



Dear Owner

RE: PROCESS FOR CONSIDERING APPROVAL OF PLANS AND BUILDING PROJECTS

Nautilus Village HOA has implemented the below standard process to review/consider approval of plans and building projects. This document should be read in conjunction with the PROCESS OF CONSIDERING SIGNING OFF ON BUILDING PROJECTS document and the CONTRACTOR AND BUILDER RULES AND REGULATIONS NAUTILUS VILLAGE document.

1. Building Plans must be mailed to michelle@jpstrust.co.za; who will then mail it to Mr Johan Boshoff (tasked with scrutinising the plans in accordance to the Nautilus Village Architectural Guidelines) and the Nautilus Village Trustees.
 - You will receive an invoice for R1 900 as a SCRUTINY FEE; banking details will be on that specific invoice.
 - Please mail proof of payment to michelle@jpstrust.co.za
2. Mr Johan Boshoff will complete a SCRUTINY REPORT and liaise with the Trustees.
 - If necessary, requirements/amendments will be forwarded to yourself or your architect.
 - This process will continue through potentially much iteration until such time that Mr Johan Boshoff and the Trustees are satisfied with all the corrections on the plans being in line with the Nautilus Village Architectural Guidelines.
3. If the Trustees are satisfied, they will stamp and sign off the plans if the following conditions are met:
 - You will need to complete and sign the CONTRACTOR AND BUILDER RULES AND REGULATIONS NAUTILUS VILLAGE, CODE OF CONDUCT AND THE ARCHITECTURAL DESIGN GUIDELINES documents. Please initial every page. Please mail back to michelle@jpstrust.co.za for record purposes (for your own protection, we strongly recommend that prior to starting the building work, you have your contractor sign the document as well).
 - You will receive an invoice for R5 000 as a BUILDING DEPOSIT FEE, banking details will be on that specific invoice.
 - Your levy payments must be up to date.
 - Please mail proof of payment to michelle@jpstrust.co.za.

Please refer to the PROCESS OF CONSIDERING SIGNING OFF ON BUILDING PROJECTS document for information pertaining to requesting a refund on the Building Deposit.

Kind Regards

TRUSTEES
NAUTILUS VILLAGE HOME OWNERS ASSOCIATION

Nautilus Village Home Owners Association

Gustrouw Road, Gordons Bay, 7140 | Contact Number | info@nautilusvillage.co.za
Erf No: 8396, Gordons Bay | B vd Merwe/ W Coetzee/ J Maree/ T v Heerden/ B Swulst

Document: Process for Considering Approval of Plans and Building Projects
Document Date: 12 April 2018

