



ARCHITECTURAL GUIDELINES FOR HOUSES IN ARENA NORTH



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Introduction

As owners of properties in Arena North, we love our complex and are proud of it.

It is vitally important that this special character and aesthetic harmony is not compromised in any way.

The primary function of these guidelines is to ensure that the value of the complex and the houses therein is preserved and enhanced.

High density residential living brings with it definite advantages, but also certain responsibilities, one of which is to accept that this kind of complex living has its limitations and requires a level of consideration toward the aesthetics of the complex as a whole and all owners.

Much of the ultimate success and market value of a complex such as Arena North lies in neatness and uniformity, which can only be achieved and maintained through the strict application of architectural guidelines.

The ANPOA Board aims to serve the best interest of the whole complex.

This Guideline serves 3 purposes:-

- To fill the void of no formal architectural guidelines
- To steer and guide the ANPOA Board regarding decisions on proposed alterations and additions, ensuring it does not have a negative effect on the overall appearance of the complex or an adjacent house and thus negatively affect the market value of other houses in the complex.
- And lastly to serve as a set of parameters to owners who are considering alterations and additions to their house, and to assist in saving time, effort and cost in preparing and submitting proposals, drawings and specifications for approval.

Anything not specified in these guidelines is not to be construed as to be approved.

As time goes on and more experience is gained, these guidelines will be further developed and adjusted.

Informing principles

The current ANPOA Board wishes to create more certainty and what can and cannot be done with regards alterations and additions through this architectural guideline for alterations and additions.

The current ANPOA Board is not bound by decisions made by previous ANPOA Board members and are not bound by such decisions. The fact that some alterations and additions were approved in the past does not mean that they will be perpetuated.

Experience with applications for alterations and additions

It is to be noted that in Arena North the most prevalent applications for alterations and additions are:-

Parking

- There is a shortage of parking in the complex, and the initiative of owners to add additional parking is generally supported

Gates

- Often an attempt to provide additional parking coincides with the relocation (and in some cases providing new) of garden gates.

Extensions on garage balconies

- Owners wanting to create additional indoor living area on often unused garage balconies.

Veranda/Pergolas/Balconies additions as part of the outdoor living area

- Owners wanting to partly cover a paved area in front of kitchen and living area to extend the living area
- Air conditioners
- Owners wanting to install air conditioners

Satellite Dishes/Antennas

- Owners wanting to install satellite dishes/antennas

Rainwater Harvesting Tank

- Installation of water tanks due to severe drought impact

Balustrade

- Refurbishment or replacement of existing balustrades might be required

Considerations when assessing applications for alterations/additions:-

- First and foremost, the objective of the ANPOA Board will consider the best interest of the owners of Arena North as a collective and often this may not coincide the interest of the individual owner.
- Existing theme – which is painted pitched roof complex with grey corrugated iron roofs and Ebony/dark stained wood work as balustrades on balconies, balconies and supporting woodwork structure and gates.
- Color schemes of the materials used must be the same as the color palette of the complex :

The precinct has 3 permissible colour schemes (for individual houses):

The **external** walls:

Scheme 1:

Make: Plascon

D19-2 – Pistachio Cream

Trim / doors: E22-5 – Brockville

Scheme 2:

Make: Plascon

External walls: E29-2 – Dusty Silver

Trim / doors: E29-4 – Sterling

Scheme 3:

Make: Plascon External walls: E26-2 – Richmond

Trim / doors: E26-4 – Aldergrove

The **internal** walls were originally painted to the following specification:

Make: Plascon

Scheme 1: D13-3 – Chaps

Scheme 2: D13-1 – Light Canvas

Scheme 3: D13-1 – Light Canvas

- Paving/Cobble stones: Sandstone pavers and Charcoal border pavers
- Finishing & Materials – plastered and painted with some limited stone cladding with particular white aluminum frame window and window configuration, i.e. original existing structures don't have windows which would cover a whole façade.
- Views from road/communal areas and adjacent properties on ground level, but also views from above especially where a double story house is one of row of houses.

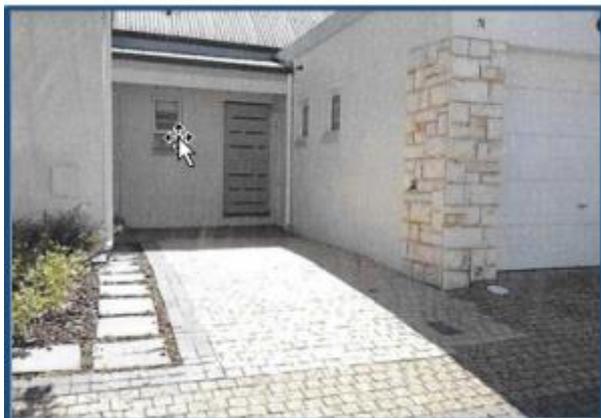
What will be acceptable to the ANPOA Board for alterations/additions:-

A. Parking

There is a shortage of parking in the complex, and initiative of owners to add additional parking is generally supported, but the paving material and color used should match the existing original material and color.

- Due to the general visibility thereof no compromise on this will be considered. Two acceptable examples are depicted below:-

At a single story house



At a double story house



Note: the matching paving and gates as well as the greenery left (note the greenery on the sidewalk is not on your property and not your ownership to deal with)

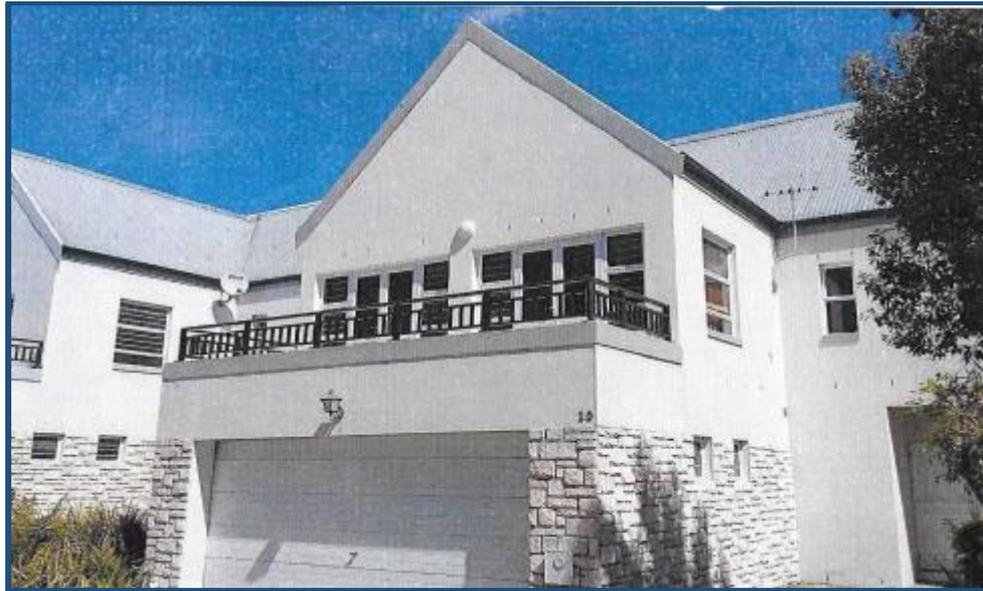
- Cobble Paving color: Sandstone and Charcoal border
- Two rows of charcoal colored bricks around the parameter
- Available at: Stone & Bark Montague Drive, Milnerton

B. Garden Gates

- The design, material and color used should match the existing original design
- Due to the general visibility thereof no compromise on this will be considered

C. Extensions on garage balconies

- Brick and plastered and painted structure
- Pitched with roof angle to match the existing roofs
- Roof material corrugated charcoal colored metal sheets to match existing roofs
- Amount, size and type of windows to match existing original structures (*not to be compared to some later additions.*)
- Balustrade design and colors are to comply with original designs
- The picture below clearly depicts what is acceptable and which is a manifestation of the above:-



- The picture below depicts what will **no longer be acceptable**, note that it is not per se ugly or not neat, but it does not match or enhance the look and aesthetics of the complex as a whole
Regardless of previous approvals the ANPOA Board does not want to continue with this type of extension.



D. Veranda/Pergolas/Balconies additions as part of the outdoor living area

Already there are various types, some being a large balcony along the entire width of the house and some where a sensitive looking matching lean-to type veranda has been approved of, the most visible one at No 37, depicted below and indicates what is acceptable

Note the finishing which match existing features of supporting structures, balconies and balustrades.



E. Air conditioners

- Air-conditioning units will be considered where the condensers can be positioned in the least visible location: alley ways or backyard of the house where it has little impact on the façade and neighbors.
Noise is generated by the compressor in the air-conditioner. These compressors often cause considerable vibrations, which could affect neighbors. These noises may not be intrusive during the day, but will certainly prove to be a problem during the night
- A suitable means of disposing of the condensation water run-off is to be found
- Chasing in of piping on the facades of the buildings will not be permitted
- The only type of air conditioners to be considered would be 'split' type and console
- Window units will not be allowed under any circumstances

F. Satellite Dishes/Antennas

- Whenever possible, dishes must be installed in the least visible location which will allow adequate signal reception

G. Rainwater Harvesting Tank

Due to the drought in the Western Cape the initiative of owners to install a rainwater harvesting tank is generally supported.

- Tanks to be installed in the alley way next to the house. Where no alley exists, tanks to be installed in an area where it will have no impact on the façade, adjacent owner and not visible from communal area/road
- No tank installations on balconies or front gardens, where it is visible from the road/communal area
- The piping/plumbing not to be visible from the communal area/road
- Install high-quality, UV-resistant tanks with a long warranty e.g. Jo-Jo; ECO or Roto tanks
- Design must be vertical, which is best suited for our complex and small gardens
- Tank color scheme to fit in with the current aesthetics of the complex e.g. sandstone/beige, not dark green.

- The piping/plumbing to the tank to be the same white as existing gutter down-pipes
- A suitable means of disposing of overflow water is to be found

H. Balustrades

- Balustrades are to comply with the original architectural design and color scheme which is ebony/dark brown.
Due to the general visibility thereof no compromised on this will be considered.
- Current timber balustrades may be replaced with the following material with a longer lifespan i.e. powder coated aluminum; powder coated galvanized steel; wood/plastic composite material that matches design and color

APPROVAL PROCESS:

- Design / draw your intentions of alteration / decoration.
- Obtain your neighbours consent. (adjacent, opposite, those overlooking your property)
- Neighbours to sign their acceptance, detailing unit number, name, signature and date on the plan.
- Submit all documentation to managing agent in electronic format, for onward transmission to the Directors
- If acceptable to the architectural review committee they will sign and stamp this on behalf of Arena North Property Owners Association (ANPOA) and return the same to the owner for submission to Royal Ascot Master Property Owners Association (RAMPOA) who will review and if acceptable approve and return.
- Should the City of Cape Town approval be required then once ANPOA and RAMPOA have approved the plans the owner submits to The City for approval.
- Once approved a full set needs to be sent to the managing agent (ANPOA) for record who will supply the banking details for the R5000 building deposit to be paid into. This deposit is refundable on final sign off of all works being completed.
- All contractors need to present themselves at security on arrival with valid ID documents. The vehicle/s entering the precinct need to have valid license discs. NO contractor or vehicle will be allowed entry without a valid ID and / or license disk.

CONDUCT RULE EXTRACT ON ALTERATION / DECORATION PROCESS (for record and to be read in-conjunction with the above)

DEFINITIONS

Alterations shall mean:

- Any work involving structural alterations or additions (including swimming pools and other structures separate from the main house) to an individual property or sectional title unit involving the removal, creation or modification of a wall or any structural part of the building and shall include any alterations, modifications or decorative work which affects the exterior appearance of an individual property or sectional title unit;

Renovations shall mean:

- Any internal redecoration, or refurbishment of the existing exterior, of an individual property or sectional title unit including the replacement, removal or creation of internal fittings such as kitchen and other cupboards, sanitary ware, floor coverings, etc.

The Directors shall be the sole and final judge as to whether the work proposed constitutes “alterations” or “renovations” as referred to herein.

PROCEDURE FOR APPROVAL OF ALTERATIONS

- Only the legal owner, or the authorised representative, may apply for approval for any alterations.
- The owner may submit an initial application, submitted to the Directors via the managing agents, with broad detail and a sketch plan of the proposed alterations, for agreement in principle to be obtained.
- After approval in principle by the Directors is obtained, it is the responsibility of the owner to see that, if necessary, professionally prepared plans (which may not deviate from the sketch plan) are produced.
- A full application, submitted to the Directors via the managing agents, has to include the following information: Exact details of the proposed alteration (e.g. position, dimensions, building materials, colour, impact on other individual properties or sectional title units, etc).
- Professionally prepared plans (most often required by the local authority for structural changes) or sketch plans;
- Any pictures that could help the Directors visualise the proposed alteration (if available);
- Planned dates for the alteration work (bearing in mind the potentially lengthy Director and local authority approval processes);
- Written evidence of consent from immediate neighbours on all sides.
- Directors must be afforded the time to consider the alterations individually, and if necessary together in their monthly meetings. Directors may need to ask clarifying questions, or request additional supporting information. Approval may be given with or without specific conditions; it is important that owners adhere to the conditions as remedial work can be costly.
- If the Directors consider it necessary they shall be entitled at the cost of the applicant to seek the advice of an architect (or other professional assistance) as to the acceptability of the proposals.
- The Directors consider each alteration application on a case-by-case basis. Although similar previous alterations within the precinct are taken into consideration, unique circumstances relating to the current application may prevail in the Directors' decision.
- Once approval has been obtained from the Directors, the approved application must be submitted to RAMPOA (through its managing agent – currently Rabie Property Administrators).
- Once approval has been obtained from RAMPOA, and if required, plans must be submitted to the local authority for approval. Note: The Cape Town City Council will reject plans that do not bear the approval signatures/stamps of both the Property Owners' Association and RAMPOA.
- A copy of the plans as approved by the local authority must be submitted to the Directors or alternatively the Directors must be supplied with evidence satisfactory to them that local authority approval is not required.

PROCEDURE FOR APPROVAL OF RENOVATIONS

- No approval is required for renovations of an internal redecoration nature, which is not visible from the outside of the house or unit.
- Renovations such as the refurbishment of the existing exterior of an individual property or sectional title unit may require Directors' approval, if it potentially changes the architectural design or aesthetics of the Arena North precinct. Examples of refurbishments that require approval include: replacing old wooden balustrades with new ones made of different wood, replacing burglar bars with a different style/type, replacing wooden external doors with aluminium doors of a different design style
- Only the legal owner, or their authorised representative, may apply for approval for any renovations.
- The owner should submit an application, submitted to the Directors via the managing

agents, with sufficient detail of the proposed renovations, for confirmation that the work may proceed.

- The owner should provide the Directors with the date of commencement of the work and the period for which it is likely to continue.

BUILDING DEPOSITS

- A deposit of R5,000.00 (five thousand rand) (or such amount as may be determined by the Directors from time to time) shall be payable before any alteration work or specific renovation work (as per Directors) commences, from which the costs of rectifying any damage to common property (e.g. road covering, woodwork, paintwork, plumbing, etc.) and also any other charges accruing against the owner, may be deducted.
- The aforementioned deposit will be paid into the owner's levy account with the managing agent.
- Any charges, expenses or costs accruing against the owner arising from matters contained anywhere in the general conditions below, or specific conditions set by the Directors, are payable on demand and will be deducted from the deposit (where available). However, should the amount of the deposit prove insufficient to meet the whole of such costs, then such deficiency shall be payable on demand.
- Satisfactory completion of alterations will be determined by the Estate Manager before returning the building deposit or remaining part thereof to the owner.

GENERAL CONDITIONS FOR ALTERATIONS OR RENOVATIONS WORK

- No alterations or renovations can begin until the owner's levy account is current; i.e. there are no arrears on the levy account.
- Persons wishing to undertake alterations and renovations to their individual property or sectional title unit must appreciate that their proposed activities may affect others within the precinct and it is most important firstly that any detrimental impact is kept to an absolute minimum and that, once the work has started, it is completed expeditiously within the work period applied for. It is the function of the managing agent and the Directors to ensure that all alterations and renovations undertaken are done with reasonable and diligent care and with due and proper consideration for the remaining owners and residents.
- The Directors will supply information as to access by contractor's workmen and the maintenance of security within the precinct (which is of utmost importance). The owner will be held responsible for any losses experienced by the Property Owners' Association or any other owner if these security requirements are not adhered to.
- No work may be started until approval has been conveyed by the Directors, RAMPOA (if necessary) and the local authority (if necessary) in writing as above, and the building deposit mentioned above has been paid to the managing agent.
- The owner accepts responsibility for any damage caused by them or their contractors to common property or to other individual properties or sectional title units; and indemnifies other owners against such damage.
- Contractors must clean up common property each afternoon before leaving the site. If this is not done it is understood that the Directors shall be entitled to appoint building staff to do so at overtime rates, at the owner's expense.
- No rubble is to be left on the common property of the precinct overnight.
- The owner indemnifies the Property Owners' Association in respect of any damage caused to its common property, and will pay the cost of repairing or restoring the damages caused during the course of carrying out any alterations or renovations to their individual property or sectional title unit.
- It shall be the responsibility of the owner to ensure that their contractors and workmen comply with these conditions.