



Builders Code of Conduct

Additions and Alterations

Owner:

Erf Number:

Contractor:

1. General :

- 1.1 The owner must acquaint him/herself with the statutory fees applicable prior to starting any work.
- 1.2 The Building Control officer must be informed before commencement of any work.
- 1.3 All work must be done in accordance with the SHOA Architectural Design Guidelines (May 2018) and the Builders Code of Conduct (May 2017)
- 1.4 Demonstrate measures to be taken to protect "leiwaters" (irrigation furrows) and sidewalks adjacent to the site.

2 FEES:

2.1 Architect Fees

Additions/Alterations to current residence:

2.1.1 Minor (Less than R30 000)	R 1 700
2.1.2 Major (More than R30 000)	R 2 100
Re-submissions	R 1 500 per Plan

**** (Also see "Estate Architect Fees Breakdown", attached hereto) ****

2.2 Management Fees

2.2.1 Alterations and additions below an estimate value of R30 000

N.B. Items 1 and 2 have to be paid before building work commences

1. Sidewalk Refundable Deposit:	R2 000
2. Monthly Charges (payable per month): Management Fee	R1 300
TOTAL	<u>R3 300</u>

2.2.2 Alterations and additions exceeding an estimated value of R30 000

N.B Item 3 have to be paid before building commences

3. Sidewalk Refundable Deposit:	R7 800
4. Monthly Charges (payable at the end of each month): Management Fee	R1 300
TOTAL	<u>R7 800</u>

BANKING DETAILS:

- 1. Name: Schonenberg HOA
- 2. Bank: Standard, Helderberg Branch (03-30-12)
- 3. Acc No: 072354070
- 4. Proof of Payment: State erf number as reference.

Proof of Payment:

Fax proof of payment to: 021 855 5919
Or e-mail proof of payment to: accounts@schonenberg.co.za

3 Ablution Facilities:

Contractors will be required to make adequate provision for temporary chemical toilets situated on the building site for the use of their employees as well as provide suitable washing facilities for employees.

Any breach by the contractor in respect of this paragraph 3 shall entitle the association to:

- a) ***Deny the contractor access to the Schonenberg Estate until such time as this regulation has been complied with; and***
- b) ***Levy a fine of R500.00 (five hundred Rand) per transgression.***

4 Cleaning of vehicles/equipment:

The washing of the contractor's vehicles and equipment will not be allowed on the Schonenberg Estate and must be carried out elsewhere.

Any breach by the contractor in respect of this paragraph 4 shall entitle the Association to:

- a) ***Deny the contractor access to the premises or escort the contractor from the SHOA Estate; and***
- b) ***Levy a fine of R500 (five hundred Rand) per transgression.***

5 Working Hours:

Unless otherwise agreed to in writing by the Association, contractors may only be present on Schonenberg Estate on the following days and during the following hours::

Normal Weekdays 07h15 to 18h00
Saturdays 08h00 to 13h00

Any breach by the contractor in respect of this paragraph 5 shall entitle the Association to:

- a) ***Deny the contractor access to the premises or escort the contractor from the SHOA Estate; and***

b) Levy a fine of R2000 (two thousand Rand) per transgression.

6 Watchman:

Unless otherwise agreed to in writing by the Association, no employees, including watchmen, will be allowed to remain on site after hours.

Any breach by the contractor in respect of this paragraph 6 shall entitle the Association to:

- a) Deny the contractor access to the premises or escort the contractor from the SHOA Estate; and***
- b) Levy a fine of R1000 (one thousand Rand) per transgression.***

7 Vehicle Sizes Allowed:

Unless otherwise agreed to in writing by the Association, only the following vehicles will be allowed onto the Schonenberg Estate:

- a) fixed axle design vehicles not exceeding a carrying capacity of 10 tons or 6m³ (e.g. 6m³ loose stone = 9.6t; 4.5m³ ready-mix = 9.9t; 8m³ bricks = 9.6t)**
- b) no trailers**
- c) vehicles not exceeding a length of 9.1m**
- d) vehicles not exceeding a width of 2.6m**
- e) vehicles not exceeding a gross mass 30,000kg**

8 Deliveries to Contractors:

- a) Contractors will at all times be responsible for their own and their suppliers delivery personnel.**
- b) All delivery times will be limited to office hours as defined under **paragraph 5** above.**
- c) Size of delivery vehicles will be limited as prescribed in **paragraph 7** above :**
 - a) The contractor must ensure that the road in front of the building site is swept clean at all times. This is to minimise damage and ensure longevity of the brick road surface.**
 - b) The contractors must ensure that the kerbs and sidewalks in front of their building site is adequately protected from damage by the building operations.**
 - c) The contractor must store building material on the building site. Special permission will be required from the Association to neatly store material on the road verge directly in front of the building site.**

Any breach by the contractor in respect of this paragraph 8 shall entitle the Association to:

- a) Expel the defaulting party and/or contractor from the Schonenberg Estate; and***
- b) Hold the contractor liable for all costs incurred in order to rectify the damages.***

9 Occupational Health & Safety Act:

The contractor shall comply in every respect with the Occupational Health & Safety Act, 1993 (Act 85 of 1993), as amended, together with such regulations promulgated there under.

The contractor hereby indemnifies the Association and each of the owners of respective properties, comprising the Schonenberg Estate, against all and/or any claims which may be brought against the Association and/or each owner and/or which the Association and/or each owner may bring against the contractor of the owner, undertaking the building operations, arising out of the presence of the contractor in connection with the building activities from time to time on the Schonenberg Estate.

10 Security:

- a) The Schonenberg Estate is located in a secure and controlled environment and therefore individual watchmen will not be allowed on the Schonenberg Estate during office hours, unless otherwise agreed to in writing by the Association.
- b) The contractor must at all times adhere to the security rules prescribed by the Schonenberg Estate
- c) Personnel of the contractor must at all times be in possession of an identification card, which will be issued by the Schonenberg Estate Security.
- d) Personnel must be transported by vehicle to the relevant building site and will not be allowed to walk from one area to another.
- e) All contractor vehicles entering the Schonenberg Estate must have a clearance disk issued by the Schonenberg Estate Security. Each building site will be allowed a maximum of two vehicles on the property at any time so as not to cause disruption to road verges.

Any breach by the contractor in respect of this paragraph 10 shall entitle the Association to:

- a) ***Expel the defaulting party and/or contractor from the Schonenberg Estate; and***
- c) ***Levy a fine of 250.00 (two hundred and fifty Rand) per transgression***

11 Speed Limit:

For security and safety reasons the contractor and his employees have to adhere to the speed limits and road signs on the Schonenberg Estate.

Any breach by the contractor in respect of this paragraph 11 shall entitle the Association to:

- a) ***Expel the defaulting party and/or contractor from the Schonenberg Estate; and***
- b) ***Levy a fine of R500.00 (five hundred Rand) per transgression***

Sept 2016
Ref: Schonberg-ArchFees-07

Dear Home Owners & representative Agents,



Estate Architect Fees Breakdown 2016.

Herewith in writing the breakdown of Scrutiny Fees and any Extra fees arising from Drawing Submissions and other enquiries.

1. Normal Drawing Submission Scrutiny Fee – New Dwellings & Alterations.

Scrutiny includes the following:

- Part of fee is for Schonberg Estate Admin & processing services.
- Time to scrutinise drawings.
- 3x Submissions (should the drawings not be approved first time around).
- Comments regarding specific submission – the preparation of a Checklist document for New Home Submissions.
- Scans to show comments.
- Email of comments.
- Travelling to collect and return drawings to Schonberg Office.
- Normal DRC meetings regarding issues and submissions.

2. Re-Submission Fee.

- Substantial changes that is made to an original submission (new or alterations, also for changes made, while dwelling is being built).
- After the 3rd scrutiny is not approved i.e. for a 4th submission and more.

3. Extra time spent more than normal submission requires – Time Based Fee.

- Telephonic consultations & queries.
- Email correspondence with Home Owners and Draughtspersons/Architects/Other Consultants (Engineers, Building Contractors, Pool Contractors or other specialists involved) regarding enquiries.
- Extra meetings to discuss specific submission's design or queries etc.
- Travelling to and from such meetings.
- Scans, copies and prints arising from extra discussions.
- Printing of digital drawings sent via email – to comment or provisionally check.
- Time spent on checking such digital drawings.

NB: Please note that in general digital drawings submissions **will not be accepted.**

Drawing submissions must be in 2x sets of hard paper copies and submitted at Schonberg HO offices so that we have an official record of submissions and can serve you with efficiency & accuracy.

4. Additional recoverable disbursements(should this arise)

(Extra on top of Basic Architectural Fees – NOT included in Basic Fees.)

Prints:	R 150/A-0 sheet R 100/ A-1 sheet, other A-2, A-3 & A-4 prints, plus copies & scans etc.
Travelling:	R 7.00 per km.
Communication:	Telephone, faxes, e-mails etc. @ actual costs.
Other:	Whatever may arise, but discussed with client well in advance.

Hourly Rate for consultations and administration work necessary	
>10 years experience	R 1,875/hour (SACAP Fees) – discounted fee @R750/hour will apply

Kind regards,

Santie Willers
B Arch Stud (UCPS); B Arch (UCPS);
Pr Arch; N&Arch – reg no. 7622

I, _____ (name in print), Home Owner or Agent of Home Owner, acknowledge explanation of this fee structure.

SIGNATURE

DATE

Architecture is the art of building. It is more than the drawing of a few lines on paper, which form plans and elevations for builders to copy. It is a whole **design process.** Every line on the piece of paper you receive as your final drawing, is thoroughly thought through, considered, pondered on and decided on as the best option in that specific situation. The reason: to make your living or working space as pleasant as possible to be in – light, warm, friendly, form, shape, size, spacious or cosy! It is my pride and passion – my piece of art and my satisfaction to make your dreams become a reality of physical bricks and mortar, walls and roofs, spaces for being. Therefore it does take **time** to put every line physically there on paper – like the brush strokes of the artist, thought through and well planned.

Santie Willers

