



**OLIVEDALE HOME OWNERS ASSOCIATION
APPLICATION TO ALTER COMMON PROPERTY:
PROJECTS ON COMMON PROPERTY**

NAME OF OWNER

UNIT NO

DATE OF APPLICATION

TELEPHONE

E MAIL

DESCRIPTION OF PROJECT:

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The following **General Terms and Conditions** apply to **all** applications for changes and additions to the common areas of Olivedale Retirement Village:

1. Application for any change to the Village is to be made in writing.
2. The Directors reserve the right to decline any application.
3. No work may commence before an application has been approved in writing.
4. The application must include a site plan of the common property area clearly showing the proposed positioning of the installation/change in relation to existing structures, roads and neighbouring units.
5. ORV staff may be used if they are competent to undertake the installation. If outside contractors are used, the installer must be a reputable company with staff qualified/competent to do the work.
6. Specifications for the installation/change must be included in the submission and must conform to the laid down requirements in the Village.
7. The committee understands that if the installation/change does not conform to the specifications approved in this application, the Directors can issue an instruction for the removal of the structure and reinstatement of the unit to its original state at the committee's expense (I.e. from the committee's budgeted funds).

8. Although the installation/change will be erected on common property, the committee undertakes to maintain the installation/change on their budget and the Directors reserve the right to take any action that may be necessary if this is not done.
9. Any damage to the existing structure or common property caused by the installation, or attributable at a later stage to the existence of the installation, must be immediately repaired by the committee from their own budget.
10. Insurance of the installation is the responsibility of the HOA., However the owner is responsible for communication the value of the changes to Village Management.

Specific Terms and Conditions

11. The Applications will be evaluated based on the aesthetic appearance.
12. **Paving** must match that used elsewhere in the village.
 - a. Paving must be edged with a roller course on a cement base.
 - b. Colour to match existing paving in the village: Sahara Sand, Supplier: Aveng Infraset, 012 652 0000 Contact: Elesia Visser
 - c. The following approved suppliers are recommended:
 - i. Brick Paving Company, Contact: Shaun 083 641 8591
 - ii. Topform Construction & Maintenance: Henk 072 906 7077
13. **Brickwork** must match that of the village.
 - a. Walls are built with red bricks or yellow bricks with a red roller course.
 - b. If building plans need to be approved by the City of Johannesburg, it is the responsibility of the committee to submit such plans. No work may commence before the approved plans have been submitted to the HOA.
 - c. If outside contractors are used, all building rubble must be removed from the village by the Contractor. Any bricks recovered from the demolition of privacy walls and other structures belong to the HOA and must be cleaned and transported to the storage area by the contractor.
 - d. Yellow bricks:
 - e. Red bricks:
14. **Stairs** must conform to the following specifications:
 - a. Tread must be 340mm deep (1 and one half bricks deep); riser must be 170 mm high (two bricks high) on steep slopes and can be 170 mm (one bricks high) on more gradual slopes. 1600 mm width is recommended. Landing 1000 mm.
 - b. Steps to be constructed from face bricks and compacted soil fill with screed on top and finished with concrete pavers on top of landings and steps. Pavers to match ORV paving (Sahara Sand, Supplier: Aveng Infraset, 012 652 0000 Contact: Elesia Visser
 - c. Stairs must have a galvanized handrail on at least one side or in the centre if stairs are wide enough.
 - d. **Stairs diagram:** Please request the diagram from the office.

Application Approved Declined

Signatures

Chairman Infrastructure Committee Date.....

General Manager Date.....

Comments

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Application Checklist

- Signed Application

- Specifications included
- Plan of project with proposed positioning
- Installer qualified

Inspection

- Installation satisfactory

- Inspected by:
- Signature:
- Date: