



CLIFTON HILL **ESTATE.**

INFORMATION FOR BUILD-ON / ALTERATIONS or EXTENSIONS TO UNITS

Protocol to be followed with **any** plans is as follows:

- Scott Phillips of Scott Phillips Associates contact numbers: 083 799 9595, as the Estate's Lead Architect, is to pre-approve and scrutinize all plans before submission to the CHHOA for approval
- Once Scott has given his approval, these plans are sent to the Estate Admin office for CHHOA approval
- Any boundary issues or relaxation issues are referred to the affected neighbor(s) for their consent
- If neighbor(s) consent is not given, we as the CHHOA cannot overturn this decision nor can the Owner bypass the HOA, and send plans to council for approval, as these will be rejected without the CHHOA's approval stamp, letter and signatures.
- Once the CHHOA and Municipal approved plans have been received back into the Admin Office, the Owner (a.k.a. the Employer), his builder, and the Estate Manager will meet to discuss and sign the Builders Protocol, which gives in detail the way forward with regard to verge deposits, building levies, daily temporary access permit fees, behavior of contractors' employees, times and conditions of work, etc.
- Screening of the build site, mobile toilets, must be put in place if required, and instruction given to all contracted employees as to their expected behavior when on the Estate.
- Once payment of the necessary deposits and permits has been received, and Access Permits have been made for all the bona fide employees (showing their I.D.'s, names, etc.), then the building alterations may go-ahead.

Thank you for your attention to all of the above information. Please address any queries to the Estate Manager, on 031 763 1132 or 083 258 8563.

Kind regards,
Management