

BIG BAY RESIDENTIAL ESTATE HOME OWNERS ASSOCIATION

Rev. 11th Oct. 2017

Introduction

Big Bay Residential Estate comprises three phases or precincts, namely; Blouberg Hills, Sandown Estate 1 (North) and Sandown Estate 2 (South). The motivation for combining the three precincts as a single entity for management purposes was primarily to create economies of scale in order that a high level of service could be provided. The three precincts therefore constitute the Big Bay Residential Estate Home Owners Association which is regulated by <amongst other doc's> a Constitution, Architectural Design Guidelines, Estate Rules and a Contractor's Agreement. The benefit being the creation of a more desirable and secure living environment for the residents, resulting in sought-after properties and higher values.

Security

The access control system has been designed in such a way as to enable maximum flexibility without compromising on security. Each gate house independently controls its own access and egress systems and the Estate Office is able to monitor and update the overall system. All 3 precincts have both day and night guards (i.e. 24 hours) with external perimeter patrols from 18h00 – 06h00 daily.

We operate on a strict '**No Confirmation, No Entry**' protocol, so visitors, deliveries etc. are ONLY allowed access into the estate if permitted/authorised by a resident. All domestic workers and gardeners have to be registered with security daily and recorded on the security register before being granted access into or egress from the estate. All domestic workers and gardeners working on a permanent basis or for longer than a month have to be photographed and issued with an I.D. permit which must be worn at all times whilst on the Estate. This card must be handed back to security daily when leaving the Estate. If a Resident doesn't provide a letter for a parcel or gift donated to their employee, they will be contacted by security for authority to remove same, failing which it may not be removed from the Estate.

Residents' contact numbers are entered into their gate's intercom system to enable security to make direct contact for access control or emergency purposes. This system works on an extension basis as residents' contact numbers are confidential.

The upper section of all perimeter fencing and walling is 'secured' with an electric fence, which is divided into various zones to enable the security personnel to pinpoint problematic areas. There is a 500mm concrete anti-dig barrier under all perimeter palisade fencing. Beams are located above our perimeter electric fencing on all three Estates. The East and West Estate perimeters (and North in the case of Blouberg Hills) are monitored 24/7 by CCTV cameras viewed in the Estate's Security Control Room.

Residents' access and egress is gained via vehicular access cards, which can be disabled and re-enabled when necessary, eg. during the Annual Access Card Audit in the last quarter of every year. Extra/New cards may be purchased from the Estate Office after the completion and approval of an application form, but <as parking on roads and footpaths are strongly discouraged> the number of cards issued per property may not exceed the number of on-site (incl. garaging) parking available.

Landscaping

Estate entrances, roundabouts and private open spaces (POS) are landscaped and every precinct/Estate has its own park with childrens' play equipment erected therein. The maintenance of these common landscaped areas is the responsibility of the HOA, whereas the maintenance of the external/main road verges is the responsibility of the Big Bay Master Property Owners Association (MPOA), who is in no way associated with our Estate's HOA. Each Member/Homeowner/Resident is responsible for the beautification, watering and maintenance of their street verge/s (common area from road kerb to property boundary line), and soft landscaping is strongly encouraged instead of unsightly stone-chips etc. Although there to be enjoyed by all, play equipment on the parks is used at one's own risk.

Refuse

Refuse bins need to be applied for by the homeowner, from Blaauwberg Cleansing Department on contact number 0860 103 089. Residents may only place refuse/wheely bins on their street verge every Monday morning, before 07h30, for collection by the City of Cape Town (CoCT). They must be returned 'indoors' by 19h00 that same Monday and remain stored out of sight by the same time next week. In extenuating circumstances and with written consent from the HOA, bins may be placed outside AFTER DARK on the Sunday evening preceding collection day. No cleaning of bins is permitted on the road or road verge. No dumping is permitted at our Estate tip, or in our bins.

Big Bay Master Property Owners Association (BBMPOA)

This is an umbrella association whose members consist of the registered owners of all erven comprising the entire Big Bay development/framework. This association is a requirement from the local authority to provide a mechanism to make funds available for the upkeep and maintenance of public areas and for funding of additional services, as may be required by the property owners (e.g. dedicated security patrols). The concept is based on City Improvement Districts (CID's) and Residential Improvement Districts (RID's) that have been successfully introduced in other existing areas. Levies for this association are currently levied at 9.75% of your annual rates and applies to every registered home owner in Big Bay. This has absolutely nothing to do with your Big Bay Residential Estate HOA and the BBMPOA's contact details etc. can be ascertained from their website: <http://bigbaympoa.co.za/>

Architectural Design Guidelines

Included in the Information File are two sets of architectural design guidelines namely: The Big Bay Development Framework Design Guidelines and the Big Bay Residential Estate Design Guidelines.

The Big Bay Development Framework Design Guidelines are broad-based guidelines that control the architectural language of all buildings developed on any property within the Big Bay Development.

The Big Bay Residential Estate Design Guidelines are specifically for the Big Bay Residential Estates. These guidelines are more specific and detailed and must be used in conjunction with the Big Bay Development Framework Design Guidelines when designing and building (and ultimately renovating) your home.

Mean Site Level (MSL) – In terms of the guidelines a mean site level is calculated for each Erf in the Estate. An 8m height restriction is measured vertically from the MSL. Contours and levels are available on the following website: www.dhale.co.za

The design guidelines are strictly enforced and no deviations are permitted. Occupation certificates and consents from the HOA to transfer properties in the event of a sale are withheld in the event of any non-compliance with both this doc. and the Estate's Approved Plant List.

The design guidelines also include certain environmental regulations and good house-keeping practices that must be adhered to by all contractors.

All visible finishes not adequately specified in the Design Guidelines need to be confirmed with Estate Management. This includes any point in the Design Guidelines where it is not specific or where there is difficulty in interpretation. The onus rests solely on the Property Owner to query any vagueness with Estate Management. The Estate will not be liable or be held responsible for any deviations.

The HOA does not sanction any deviations, whether mentioned in this document or not. Should any such deviation/s have been overlooked by the HOA representative/s when signing the HOA Completion Certificate document, **the HOA reserves the right to enforce the compliance with the Arch. Guidelines at any time in the future.**

Estate Rules

The intention of these rules is that of protecting and enhancing the lifestyle and the environment in the Estate. The Estate Rules have been drawn up to regulate common issues encountered in security estates. As the Estate evolves and matures and particular issues need to be addressed, additions will be made to the Estate Rules by the Board of Trustees.

Verge Deposit

Subsequent to the HOA's plan approval process: Once drawings are also approved by the CoCT (City of Cape Town) and prior to occupation of the property/site in question for commencement of construction-related works, a few HOA documents (eg. Contractor's Agreement & Code of Conduct) need to be completed by both the property owner and his main contractor and a verge deposit of R5000.00 paid. This deposit is refunded upon satisfactory completion of all construction activities including landscaping, provided there is no damage to the common property and after deduction of any fines imposed on the building contractor in terms of the contractor's agreement etc.

Contractors Agreement/Code of Conduct

The purpose of this document is to ensure integration between residential living and control over building activities within the Estate with minimal impact to the environment and existing residents. The agreement is enforced the Estate Office and fines are imposed on contractors and service providers if transgressions occur. This and other mandatory docs must be signed and submitted to the Estate Office prior to the commencement of any building or renovating operations.

Signage

The only signage permitted on any property is an Estate Agent's 'For Sale' board and only on Sundays. Please contact the Estate Office for details pertaining to same including Sunday Show Houses etc.

Telkom

Applications for telephone landlines can be made at Bayside Centre, Tableview, Tel. +27 (0)21 556 1144.

Post Office

The post office offers door to door postal delivery on Tuesdays and Thursdays on condition residents provide an HOA approved post box. No deliveries of any kind are permitted to be left at the security guardhouses.

Levies

Levies are collected by debit order on the 1st day of each month and interest is charged at the rate of 4% over prime on all outstanding balances. The levy amount is determined annually based on a budget prepared by the trustees and adopted at the AGM. Levies and other charges applicable are payable to the Big Bay Residential Estate HOA, whose bank account details are:

Bank: Nedbank - Heerengracht
Name of Account: Big Bay Residential Estate Home Owners Association
Branch Code: 103109
Current Account No: 1031387552
REF: Your Erf #

An Endowment Levy of 0.5% of the purchase price is payable to the HOA upon registration of transfer of a property into the name of a new purchaser or owner, when sold.

Estate Manager

Mr Markus Savage is in charge of the Estate's day to day operational activities incl. ensuring that contractors adhere to approved building plans and comply with the contractor's agreement etc. He neither walks around with a tape measure nor attempts to enforce the National Building Regulations, which is the responsibility of the City of Cape Town's Building Inspector.

Estate Administration

This is outsourced by the HOA to Cape Classic Property Solutions, Tokai and any account, property transfer queries etc. can be directed to its Principal, Yvonne Green on yvonne@capeclass.co.za or +27 (0)21 702 4489.

Obligation to build

The original Building Period Penalty levy of 4x the monthly homeowner levy is no longer applicable to vacant Erven insofar as the original transfer date is concerned because the Estate is fully built up, but does still apply to additions and alterations which have to be fully/finally completed (signed off by the HOA as compliant) with 12 calendar months of commencement.

Plan Submission Procedures etc.

Before building plans are submitted to Council they must first be approved by the Big Bay Residential Estate HOA. Coloured-in drawings need to be submitted in hard copy to the Estate Office in the Blouberg Hills gatehouse. Some of the requirements in advance of approval and/or construction are:

- Verge Deposit : Payable to Big Bay Residential Estate HOA (R5000.00 once off)
- Monthly Builders Levy : Payable to Big Bay Residential Estate HOA (R500.00 per month)
- Scrutiny Fee – New Build : Payable to Big Bay Residential Estate HOA (R1200.00)
- Scrutiny Fee – Add's & Alt's : Payable to Big Bay Residential Estate HOA (R600.00)
- HOA Completion Certificate : Payable to Big Bay Residential Estate HOA (R600.00)
- Bank Details : Refer 'Levies' above
- Roof specification and colour
- External wall colours
- House coverage
- First floor coverage as a percentage of ground floor footprint, incl. garages, covered patios, stairwell, double volumes etc, but excl. balconies unless covered. Max. 65%.
- Position of storm water soak-aways
- Roof Plan incl. all roof ridge levels, on original survey/contour Site Plan.
- Flat roof coverage percentage. Max 25% of Coverage
- Mean site level
- Sections dimensioned relative to MSL

VAT Status:

Since late 2013, the Estate has been declared VAT Exempt.

Contact Numbers:

Estate Manager (Markus Savage)	+27 (021) 554 0865 / +27 (0)73 458 4718
Managing Agent (Cape Classic)	+27 (021) 787 9909 Fax: +27 (021) 787 9910
Fire Service	107
Table View Police	021 557 8129
Milnerton Medi-Clinic	021 529 9000
Blaauwberg Hospital	021 554 9000
Blaauwberg Administration	021 550 1111
Estate Website	www.bigbayhoa.co.za – Password obtainable from Estate Office.