



ARCHITECTURAL DESIGN GUIDELINES

FOR

ALTERATIONS & ADDITIONS TO EXISTING DWELLINGS AT OUDE WESTHOF RETIREMENT VILLAGE



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1. INTRODUCTION

1.1. INTENTION OF THE DESIGN GUIDELINES

The Design Guidelines are intended to guide future developments within Oude Westhof Retirement Village. As such the application of the Design Guideline criteria are intended to facilitate the requirements of individuals whilst at the same time protecting the integrity and homogeneity of style and finish to the village. Great care has been taken to achieve these objectives up to the present time. These Design Guidelines will now guide future additions to facilitate individual requirements, which inevitably arise over time. By working in the suggested range of guidelines, sufficient scope to suit individual requirements is allowed, whilst a sense of harmony and continuity is maintained.

1.2. PROCEDURAL REQUIREMENTS

In the event that an individual owner requires alterations and additions to his/her section (house), specific procedures need to be followed in order to achieve his/her objective. These procedural requirements are elaborated on at the back of these Design Guidelines and were defined not to be in conflict with the conduct rules as agreed to and adopted by the owners of the Village at a Special General Meeting.

These guidelines deal with exterior aesthetics and materials, not the interior of sections, but if interior changes to a section are contemplated, prior approval must also be obtained to prevent structural compromise to the buildings.

1.3. DESIGN PHILOSOPHY

Oude Westhof has been conceptualised essentially as a village environment with a dominant architectural design philosophy evidenced by what can be seen in the Village. The individual buildings have been designed along the lines of traditional Cape Cottage with subtle undertones of Victorian Architecture. The 40° roof pitches and lean-to roofs are primary elements of the architectural language employed. All future alterations and additions need to recognise this design element and arbitrary departures are specifically excluded.

1.4. THE ROLE OF THE BOARD OF TRUSTEES AND MANAGEMENT ASSOCIATION

- 1.4.1 Apart from other duties and functions, the role of the above with regard to alterations and additions of dwellings in the village is to regulate and control such development to the benefit and best interest of the residents and to ensure that the alterations and additions conform to all the statutory requirements.
- 1.4.2 The Board of Trustees will determine the conditions under which contractors may enter and work within the village. The activities of contractors will be regulated by means of a Contractors Conduct Agreement as well as by means of a deposit to be paid by the applicant.
- 1.4.3 The Management Association (MA) at a Special General Meeting, or at the request of the Board of Trustees, may from time to time alter any requirements of the Design Guidelines as it may deem fit.

2. ARCHITECTURAL DESIGN GUIDELINES

2.1 ROOFS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Profiled fibre cement sheeting • Metal sheeting at pitches greater than 10 degrees • Cement or other roof tiles in any other colour or profile other than the existing • Flat or low pitched roofs with unpainted waterproofing 	<ul style="list-style-type: none"> • Cement roof tiles in colour and profile to match existing (a) • Traditional Victorian corrugated profile (b) • Painted metal sheeting at pitches less than 10 degrees • Waterproofing painted to match roof or wall
Colour:	<ul style="list-style-type: none"> • Light coloured, transparent or reflective roofs 	<ul style="list-style-type: none"> • Green to match existing
Form & Elements:	<ul style="list-style-type: none"> • Flat or low pitched roofs without parapets or fascias • Unpainted flat or low pitch roofs • Transparent roofs • Fibreglass or polycarbonate sheeting 	<ul style="list-style-type: none"> • Pitched roofs to match existing (c) • Mono-pitch roofs (d) • Lean-to roofs (e) • Clipped eaves to match existing (f)
Diagrams/Photographs:		


2.2 EXTERNAL WALLS AND PILLARS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> Plaster effects such as Spanish textured or stipple plaster and ornate mouldings Unplastered or bagged brickwork externally Stone plinths Highly reflective finishes 	<ul style="list-style-type: none"> Smooth plaster (a) Plinth at ground level and moulding framed windows to match existing. (b) Square plastered brick pillars (c)
Colour:	<ul style="list-style-type: none"> Any colour other than existing wall, plinth and moulding colour 	<ul style="list-style-type: none"> Colours to match existing
Form & Elements:	<ul style="list-style-type: none"> Decorated gables such as Cape Dutch Quoining Decorative moulded panels Doric, ionic or other classical columns 	<ul style="list-style-type: none"> Parapets to match existing Plastered plinth to match existing Plastered mouldings to match existing Parapet gables above garages to match existing (d)
Diagrams/Photographs:		

2.3 WINDOWS AND OUTSIDE DOORS


	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Tinted reflective glass • Mild steel • Unpainted timber • PVC • Natural or dark anodised aluminium 	<ul style="list-style-type: none"> • Clear glass • Untinted opaque glass • White coated aluminium windows to match existing • Painted timber (d) or white coated aluminium (e) doors to match existing
Colour:	<ul style="list-style-type: none"> • Colours that don't match existing • Primary colours 	<ul style="list-style-type: none"> • White
Form & Elements:	<ul style="list-style-type: none"> • Horizontal configurations • Arched windows • Non-functional shutters • Glass flush with external wall plane 	<ul style="list-style-type: none"> • Vertical sash type proportions • Stable doors (a) • French doors (b) • Sliding doors (c)
Diagrams/Photographs:		

2.4 BURGLAR BARS AND SECURITY GATES

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
<i>Materials:</i>		
<i>Colour:</i>	<ul style="list-style-type: none"> • Primary colours 	<ul style="list-style-type: none"> • White
<i>Form & Elements:</i>	<ul style="list-style-type: none"> • Ornate and over elaborate design • Externally installed except front and back doors of houses 	<ul style="list-style-type: none"> • Windows- Internal installation. (a) • Front or back door safety gates of houses - externally installed – (b) excluding flats and Assisted Living passages.) • Rectilinear designs • Folding doors of approved design (Trellidoor type) must be internally installed - except front doors of flats and passage doors of Assisted Living that may be externally installed. (c)
<i>Diagrams/Photographs:</i>	<div style="text-align: center;">  <p>a</p> <p>b</p> <p>c</p> </div>	

2.5 PATIO CONVERSIONS INTO SUNROOMS

–Section 24 of the Sectional Title Act.

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> As per roofs, walls, windows and doors (see points 2.1, 2.2 and 2.3) 	<ul style="list-style-type: none"> As per roofs, walls, windows and doors (see points 2.1, 2.2 and 2.3)
Colour:	<ul style="list-style-type: none"> Not in accordance with approved architectural drawings – see point 5 Procedural Guidelines 	<ul style="list-style-type: none"> Strictly in accordance with approved architectural drawings – see point 5 of Procedural Guidelines
Form & Elements:		<ul style="list-style-type: none"> Rectilinear layout
Diagrams/Photographs:	<p>Examples of additions</p>	


2.6 PATIOS (OPEN) see 3.1

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Tiles 	<ul style="list-style-type: none"> • Clay brick paving to match existing
Colour:	<ul style="list-style-type: none"> • All others 	<ul style="list-style-type: none"> • To match existing
Form & Elements:	<ul style="list-style-type: none"> • Over elaborate layout 	<ul style="list-style-type: none"> • Rectilinear and geometric layout

2.7 PERGOLAS OVER PATIOS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Decorative wrought or cast iron • Exposed edges to roof sheets • Gum poles • Pergolas in materials other than light timber or aluminium structures 	<ul style="list-style-type: none"> • Painted timber to match existing (a) • Light timber structures • White aluminium to match existing structures (b) • All pergolas supported by square plastered built brick pillars
Colour:	<ul style="list-style-type: none"> • Primary colours 	<ul style="list-style-type: none"> • White to match existing
Form & Elements:	<ul style="list-style-type: none"> • Structure supported by iron or aluminium poles 	<ul style="list-style-type: none"> • All pillars to be square plastered brick with plinth to match existing structures
Diagrams/Photographs:	<p>The 'Diagrams/Photographs' section contains two photographs of pergolas. Photograph 'a' shows a white pergola with square plastered brick pillars and a light-colored roof structure. Photograph 'b' shows a white pergola with square plastered brick pillars and a light-colored roof structure, similar to 'a' but with a different roof design.</p>	

2.8 COVERING OF PERGOLAS – as per approved plan

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Fibre glass or polycarbonate sheeting • Transparent sheeting 	<ul style="list-style-type: none"> • Sheeting- see roofs point 2.1 • Traditional Victorian corrugated profile (a) • Louvre covering (green above white below) (b) • Windows see point 2.3
Colour:	<ul style="list-style-type: none"> • Primary colours 	<ul style="list-style-type: none"> • Green above to match existing structures
Diagrams/Photographs:		 <p>The 'Diagrams/Photographs' section contains two images. The top image, labeled 'a', shows a white house with a green corrugated roof covering the entrance. The bottom image, labeled 'b', shows a close-up of a pergola with a green lattice structure and a white louvre covering above it.</p>

2.9 AWNINGS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Fibre glass sheeting 	<ul style="list-style-type: none"> • Canvas – must be properly maintained • Metal sheeting in exceptional cases
Colour:	<ul style="list-style-type: none"> • Primary colours 	<ul style="list-style-type: none"> • Dark Cape Dutch, Graaff Reinet or Heritage green • White or off-white colours
Form & Elements:	<ul style="list-style-type: none"> • Rounded 	<ul style="list-style-type: none"> • Rectilinear. • Tracked onto underside of Pergola (a) • Individually supported (b)

Diagrams/Photographs:



Metal sheeting

a




b



2.10 CHIMNEYS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:		<ul style="list-style-type: none"> Built brick & plaster - white Metal - black
Form & Elements:		<ul style="list-style-type: none"> Height: one brick above roof top

2.11 AERIALS, SATELLITE DISHES AND OTHER RECEIVERS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Location:	<ul style="list-style-type: none"> Wires showing on exterior walls. 	<ul style="list-style-type: none"> External mountings as inconspicuous as possible. To follow village guidelines.
Colour:		<ul style="list-style-type: none"> White stainless steel
Undertaking:		<ul style="list-style-type: none"> Must sign the Village Guidelines and undertakings by owner before installation.
Diagrams/Photographs:	<p>See 2.12</p> <p>See 2.11</p>	

2.12 AIRCONDITIONERS

Location:	<ul style="list-style-type: none"> Must be placed as inconspicuously as possible. Type of installation and position must be approved before installation.
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2.13 SOLAR PANELS FOR HEATING OF WATER

The installation of Solar Panels for the domestic heating of water will be approved on the following conditions:

- That plans are presented to the Board of Trustees for approval before installation.
- That no storage cylinders are visible on the outside of the house.
- That no offensive colours or offensive reflective trimmings are used.

3. HARD LANDSCAPING DESIGN GUIDELINES


3.1. HARD LANDSCAPING, PATIOS, PAVING AND RETAINERS

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> Slasto, tile, cobbles, brick retainers 	<ul style="list-style-type: none"> Clay brick paving to patios; entrances and pathways to match existing (a) Cement brick paving to driveways and parking areas to match existing (b) Retaining elements to match existing (c)
Colour:	<ul style="list-style-type: none"> Other than existing 	<ul style="list-style-type: none"> To match existing
Form & Elements:	<ul style="list-style-type: none"> Elaborate layouts 	<ul style="list-style-type: none"> Rectilinear layouts
Diagrams/Photographs:		

3.2 BUILT GARDEN FEATURES (Strictly to approved plan)

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:		<ul style="list-style-type: none"> To plan as approved
Colour:	<ul style="list-style-type: none"> Primary colours 	<ul style="list-style-type: none"> To plan as approved
Form & Elements:	<ul style="list-style-type: none"> Wendy houses Garden sheds Tubular metal shade ports 	<ul style="list-style-type: none"> Timber lattice structures – painted green or white Informal water features (as approved)

3.3 PET ENCLOSURES (Only allowed if and where pets are approved)

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
Materials:	<ul style="list-style-type: none"> • Plastic, diamond mesh, timber, wire, barbed or razor wire fencing • Concrete panels 	<ul style="list-style-type: none"> • Pool type fencing • Timber picket fencing • Palisades • Must be properly maintained
Colour:	<ul style="list-style-type: none"> • Natural wood/colour • Primary colours • Creosote finished 	<ul style="list-style-type: none"> • Green • Must be properly maintained
Form & Elements:	<ul style="list-style-type: none"> • Ornate frilly type cast iron or similar • Ornate • Higher than 800mm 	<ul style="list-style-type: none"> • Vertical fenestration • Rectilinear • Lower than 800mm
Diagrams/Photographs:		

4. SOFT LANDSCAPING

4.1. SOFT LANDSCAPING (As per approved presented plan)

	SPECIFIC EXCLUSIONS	GENERAL INCLUSIONS
<i>Materials:</i>	<ul style="list-style-type: none">• In conflict with preferred layout as approved by the garden committee	<ul style="list-style-type: none">• In accordance with preferred layout plan as approved by the Garden committee
<i>Form & Elements: See Built garden features</i>	<ul style="list-style-type: none">• Wendy houses• Garden sheds• Tubular metal shade ports	<ul style="list-style-type: none">• Timber lattice structures (green or white)• Informal water features as approved on presented plan

4.2 PLANT HOLDERS

- No plant holders will be allowed to be placed on lawns.
- The garden committee may limit the number of plant holders per house, Assisted Living or Flat.
- Where plant holders do not conform to the general aesthetic ambiance of the Village, residents could be asked to remove them.

5. PROCEDURAL GUIDELINES

5.1. THE ROLE OF VAN RIEBEECKHOF MASTER HOME OWNERS ASSOCIATION (VRMHOA) ARCHITECTS

5.1.1 The Village falls within the control of the greater VRMHOA, which has had certain restrictions, placed on it in terms of the approval of the general plan of the area.

5.1.2 One such condition is the regulation of style and development within the area, through a design guideline to which the development of Oude Westhof Village complies.

5.1.3 In terms of point 5.1.2 above, all plans for additions to Sections (houses and other buildings) have to be submitted to VRMHOA Architects for approval before submission to the local authority, for further consideration according to Section 24 of the Sectional Title Act.

5.2. PROCEDURES TO BE FOLLOWED FOR APPROVAL OF PROPOSED ALTERATIONS AND ADDITIONS

5.2.1 Submit a written application to the Board of Trustees regarding the proposed alterations or additions to the exterior or structural changes to the interior of sections. The application should contain diagrams and a detailed explanation of what is proposed

- 5.2.2 The submission will be considered by the Property and Maintenance Committee on behalf of the Board of Trustees. The stated Committee will meet monthly, between the Trustee meetings to consider applications. It is their duty to advise the Board of Trustees as to whether an application should:
- be approved by the Board of Trustees in terms of the authority vested in them by the Management Association.
 - requires further steps inter alia, submission to VRMHOA and Local Authority (section 24 of the Section Title Act), a decision on whether there is an effect on the sectional plan of the village, whether the contractor has to pay deposits and the quantum thereof.
- 5.2.3 Await a decision from the Board of Trustees or the Property and Maintenance committee.
- 5.2.4 In the case of a Section 24 application.
- 5.2.4.1 Prepare architectural drawings for submission to the local authority, which must first be submitted to the Board of Trustees for scrutiny and approval.
- 5.2.4.2 The drawings must be submitted to the Property and Maintenance committee who will scrutinize them and hand them to the Board of trustees for their approval. Once approved by the Board of Trustees, the Board will arrange for approval of the plans, by a Special General Meeting of the Management Association of the Village. They must then hand back to the owner for submission to VRMHOA Architects for their approval. There is a fee attached to the application and approval by both the VRMHOA and the City Council.
- 5.2.4.3 Once the plans are approved by VRMHOA Architects, it is the responsibility of the owner to have them approved by the Local Authority.
- 5.2.4.4 A final approved copy must go back to Village Management for filing, and attachment to a building contract with the village, which will cover items such as a deposit by the builder for damage, storage of materials during building operations, clearing of rubble from site, security and conduct in the village, as well as setting completion time limits. This must be signed by owners and builders before any work commences.
- 5.2.4.5 In the event of there being an effect on the sectional title register, then a land surveyor or architect must be requested by the Board of Trustees, at the owner's expense, to do the necessary survey and comply with the statutory conditions. Note that in these cases there will have to be an annual recalculation of the participation quotas, which will then at the start of the new financial year, have an effect on all the levies. For the remainder of the current financial year the particular Unit's levy will be increased proportionally from the time of completion of the addition, according to the applicable participation quota.

5.3 INFORMATION AND SERVICES

Numerous professionals have been involved with the development of the Oude Westhof Village and if names are required, these can be obtained from the Manager of the Village.

5.4 NATIONAL BUILDING REGULATIONS SABS 0400 AND LOCAL AUTHORITY REGULATIONS

The Design Guidelines do not take precedence over the National Building Regulations and are only supplementary to them. In the event that any requirements of these Design Guidelines are deemed to be contrary or in conflict with the National Building Regulations or Local Authority requirements then the National Building Regulations and Local Authority requirements shall take precedence over the design guidelines and shall prevail.