

**WESTBROOK ESTATE HOMEOWNERS ASSOCIATION**

(Association Incorporated under Section 21 of the Companies  
Act)

Registration No 2003/023652/08

**ARCHITECTURAL LANGUAGE AND LANDSCAPING  
GUIDELINES**

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## **2 INTRODUCTION**

- 2.1 The purpose for the architectural language guidelines is to create a harmonious built environment, that will be sympathetic to the existing design and style as was intended by the Developer of Westbrook Estate, and to create a natural indigenous landscape within the confines of the Estate.
- 2.2 The Architectural and Landscape Review Committee (Review Committee) comprising of a professional Architect and Westbrook Estate Homeowners Association (WEHA) and Bubbesi Investments(pity)Ltd has, therefore, drawn up the following broad guidelines to assist all property owners with and in respect to future additions, alterations, extensions and erections planned to be undertaken by the owner following the initial construction of their dwelling as was designed and erected by the Developer in its “as built status”. Each submission will be assessed on its merits in the overall context of the Westbrook Estate Homeowners Association, and the Noordwyk Extension 28, 64, 62 and 63 Town planning Scheme.
- 2.3 It must be noted that the Developer and the appointed Architect shall not permit or allow any future or intended alteration or extension to be drawn on any plan at the time of development, which is not constructed at the time of the initial construction contract. Any such requests or requirements shall be subject to the review committee’s approval in terms of these guidelines.
- 2.4 For this purpose the WEHA Articles of Association require all owners to submit building plans and landscaping proposals, for all alterations, extensions and/or amendments, for approval, to the review committee, prior to them being submitted to the local Authority.

## **3 BACKGROUND TO GUIDELINES**

- 3.1 The Westbrook Estate incorporates approximately 20 720 m<sup>2</sup> of open space, which is made up of roads, a storm water reticulation dam and parks, which are to be preserved and retained as part of the Town planning scheme. It has a 1241,13m meter boundary wall with electrified fencing erected thereon as well

as a guard house, estate office all of which is subjected to controlled access. The estate is enhanced with modern security features which monitor the perimeter. Strategic security monitoring devices are also installed to support and monitor security throughout the Estate which is to provide the owners with the peace of mind to their well being.

3.2 Analysis of the site, the developing and growth of commerce in the surrounds, proximity to schools and places of industry, shopping centres and the general demand for new technology to facilitate communication and business, has been applied to ensure the objective of the development and a sense of harmony with the Estate is achieved. With this analysis, the following design criteria have been identified.

- Integrated internal and external living spaces
- Patios, balconies and decks
- Specific range of materials
- Selected earthy colours
- Specified roof form
- Structured building forms

3.3 It is important that the street elevation conforms to the suburban residential image, with emphasis on retaining openness by the character of partial open boundary walling using both brick and mortar and plastered with openings containing metal fencing panels and gates conforming to the design and colour throughout the Estate.

3.4 The general guidelines are applicable to all areas of the Westbrook Estate, whilst specific guidelines are applicable to some areas, and suggested guidelines will be produced for other areas occupying open spaces.

## 4 ARCHITECTURAL STYLE AND CONTROLS

4.1 It is the developer's intention and aim that the development style is reflective of the density permitted, while also introducing an architectural style suited to the climate and conducive to the demand of allowing for screening while creating landscape to provide for privacy while not having a large visual impact. The roof overhang, covered patios offer cool protected spaces. These large openings catch the breeze and ventilate as well as cool the homes. The cottage pane windows and double door openings also provide ventilation and cooling as well as light and warmth to the home. The houses are designed by applying the upstairs floor area in accordance to the coverage permitted. The painted plaster, patios, sundecks and balconies with a warm earthy finish with the Tuscan style pitched roof combine to reflect the Bali style of architecture, well suited to the area.

4.2 The Architectural Language has the following principles:-

- LOW PITCHED ROOFS to form "hats" which protect the buildings from the sun and rain while SUNDECKS offer open air and sunny areas for relaxation.
- The COVERED PATIO is synonymous with modern South African living and architecture and provides the shelter during the summer months when the heat and rain combine, because of this, is an important transition space between indoors and outdoors.
- The BRICK PLASTER and PAINTED exterior, as well as cottage pane windows, erected in accordance with the building codes as set out by the NHBRC; form the structure which further reflects the style of architecture.
- The NATURAL COLOURS, appropriate to our Estate, which form the basis of our building colours.
- These elements, when used together sensitively create the "Architectural Language" of the Estate.

## 5 APPROVED BUILDING MATERIALS

### 5.1 EXTERIOR GUIDELINES AND CONTROLS

#### Roof

Colour:	Red
Material:	Cement
Pitch:	± 26°
Form:	Roman
Overhang:	± 500 mm
Flat Roofs:	Only as a sundeck and with access from the upper floor.
Finish:	Plaster and painted in the approved building colours.

#### Walls

Brick or cement brick, plastered and painted – foundation inclusive.

Paint colour:	Oriental Ivory (Walls)
	Westmill (Lintil Surround)

*Supplied by Prominent Paint.*

#### Patios

Roofed with open sides and or unroofed adjoining dwelling.

#### Doors and Windows

Material:	Timber
Colour:	Wood Oil: Silkwood – Golden Brown

Form: Cottage pane 18 panel door, proportion and position to be considered in relation to elevation.

Window Pane Size: 255 x 220

*Doors and Windows by Fair Deal Windows & Doors*

*Balustrades*

Material: Steel, design to match existing finishes of dwellings

Colour: Black

*Rainwater Gutters and Downpipes, Bargeboards*

**Facias and any other exposed elements**

Material: Aluminium

Colour: Wheat

*By Best Gutters*

*Boundary Walling or Fencing*

Material: Brick, plastered and painted. Street frontage to have openings filled with steel fencing as per design in use

Colours: Wall to match colour of dwelling

Steel filling to be black.

Height: Max 1.8 m

Max 2.0 meter high where specific areas are screened (e.g. Kitchen yard or Washing lines as Council approved for Site Development Plan.

### Lighting

Light source (globe)

### TV Aerials

Position in roof

### TV Dishes

Position in screened area – below roof level. Paint to match wall colour.

### Washing lines, Refuse Bins, etc

Must be screened from view, by screen walls and, if necessary, overhead screening such as pergolas etc.

### Boats, Caravans and Trailers

Must be screened from view.

## 5.2 **SPECIFIC EXCLUSIONS**

The following are not permitted:-

- Exposed plumbing
- Exposed air-conditioning plant
- Glass blocks
- Winblocks
- Precast concrete fencing
- “Wendy houses”, garden sheds
- Awnings, unless designed in “Roof”
- Mono Pitch roofs – except for Patios

- Coloured Glass
- Flying beams
- Facebrick
- Precast concrete columns
- Decorative elements such as Spanish, Cape Dutch or Tudor
- Exterior burglar guards.
- Reflective materials
- Bright primary colours
- Above-ground swimming pools

### 5.3 ***DRIVEWAYS PARKING AND LANDSCAPING***

- 5.3.1 Landscaping on sidewalks must be undertaken within the integrated landscape language of the Estate to be approved by the WEHA review panel.
- 5.3.2 The landscaping theme of the Estate is to encourage the use of indigenous species in accordance with the landscape theme.
- 5.3.3 All driveways to be fully paved with approved coloured pavers. Driveway widths are to be controlled at the junction with the public road.
- 5.3.4 Any extensions on upper floor of dwelling to receive special attention to reduce the interruption of the horizon line and any other potential visual impact.
- 5.3.5 Only timber garage doors may be used. Colour : Stained or varnished.

## 6 SPECIFIC GUIDELINES

### 6.1 *FOOTPRINTS*

Each site will be critically analysed to provide a suitable area on which a dwelling can be built within the lifestyle promised for Westbrook Estate residents by the Developer and his Architect and Landscaper.

Where the building plans as approved are modified or to be amended in any form or manner, or where parts of any approved building is not to be erected by the Developer but to be approved pending future construction, then the process of the Architectural review Committee (ARC) will become applicable and have to approve such amended plan or building plan with disclosure as to cause and purpose, while in keeping to the natural design and standards of the Estate.

Where the approved building plan provides for future extensions or structures to be erected thereon, then the ARC can stipulate conditions as to the time period that such works are to be undertaken or commenced and completed, as well as impose any form of fine or penalty should such time limits not be met.

Should any open space abut on any boundary of a site, no building or disturbance of such open space may be allowed in this zone, which shall be maintained by the Estate Management. However access to the open space if required may require access via the property, which shall not be unreasonably denied.

The footprint area represents that part of the site on which the house, external living areas, yards, driveway and pool can be built.

The vegetation within the footprint have been established by the Landscaper and should be retained or with the approval of the WEHA, removed and equivalent replaced in the garden and maintained as is required under the Garden maintenance arrangement of WEHA.

The maximum size of the house permitted within the footprint area is controlled by the maximum coverage (%factor) and height restriction (number of floors,

height), as defined in the Town Planning Scheme. Height restricted to 2 storeys above Natural Ground Level.

All areas remaining within the footprint after the building has been positioned are to be maintained in accordance with the Landscape and maintenance plan, which is available from the WEHA office upon request.

- Maximum Coverage            40%
- Maximum Height            Double storey            14 m above natural ground level
- Density                        21 units per hectare
- F.A.R.                         0,6

## 6.2 ***CONSTRUCTION***

All structures to comply with the National Building Regulations as amended. The method of construction adopted must be of such nature to limit the disturbance to surrounding properties and to the sidewalks and open spaces. Any disturbance to Landscaping on such sidewalks and open spaces will require rectification at the owner's expense. Any building materials on the sidewalk or open spaces to be fully screened from view, and markings to be placed for traffic safety.

Before any construction takes place, the required refundable security deposit as determined by the WEHA shall be paid. Such security deposit shall be held in trust pending completion of the construction, removal of any screening as well as restoration to any landscaping on sidewalks and open spaces or road surface to the satisfaction of the WEHA as was a cause of the construction undertaken shall be required to be done to qualify for the refund of any security deposit. Failing such rectification, the WEHA shall have the right to undertake the work to rectify such landscaping and or road repair which shall be a charge to the owner. Any security deposit held shall be claimable by the WEHA in

recovery towards these costs or any other costs in recovery of the amounts claimable towards the rectification.

### 6.3 ***OTHER BUILDING ELEMENTS***

These include garages, carports, driveways, paved areas, swimming pools and any open patios and Pergolas.

#### 6.3.1 *Garages*

These should be designed with same material and site criteria as the house. Where practical these should be attached garages, unless the individual site conditions are extremely onerous.

#### 6.3.2 *Carports*

These should be designed as per garage and must appear as a substantive and integral part of the house and not an appendage.

#### 6.3.3 *Driveways*

These should be designed to improve the sense of arrival at the house. Material and design to compliment the house and of the material and colour approved in the Estate. The driveway must be contained within the footprint area.

#### 6.3.4 *Paving*

As per approved drawings and WEHA approved.

#### 6.3.5 *Swimming Pools*

Must be located within footprint area. Designed as an integral part of house and environment. Not to be visible from roads and sidewalks. Any screening required to be of an approved material and design.

### 6.3.6 Patios and pergolas

Finishes to match exterior of buildings as per Scheme-style and colour.

## 7 ARCHITECTURAL AND LANDSCAPE REVIEW PROCESS

### 7.1 ***Architects Panel***

A selected and limited panel of Architects will be selected to provide architectural services, on the following basis:-

- All architects to be registered with the S.A.Council for Architectural Professional as “ARCHITECTS”
- All architects to be appointed for “FULL ARCHITECTURAL SERVICES” and as “PRINCIPAL AGENT”
- The number of architects on the panel to be determined from time to time by demand.
- Architects to be selected on the basis of their expertise, and design of good residential architecture.

### 7.2 ***Contractors Panel***

A selected and limited panel of building contractors will be selected to build on the Estate, on the following basis:-

- All builders to be members of the Master Builders Association
- All builders to prove their expertise in the construction of high quality residences. Three references of recent examples to be provided.
- The number of contractors on the panel to be determined from time to time by demand.
- Contractors must sign the Contractors Protocol document with WEHA.

### 7.3 ***Landscapers and Landscape Control Panel***

A selected and limited panel of landscapers and Landscape Contractors will be selected to design and implement landscaping, on a similar basis to the Architects and Contractors Panel.

## 8 **THE DRAWING SUBMISSION PROCEDURES**

### **STEP 1 DESIGN APPROVAL – BUILDING AND LANDSCAPE**

### **STEP 2 LOCAL AUTHORITY PLANS APPROVAL**

#### 8.1 ***Design Approval – Building and Landscape***

##### 8.1.1 *Design Review Process*

This is the vehicle by which the Architectural Language is monitored from initial design to building completion. An Architectural Review Committee (ARC) is to be established to review and approve building plans.

Meetings will be held once or twice a month at the Estate or Developers office, depending on demand.

##### 8.1.2 *Procedure*

Owners will be required to submit drawings to at least two meetings as follows:-

##### Meeting No 1 – Sketch Design

Owner and Architect to attend meeting and present 2 sets of their Design Proposal in Sketch Plan form. One set will be retained by ARC and one set returned to the Architect.

Should ARC approve the design, the architect may proceed with the Working Drawings. Should ARC not approve the design, reasons will be given and a further submission will be required.

## Meeting No 2 – Working Drawings

The Architect to present 2 sets of the final Working Drawings sufficient for submission to Local Authority for building approval. Should ARC approve the drawings they will be stamped, one set retained by ARC and one set returned to the Architect for submission to the Local Authority for building approval. The ARC may also set commencement time frames as well as a completion time for the proposed extensions and alterations with a view to limiting any inconvenience and disruption to the surrounding owners.

Should ARC not approve the drawings, amended drawings will have to be submitted for a further ARC meeting.

### 8.1.3 Costs

Owners will be required to pay a fee of R200.00 excluding any professional fees of Architect and/or Landscape Architect, (subject to annual inflation, and Architect appointed) to ARC when booking their first meeting, to cover ARC approval costs.

This fee is to be paid directly into an account in the name of the Westbrook Estate – with reference “WEHA ARCHITECTS” to cover time and travelling costs of the ARC Architects and Landscape architect.

## 9 LOCAL AUTHORITY DRAWING SUBMISSION PROCEDURES

- 9.1 On approval by the WEHA, and the payment of all fees and security deposits required, the drawings can be prepared for submission to the Local Council in terms of the National Building Regulations. All submissions are the responsibility of the owner/architect.
- 9.2 No building work may commence without the prior approval of the WEHA and respective Local Authority inclusive of any conditions that prevail as in 6.1 and 9.1.

## **10 APPOINTMENT OF CONTRACTOR**

- 10.1 WEHA must approve contractors on site. By approving the contractors, the WEHA accepts no responsibility for the contractor and the contract remains firmly between the client and the contractor.
- 10.2 All contractors will be obliged to sign a copy of the Contractors Protocol and the WEHA Contractors Manual prior to any work commencing on site.

## **11 OWNER-BUILDER**

An owner-builder who is registered with the Master Builders Association and with an acceptable construction record will be considered to construct his own extensions and alterations.

The references of prior building contracts must be given and he will not be allowed to negotiate any further work on the Estate without WEHA's permission.

The Developer of the Estate is excluded from this condition.

## **12 CONSTRUCTION**

During the construction phase, the Estate Manager (EM) may monitor the quality of exterior construction and site cleanliness to ensure that the standards are maintained on the Estate. He is not responsible for the individual quality control of the houses or construction. The EM ARC is available to advise and help people where necessary.

A copy of approved as built plans and all services, information must be submitted to the WEHA on completion.