

CVPOA CONSTITUTION ANNEXURE "B"



**CENTURY VIEW PROPERTY OWNERS ASSOCIATION
("CVPOA")**

DESIGN GUIDELINES TO ADDITIONS & ALTERATIONS

DESIGN GUIDELINES TO ADDITIONS AND ALTERATIONS

Introduction

This document contains specific items which shall be addressed on the submission of any plans for additions and alterations to any home at Century View.

Each pocket of development within the greater Century City has its own unique architectural style and any alterations or additions must complement the original design. No additional elements shall be permitted, unless approved by the Century City Property Owners Association ("CCPOA") Design Review Committee ("DRC").

All building plans for additions and alterations must be scrutinised by the Trustees of the Century View Property Owners Association ("CVPOA") and the CCPOA DRC before the plans are submitted to the Local Authority for approval.

Notwithstanding the fact that the building plans must comply with the specifics as written in this document, the endorsement of such plans shall be at the discretion of the CCPOA DRC, with final approval by the Local Authority.

Legacy within the Century View precinct

During the original design and the construction period of Century View, the design of houses was controlled to achieve a homogeneous aesthetic and a neighbourhood environment. During the first few years of occupation several alterations were done, which, although approved by the Local Authority in terms of the National Building Regulations, do not comply with these Guidelines and/or do not tie in with the overall design of Century View. In certain cases the CVPOA has conceded that these structures may remain and waivers have been granted retroactively to regulate this. These waivers are granted subject to seven conditions:

- That all the building work must have been completed before 01 January 2007
- That all aspects of the building work complies with the National Building Regulations
- That such alterations of the building may not be further altered or extended, except in line with these Guidelines from hereon
- That should it be necessary to repair or replace the non complying structures, then that is to be done within the Guidelines from hereon
- That the Homeowners who undertook building additions and alterations before the above date endeavour to formalise in writing and by submitting drawings approved by the Local Authority to the Trustees of the CVPOA for record purposes so as to be granted the waivers
- The standard scrutiny fee as levied by the CCPOA will be charged to render this service
- That Homeowners have until 30 June 2008 to submit drawings of building additions and alterations to the Trustees of the CVPOA so as to avoid inconvenience and delays upon future building additions and alterations and/or transfer of property

Homeowners who undertook building additions and alterations but neglected to submit drawings of building additions and alterations to the Trustees of the CVPOA before the cut-off date of 30 July 2008 will be reported to the Local Authority building inspector for the erection of illegal structures.

Additional Information on Plans to be submitted

Apart from the requirements of the Local Authority the following shall also be indicated on the plans submitted for approval (please supply to architect for inclusion):

- Erf Number
- Site area (the erf or erven)

- Construction area of the existing house *
- Construction area of the proposed additions and alterations *
- Total construction area of the altered house *
- Coverage, given as a percentage of the house area in relation to the erf area
- Storm water management reticulation

* Measured in accordance with the City of Cape Town Zoning Scheme method to determine coverage

Items on additions and alterations that must match the existing aesthetics and environment:

- All finishes, materials, colours, house numbers and names
- Exterior walls and finishes
- Pergola and pergola columns
- Roof material and pitches
- Gutters
- Chimneys
- Windows and doors
- Garage doors
- Paving, if visible from the street and common areas
- Existing colour palettes to be utilised (see note on Colour Palettes)
- Roofing over semi covered terraces (pergola over) to be limited to colour impregnated colomet roofing sheets (the same colour as the fascia board), hidden by lintols to match the plaster bands below the gutters. The same area may be covered with an aluminium adjustable louvered pergola with 450 x 450 brick and mortar pillar posts, plastered and painted to match main structure. (See attachment for example)

Height of Buildings

- The height of buildings is restricted to two storeys, though a cellar may be incorporated below ground level.

Exclusions

Listed below are specific exclusions:

- Aluminium or fibreglass folded awnings
- Metal/Adjustable roofs unless concealed behind parapet walls (lintols) and supported on a brick and mortar pillar to match main structure
- Large metal flue pipes and cowls to barbeques – all flues to be encompassed with brick work in sympathy with the existing building
- Temporary carports
- Wendy houses or garden sheds
- Precast garages or rooms onto main building
- Thatched structures
- Any additions/structures that deviate from the Tuscan style or theme

Painting and Colour Palettes

It is the responsibility of every Homeowner to ensure that the exterior appearance of their residence remains aesthetically appealing and well maintained. This includes the main residential structure, any additions that may have been added and the boundary wall surrounding the property on all sides (both internal facing and street facing).

It remains the responsibility of the CVPOA to maintain all common areas only.

Due to the frequent adjustments of colour palettes by the recommended paint provider (Plascon), it is difficult to determine the codes of palettes utilised on a historical basis within the Century View precinct.

It is therefore recommended that Homeowners that wish to paint their properties use the following guidelines:

- Existing colour palettes to be utilised as close as possible to the original match
- Should the original palettes not be available, every effort must be made to match a palettes resembling the original as close as possible
- palettes are to be of an earthy, pastel option only
- No stark, sharp, bright colour pallets will be allowed for external walls of the main residential structure, any additions that may have been added and the boundary walls

Balustrade

The balustrades affixed upon balconies must be of a consistent design throughout the Century View precinct.

Alternative Electricity Generating Mechanisms

These guidelines are intended to assist with the installation of alternative electrical generating mechanisms to assist during power outages or blackouts. These could be generators, solar power, uninterrupted power supplies (UPS) etc (collectively known as "alternative resources").

Members should take note that these guidelines are all subject to the existing Building Design Guidelines and all applicable local, provincial and national legislation and Members have to comply therewith. These guidelines do not transfer of any legal responsibility to the CVPOA due to damage, injury or death, which might result, due to the installation/usage of these mechanisms.

- The use of alternative resources must be approved by the CVPOA subject to the terms hereof
- The use of alternative resources must comply with all applicable legislation
- Where structural changes are required to existing design and structures, applications need to be tabled in terms of the existing Building Design Guidelines

Without limiting the general applicability of the above, should a Homeowner want to operate a diesel or petrol powered generator, or any other noise emitting alternate resource, the following must be adhered to:-

- The generator must be acoustically screened off, and the exhaust system must be sufficiently attenuated in order not to create a noise nuisance or disturbance
- The generator may not be operated within a habitable room or in a room connected to such area due to the danger of CO² poisoning
- The generator must be installed as close as possible to the Homeowners' residence
- The generator must be connected to the electrical wiring of the house by a qualified electrician, and a copy of the certificate of electrical compliance must be obtained by the Homeowner
- Homeowners should consult their household insurance broker/company for advice on the installation of a generator
- Generators may only be operated during official power outages or blackouts
- The noise generated must not cause undue disturbance to adjacent residents
- The noise levels may not exceed 55 decibels during the day time and 45 decibels during the night time (as per the City Council by-laws)
- Generators may not be installed or operated in such a fashion as to constitute a fire hazard and suitably sized fire extinguishers must be placed close by

The CVPOA encourages sustainable (green) solutions to architectural and urban issues. The use of solar water heaters and similar devices for harvesting solar power is a practical way to reduce energy consumption.

Unfortunately many of the products available are ugly and reduce the quality of the visual environment. To strike a balance without limiting the general applicability of the above, should a Homeowner want to install solar power panels, or any other electrical generating mechanism, the following must be adhered to:-

- No solar water heater may be installed unless it complies with these guidelines
- Only the solar collectors may be installed above the lowest eaves line of the building
- Water storage tanks and geysers must be installed so that they are below the lowest eaves line of the building. The position of solar panels should be sensitively addressed so as not to deface the development or be in any way unsightly to adjoining properties, yet make full use of the sun
- Because of the above, it is understood that that the collectors will be above the storage and will have to be the pumped type of solar water heater
- Only installations and products of approved manufacture and appearance may be installed. The CCPOA will approve them
- Solar collectors may not be visible for the adjoining public areas such as streets and common areas
- The collectors may not be fixed to the principal roof of the building facing the street
- The solar collector and all bracketing is to match the colour of the roof.
- The collectors must be fixed at the angle of the roof and may not project above the apex.
- The collector must be smaller than the face of the roof to which it is fixed.
- On completion the installation must be checked and approved by the CCPOA for compliance to these guidelines and any other terms of the approvals granted
- Any other electrical generating mechanism must be approved by the CVPOA

The CVPOA may impose penalties in terms of the CVPOA Rules and Regulations in the event of any contravention of these guidelines.

Landscaping

All trees and shrubs external to the house (unless hidden and within enclosed courtyards) shall as far as possible be indigenous to the Western Cape or chosen in keeping with the style of the Development.

A list of proposed plants follows as a guide. No invasive alien or invasive exotic plants will be allowed anywhere within the Century View precinct.

Climbing plants and creepers is not encouraged to cover walls, create shade under pergolas and climb buildings to soften hard edges and surfaces.

The use of hedges is encouraged.

Non-invasive lawn species should be used. Buffalo lawn is proposed.

The extensive mixing of plants from a variety of climates, habitats, forms and colours is seen to be inappropriate.

The Homeowner shall ensure that any roadside trees are properly maintained.

The proposed plant list is as follows (this list serves as a guideline):-

- Hedge Species
 - Chrysanthemoides monilifera (bietou, low hedge)
 - Myrtus sp.
 - Plumbago auriculata (Cape leadwort, low, informal hedge)

- Rhus crenata
- Rhus laevigata / mucronata
- Syzigium paniculatum
- Cydonia oblonga / sinensis (Quince)
- Viburnum sp.

- Shrubs
 - Agapanthus sp
 - Carissa haematocarpa
 - Chondropetalum tectorum ('dekriet')
 - Chrysanthemoides monilifera
 - Coleonema pulchrum / album (confetti bush)
 - Dietes grandiflora / bicolour (wild iris)
 - Elegia capensis (broom reed)
 - Eriocephalus africanus (wild rosemary)
 - Euphorbia mauritania
 - Felicia amelloides / filifolia (blue daisy)
 - Gardenia
 - Lavender
 - Limonium perezzi (statice)
 - Nymania capensis
 - Pelargonium sp (malva)
 - Plectranthus fruticosa / saccatus / ecklonii
 - Plumbago auriculata
 - Polygala myrtifolia (bloukappies)
 - Roses
 - Salvia chamelaeagnea (rough blue sage)
 - Sutherlandia frutescens
 - Vygies (Lampranthus sp.)
 - Watsonia sp
 - Zantedeschia aethiopica (arum lily)

- Groundcovers
 - Carpobrotus aciniformis
 - Cotyledon orbiculata (pigs ear)
 - Dimorphotheca sp (bride's bouquet)
 - Gazania sp
 - Osteospermum sp
 - Pelargonium sp
 - Plectranthus neochilus
 - Scabiosa africana
 - Sutura cordata (trailing phlox)

- Bulbs
 - Agapanthus africanus (African lily)
 - Amaryllis belladonna
 - Babiana sp
 - Freesia sp
 - Ixia sp
 - Nerine sp
 - Sparaxis sp
 - Watsonia sp
 - Zantedeschia aethiopica (arum lily)

- Trees
 - Acacia Karoo (sweet thorn)

- Buddleia salvifolia
- Cupressus sempervirens 'Stricta'
- Celtis africanus/sinensis
- Dodonea angustifolia
- Ekebergia capensis (Cape ash)
- Kiggelaria africana (wild peach)
- Nuxia floribunda (forest bride bush, Eastern Cape)
- Olea europaea (commercial olive)
- Olea europaea subs Africana (wild olive)
- Populus 'Simoni'
- Salix mucronata (indigenous willow – water edges)
- Syzigium cordatum (waterberry)

- **Examples of types of plants that are not allowed**

- Nerium oleander (highly poisonous)
 - Strelitzia sp.*
 - Flaxes *
 - Phormiums *
 - Cactus plants *
 - Ophiopogon 'Mondo grass' *
 - Fruit trees *
- (* allowed in enclosed areas only)

General

- Dustbins and washing lines to be concealed behind screen walling
- Boats, caravans, campervans and trailers to be concealed behind screen walling
- Air-conditioning units not to be visible from the street or common areas
- All plumbing work to be concealed
- Any additional screen walling shall be constructed of similar materials and have a similar finish to that of the existing walls – precast walls not to be visible from the road
- TV aerials, satellite dishes, antennas may not be attached to any chimney or extend above the roof line. The position of TV aerials and satellite dishes should be sensitively addressed so as not to deface the development or be in any way unsightly to adjoining properties
- All additions to strictly adhere to the approved building lines
- No addition together with the existing floor area shall exceed 55% of the site area
- Onsite parking for two vehicles must be maintained
- All activities relating to the construction of the additions to the house must be confined to within the Erf boundary

Environmental Guidelines

It shall be the responsibility of each Homeowner (as defined by the CVPOA Constitution) to ensure that their Contractor, Subcontractor, employees, suppliers, agents or servants comply with the CVPOA Building Rules and Regulations.

Claiming ignorance of the CVPOA Building Rules and Regulations by any party will not be accepted as a valid excuse.

It is the responsibility of the Trustees of the CVPOA to ensure that Homeowners, Contractors, their staff, suppliers and subcontractors adhere to the CVPOA Building Rules and Regulations and CVPOA Guidelines to Additions and Alterations.

Plan Submission Procedure

(No hand drawn plans will be accepted!)

- **Electronic/Digital Submissions**

Electronic submissions must be in PDF format, with individual file sizes **no greater than 4Mb**. Each drawing must be submitted in its own file. The drawings must be printable to a recognised scale on ISO A size of paper. They are to be in colour where applicable. Each file must be numbered bearing the same number as the drawing itself. The drawings will be emailed to the applicant once approved by the CVPOA Trustees and the CCPOA DRC, appropriately endorsed with the electronic CCPOA stamp of approval, for printing and Local Authority submission. All submissions are to be emailed to the CCPOA on es@ccpoa.co.za and a read receipt must be utilised on all emails sent, as it is the responsibility of the sender to ensure that the electronic submission has been received by the CCPOA.

- **Single Residential Submissions**

Century City residents may take hard copies of their plans (A3 or A4 only) to **Postnet**, Shop 583, Upper Level, Canal Walk, Century City. Postnet will scan the drawings and electronically submit the plans to the CCPOA on the resident’s behalf. A read receipt must be utilised on all emails sent to the CCPOA, as it is the responsibility of the sender to ensure that the electronic submission has been received by the CCPOA. All scanning and emailing costs incurred are for the residents account.

- **Scrutiny Fee**

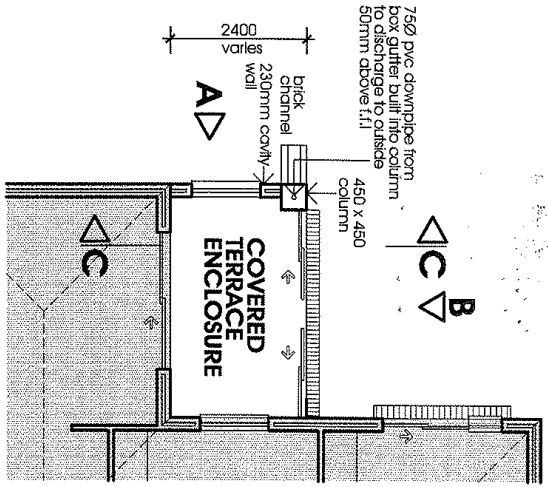
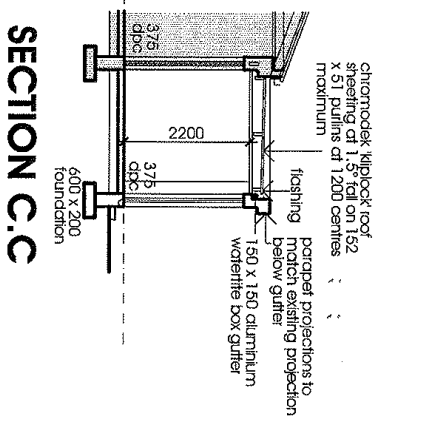
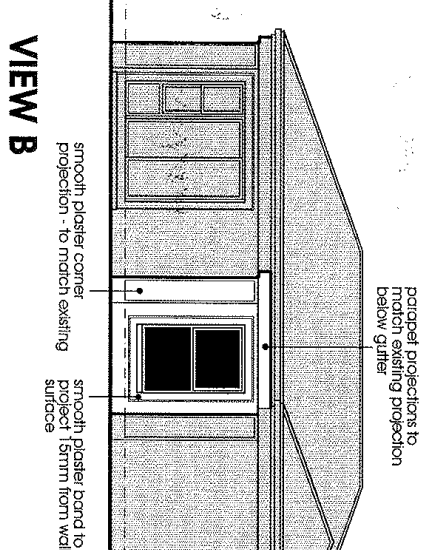
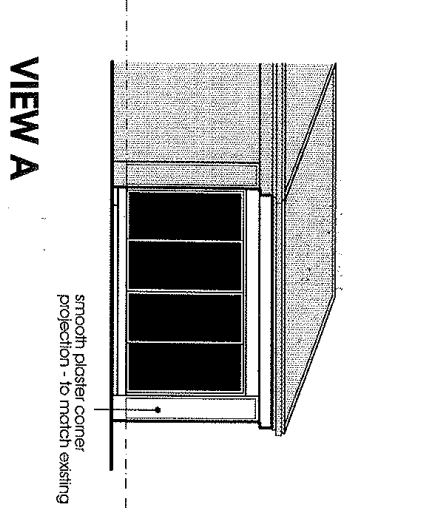
There is a Building Plan Scrutiny Fee, which must be paid on submission by Electronic Funds Transfer into:

- Bank - Nedbank
- Branch - Northern Peninsula
- Code - 118-602
- Account number - 1186 028 424
- Account name - Century City Property Owners Association

The Erf number must be utilised as the beneficiary reference and proof of payment must be faxed to the office of the CCPOA.

Fees are based on the bulk of the building as tabled below. When building plans are amended by the CCPOA DRC and resubmitted for further approval, the CCPOA incurs additional costs and thus reserves the right to charge an additional fee at its discretion.

BULK	SCRUTINY FEE (excl VAT @ 14%)
Single residential	R260 – R1, 000 (depending on complexity)



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TYPICAL COVERED TERRACE ENCLOSURE CENTURY VIEW