

Hermanusdoorns Shareblock Limited

Policy document relating to Building Contracts

Hermanusdoorns Shareblock Limited no longer offers building services on behalf of shareholders (owners) as the main object of the company is to manage a share block rather than a construction company, and the offering of building services would introduce an unacceptable level of risk to the company. In addition, the company is not a registered builder via the NSBC.

This policy document deals inter alia with the following;

- Approval of building plans for new homes as well as alterations and additions
- Building materials to be used
- Owner Contractor
- Delivery of materials
- Contracting staff
- Occupation Certificate
- Insurance

1 Building Plans

- 1.1 The Owner is to submit detail building plans to the farm manager and also inform the farm manager as to who will be the building contractor and what materials will be used for the roof and the exterior walls.
The plans are to be signed by the Engineer and Architect appointed for the contract where applicable. If the owner does not make use of an architect or an engineer,, the board may insist that the plans be checked by an architect or /and engineer, appointed by the board. Any costs for these services will be for the account of the owner.
- 1.2 The Farm manager will submit the plans with a recommendation for approval (or not) to the chairman of the board within three weeks after receipt of the plans. The chairman, or in his absence a nominee of the chairman, as well as one additional director, will within two weeks provide an answer to the farm manager. The farm manager will inform the owner of the outcome.
- 1.3 The same process will be followed for building alterations or additions
- 1.4 With effect from January 2011, all building plans, both for new buildings and exterior alterations, need to be approved by the Lephalale Municipality, who will inspect progress at various stages of construction.
- 1.5 All buildings must be restricted to the accommodation of 8 persons.
- 1.6 The general appearance of the buildings and the location thereof must be in keeping with the overall aesthetics of the farm.
- 1.7 The exact location and orientation of the buildings must be ratified by the board prior to any construction work being undertaken.
- 1.8 The total bush clearance for the dwelling is restricted to a total area of 700 square meters. The area is to be taken as the perimeter of the extremities of all construction work.

2 Contractor

The building works can be done either

- On an owner contractor basis
- By an outside contractor

In both cases it will obviously have to be done in close collaboration with the farm manager who will have to ensure that all the Hermanusdoorns rules, policies and regulations are complied with. An appropriate fee for this service is still to be decided.

2.1 Owner builder /External contractor

- 2.1.1 The owner is to provide a contractor registration form to the farm manager. Copies of the I.D.'s or Passports of all contracting staff (workers) must accompany the registration form.
- 2.1.2 All main contractors must be registered with NHBRC (National Home Builders Registration Council). Proof of registration is to be provided to the board.
- 2.1.3 Projects will be registered with the farm manager who will submit to board for approval. A R 5 000 site deposit must be paid once the project is approved and prior to construction start. This amount is refundable after the building site has been cleared and the occupation certificate is issued.
- 2.1.4 The farm manager will arrange for the building site to be cleared of trees before building starts and no other trees may be removed without the consent of the farm manager.
- 2.1.5 Services to be provided by Hermanusdoorns for the construction period will be
- one water point
 - one electricity connection point
- The costs involved in providing the electricity will be for the owners account.
- 2.1.6 On the day building commences all contracting staff must report to the farm manager and a contractors register will be completed and signed by each individual. Contracting staff must at all times have green I D books or passports available on site for spot

checks that may be carried out from time to time by the farm management.

- 2.1.7 The Owner or an appointed site manager must be present on the site for the duration of the building project.
- 2.1.8 The contracting staff must comply with the rules and regulations of Hermanusdoorns with specific reference to
- adhering to speed limits
 - littering
 - protection of fauna and flora
 - making of open fires
- 2.1.9 Contracting staff are not allowed to sleep on the building site Accommodation can be arranged for the contracting staff at a fee, subject to availability.
- 2.1.10 The owner will take full responsibility for any wrongful actions of the contracting staff while on the farm.
- 2.1.11 Should it be necessary to use the side entrance gate for deliveries of building materials this must be pre-arranged with the farm manager at least one day in advance (specified date and time).
- 2.1.12 Before any work commences the following must be provided to the farm manager
- NHBC certificate
 - Name and address telephone number and registration number of the electrician , the plumber and the civil engineer
 - Copy of Contractors All Risks Policy with Liability relating to the project

3 Building materials

The following materials may be used

Roof

- Thatch
- Black roof tiles

Exterior finish

- Clinker facebricks
- Semicrete products with permanent colour provided that the colouration blends into a bushveld environment

4 Insurance

Proof of valid and appropriate Contractors All Risks with Liability insurance shall be provided to the farm manager for forwarding to the board.

It is important that the shareholders and the board as well as the fauna and flora are not to be negatively influenced by any building project undertaken by any owner.

5 General

- 5.1 Building over weekends – no building activities to be undertaken between Saturday 13.00 and Monday 7.00.
- 5.2 Building site to be kept clean at all times and rubble to be removed and dumped according to farm managers instructions.
- 5.3 All building sites to be provided with temporary toilets which have to be serviced by agreement during the construction period by the owner contractor.
- 5.4 No building sand is available on the farm. All sand needs to be brought to site by the owner or contractor.
- 5.5 No rock from the farm may be used for building purposes unless with the prior written approval of the board including the price thereof.