

ARCHITECTURAL POLICY AND PROCEDURES.

These Policies and Procedures must be read in conjunction with the Architectural Guidelines as contained in the Rules of the Association.

Architectural Standards

1. Building Plans

- 1.1 All building plans shall comply with the Architectural Guidelines.
- 1.2 All plans must be approved by the Architectural Sub- Committee of the Association in order to assure compliance. This also applies to any additions and alterations to existing structures.
- 1.3 The Sub-Committee consists of the General Manager and the appointed architect of the Association. A Board Director assigned with the architectural portfolio will be utilized in cases where there are disputes regarding approval.
- 1.4 Plans that have been submitted for approval will be reviewed every Monday and the following procedure will be used for the approval of plans:
 - 1.4.1 The architect / designer must obtain a copy of the Architectural Guidelines available on the Woodhill Golf Estate website – www.woodhill.co.za.
 - 1.4.2 The architect / designer must comply with all the Rules and regulations as stipulated in the Architectural Guidelines and plans must be prepared accordingly.
 - 1.4.3 No relaxation of the 5m street building line will be granted.
 - 1.4.4 No relaxation of the 5m Golf Course building line will be granted.

- 1.4.5 Only a single storey structure will be allowed to be on the 5m street building line, any double storey structure is to be set back to the 7m building line as per the Guidelines.
- 1.4.6 The maximum 50% permissible coverage must be adhered to.
- 1.4.7 The maximum 80% First Floor to Ground Floor area ratio must be adhered to.
- 1.4.8 Relaxation of side building lines will be granted but only by consent from the adjacent properties owner and in such case an Interpartite Agreement form, also available on the Woodhill Website – www.woodhill.co.za must be filled in by the owner seeking relaxation as well as the adjacent property owner from which consent is sought. The adjacent property owner must also sign on the plans to be submitted.
- 1.4.9 The prepared plans must be e-mailed in PDF format to the Association's Aesthetics Committee at info@woodhillestate.co.za for scrutiny prior to submission of the hard copies. Only after the Association's Aesthetics Committee has scrutinized these electronic plans may the hard copies be submitted for approval.
- 1.4.10 The plans must contain a detailed Coverage Schedule for submission.
- 1.4.11 Four sets of plans must be submitted to the Association, two coloured and two black and white. One coloured set and the two black and white sets will be approved and stamped by the Association and returned to the owner. The one coloured set must be marked clearly "Association" and the Association will retain this set.
- 1.4.12 The Plan Approval Checklist must also be filled in by the architect / designer and submitted with the building plans.

1.4.13 Should any Interpartite Agreements be applicable to the submission, these must also be submitted with the plans.

1.4.14 Once the plans have been approved by the Association, the owner will be informed and may collect the plans for submission to the local authority for approval. Approval by the Association does not constitute approval by the local authority and the architect / designer must ensure that all plans are also prepared in accordance with the local authority requirements.

1.4.15 Approval must be obtained from the local authority before any building work may commence on site. Should building work commence before approval of building plans by the local authority a stop order may be issued by the local authority's buildings inspector who carries out routine inspections in the estate on a regular basis.

1.4.16 A Plan approval fee is payable on submission of the plans. This fee may be reviewed by the Sub-Committee in conjunction with the Association's Architectural Director on the Board. Building deposits may be instituted from time to time depending on the construction which is to be undertaken.

2. Estate Aesthetics

Estate Aesthetics includes but is not limited to gardens on the Estate.

2.1 Gardens encroaching on the golf course

Members' gardens may only encroach with the written approval by the Board of Directors.

2.2 Gardens on common property on the Estate

A landscape plan has to be submitted for all new gardens which are to be established on the Estate.

All landscape plans have to be approved by the Woodhill Homeowners Association's Architectural Director and the General Manager.

Should there be any uncertainty with regards to approval the project proposal must be submitted to the Board for final approval.

2.3 All other Aesthetic Proposals

Must be approved by the Woodhill Homeowners Association's Architectural Director and the General Manager.

Should there be any uncertainty with regards to approval the project proposal must be submitted to the Board for final approval.