

# Avonddans II

Home Owners Association

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## **AVONDDANS II Home Owners Association – Building Process Requirements.**

### **A. Building Plan Approval Process.**

- The Owner will submit the Building Plans and Annexure to the Managing Agent (Status Mark).
- The Owner must pay the Architects Fee to the Managing Agent.
- The Owner will then also pay the Building Deposit to the Managing Agent.
- The Managing Agent submit the plans to the Architect appointed by the Avonddans II Home Owners Association (HOA) to evaluate.
- If approved, the plans will be returned to the Managing Agent who will then send the plans to the Avonddans II HOA Committee for approval.
- Should the Architect not approve the plans, it will be sent back to the owner and original Architect/ Draughtsman to be altered in order to meet the Avonddans II HOA and/or the local Municipal specifications.
- The revised plans will then be resubmitted to the Architect.
- Once approved the Architect will send the approved plans to the Managing Agent who will then send the plans to the Avonddans II HOA Committee for approval.
- The Avonddans II HOA Committee will then send the approval letter with its annexures back to the Managing Agent for signature by the owner.
- The owner will return the signed approval letter back to the Managing Agent.
- The Managing agent will send the signed approval letter from the Owner back to the Avonddans II HOA Committee.
- The Avonddans II HOA Committee will sign the approval letter and send it back to the Managing Agent with the approved stamped plans.
- The Managing Agent will then send the approval letter and approved stamped plans back to the Owner.
- The Owner will then submit the Building Plans to Mossel Bay Municipality for approval.
- Approved plans with municipality stamp must be filed at Managing Agent

### **B. Procedures prior to Construction.**

#### **C.**

- The Owner must supply the Avonddans II HOA Committee with the full list of Contractor's details and registration detail of contract workers, as per the registration forms already provided to the Owner. This information must

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reach the Avonddans II HOA Committee not less than (7) seven days prior to site establishment.

- The Owner supply the designated Contractor with a copy of ANNEXURE C which includes the “Code of Conduct for Builders and Service Providers”.
- The designated Contractor and sub-contractors provide the Owner with signed copies of the “Code of Conduct for Builders and Service providers”.
- This will give reassurance to the Owner that the designated Contractor understand and agree to the rules of Avonddans II HOA.
- NO Contractor or sub-contractor will be given access to the Estate without prior registration with Fidelity Security.
- NO registrations will be allowed on the day of commencement of work.

#### **D. Procedure for Occupancy letter from Avonddans II HOA**

- The construction must be fully completed.
- Inspection of completed building and approval by the Avonddans II HOA Committee and appointed Architect of Avonddans II HOA..
- Inspection of any defects to common property and adjacent stands where applicable.
- Repairs to the satisfaction of the AVD II HOA Committee where applicable as per the guidelines in Annexure C – “Code of Conduct for Builders and Service Providers” – Section B.
- Letter of Occupancy will then be issued to the new Owner.

#### **E. Refund of Building deposit.**

- Refund will be done in accordance with the guidelines provided in Annexure C “Code of Conduct for Builders and Service Providers” Section B as well as the following:
- The Owner or the Builder handed over all the statutory requirement certificates to the Avonddans II HOA Committee;
- Occupancy Certificate from the Municipality must be filed at the Managing Agent.