



ARCHITECTURAL AND LANDSCAPE DESIGN MANUAL
JANUARY 2014



Cape Town - Knysna - St Francis Bay

1. BACKDROP

Lynnwood Estate is located in a magnificent natural landscape within the greater Goose Valley Golf Estate. It is therefore important that all development be done within a framework to achieve the following goals:

- Harmonious relationship with the natural setting
- A consistent and timeless architectural style
- Retention of the value of individual properties within the estate

2. AESTHETIC STANDARDS AND APPROVAL

This document serves as the manual of application for the development of Lynnwood. It is supplementary to National Building Regulations and Municipal by-laws as well as any environmental regulations.

These guidelines will be managed by Lynnwood Estate's controlling architects as appointed by the HOA and may be revised from time to time if necessary with approval from the local Bitou Municipality.

3. DESIGN REVIEW

All design proposals for houses must be submitted to the HOA's controlling architects for endorsement prior to submission to the municipality for building approval.

4. ARCHITECTS

Only qualified & SACAP registered professional architects are permitted to design residences at Lynnwood Estate.

5. ENDORSEMENT PROCEDURE – SUBMISSION STAGES

The following are required for evaluation:

5.1 Stage 1 – Concept Design Submission

- Lynnwood submission form
- Proof of payment of non-refundable scrutiny fee (R3000 – max. 3 submissions through stage 1 & 2; R2000 per each subsequent submission)
- Contour plan by registered land surveyor
- Sketch plans at scale of 1:100
- Concept presentation material (3D representation of concept)

5.2 Stage 2 – Municipal Submission

Full sets of municipal submission drawings, not limited to, but including the following:

- Site plan, floor plans, elevations and sections as per municipal requirements
- Architectural specifications form – indicating the intended finishes schedule
- Storm-water handling, rain water tanks, service pumps, filters etc. and their screening
- Location of any retaining structures

- Driveway and its finish from the estate service road
- Areas of paving, hard landscaping, fences, gazebos and any other structural elements and the intended finishes specified
- Water features, swimming pools, pumps & filters and their screening
- Position of all external lighting, including street lighting
- Clothes lines, dustbins, storage areas and all other utility areas and their screening
- Air conditioning & heat pump units and their screening
- Solar collectors, panels, pumps, tanks and their screening

5.3 Stage 3 – Material Finishes

A presentation of the architect's choosing (sample board; graphic finishes document etc.) that adequately represents all the final external finishes prior to their implementation on site. The finishes represented are to include:

- All wall finishes & treatments
- Paint colours
- Roof finishes
- Window & door finishes
- Timber selections
- Balustrade & railing specifications
- Paving and external hardstand selections

Plans will be approved on a 14-day cycle.

6. ARCHITECTURAL AND LANDSCAPE GUIDELINES

- Only one dwelling will be permitted on a stand
- Stands may not be consolidated
- The minimum floor area of a dwelling is 250m².
- The garage may be detached from the house but must be single storey.

6.1 Philosophy

Buildings and structures should fit into the landscape and gardens should create a continuum with the natural landscape as far as possible. The colour, materials and texture of buildings will be complimentary elements rather than a specific style. The various elements of the building should be well articulated so as to prevent monolithic structures that impose on the landscape. Well defined, elegant roof elements with slender eaves lines allow structures to appear light in their setting, and reduce the scale of the buildings. Carefully considered proportions of hierarchy further enhance this philosophy.

6.2 Elements of building form

The following elements are used to create the architectural style:

- Low roof pitches with long overhangs giving a low-slung effect in the landscape.
- Rectangular building forms that are fragmented into smaller elements and connected by secondary flat roof links.
- Use of large openings in walls to enhance views and create depth on elevations.
- Use of natural building materials and textures with colours that complement the landscape

- Upper storeys must be smaller than ground floors to create a visual 3-dimensional hierarchy. Upper storeys with a maximum size of 50% of the ground floor footprint are encouraged. The controlling architects reserve the right to restrict top floors should they be deemed to be imposing on the estate landscape.
- Unnecessary or gratuitous use of decoration on any building element is not allowed.

6.3 **Building envelope**

The following apply:

➤ **Building lines**

Street	-	5m
Side	-	3m
Rear	-	3m

Walled yards may not be closer than 1.5m from a boundary line. Swimming pools may not be constructed closer than 3m to any boundary.

➤ **Coverage**

Buildings under roof may not exceed 35% of the total coverage area of the property.

➤ **Height**

Buildings must be within a height line of 8.5m measured from the natural ground level at any point below the building. Chimneys are excluded from this restriction. This height allows for a ground and first floor. Loft spaces will be evaluated as a storey if deemed to be habitable.

➤ **Access**

Only one point of access to each dwelling stand is allowed with a maximum width at the street of 6m.

➤ **Privacy and overlooking**

Attention must be paid to the preservation of privacy between one house and the next.

6.4 **Roofs**

- Double-pitched, hipped or gabled, primary roofs should be between 17.5 & 30°.
- Lean-to secondary roofs may not be flatter than 5°.
- Flat concrete link roofs are permitted where main roof forms are linked creating an overall fragmentation. Flat roof elements may not exceed a sum of 25% of the total roof area and any single flat roof element may not exceed 15% of the total roof area. If flat roofs are planted, the sum of flat roofs may exceed 25% but not greater than

50% of the total roof area. With all flat roofs over 25% of the total roof area being planted.

➤ **Materials and colour**

Only the following roof covering materials may be used:

- Standing seam metal roof sheeting profiles (e.g. Safintra Saflok 410, Brownbuilt and Kliplock in Zinalume or galvanized metal. Colour – grey, charcoal or black (e.g. Colorplus rain cloud, slate or thunderstorm). No corrugated profiles.
 - Flat concrete link roofs or roof verandas where trafficable are to be tiled or where not trafficable must be dressed with a 50mm layer of grey aggregate stone chips.
- Patent-type roof lights (e.g. Tony Sandal RW) may be used in loft spaces. Glass roof lights may also be used in flat concrete roofs and must conform to the roof form. Roof lights may not constitute more than 30% of the area of the roof plane in which they are situated.
- Dormer windows do not suit the intended roof style of the estate and are therefore not permitted.
- No parapets or gables are permitted on pitched roofs and pitched roofs must extend over all walls.
- Eaves overhangs must be a minimum of 700mm and over gable walls a minimum of 400mm.
- Veranda eaves must project at least 400mm beyond the external face of supporting columns or posts.

6.5 Fascias, gutters and downpipes

- Fascias, gutters and bargeboards should match the roof colour and downpipes should match the gutters or host walls.
- Gutters shall be pre-painted pre-formed aluminium with matching round or square down pipes. The minimum size for the particular application must be used. Gutter colours to match roof colours.

6.6 Walls: Materials and finishes (270mm external cavity walls)

Natural textures and materials are to be used and are to be approved by the HOA's controlling architects prior to implementation on site. Specific materials and finishes are the following:

- Natural earth-tone paint colours according to pre-selected colours and approved by the HOA's controlling architects
- Smooth plaster with textured or smooth paint finishes
- Scratch textured plaster (no Spanish plastering, decorative mouldings, facebrick allowed)
- Dry pack natural stone cladding – <25% of total wall area
- Timber cladding – naturally weathered (no stains or varnish) – <25% of total wall area (no shiplap fibre-cement cladding allowed)
- Steel frames/posts with in-fill panels as per above categories – steel to match roof or windows & doors

6.7 Chimneys

Chimney flues are not to project more than 1m above the ridgeline of the host roof and are to complement the style of the home. Materials could include the following:

- Plastered and painted flues to match the walls of the house

- Tubular stainless steel flues with max. 300mm diameter
- Dry pack natural stone cladding
- Chimney cap details to be approved
- No chimney top corbels or heavily ornamented cowls permitted

6.8 Doors and windows

The following materials and finishes are encouraged:

- Epoxy powder coated aluminium in approved colours – Matt Black, Charcoal or Dark Grey Umber (or equal approved)
- Natural timber or aluminium external screens in materials and finishes to match windows and doors or natural timber may be used for sun protection and privacy. The use of horizontal sliding screens is encouraged. No traditional double swing side-hung shutters will be permitted.
- Garage doors: Single or double doors may be used with no more than the door/s for a double garage in a wall plane. Additional garage doors should be orientated perpendicularly to the primary garage door/s. Garage doors should not dominate the streetscape. Materials: Horizontal hardwood planks or aluminium to match windows and doors in sectional overhead arrangement. No diagonal or raised & fielded panels will be permitted.
- Large glazed areas must be under a roof overhang of 1m or a pergola structure.
- No cottage pane or fragmented aesthetics of larger window or door panels permitted
- No external burglar bars permitted

6.9 Verandas, decks and pergolas

- Naturally weathered hardwood decks and pergolas are encouraged
- Pergolas may be supported on masonry columns, or timber/steel posts. Colour of steel posts to match windows and doors. The minimum size for masonry columns to be 340 x 340mm.
- A hardwood lattice on top of pergolas is permitted.
- All timber to weather naturally.
- Only neutral colour external canvas blinds will be permitted.

6.10 Retaining structures

- Generally the use of retaining structures around buildings must be limited.
- No retaining structure may be higher than 1m.
- Natural stone and gabions may be used but must be planted to obtain good coverage and to minimise their visual impact.

6.11 Balustrades & Railings

The following are recommended in accordance with National Building Regulations:

- Galvanised painted metal frames (colour to match windows and doors) with hardwood timber handrails
- Stainless steel posts with cables
- Frameless glass

- Balustrades must have a horizontal or vertical pattern – no diagonal or cross-pattern permitted
- No ornate or curved designs permitted

6.12 Boundary walls and fences

- If any property walling or fencing is required, the extent of required walling should be submitted to the Estate Design Review Panel for approval
- Yard or limited site walling must be a visual extension of built forms and must have the same finishes as the house.
- Where animals are kept or pool protection is required fencing may be used. Detail to be approved by the HOA's controlling architects. Maximum height is 1.2m.
- Yard walls may not exceed a height of 2m measured from the yard floor.
- Gates – in matching hardwood or galvanized painted metal (colour to match windows and doors).

6.13 Swimming pools

- Fencing is to be in accordance with National Building Regulations.
- Swimming pools must be within the building lines and may not be above ground (Portapools).
- Pool filtration systems and heat pumps must be screened to reduce the visual impact or noise. Backwash must comply with environmental regulations.
- Dark coloured pools are encouraged – charcoal, dark grey.

6.14 Conservatories

All conservatories must be approved by the HOA's controlling architects and the Bitou Municipality and must be on ground floor level.

6.15 Site parking and carports

- On-site parking for 1 vehicle in addition to garages is required. This must be within property boundaries.
- Attached or free-standing single or double carports are permitted. The Architectural language to be congruent with the main dwelling.
- Roofing should match the house or where flat should be dressed with stone chips.
- All rules pertaining to roof details and materials apply to carports.
- All boats, caravans and trailers to be screened by a structure that is appropriate and congruent with the house design.

6.16 Outbuildings

- Outbuildings may be no larger than 20% of the area of the main dwelling and must be approved by the Bitou Municipality.
- Out buildings are defined as accommodation for a domestic worker, games rooms, studios, etc. Bona fide outbuildings will only be permitted where the Bitou Municipality is satisfied that they are ordinarily associated with the main dwelling.
- A detached garage is classed as an outbuilding.
- A separately roofed gazebo or barbeque is classed as an outbuilding.

- Outbuildings may be attached, free-standing or semi-attached to the main dwelling by means of a link veranda or pergola.
- No garage or outbuilding may be double storey unless connected to the main house.

7. SERVICES

7.1 Service pipes

Sewer, waste pipes or any other pipe or ducting must be built into the wall or ducts. Only stub stacks below 750mm above NGL may be exposed.

7.2 Satellite dishes and aerials

Should be sensitively positioned to minimize impact and should be indicated on submission drawings for approval. Adequate planning should occur to avoid unnecessary and unsightly wiring on the external facades of the building.

7.3 Air-conditioning

All condenser units must be screened at ground level or on flat roofs and must not be visible. Window or wall mounted units are not permitted.

7.4 Environmental Aspects

Energy saving strategies over and above those required for conformance to the National Building Regulations are encouraged.

Passive strategies include:

- Orientation for northern exposure and ingress of north sunlight
- Thermal massing on westerly elevations
- Wind cooling by means of sea and land breezes through cross-ventilation strategies
- Courtyards for protected micro-climates
- Conservatories as heat traps
- Well considered roof overhangs and shading devices (incl. pergolas and screens) used in conjunction with glazing elements will ensure access to winter sunlight yet create shade in summer and prevent overheating.

Active strategies include:

- Solar or heat pump hot water systems (only remote tank and solar panels (split system) allowed)
- Hot water pipe insulation
- Photovoltaic panels in the same plane as the pitched roofs
- Hydronic (water based) underfloor heating systems
- Thermal performance glazing (LowE; tinted etc.)
- Energy efficient pumps and appliances
- LED lighting
- Occupancy-responsive automation systems
- Floor, wall and roof insulation
- Dual flush cisterns and low pressure taps and shower heads
- Rainwater storage tanks (integrated or underground)
- Dual grey & black water systems for irrigation

- Gas hobs and fireplaces
- Closed-combustion fireplaces

7.5 Refuse areas and clothes lines

These areas must be screened behind 2m high walls. Bins must be lockable and seagull proof within a gated yard.

7.6 Electrical and irrigation boxes

Must match the host wall colour.

7.7 Rainwater tanks

All water tanks are to be integrated into a masonry or stone structure or be below ground.

7.8 External and site lighting

- Low level street lighting (bollard type or similar) will be permitted along driveways. No flood-lighting of buildings, ground or properties shall be permitted.
- External lighting by solar powered LED lights is encouraged.
- All external lighting must be shaded above the horizontal plane.

7.9 Paving

The use of concrete pavers for parking and hard standing areas is permitted (Colour: grey / charcoal). All paving to be approved by the HOA's controlling architects.

8. GARDENS AND LANDSCAPE DESIGN

A landscape design is required for each property at a scale of 1:100. This should be submitted for approval no later than the Stage 3 submission of final material finishes. It should indicate the following:

- 8.1 Adjacent areas of private / public open space
- 8.2 All grading, retaining work including gradients and structural elements
- 8.3 Paving, water features, swimming pools, pumps and filters, fences, gazebo's and other structural elements.
- 8.4 Details of finishes
- 8.5 Any requested extension of a garden onto an adjoining verge or open space showing detail and extent. Approval is required from the HOA and their controlling architects on the basis that the ongoing maintenance is the responsibility of the property owner.
- 8.6 Extent of lawns and planting and a list of plants to be used.

9. SUGGESTED LIST OF PLANTS FOR LANDSCAPING AT LYNNWOOD

All planting and landscaping within the Estate, should be sympathetic to the local indigenous environment. No alien plants are permitted within the Estate as a whole, and an appreciation of the Fynbos and Coastal Thicket flora found locally should be respected. A list of preferred plants, trees and ground covers can be obtained from the HOA.

10. CONTRACTORS CODE OF CONDUCT

To ensure that environmental quality is monitored on the Estate, the following requirements need to be complied with:

- A contractor's code of conduct must be signed by all building contractors prior to the commencement of work on the Estate. Owners or their agents should ensure that these procedures are followed.
- All contractors must be registered with the Estate prior to construction.
- Main contractors are responsible for all sub-contractors.

10.1 Contractors All-Risk liability policies.

Prior to commencement of work contractors must provide proof of current policies and amounts covered to the satisfaction of the owner.

10.2 Builders deposit

An refundable amount of R10 000 is payable prior to the commencement of construction to cover any damages to infrastructure or the environment caused by such operations.

A refund is subject to all damages being repaired by a contractor appointed by the Estate. Damage in excess of this amount will be for the account of the owner who can in turn claim against their contractor.

10.3 Deliveries

All deliveries are to be made through the main entrance.

No interlinking type vehicles will be permitted into the Estate. No vehicles in excess of 6 tons will be permitted with the following loads:

- Sand and stone – maximum 6m³
- Bricks – maximum 3 000
- Cement – maximum 120 pockets

Deliveries may take place only during traditional construction times i.e. 07:30 to 17:00 on Mondays to Fridays only.

10.4 Site pegs

Site pegs may not be removed. Relocation will be arranged by the Estate for the owners account.

10.5 Water and electrical meters

To be protected while construction is in progress.

10.6 Demarcation of the area for construction

The Contractor must limit building activities to within 3m of the building footprint to protect vegetation.

10.7 Site office

A weatherproof container-type temporary building in good condition may be sited on the property for administration and storage and must be removed promptly on completion of construction.

- 10.8 Site toilet
- A properly enclosed chemical site toilet must be provided on each site and properly maintained.
- 10.9 Hoarding
- A dark green shade cloth hoarding must be erected, supported by timber posts, located on the inside at 3m centres at a total height of 2m to screen building operations. It must be maintained in position. No materials may be stored outside of the hoarding.
- 10.10 Litter and rubble
- All litter must be stored in receptacles and removed on a weekly basis. On completion construction sites must be cleared of all rubble and top soiled. No dumping may take place on the Estate and no materials may be quarried.
- 10.11 Precautions against subsidence and wash-aways
- Adequate precautions must be taken and maintained. No cement or chemical run-off is permitted.
- 10.12 Site staff
- Only the contractor's staff may be allowed on the site.
- 10.13 Fires
- No fires may be made on the Estate
- 10.14 Sewer and water connection
- Pipes must be kept clean so that no foreign objects enter the system causing blockages.
- 10.15 Speed
- A speed of 30km/h will be enforced on the Estate
- 10.16 Breach of contract
- Breach of the above requirements will result in the Lynnwood HOA:
- Calling on the Contractor to comply within 3 days of notification
 - Rectifying the breach itself and recovering the cost from the deposit amount or excess from the owner
 - The decision of the Lynnwood HOA will be accepted by the owner and Contractor as final

Lynnwood Estate reserves the right to remove any contractor from the Estate's list of approved contractors. Removal from the list will be deemed by either the HOA and their controlling architects or the Developer and can be based on matters such as, but not restricted to: general workmanship, build quality, site cleanliness, adhering to the guidelines, breach of contractors' code of conduct etc. Contractors removed from the list will not be permitted to work on Lynnwood Estate.