

APPLICATION FOR “HAPPY LETTER”

As governed by the Stellenbosch Municipality by-laws, no newly constructed building may receive any household contents or be occupied, unless a Certificate of Occupancy (OC) has been issued. The Voliere Master Owners Association (MOA) is compelled to provide written confirmation in form of a "Happy Letter" stating that the property complies with the estate's architectural guidelines. Upon receipt of this letter, the building inspector shall schedule the official and final inspection with the owner of the building to be inspected.

It is important to note however that, whilst the MOA inspections are limited to the **exterior** of the building, the landscaping and the MOA infrastructure/equipment, the building inspector focuses on both, the interior and exterior. The following shall be scrutinized by him:

Documentation.

- Approved building plans;
- Electrical compliance certificates;
- Plumbing compliance certificates;
- Structural completion certificates.

Compliance.

- Safety, health, and structural regulations.
- The National Building Regulations and Building Standards Act.

Relevant parties involved in the Application Process

1. The owner;) Collectively referred to as Owner's Team (OT)
2. The owner's builder and designer;) -||- -||- -||- -||-
3. The Estate Manager (EM);
4. The Estate Architect (EA);
5. The Managing Agent (MA);
6. The MOA's Aesthetics Committee (A-Com);

IMPORTANT NOTICE

It is incumbent on the applicant to ensure that the building is ready for inspection, as per the requirements set out hereunder. When an inspection is requested via A-Com and confirmed, the owner, his designer and the builder (OT) must be in attendance on the date of the Second (EA) Inspection. Should it not be possible for anyone of the OT to attend, this must be communicated to A-Com in advance. Failure to seek condonation of absence shall result in the inspection being cancelled.

Happy Letter Application

Procedure

- Building and Landscaping of road verge must be completed;
- Owner requests inspection from A-Com via MA and applies for the refund of the building deposit;
- Date of First Inspection by EM is set and confirmed by the MA;
- Subject to EM approval, Second Inspection by EA is set and confirmed by the MA;
- Subject to EA approval, A-Com shall instruct MA to issue the Happy Letter.

Requirements

1. The owner's levy account must be in good standing;
2. The building must be completed and built in accordance with the approved municipal plans. Minimum requirement will be the designer's confirmation of practical completion;
3. A hard copy of the municipal approved plans must be available at the time of the inspections;
4. Any deviations from the originally approved building plans must be supported by a Rider Plan, approved by A-Com and the Municipality;
5. The road verges landscaping and sprinkler system, as stipulated in the Architectural Guidelines must be completed;
 - Should it not be possible to install the landscaping due to neighbouring plot construction activities, the owner may apply for delayed implementation / completion. An agreement setting out the conditions in respect thereof may be requested from the MA.
6. Proof of payment for the house number order;
7. No visible signs of transgressions against the estate's architectural guidelines;
8. No outstanding snag or incomplete work will be accepted;
9. The smart meter for water and electricity must be installed, functional and a wallet registered;
10. Damages to estate infrastructure or equipment, caused by the OT, must be repaired prior to the First Inspection;
11. All stormwater drains in the facility must be clean and free of any blockages.

IMPORTANT NOTICE

Should it be found during the inspection, that any of the above requirements are not met, the inspection shall be cancelled. A new inspection date can be requested, subject to the EM's and/or the EA's inspection schedules, which are set out hereunder:

- EM – weekly on every Wednesday;
- EA – bi-weekly on the second and fourth Wednesday of the month;

It is specifically recorded that any direct approaches to MOA officials outside of the A-Com procedures shall not be attended to.

It is in the best interest of the Owner to ensure that the OT is fully compliant with the above requirements, without which and in absence of a fully completed building, the building inspector shall NOT attend to the municipal inspection, resulting in no OC being issued.

This policy is subject to change, as deemed necessary by A-Com from time to time.