

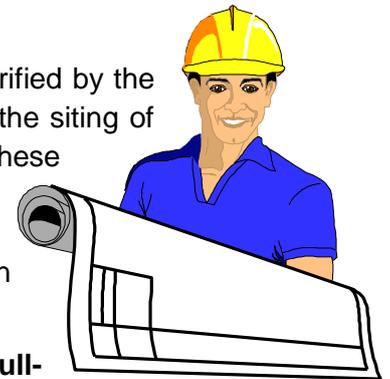
BUILDING GUIDELINES

All building activity, including alterations to an existing property, must comply with the design standards laid out in the Architectural Design Manual and furthermore, **no building activity, of any nature, is to proceed without a signed Building Code of Conduct agreement.**

The following is a quick and simple guide for the site foreman/supervisor to assist in ensuring that the planned building project is conducted strictly in accordance with the requirements and standards laid down by the Westford Bridge Home Owners Association, as detailed in the Architectural Design Manual (ADM) and the Building Code of Conduct agreement (BCC).

PROJECT MONITORING & SUPERVISION

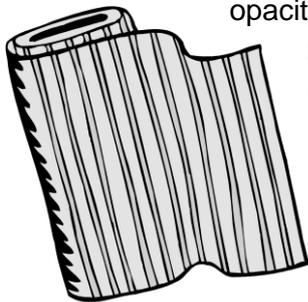
The Design Manual prescribes certain check points that need to be verified by the Project Architect (PA) or the Building Control Officer (BCO), such as the siting of the house within the building platform, floor levels, roof height etc. These checkpoints are mandatory and to facilitate this a number of inspections will be undertaken by the BCO and it is the owner's responsibility to ensure that the Contractor liaises with the BCO when each checkpoint is reached.



Please note that it is a condition of building on the estate to have a **full-time supervisor or foreman on-site at all times.** Such supervisor will act as the Contractor's representative when the Contractor is not on site.

SHADECLOTH

Before starting any construction work on site it is mandatory that a shade cloth screen (80% opacity, in dark green or charcoal, at least 1,5m high, tautly attached to rectangular wooden frames) is erected around the building area so as to hide unsightly building work and materials, as well as to protect the surrounding vegetation. Posts to which shade-cloth frames are attached should be securely anchored.



ACCESS CONTROL:

Security gates have been installed at both entrances to the estate which necessitates properly managed access for Contractors and their suppliers. To ensure that Contractors have adequate access it is necessary for the owner to provide them with an electronic gate controller (EGC) which is obtainable from the WBHOA.

The EGC must be strictly controlled by the site Supervisor who is to be on-site at all times so as to be in a position to open the gate for deliveries and sub-contractors. All deliveries must be properly scheduled to avoid congestion at the gates.

Before any construction starts the contractor must liaise with the BCO to have the site supervisor's mobile number programmed into the gate control panel which will remain operative for the duration of the building phase, so that he/she is able to open the gates remotely from the site. On completion of the building project the number will be removed from the control unit.



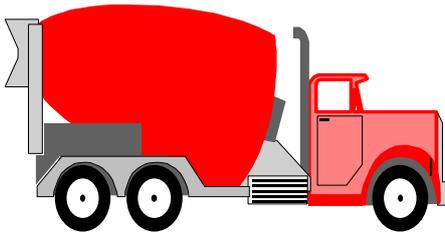
WORKING HOURS



Building hours are strictly from 07:30 to 17:30 Mondays to Fridays, excluding public holidays.

No construction work whatsoever is permitted over week-ends, public holidays or during the "deemed" annual Builder's Holiday and absolutely no deliveries will be allowed outside of the building hours, regardless of circumstance.

DELIVERY VEHICLES



This is one of the most contentious issues on the estate. On the one hand one cannot build without bricks and concrete, and on the other, the roads are narrow and not suited to large vehicles. The following rules must be strictly applied to all deliveries and the BCO has the authority to deny access to any vehicle or supplier that does not comply. Note that no articulated vehicles may enter the estate.

- ❑ Bricks may be delivered in palettes on vehicles with on-board cranes, however loads must be limited to no more than 5 palettes or 2,500 bricks at a time.
- ❑ Care must be taken in establishing the most suitable storage location on site so as to ensure that offloading does not impact on traffic flow for residents.
- ❑ Mobile concrete mixers may not exceed a payload of 5m³ and suitable protective covering, such as heavy duty plastic, must be laid on the road to avoid damage from spillage.
- ❑ In all other cases (including sand & stone), delivery vehicles with a payload in excess of 5 tonnes are not permitted on the estate.
- ❑ No more than 100 pockets of cement can be delivered per load
- ❑ No trailers are permitted if attached to vehicles in excess of 1 tonne.

STORAGE

All building material such as sand , stone , bricks, etc must be stored inside the screened area on site

LABOUR

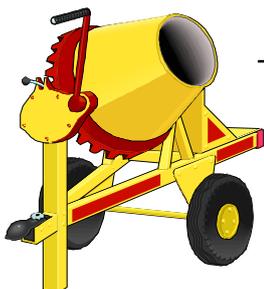
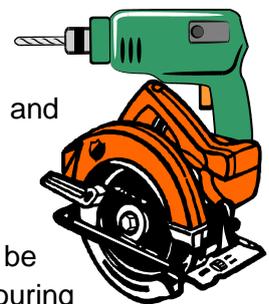
Controlling the behaviour of the labour-force has to be the most challenging part of building, however it is essential that workmen are properly managed at all times, taking particular care to:

- ❑ ensure that workmen are delivered to, and taken from, site each day, ie. they do not access the estate on foot, as this compromises security and is particularly disturbing to residents.
- ❑ ensure that all workman, including staff of sub-contractors, are readily identifiable by wearing overalls or vests, branded with the employers name/logo
- ❑ ensure that workmen remain within the boundaries of the plot they are building on at all times, except when receiving deliveries. This also applies to tea and lunch-breaks. Where arrangements have been made to use an adjacent plot for storage of materials, it is to be used for that purpose only.
- ❑ keep noise levels to a minimum, ie. no shouting or radios
- ❑ ensure that no workman ablutes anywhere other than in the toilet facilities provided by the builder.
- ❑ **NB: No fires, of any nature, are permitted anywhere within the estate.**



KEEP IT QUIET

When using Power Tools care must be taken to minimise noise and discomfort to neighbours. Where possible work requiring power tools, particularly the cutting of tiles etc., should be undertaken inside the building and preferably behind closed doors, such as in the garage.



The same applies to concrete/cement mixers which should be strategically placed so as to minimise noise to neighbouring properties. The BCO must be consulted when deciding on the position of such equipment. Large, noisy units will not be permitted on site.

Note: No power generators may be used unless there is a general power-outage in excess of three hours.

KEEP IT CLEAN

Please ensure that the site is kept neat and tidy at all times.

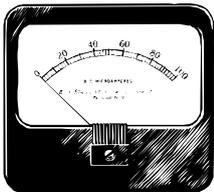
A suitable refuse bin must be provided before commencing construction, which is to be periodically emptied off-site by the Contractor.

No dumping of earth or rubble is permitted anywhere within the estate.



ELECTRICITY & WATER METERS

The BCO will assist the Contractor to establish the connections to the various services and the installation of suitable meters in accordance with Municipal Building Regulations. No construction may take place until both the electricity and water meters have been installed.



Prior to finalisation of the building project the contractor is to install a compatible Time-Of-Use(TOU) electricity meter, pre-programmed to the TOU phases that apply at Westford Bridge. The BCO will advise on sourcing of such, as well as the positioning of both electricity and water meters so as to facilitate monthly consumption readings.

SIGNAGE

Only one Contractor's sign, no larger than 1,5 m² may be displayed on site, as well as a "safety" sign as required.

RESPONSIBILITY

The owner will be held liable for any damage to common or private property on the estate caused by any workman engaged in their building project. It is the owner's responsibility to make the building contractor(s) and their personnel aware of the conditions and rules that apply on the estate and to ensure that they are adhered to at all times.