



LOMBARDY  
E S T A T E

Lombardy Home Owners Association

AGREEMENT FOR QUALIFICATION OF AND CODE OF CONDUCT FOR  
BUILDING CONTRACTORS AND OWNER BUILDERS  
WITHIN LOMBARDY ("THE ESTATE")

ENTERED INTO BY AND BETWEEN

LOMBARDY HOME OWNERS ASSOCIATION  
("LHOA")

THE

.....  
("THE CONTRACTOR")

AND

.....  
("THE OWNER")

WORKING ON STAND: .....

**1. PREAMBLE**

*The purpose of this agreement is to ensure integration between residential living and control over building activities within the Estate with minimal impact on the environment, the LHOA reserves the right to make amendments and additions to this document from time to time and the current document will become binding on all contractors with immediate effect..*

**2. QUALIFICATIONS OF CONTRACTORS**

- (i) *Building shall not commence until the building deposit of R 15 000.00 has been paid to the LHOA and the proof of payment mailed to [annemarie@lombardyestate.co.za](mailto:annemarie@lombardyestate.co.za) Ref: Stand No – Building Dep.*

*Banking details are as follows:  
FNB, Branch Code 252-045,  
Account No: 62183232140.*

- (ii) *Contractors must have a current NHBRC certification and are also required to submit a Company Profile to the LHOA office.*
- (iii) *Contractors and the owners are at all times responsible for their sub-contractors and employees while on the Estate.*
- (iv) *It is the responsibility of the contractor to ensure that building will be confined to the areas as set out in the LG plan.*
- (v) *It is the responsibility of the Contractor to appoint a surveyor to verify the dimensions of the property*
- (vi) *The Signboard must be erected as set out in 3.8*
- (vii) *The site must be screened as set out in 3.1.8*

## **2.1 SITE CLEARANCE**

### **THE FOLLOWING MUST BE IN PLACE BEFORE A CONTRACTOR WILL BE PERMITTED TO COMMENCE SITE CLEARANCE**

- *Building deposit paid and proof of payment received by the LHOA.*
- *Chemical toilet must on site*
- *Toilet must have a shade net around it as per .3.1.8*



***NB City Council water connection must be in place before contractor will be permitted to lay the foundation.***

- *Contractors may not use a compactor exceeding 3 tons.*

## **2.2 BUILDING ON SITE**

### **THE FOLLOWING MUST BE IN PLACE BEFORE A CONTRACTOR WILL BE PERMITTED TO COMMENCE THE BUILDING PROCESS – AFTER FOUNDATION HAS BEEN LAID**

- *Water connection from the City Council.*
- *Site enclosed with shade net (at areas where border walls have not been erected)*
- *Toilet enclosed with shade net*
- *Information board in place at the front of the site*

## **2.3 DEVIATION FROM APPROVED BUILDING PLANS**

*Any deviations from the approved building plans will result in a fine of R30 000 payable by the contractor to the HOA. In addition to the fine, it is compulsory to repair defective work in line with the approved building plans.*

### **3. RULES AND REGULATIONS**

*The rules and regulations described below are intended to ensure that the quality of life for residents in the Estate is not unduly compromised and the impact on the environment is minimized by the building operations, yet allowing for efficient construction by contractors.*

*When a contractor is found to be in breach of the stated rules and regulations a penalty will be imposed which must be paid within three work days, after which the contractor will be refused access to the Estate until such penalty has been paid and breach of the rules remedied.*

*The extent of the penalty is detailed below the description of each rule and regulation. It is the responsibility of the main contractor and owner to ensure that all contractors are aware of the terms and conditions set out in this agreement.*

*An updated form confirming the company name, staff names, ID numbers and stand number of the contractor and sub-contractors must be submitted to security by the main contractor every second month unless these details change prior to this, whereupon the contractor will be required to submit an updated form to security.*

#### **3.1 ENVIRONMENTAL CONTROLS**

*The contractor acknowledges that he is working in an environmentally sensitive development and agrees to conform to all environmental controls specified in this document. These controls may be revised from time to time, in which case it is expected that the contractor adheres to such revisions.*

*It should also be noted that these controls form part of the development and are required to be legally enforced.*

#### **PRESENTLY THESE SPECIFICATIONS INCLUDE THE FOLLOWING CONSIDERATIONS:**

##### **3.1.1 CONTRACTORS RESPONSIBILITIES**

*Contractors will be required to attend an induction course covering the estate rules, contractor's agreement and architectural guidelines and health and safety requirements at a once off cost of R1000-00, payable to the HOA. After this induction course has been completed, the contractor will be required to apply for an access card. He will be registered for a maximum period of 12 or once his current building project is finalized (whichever comes first) where after he/ she must re-register annually after the screening process, at a cost of R1000.00).*

- *The Induction Courses will be held at the Clubhouse on Wednesdays from 10h00 to 11h00 (strictly by appointment only). All contractors must attend the induction course before the end of August.*

*After the induction course has been attended, the contractor shall complete an access registration form at security with proof of relevant documentation, e.g. valid SA Identification / passport with valid workers permit and accompanied by the owner. (A contractor may only be registered by an owner).*

*Security will then collect such ID or Passport with valid worker permit and issue a temporary access card valid for one day only. The above documents will be collected by security when entering the estate and returned on exit. Security will then collect such ID or Passport with valid worker permit and issue a temporary access card valid for one day only. The above documents will be collected by security when entering the estate and returned on exit.*

*At the end of the day, security will issue the contractor with his/ her Lombardy access card which must be presented each time he/she enters or exits the estate.*

*This access registration card will only be valid for a term of 12 months or once his current building project is finalized (whichever comes first) where after it has to be renewed at a cost of R150-00, the contractors will be required to attend the induction course as stated above.*

*At the end of the day, security will issue the contractor with his/ her Lombardy access card which must be presented each time he/she enters or exits the estate.*

*As per the contractor's agreement, the contractor is responsible for the conduct of all his employees.*

*When a contractor arrives at the Contractors gate, security will verify his/her access card; scan his/her driver's licence and vehicle disc before allowing access to the estate (no drivers licence, disc or access card - no access).*

### **3.1.2 CONTRACTOR EMPLOYEES OR LABOURERS**

*It is the responsibility of the contractor to register all his employees and labourers.*

*Security will then collect the employee/ labourer ID book or Passport with a valid work permit and issue a temporary access card valid for one day only. The above documents will be collected by security when entering the estate and returned on exit.*

*Security will issue these labourers/ employees with their Lombardy access cards which must be presented each time they enter or exits the estate.*

*This access registration card will only be valid for a maximum period of 6 months where after it has to be renewed at a cost of R150-00 p/p.*

*It is the responsibility of the contractor to immediately inform security should a registered employee no longer be employed by him/her (This is of utmost importance as it could create a security risk if neglected).*

*The contractor is liable for the conduct of all his/her employees/ labourers and may be refused access should penalties issued for transgressions not be paid within two working days or any transgression of the estate rules, Contractors agreement or Architectural guidelines not rectified or remedied within the mentioned time period.*

### 3.1.3 BUILDERS CODE OF CONDUCT

#### a) Description

*It is expected that the main contractor brief all his personnel, sub-contractors and their personnel regarding the requirements set out in Builders Code of Conduct. The main contractor must ensure this has taken place before he allows any staff on the Estate.*

#### b) Breach

*Personnel / staff that have not been briefed won't be allowed access to the Estate and the main contractor fined R 1 000.00 per transgression which must be paid within 3 working days otherwise access to the Estate won't be allowed.*

### 3.1.4 LIMITS OF BUILDING ACTIVITY

#### a) Description

*All activities relating to construction must be confined to within the stand boundary under construction. This also relates to location of staff, placing of storage bins, skips and material.*

*Should a contractor wish to use a vacant stand adjacent to the construction site, this must be requested in writing by the relevant stand owner via the HOA to [admin@lombardyestate.co.za](mailto:admin@lombardyestate.co.za)*

*The main contractor will be required to screen the additional stand being used after permission has been granted (see 3.1.8 for clarification on materials and for breach). – It is however only required this site is screened from street view.*

#### b) Breach

- (i) All building activity will be halted until such time the contractor's Equipment / material has been moved to within the building site; or the required additional screening has been erected.*
- (ii) The contractor will be fined a minimum of R 1 000.00 per transgression which must be paid within 3 working days otherwise access to the Estate won't be permitted.*

### 3.1.5 SITE PRESENTATION

#### a) Description

*The contractor will be expected to maintain a neat and tidy site at all times.*

- (i) Building rubble must be removed from the site by Friday afternoons, prior to the end of the working day.*
- (ii) Litter such as paper bags, boxes and plastic etc. must be removed from the site on a daily basis.*

*No litter may be stored or mixed in amongst building rubble. Plastic refuse drums or skips must be provided by the main contractor for this exclusive use.*

**b) Breach**

*Cleaning of building sites - Should building sites on not be cleaned Fridays (including rubble removal and tidying of the streets)- R 5 000-00 of which R 4000-00 will be suspended and R 1000-00 is payable to the HOA office.( should there be a second offence, a fine of R1000-00 as well as the suspended fine of R4000-00 will become payable).*

**3.1.6 PROJECT COMPLETION**

**a) Description**

- (i) *It is also the responsibility of the contractor to ensure that the pavement and surrounding areas are restored to their original state (i.e. mowed or replanted grass, stones, building material and rubble removed, etc.).*
- (ii) ***No portion** of the Builder's Deposit would be refunded until the building site is rehabilitated to an acceptable state.(all building rubble and excess material removed, grass rehabilitated etc. This also includes adjacent stands which were utilised during the building process)*

**b) Breach**

- (i) *Should a builder not comply, the building deposit won't be refunded as this would be remedied by the HOA. Any additional costs incurred to remove such rubble or material and to rehabilitate the site or adjacent stands will be claimed from the contractor. Should the contractor fail to make payment within three working days, this would be added to the owner's levies. The contractor would then be denied any future access to the Estate until such costs have been paid as well as an additional fine of **R1000.00**.*

**3.1.7 CLEANING OF VEHICLES/EQUIPMENT**

**a) Description**

*Washing of vehicles and / or equipment will only be permitted within the confines of the building site. All spillage and runoff must be contained within the site.*

**b) Breach**

*The building contractor will be fined a minimum of **R 1 000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.*

**3.1.8 PARKING OF VEHICLES**

**a) Description**

*Contractors are not allowed to park any vehicles in the streets. All vehicles must be contained within the site or if no other option, to the pavement in front of the building site.*

**c) Breach**

The Main contractor will be fined a minimum of **R 1 000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.

**3.1.8 FIRES**

**a) Description**

**No fires** will be allowed on any part of the Estate including the building site.

**b) Breach**

The Main contractor will be fined a minimum of **R 1 000.00** per transgression which must be paid within 3 working days following the fine, and in addition be held legally and financially responsible for any damage caused by such a breach.

**3.1.9 ABLUTION FACILITIES**

**a) Description**

- (i) The main contractor must make adequate provision for temporary chemical toilets situated on the building site for use by their employees (these may not be connected to the sewer line) and must be emptied on a regular basis.
- (ii) Each building site must have its own toilet.
- (iii) The contractor must ensure that the employees use the facilities at all times and consideration must be given to surrounding neighbours regarding the placement of the facility.
- (iv) All toilets must separately be screened inside of the building site screening.

**b) Breach**

- (i) The contractor will be denied access to the Estate and prohibited to build until such time the facilities are available. In addition the building contractor will be fined a minimum of **R 500.00** per such transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.
- (ii) Should the employees neglect to use the facilities provided, the contractor will be fined a minimum of **R 500.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.

**3.1.10 SPOIL OF EXCESS MATERIAL AND BUILDING RUBBLE**

**a) Description**

The contractor must make adequate provision for the removal of building rubble and excess building material. **No such material may be spoiled or stored outside of the building site boundary or elsewhere on the Estate; irrespective of ownership of land.**

**b) Breach**

Access to the Estate won't be allowed until remedied and in addition the contractor will be fined a minimum of **R 5 000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.

**3.1.11 SCREENING OF BUILDING SITES**

**a) Description**

The contractor will be required to screen the entire site (without perimeter walls) with a **1.8m dark green** shade-netting screen of a high density (**75% is the norm, but not less than 60%**).

The screen must be kept in a neat condition:

- (i) In place
- (ii) Maintained (tensed and not sagging) for the entire building process.
- (iii) Old nets may not be used on new building sites.
- (iv) Torn, sagging or nets with holes won't be allowed.

**b) Breach**

Condition of nets- R 4000-00 of which R 3000-00 is suspended and R 1000-00 is payable to the HOA office.(should it recur a fine of R1000-00 and the suspended fine of R3000-00 will be enforced)



**SAGGING NETS - NOT ALLOWED**



**HOLES IN NETS ARE NOT ALLOWED**



**STANDARD REQUIRED BY THE HOA**



#### 4. HOURS OF WORK

- Monday to Friday from 07:00 to 17:00.
- No access Saturdays, Sundays or Public Holidays.

##### a) Breach

- (i) All contractors must appoint a responsible person or supervisor on site, at any time that such person is not available on site the Contractor will be escorted off the Estate by security.
- (ii) In addition the building contractor will be fined a minimum of R 1 000.00 per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.
- (iii) Working after 17:00 Monday to Friday – R 10 000-00 of which R 8000-00 will be suspended and R 2000-00 will be payable at the HOA office. (Should there be a second offence, a fine of R2000-00 will be payable the suspended fine of R8000-00 will also become payable.)

#### 4.1 PRIVATE TIMES (NO ACCESS TO CONTRACTORS)

##### a) Description

No contractors will be allowed to work or enter the Estate on Saturdays, Sundays, public or contractor holidays.

The Estate will be closed to all contractors over the festive season (December/January).

It is the responsibility of the main contractor to acquire the exact dates at the HOA.

[admin@lombardyestate.co.za](mailto:admin@lombardyestate.co.za)

##### b) Breach

Contractors will be escorted from the Estate by security.

Working during Private Times – R 10 000-00 of which R 8000-00 will be suspended and R 2000-00 will be payable at the HOA office. (Should there be a second offence, a fine of R2000-00 will be payable the suspended fine of R8000-00 will also become payable.)

#### 4.2 WATCHMAN

##### a) Description

Contractors are not allowed to permit any of their employees on the Estate after the stated hours mentioned 3.2.1.

##### Breach

The main contractor will be fined **R 1000-00** which must be paid within 3 working days following the fine.

Second transgression, the contractor will be barred from the Estate.

### **4.3 DELIVERIES TO CONTRACTORS**

#### **4.3.1. General deliveries**

##### **a) Description**

- (i) Contractors will at all times be responsible for delivery vehicles and personnel visiting their sites.
- (ii) Delivery times will be limited to public times as per 3.2.1 above.
- (iv) Deliveries to the building site will take place only from the street frontage of the site.

##### **b) Breach**

A minimum penalty of **R 1000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed. The Contractor may also be banned from the Estate.

#### **4.3.2 Construction vehicle limitations**

*Delivery vehicles will only be permitted to enter the estate under the following conditions:*

- (i) May not exceed 10 tons.
- (ii) No trailer attached.
- (iii) No access to the estate after 16:00.

#### **4.3.3 Concrete deliveries**

- (i) The delivery of concrete has the potential to cause the most damage to the road surface and landscape vegetation, it is therefore imperative that these deliveries are handled in a particular fashion.
- (ii) Contractors won't be allowed to cast foundations or decks on Saturdays.

**The following rules relate specifically to the concrete delivery vehicles.**

##### **a) Description**

*Drivers of concrete delivery vehicles must be briefed on the rules and regulations stated in this document by the main contractor. Under no circumstances may concrete be spilt onto the road surface, the main contractor will be held liable to immediately rectify this should it occur.*

##### **b) Breach**

- (i) Drivers found not briefed regarding this will not be allowed future access into the Estate.
- (ii) Drivers found contravening the Estate rules and regulations will be escorted off the Estate and refused any future access to the Estate.
- (iii) The building contractor will be liable for penalties incurred and in addition be held legally responsible for any damage caused by such a breach.

- (iv) **R 1 000.00** penalty will be imposed on the main contractor for such offence which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.

#### **4.3.3.1.1 Washing of concrete delivery vehicles**

##### **a) Description**

No washing or rinsing of Ready mix concrete delivery vehicles will be permitted.

##### **b) Breach**

The main contractor will be fined a minimum of **R 1 000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed and is liable for the clean-up of the influenced area, before any further access will be allowed to the Estate.

## **5 STORAGE SHEDS/HUTS**

##### **a) Description**

The contractor will be allowed to erect storage sheds/huts/containers within the boundaries of the building site and to a **maximum height of 2.4m**. These must be neat and in a good condition at all times.

##### **c) Breach**

The contractor will be fined a minimum of **R 1 000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed. The contractor must also immediately remove any structures that do not conform to this regulation. The contractor will be denied access to the Estate until such time the structures have been removed.

## **6 SECURITY**

##### **a) Description**

- (i) The development is located in a secure and controlled environment and therefore individual watchmen will not be allowed on the Estate during private times.
- (ii) Security personnel control access to the Estate and the contractor must adhere to the security rules at all times.
- (iii) Contractors must treat all security staff with the necessary respect.
- (iv) All contractors entering the Estate must at all times be in possession of their ID documents or a stamped copy of such.
- (v) Personnel must be transported by vehicle to the relevant sites and will not be permitted to wander around the Estate or go to their respective sites on or off site by bicycle.
- (vi) The Lombardy Security must sign in or scan in all contractor vehicles entering the Estate.

- (vii) *All contractor staff, vehicles or delivery vehicles will be subjected to searches by security on entering and exiting the Estate.*
- (viii) *No firearms are permitted onto the Estate.*

**b) Breach**

- (i) *Any Contractor or contractor's staff not adhering to this regulation will be removed from site.*
- (ii) *Roaming on the Estate – Should contractors/ sub-contractors/employees or labourers leave the building site and roam the estate-- R 4000-00 of which R 3000-00 will be suspended and R 1000-00 will be payable at the HOA office.(should a second offence occur, a fine of R1000-00 and the suspended fine of R3000-00 will be enforced and the culprits access to the estate will be permanently suspended).*

**7 TRAFFIC CONTROLS**

**a) Description**

- (i) *For security and safety reasons the speed limit on the Estate for all contractor vehicles is 30 k/ph.*
- (ii) *Parking of vehicles must be confined to inside the boundaries of the building site. Parking on other stands, sites, pavements, roads, verges etc. won't be allowed.*
- (iii) *Contractor vehicles entering the Estate won't be allowed to be overloaded with material or personnel.*
- (iv) *No personnel will be allowed to sit on the edge or stand, hang on to any moving vehicle or other equipment.*
- (v) *The main contractor is responsible for all his employees, subcontractors and delivery and must ensure adherence to these rules.*
- (vi) *Persons transported at the back of bakkies or trucks must be seated.*

**b) Breach**

*Traffic violations – R 5 000-00 of which R 4000-00 will be suspended and R 1000-00 will be payable to the HOA office.( should it recur a fine of R1000-00 and the suspended fine of R4000-00 will be enforced)*

**8 ROADS AND ROAD VERGES**

**a) Description**

- (i) *Contractors must ensure that the road surface in front of their building sites are swept and clean at the end of **each working day**. This is to minimize damage and ensure the longevity of the road surface.*
- (ii) *Contractors must ensure that the kerbs and sidewalks in front of their building site are adequately protected from damage by the building activities.*
- (iii) *Building material must be stored within the perimeter of the building site.*
- (iv) *No driving or parking on the pavements or verges will be permitted.*

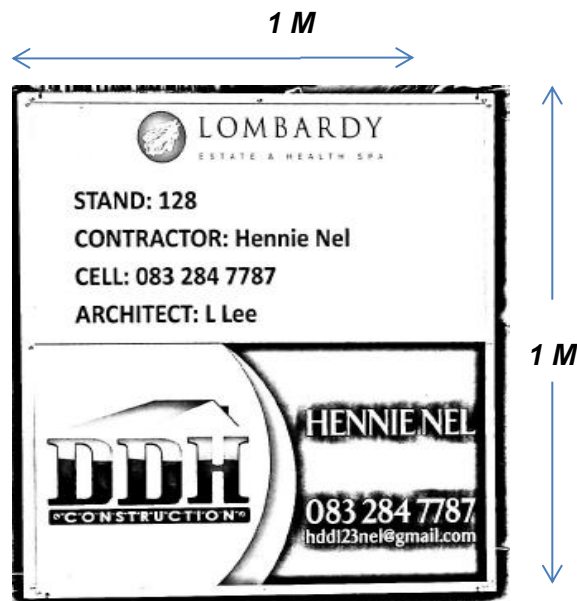
## b) Breach

- (i) The contractor will be fined a minimum of **R 500.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.
- (ii) The building contractor will be held legally and financially responsible for any damage to road surfaces and kerbs caused by his building operations.
- (iii) A minimum penalty of **R 500.00** per vehicle will be imposed for each transgression per vehicle parked on the pavements or verges which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.
- (iv) Continuous non-compliance will result in the contractor being banned from the Estate.

## 9 ADVERTISING

### a) Description

- (i) The contractor or his sub-contractors may not place or distribute any advertising material on the Estate.
- (ii) The contractor must place an approved builder's board (AS BELOW) in front of the stand stating the stand number, architect and contractor and contact number, for the duration of the construction period.
  - White coloured board (Background)
    - Laminated paper, carton or plastic boards won't be allowed. The HOA require that the Contractor sign boards are printed at a printing company.
  - Lombardy logo
  - Black neatly spaced lettering
  - Contractor will be allowed to advertise his company and logo on the bottom half of the board



### Breach

- (i) All advertising material not complying with the above will be removed from site and the main contractor fined a minimum of **R 500.00** per transgression which must be paid

*within 3 working days following the issuing of the fine otherwise access to the Estate won't be allowed.*

- (ii) Any material confiscated by management will be discarded immediately.*
- (iii) Contractors won't be permitted to continue building without the correct format advertising or information board.*

## **10 BUILDING PLAN CONTROLS**

### **a) Description**

- (i) The building contractor must ensure that a copy of the signed **approved** building plan is available on site for inspection by the homeowner's representative; furthermore the contractor must submit an approved copy at the HOA office, which will be filed by the HOA.*
- (ii) Any variations or alterations to the approved building plan must be sent to QTS for approval and the re-approved plan must be submitted to the HOA and may only be implemented once the approved variation is available to the contractor.*

### **b) Breach**

- (i) The contractor will be denied access to the Estate until the above documentation has been approved and is in place.*
- (ii) The contractor will be required to remove any structures not conforming to the approved plans in possession of the HOA.*
- (iii) Contractors deviating from any approved building plans will be fined **R 10 000.00** which must be paid within 3 working days of the fine being issued otherwise access to the Estate won't be allowed.*

## **11 GENERAL CONTROLS**

### **a) Description**

*A foreman or responsible person for each site is expected to be on site during working hours in order to discuss general issues relating to building site activities and to receive all correspondence, fines etc. addressed to the contractor.*

### **b) Breach**

*The contractor will be fined a minimum of **R 1 000.00** for not adhering to this which must be paid within 3 working days after the fine has been issued otherwise access to the Estate won't be allowed.*

**Responsible Person/s**

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**Contact No and Email:**

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### 11.1 Payment of Penalties

#### a) Description

All monies owing to the LHOA must be paid within 3 working days of the penalty being issued. All payments are to be made to the LHOA. Should a contractor wish to make payment via EFT, proof of payment must be mailed to [annemarie@lombardystate.co.za](mailto:annemarie@lombardystate.co.za) and [admin@lombardystate.co.za](mailto:admin@lombardystate.co.za) with reference the stand number \_\_\_\_\_ and fine number \_\_\_\_\_.

#### b) Breach

In the event of the contractor failing to pay the fine within 3 work days, the contractor will be denied access onto the Estate.

### 11.2 Pavement Deposit

The building contractor will have to pay a pavement deposit of **R 15 000.00** per building site, to the LHOA.

This deposit is held free of interest.

- **R 10 000.00** of this deposit will be refunded on condition that the account is in good standing with the LHOA.
- **R 5 000.00** will be non-refundable and will be retained as a contribution to infrastructure repairs.

### 11.3 Building completion

#### a) Description

After starting with ground works on a building site the house must be completed **within 12 months**.

#### b) Breach

If not completed within the said period, double levies will be applicable on the said premises.

### 11.4 Contractors control

#### a) Description

- i) Main and sub- contractors must ensure they complete a contractor's control sheet (Document to ensure security is aware of all staff working on sites) obtainable from Security at the Contractors gate.
- ii) The Main and sub-contractors must inform security at the contractors gate regarding any changes in staff/ labourers, complete and submit a new form to security.

**b) Breach**

- i) Main and / or sub-contractor may be barred from site until rectified
- ii) Second offence, the main contractor fined a minimum of **R 1000.00** per transgression which must be paid within 3 working days following the fine otherwise access to the Estate won't be allowed.

**11.4.1 Building site inspections****a) Description**

The main contractor is obligated to inform the HOA – [admin@lombardyestate.co.za](mailto:admin@lombardyestate.co.za) and QTS Architects [riaan@gtsarchitects.com](mailto:riaan@gtsarchitects.com) when the following milestones in are reached in order to arrange a site inspection with the Estate Architect:

- (i) Surface bed level      First Inspection
- (ii) Windowsill height      Second Inspection
- (iii) Roof height -      Third Inspection
- (iv) )Completion  
(prior to occupation) Fourth Inspection

**(v) The following is also required prior to occupation:**

- An HOA inspection
- A Certificate of Occupation from the City of Tshwane (please note the no occupation will be permitted without the Certificate of Occupation as per the City of Tshwane by-laws)
- QTS Occupation Inspection Report granting occupation

Once all these requirements have been adhered to, the owner must inform the HOA of their intended occupation date and complete the relevant documentation which can be obtained by emailing [admin@lombardyestate.co.za](mailto:admin@lombardyestate.co.za)

**b) Breach**

A fine will be issued to the Main building contractor for the amount of **R 5000-00** for each inspection not arranged or booked with the HOA and QTS.

**12 BORDER WALLS****a) Description**

The Owner / Contractor must ensure that all border walls comply with the requirements in the Architectural guidelines. The exterior of border walls facing towards open / common or park areas must be plastered and painted.

**b) Breach**

Should the owner / contractor fail to plaster these walls the HOA will instruct a contractor to do this and the owner will then be liable for the cost incurred.



**CONTRACTOR**

**SIGNED AT** \_\_\_\_\_

**BY** (full names) \_\_\_\_\_

**ID number** \_\_\_\_\_

**ON THE (DATE)** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Contact No** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**WITNESS**

**OWNER**

**SIGNED AT** \_\_\_\_\_

**BY** (*full names*) \_\_\_\_\_

**ID number** \_\_\_\_\_

**ON THE (DATE)** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Contact No** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**WITNESS**