

BIG BAY RESIDENTIAL ESTATE HOME OWNERS ASSOCIATION

1. General Information

Introduction

Big Bay Residential Estate comprises of three phases or precincts, namely; Blouberg Hills, Sandown Estate 1 and Sandown Estate 2. The motivation for combining the three precincts as a single entity from a management point of view was primarily to create economies of scale in order that a high level of services could be provided. The three precincts therefore form the Big Bay Residential Estate Home Owners Association (HOA) which is regulated by a constitution, architectural guideline, estate rules and a contractor's agreement. The benefit of all of this is a more desirable and secure living environment for the residents, resulting in sought after properties and higher values.

Security

The access control system set up has been designed in such a way as to enable maximum flexibility. Each gate house can control their own access system independently. Sandown 1 Gate house however is able to control and monitor the access at Blouberg Hills and Sandown 2 independently. Currently all 3 phases have both day and night guards (i.e. 24 hours). Future combinations will be determined by the trustees according to the needs of the estate.

It is anticipated in future, that visitors will only be allowed access into the estate if permitted by a resident. All domestic workers and gardeners will have to be registered with security before they can enter the estate. Home Owners contact numbers will be entered into the intercom (Mircom) system to enable security to make direct contact for access control or emergency purposes.

The upper section of all perimeter fencing and walling are secured with energised wires. The black wires behind all palisade fencing are alarm wires only and if touched together or broken will cause an alarm to sound in the guard house. The electrification is divided into various zones to enable the security personnel to pinpoint problematic areas. There is also a 500mm concrete anti-dig barrier under all palisade fencing.

All original purchasers were issued with two pre-programmed remotes. Additional remotes can be obtained from the Estate Manager.

Landscaping

The entrances, external road verges and private open spaces (POS) have been landscaped and children's play equipment erected in certain areas. The maintenance of these common landscaped areas is the responsibility of the HOA. It is there to be enjoyed by all, however the play equipment is used at own risk.

Refuse

22/6/2007

Refuse bins will need to be applied for from Blaauwberg Cleansing Department at contact number 0860 103 089. Refuse bins must be placed on the verge on Monday mornings by **8am** for collection by the municipality. No cleaning of bins is permitted on the road or road verge.

Big Bay Master Property Owners Association

This is an umbrella association whose members consist of the registered owners of all erven comprising the Big Bay Development. This association was 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 existing areas. Levies for this association are currently levied at 9.75% of your annual rates, and the intention is that the City of Cape Town will be the collecting agency. This will apply to every registered home owner in Big Bay and the levies will be included in your rates account.

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 Estate. 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 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 as a horizontal line (i.e. it does not follow the contours of the property). Contours and levels are available on the following website: www.dhale.co.za

The design guidelines are enforced strictly 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 non compliance.

The design guidelines (Clause 19) include certain environmental regulations and good house keeping practices that must be adhered to by all contractors.

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 matures and particular issues need to be addressed, additions will be made to the Estate Rules.

Verge Deposit

22/6/2007

A verge deposit of R5000 is payable on submission of building plans. This deposit is refunded on completion of all construction activities including landscaping of the verge, provided that 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. The cost for final authorization of the HOA Certificate is R500.00 payable to the Architectural Designer.

Contractors Agreement

The purpose of this agreement is to ensure integration between residential living and control over building activities within the Estate with minimal impact to the environment and residents. The agreement will be enforced by the Estate Manager and allows fines to be imposed on the contractor where repeated transgressions occur.

The contractor's agreement must be signed and submitted to the Estate Manager prior to the commencement of any building operations. Contractors are required to erect shade cloth fencing or a boundary wall to screen the site during the entire building process.

Signage

The only signage permitted on any property is a contractor's board provided it complies with the dimensions and layout.

Telkom

Applications for telephone lines can be made through Herman at Telkom Direct Tel 556 1144.

Post Office

A street diagram indicating street names and street numbers is provided in the Information File. Owners of corner properties may select their preferred street address; the norm is usually to adopt the address from which access to the home is taken.

Mr. & Mrs. Jones
38 Restio Road
Blouberg Hills Estate (or Sandown Estate)
Big Bay
7441

The post office will offer door to door postal delivery provided residents erect a suitable post box on the boundary of their property.

22/6/2007

Levies

Levies are collected by debit order on the 1st day of each month and interest may be charged at the rate of 4% over prime on all outstanding balances. The levy amount (currently R570.00 per month) 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.

The bank account details are as follows:

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

Estate Manager

Mr Ben Lutumba has been appointed as the Estate Manager to look after the day to day activities on site. The Estate Manager will in addition make sure that contractors do not deviate from the approved building plan and ensure compliance with the contractor's agreement.

Obligation to build

In order to reduce inconvenience to residents in the Estate, owners are required to complete building operations within 36 months from date of the original transfer from the City of Cape Town or within 12 months of start of construction measured from the date of plan approval. A penalty levy of four times the monthly levy is charged where this time period is exceeded.

Plan Submission Procedure

All building plans that are submitted to Council must be approved by the Big Bay Residential Estate HOA. The plans need to be submitted to the Estate Manager Sandown 1 gatehouse. Some of the requirements when submitting a plan to the HOA are as follows:

- Verge Deposit Cheque : Payable to: **Big Bay Residential Estate Home Owners Association (R5000)**
- Scrutiny Fee : Payable to: **Big Bay ARC (R1000)**
- HOA Certificate Fee : Payable to: **Big Bay ARC (R500)**
- Roof specification and colour
- Wall colours
- House coverage
- First floor coverage calculated as follows: garage is included in ground floor and patios and balconies are excluded.
- Position of storm water soak away
- Roof Plan
- Flat roof coverage percentage. Max 25% coverage
- Mean site level
- Section dimensioned relative to MSL
- Contours (Available from www.dhale.co.za)

22/6/2007

Contact Numbers:

Estate Manager (Ben Lutumba)	021 554 0865/083 752 7656
Managing Agent (Cape Classic)	0861 106 395 Fax: (021) 702 0043
Fire Service	107
Table View Police	021 557 8129
Millerton Medi Clinic	021 529 9000
Blaauwberg Hospital	021 554 9000
Blaauwberg Administration	021 550 1111
Website Address	www.bigbayhoa.com