



HOME OWNERS ASSOCIATION

Portion 1 of Farm Klipfontein, No 344, District Mossel Bay
PO Box 567, Mossel Bay, 6500
Estate Manager: Marcel Du Preez
Cell: 083 465 6092
Email: emnautilus@gmail.com
Website: www.nautilusbayhoa.co.za

Managing Agents: StatusMark
Contact person: Mariska Jacobs
Tel: +27 (0) 44 691 3054
Fax: + 27 (0) 44 691 1520
E.-mail: status9@status-mark.co.za

28 May 2024

Dear Owners and Residents,

CORRESPONDENCE TO OWNERS AND RESIDENTS – 28 May 2024

Thank you to everyone who contributed to the finalisation of our guidelines for the conservation levy. We attach the guidelines hereto for ease of reference.

The levy will be implemented from 1 June 2024 and calculated from the building sizes indicated on up-to-date building plans, approved by the aesthetic committee and the municipality. Where approved building plans are not yet available, the levy will be calculated from information in the Association's possession, pending the approval of the building plans, whereafter a final adjustment will be made to the amount levied.

In terms of building rule 4.20 all owners are obliged "... to furnish the Aesthetic Committee with a set of plans that clearly specify and define the completed product "as build plans"." This provision applies to all dwellings on the reserve, whether it is affected by the conservation levy, or not. In addition, all owners are required to submit to the aesthetic committee the declaration contained in the guidelines as appendix 2.

We appreciate that there are currently delays at the municipality in the approval of plans. Owners of dwellings that do not currently comply with our aesthetic guidelines and building rules have until 30 November 2024 to submit plans approved by the municipality to the aesthetic committee. Affected owners are therefore requested to submit plans for approval by the aesthetic committee as soon as possible in order to obtain the municipality's approval by 30 November 2024.

In summary:

1. Owners of compliant dwellings (dwellings with up-to-date, approved building plans), whether smaller or larger than 250 square meters, are required to submit copies of the plans, together with the owner's declaration on or before 30 June 2024 to the managing agent, for the attention of the aesthetic committee.
2. Owners of non-compliant dwellings, whether smaller or larger than 250 square meters, are required to submit building plans for approval by the aesthetic committee, together with the owner's declaration as soon as possible. These plans must be approved by the municipality and copies thereof submitted to the aesthetic committee on or before 30 November 2024, as stated above.

Home Owners Association Executive Committee Members
J Lötter (Chairman, Environmental), **R Hodges** (Finance), **M Kilian** (Security)
M Erasmus (Maintenance, Fire Control), **T Louwrens** (Aesthetics and Building)

3. Owners of new dwellings will be required to follow the approval process set out in the aesthetic guidelines and building rules, with the additional requirement to submit the owner's declaration with the submission of the plans to the aesthetic committee.

Owners are invited to discuss any aspect of the guidelines, or the process set out therein with Tertius Louwrens, exco member for aesthetics and building, or with our reserve manager, Marcel du Preez.

Best regards,



THE EXECUTIVE COMMITTEE
NAUTILUS BAY COASTAL RESERVE
Per: J Lötter (Chairman)