



CRE Process 1 (v1)

Approval request for alterations to approved house finishes or aesthetics.

2024-10-18

Dear Resident,

In accordance with our “Detailed Architectural Design Rules” document, all exterior finishes, and the general aesthetics of homes within Cradle Ridge Estate require approval by the CRE Aesthetics Committee.

Approval is also required when an owner wishes to make any changes to the approved aesthetics.

The approval process is as follows:

1. Before any construction may commence, a proposal needs to be submitted to the CRE Aesthetics Committee for approval thereof to ensure compliance with the CR Estate Architectural Guidelines.
2. If alterations have been made without approval, penalty fees can be implemented at the discretion of CSI management / Estate Manager with written notice.
3. The proposal should include a site plan, floor plans, elevation, and 1 x section. These should indicate all existing structures (in grey) as per original approved plans and all new structures proposed for approval (indicated in relevant colour).
4. Finishes should be clearly indicated on plans of the new structure, accompanied by a finished schedule (sample image, manufacturer specification of product). This is required for approval.
5. Along with the submission, invoice details should be provided as a scrutiny fee of R1,725.00 is payable to the Estate Architect upon submission of the plans for alterations.
6. The scrutiny turnaround time is between 1-7 working days.
7. If applicable and once the plans have been approved by council, the final digital copy can be sent to the CRE Aesthetics Committee where the Estate Architect will then stamp and sign the plans digitally.
8. Signed plans require at least one printed copy to be signed-off by the Estate Manager and another representative at the Estate office.
9. If required, the plans can be submitted to Mogale City for approval prior to construction.

The CRE Aesthetics Committee can be reached via the emails below. Kindly CC all parties in any communication.

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| CRE Estate Architect | Eduan | coetzer.private@gmail.com |
| CRE Estate Manager | Rynhardt | manager@cradleridge.estate |
| CRE Portfolio Manager (CSI) | Noko | noko@csimanagement.co.za |
| CRE Portfolio Assistant (CSI) | Charne | charne@csimanagement.co.za |

Regards,

The Cradle Ridge Estate HAO Management Team