



The Goose Valley Homeowners Association NPC

(Association Incorporated under Section 21)
Reg. No. 96/12448/08
P O Box 448
Plettenberg Bay
6600

N2 Highway
Plettenberg Bay
6600
Tel: 044 – 533 0846
Fax: 044 – 533 0847

GOOSE VALLEY

Email: manager@goosevalleyhoa.com

APPLICATION TO MAKE ALTERATIONS AND/OR RENOVATIONS AND/OR EXTENSIONS

I/We the undersigned hereby make application to the Directors of the Goose Valley Homeowners Association to make alterations / renovations / additions/extensions as described by me / us below and I/we undertake to comply with the conditions set out hereinafter.

The page below is to be completed by the applicant who must be the owner of the unit concerned and after having read the preceding conditions must sign on page 5 accepting the terms and conditions (all other pages to be initialed).

Name (Owner applicant)

Contactable address/email

Telephone number Unit No.

DESCRIPTIONS OF ALTERATIONS / RENOVATIONS / ADDITIONS

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.....
.....

VISUAL IMPACT (If any change proposed will be visible from the exterior of the section, give details here – if not, state “none”)

.....

WORK PERIOD (State period in which you undertake to complete the work)

.....

START DATE (State date upon which you wish to commence work)

.....

Managing Agent: Pam Golding Property Management Services P O Box 2398 Cape Town 8000
Tel: 021-426 4440 Fax: 021-426 0777
Directors: J Barclay (Chairman) P Baxter D D’ Hooghe P du Plooy T McMillan A Riley

CONDITIONS

The conditions set out herein are made in the interest of all who have invested and / or live on The Goose Valley Estate. Applicants must appreciate that their proposed activities may affect others in the building and it is most important firstly that any detrimental impact is kept to an absolute minimum and secondly that, once started, the work is completed within the work period applied for. It is the function of the Directors to ensure that all applicants act "with reasonable and diligent care and with due and proper consideration for the remaining owners and occupants of the Building". These conditions have been framed accordingly – it is the duty of the Managing Agent or Estate Manager to see that they are adhered to. Your co-operation is earnestly requested.

1. **The following broad definitions will apply:**

- (1.1) **Extensions shall mean any extensions to the Section, shall comply with the requirements of sections 24 and 27a of the Sectional Title Act, and 3.16.5 & 3.16.6 of the Memorandum of Incorporation. Owners intending to make extensions to their Sections must consult with their immediate neighbour with regard to the noise levels and period of contract.**

The owner will be responsible for all costs involved in compliance of section 24 and 27a of the sectional title act

- (1.2) Alterations shall mean any work involving structural alterations or additions to a section or unit including the removal, creation or modification of a wall or any structural part of the building and shall include any alterations, exterior appearance of a section or unit.
- (1.3) Renovations shall mean any internal redecoration or refurbishment of the existing exterior of a unit or section including replacement, removal or creation of internal fittings such as kitchen and other cupboards, sanitary ware, floor coverings etc.

2. **The procedure for obtaining approval is as follows:**

- (2.1) **Contractors may not proceed with any proposed projects until they have received written approval from the office of Goose Valley Homeowners Association.**
- (2.2) **A copy of the official application document pertaining to proposed alterations is to be provided for the Contractor for his perusal and his signature. Subsequently, it is to be returned by the contractor to the Goose Valley Homeowners Office, prior to commencing with construction and /or installation.**

3. **Alterations/Renovations/Extensions**

NO ALTERATIONS / RENOVATIONS/EXTENSIONS DURING PEAK HOLIDAYS – *5 December TO 1 February, EASTER HOLIDAYS & PUBLIC HOLIDAYS

4. Procedure:

- Architect drawing (Estate Architect –Tracey Mills 082 922 6775).
- Prescribed plan approval fees – R2000.00.
- Extension may not exceed 10% of floor area.
- Completion of alteration/extension application (attached).
- Courtesy email to neighbours with details of extension and time frame (details can be obtained from the Goose Valley Office).
- Application to be submitted to HOA before the SGM.
- Application to be approved at a SGM.
- Engineers drawings
- Plans to be submitted to Municipality for registration.
- **Work can only commence once approved plans have been submitted to the HOA and a “Project Timing Plan” has been sent to all neighbours in the block.**
- Once completed, building inspector to be notified for inspection and sign off.

5. Constructions of Awnings

The following conditions apply:

- 5.1 All material such as awning types, must be those approved by The Homeowners Association and any deviation from these standards may result in GVHOA removing same and making good. All cost incurred will be charges to the Homeowners levy account.
- 5.2 Where the awning fits against the wall it must be waterproofed to prevent water ingress causing damp in your unit.
- 5.3 The awning must not be higher than 2.6metres from the ground patio level or 160 mm when opened below the terrace or balcony of the unit above (which ever is the lower height).
- 5.4 The Owner is responsible for maintenance of the awning. **The color of the awning, the downpipe/s and the upright/s shall be “Fawn”.**
- 5.5 The Insurance value of the unit needs to be increased to cover all improvements to your unit including the louvre awning.
- 5.6 Please contact the office to confirm the insured value of your unit and to complete the documentation to have it increased.

6. Security Checks

- 6.1 The Contractor hereby consents to his/her person, property and vehicle being searched while on the premises and during work hours, by the Goose Valley Homeowners Association or their nominated representative, provided that female employees shall be searched by female persons and male employees by male persons.

- 5.2 The Contractor acknowledges and associates him/herself with the fact that close circuit television and other camera surveillance equipment will be used in the workplace to monitor and control theft and other losses. The contractor also agrees that visual material obtained in this fashion could be used as exhibits.
7. No work may be started until approval has been conveyed by the Estate Manager.
 8. The owner accepts responsibility for any damage caused by him or his contractors to common property or to other units in the block and indemnifies other owners and the Goose Valley HOA against such damages. Insurance for the duration of the project is at the discretion of the owner.
 9. No work may be carried out on Saturdays, Sundays or outside normal working hours i.e. 08h00 to 17h00. Excessive noise levels resulting from building alterations or any construction process involved in the interior of the unit, only permitted between 9h00 and 17h00 from Monday to Friday.
 10. Contractors must clean up common property each afternoon before leaving the site. If this is not done it is understood that the Goose Valley staff will do so at overtime rates, at the owner's expense.
 11. No rubble is to be left in the grounds of the block overnight.
 12. Goose Valley Homeowners Association electricity i.e. plugs are not to be used except with the written permission of the Directors in which latter case a charge will be assessed for the electricity consumed for the account of the owner.
 13. The owner indemnifies the Goose Valley Homeowners Association in respect of any damage caused to its common property, either inside or outside the building and will pay the cost of repairing or restoring the damages caused during the course of carrying out any alterations to his unit.
 14. At completion of the renovation/extension all external painting to be rectified by the owner. This will include and any damaged paintwork on the existing building. All external painting to comply with the existing colour of the buildings on the estate.
 15. It is the responsibility of the owner to ensure that their contractors and workmen comply with all the rules and regulations of the Estate. Each contractor is responsible for the safety procedure on site and must comply with the OSHA regulation. The Goose Valley HOA does not take responsibility for any safety issues caused by the contractor and is hereby indemnified from such. The homeowner will be held liable for noncompliance by the contractor.
 16. Should the owner sell his unit before this process has been concluded, the costs remain the responsibility of the person who signs this document.

I/we hereby accept the above terms and conditions.

Dated this Day of 20 at

.....
APPLICANT SIGNATURE

.....
CONTRACTORS NAME

.....
TEL NO:

.....
CONTRACTORS SIGNATURE

NEIGHBOUR COMMENTS

1. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

2. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

3. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

4. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

5. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

6. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

7. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

8. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

9. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

10. I _____ Owner of Unit _____ hereby agree / disagree with
this proposed improvement at Unit _____

OFFICE USE

DATE:..... APPROVED:.....

NON APPROVAL REASONS:.....

.....



GOOSE VALLEY

PERMIT

(No _____)

Exterior / Interior Improvements or Renovations at Goose Valley

Unit no: _____ Owner _____

Description of Improvement or Renovation: _____

Number of days/weeks required for completion ____ Months ____ weeks ____ days.

Contractors Name : _____

Contractors Tel no: _____

PERMIT IS IN EFFECT: FROM _____ TO _____

Approved by the GVHOA Directors or Special General Meeting:

(Date) _____

Estate Manager: _____

Date _____

This PERMIT must be prominently displayed, on site, for the duration of renovations.

Note: Original Document retained at GVHOA office.