BUILDING PROCEDURE

Should you wish to review all the documentation related to building construction, please feel free to request it from The Estate Management Company.

In summary the approval process to be followed for construction activities in The Estate are:

1. Only approved Architects or Senior Architectural Technologists may design houses on the Aloes Lifestyle Estate. Should you wish to use an Architect/Architectural Technologist not yet enrolled, such an Architect/Technologist must apply for enrolment before design work commence. A portfolio of previously completed work with references will be required with the application.

2. Architectural Approval by Alema

The Aloes has a set of Architectural Guidelines and it is essential that an architect is familiar with these before commencing with design. Before Polokwane Municipality can consider the drawings for municipal approval of a new building or the renovation of an existing building they will require the approval stamp of the HOA architect, Co-Lab Architects, on the drawing. It is good practice to consult Co-Lab early in the design process and essential to submit all drawings to them before submission to Polokwane Municipality.

The Aesthetic Architect is Co-Lab Architects:  
Contact Person: Louis Jonker  
louis@colabarchitects.com  
t +27 (0)13 752 4689  
m +27 (0)82 332 9164  
www.colabarchitects.com

3. Process for submission to Aesthetic Architect

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a. A full set of plans must be handed in to the ALEMA HOA office, before 12h00 on a Monday.
b. Accompanied by the proof of payment of Aesthetic Approval Fee, to ALEMA, agreed upon from time to time by the board of directors.
c. Should all be in order they can be collected at the ALEMA HOA office the following Thursday after 12h00.
d. Should there be a problem, the Aesthetic Architect, will inform the Home owner/Builder/Architect.
e. If the problem involves resubmission of plans, this will carry a fee, agreed upon from time to time by the board of directors.
f. For resubmission, a and b above applies.

4. Submit approved drawings to Polokwane Municipality.

5. Enter into a Building Contract. No project may commence in The Aloes without a formal contract based upon the JBCC (Joint Building Contracts Committee) form of contract. Only approved building contractors may build at The Aloes. The Estate Management Company holds a list of approved contractors and their approval is to be sought for use of any other proposed building contractor.


7. A scanned copy of the Municipal approved drawings must be submitted to the Alema office.

8. Owner/contractor to pay Alema the required deposits and administration fees.

9. A serviced chemical toilet installed on site.

10. Prescribed Contractors Sign Board erected on Site.

11. A hard copy of the Municipal approved drawings must be kept on site at all times.

12. Builder to submit “hard copies” of required documentation to the offices of ALEMA on a Tuesday before 12h00.

13. The BCO will contact the builder, to arrange a time for the site hand over meeting, on the Thursday.

14. The site hand-over meeting is to take place on the Thursday with the BCO, with the Estate Management Company present before building can commence. The Builders Monthly Administration Levy will be calculated from date of site hand over and run until a MUNICIPAL occupation certificate is received by ALEMA.

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# Alema – Builders Checklist

**Sub Estate:** ___________  
**for Stand no:** ___________

**Registered Owner:** ___________  
**Building Contractor:** ___________  
**Architect:** ___________

- Proof of Aesthetic Architect Fee paid  
  **2016 @ R 3500 – 00**  
- Resubmission Fee  
  **2016 @ R 500 – 00**

- Aesthetic Architect (Co-Lab) confirmation of plan approval
- Alema Levies paid and Cleared
- Contractors NHBRC Certificate
- NHBRC Enrolment Certificate
- Appointment letter from Engineer
- 1 set of municipal approved plans
- Proof of finance
- Proof of Contractors All Risk Insurance
- Proof of Maintenance and Damage Deposit paid  
  **2016 @ R 10 000 – 00**

- Proof of first month Admin Fee paid  
  **2016 @ R 2 200 – 00 per month**  
  (From Site hand over until Municipal Occupation received)

- Builders Code of Conduct signed
- Building Program submitted
- Footprint of Builders yard finalized and submitted
- Builders/Contractors Board erected
- Contractors Employees ID documents submitted
- Toilet on site
- Access Tag allocated and signed for
- Confirmation of Architectural Supervision for project duration. (If Not, then the owner is deemed to be the responsible agent and accepts all associated risks and responsibilities. (In terms of JBCC)

Please Note:
All Documentation submitted in compliance with the above will be retained at the Estate Management Office for safekeeping.

**ALEMA site Handover Signature** ________________ Date __________

**Registered Owner Signature** ________________ Date __________

**Contracted Builder Signature** ________________ Date __________

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