

**SUMMERWOOD AT PINEHURST
HOME OWNERS' ASSOCIATION**

ARCHITECTURAL AND BUILDING DESIGN MANUAL

**in respect of
Alterations and Additions to Homes
in the Summerwood Complex**

(Approved by the Management Committee
at their meeting on 13 October 2013 and
as amended and approved on 12 January 2015)

ARCHITECTURAL AND BUILDING DESIGN MANUAL

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1. INTRODUCTION

- 1.1 The intention of this manual is to assist the new and established homeowner alike in ensuring that any form of improvement made to their home will add value to the architectural coherence in the built fabric of Summerwood at Pinehurst. The principle objective of this coherence in architectural terminology, building materials and colours is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual homeowners' investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other, bonding them into a harmonious entity.
- 1.2 The manual has been designed to highlight the more important issues relating to the planning and building process on the estate. It is presented in a simple, illustrated form which should be easy to read and understand by home owners and their contractors. It is intended to serve as a quick-reference for those who are involved in the hands-on day-to-day building operations to ensure that all conform to the rules of the Association that relate to building protocol, deliveries, sub-contractors and the like.

The manual is a work-in-progress document and will be updated from time-to-time. The latest updated manual is available at the village office.

- 1.3 All building improvements, alterations and additions must comply with the guidelines and controls set out in this design manual in addition to Municipal or National Building Regulations (NBR). The Association's Management Committee may deem it necessary to consult with a Project Architect regarding important issues relating to planning aspects in order to ensure that the spirit of the design manual is carried out throughout the development.
- 1.4 The Association, through its Complex Manager and Management Committee will ensure that all standards are maintained throughout the lifespan of the Association in order that the unique and distinctive character of the Summerwood complex is maintained.
- 1.5 In questions of interpretation of the manual or in the event of matters arising from the design process, which are not addressed by the manual, the Management Committee **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the development and compatible with the manual may be considered by the Association from time to time.
- 1.6 In terms of the conditions imposed by the Association which relate to the registration of the transfer of property in the Summerwood complex, all new purchasers were required to sign the Application for Consent form and its appenditures which set out the terms and conditions upon which the Association granted the consent. It is recorded that this will *inter alia* involve the new aspiring purchaser at the time agreeing to be bound to the Association under certain of the provisions of the agreement which was signed.

Clause 3 together with Clause 4 of the above-mentioned conditions state that the purchaser acknowledges that **no alteration, addition, demolition, decoration or reconstruction to the property, including all walls and fences, will be permitted by the Association or the local authority unless the plans thereof have been approved by both bodies**. Without derogating from the generality of Clause 3, Clause 4 requires that the written approval contemplated therein shall also be required for alterations, additions, demolitions, decorations or reconstructions of the following nature, amongst others, the erection of wendy houses, gazebos, lapas or braais, whether prefabricated or built *in-situ*.

2. PLANNING CONTROLS

- 2.1 This manual is applicable to all single residential, group housing and general residential properties. All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural Profession (SACAP).
- 2.2 The Management Committee will not consider plans submitted for the authorisation of the following proposed building additions or alterations:
- 2.2.1 Double-storey additions to buildings within the development which are not permitted (refer to Association Conduct Rule SW-G1).
- 2.2.2 Alterations of whatever nature to motor vehicle garages which are to remain for the exclusive use as garages (refer to Minute of Management Committee Meeting of 12 January 2015).
- 2.2 The Management Committee may after due consideration:
- make minor adjustments to the design standards as contained in this manual; and
 - permit minor deviations from the design standard. If the Committee considers it appropriate, it may ask for comments from the owners of adjoining Erven before allowing any such deviations.
- 2.3 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – Oostenberg Municipality – building plan approval. The approval of plans by the Management Committee shall be based purely on aesthetic value and is not to be construed as local authority and/or town planning or SABS/NBR plans approval.
- 2.4 Any additions, alterations, or amendments to the original planning application's approved plans, at any stage, as well as colour changes, are to be submitted to the Management Committee for further approval.
- 2.5 **With all planning approval, no building work may commence until transfer of the property, into the new owners' name, has taken place.**
- 2.6 A builder's deposit will be collected which will be refunded once an inspection of the completed project has been concluded in order to ensure that the building work has been completed in terms of the approved building plan and that all repairs, if required, to the road, kerb and roadside verge areas have been satisfactorily attended to.
- 2.7 Consent documents required by the transferring attorneys upon the sale of a home, may be withheld by the Management Committee should any improvement be found to have not received planning approval, or the property not be maintained to acceptable standards.

3. ARCHITECTURAL LANGUAGE

- 3.1 This manual does not attempt to be excessively descriptive in terms of a distinctive architectural appearance as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

4. SITE LAYOUT

- 4.1 All homeowners should endeavour to further promote the philosophy of the “Garden City Ideal” with the planting of trees and the theme of a flowing soft landscape which penetrates between the buildings, complementing the extensive public open spaces, being the goal.
- 4.2 Immediately upon handover of the house keys, all grassed verges and existing trees along the immediate road frontage become the full responsibility of the homeowner, whilst remaining the property of the local authority. The grass verges and trees are to be regularly watered and cared for.

Being the property of the local authority, the City’s tree policy will apply to all street and park shade trees. Generally trees are only to be pruned for sound arboricultural reasons. Pruning will however be considered where trees cause damage to structures, or obstruct pedestrian or vehicular access, or impede traffic sight lines. While it is not denied that in certain instances trees may form a nuisance to property owners, the pruning will **not** be considered for reasons such as the shedding of leaves, fruits and seeds, causing excessive shade, causing a nuisance in respect of swimming pools, etc.

No trees will be cut down or removed without the approval of the City.

- 4.3 The road reserve between the roadway and the front boundary of the home is the property of the local authority and the Association. Generally, the planting of these areas and the use of stone chips as a landscaping feature is to be controlled by the Association. Full planning approval is required in this regard.

5. BUILDING MASS

- 5.1 Double-storey additions to buildings as well as such alterations to motor vehicle garages in order for them to be used as living quarters within the Summerwood development are not permitted.
- 5.2 The addition of a single garage to an existing double garage is permissible provided that the addition is set back, or a method of softening the impact of the three garage doors is set in place. A pergola structure in front of these doors would suffice.
- 5.3 Where the wide roadside verges exist in the estate, it is the intention to maintain the open and spacious appearance of the frontage of properties.
- 5.4 The following building lines are to be maintained:
- 5.4.1 Front building line from road curb : 4,0 metres
- 5.4.2 Side building lines from boundary : 1,5 metres
- 5.4.3 Rear building line from boundary : 3,0 metres
- 5.5 All provisions of the City of Cape Town’s scheme regulations are to be complied with.

6. BOUNDARY WALLS

- 6.1 Street frontage boundary walling should be maintained, as far as possible, as developed by Garden Cities. The maximum permissible height is 1 800mm, as prescribed in the City’s “Boundary Walls and Fences Policy”.

6.2 Existing steel palisade panels and pedestrian gates are a vital part of the streetscape of Summerwood, creating a break between long tunnels of walling. Should a homeowner require privacy or have the need to screen items, the likes of a swimming pool or trailer, caravan, etc., three methods of achieving this are in place:

6.2.1 A new screen wall at the same height as the palisade fence may be erected (refer *Figure A1*).

6.2.2 Live vegetation may be planted (refer *Figure A2*). Bamboo rods **only** may be fixed to the fencing to support the planting.



Figure A2 Example of a palisade fence screened with live vegetation

6.2.3 A screen of 80% Extra Block Cloth Sail in the colours Sahara Sand or Fern Green may be affixed to the inside of the palisade panel or gate (refer *Figure A3*). The details of a tried and tested supplier of the material, who is also prepared to fit the screen at a realistic cost, can be obtained from the Complex Manager at the village office.

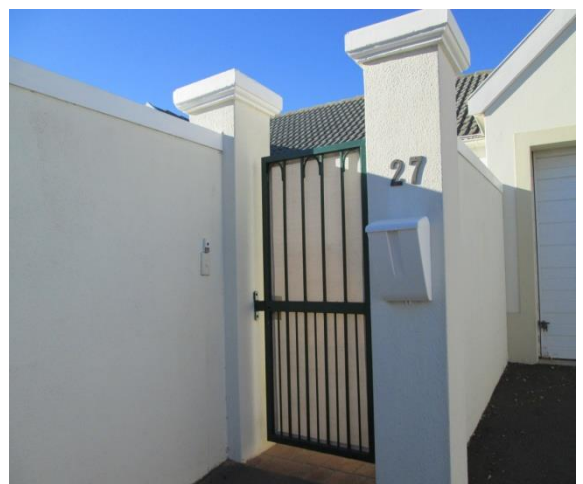


Figure A3 Example of a palisade panel and gate screened with Extra Block Cloth Sail

6.3 Should adequate or excess space exist and the desire arises, steel palisade fencing panels are permitted to be introduced in boundary walls. These panels may not exceed 1 800mm in height. The palisade panels are to be placed between 330 x 330 masonry columns which are provided

with the standard capitals as found throughout the estate. All materials used for this purpose are to match that of the existing dwelling.

- 6.4 Sliding, steel palisade vehicular gates, although discouraged, may be permitted when incorporated with clause 6.2 above. Should these gates be used for vehicular entry to the property from the adjoining roadway, the proviso will be that the access is not over a grassed verge, but that such an access area is to be hard-surfaced which is standard practice in the estate.
- 6.5 The height of common boundary walling (precast concrete) in the interior of the property may be increased by 1 panel to a total of 7 panels or 2 100mm from ground level with the consent of all affected adjoining owners. Whilst this is the preferred maximum height, in exceptional cases where privacy has been jeopardised, the height of this walling may be increased to a total of 8 panels or 2 400mm from ground level. In such instances, however a plan containing the comments of all the adjoining neighbours needs to be submitted to the Oostenberg Municipality, through the village office, for approval prior to increasing the wall height.

In cases where a linking wall, of which the height has been increased, articulates with another lower boundary wall, it is to be tapered down to the height of the same such wall of 1 800mm high.

7. STONE CLADDING

- 7.1 Stone cladding is permitted as an architectural feature to the exterior of the building, with the proviso that it is not visible from an adjoining roadway.

8. EXTERIOR WINDOWS AND DOORS

- 8.1 All new windows are to match not only those of the existing dwelling, but also the adjoining dwellings and those in the immediate area.

The new windows must be predominantly in the vertical proportion (refer *Figure B1*).

- 8.2 All new doors should preferably be of painted timber and are to match not only those of the existing dwelling, but also the adjoining dwellings and those in the immediate area (refer *Figure B2*).

In cases where existing doors need to be replaced due to them being weathered as a result of being subjected to the elements, white epoxy-coated aluminium doors will be permissible provided they adhere to traditional shapes and proportions of those in the existing dwelling and also in the adjoining dwellings and those in the immediate vicinity.

- 8.3 Sliding doors which are from time-to-time installed in additions to the existing dwelling are to only be manufactured of white epoxy-coated aluminium. Sliding doors of natural timber are not permitted.

9. BALUSTRADES AND HANDRAILS

- 9.1 Decorative or functional balustrades and handrails, if required, must be manufactured of metal and be designed simply and elegantly. They must complement the design of the main building and

should as far as possible match balustrades which are already in use in the estate (refer *Figure C1*).

- 9.2 Balustrades and handrails are to be painted in the colour Heritage Green or alternatively in that of Hammerite's Deep Green.



Figure C1 Permissible design of balustrades

10. AWNINGS, CARPORTS, POSTS AND PERGOLAS

- 10.1 With the exception of moveable garden furniture, planning approval is required for any form of awning, carport and pergola.
- 10.2 Awnings may not take the form of brightly striped canvas or exposed translucent sheeting. Generally a canvas colour is acceptable for retractable awnings. The use of vertical awnings is permissible, but they may not be visible from an adjoining roadway.
- 10.3 Carports must have a flat, sloping roof that is hidden behind a parapet wall or front fascia. The roof must be of one roofing material only, viz. Chromadeck roofing sheets in the Victorian pattern and in the colour Dark Dolphin. A patchwork of translucent and other material is not permitted. The roof and parapet or fascia may not slope with the driveway.
- 10.4 Carport roof supports or posts must either be of large timber or steel sections, 100 x 100 mm, on concrete bases, or alternatively be of masonry piers, 330 x 330 mm, finished in materials which match the finish of the home. The steel or timber posts are to be painted white, whilst in the case of masonry piers they are to be painted in the colour approved for the dwelling. The sides may be trellised, square or diagonal, and planted with creepers.
- 10.5 Patented, prefabricated carport systems, e.g. shade-ports, are not permitted.
- 10.6 Pergolas must be constructed of natural hardwood and be supported on timber or masonry piers. The finish of these structures are to match the style of the dwelling and other homes in the immediate area.

10.7 Solariums or sun rooms are not permitted if they are visible from an adjoining roadway

11. COVERED VERANDAHS, BRAAI TERRACES OR ROOMS

- 11.1 An application for a structure to provide shade and shelter over a verandah or a braai terrace – in the form of a lean-to – with a roof of metal Chromadeck roofing sheets, requires special attention.
- 11.2 The structure is to be designed in such a manner that it is as “clean” as possible, covering only the footprint of the terrace. The “clean”, rectangular roof structure is to fall over the longest axis.
- 11.3 The metal roofing sheets are to be of Chromadeck in the Victorian pattern and in the colour Dark Dolphin. IBR roofing sheets will only be permitted when fully concealed behind a parapet masonry wall or fascia.
- 11.4 The posts supporting the roof structure at the lower ends must be of timber or steel sections, 100 x 100 mm, on concrete bases, or alternatively be of masonry piers, 300 x 300 mm, finished in materials which match the finish of the home. Where posts are of timber or steel, décor pieces will be required in the corners as is found in similar structures throughout the estate (refer *Figure D1*).



Figure D1 Configuration of décor pieces to be used with posts supporting roof structures

- 11.5 As with all formal room additions, full braai room additions are to be under the same roof as the main house. A flat roof structure will only be permitted in situations where this is not at all possible. On streetscapes, however, its roof is to be completely screened from view behind a plastered brick parapet wall. The full braai room is to be finished in the same manner as the main house, with adequate ceilings and insulation.
- 11.6 The architectural style of the braai room is to be consistent with that of the main house. Large openings with combinations of doors and windows are not acceptable on streetscapes. Frameless, fold-away, stacker-type doors are permitted, however.

12. GENERAL PAINTWORK AND COLOURS OF NEW BUILDING ADDITIONS

- 12.1 The finishes, in terms of the general paintwork, of all additions are to match those of the existing dwelling and boundary walls.

- 12.2 Should there be any uncertainty in respect of the colour to be used on any one particular property for additions or for general maintenance, the Complex Manager must be consulted regarding the correct colour for the building and boundary walls.

13. PAVING

- 13.1 All paving visible from the street and on the Municipal road reserve, must be in keeping with other paving in the immediate area. Minor works planning approval is required from the Municipality for any paving within the road reserve, i.e. the verge area between the roadway and the property boundary line.

14. SWIMMING POOLS

- 14.1 All types and forms of swimming pools, including jacuzzi's, require the full planning approval from the Municipality. Applications are to include the pool suppliers' or manufacturer's details.
- 14.2 Pumps and filtration systems are to be indicated on all planning applications and are to be so located so as not to cause a disturbance to neighbours. They should not be visible from the road or adjacent parks or open spaces.
- 14.3 Pool enclosures in the form of safety fencing must comply with National Building Regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1 200 mm in height.
- 14.4 Back-washing must be discharged in accordance with the requirements of the local authority.
- 14.5 The Association cannot be held accountable for any underground services which may traverse the site of the swimming pool.

15. CHIMNEYS

- 15.1 In cases where braai rooms have been introduced in additions to the existing dwelling, it is accepted that chimneys will become formal elements of the building. They should not be used as architectural statements, however. Traditional forms with mouldings are recommended (refer *Figure E1*). Stainless steel flues or cowlings will require a waiver from the Management Committee. Cowlings in the form of turbine roof ventilators are not permissible.
- 15.2 Chimneys are to match the finish texture and paint colour of the existing dwelling.
- 15.3 Free-standing fire and heating appliances may be installed. It is a requirement that their steel flues be fully enclosed in plastered brick and mortar chimneys or that they be hidden by a rectangular covering of aluminium or chromadek sheeting around the flue and that the sheeting be coloured to match the roof tiles or the colour of the residence walls. Alternatively, steel flues are to be positioned on the far side of the roof ridge line, away from the road. They are to be properly maintained in order to prevent rust streaks/staining appearing on the roof.
- 15.4 All chimneys and fire-place flues are to be the maximum height above the roof tiles, viz. the SABS/NBR regulatory height of 1 metre.



Figure E1 Examples of recommended traditional forms of chimney mouldings

16. TELEVISION ANTENNAE, SATELLITE DISHES, AIR CONDITIONING UNITS, WATER AND ENERGY SAVING DEVICES

- 16.1 Radio/TV aerials and antennae, satellite dishes, water and energy saving devices may not protrude above the general roof height and must be positioned as unobtrusively as possible in order to not be visible from the road.
- 16.2 Air conditioner condenser units are to be well concealed and not visible from roadways and/or open spaces. They are to be installed at natural ground level or well below boundary screen walls. As with swimming pools, air conditioner units are to be positioned so as not to cause a disturbance to neighbours.



Figure F1 Example of an acceptable installation of a solar heating panel

- 16.3 Solar heating panels must be flush with the roof and must not be visible from the road. The geysers used in conjunction with these devices are to be hidden from view.
- 16.4 The use of water saving devices and technologies is encouraged with all alterations and additions. In the case of water tanks, these must be erected in positions which make them as unobtrusive as possible, especially from roads.

17. BURGLAR BARS AND SECURITY GATES

- 17.1 No external burglar bars are permitted.
- 17.2 Internally mounted burglar bars should be simple horizontal lines, without ornate detail.
- 17.3 The burglar bars must be painted white.
- 17.4 Security gates are discouraged. However when required, it is recommended that they are simple with no elaborate decorations and complement the overall design of the house. They should be painted white.

18. SIGNAGE, HOUSE NUMBERS AND MAIL-BOX

- 18.1 All house numbers and mail-boxes are to remain as originally developed and when replaced are to comply fully with the design of those in the area. House numbers must be clearly visible.
- 18.2 No free-standing house signs (names/numbers) are permitted.

19. STORAGE OF UNSIGHTLY OBJECTS

- 19.1 All unsightly objects, i.e. dust bins, refuse containers, washing-lines, pet kennels, etc., must not be visible from adjoining roadways or the recreational areas of adjoining neighbours' dwellings.
- 19.2 It is preferable that unsightly objects are stored within the courtyards which are provided in many instances as an extension to the building or in areas which are screened with boundary walls for privacy.

20. SAFETY PRECAUTIONS

- 20.1 All areas in Summerwood that are seen to be building sites, whether they be demarcated as such or not, are deemed to be out of bounds to all residents. Home owners are to report any transgressions in this regard to the Complex Manager.

21. INSTRUCTIONS REGARDING MINOR WORKS

- 21.1 Clause 2.1 of the manual is applicable to all minor works applications.
- 21.2 The applications for undertaking minor works are to be in the following format:

- 21.2.1 Full contact details of the applicant/home owner are required.
- 21.2.2 The home owners' house plan, which includes a site diagram, captured on an A4 or A3 sheet (4 copies required) is to be lodged with the Complex Manager for minor works planning authorisation by the Management Committee.
- 21.2.3 No building deposit is required.
- 21.3 Minor works are categorised as the following:
 - 21.3.1 The raising of precast concrete walls.
 - 21.3.2 The installation of electric security fencing.
 - 21.3.3 The laying of paving/stone chips within the road reserve (maximum 70% beige stone – the remainder live vegetation).
 - 21.3.4 The installation of air conditioner units (refer also to clause 16.2).
 - 21.3.5 The erection of wendy houses or similar structures (refer also to Annexure A).
 - 21.3.6 The installation of canvas awnings and/or roll-down vertical awnings of which full specifications are required (refer also to clause 10.2).
 - 21.3.7 The erection of large structures which include Jungle Gyms and garden furniture of which full specifications are required.
 - 21.3.8 Any other minor works as so deemed at the time of application.
- 21.4 With the exception of clause 21.3.3 and 21.3.6 above, all applications will require the recorded consent of all the affected adjoining owners.
- 21.5 All minor works, as set out in clause 21.3 above, whichever applicable, are to be depicted on the afore-mentioned A4 or A3 sheets.
- 21.6 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

22. PLAN SUBMISSION PROCEDURE

- 22.1 Should any doubt exist in the mind of the owner regarding the implementation of any principle, guideline or control in respect of the architectural theme of the development, it may be preferable to submit a sketch plan to the Management Committee for comment as to the proposed improvement, alteration or addition to the property prior to the preparation and submission of the final plan.
- 22.2 Prior to the commencement of any building operations on any Erf, 5 copies of the building plan must be submitted to the Complex Manager for the Management Committee's authorisation after which 4 copies must be submitted for approval to the Oostenberg Municipality. One copy of the authorised plan is retained on the Erf file in the village office for record purposes. Once the plan has been approved by the Municipality a copy of the approved plan is to be exchanged with that in the Erf file in order that an officially approved plan is retained in the village office.

- 22.3 Plan applications not bearing the Association's stamp of authorisation will not be accepted by the Oostenberg Municipality for their approval process.
- 22.4 Should any plan be approved by the Oostenberg Municipality without the Association having granted authorisation for the project, the Association's Management Committee reserves the right to withhold permission in respect of the commencement of the building work until such time as the concerned parties have resolved the issues surrounding the granting of the Association's authority for the proposed work.
- 22.5 The home owner's contact details must accompany the plans being submitted.
- 22.6 Refer to Annexure B which diagrammatically sets out the plan submission procedure.