



**KELDERHOF**  
*Country Village*

4<sup>th</sup> June 2013

To All Homeowners/Builders

**Re: Amendments to Construction/Renovation Process to existing Dwellings**

To date the Design Review Committee (DRC) has been fairly lenient with regards to accepting amendments to plans, often allowing changes without formal plans being submitted.

Given the number of completed dwellings on the Estate and the volume of construction underway, please note that, going forward, the process will be strictly enforced. The process is as follows:

- Notification of any changes to Approved Plans must be submitted to the DRC, in writing, before any changes are implemented.
- The DRC will require a Plan, drawn to scale (and photographs where possible), showing the proposed amendments, to be submitted for consideration by the DRC in terms of compliance with the Kelderhof Architectural Guidelines.
- Once the above have been perused and discussed, the DRC will send a notification as to whether or not the proposed amendments have been approved.
- The DRC reserves the right to charge the appropriate Scrutiny Fee for such amendments, as it deems fit, and will notify the applicant of the applicable fees upon submission.
- Only once changes have been formally approved by the stamping and signing of the submitted, may any proposed amendments be effected on site on the relevant dwelling and/or property concerned.
- Failure to comply with the above will be met with penalties imposed by the Trustees of the Owners' Association, which may be applied on a once-off basis or on a monthly basis, as deemed fit and appropriate by the Trustees, on a case-by-case basis.

Your co-operation regarding the above would be greatly appreciated.

Kind Regards

Jéan van Marcke  
Estate Manager  
Kelderhof Country Village