounted in a surrounding charcoal aluminium frame.

5.4.3 Awnings & Shutters

No aluminium, fibreglass or canvas awnings shall be permitted. Approved canvas/polyester & vinyl rolling blinds will be allowed on patios.

Approved “wood look” composite plastic sliding shutters, matching the dark stained timber, with a similar horizontal design as the front door, will be allowed on north and west facing windows.

5.4.4 Burglar Bars & Security Gates

No external burglar bars are permitted. Internal burglar bars should be simple in design (either horizontal or vertical, no cottage pane).

No external “trellidors” are permitted. Only approved external security gates at doors will be allowed. Brown or grey in colour.

5.5 Roofs

5.5.1 Flat Roofs (over building)

Either “clip-lock” sheeting in charcoal, on slightly pitched roofs or concrete roofs with grey chip stone, over a “torched-on” waterproof membrane waterproofed between parapets, will be allowed for flat roofs. Parapets must fall to roof side. Exposed waterproofing must be painted to match the roof and wall colours respectively.

Approved whirly birds and wall air bricks for roof ventilation will be allowed.

5.5.2 Pitched Roofs

Only flat concrete or fibre cement tiles in grey will be allowed for pitched roofs. All gutters must be charcoal.

Gable ventilation in airbricks or charcoal epoxy coated aluminium louvers will be allowed.

5.5.3 Lean-to Roofs (over patio)

Only “clip-lock” sheeting in charcoal with aluminium barge boards over the exposed ends will be allowed for lean-to roofs. Exposed waterproofing must be painted to match the roof and wall colours respectively. Gutters and downpipes with underground storm water pipes that lead to the road or common property must be installed.

5.5.4 Pergolas

Only dark stained wood, to match timber doors, will be allowed for pergolas. Pergolas suspended from tension wires will be allowed, subject to the pergolas not projecting more than 1,5m from the wall.

Only clear or smoked polycarbonate sheeting in “IBR profile” or flat sheeting on supporting battens with aluminium barge boards over the exposed ends (as per lean-to roofs) will be allowed to cover pergolas. Such sheets must be slightly pitched to allow for water drainage. Dark stained wood fascia-boards must be fitted with gutters either exposed or concealed behind the fascia and downpipes with underground storm water pipes that lead to the road or common property must be installed.

5.5.5 Dry-Yards

Should an owner wish to cover a Dry-yard with a roof; the corners of the walls need to be raised by way of pillars, matching the existing elsewhere on the unit, but not higher than 400mm above the existing wall height. Only dark stained wood, to match timber doors, will be allowed for fascia/barge-boards that conceal the roof-sheets. Only clear or smoked polycarbonate sheeting in “IBR profile” or flat sheeting on supporting battens will be allowed. Such sheets must be slightly pitched to allow for water drainage. Concealed gutters are recommended and downpipes with underground storm water pipes that lead to the road or common property must be installed.

5.6 Chimneys, Skylights, Solar Panels, Satellite Dishes, Aerials & Air-conditioner Units

Masonry plastered and painted chimneys with galvanised cowls, or finned capped stainless steel chimneys will be allowed **subject to** neighbours' approval in writing where it will affect their view or lighting.

Tubular type skylights (maximum 350mm diameter) and rectangular, fixed deck-mount skylights (maximum 1000mm square) will be allowed subject to certain aesthetic restrictions.

Only approved solar panels will be allowed, subject to certain aesthetic restrictions.

External geysers are not allowed.

Owners are responsible for the maintenance and replacement of Satellite dishes. Defective or broken dishes must be replaced with fibreglass dishes and shall be installed in their existing positions.

Internet /cell phone aerials will be allowed, subject to certain restrictions and conditions i.e. not highly visible from the road.

Exterior Air-conditioner Units may be installed in the dry yard, below the top of the wall. Where they will be visible they must be properly hidden behind a trellis screen (see Trellis below) or Trustee approved enclosure. Ducting must be concealed in square or rectangular trunking, be limited to an absolute minimum and be painted in the same colour as the walls. They may however not be installed on the frontage of any unit.

All above approvals are subject to the signing of an Undertaking with regard to the effect on common property and maintenance.

5.7 Patios, Decks & Pathways

Patios, porches and work surfaces next to braais must be tiled in either the approved terracotta-style tile, or the approved grey slate-style tile. No other tiles will be allowed. Approved canvas/polyester & vinyl rolling blinds will be allowed on patios to screen them from the wind. In earth toned shades to match the colour of the walls. Approval will be subject to these blinds not being left in the extended (closed) position for extended periods or permanently.

Approved aluminium framed or frameless windows and doors will be allowed on patios to screen them from the weather, provided they are installed as follows:

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- To not protrude above the plaster-band of the pillar or otherwise the plaster bands on columns must be removed, and the columns extended all the way to the horizontal concrete or wooden beam.
- The top of all windows and doors must be 2.1m from FFL.
- If the open space above windows and doors are less than 150mm, the space must be filled by a charcoal aluminium clad panel louvre or the space can be left open. If the space is more than 150mm, the space can either be left open or charcoal aluminium louvers or a top hinged or sliding charcoal aluminium framed window can be installed. Alternatively, lintels could be placed over the windows and the open space bricked in, plastered and painted.

Partial patio enclosures will be allowed, subject to the area being enclosed not exceeding 80% of the existing open area (pergola included). The owner will be responsible for all costs related to getting building plans drawn up and Local Authority approval.

Full patio enclosures will be allowed, owners must be aware that extending a section can only be undertaken with the permission of the Body Corporate, by way of a Special Resolution because it will result in enlarging the percentage quota (PQ) which in turn will result in an adjusted levy. **The owner will be responsible for all costs to recalculate and register the increased size, including legal and surveying costs.**

Once registered, these enclosures are not subject to the signing of an undertaking with regard to common property or maintenance.

Patios higher than 1m from the natural ground level facing the road, must be clad in dry stack rock, matching the finish at the main entrance to Kleinmeer.

Decks - Only maintenance free "Balau" or "Brazilian Teak" wooden decks will be allowed, provided they are approved by the immediate neighbour and are installed by approved suppliers. Decks may not cover more than 50% of the open exclusive use area.

"In order to maintain uniformity of colour of the paving of pathways and Exclusive Use parking areas such paving shall be limited to the following colours per street:

- Cape Beach Crescent: Cream
- Coral Tree Lane: Slate Grey
- Fever Tree Close: Slate Grey
- Outeniqua Close: Slate Grey
- Vaalboom Close: Cream
- Waterberry Close: Slate Grey
- Wild Olive Close: Slate Grey

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Pebbles or stones may be used in between slabs on pathways. Grey cobbles will be allowed on borders.

All above approvals, except "Full Enclosures" are subject to the signing of an Undertaking with regard to the effect on common property and maintenance.

5.8 Walls, Fences & Gates

5.8.1 Masonry Walls

Screen and yard walls shall be constructed out of the same material as the main building. These walls are to be finished uniformly on both sides to match house.

Where privacy is an issue, boundary screen walls may be constructed on the sides between houses out of the same material as the main building. From street view, these walls may not extend closer forward than back of the garage, or further back than the main building at the rear. Where walls are erected on the boundary line, the neighbour's permission is required in writing.

The applicant will be required to obtain certification of the E.U.A. boundary-lines from the Estate Land Surveyors and all costs are for his account.

Walls shall not exceed 3m in length, shall not be higher than 1.8m from FFL (or 2.1m from NGL), and shall not create corridors of less than 1m next to any building. Where such corridors are created, either on the owner or neighbours' side, these areas must be paved with cobble paving at the cost of the owner, and such cobble paving must drain towards a gulley with underground storm water pipe that leads to the road or common property. All walls must end in columns. If more than one screen wall is required, a gap of at least 900mm is required between consecutive walls. These gaps may be filled with approved wooden Trellis as per 5.8.2 below.

5.8.2 Trellis

Wooden trellis is allowed for covering air-conditioners, they will also be allowed for privacy, but only on condition that the owner undertakes to maintain them annually. The trellis panels must not be higher than 1.8m from NGL and ideally the trellis should not exceed 900mm in width, with slats of 20mm and gaps of 30 to 50mm. The panels must be supported between square wooden poles in such a way as to allow for the removal of the trellis for maintenance purposes. The poles must be attached to galvanised brackets, installed in a concrete footing to prevent damaging the support structure by the garden services. No more than 3 panels may be installed consecutively without a wall separating the next bank of trellis panels (see specifications for wall 5.8.1 above). Where the NGL is sloped, the panels must be installed in equal steps. Angled panels are not allowed.

PLANTING OF CREEPERS AGAINST TRELISS IS NOT PERMITTED AS THEY PREVENT EFFECTIVE MAINTENANCE

5.8.3 Palisade Fencing

Palisade fencing will only be permitted where required to restrict either pets or children. The applicant will be required to obtain certification of the E.U.A. boundary-

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lines from the Estate Land Surveyors and all costs are for his account. The fence may be no higher than 1.5m for NGL, with vertical bars set between 50mm and 100mm apart, will be allowed around properties but no closer forward than the back of the garage from street view. An access gate must be installed. Palisade fencing and gates must be galvanised and painted charcoal. Where the NGL is sloped, the fence must be installed in equal steps. Angled fences are not allowed

5.8.4 Balustrades

Balustrades, no higher than 1.2m from FFL, may be installed on patio edges, and must be installed on balconies. Balustrades should match the palisade fencing, but must have an additional horizontal bar at the top. Gates on patios must match the balustrades. Balustrades and gates must be galvanised and painted charcoal.

5.8.5 Wooden Gates

Only dark stained wooden gates (solid or slatted) will be allowed. Wooden gates are required where washing lines in drying yards are visible from the street. Precast concrete walls, any other wooden fencing, mesh fencing etc. shall not be permitted.

All above approvals are subject to the signing of an Undertaking with regard to the effect on common property and maintenance.

5.9 Retaining Systems, Pools & Jacuzzis

5.9.1 Retaining Systems

Retaining "Terraforce" blocks, with a rock face finish, in earth toned colours are allowed to create terraces, or to fill in under fences over sloping ground. Retaining walls may not be higher than 1.2m, and must be stepped and bonded. Completed retaining walls must be planted with indigenous plants in such a way that the retaining wall will be covered in time.

5.9.2 Pools

Private pools, in the exclusive use area are allowed, provided written approval is obtained from immediate neighbours. The applicant will be required to obtain certification of the E.U.A. boundary-lines from the Estate Land Surveyors and all costs are for his account. Maintenance of the pool will be the responsibility of the owner

Pool designs should have straight edges, no curved designs will be allowed. The interior may be either blue or charcoal, with dark blue mosaic tiles around the edge (similar to the pool at the facilities building). Pool surrounds to be finished in grey cement tiles (similar to the surrounds at the facilities building) or decking (see Decking in 5.7 above).

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Pool pumps must be carefully positioned, to not be visible from the road and not audibly disturb neighbours. The backwash and overflow system must be connected to underground storm water pipes that lead to the road or common property.

5.9.3 Jacuzzis

Private Jacuzzis in the exclusive use area are not allowed.

All above approvals are subject to the signing of an Undertaking with regard to the effect on common property and maintenance.

6. Rainwater catchment tanks

As you plan your rainwater collection and storage facilities, you need to keep the following in mind. The system must be so positioned to ensure that the aesthetics of Kleinmeer are not impaired in any way - therefore all tanks need to be hidden from direct view. This needs to be achieved by the installation of trellises/planting of trees/shrubs or painting to blend into existing walls. **All applications will need to be considered, on merit.**

(The acceptability of each application will be determined by the Architectural Committee members)

The catchment and storage facilities must be designed to reduce any unsightly piping.

The catchment surface and storage tanks must be situated within your EUA and the positioning thereof must be approved by your immediate neighbours.

Gutters, downpipes and piping are used to transport, or convey, water from the roof to your untreated-water storage tank. The conveyance system should prevent water from pooling at any point between the roof and your untreated-water storage tank. Where PVC pipes/gutters (plastic) are used, they should be painted to blend in with the house colour.

Ensure that provision is made to discharge the overflow from your tank or tanks to a storm-water gully, the road or to common property, at least 1 meter from any foundations

The tank must be placed on a firm, level surface, preferably paving or concrete capable of supporting a minimum of 1300 Kg's over the foot-print of the tank.

Above approvals are subject to the signing of an Undertaking with regard to the effect on common property and maintenance.

7. Garage doors

This section refers to the Garage door only – **motors and mechanisms are excluded.**

Where garage doors are assessed in the Trustees sole discretion to be repairable, such door will be repaired and the Body Corporate shall pay 50% of the lowest acceptable quotation.

Where garage doors that are assessed in the Trustees sole discretion to be beyond economical repair such door will be replaced with a door that conforms to the following specification:

- **SUPER LUX™**, aluminium / zinc **Tip-Up Door**

As approved at the AGM held in 2019

- Manufactured by Super Door.
- Colour = Bronze.

The compensation payable by the Body Corporate will be 50% of the cost.

Where the owner elects to install a Sectional Door, the compensation payable by the Body Corporate will be limited to 50% of the cost of a **SUPER LUX™** aluminium / zinc **Tip-Up Door**.

The specification applicable to the installation of a Sectional garage door shall be as follows:

- **SUPER LUX™**, aluminium / zinc Sectional Door.
- Manufactured by Super Door.
- Colour = Bronze.

Where an owner elects to replace a garage door, which in the opinion of the trustees does not require either repairing or replacement, with a new Approved aluminium / zinc door, the cost of such garage door will be for the owners account. In addition, the owner will be required to sign an Undertaking which absolves the Body Corporate from any obligation to contribute towards any costs related to such replacement.

The **SUPER LUX™** aluminium Tip-Up or Sectional garage doors that are manufactured by Super Door in the colour BRONZE shall in future be the only approved doors allowed to be installed as replacements at Kleinmeer.

8. Procedures – Submission for Approval and Completion

The following procedures must be followed to obtain approval for any Additions; Alterations or Improvements

- 8.1 Applications for Additions, Alterations or Architectural Improvements must be submitted in writing, to the Estate Manager together with a drawing/sketch of the proposed work to be carried out. The office of the Estate Manager will acknowledge receipt of the application.
- 8.2 The application will be forwarded to the Architectural Committee for their perusal and review.
- 8.3 Items already covered in the existing Architectural Guidelines of the Conduct Rules that do not require any form of construction work such as installing air-conditioning units, fencing, skylights, air-vents etc. will have to be reviewed by the Maintenance Supervisor to determine issues such as the location, aesthetics; positioning and potential impacts on the exterior of the dwelling units in terms of future maintenance to be carried out by the Body Corporate. Once the Architectural Committee is satisfied that the work to be carried out is in compliance with the existing guidelines an approval letter will be issued by the Estate Manager. Allow a maximum period of 15 working days for this process to be properly completed.
- 8.4 All items or proposed work that falls outside the scope of the existing Architectural Guidelines (as mentioned above) ie. those that require variation to the guidelines such as structural / engineering and/or construction work will require the members of the Architectural Committee to conduct a site inspection and consult with the applicant. Once completed the requirements and conditions will be clearly set out in the letter of approval or be declined with reasons. These applications will require a minimum of 30 working days for approval.

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- 8.5 The additional requirements will include detailed drawings by an Architect and the relevant approvals by the COCT building division prior to the work being done; full details of the service providers/contractors and signed undertakings by each service provider to comply with the “safety and security regulations” of the Estate.
- 8.6 An access letter will be provided to the applicant to enable their service provider/contractor to gain access to the Estate, these must be returned to the Estate Manager upon completion of the work.
- 8.7 Upon submitting an application, the applicant also understands that the following conditions have to be met:
 - 8.7.1 Sign a written declaration that upon completion, all external work done will become the responsibility of the owner/applicant that the Body Corporate is absolved from any costs related to the maintenance and upkeep of the additions/alterations or improvements – that this condition/undertaking is also binding on future owners.
 - 8.7.2 Upon completion, the owner must ensure that the appropriate forms requiring the approval of the work undertaken by the Contractor, is inspected and approved by the COCT Building Department. A copy thereof must be forwarded to the Estate Manager for filing.
 - 8.7.3 Should the Architectural Committee in their discretion, based on the nature of the work, deem it necessary, a damage deposit may be required to restore or repair common property – this deposit will be refunded (within 30 days) if no damage was done as a result of the work carried out.
 - 8.7.4 The applicant provides access to the Architectural Committee/ allocated Trustees to inspect the dwelling and to liaise with the applicant as required to consider the application and the completion thereof.
- 8.8 Applications requiring “extensions to sections” that impact on the PQ’s will be furnished with a copy of the relevant requirements “Extending a Section — The Process & ” by the Estate Manager before proceeding with any work, with an express understanding and acceptance that upon approval and completion the applicant/owner will be immediately liable for a prorated increase in their levies.
- 8.9 Important Note: Any work, additions or improvements not in accordance with the express approval that has been granted, will result in an immediate fine, as it may have a potential financial impact on the Body Corporate’s Maintenance cost.
- 8.10 Under no circumstances should any work be planned or done, prior to written consent / approval being given by the Body Corporate. Transgressions, at the discretion of Trustees, will incur a fine equal to a maximum of one month levy – debited directly to your levy account.