



**KELDERHOF**

*Country Village*

**BUILDERS CODE OF CONDUCT  
FOR ALTERATIONS AND ADDITIONS**

**Owner:** \_\_\_\_\_

**Erf No:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

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**1. DEFINITIONS**

1.1 The terms used in this Code of Conduct shall be as defined in the Constitution of the Kelderhof Country Village Owners' Association.

**2. PREAMBLE**

2.1 The purpose of this Code of Conduct is to ensure integration between residential living and control over alterations and/or additions' activities within the Estate with minimal impact to the environment. These terms and conditions of the Code of Conduct have been developed in terms of the best standard practice currently in place to achieve this goal. The Association reserves the right to make amendments and additions to this document from time to time.

2.2 Members are bound by this Code of Conduct by virtue of their membership of the Association.

2.3 A contractor shall not be permitted to commence work on the Estate until such time as the Member has furnished the Association with a copy of the Builder's Code of Conduct for Alterations and Additions, duly signed by the relevant contractor. Upon such signature, the Builders' Code of Conduct for Alterations and Additions shall constitute a binding agreement between the Association, the relevant contractor and the Member.

2.4 Copies of the following required pre-construction documentation to be issued to the Association before work can commence

- 2.4.1 Council Approved Plan
- 2.4.2 Proof of payment for all pre-construction fees
- 2.4.3 Health and Safety Compliance Certificate
- 2.4.4 NHBRC Enrolment Certificate

**2.4.5 Breach**

Should a contractor commence work before the aforementioned pre-construction documentation has been delivered to the Owners' Association, the building contractor will be fined R1, 000 per week.

**3. QUALIFICATION AND CONTRACTORS**

3.1 Only contractors who are registered and fully paid-up members of the NHBRC and who can furnish at least 3 (three) references of prior building contracts will be allowed to build at the Estate.

3.2 An owner builder who qualifies under 3.1 will be allowed to construct alterations and additions to a home.

3.3 Contractors are at all times responsible for their sub-contractors and employees while on the Estate.

3.4 By signing this document, Contractors acknowledged that they comply with all health and safety requirements and indemnify Kelderhof Country Village Owners Association against any liability whatsoever and by whomsoever.

**4. RULES AND REGULATIONS**

The rules and regulations described below are intended to ensure that the quality of life for residents in the Estate is not unduly compromised and the impact to the environment is minimized by the house alterations and/or additions operations, yet allowing for efficient construction by contractors.

When a contractor is found to be in breach of the stated rules and regulations a penalty will be levied. The extent of the penalty is detailed below the description of each rule and regulation.

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4.1 Environmental controls

The contractor acknowledges that he is working in an environmentally sensitive development and agrees to conform to all environmental controls specified in this document and revised from time to time.

4.2 Environmental Education

All contractor and sub-contractor personnel will be required to be briefed on the Builders' Code of Conduct for Alterations and Additions. The main contractor must do these briefings before his staff will be allowed to work on the Estate.

Breach

4.2.1 Personnel who have not been briefed will not be allowed on the Estate.

4.3 Limits of building activity

All activities relating to the house alterations and/or additions must be confined to within the erf boundary where construction is taking place. However, if permission is obtained from the owner of the adjoining vacant erf, the site may be used for storage. It is the responsibility of the contractor to ensure that his personnel do not leave the confines of the erf.

Breach

4.3.1 Work by the contractor will be stopped by the Association until such time as the contractor's equipment has been moved to within the erf.

4.3.2 The contractor will be fined R500 per transgression.

4.4 Site presentation and spoiling of excess material

The contractor will be expected to keep the appearance of his site neat and tidy at all times. Building rubble and litter must be removed from the site by Friday of each week. Refuse drums or mini skips must be supplied for the purpose of storing litter until removed from site. Building rubble, litter and sand must at all times be neatly covered by shade netting **in one designated area**. No litter may be stored or mixed in amongst building rubble and/or sand. No material or building rubble shall be spoiled on the estate.

Breach

4.4.1. Should a builder fail to comply with the removal of building rubble and litter within a timeframe specified by the Estate's Building Controller, the rubble will be removed by an outside contractor. The costs thereof shall be paid by the Association and deducted from the Builder's Deposit. The contractor will be denied access to the Estate until such costs have been paid in full. In addition to this the contractor will be fined R1000 per offence.

4.5 Cleaning of vehicles /equipment

The washing of contractor's vehicles and equipment will not to be allowed on the Estate and must be carried out elsewhere.

Breach

4.5.1 The building contractor will be fined R500 per offence.

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4.6 Fires

No fires will be allowed on any part of the Estate. The contractor is to provide fully operational fire extinguishers which are to be on site at all times.

Breach

4.6.1 The building contractor will be fined R1000 per offence.

4.6.2 The building contractor will in addition be held legally and financially responsible for any damage caused by the breach of this regulation.

4.7 Smoking & Liquor

No smoking will be permitted on the estate except within a five-metre radius of a portable fire extinguisher. No liquor or consumption thereof will be allowed on site at any time.

Breach

4.7.1 The contractor will be fined R100 per offence.

4.8 Ablution facilities

The contractor shall provide temporary water-born or chemical toilets situated on the site for the use of their employees for the duration of the alterations and/or additions' period. The toilet must be situated as discreetly as possible, kept level and the door should be fastened at all times.

Breach

4.8.1 The contractor will be denied access to the Estate until such time as this regulation is complied with.

4.8.2 In addition the contractor will be fined R500 per violation.

4.9 Screening of Building Sites

The Owners' Association recommends that the builder should demarcate the property and provide security protection. Any gap or opening must be closed with danger tape or any method prescribed by the Owners' Association from time to time. NO materials other than bricks/blocks, sand or stone may be stored on a sidewalk. Bricks/blocks must be wrapped around with orange netting in order to be visible at all times.

Breach

4.9.1 The contractor will be fined R1000 per week until such structures are in place.

4.10 Hours of work

Public / Private Time

Contractors may only be present on the Estate during the following public time hours:

Normal Working days 07:00 to 18:00

Saturday 08:00 to 12:00

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Breach

4.10.1 Contractors will be escorted from the Estate by security during private times.

In addition the building contractor will be fined R500 per transgression.

Permission to work during private times

Contractors are not allowed on the Estate on Sundays and public holidays without the written permission of Association as these days are considered to be private time. Special applications for contractors to be present on site during private time should be lodged with Association at least one week prior to the private time activity.

Breach

As for 4.10.1 above.

4.11 Vehicle Sizes Allowed

- (i) Due to the road surfacing and limited road widths and radii the following restrictions are placed on any vehicle entering the Estate.
- (ii) Only fixed axle design vehicles will be allowed.
- (iii) Maximum length = 9.1m
- (iv) Maximum width = 2.6m
- (v) Maximum gross mass = 20,000kg
- (vi) Maximum axle weight = 8,000kg

Breach

4.11.1 Vehicles larger than above will be denied access to the Estate by the Association.

4.12 Deliveries to Contractors

4.12.1 General deliveries

Contractors will at all times be responsible for the compliance of delivery personnel with the contents of this Agreement.

Breach

4.12.1.1 The building contractor will be fined R500 per offence.

4.12.2 Concrete deliveries

The washing off of premixed concrete delivery vehicles must take place within the confines of the building site and spillage and run-off contained within this site. Under no circumstances may concrete be spilled onto the road surface and the contractor will be held responsible for the repair to the road if this occurs.

Breach

4.12.2.1 The building contractor will be fined R1000 per offence and, in addition, will be held liable for the costs of repairing all and/or any damage caused by the breach of paragraph 4.12.2.

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4.13 Storage Sheds/Huts

The contractor will be allowed to erect either green storage sheds/huts within the boundaries of the site and to a maximum height of 2,4m or 6m green containers. These may be placed on an adjoining vacant erf so long as permission has been granted in writing by the owner of that erf.

The contractor will be instructed to remove any structures that do not conform to this regulation and will be fined R250 per day until he complies.

4.14 Speed Limit

For security and safety reasons the speed limit on the Estate for all contractors' vehicles is 30kmh. The contractor shall ensure that his employees, sub-contractors and delivery vehicles adhere to this rule.

Breach

The contractor will be fined an amount of R500 per transgression. Continuous non-compliance will result in the contractor being expelled from the site.

4.15 Building Plan Controls

- (i) The building contractor must ensure that the signed approved building plan is available at all times for inspection by the Association's representative.
- (ii) Any variations to the approved building plan must be submitted to the Association for signed approval and may only be implemented once the approved variation is available to the contractor.
- (iii) The Completion Certificate may be completed thereafter and certifies that the alterations and/or additions to the house complies with the approved plan as adequately assessed by the Kelderhof Design Review Committee. When this has been satisfactorily completed, the builders deposit less any amount due can be repaid.

4.15.1 Breach

- (i) The contractor will be fined R250 for not having a signed and approved building plan available.
- (ii) The contractor will be required to remove and/or rectify any structures and/or architectural elements that do not conform to the approved plans.

4.16 General Controls

One representative of each building contractor is expected to attend a monthly meeting at a place designated by the Estate Management to discuss general issues relating to work on the estate.

Breach

The contractor will be fined an amount of R500 for not attending the site co-ordination meetings.

4.17 Roads and Road Verges

- (i) Contractors must ensure that the road in front of the erf is at all times kept clean. This is to minimize damage and ensure longevity of the brick road surface.

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- (ii) Contractors must ensure that the kerbs and sidewalks in front of their site are adequately protected from damage by the building operations.
- (iii) The Contractor shall ensure that all building materials are stored on the site. Special permission may be obtained from KCVOA to neatly store some material on the road verge directly in front of the building site.

4.17.1 Breach

- (i) The contractor will be fined R250 per offence for unclean roads.
- (ii) The contractor will be held financially and legally responsible for the damage to road surfaces and kerbs caused through his building operations.

4.18 Signage and advertising

- (i) The contractor will be provided with a builder's board supplied by the Estate. NO other advertising boards are permitted anywhere else on the estate.
- (ii) The contractor must erect the board in a position indicated by the Estate Management for the duration of the construction period. Should the approved builder's board be damaged or lost during the construction period, the contractor shall be liable to replace the board.
- (iii) Builder's boards must be removed no later than one month after alterations and/or additions have been completed.

4.18.1 Breach

- (i) The contractor will be fined R250 per offence for non-compliant boards.
- (ii) Builder's Boards left on the property after alterations and/or additions will be removed and discarded.

**5. MONTHLY BUILDING MANAGEMENT LEVY**

5.1 Building Levies

To cover expenses in the administration of the alterations and/or additions process, each building contractor will be levied an amount equivalent to the current Kelderhof Country Village Owners' Association levy per house per month payable to the Association until such time as a Completion Certificate is obtained from the Kelderhof Design Review Committee. The Kelderhof Design Review Committee will not withhold such certificate unreasonably. The levy must be paid by the 7<sup>th</sup> of every month in advance.

**5.1.1 Breach**

Failure to pay levies timeously will result in immediate denial of access to the Estate

**5.2.1 Breach**

Failure to complete on time will result in an additional levy being charged monthly until completion.

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**6. PAYMENT OF FINES**

6.1 Outstanding fines will be deducted from the builders deposit on completion of the project and the balance will be paid to the contractor. KCVOA reserves the right to request the contractor to “top up” the builder’s deposit to the original amount required at any time.

Breach

6.2 In the event of the contractor failing to acknowledge or comply with the stipulations in 6.1 he/she will be denied access to the estate.

**7. ACKNOWLEDGEMENT AND CERTIFICATE OF UNDERTAKING**

Erf No: \_\_\_\_\_

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

**I/we, the undersigned, do hereby:**

1. Acknowledge and confirm having read and understood the Builders Code of Conduct for Alterations and Additions (herein after referred to as “The Code”) of Kelderhof Country Village, a copy of which is initialed by \_\_\_\_\_ the \_\_\_\_\_ undersigned; and

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2. Irrevocably undertake to comply with each and every rule and regulation as set out in the Code as may be applicable to a contractor, the contractor's sub-contractor, supplier, service provider and/or any person and/or any entity undertaking work or services for and/or on behalf of the contractor at and/or on any premises situated within and/or on the Kelderhof Country Village (hereinafter referred to as "The Contractor's Agents");
3. Irrevocably undertake to pay all fines and/or any of the fines levied by the Kelderhof Country Village Owners' Association (hereinafter referred to as "The Association") against the undersigned for and/or in respect of any breach and/or transgression made by the undersigned as contemplated and/or provided for in this Code of conduct which fines will be deducted from the builders deposit on completion of the project.
4. Irrevocably indemnify and hold the Association and/or the individual owners of property comprising the Kelderhof Country Village (hereinafter referred to as "the Owners") harmless against all loss, liability, damage, and/or expense (including without limiting the generality thereof, any claims which may be brought against the Association and/or the Owners or any Owner) which the Association and/or the Owners may suffer as a result of the contractor and/or the Contractor's Agents presence on Kelderhof Country Village and/or any building operations being conducted by the contractor on Kelderhof Country Village; and,
5. Acknowledge that it/he/she, together with any of it/his/her employees, sub-contractors and/or service providers may be denied access to Kelderhof Country Village should it/he/she not pay any levies and/fines due to the Association timeously.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Witness

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Witness

**PRE-CONSTRUCTION PAYMENTS.**

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- 1. Refundable Construction Deposit: R 10,000  
Note: This Deposit or balance thereof will be refunded upon the issue of a Completion Certificate
  
  - 2. Monthly Fees (2015/2016):
    - a. Builder's levy payable in advance for the period of 3 months. R 2,940
    - b. Where construction period exceeds that of the 3 month period or the levy increases during that time, an additional monthly levy will be charged and deducted from the builders deposit, until date of completion.
  
  - 3. Builders Board: R 1,300
- TOTAL** R 14 240

Banking Details:

**Account Name:** *KCVOA*  
**Bank:** *Nedbank Corporate Client Services, Cape Town*  
**Account Number:** *1452 068 208*  
**Branch Code:** *145 209*  
**Reference:** *Erf No..... followed by: **BF***

Builder	Initial	Erf No

**POWER OF ATTORNEY**

I/we the (Registered the registered owner)

\_\_\_\_\_

ID: \_\_\_\_\_

the undersigned, nominate/ appoint my agent Mr./ Mrs:

\_\_\_\_\_

with the power of substitution to be my/our legal agent in my/our name/place and stead to apply for  
Erf:\_\_\_\_\_and in general to effect the application and to do whatever I/we would do if I/we were present in person and acting in that matter; and we hereby ratify, allow and confirm promise and agree to ratify, allow and confirm everything my agent may do or may permit to be done legally in terms of this power of attorney:

Signature:\_\_\_\_\_Date: \_\_\_\_\_

**NEIGHBOURS CONSENT**

ERF NR: \_\_\_\_\_ Date \_\_\_\_\_

TO WHOM IT MAY CONCERN

I, \_\_\_\_\_ owner of  
Erf \_\_\_\_\_ hereby grant permission to \_\_\_\_\_  
owner of Erf \_\_\_\_\_ to store building material on my stand for the duration of the construction of his/her house subject to the following conditions:

- Under no circumstances may concrete be mixed on my site.
- to remove any material within 2 (two) weeks' notice and at own expense;
- to leave my stand in a clean and neat condition when building construction has been completed and to do so within 1 week after completion.

Signed at : \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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Builder Initial Erf No

### Information required - Builders Board

<b>KELDERHOF</b>		
Erf nr:	_____	
Owner:	_____	
Architect:	_____	
Cell:	_____	Email: _____
Engineer:	_____	
Cell:	_____	Email: _____
Contractor:	_____	
Cell:	_____	Email: _____
<b>NO UNAUTHORISED ENTRY</b>		

Builder	Initial	Erf No