

**MARINA VILLAGE HOME OWNERS ASSOCIATION**

**BUILDING CHECK LIST – APRIL 2019**

This check list needs to be completed in full, whether it refers to a new or building alterations to an existing property where foundations are required, and emailed to the Home Owners Association / Managing Agent prior to the actual commencement of the project:

Owners Name: \_\_\_\_\_

Contractors Name \_\_\_\_\_

Erf Number: \_\_\_\_\_

<b>Item</b>	<b>Description</b>	<b>Yes / No</b>
1.	The building plans have been approved by the HOA & Kouga Municipality.	
2.	The Marina Village Home Owners Association - Regulations and Code of Conduct Governing Building Contractor Activity has been duly signed and fully accepted by both the plot owner and the builder and have been lodged with the HOA / Managing Agent.	
3.	The HOA and the Managing Agent has received the required confirmation that Carol Logie or Tanja Allen have granted written permission to clear the work site.	
4.	The official commencement date of the building project as notified in writing to the HOA and the Managing Agent is .....and the owner and the builder are fully aware of the 12 month building timeline.	
5.	The R15 000.00 deposit has been paid to the HOA.	
6.	Shade Netting and a Temporary Gate will be Erected enclosing the building site on the commencement date.	
7.	A Site Toilet will be delivered to the site on the commencement date.	
8.	A covered SKIP container and a wheelie bin will be placed on site on the commencement date.	
9.	The contractor's board / owner builders board will be erected on site on the commencement date.	
10	Photographs taken of the paved road, pavement and adjacent plots and emailed to Gateway Property Management.	

Owners Signature: \_\_\_\_\_

Contractors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email or fax the completed document to [vanessa@gatewaypm.co.za](mailto:vanessa@gatewaypm.co.za) or 086 575 0533