



OLIVEDALE HOME OWNERS ASSOCIATION APPLICATION TO ALTER COMMON PROPERTY: SKYLIGHT

NAME OF OWNER

UNIT NO DATE OF APPLICATION

TELEPHONE E MAIL.....

General Terms and Conditions

1. Application for any change to the Village is to be made in writing.
2. The Directors reserve the right to decline any application.
3. No work may commence before an application has been approved in writing.
4. The application must include a site plan of the unit clearly showing the proposed positioning of the installation/change in relation to the unit, road and neighbouring units.
5. A written quotation for the work must accompany the application.
6. The installer must be a reputable company with staff qualified to do the work.
7. Specifications for the installation/change must be included in the submission and must conform to the laid down requirements in the Village. If possible, a colour brochure from the supplier and/or photographs must be included with the specification.
8. The applicant understands that if the installation/change does not conform to the specifications approved in this application, the Directors can issue an instruction for the removal of the structure and reinstatement of the unit to its original state at the owners cost.
9. Although the installation/change will be erected on common property, the applicant undertakes to maintain the installation/change at their own cost and the Directors reserve the right to take any action that may be necessary if this is not done.
10. Any damage to the existing structure or common property caused by the installation, or attributable at a later stage to the existence of the installation, must be immediately repaired by the owner, at their cost.
11. Insurance of the installation is the responsibility of the owner and the premiums arising therefrom will be for the owner's account.
12. It is the responsibility of the owner, should they sell the unit, to ensure that the purchaser is aware of the conditions of this application.

Specific Terms and Conditions

13. Applications are evaluated based on the aesthetic appearance. A picture of the skylight should accompany this application.
14. The skylight should be suitable for tiled roofs.
15. Waterproof seals should be placed against the tiled roof. Any damage caused by a leak in the roof due to the installation of the skylight will be for the account of the owner.

16. The skylight must be approved by the owner's insurer.
17. The skylight should be reasonably resistant to hail.
18. Only the 500mm OR 700mm skylights may be installed. Mixing the two sizes is not permitted.
19. The colour of the skylight must match the colour of the roof tiles.
20. The skylight should be installed by a contractor who complies with the Occupational Health and Safety Act (Act No 85 of 1993) and regulations, and who is registered and in good standing with the Compensations Commissioner.
21. The contractor shall report to the Village Manager before commencing any installation work.
22. All maintenance work, including the repainting the base, will be done by the owner.
23. A skylight is a permanent fixture and cannot be removed on evacuation sale of the Section.
24. By signing this application form, the applicant acknowledges having read, understood, and accepted the General and Specific Terms and Conditions associated with this application.

Applicant Signature..... Date.....

Application Approved Declined

Signatures

Chairman Infrastructure Committee Date.....

Chairperson Aesthetics Committee..... Date.....

General Manager Date.....

Comments

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Checklist

- Signed Application
- Site plan of unit with proposed positioning
- Quotation from approved supplier
- Specification and visuals included in quote
- Supplier complies with Act and regulations

Inspection

- Installation satisfactory
- Inspected by:
- Signature:
- Date: