

DESIGN MANUAL

Forest Glade

THE ONE HUNDRED AND THREE HOMEOWNERS
ASSOCIATION, NPC
hereinafter referred to as “the Association”

Pertaining to the ownership of erven and residents in the homes within the area known as “Forest Glade” comprising the subdivisions of Erf 6231, 6232, 6233, 6234, 6235 and Erf 7295 Constantia.

NOTE:

1. This Design Manual must be read in conjunction with the Associations MEMORANDUM OF INCORPORATION and Annexure “A” the Association’s RULES. Copies of all documents are available on the Association’s website or from the Estate Manager.
2. The revised edition of this Design Manual was adopted by members at the General Meeting of the Association held on 24 November 2025 and is effective from that date.

**BY ORDER OF THE BOARD OF DIRECTORS OF THE ASSOCIATION,
hereinafter referred to as “the Directors”**

Contents

INTRODUCTION AND PURPOSE OF THE DESIGN MANUAL	4
PREAMBLE	4
PURPOSE OF THE DESIGN MANUAL	4
ROLES AND RESPONSIBILITIES	5
DESIGN RULES	5
1. UNIT FORM AND ERF FOOTPRINT/COVERAGE	6
2. ROOFS	7
3. VERANDAS, PERGOLAS, AWNING, CANOPIES	9
4. UNIT WALLS	9
5. WINDOWS	10
6. DOORS – EXTERNAL	11
7. BALUSTRADES	12
8. BOUNDARY WALLS AND FENCES (TO INDIVIDUAL, PRIVATE ERVEN)	12
9. USE OF COMMON AREAS /EXTENSIONS OF PRIVATE GARDENS	13
10. EXTERIOR WALL AND DOOR COLOURS	15
11. PARKING	15
12. CURTAINS / BLINDS	15
13. INSTALLATIONS	16
PREAMBLE	16
13.1 AERIALS AND DISHES	16
13.2 CHIMNEYS	16
13.3 SWIMMING POOLS AND SPA BATHS	16
13.4 EXTERNAL LIGHTING INCLUDING SECURITY LIGHTING	18
13.5 WELLPOINTS	19
13.6 SOLAR INSTALLATIONS	19
13.7 PHOTOVOLTAIC (PV) SOLAR PANELS	19
13.8 HEAT PUMPS/EXCHANGES	19
13.9 AIR CONDITIONERS	19
13.10 L P GAS	19
13.11 BULK WATER STORAGE TANKS	20
13.12 GRAY WATER SYSTEMS	20
13.13 GENERATORS	20
13.14 GEYSERS (HOT WATER CYLINDERS)	20

14	GENERAL.....	22
14.1	OUTSIDE PIPING, ELECTRICAL CONDUITS, TRUNKING.....	22
14.2	WASH LINES, OPEN STORAGE, DOG KENNELS	22
14.3	PLAY STRUCTURES, WENDY HOUSES.....	22
	 DESIGN REVIEW PROCESS – SUBMISSION OF PLANS	23
1.	ARCHITECT	23
2.	DESIGN REVIEW COMMITTEE (DRC).....	23
3.	DESIGN (PLAN) APPROVAL PROCESS	23
4.	SCRUTINY FEES & SIDEWALK DEPOSIT	24
5.	BUILDING OPERATIONS.....	25
6.	PENALTIES	26
	 FORMS	26

INTRODUCTION AND PURPOSE OF THE DESIGN MANUAL

Preamble

The Forest Glade Design Manual has been carefully crafted to ensure that the estate maintains its minimalist and cubistic aesthetic, preserving the unique architectural character established during its original development. Strongly influenced by the Bauhaus architectural style, the estate's design is grounded in principles of clarity, functionality, and geometric simplicity. The buildings themselves were based on a patented American concept, innovatively adapted to the South African context.

This manual is intended to advise homeowners in planning and executing alterations, extensions, or any building-related activities that will affect the exterior appearance of their properties. All modifications must align with the estate's architectural language, ensuring that the visual harmony and sense of spaciousness that define Forest Glade are retained.

Introduction

This document is an official addendum to the 103 Homeowners Association Rules and forms a binding part of the agreement for all property owners within Forest Glade. By virtue of membership in the Association, all homeowners are obligated to follow the guidelines and controls outlined in this manual, which govern any external modifications or developments within the estate.

The architecture of Forest Glade is distinguished by its cubistic design, utilising poured concrete in modular units to create a simple and clean, geometric aesthetic. These design principles, established during the development's construction in the mid-1970s, remain integral to the estate's character and are reflected in the minimalist form of each unit, the continuity of landscaping, and the blending of individual erven with the common areas to maintain a park-like atmosphere.

Notably, Forest Glade was the first communal scheme residential development in South Africa, setting a precedent for shared-living environments with coordinated architectural and landscape design. The Design Manual ensures that these founding principles are respected and upheld.

The basic principles of this aesthetic are therefore, as determined by the original proposal:

“Simple forms (in a single colour) with no decorative features. This should apply to all elements that make up the whole building including site works”.

The architectural language that makes up the harmonious architectural entity and aesthetic include, unit form and erven footprint/coverage, roofs, windows and doors, pergolas, canopies, awnings, balustrade, hard landscaping, boundary walls, fencing, brick paving and colour.

The Purpose of the Design Manual

Maintain Architectural Coherence: To ensure that Forest Glade continues to uphold a coherent and unified aesthetic. Over the years, due to a lack of proper controls, some of the estate's original design integrity has been lost. This manual aims to restore and preserve the original architectural vision for the estate.

Protect the Original Aesthetic: To revert to and maintain the cubistic and cantilever aesthetic and other architectural elements that characterized the estate's initial development, as far as possible.

Comply with Development Rules: To adhere to the Group Housing GR1 zoning rules, which stipulate that all structures in the estate must be designed and built as part of a harmonious architectural entity, with special attention given to aesthetics, architectural coordination, and landscaping.

Provide Dynamic Guidance: To offer a dynamic set of guidelines that may evolve over time to respond to changing needs or challenges in keeping with the original principles. However, deviations or past precedents cannot be assumed to have established any precedents. The Design Review Committee (DRC) work in conjunction with an independent architect. Homeowners and architects are required to engage with the design principals in the design manual.

Roles and Responsibilities

In Forest Glade, neither the Board of Directors nor the Design Review Committee (DRC) review owners' planned alterations, extensions, or installations for compliance with national building regulations. Instead, the Design Review Committee (DRC's) function is to assess submitted plans for alignment with the estate's design guidelines, which focuses on maintaining the original intended aesthetic and functional standards. This is an important distinction, as it means the Design Review Committee (DRC) evaluates how changes impact the overall appearance and harmony of the estate, rather than verifying legal or technical compliance with municipal or national building codes.

For the avoidance of doubt, the Association and its committees retain the right, as provided for in the Memorandum of Incorporation, to comment to the local authority on whether building plans comply with the estate's approved architectural design guidelines and rules, but this shall not be construed as an obligation to verify compliance with municipal or national building codes.

When evaluating an application, the Design Review Committee (DRC) and, by extension, the Board may determine whether the proposed change is considered 'material' in the context of the estate's rules. A material change typically refers to modifications that affect the property's structure, external appearance, functionality, or value, or one that affects common property or the rights of other members. Examples may include constructing new rooms, pools, altering the roofline, or modifying boundary walls i.e. alterations more significant than routine maintenance or cosmetic updates.

It remains the responsibility of each owner to ensure that their building plans comply with all applicable laws, including the National Building Regulations and municipal by-laws. Owners are required to obtain the necessary approvals from local authorities. While the Design Review Committee (DRC) may remind owners of their legal obligations, it is not responsible for verifying or enforcing compliance with those external regulatory requirements. Any legal or financial consequences arising from non-compliance rest solely with the property owner.

DESIGN RULES

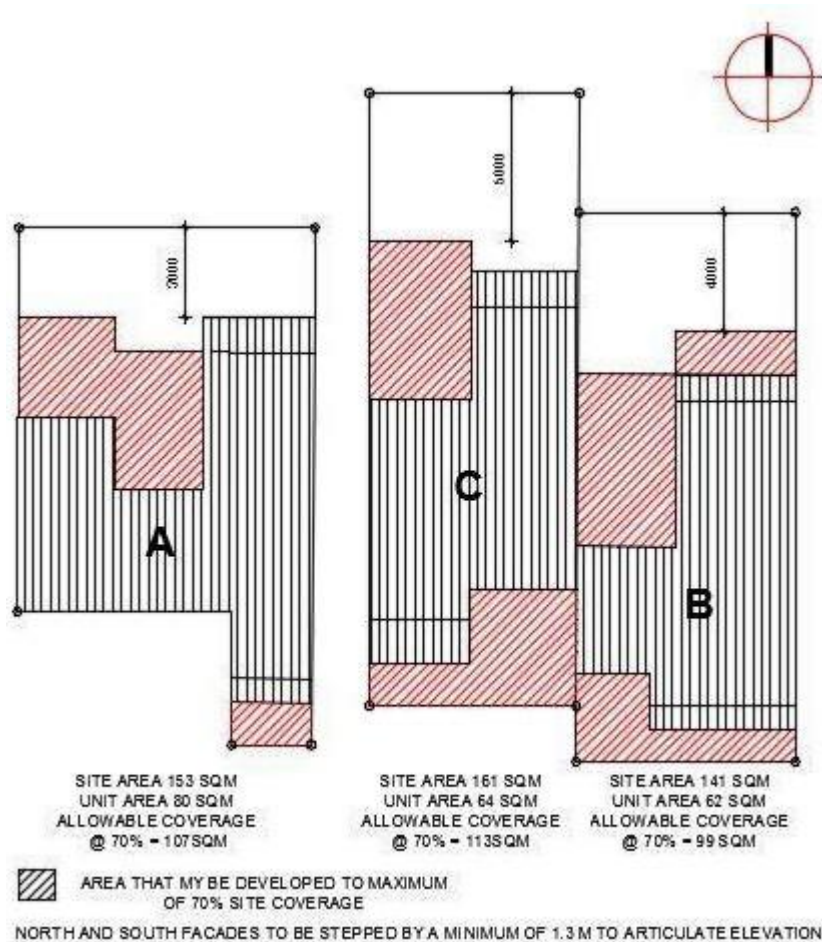
All development in the Cape Town Municipal area is subject to the provisions of the Cape Town Zoning scheme and other municipal by-laws. The Design Manual may, in certain instances, impose certain requirements that are more restrictive than the standard provisions of the zoning scheme. In cases where the provisions of this Design Manual are more restrictive than the zoning scheme or municipal by-laws, the provisions of this Design Manual shall apply. The design criteria set out in this Design Manual are in addition to Local Authority and National Building Regulations. The Association reserves the right to amend this manual, where necessary, to ensure the continued protection and retention of the visual integrity of Forest Glade.

THESE RULES ARE NOT RETROSPECTIVE FROM THE DATE OF THEIR APPROVAL BY THE MEMBERS OF THE ASSOCIATION AND PAST PRECEDENT WILL NOT APPLY.

Note: All alterations and/or additions that will affect the external architecture and aesthetics of a property, no matter how small, must be discussed and approved by the Design Review Committee. Application forms are available at the Estate Manager's office.

1. UNIT FORM AND ERF FOOTPRINT/COVERAGE

- 1.1 Due to the “cubistic” aesthetic, extensions are to be linear with the planes of the walls lining up, where possible, to maintain the aesthetic. No constructions will be permitted that are not at right angles to existing constructions and neither will “freeforms” be allowed. Parapets are to line up where applicable, all as per the following examples as demonstrated on typical extensions on individual erven.
- 1.2 Due to the concern of “overbuilding” the individual, private erven and its effect, e.g. loss of privacy, sun- and natural light etc. on adjacent properties, a coverage of 70% is imposed on all properties. Furthermore, the following north-facing building lines are imposed, including the articulated setbacks:
 - 1.2.1 Type A – 3.000 building line
 - 1.2.2 Type B – 4.000 building line
 - 1.2.3 Type C – 5.000 building line



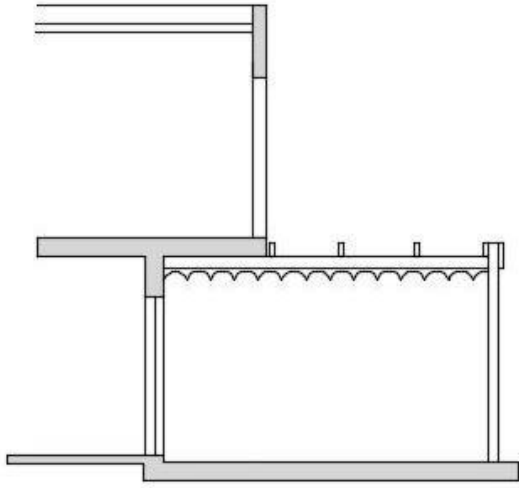
These building lines may differ from site to site due to different erven sizes and orientation and will need to be indicated on individual site development plans (SDPs).

- 1.3 The height of a private dwelling shall be restricted to 2 (two) storeys, and it may not be architecturally altered to include a Third (3rd) Level
- 1.4 No private dwelling may be converted into or used as a dual living dwelling, or sub divided into separate dwellings. There shall only be one dwelling on each private residential erf, which means a self-contained, interleading group of rooms, with not more than one kitchen, used for the living accommodation and housing of one family. No second dwellings shall be permitted.

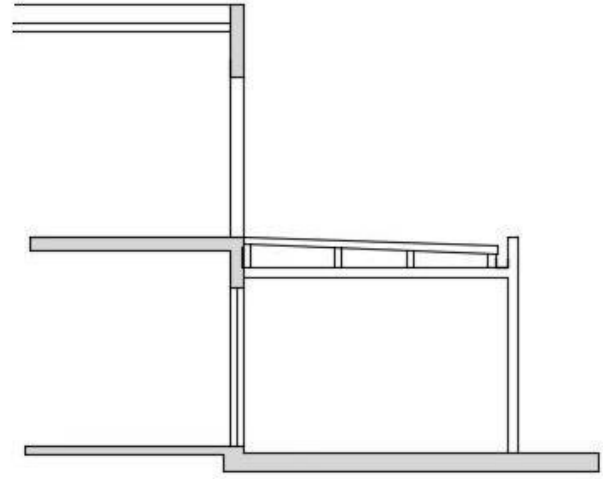
2. ROOFS

- 2.1 All roofs, whether metal or clear sheeting, concrete or boarded, as well as gutters are to be contained within parapets/ fascia's so that no end profile of the roofs or gutters are visible.
- 2.2 Where metal roof sheets are visible from adjacent properties, e.g. ground floor roofs, they are to be painted light grey. Alternatively, white polycarbonate sheeting may be used.
- 2.3 Solid parapets are to be used on all elevations. Yards and small storage areas (partial) under cantilevers are exempt.

- 2.4 Rainwater pipes may be any of the PVC profiles available, i.e. square, rectangular or round. When new rainwater heads (hoppers) are required, they shall be Marley CAT. No. DRH1. If necessary, one additional rainwater pipe and rainwater head may be installed to accommodate overflow. Rainwater pipes should, as far as possible, be vertical. Where overflows are required, a 75mm diameter pipe may be provided through the parapet wall located above the rain hopper.



SECTION THROUGH PERGOLA/AWNINGS



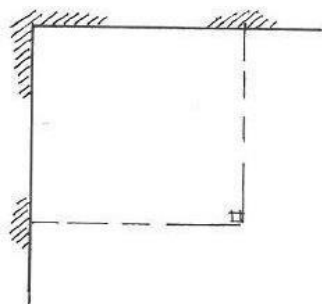
SECTION THROUGH LEAN-TO FLAT ROOFS

3. VERANDAS, PERGOLAS, AWNINGS, CANOPIES

- 3.1 Canopies (above front doors and other external doors) to be as ribbed aluminum in the same colour as external walls or if new, 'Foldo Blinds' "Marble White". Canopy to be contained within the plaster band. Refer alternative (larger) canopy design to detail below.

Additionally, front door canopies may be constructed in powder-coated aluminium (colour: white) with an integrated gutter system or wood, painted white. The area of coverage is restricted to a maximum of 3.5m². The roof sheeting and gutters must be concealed behind white PVC fascias. Where attached to two walls, the unsupported corner, where necessary, may be supported by a galvanized pole painted white. Where attached to one wall, two supporting poles are permitted. Water run-off must be led either via the supporting pole or a single downpipe leading to a suitable soak-away area.

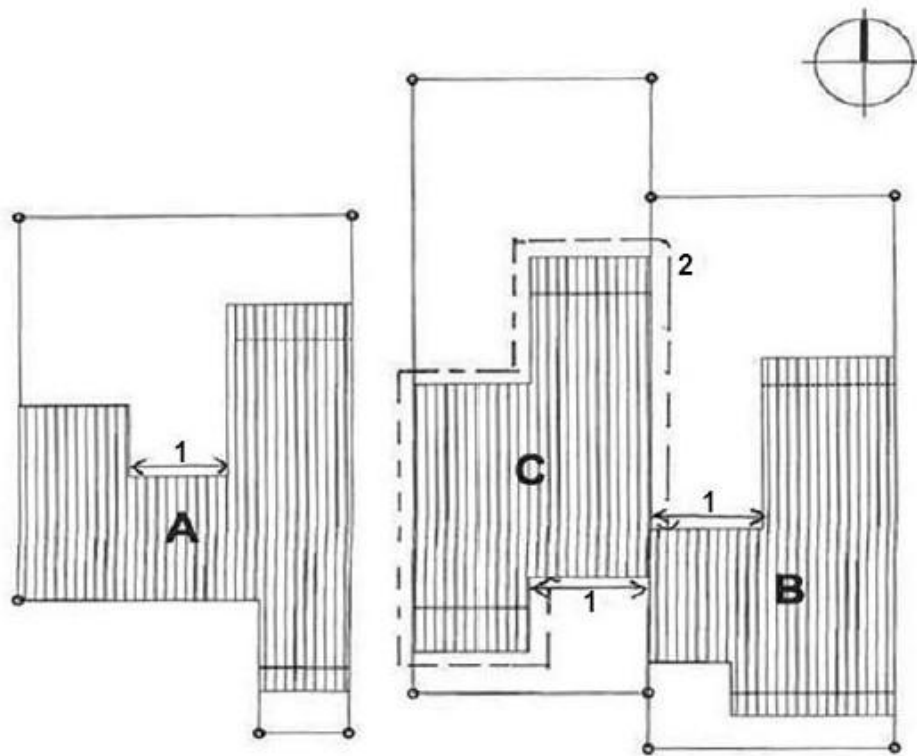
- 3.2 Pergolas to be manufactured from painted hardwood or powder-coated aluminium (colour: white or clear) and are to be contained within the plaster band where fixed to the building, or under a cantilevered first floor. Pergola supports are to be square or rectangular in similar material (not masonry piers) (colour: white). Pergolas may be roofed over with polycarbonate sheeting (colour: white or clear) to form a "veranda" (refer to above). Gutters to be concealed behind white fascias (refer to above).
- 3.3 Adjustable aluminium awnings are permitted and are to be concealed behind fascias. Colour: white.
- 3.4 Retractable, canvas awnings under pergolas are permitted. Colour: refer to 10.7.



LARGE CANOPY DESIGN

4 UNIT WALLS

- 4.1 Horizontal plaster bands are to match existing bands in width, height, and texture with joints expressed.
- 4.2 Brick to match as close as possible to original "Fairface" texture and painted
- 4.3 Plastering of walls is permitted with joint lines expressed at the levels of the mock structural concrete. The extent of plastering a unit must terminate in internal corners as per the diagram.



PLASTERING OF UNITS OPTIONS

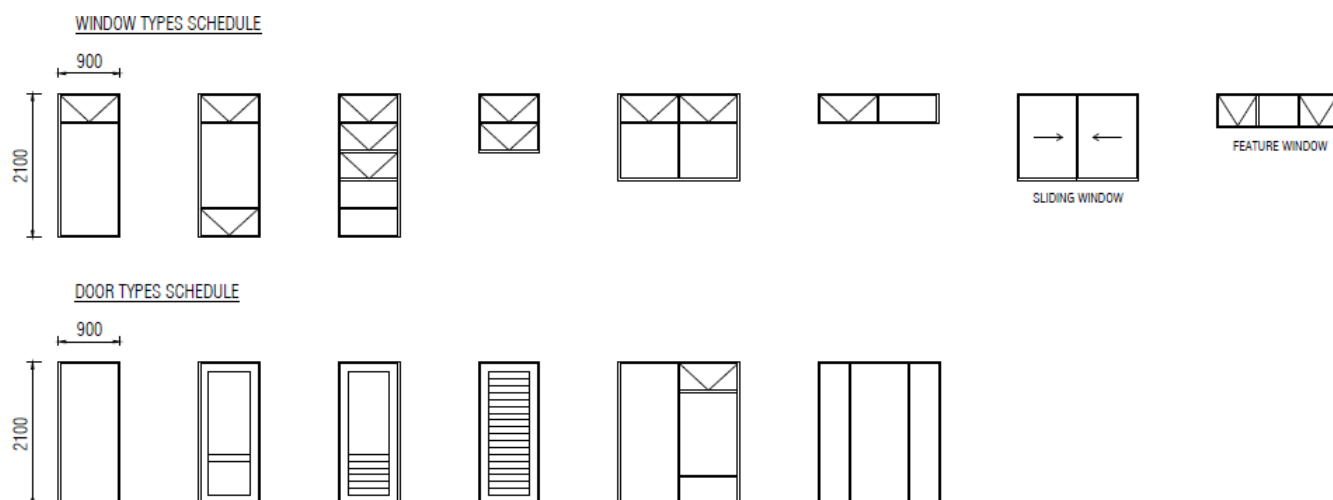
- 1 – PLASTERING BETWEEN CLOSED CORNERS ONLY – REMAINDER OF UNIT REMAINS FAIRFACE FINISH.
- 2 – PLASTERING IN AREAS WITH NO CORNERS – COMPLETE UNIT TO BE REPLASTERED INCLUDING BUILDING FACE ONTO NEIGHBOURS PROPERTY.

5. WINDOWS

- 5.1 All windows are to be manufactured from aluminium (epoxy powder-coated) or PVC, and are to be white in colour.
- 5.2 All windows are to be set into the wall plane only and may not project into the horizontal plaster bands, except in yard/storage areas. The top of all windows must be in line with the underside of the smooth plaster bands.
- 5.3 Where (bathroom) windows overlook common property or private erven, fixed obscure glass is to be fitted to a minimum height of 1750; with a 350 opening section above.
- 5.4 Due to fire risk, no windows will be permitted on common walls within 3m of a neighbouring unit, other than those that are already in existence.
- 5.5 No windows will be permitted on east or west walls if they overlook a private erf. Stairwell windows will only be permitted if they do not overlook private erven so as not to affect the privacy of adjacent properties. The size thereof is restricted to a maximum height of 1200mm and a maximum width of 600mm.
- 5.6 Windows must be of a vertical proportion or square (inhabitable space) and in multiples of a given 900mm or 600mm module and in formats as suggested in the diagrams below. The only exception is for windows in kitchen yard enclosures and approved feature windows, which may be of a horizontal proportion (refer to 5.7).

- 5.7 Horizontal feature windows will be permitted on east or west walls, limited to one per side only and to the proportion of: length 1200/1800mm; height 500mm. This is subject to the affected neighbour's consent, which shall not be unreasonably withheld, and to Board approval.
- 5.8 Sliding windows are permitted subject to the rules in the Design Manual.
- 5.9 Shutters (internal only) to be horizontal, sliding, louvred in aluminium or wood. Colour to be white.
- 5.10 Burglar guards to be positioned internally and of simple linear design (horizontal members only) preferably clear view type and if metal to be painted white. Where it is not possible to install internally, external burglar guards must be of a linear shutter design and in white. No ornate or Trelli- type window guards will be permitted.

WINDOW AND DOOR TYPES SCHEDULE



The windows and doors are based on multiples which can be repeated and divided into horizontal modules which can be repeated in various configurations.

6. DOORS – EXTERNAL

- 6.1 All doors are to be manufactured from aluminium (epoxy powder-coated), PVC, and/or timber.
- 6.2 Solid wooden front doors may be painted in a colour of choice or varnished. All other doors must be painted white.
- 6.3 No ornate or decorative doors are permitted.
- 6.4 For door types, refer to schedule above.

Note: All glazed doors can be double doors (“french doors”), sliding doors or stacking doors on the north side of units only.

6.5 Security gates:

- 6.5.1 External security gates to be of a simple design. Colour white.

6.5.2 Trellidoors will be allowed internally only.

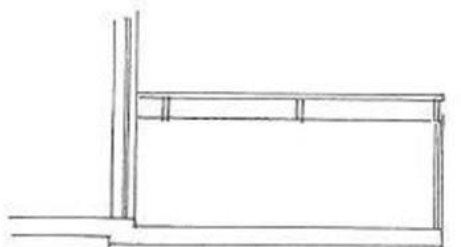
6.6 Garage doors:

6.6.1 Groups of garage doors in blocks are to be of identical pattern/design. Horizontal slats of either hardwood painted white or smooth white aluminium. Once all owners in a block of garages agree to replace all the doors in that block simultaneously, they shall so advise the Board requesting their approval, which shall not be unreasonably withheld.

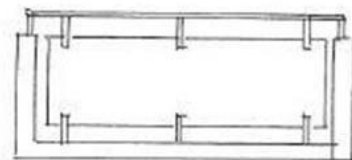
6.6.2 All doors are to be set into the wall plane only and are not to project into the horizontal plaster bands.

7 **BALUSTRADES**

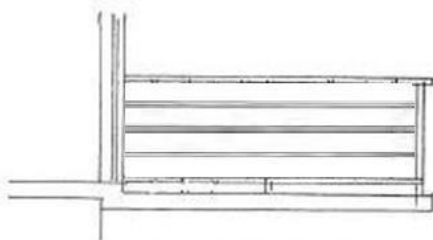
Balustrades may be a solid wall, glazed or white painted metal, or stainless steel wires, or horizontal wooden slats with open joints painted white or a combination of the above (refer to drawing below). No ornate or decorative designs will be permitted.



METAL HANDRAIL OR BALUSTRADE WALL



METAL HANDRAIL WITH GLAZED PANEL



HORIZONTAL BALUSTRADE



STAINLESS STEEL CABLES

8 **BOUNDARY WALLS AND FENCES (TO INDIVIDUAL, PRIVATE ERVEN)**

8.1 To achieve privacy, boundary walls or fences to the east and west of individual, private erven may be plastered and painted to match existing Forest Glade exterior finish of Fairface brickwork or plastered smooth as per 4.2 above to a height of 1800mm and to a maximum length of 3m from the building and may be continued with a fence at a maximum height of 1500mm along the site boundary as per the options in the Design Manual (refer to 8.3).

8.2 Boundary walls and fences may be substituted with foliage/hedges to the same dimensions as above. Hedges require Board approval.

8.3 Boundary fences on the north of individual, private erven and/or as extensions to the east and west privacy walls or fences to be a maximum height of 1500mm and may be:

8.3.1 Square lattice in wood, metal or Nutek boards painted green. For colour, refer to section 10.

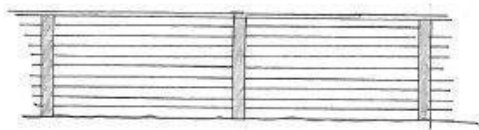
8.3.2 Horizontal / vertical boarding, Nutek boarding painted green. For colour, refer to section 10.

8.3.3 Clearvu/Beta-type fencing, epoxy coated rolls or panels in green.

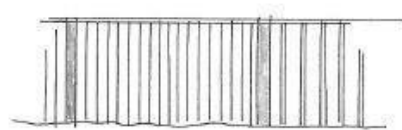
8.3.4 Partial (unenclosed) permeable wooden screening will be considered to a height of 1800mm. Such screening may be unpainted if covered by foliage, alternatively it must be painted white.

8.4 Gates in the above are to match fences in design and material.

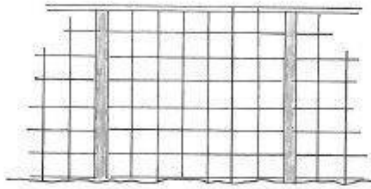
8.5 No ornamental (e.g. wrought-iron) gates will be allowed.



HORIZONTAL BOARDING



VERTICAL BOARDING/OPEN JOINTS



LATTICE



HORIZONTAL BOARDING WITH OPEN JOINTS

9 USE OF COMMON AREAS / EXTENSIONS OF PRIVATE GARDENS / EXCLUSIVE USE

9.1 All hard and soft landscaping proposals beyond a home owner's individual, private erf boundary, i.e. on the common area, are to be submitted on the prescribed Application Form, available from the Estate Manager's office, for written approval by the Board of Directors with a courtesy set of plans to adjoining owners.

9.2 Owners may apply for the exclusive use of common land by making formal application to the Board of Directors through the Estate Manager's office. Such application must be soundly motivated, include a layout drawing and confirm to the stipulations in the Design Manual.

Approval will only be considered upon affected neighbours' consent and conditions may be imposed by the Board of Directors at its discretion. Approvals, if granted shall only be granted on the North side of the private erf and either the East or the West side, never on both East and West sides and only if a neighbour cannot rightfully lay claim to the same common land.

9.3 Members shall not acquire any right to the ground or any existing items on it.

9.4 All improvements, including paving and additions made by the member on common area automatically become the property of the Association.

- 9.5 Members shall not enclose ground and thereby prevent access to any common ground area or access to adjacent properties, particularly where those are hemmed in by a boundary fence and shall provide for ready access through a suitable gate in any fence on both sides of their properties (where applicable) and these gates may not be locked.
- 9.6 The member undertakes to maintain their private ERF and common land whether enclosed, enabling exclusive use, by fence, gate, hedge or any personal landscaping of the area at his/her own expense (including the cost of water) in a condition acceptable to the Board of Directors. If this is not done, the Board of Directors may take over the maintenance of the land without compensation, at their sole discretion and remove any plants or hard and soft landscaping improvements without any compensation to the member to reduce the maintenance cost to a level acceptable to the Directors.
- 9.7 Members and/or tenants shall store and keep all garden implements, hoses and garden refuse on individual private erven and shall not store or keep or leave any garden implements, hoses and/or garden refuse on any enclosed area whether private land or common land. For security reasons, no ladders to be left/stored outside at any time.
- 9.8 The Association retains the right of access to any portion of the common area required for the upgrading or relocating of services or for any other reason in connection with the achievement of its objectives and responsibilities.
- 9.9 No permanent structure (i.e. brick/stone walls) except engineered hollow concrete blocks, i.e. 'Loffelstein'/'Terraforce' or railway sleepers will be permitted. Loose stones may be used as terracing material.
- 9.10 Paving may be one of the following finishes:
- 9.10.1 Revelstone "Ravine" straight edge pavers – 440 x 440 x 50. Colour: "Table Mountain", "Robben Island" or "Charcoal"
 - 9.10.2 Railway sleepers
 - 9.10.3 Brick paving. Colour: "Wheatstone"/"Sandstone"
 - 9.10.4 Brown/grey stone chips
- 9.11 Paving (except brick paving) to be loose laid, single or double width and is to blend in with the natural landscape.
- 9.12 Ground covers, grass, indigenous planting, or light brown/grey stone chips may be used between pavers with 75mm to 100mm spacing between adjacent pavers.
- 9.13 Edging pavers to be either railway sleepers, Revelstone "Saxon" edging 200 x 100 x 50 (colour as per paving) or Revelstone "Kent" cobbles 100 x 100 x 50 (colour: "charcoal") or single facebrick laid horizontally (colour as per adjacent pathway) or "Wheatstone"/"Sandstone".

10 EXTERIOR WALL AND DOOR COLOURS

Colours of walls, windows, doors, etc. are as follows:

10.1 Walls: As determined from time to time

10.2 Windows: White

10.3 Glazed doors: White

10.4 Only solid front doors: A colour of choice or varnished. All other doors: White

10.5 Aluminium canopies:

If existing: colour as for walls

If new: colour Foldo Blinds' "Marble White"

10.6 Fencing: White where attached to a unit's wall as privacy fencing; "Heritage Green" elsewhere. In general, all wire fencing will be green. Any combination of wire and wood fencing to be green.

10.7 Retractable awnings: Neutral colours, plain material

Homeowners have to have all paint samples approved by the Estate Manager prior to commencement of work.

11 PARKING

11.1 Parking Bays: to ensure the best utilization of parking bays they are not allocated to individual units.

11.2 Boats, trailers etc., are to be concealed in garages and not parked in open parking or personal parking bays.

11.3 Personal parking areas:

11.3.1 May only be installed adjacent to member's house, e.g. a paved area (for finishes refer to 9.9) to replace or increase the size of a pathway between member's house and road. The Design Review Committee's permission must be obtained and a drawing submitted. Where a neighbour could reasonably have an equal claim to the area his/her written approval must also be obtained.

11.3.2 To be installed entirely at the member's expense. Becomes the property of the Association as specified above. The Board of Directors has the right to have such paved areas lifted, if required, for maintenance purposes. Refer to rules - 9.3.

11.3.3 No structures will be allowed, e.g. carports, shade netting, etc.

12 CURTAINS / BLINDS

Colours of lining of curtains and blinds are to be white or a neutral shade where visible.

13 INSTALLATIONS

Preamble

All installations, where applicable, must conform to South African National Standards regulations and/or Council by-laws. Applications for approval must be made through the Estate Manager's office for all installations, including all re-installations, if re-installations are not identical in all respects to previous installations.

13.1 Aerials and satellite dishes

Aerials and satellite dishes are to be screened from public view. Should this not be technically feasible, the positioning is to be agreed with the Design Review Committee. Dish antenna brackets must not protrude above the parapet wall.

13.2 Chimneys

Circular metal in stainless steel or painted galvanised mild steel. Colour: black. The height of a chimney outlet shall be not less than 1 metre above the highest point of contact between such chimney and the roof, excluding the cowl (SANS 100400 part V). An appropriate fuel must be used that will support efficient combustion so as not to cause excessive dark smoke for periods contrary to the by-laws.

13.3 Swimming pools and spa baths

13.3.1 Permanent swimming pools and spa baths

Pools and spas within Forest Glade must adhere to the estate's existing cubistic aesthetic, which is characterised by simple, geometric forms. The design should integrate seamlessly with the original architectural language and avoid visually disruptive elements.

No spas or pools may be installed without prior written approval from the Design Review Committee (DRC).

Installation Application Checklist

Note: Applications will be considered from members only.

Before applying for approval (permanent pools) from the HOA, residents/owners must ensure the following:

- The design conforms to the estate's cubistic aesthetic and approved materials
- The proposed location preserves neighbour privacy and minimises visual and acoustic impact.
- The landscaping integrates naturally with the estate's semi-rural environment.
- The installation is in compliance with the South African National Building Standards (SANS 10400)
- Screening and concealment measures are included for pumps/filters
- A formal application for permanent pools must include building plans submitted to the Design Review Committee (DRC) and approved by the city council. An electronic copy of the council approved plans must be sent to the Estate Office prior to the commencement of construction.
- Neighbours consent

Key Design Considerations:

Shape and Form:

- Pools/spas must be rectilinear or geometrically simple (preferably square or rectangular but circular or an alternative pure geometric form is also permitted).
- Freeform pools with curvilinear or organic shapes are not permitted other than Echo/Natural pools as they conflict with the estate's structured architectural aesthetic.

Finishes and Materials:

- Edge coping: Natural stone, concrete pavers (in estate approved colours), or materials consistent with the existing architectural palette.
- Pool/spa shell colour: Neutral tones only (light grey, charcoal, white, beige or blue).
- Surround paving: Must be in accordance with clause 9.10.3

Visibility of Equipment:

- Pool pumps, filtration units, and heat pumps must be concealed behind approved screening (white Nutec board, painted timber slats, or approved soft landscaping).
- Exposed PVC pipes and external conduits must be concealed.

Placement and Visibility

The positioning of pools and spas must maintain the estate's semi-rural character while preserving privacy and minimizing visual intrusion.

Permitted locations

North facing garden spaces, provided they do not encroach on common property or visually dominate the landscape.

Prohibited locations

- No pools/spas may be placed on the south, east or west of units.
- No installations are allowed on common land or extending into communal green spaces.

Privacy and Screening

All pools/spas must be set back at least 1.5m from a neighbouring unit's walls and/or erf boundaries, measured from the boundary to the edge of the water, to mitigate noise and visual disturbance to neighbours.

- Solid boundary walls (maximum height 1.8m) extending to a maximum length of 3m from the building and permeable fencing (maximum height 1.5m) may be used to ensure privacy but must conform to the estate's fencing guidelines (Refer to Section 8.3).
- Hedges or vertical trellises with climbing plants instead of hard fencing to blend naturally with the estate's landscape.

Landscaping and Natural Integration

To preserve the semi-rural ambiance, pools/spas must be harmoniously integrated into their surroundings using estate-approved landscaping principles.

Soft Landscaping

- Indigenous planting must be used to soften hard edges around pools/spas.
- No artificial grass is allowed as a pool surround. Instead, use ground covers, stone chips, or natural grass to complement the estate's natural character.
- Fynbos and drought-resistant plants are encouraged to maintain an eco-sensitive design.

Hard landscaping and Fencing

- Timber decking is permitted
- Stone finishes must match existing pathways to maintain continuity within the estate.
- Pool fencing is compulsory on your Erf must be minimalist and visually unobtrusive and in accordance with the details under section 8 of the Design Manual and with the applicable South African National Standards (SANS 10400).

Noise and Visual Impact:

Filter and pump equipment (if used) must be quiet and positioned out of sight

Drainage and Water Management:

- All pools/spas must have proper drainage systems to prevent water runoff into neighbouring properties or common land.
- Backwash water from filtration systems including drainage systems must be connected to an approved City of Cape Town disposal system and clearly indicated on the application drawings as supplied to the Board of Directors
- Permeable paving or gravel beds must be used to absorb excess water, preventing erosion and water pooling
- In instances where no convenient sewerage manholes are accessible on the north side of the property, owners are encouraged to install Eco pools/Natural (no filtration or backwash systems required and no chemicals – details to be confirmed with specialist)

13.3.2 Above ground framed / plastic tub swimming pools

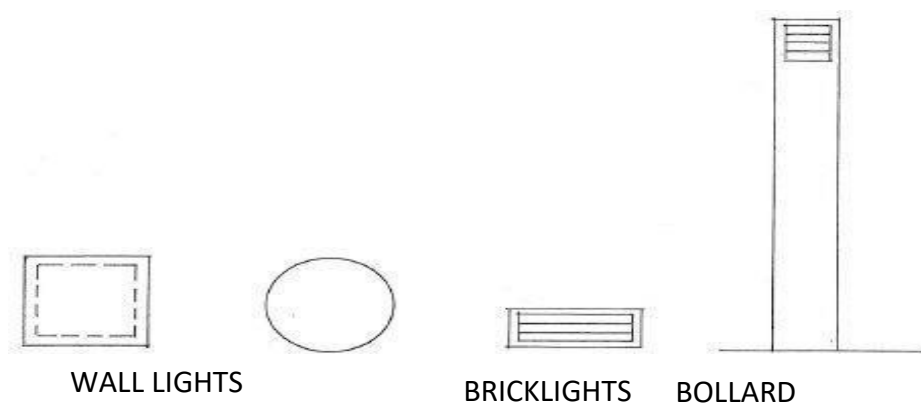
Not allowed.

13.3.3 Small inflatable pools

Placed within an owner's Erf less than 30cm deep and without structural support are allowed under owner/tenant supervision. Responsibility and safety of these pools falls solely on to the occupants.

13.4 External lighting, including security lighting

External lighting fixed to structures is to be indirect, discrete and unobtrusive, as to preserve the semi-rural context of Forest Glade, and to be square and circular in design. No accent lighting will be permitted. Security lighting to be motion detection/passive infrared detector type. Colour: White. No conduit piping is permitted on external walls (refer to 14.1). Where it is necessary to run surface mounted electrical flex along walls, it must be kept to a minimum and routed as unobtrusively as possible and be painted the colour of the walls.



13.5 Wellpoints

Private wellpoints to be installed on private erf only. Wellpoints must be adequately sound attenuated. Wellpoints must be registered with the City of Cape Town.

13.6 Solar installations

- No close coupled units (i.e. incorporating an exposed hot water cylinder) may be used at all if visible
- The solar hot water system to be a split pumped system
- Hot water cylinders are to be situated inside the dwelling
- All pipe work is to be concealed and lagged/insulated as per SANS 0400
- Solar panels are to be situated on flat roofs concealed behind parapet walls such that the panels are not visible

13.7 Photovoltaic (PV) solar panels

PV Panels are to be installed on the main roof concealed behind parapet walls.

If for practical reasons this is not feasible, the panels may protrude to a maximum of 100 mm above the height of the parapet walls.

13.8 Heat pumps/exchangers

Must be concealed behind approved screening and/or shrubbery. Sound attenuation measures must be implemented so as not to cause a disturbance.

13.9 Air conditioners

Condenser/compressor units may be installed on the roof in such a position that it is concealed by the parapet walls or at ground level (on private erf) and must be concealed behind approved screening and/or shrubbery.

13.10 L.P. Gas installations

If positioned externally they must be screened to the approval of the Design Review Committee. Installations must be done by a certified installer who must issue a Certificate of Compliance (CoC).

13.11 Bulk water storage tanks

Proposals for bulk water storage to be submitted to the Board of Directors for approval. Tanks are restricted to a capacity of 1000 litres in either beige or green. Tanks need to be positioned near to a downpipe and must be concealed behind approved screening and/or shrubbery to a height of 200mm above the container limited to 1800mm in height. Overflow to discharge into the existing storm water disposal system. The installation is conditional upon the owner accepting liability for any failure causing flood damage to any private or common property, hence the installation must be done by a reputable installer.

13.12 Grey water systems

The rules are as for bulk water storage except that it is imperative that it be done by an approved installer according to Council regulations, who must issue a Certificate of Compliance (CoC).

13.13 Generators

Generators are permitted with the following conditions applying. In the event that the installation is found to be non-compliant or is unfairly impacting on other residents, the Board of Directors reserves the right to stop continued use until the “nuisance factor” is resolved:

- They shall comply with city council by-laws, in particular in respect of maximum permissible decibel restrictions and emissions.
- The installation is on the private erf
- Generators may not be run between the hours of 2200 and 0600
- No electrical supply lines to run across common land

13.14 Geysers (Hot Water Cylinders)

To maintain the clean lines and uniform architectural character of Forest Glade, and to promote sustainable living, all geyser installations - including electric, solar and heat pump systems - must comply with specific placement, screening, and aesthetic requirements. Where an installation departs from these guidelines (e.g. external or roof-mounted units), the alternative solution must be submitted to the Design Review Committee (DRC) for review and approval, with particular attention to visual impact.

13.14.1 General Requirements (All Geyser Types)

Approval and Compliance

All geyser installations must comply with SANS plumbing regulations.

Final approval of all solar geyser installations is subject to the Design Review Committee (DRC) assessment and written approval, based on the evaluation of visual impact, screening effectiveness, and architectural integration.

Location options

Owners have the following options for locating their geysers:

- Internally or on the south of their erf if private land exists.

- If the above is not feasible/possible, then strategically placed on the roof at the discretion of the Design Review Committee (DRC) and approved by the EM and 1 Board Member.

External wall mounted or freestanding geysers are discouraged unless fully concealed in approved enclosures and will be subject to a visual impact review from the Design Review Committee (DRC).

Enclosures and screening:

Where geysers cannot be located internally, they must be housed within enclosures that:

- Are finished in a colour and material that matches the main building;
- Are fully concealed behind approved Nutec boards, wooden enclosures or through landscaping features;
- If roof installation is possible, its location on the roof will be subject to the visual impact being approved by The Design Review Committee (DRC). installation must be free of visible brackets, and pipework/ducting/cabling must be concealed (see below).

Pipework and cabling:

All visible pipework must be properly concealed inside trunking and all hot water pipes must be lagged/insulated according to SANS 0400 requirements. It must be neatly routed and painted to match the building façade.

Noise control:

Pump units (e.g. for heat pumps or pressurized systems) must be selected for low noise levels and installed away from bedrooms, living areas, or neighbouring units. See section 13.14.3 below.

Colour ,

Black, silver or white only

13.14.2 Solar water geysers

In support of the estate's commitment to sustainability and architectural integrity, the installation of solar water geysers is permitted, subject to strict compliance and requirements for Solar Installations, which prohibits any unsightly or uncoordinated equipment visible from public or private viewpoints.

To ensure alignment with the estate's cubistic aesthetic and design principles, the following requirements must be observed:

Panel placement:

- Elevated racks, tilted frames, or visible installations are not permitted under any circumstance.
- Panels must be set flush with the roof plane and may not extend more than 100mm above the parapet line.

Tank placement:

Roof-mounted tanks will be considered at the discretion of the Design Review Committee (DRC), as for normal geysers (see 13.1.4) and with affected neighbours approval.

Visual integration:

All associated components, including panels, pipework, and control units, must be carefully coordinated with the building's aesthetic to ensure a seamless and cohesive visual appearance. .

13.14.3 Heat Pumps and Pressurised Systems**External heat pump units:**

Where a heat pump unit is installed as part of the hot water system, it must be discreetly positioned to minimise visual and acoustic impact . Units must be screened by walls, enclosures, or landscaping. Screening structures must match the building's finishes and materials to ensure complete integration with the unit's architecture.

Associated equipment for pressurised systems:

Any pressure control valves, expansion vessels, or associated pipework that are external to the building must be fully concealed within purpose-designed enclosures. All exposed components must be painted to match the adjacent wall colour and must align vertically where possible to maintain clean lines.

Noise considerations:

Heat pump units must be selected based on low operational noise specifications.

Installations must not create nuisance to adjacent residents, and positioning near bedrooms or outdoor living spaces must be avoided where practical.

14 General

- 14.1 Apart from rainwater pipes, all plumbing pipes, service pipes, etc. shall be concealed. Should it be essential to have any outside pipes, electrical conduiting or trunking for any installations, then on an exception basis, the Design Review Committee, at its discretion, may give approval subject to specifications as the Board of Directors may impose.
- 14.2 Wash lines, open storage, dog kennels shall be concealed on individual, private erven. Also refer to the RULES – clause 6 “Living in harmony with other residents”
- 14.3 Children's play structures and Wendy Houses on individual, private erven require approval from the Design Review Committee and the Board of Directors.
- 14.4 Where it is the opinion of the Board of Directors the appearance, state or condition of any land/building of a home owner is unsightly or untidy; or the building does not comply with the requirements of the architectural and environmental design rules; or the building or any part thereof is in need of maintenance, repair or repainting, then in any event the Directors may serve notice on such a home owner to take the necessary steps as may be specified in the notice to eliminate the condition.

DESIGN REVIEW PROCESS – SUBMISSION OF PLANS

1. Architect

The Association's Board of Directors shall appoint an independent, professional, architectural consultant whose appointment shall be confirmed by the Board of Directors. The duly appointed architect shall provide professional advice and guidance to the Association's Design Review Committee, in the consideration of planned alterations to their properties by the Association's members.

2. Design Review Committee (DRC)

2.1 The Board of Directors shall appoint a Design Review Committee whose function *inter alia* shall be:

2.1.1 To ensure that all construction on the estate shall be performed in a proper and workmanlike manner

2.1.2 To ensure that the architectural and environmental design and any instructions in respect of the land is complied with at all times

2.2 The Design Review Committee (DRC) shall be made up as follows:

- at least two directors, duly appointed by the Board of the Association
- the Estate Manager at the time

If deemed necessary by the DRC, an architectural consultant appointed by the Association's Board.

3. Design (Plan) Approval Process

The plans have to be submitted in the first instance to the Board via the Estate Manager for approval. After obtaining approval, plans for any building work must be submitted to the City of Cape Town (Office of the South Region in Plumstead) for approval, prior to commencement of work on site. All requirements of the National Building Regulations as well as any statutory conditions required by the local authority, shall be met.

The procedures as set out hereunder shall apply to all building and landscaping operations of whatsoever kind on the estate and have been so devised to ensure a harmonious development, a consistent architectural language (theme) and, to minimize the disturbance caused by building operations.

3.1 Any member intending to undertake building operations on the estate must submit *two hard copies and an electronic copy* of plans to the Association through the Estate Manager's office for all proposed building work and a record shall be kept of all plans submitted and the date of submission.

3.2 Together with copies of the plans, the member shall be obliged to submit a completed and signed **Neighbours' Notification Document** from contiguous neighbours; this document is intended to provide an opportunity for any comment which a neighbour may wish to bring to the attention of the DRC. Completion and signature of this document shall not be unreasonably withheld or delayed by the neighbours concerned. The **Neighbours' Notification Document** shall be attached to the plans on submission to the Association. The DRC shall not be in a position to consider the plans without an appropriate written response from each conjoining neighbour.

- 3.3. If deemed to be necessary by the Design Review Committee the building plans shall then be passed on to the architectural consultant appointed by the Association who shall scrutinize the plans to ensure compliance with the design criteria as set out in the Design Manual issued by the Association from time to time.
- 3.4. If necessary, on scrutiny of the plans, the duly appointed architectural consultant shall indicate the existence of any *departures* from design criteria as determined in terms of the Design Manual which he may have approved. In this event, the member shall be required to obtain a **Plan Departure - Neighbours Notification Document** signed by the affected contiguous neighbour(s), prior to the re-submission to the DRC. Completion and signature of this document shall not be unreasonably withheld or delayed by the neighbours concerned.
- 3.5. All plans submitted shall be subject to review by the DRC and their recommendations will be referred to the Board of Directors at their monthly meeting for a final decision.
- 3.6. Approved plans shall be returned to the member, who shall immediately submit the plans together with any prescribed fees to the local authority for its consideration. A copy of each alteration considered, and subsequent deviation plans shall be retained by the Association in the member's file.
- 3.7. It should be noted that approval by the DRC does not constitute approval to commence building works. Building may not commence until the plans have been returned to the DRC, by the member bearing the official approval from the relevant municipality authority(ies) and/ or other appropriate authority.

4. Scrutiny Fees & Sidewalk Deposit

- 4.1. On submission of plans to the Association office, the member shall, if deemed necessary by the Design Review Committee, pay a **Scrutiny Fee** to cover the costs of scrutiny and site inspections by the duly appointed architectural consultant.

Subject to change by the appointed Architectural Consultant

Guideline prices only :

- | | | |
|-------|-------------|-------|
| 4.1.1 | Major Works | R1500 |
| 4.1.2 | Minor Works | R1000 |
| 4.1.3 | Ryder Plans | R1000 |
| 4.1.4 | Hourly Rate | R1200 |

VAT is not applicable to these rates

- 4.2. The duly appointed architectural consultant may only act for the Association and may not be approached by members for a private consultation.
- 4.3. On submission of plans to the Association office, the member shall pay a **Sidewalk Deposit** which shall be determined by the Association's Board of Directors from time to time, to cover the costs of reinstating sidewalks or other common areas, should the member fail to:
- 4.3.1 Replant grass and/ or other landscaping features damaged or destroyed during building operations.
- 4.3.2 Remove rubble or rubbish left on the sidewalk or other common areas.

4.3.3 The deposit shall be *R5,000* or such other amount as determined by the Board of Directors. The Board of Directors shall be entitled to review the amount to be paid in respect of the ***Sidewalk Deposit*** from time-to-time.

4.3.4 The ***Sidewalk Deposit*** of R5,000 is refundable after Final Completion (Final Completion meaning the issue of an Occupation Certificate by the local authority). Any cost of rehabilitation and repairs incurred by the Association will be offset against the ***Sidewalk Deposit*** and the balance refunded to the member. However, where the owner is in arrears with levies payable to the 103 Home Owners Association, the owner irrevocably agrees that the ***Sidewalk Deposit*** be applied towards such arrear levies.

4.4 In addition to any charges required in terms of 4.3.3 and 4.3.4 above, the Association shall charge a fee of *10%* of the ***Sidewalk Deposit*** which shall be retained and allocated specifically to *Road & Infrastructure* maintenance by the Board of Directors.

5. Building Operations

5.1 The member may only proceed with building operations in accordance with building by-laws, standard building regulations and the approved building plans:

5.1.1 On receipt by the Association's Board, of the *local authority's approval* of the building plans and payment of the ***Sidewalk Deposit***.

5.1.2 On receipt by the Association's Board of the duly completed and signed ***Contractors' Access Procedures Document*** from the building contractor.

5.1.3 Once the member has furnished the Association's Board with the following information in writing:

5.1.3.1 The name and contact details of the building contractor and any sub-contractor to be engaged in the construction operations.

5.1.3.2 Copies of personal ID of every employee to be deployed on site.

5.1.3.3 The date of commencement and estimated duration of building operations.

5.1.4 Once the member has furnished the Association with the Building contractor's ***Health & Safety Compliance Certification***.

5.1.5 Once the member and the building contractor has met with the Estate Manager and agreed to ***regulate building activities*** in terms of the Association's Rules and MOI, *inter alia*:

5.1.5.1 Working hours:

Weekdays 08:00-17:00

Saturdays 08:00-13:00

No electrical mechanical work or work that creates excessive noise to be done on a Saturday, e.g. demolition, jack-hammering, grinding, drilling, hammering.

- 5.1.5.2 Access and parking
- 5.1.5.3 Security procedures
- 5.1.5.4 Delivery and storage of materials
- 5.1.5.5 Mitigation of noise and visual impacts
- 5.1.5.6 Toilets
- 5.1.5.7 Removal of rubble and rubbish

- 5.2 The Association reserves the ***right of admission*** for any contractor or sub-contractor and their employees onto estate property.
- 5.3 The Estate Manager shall, from time to time during construction, *monitor compliance* with approved plans. Appropriate notice shall be given to members in the event of non-compliance. In such an event, the Association shall be entitled to issue a **Stop Works Notice** which shall compel the member's contractor to cease operations immediately. The contractor may be refused entry to the Estate until such time as the Association issues authorization to resume building operations. Deviations from the approved plans will result in the matter being referred to the local authority for investigation.
- 5.4 On completion of building operations, a member shall be obliged to notify the Association through the Estate Manager's office. The Estate Manager shall do a final inspection and issue a **Completion Certificate** once the site has been returned to a satisfactory condition.

6. **Penalties**

All building work shall be completed within a maximum period of one year. In the event of the prescribed period of one year being exceeded, the owner shall incur a penalty, every month beyond that period, amounting to 2.5 times the Association's levy at the time.

FORMS

All abovementioned forms are available from the Estate Manager.