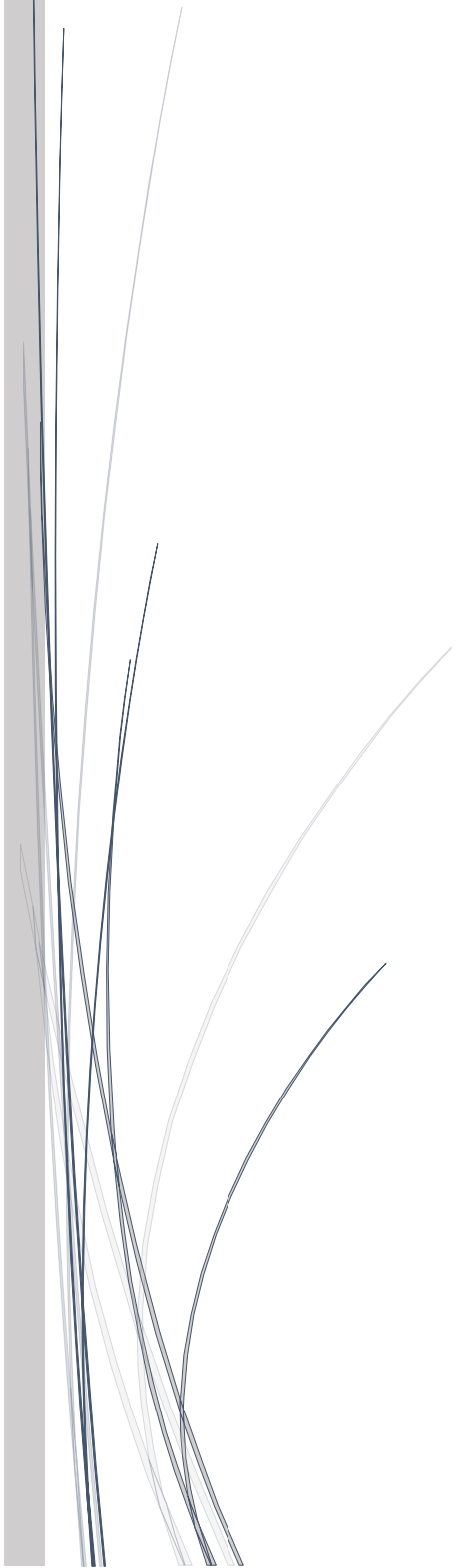


BUILDING ALTERATIONS

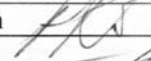
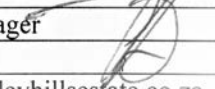
BEVERLEY HILLS ESTATE
HOMEOWNERS ASSOCIATION

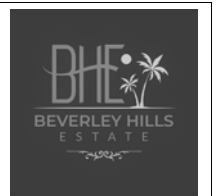


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When printing back to back, the Contents page will be the second page.

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		Signature:	
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1. Approval of Alterations / Development:-

Before commencing the construction, reconstruction, remodeling, alteration or addition of any building or structure, fence, wall, driveway, or other improvement of any nature, the Owner shall first submit its building plans, specifications, site layout plans, utility plans, grading and drainage plans, and landscape plans (collectively the "Plans") of all improvements to the Architectural Review Committee for its written approval. The building plans shall include floor plans, design sections, elevations, material selections and colour schemes. The Plans shall include all materials for driveways, walls, fences and swimming pools.

As all the erven within Beverley Hills Estate have been developed, owners of existing houses may wish to make alterations to their properties. Any alteration to existing houses constitutes an improvement, and requires the consent of the Architectural Review Committee (ARC) and BHEHOA and where applicable the relevant Sectional Title Body Corporate.

Homeowners considering major repairs, alterations or additions are advised to personally contact the Architectural Review Committee or the Estate Manager or request their designated Architect / Project Manager to arrange a meeting to clarify the Rules and procedures before unnecessary costs are incurred.

Please note that whilst a proposal may comply with detail elements of the Architectural and Town Planning Controls as set out in this document, it must also capture the intended Architectural "ethos/look/feel" of the Estate. BHEHOA therefore reserves the right not to approve every submission, however such approval shall not be unreasonably withheld.

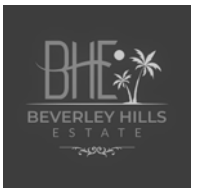
The Architectural Review Committee shall have the responsibility of enforcing the restrictions set forth in this document for the development or redevelopment of each Lot.

2. Payments

A member shall not be entitled to submit his building plans to the BHEHOA, unless and until he has paid all levies and any other amounts due and payable to the HOA in full, from whatsoever cause arising:

- Upon submission, a once-off, non-refundable plan scrutiny and approval fee of **R300** is charged by the BHEHOA.
- Prescribed fees for plans that require municipal approval, excluding municipal fees, is **R950**.

Any consent (in Principle) or approval of plans by the Beverley Hills Home Owners Association is conditional upon the applicant thereafter obtaining official approval from the Municipal Authorities and producing proof of such approval before any work will be allowed to commence on the Estate.

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Fines/Penalties to be imposed on owners from infringements arising from their actions or the actions of their tenants/contractors:

Building alterations without the required approval -	R2500.00
Contractors' failure to comply with rules, regulations and policies whilst undertaking upon, or engaging in contracting and related Activities -	R5000.00
Contractors' labour leaving site & walking through estate per person -	R 100.00
Contractors working out of approved hours per person -	R 100.00

Whilst every endeavor will be made to collect penalties from your contractors the onus for payment of such fines will remain with the owner of the apartment or building who has employed the contractors. Contractors continually abusing the rules and regulations governing them will be prohibited from re-entering the Estate.

3. Application for Alterations to existing dwelling / sectional title unit

Full Names of Applicant _____

Mobile number _____

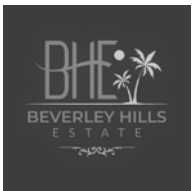
E-mail address _____

HOA Free Standing No: _____ Duet No: _____

Body Corporate Belair Unit no: _____ Malibu Unit no: _____

4. Checklist:

- Motivation and reasons for submission of application.
- Detailed Drawing / Sketch / Architect Plan
- Engineers' Report
- Neighbour / s "NO OBJECTION"
- Confirmation that Architectural Guidelines have been complied with
- Contractor Undertaking Form

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5. Motivation for Building Alteration / Renovations

Detail of all work to be carried out:


6. Indemnity:

The applicant, together with all appointed contractors, hereby indemnifies the Trustees and all the Members of the Beverley Hills Homeowners Association and holds them blameless for any losses or damages sustained by him / her during and after the completion of the building operations, for which this application has been submitted.

7. Payment of Fees agreement:

I hereby authorise the required submission fees of R_____ to be debited to my levy account. **Or** attach proof of payment to Ballito Estates.

Signed : _____ **Date :** _____

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8. Letter of Consent from Neighbour

(To be signed and issued by Owners of neighbouring properties) Date _____

To The Architectural Review Committee

Body Corporate Trustees

Dear Sirs/Madam

In the matter of renovations or alterations request from Neighbour Name _____

House / Unit Number: _____

Alterations / Renovations detail as informed by Owner doing alterations:

I / We _____ being the registered owner/s of Free Standing house /
Sectional title Unit No _____ situated in Beverley Hills Estate / Belair / Malibu (delete
not applicable) do hereby confirm that I / we have seen the plans of the proposed new
alterations / construction / installation, that is to be carried out at my neighbour and have **NO**
OBJECTION to their application for the completion of the proposed project.

Yours faithfully,

_____ Signature (Owner)

Full Names _____

Contact number: _____

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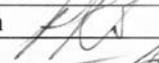
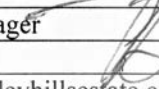
FOR OFFICIAL USE ONLY:

- Motivation and reasons for submission of application received
- Detailed Drawing / Sketch / Architect Plan received
- Engineers' Report received
- Neighbour / s "NO OBJECTION" received
- Confirmation that Architectural Guidelines have been complied with
- Contractor Application Form received
- Body Corporate Trustees Approval received
- Application submitted to ARC on Date _____
- ARC Approval / Rejection received on Date _____
- Municipal Approval received from Owner on Date _____
- Owner and Contractor informed to start alterations on Date _____
- Final inspection completed on Date _____

Reason for rejection as per ARC feedback

Building Contractor interviewed & briefed on Estate Rules / Regulations / Policies / Security.

Date _____

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