



Dear owner

RE: PROCESS FOR CONSIDERING SIGNING OFF ON BUILDING PROJECTS

Nautilus Village Home Owners Association (NVHOA) follows the below process in considering signing off on building projects:

1. The NVHOA requires the following:
 - a) Copy of the Municipal Occupational Certificate. This is a separate municipal process to that of the NVHOA Inspection and can occur independently thereof.
 - b) Proof of payment for the Scrutiny report for the plans (R1 900) to Mr J. Boshoff.
 - c) Proof of payment for the Building deposit (R5 000).
2. When received, the NVHOA will arrange a site visit/inspection with J. Boshoff, and the owner or previously communicated proxy. The owner is however welcome to appoint another proxy on their behalf for the inspection – we need this confirmation in writing. The contact details must at all times be supplied in order to make the necessary arrangements. Any items found that needs to be rectified, will be communicated in writing to the owner and proxies. PLEASE REFER TO POINT 4
3. The NVHOA ARCHITECT will conduct the site inspection with the Architectural Guidelines and Building Code of Conduct in mind.
4. The owner will be required to pay a final scrutiny fee of R1 900 to Mr J. Boshoff **every time he has to go out for an inspection.** PLEASE ensure the building is as per the approved plans.
5. Proof of payment to be supplied. The NVHOA will only sign off if the site and building is found to be fully compliant to the aesthetic guidelines and building code of conduct/building guidelines.
6. The levy payments must be up to date.
7. **ONLY** after all the above were adhered to, the Trustees will give permission for the building deposit (R5000) to be refunded to the owner.

Kind regards

TRUSTEES
NAUTILUS VILLAGE HOME OWNERS ASSOCIATION

Nautilus Village Home Owners Association
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