



# OAKWOOD



## HOME IMPROVEMENT GUIDE (HIG)

FOR ALTERATIONS AND ADDITIONS TO HOMES

AS RESOLVED AND ACCEPTED BY  
THE OAKWOOD HOMEOWNERS ASSOCIATION COMMITTEE ON **06.03.2026**

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**List of Abbreviations:**

HOA	Home Owners Association
HIG	Home Improvement Guide
SA	Supervising Architect
LA	Local Authority
CoCT	City of Cape Town
SACAP	South African Council of the Architectural profession

## 1. INTRODUCTION

- 1.1 *Garden Cities* is known to generations of homeowners for its enviable record of successful, integrated suburbs that have generated a strong sense of civic responsibility and pride among their thousands of residents. The intention of this HIG is to assist the new homeowner in ensuring that any form of improvement made to their home will add value to the Architectural coherence of the built fabric of Oakwood. The principal objective of this coherence in Architectural language, building materials and colours, is to ensure that all improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual homeowner's investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other. It is therefore important to note that for the benefit of all homeowners, this document is and will be a living document, and will be revised, amended, and updated from time to time. For the benefit of all homeowners, the rules and guides that may have been acceptable in the past may become unacceptable in the future and precedent will not be found to be grounds for departures from the rules of the day.
- 1.2 This Home Improvement Guide (hereafter referred to as 'HIG') is applicable to all single residential erven in Oakwood.
- 1.3 The Oakwood Homeowners Association (hereafter referred to as 'HOA') Trustees shall appoint a Registered Professional Architect as the Supervising Architect (hereafter referred to as 'SA') who, in conjunction with the Trustees, will ensure that all standards are maintained throughout the lifespan of the HOA.
- 1.4 As stated in agreement of sale documentation and HOA constitution rules: "*No alteration, addition, demolition, major decoration, or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the appointed Supervising Architect and HOA Trustees and the relevant local authority where applicable.*"
- 1.5 For home improvement planning applications (hereafter referred to as 'applications'), a refundable deposit will be collected, which will be refunded upon receipt of the approved Local Authority (hereafter referred to as 'LA') drawings (when applicable) and once the completion inspection has been concluded to determine that the building has been constructed in accordance with the approved building plans and that repair, if any, to the road, kerb and verge areas and HOA property have been made good by the homeowner as a result of the construction. The applicant is to provide sufficient photo evidence of any existing damage to the road, kerb and verge areas **prior** to the commencement of construction to avoid liability for such damages to HOA property.
- 1.6 No application will be accepted without proof of payment of the prescribed fees to the relevant Supervising Architect, as well as proof that the registered owner's levies are paid up to date.
- 1.7 Each application will stand on its own merit and its own set of circumstances. The decision of the HOA Trustees in respect of the interpretation of these rules and the HIG will be binding. No waiver of any of these controls will create a precedent for future applications. Any proposed home improvement or addition that is not specifically addressed by the HIG must be submitted for consideration by the Trustees and SA by means of a formal application and the type of application will be determined by the SA.

- 1.8 Any amendments to the original approved HOA application, at any stage (for example, during Local Authority approval or during construction), must first be submitted to the SA for further approval, prior to order of material, installation and / or construction thereof.
- 1.9 In questions of interpretation of the HIG or in the event of matters arising from the design process which are not addressed by the HIG, the Trustees and SA shall make a final and binding ruling. Minor variations that are deemed to be in the interest of the built environment and compatible with the HIG may be considered by the SA and/or the HOA Trustees as necessary.
- 1.10 Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have taken place without obtaining planning approval, or the property has not been maintained to acceptable standards.
- 1.11 The approval of any application does not absolve the homeowner from his/her responsibility of obtaining Local Authority – City of Cape Town – building plan approval. The HOA Supervising Architect plans approval process is not to be construed in any way whatsoever as City of Cape Town plans approval.
- 1.12 **No building work may commence until HOA and City of Cape Town plans approval has taken place. Should deviations from the approved plans be required during the construction process, the entire application is to be re-lodged for new HOA approval & City of Cape Town plans approval.** Where alterations are made without such approved plans the HOA Trustees reserves the right to insist these alterations must be reversed and may order a stop-works and/or levy a monthly fine, decided by Trustees from time to time, for every month during which such reversal has not been completed.
- 1.13 For applications required by the Local Authority to have building plan approval, such building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession (SACAP).
- 1.14 **All work by contractors to cease by 5pm on weekdays, 1pm on Saturdays, and no work allowed on Sundays and PUBLIC HOLIDAYS.**
- 1.15 Completion date: No later than 18 months from date of HOA approval of the application. If the works are not completed within this period, the application expires, and all fees paid including the HOA refundable deposit will be forfeited by the applicant. The HOA Trustees may from time to time consider external mitigative factors. Should re-approval be required during the approval and construction process, the completion date will be adjusted accordingly.
- 1.16 **Site Screening and Management for Extended Building Works:** Any building, renovation, or improvement project expected to **exceed ten (10) consecutive calendar days** must ensure that the construction area is adequately screened from public view. The registered contractor and/or owner **shall install temporary screening or fencing** around the construction area to maintain the visual appearance and general neatness of the estate.

Such screening must:

- 1.16.1 Be erected within the boundaries of the property and enclose the active work and storage areas.
- 1.16.2 Be covered with black or green shade netting to obscure construction materials, rubble, equipment, and tools from public view (excluding Skips).

- 1.16.3 Be maintained in a tidy, secure, and upright condition for the duration of the project.
- 1.16.4 Be removed immediately upon completion of the works.

All building materials, equipment, rubble, and construction-related items must be stored within the screened area and may not be left visible from the street, neighbouring properties, sidewalks, or common areas.

In addition, the following site management requirements apply:

- 1.16.5 The site must be kept clean and orderly at all times.
- 1.16.6 Building rubble must be removed regularly and may not accumulate excessively.
- 1.16.7 No materials, sand, bricks, rubble, or equipment may be stored on the road verge, sidewalks, or common property without prior written approval from the HOA.
- 1.16.8 Contractors must ensure that dust, debris, and building materials do not spill into the roadway or neighbouring properties.
- 1.16.9 Any damage to roads, pavements, kerbs, or common property caused by construction activities shall be repaired at the owner's cost.

Failure to comply with these requirements may result in warnings, fines, or suspension of building activities until the site complies with the Estate's Home Improvement Guidelines.

## **2. ARCHITECTURAL LANGUAGE**

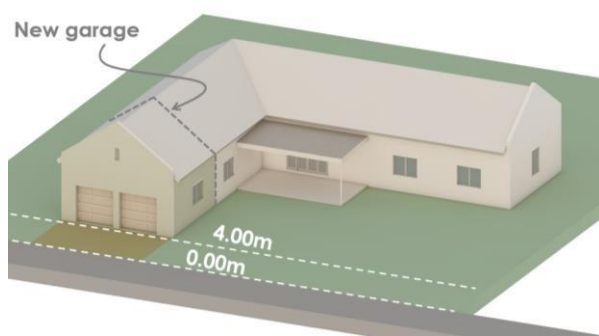
- 2.1 Design principles have been established with the intention to create Architectural harmony and uniformity to prevent various Architectural styles within the Estate. Therefore, this guide attempts to be descriptive in terms of materials and finishes to ensure the achievement of Architectural synergy and cohesion with the existing streetscapes.

## **3. SITE LAYOUT**

- 3.1 Subject to water restrictions, all properties should aim to promote the philosophy of the "Garden City Ideal" by planting trees and creating flowing, soft landscaping between buildings. This landscaping should complement the extensive public open spaces and be properly maintained.
- 3.2 Immediately upon the transfer of the property, all existing trees along the immediate road frontage become the full responsibility of the registered owner. Trees must be properly maintained and may not be removed without prior written consent from the HOA Trustees and the Local Authority, supported by a motivation demonstrating reasonable cause. The Trustees may request the replacing of trees.
- 3.3 The road reserve between the roadway and front erf building line of the home (roadway verge) is the property of the Local Authority and the HOA and as such requires their permission for alterations to same. The planting of and use of stone chips is to be controlled by HOA Trustees or appointed SA and a reasonably competent landscaping layout plan is to be provided with the necessary application. This area must always be trafficable by pedestrians.
- 3.4 No home improvement may take place over a Servitude Area, including any formal hard landscaping that requires foundations. It is the responsibility of the applicant to ensure that any Servitude Areas on their property are indicated on the application, in line with the erf's Title Deed and erf diagram.

## 4. BUILDING MASS

- 4.1 The addition of extra garaging is permissible provided that the addition is set back, or a method of softening the impact of the addition is set in place. For example, an added trellis or pergola system in front of these garage doors or to the side of the garage would suffice. Head-on garages must abide by the 4.0m street building line. Side entering garages may be placed on the erf building line with Local Authority approval. Garages may be freestanding.



**Above:** Example of head-on garage layout, with 4.0m in front of garage left for parking.



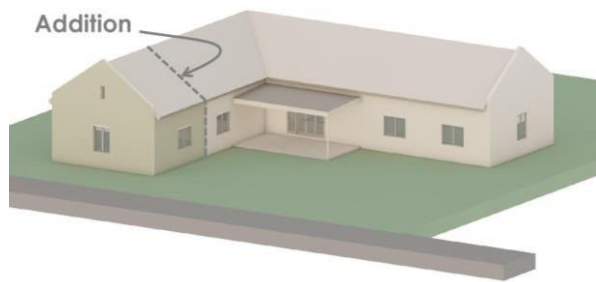
**Above:** Example of side entering garage layout, with driveway forming parking space in front of garage. Note: street building line of 3.0m for dwellings, 4.0m for garages.

### Second dwellings<sup>1</sup>

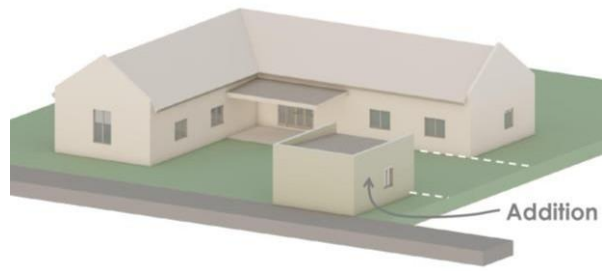
- 4.1.1 Each application will be dealt with on its own merits.
- 4.1.2 A guest bedroom sufficient in size and function to be deemed a flatlet may be considered a second dwelling.
- 4.1.3 Apart from the living room, the second dwelling is permitted one bedroom, one bathroom and one kitchen. A study is also permitted limited in size to function as a study.
- 4.1.4 The gross square metres of the second dwelling may not be more than 30% of the original main dwelling size which includes the garage if the garage is part of the house and not freestanding.
- 4.1.5 An extra parking bay is to be provided on the property and softening by means of landscaping may be requested by the HOA Trustees.
- 4.1.6 The addition should be incorporated as part of the main dwelling and should complement the main dwelling to ensure that it does not impact negatively on the overall Architecture of the existing dwelling and surrounding houses. Freestanding second dwellings will not be allowed, including Hobby rooms, Pool rooms, Entertainment rooms, Studies, etc. Second dwellings to be constructed under a pitched roof to match the main dwelling.
- 4.1.7 'Neighbours' consent' is required, and the number of affected neighbouring dwellings are to be determined by the HOA Trustees and SA. The consent form will be supplied by the SA.

<sup>1</sup> Granny flats redefined as Second dwellings in the City of Cape Town Municipal Planning By-Law, 2015

4.1.8 Garages may be converted into second dwellings, should the remaining space on the property allow for an additional double garage or double carport.



**Above:** Example of second dwelling incorporated as part of the existing main dwelling and constructed under a pitched roof.



**Above:** Example of second dwelling set apart of the existing main dwelling (freestanding) and this is not allowed.

4.3 Double storey additions are permitted with the following conditions:

4.3.1 Each application will be dealt with on its own merits

4.3.2 Addition of a first floor to an existing ground floor:

Proposed double storey additions must be rectilinear in shape and may not have a square building footprint (i.e. all four sides may not be equal in length). The first floor addition must be sufficiently sized to avoid the appearance of a tower. It is therefore preferred that the long sides are at least double the length of the short sides, but they must be a minimum of 35% longer than the short sides. Perspective and visibility from the street and public open spaces may be considered as mitigating factors at the discretion of the Trustees and the SA.

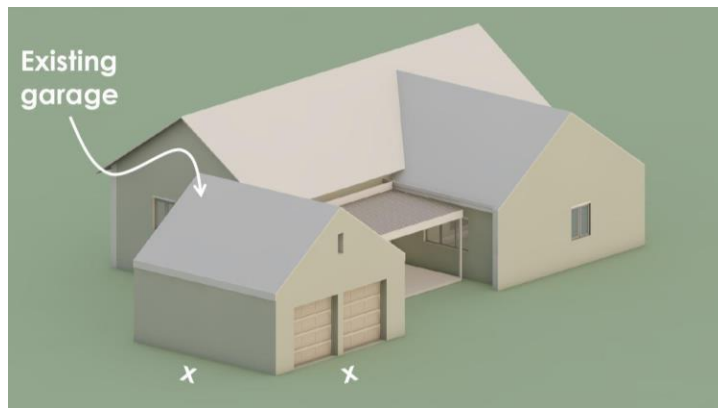
4.3.1 Addition of a double storey to existing dwelling:

Full double storey additions (i.e. both ground and first storey) must be integrated with the existing dwelling, be rectilinear in shape, and may not have a square building footprint (i.e. all four sides may not be equal in length). The addition must be large enough to avoid resembling a tower, with consideration given to the existing dwelling's footprint. Perspective and visibility from the street and public open spaces may be considered as mitigating factors at the discretion of the Trustees and the SA.

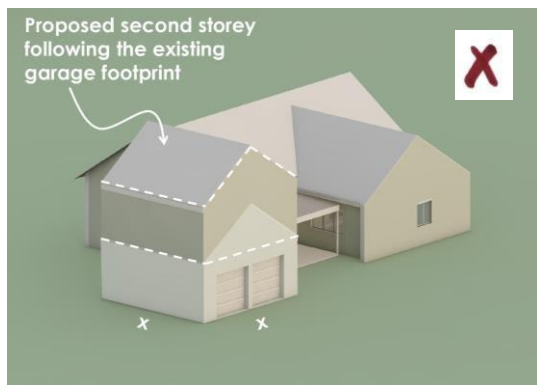
4.3.2 Every endeavour must be taken to ensure that overlooking features are kept to the minimum, with special care taken to ensure that the core recreational areas of neighbours' homes are not overlooked. Large blank walls are to be avoided and softening of first floor additions are to be implemented where possible, by means of setbacks, balconies, roof overhangs, etc.

4.3.3 Double storey additions shall not be permitted to encroach over any building lines.

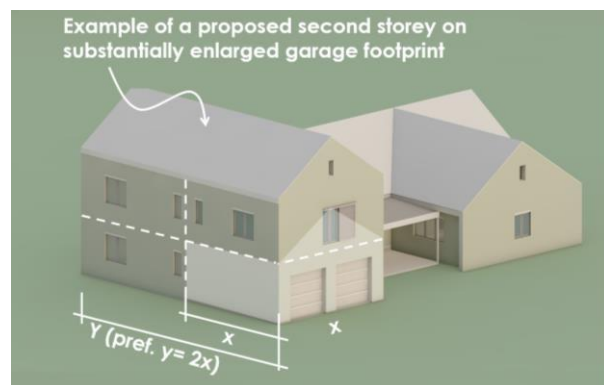
4.3.4 Double storey additions require 'neighbours' consent', due to their impact upon the built environment and the number of affected neighbouring dwellings are to be determined by the HOA Trustees and SA. The consent form will be supplied by the SA.



**Above:** Example of the existing dwelling on the right and garage on the left. The garage is for example 6 x 6m (therefore, it has two equal sides)



**Above:** Example of proposed footprint for second storey where two sides are equal in length which **is not allowed**.



**Above:** Example of proposed footprint as second storey that **is allowed**. The proposed second storey footprint has two sides of unequal length, where  $y = \text{min.}35\%$  longer than  $x$ , or preferred  $y = 2x$ .

## 5. EXTERIOR WINDOWS AND DOORS

5.1 All new windows are to match the existing and neighbouring dwellings in terms of finish, colour and proportion, including mullion division and opening types. Refer to **ANNEXURE E** for the Oakwood map for the demarcation of the three Architectural design styles, as per Sub-phase development.

5.1.1 Sliding windows and stacker (folding sliding) windows are allowed if the mullion divisions match the mullion divisions of the existing windows of the house.

5.1.2 No triangular gable end high level / top light windows are allowed, however, small narrow windows proportioned vertically (short side horizontal, long side vertical) to match existing gable end treatment is allowed.

5.1.3 Limited high level (clerestorey) strip windows (short side vertical, long side horizontal) can be considered if it is positioned where it will not be visible from the street or public open spaces.

5.2 All new doors, including garage doors, are to match the existing and neighbouring dwellings in terms of finish, colour and proportion, including mullion division and opening types, except for large sliding doors and stackable doors that must match the colour of the existing window frames.

5.2.1 Triangular top light windows to sliding doors are not allowed.

5.2.2 Two single garage doors may be converted into a single double-door, if construction

allows. The new double door must match the single garage doors in terms of finish (matt), colour and sizing and proportion of the horizontal slats.

5.2.3 Garage doors requiring additional height may be considered. In cases where there are two single garage doors, both lintols must be raised and not only one. When a third garage is proposed for the purpose of parking i.e. a caravan or boat or similar, the lintol may be higher than that of the original double garage lintol height/s.

5.2.4 Existing garage doors may be replaced with roller doors or sectional overhead doors and the new door must match the existing garage doors in terms of finish (matt), colour and sizing and proportion of the horizontal slats. The proposed door's design and specification must be approved by the SA.

5.3 Glazing to doors and windows may:

5.3.1 be tinted but may not be reflective;

5.3.2 have obscured glass, that must be indicated and specified on the application for approval by LA. Patterned glass should be avoided where visible from the street and public open spaces.

5.4 All new skylight frames are to match the roof colour as closely as possible.

## 6. BOUNDARY WALLS

6.1 Street frontage boundary walling should, as far as possible, be maintained, as originally developed, by Garden Cities. Homes that have their living space (recreation area) essentially on or about the roadway are permitted 1.8m high walls on the street boundaries to afford privacy and security. In permitting these high walls in front of such recreational areas, it is important that the remainder of the street boundary walling complies with the City of Cape Town's Municipal Planning By-Laws of 2015.

6.2 Low walls with pillars and steel palisade panels are encouraged to ensure visual permeability. This security barrier along street boundaries may take the form of a the low "werf muur" wall, 600mm in height with Steel palisade infill panels 1200mm high to make up the overall 1800mm. The Palisade panels are to be placed between 330x330mm plastered and painted masonry/brick columns which are to straddle the low wall and to be at least 2,500m apart. All materials are to match the existing dwelling.

6.2.1 For increased privacy, Nutec 'handi-planks' may be installed in horizontal orientation, securely fixed to the street side of the steel palisade and/or gates, with minimum gaps of 10mm between the planks. Smooth side of the plank to face inwards, textured side of the plank to face the street. It is important that these remain visually permeable to ensure security. (Please see **ANNEXURE B** for an example). Nutec to be painted white.

6.3 Any portion of a boundary wall in excess of 1 metre in height, when measured from the existing ground level on the public street side of the wall to the top of the boundary wall, located within 4,5 metres of the intersection of two street boundaries which create/enclose an angle of less than 135 degrees must be visually permeable.

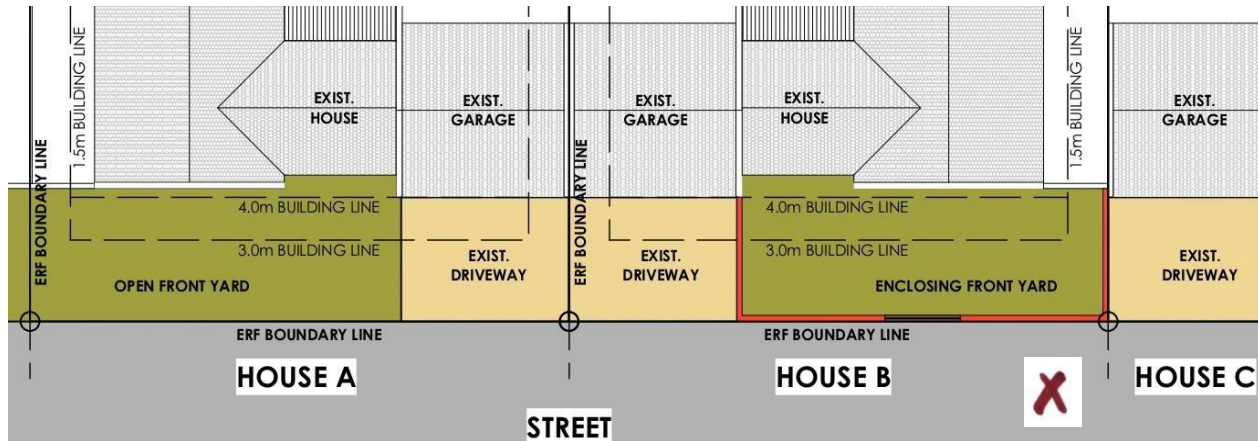
6.3.1 Boundary walls on corner erven are to remain in their original position, as this ensures adequate visibility around corners.

6.4 All boundary walls that face a street or public open space and exceed 1,5m in height, when measured from the existing ground level on the street or public open space side of the boundary wall to the top of the boundary wall, must comply with the following current visual permeability requirements:

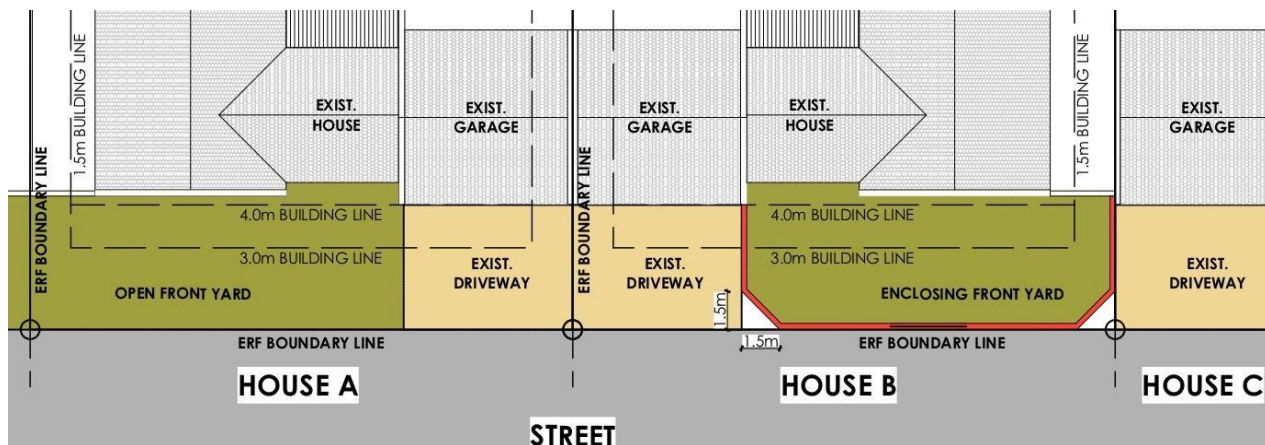
6.4.1 a minimum of 25% of the total vertical area of the boundary wall, (wall including any

motor or pedestrian gates), must be visually permeable. In this case, where Nutec 'handi-planks' have been installed, the gaps between the planks must be increased to comply with this requirement. Nutec to be painted white.

- 6.5 All alterations or additions to boundary walls located adjacent to a driveway must include a 45-degree chamfer to ensure adequate visibility for motorists reversing into the street. Please refer to diagram for clarity. The chamfer to measure 1.5m x 1.5m from the outside corner of the wall.



**Above:** House B: example of enclosing the front yard with a boundary wall that **is not allowed.**



House B: example of enclosing the front yard with a boundary wall using 45 degree chamfers **is allowed.**

6.6 Rear and common boundary walls:

Vibracrete wall panels should preferably remain unpainted. Please note that the smooth face of the Vibracrete panel belongs to the property owner (applicant) whilst the neighbour will have the rough face of the panel.

- 6.6.1 Vibracrete wall panels raised by one panel to seven panels in total from ground level or 2.100m in height, requires the neighbour to be notified prior to construction. An HOA Notification form is to be completed.
- 6.6.2 Raising the walling by two panels to eight panels in total from ground level or 2.400m in height requires neighbours' consent. The owner must ensure the stability of the raised wall.
- 6.6.3 Full building plans are required by the HOA Trustees and the City of Cape Town for adding one or two panels to Vibracrete walls.

6.6.4 In order to respect the aesthetic harmony of all neighbouring boundary walling (directly behind or on opposite sides of the property) and the street boundary wall, all Vibracrete panels are to step down to the matching height of the existing neighbouring and or street boundary wall.

6.7 The installation of electric fencing is not encouraged. Security devices, such as electric fences, must not exceed a height of a standard five strand electric fence, measured from the top of a boundary wall.

## **7. STONE CLADDING**

7.1 Only natural light in colour stonework will be considered and would have to be made up of natural stone, cut and dressed on site and installed by a specialist stonemason only. A sufficient representative image of the cladding should be supplied for approval. (Note: Stone cladding is to be returned at corners resulting in the appearance of a thicker stone, and not only the cladding depth).

## **8. BASEMENTS**

8.1 Basements to comply with the current *City of Cape Town Municipal Planning By-Law, 2015* definition and must comply with National Building Regulations (ceiling less than 1m above average natural ground level).

## **9. BALUSTRADES**

- 9.1 New balustrades must match the existing dwelling and neighbouring dwellings in finish, colour and proportion, including vertical and horizontal divisions and pattern types.
- 9.2 No glass, rope, cable or stainless-steel balustrades are allowed. Timber balustrades may be considered if it is installed as part of a timber deck and is not visible from the street or public open spaces.

## **10. SHADING DEVICES**

- 10.1 HOA Trustee approval is required for any form of pergola, awning, blind or shading.
- 10.2 Only plain awnings are permitted, and they are to be the same as the lighter shade of the house colour. They may not be striped or decorative. Retractable awnings are permitted if located on the property where it is not visible from the public street or public open spaces. All awning material to be fire and UV proof and of a material with a minimum life expectancy of 10 years.
- 10.3 The use of external drop-down blinds (canvas or similar) on patios are discouraged. These may be permissible only where completely out of street and/or public open space view. They are to be dropped down only during adverse weather and at night, if required. They may not be set in place permanently. They may not contain 'window' sections. They may not be striped or decorative. They are to be the same shade of colour as the wall adjacent to it. All blind material to be fire and UV proof and of a material with a minimum life expectancy of 10 years.
- 10.4 Solariums – sunrooms, glass houses and greenhouses constructed entirely of glass or similar materials like Perspex, etc (walls and roof) - are not permitted.
- 10.5 All new pergola to be constructed of suitable hard wood timber or gum poles of the same size, spacing, profile and finish as per existing (refer to **ANNEXURE E** for the demarcation of the

three sub-phase areas). For Sub-phase 3A pergolas, selected and straight 50mm diameter gumpoles may be used as additional infill (over and above), treated and finished to match the gumpole beams and columns. For Sub-phase 3B and 3C pergolas, suitable hardwood slats may be used as additional infill (over and above), painted and finished to match the pergola beams and columns. No gumpoles, droppers or similar are allowed in Sub-phase 3B and 3C. No reeds are allowed as pergola infill for any of the phases.

- 10.6 Prefabricated adjustable Aluminium louvred roofs are permissible as patio cover or as carport. The colour must match existing carports or Patio roofs, depending on its function. Refer to Section 11 for more on carport roofing. These require full HOA and CoCT approval.
- 10.7 No permanent or temporary tensile canvas / tented canvas structures are allowed.
- 10.8 No permanent or temporary gazebos or similar tents may be placed where it is visible from the street or public open space.
- 10.9 External sliding Aluminium louvres are permitted and must match existing window or door frames.
- 10.10 Shade ports are not permissible.

## **11. FLAT ROOFED IMPROVEMENTS: COVERED VERANDAHS, BRAAI TERRACES, BRAAI ROOMS, CARPORTS.**

- 11.1 This section covers proposed improvements to existing flat roofed structures (single storey) and or the extension thereof; as well as new additions by means of flat roof structures (covered patios, etc.)
- 11.2 The maximum total area of flat roofs on a property may only be 30% of the proposed total dwelling floor area (including the garages and carports) and the floor to ceiling height may not be less than 2,4m for all habitable and recreational flat roofed areas and the maximum roof span over a flat roofed area may not be greater than 3,8m.
- 11.3 Flat roofs are defined as covered roof structures consisting of metal roof sheeting, functioning as open recreational outdoor patios ('shade and shelter' lean-to roofs) or enclosed habitable rooms.
  - 11.3.1 Roofing is to be of one roofing material only and must match the existing in terms of roofing material, profile and colour (finish). A patchwork of translucent and other material is not permitted. Note that IBR profile roof sheets are not permitted and that concealed fix type roofing is preferred. Concealed fix type roof sheets must be installed with a parapet on the short side/s to hide the side of the new roof sheets.
  - 11.3.2 Supports at its lowest ends must either be in timber/steel sections, square and at least 75x75mm in size and must match the existing in terms of material, profile and colour (finish). Brick piers / brick columns are not allowed.
- 11.4 Existing lean-to flat roofs (roof sheets three-to-five-degree roof slope):
  - 11.4.1 It is not advisable to convert existing covered patios into rooms in cases where the existing roof covering is corrugated iron sheets and when the roof slope is less than the minimum standard for corrugated iron roof sheets. Concealed fix type roofs can be installed at 3 to 5 degrees.
  - 11.4.2 Existing flat roof outdoor areas may be converted into rooms by means of stackable doors (a typical sliding door consisting of two panels are not allowed). Windows as insertions in a masonry wall and not as a fully glazed wall panel may be used.

Preferably, stackable doors should be located on the long side of the room, with the short side/s to be enclosed with a masonry parapet wall where possible, with smaller window insertions. The enclosed Patio should still function as a separate room from the main dwelling in that the stacker doors merely act as added security and weather barrier. Three-panel stacker sliding doors will be considered for approval<sup>2</sup>.

11.4.3 Sliding doors leading from the house to the Patio may not be removed to combine the existing indoors with the proposed enclosed Patio. They may be replaced with stackable doors. In cases where the owner proposes to replace the corrugated iron roof sheet with a concealed fix type roof sheet, owners may remove these sliding doors.

11.4.4 Where a bedrooms' natural ventilation is impacted upon when enclosing an existing covered patio, mechanical ventilation may need to be installed.

11.5 Extension of existing flat roofs (roof sheets five-degree roof slope):

11.5.1 When extending the existing flat roof structure, the new roof material, roof sub-structure, column supports, gutters and rainwater downpipes must match the existing in material, profile and colour (finish).

- a) In cases where Victorian profile corrugated roof sheets are existing or being extended, it is important to note that It is not advisable to convert existing covered patios into rooms in these cases where the roof slope is less than the minimum standard for corrugated iron roof sheets.
- b) In cases where IBR roof sheets are existing or being extended, it is to be completely concealed behind a parapet all around (therefore, incorporating of a box gutter). We do not encourage box gutter construction. Note that IBR profile roof sheets are not permitted.
- c) In cases where concealed fix type roof sheets are existing or being introduced, a parapet must be built and / or continued to hide the side of the new roof sheets.

11.5.2 These flat roofed outdoor areas may be converted into rooms as per Clauses 11.4.2 and 11.4.3.

11.5.3 Supports at its lowest ends must either be in timber/steel sections, square and at least 75x75mm in size and must match the existing in terms of material, profile and colour (finish). Brick piers / brick columns are not allowed.

11.6 "Shade and shelter" prefabricated adjustable Aluminium louvred roofs erected over patios are permissible. Refer to Clause 10.6.

11.7 Shade ports are not permissible.

11.8 Carports

11.8.1 Carports are to have a horizontal roof, with sloping roof sheets hidden behind a solid Nutec fibre cement fascia or solid (not slatted) aluminium fascia (all fascias to be straight to create the appearance of a horizontal roof). All visible flashings to match the colour of the fascia board.

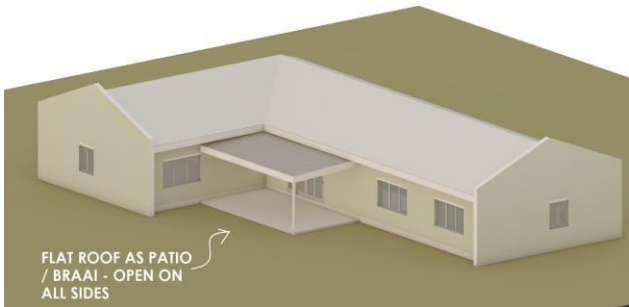
11.8.2 Carport roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Note that IBR profile roof sheets are not permitted as roofing material for carports. The underside of the carport roof to be finished in white.

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<sup>2</sup> A typical sliding door consists of two panels, with one sliding behind a stationary panel. In contrast, stacker doors have two or more movable panels that fold and stack behind a fixed panel. These moving panels glide smoothly on rollers along a track, ensuring easy opening and closing. When the sliding or stacking door is installed on an external track, it prevents water from collecting inside the track, reducing the need for frequent maintenance and cleaning.

11.8.3 Carport roof supports are to be of square timber/steel posts placed upon 330x330x600mm high plastered brick piers (slope of driveway allowing), all to match the existing in material, profile and colour (finish). The sides of a carport may be trellised (square, not diagonal in elevation) and planted with creepers.

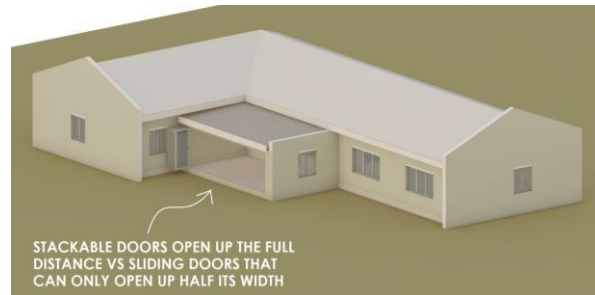
11.9 Existing carport structures may be converted into Garages by means of masonry walls, plastered and painted to match existing. The carport must be closed off on all sides. A garage door to match the existing must be installed in line with the requirements of Section 5.



**Above:** Clause 11.4: Existing flat roof (Victorian profile corrugated sheet, with fascia).



**Above:** Clause 11.4: Example of parapet wall and window insertion.

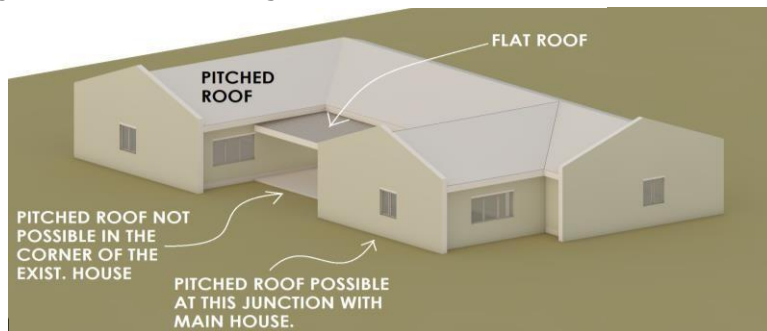


**Right:** Clause 11.4: The enclosed covered patio should still function as an open patio.

## 12. NEW ROOM ADDITIONS

12.1 This section covers proposed new room additions to existing structures.

12.2 Formal room additions e.g. Bedroom, Family Room, Braai-room etc., are to be constructed under a pitched roof, of the same type as the main house. Small short portions of home additions, where pitched roofs are not possible, may be flat roofed. In cases where Concealed fix type roof sheets are introduced, a parapet must be built to hide the side of the roof sheets. In cases where IBR is installed, the IBR is to be completely concealed behind a parapet all around (therefore, incorporating of a box gutter). The use of IBR and box gutters are discouraged.



**Left:** 12.2 All new room additions to be under a pitched roof. Flat roof room additions will only be allowed in cases where pitched roofs are not possible due to the existing roof layout.

12.3 Stackable doors will be permitted as part of an alteration to a new or existing area subject to the following adherences:

12.3.1 The installation of stackable doors in an area will not affect the primary ventilation of the area and or adjacent rooms. Should the installation of the doors affect the primary ventilation of the adjacent rooms, alternative ventilation must be provided in the form of a skylights or windows to ensure compliance with the building regulations.

12.3.2 Stackable doors may have window sections implanted into them on condition that:

- a) There may only be a maximum of two openable window sections in one of the stackable doors per room.
- b) The openable window sections must be in one of the door panels of the stackable door, located underneath one another.
- c) The openable window sections may only be located on one end of a stackable door (therefore either at the side that opens or the side that stacks).

12.3.3 The glass installed in the stackable doors will match the colour of glazing of the dwelling and will comply to the building regulations.

12.3.4 The aluminium extrusions/frames and or ironmongery must match that of the existing aluminium extrusions/frames and or ironmongery in colour and profile of the dwelling as originally installed.

12.4 The roof pitch of all new room additions must match that of the original dwelling.

12.5 Loft rooms may be considered on a case-by-case basis.

### **13. FINISHES TO NEW BUILDING WORK**

13.1 Refer to **ANNEXURE E** for the Oakwood map for the demarcation of the three Architectural design styles, as per sub-phase development.

13.2 All new walls are to be plastered masonry, with plaster finishes and plaster band details if existing, and painted to match the existing dwelling. No metal sheets, Nutec boards, timber cladding or any other walling material will be considered.

13.3 All new gutters and downpipes are to match the existing dwelling in terms of material and finish (to match wall colour where applicable). No uPVC gutters or downpipes allowed.

13.4 All new timber to match the existing dwelling in terms of sizing, fixing, profile and finish.

13.5 All new steelwork is to match the steelwork on the existing dwelling in terms of sizing, fixing, profile and finish. Mild Steel / Aluminium may be used in Sub-phase B & C (**ANNEXURE E**) as columns and beams, painted to match the existing steel and timber. The use of round steel columns and beams are discouraged, except in Sub-phase 3A and only if the steel size and colour match that of the existing gumpoles (paint to be matt black).

13.6 Where any part of the existing dwelling requires maintenance, it is to be repaired or replaced on a like-for-like basis. Should the existing material no longer be available, the applicant must source a similar material for approval by the HOA Trustees and SA.

13.7 All sewer and plumbing pipes to home additions are to be concealed and are not to be visible on external walls.

### **14. ROADWAY VERGE & FRONT YARD**

14.1 This section covers the area of all landscaping visible from the street.

- 14.2 Hard-Landscaping is defined as the tasteful laying of paving and/or stone chips, of maximum 70% of this area. The remainder 30% is to contain live vegetation. (Bushes, Trees, Shrubs & grass)
- 14.3 All paving must be in keeping with other brick paving in the neighbourhood.
- 14.4 Stone chips to preferably be beige in colour. Overly large rocks that hinders pedestrian movement on the sidewalk are not allowed.
- 14.5 Reasonably scaled verge landscape drawings showing the proposed development of the street frontage verge, are to be submitted to the HOA Trustees for approval.

## **15. SWIMMING POOLS**

- 15.1 The installation of a swimming pools requires full planning approval. Applications including plans are to be lodged with the Supervising Architect together with the pool suppliers'/manufacturers' details. Application must indicate the finished ground level around the pool and provide height differences between ground level and top of pool where applicable. Note that no excavated soil is to be banked up against boundary walls and fences and soil must be removed from site.
- 15.2 Pumps and filtration systems are to be indicated on the plan and are to be located so as not to cause a disturbance to neighbours (a minimum of 1,5m from common boundaries), preferably located on the public street side. 'Neighbour's written "no objection"' to be obtained for a pump located closer than 1.5m from a common boundary – SA will provide the necessary 'no objection' form. Pumps should be enclosed and placed on the standard sand blinding layer to absorb sound / vibrations. Pumps and pump covers should not be visible from the public street or adjacent public open spaces and must be suitable screened by means of Nutec 'handi-planks' fixed horizontally to a mild steel or aluminium sub-frame, all painted to match existing or white.
- 15.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1.2m in height (refer Section 9).
- 15.4 The backwash is to discharge into the dwelling's sewer system, unless an alternative and approved system is installed, for example, a cartridge filter system. The overflow to discharge into the storm water system.
- 15.5 The edge of the outer wall of pools may not be constructed closer than 1.5m from any erf boundary.
- 15.6 It is the responsibility of the applicant to ensure that no portion of the swimming pool encroaches on a servitude and that no underground services which may transverse the swimming pool is compromised.
- 15.7 The location and specification of water heating devices for the use of the pool must be indicated and approved. Heat pumps are to be installed below top of boundary wall height.
- 15.8 Pools must be constructed in the ground and may not be built above ground if compromising the privacy of neighbours. The maximum height of pool retaining walls are 500mm, or less if affecting the privacy of neighbours.

## **16. SATELLITE DISHES, CHIMNEYS AND MECHANICAL EQUIPMENT (AC UNITS)**

- 16.1 Aerials and satellite dishes should be obscured within the roof space or otherwise concealed where possible. Dishes are preferably to be placed away from roads. No suppliers'

advertising is to be affixed to satellite dishes.

## 16.2 Chimneys:

16.2.1 All new masonry chimneys to match existing in plaster finish and plaster band detail, with Turbo cowl.

16.2.2 New internal free-standing fire appliances (wood burning stoves) may be installed. The flues may be stainless steel or stainless-steel powder coated (black). The positioning of steel flues would be preferred on the far side of the roof ridge line, away from the roadway. They are to be properly maintained to prevent rust streaks staining the roof.

16.2.3 The minimum and maximum height above the roof tile is to be 1 metre. If located on or close to the ridgeline, 600mm minimum & maximum above same ridgeline. Chimneys and steel flues may not be installed in close proximity (Please see **ANNEXURE C** for typical non-permissible combination of chimneys and steel flues).

16.3 Mechanical equipment, such as air conditioning units, are to be installed at natural ground level or well below the top of boundary walls. It may not be installed at the front of properties, where visible from roadways and/or open spaces and it may not be visible to neighbours. Air conditioning units are to be sited so as not to cause a disturbance to neighbours. When visible through a gate, either the gate or the unit must be screened using Nutec 'handi-planks', and in the case of the unit, fixed horizontally to a mild steel or aluminium sub-frame, all painted to match existing or white.

16.4 All visible conduits and piping should match the colour of the surface it is mounted on.

## 17. BURGLAR BARS AND SECURITY GATES

17.1 Internal burglar bars should be simple horizontal lines, without ornate detail in colour to match window frame or clear type burglar bars (Please see **ANNEXURE D** Burglar bars)

17.2 External "basket type" steel burglar bars are not permitted.

17.3 Internal security shutters (adjustable louvres) are permitted. Colour to be approved by LA.

17.4 . Internal security gates should match the design of existing external steel gates in white. When gates are visible through exterior (glazing), it must match the colour of the door frame.

17.5 Internal slam-lock / treldoor type security gates are allowed. Colour to match colour of door frame.

17.6 External steel / aluminium security gates are allowed. Colour to match colour of door frame.

## 18. WATER AND ENERGY SAVING DEVICES

18.1 Environment aesthetics take precedence over all unsightly installations. The use of water saving devices and technologies is encouraged with all home improvements.

18.2 Permissible solar water heaters or solar panels:

18.2.1 Flat and tubular-panels are permitted with the minimum of exposed piping. Exposed piping is to be the same colour as its background colour- example house paint colour or concrete roof tile colour.

18.2.2 Panels are to be flush mounted, parallel to the roof slope and may not be raised from the roof surface by means of a sub-structure. Roof solar water heater with water

storage cylinder affixed on top is not permitted.

- 18.3 Gardens and irrigation systems are to be designed according to best practices for water conservation.
- 18.4 "Jo-Jo" type water storage tanks are permitted; however, they are to be completely hidden from all views including roadways, public open spaces and neighbours. Exposed tanks must be screened using Nutec 'handi-planks' fixed horizontally to a mild steel or aluminium sub-frame, all painted to match existing or white.
- 18.5 The collection of rainwater by means of roof rainwater downpipes to fill water storage tanks, may only be put in place at a position below all boundary screen walls. No diagonal or semi-horizontal or cantilevered unsightly rainwater downpipes are permitted where visible from the street and / or public space, other than vertical rainwater downpipes. If horizontal piping is required, the affected neighbours' consent must be obtained. uPVC horizontal and / or vertical pipes are allowed where not visible from the street and / or public open space and with the affected neighbours' consent and these pipes must be painted to match the wall colour.
- 18.6 All other energy saving devices, requires approval in terms of sizing and placement prior to proceeding with such projects. Fully detailed plans, specifications and fixing/installation details will be required.

## **19. STORAGE SHEDS, PLAY EQUIPMENT AND ANIMAL SHELTERS**

- 19.1 Wendy Houses require approval. Provide full specifications (size, height, finishes and site situation.) Wendy houses greater than 5m<sup>2</sup> require full building plans for City of Cape Town approval. (The HIG maximum permissible size is 3mx2.5m or 7.5m<sup>2</sup>). Wendy house roofs are to be Victorian profile corrugated sheets in the same colour as the main house. All affected adjoining owners' consent will be required if it is situated closer than 1,5m from common boundaries.
- 19.2 Play gyms (jungle gym or similar) are to be constructed of treated timber (gumpoles) or steel / aluminium (to match existing) and may be visible above boundary walls with the consent of affected neighbours. If roofing is required, it must be Victorian profile corrugated sheets and must match the colour of the main dwelling roof. Full specifications are required for approval.
- 19.3 Storage sheds or animal cages (cattery, etc), whether temporary or permanent, may not be visible above any boundary walls.

## **20. STREET NUMBERS**

- 20.1 All street numbers and post boxes are to remain as originally developed and when replaced are to comply fully with the general type in the area.

## **21. SAFETY**

- 21.1 Building sites, demarcated or not, are deemed to be out of bounds to all residents.
- 21.2 Homeowners are to report any transgressions of these rules to the estate management.

## **22. APPLICATION FORM A, FORM B AND FORM C**

- 22.1 Application Types A, B and C now supersedes the previously types Minor Works A, Minor Works B And Major Works C.
- 22.2 Clause 1.10 of the HIG is applicable to all Form A applications as well.
- 22.3 Please refer to the current HOA Application Guide for classification of works. These are not to be confused with the City of Cape Town Minor- and Major works applications.
- 22.4 Please refer to the current HOA Application Guide for information on submission requirements and approval procedures, -fees and completion (Clearance Certificates).

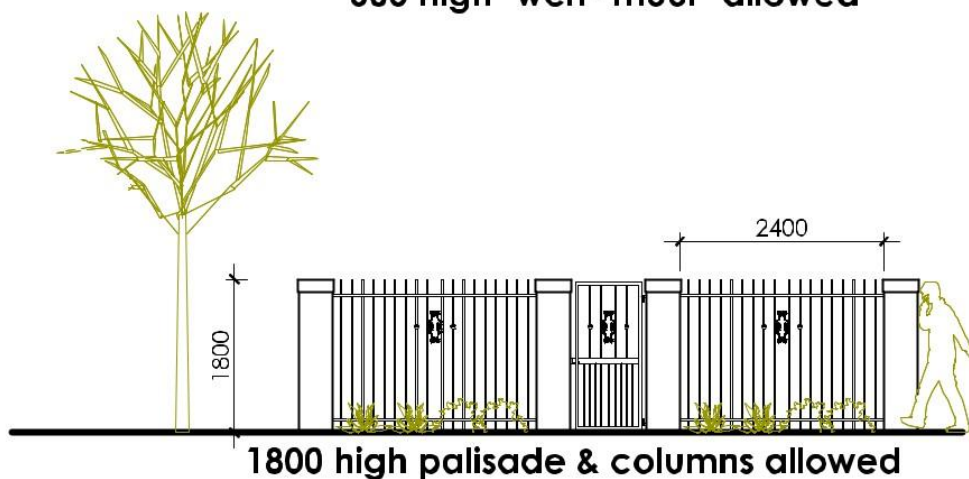
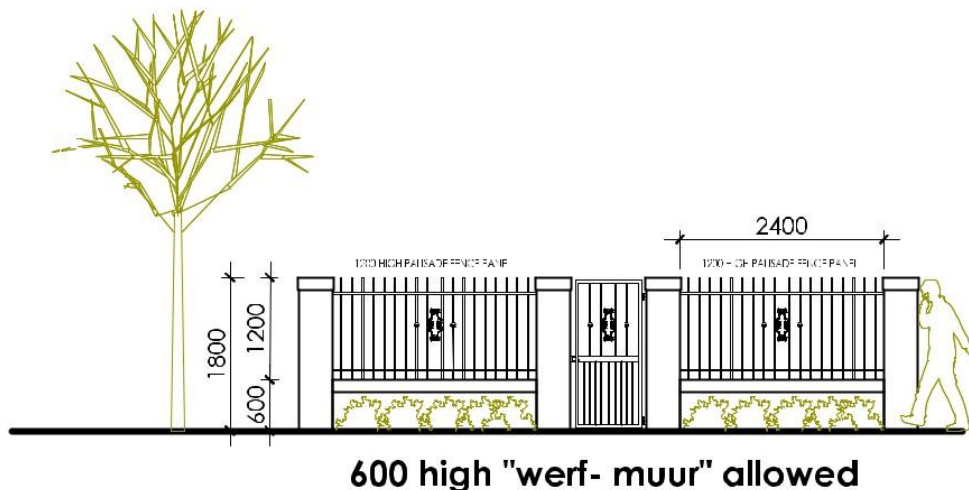
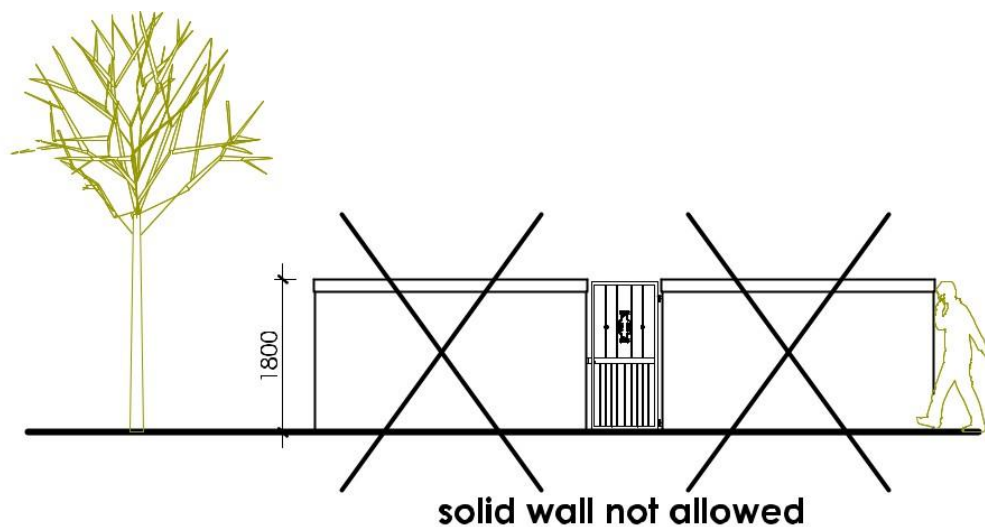
## **23. PLAN SUBMISSION PROCEDURE**

- 23.1 All applications to be submitted directly to the appointed SA. Please contact Maryke Maree of Maryke Maree Architect via email at [marykemareearch@gmail.com](mailto:marykemareearch@gmail.com) and calls at 0609916882. No WhatsApp communication is allowed as all correspondence is to be via email for record purposes.
- 23.2 Plan applications not bearing the HOA stamp of approval, will not be accepted by the City of Cape Town.
- 23.3 No work may deviate from the approved drawings, no matter how small the deviations may appear. Where works deviate from the approved plans a "Stop-works" order may be executed where necessary.
- 23.4 Applications will be considered prior to registration of property, but no approvals will be issued until proof of final transfer and registration of the property has been provided.
- 23.5 All telephonic discussions, comments and feedback by the SA prior to the receipt of a formal application is deemed to be informal and preliminary until confirmed in writing by the SA and / or upon receipt of a formal application and feedback. It remains the responsibility of the applicant to ensure that all proposed alterations and additions comply with any Statutory requirements and conditions of all relevant Authorities (Title Deed, servitudes, building lines, etc).

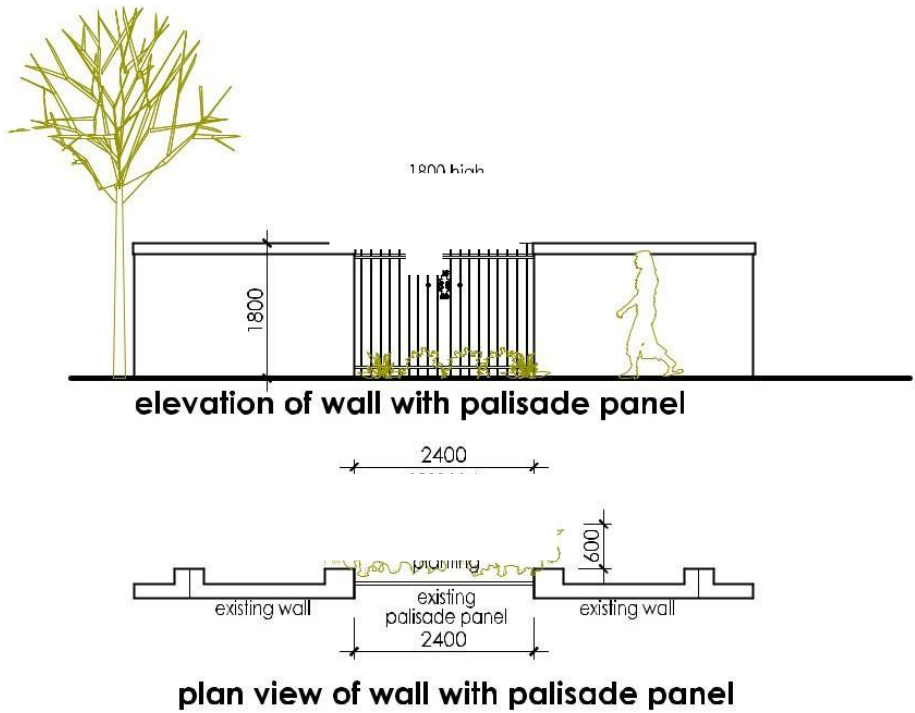
## **24. WORKING DOCUMENT**

- 24.1 This document is a work in progress document and will be updated from time to time. The current Home Improvement Guide is obtainable from the appointed Supervising Architect or online at: <https://oakwoodvillage.co.za>
- 24.2 The rules are subject to change from time to time by the Trustees by resolution.
- 24.3 Any required approval from the HOA, must always be in writing. No verbal approval can be given.

# ANNEXURE A – Boundary Wall examples

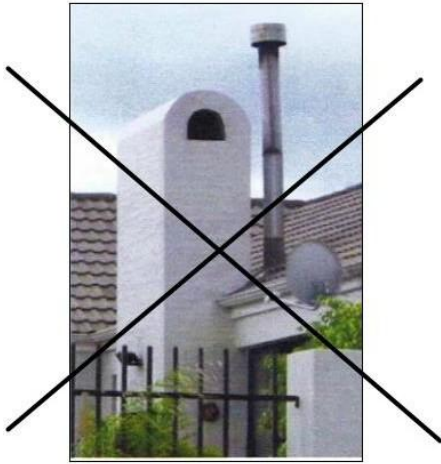


**ANNEXURE B - Steel Palisade Fencing & Privacy**



**Nutec "Handi-planks" fibre cement closers (with visible gaps for increased visual permeability)**

**ANNEXURE C - Non-permissible chimney & Steel flues – these may not be installed adjacent**

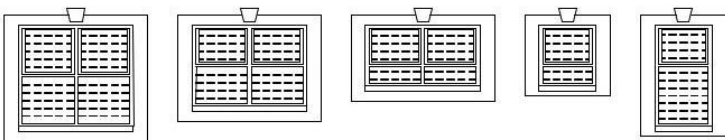
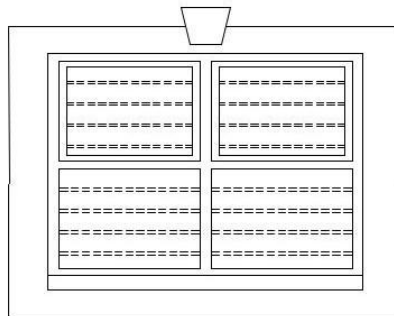


**not allowed**

**ANNEXURE D – Burglar Bars**

From a design point of view light pattern burglar guards as shown below are preferred.

All bars must be white in colour and installed as unobtrusively as possible.

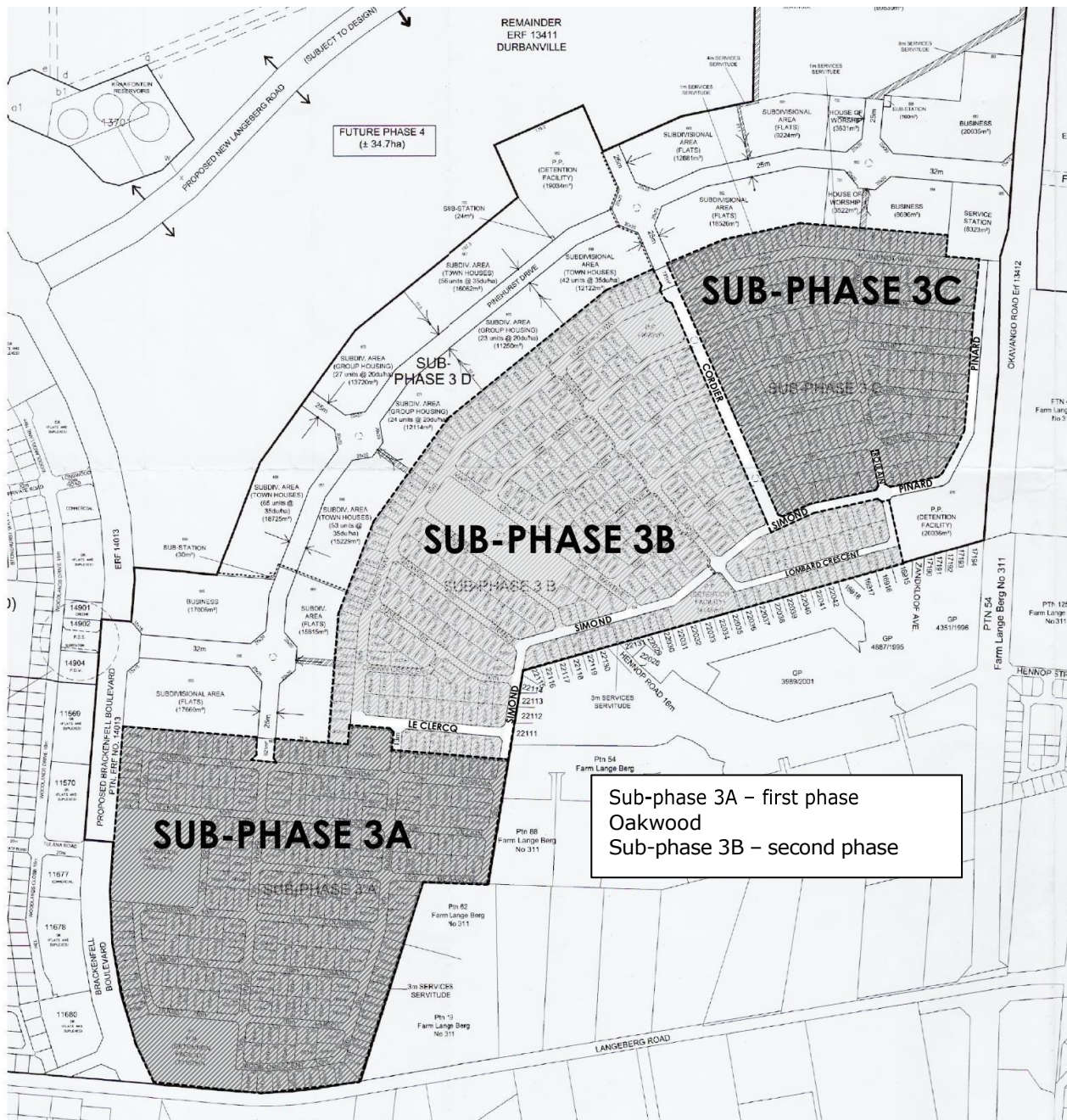


**Types of burglar bars not permitted**



## ANNEXURE E – Sub-Phases 3A, 3B, 3C

Map of three architectural design styles as per Sub-phase 3A, 3B and 3C development and below the map, the basic finishes for the three phases (to be verified on site by the applicant):



Sub-phase 3A – first phase	Sub-phase 3B – second phase	Sub-phase 3C – third phase
<ul style="list-style-type: none"> <li>Window and sliding/stacker doors – black Aluminium.</li> <li>Front doors / back doors – white timber / Aluminium.</li> <li>Garage doors – smooth white chromadek tip up doors (arched and straight top door openings).</li> <li>Plasterband detail to window / door surrounds –</li> </ul>	<ul style="list-style-type: none"> <li>Window and sliding/stacker doors – white Aluminium.</li> <li>Front doors / back doors – white timber / Aluminium.</li> <li>Garage doors – smooth white chromadek tip up doors (straight top door openings).</li> <li>Plasterband detail to window / door surrounds – 50/90mm cutline, white or 150mm proud plaster</li> </ul>	<ul style="list-style-type: none"> <li>Window and sliding/stacker doors – black Aluminium.</li> <li>Front doors / back doors – white Aluminium.</li> <li>Garage doors - smooth white chromadek tip up doors (straight top door openings).</li> <li>Plasterband detail to window / door surrounds –</li> </ul>

<p>50mm cutline smooth plastered.</p> <ul style="list-style-type: none"> <li>• Burglar bars: black steel.</li> <li>• Security gates: to match door frame.</li> <li>• Pergola – black gumpoles / treated gumpoles.</li> <li>• Patio roofs – charcoal corrugated roof sheet with white timber sub-structure and columns.</li> <li>• External Shutters – black.</li> <li>• Internal Shutters – white.</li> <li>• Steel fences and gates - black</li> <li>• Balustrades – white.</li> <li>• Spade plaster texture to all walls with smooth plaster plinth and in some cases, 50mm cutline plasterband to parapets.</li> <li>• External walls: white - for current house wall colour codes, contact oakwood@inpg.co.za.</li> <li>• Roofs – 45/30deg pitch charcoal double roman concrete tiles with white fascia board, white Aluminium gutters and downpipes.</li> <li>• Gable treatment: white louvred vent detail ('Cape Vent' code SF83 or SF244 décor vent).</li> <li>• Boundary walls: straight top, with plaster texture and colour to match main dwelling.</li> <li>• Post boxes – white rectilinear</li> <li>• House number – black number on white backing.</li> <li>• External wall lights – black.</li> </ul>	<p>keystone detail, white (to match existing); 'Cape Vent' décor vent code SF235 centered above windows in off-white smooth plastered and painted band with v-joint at lintol (band height from lintol to underside of roof).</p> <ul style="list-style-type: none"> <li>• Burglar bars: white steel.</li> <li>• Security gates: to match door frame.</li> <li>• Pergola – white timber, with tapered edge detail.</li> <li>• Patio roofs – charcoal corrugated roof sheet with white timber sub-structure and columns.</li> <li>• External Shutters – white.</li> <li>• Internal Shutters – white.</li> <li>• Steel fences and gates – white.</li> <li>• Balustrades – white.</li> <li>• Plaster texture to all walls – fine stipple plaster.</li> <li>• External wall treatments: beige with off-white plasterbands; beige with off-white plasterbands and off-white smooth plastered and painted band with v-joint at lintol (band height from lintol to underside of roof) - for current house wall colour codes, contact oakwood@inpg.co.za.</li> <li>• Roofs – 45/30deg pitch charcoal double roman concrete roof tiles with white fascia board, white or beige Aluminium gutters and downpipes (to match existing).</li> <li>• Gable treatments: turned finial detail; finial detail with triangular paint line in lighter shade; eave overhang with fascia; 'Cape Vent' décor vent code SF235 with triangular paint line in lighter shade.</li> <li>• Boundary walls: straight top, with plaster texture and colour to match main dwelling, with raised plaster band painted white painted to top of wall.</li> <li>• Post boxes – white rectilinear</li> <li>• House number – black number on white backing.</li> <li>• External wall lights – white.</li> </ul>	<p>150mm proud / flush smooth plasterband, white.</p> <ul style="list-style-type: none"> <li>• Burglar bars: black steel.</li> <li>• Security gates: to match door frame.</li> <li>• Pergola – white timber, with tapered / straight edge detail</li> <li>• Patio roofs – charcoal corrugated roof sheet with white timber sub-structure and columns</li> <li>• External Shutters – none, if applicant wants to install, it must match 3A.</li> <li>• Internal Shutters – white.</li> <li>• Steel fences and gates – black.</li> <li>• Balustrades – white.</li> <li>• Plaster texture to all walls – fine stipple plaster.</li> <li>• External walls: off-white with beige plasterbands - for current house wall colour codes, contact oakwood@inpg.co.za.</li> <li>• Roofs - 35deg pitch charcoal double roman cement roof tiles with white fascia board, white Aluminium gutters and downpipes.</li> <li>• Gable treatments: decorative black Aluminium louvre (350x1000); 'Cape Vent' code SF83 décor vent; round décor vent.</li> <li>• Boundary walls: straight top, with plaster texture and colour to match main dwelling.</li> <li>• Post boxes – white rectilinear.</li> <li>• House number – black number on white backing.</li> <li>• External wall lights – black.</li> </ul>
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