



The Pauanui Lakes Resort

Building and Landscaping Guidelines

Congratulations on your decision to make the Lakes Resort a part of your life.

We have developed these Architectural and Landscape Guidelines to help you feel right at home when designing your new residence at the Lakes Resort. Their purpose is to safeguard the future of a most important asset - your home - for now and the future.

These Guidelines will step you through the process of designing your home, from deciding on the style and size of home you require, understanding the technical specifications we require your architect and landscape designer to meet, through to the final approval and building stages.

Remember, the Secretary / Manager is available to help you every step of the way.

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1. The Lakes Resort Vision and philosophy

The Association and its members have a vision for their community; a quality estate containing high standards, attractive architecture, and well-designed landscaping to maintain a private peaceful paradise that mixes modern living with tranquillity.

1.1 Our vision for the Lakes Resort is one of houses that incorporate elegant and striking architectural design, which individualises each house whilst adding to a pleasant cohesive whole to the Resort.

1.2 We envisage that homes will:

- be architecturally designed specifically for each Lot and of a character which complements the Lakes Resort Vision.
- maximise the potential of the Lot but will not encroach on the privacy or views of other Owners.
- incorporate environmentally responsive design
- incorporate indoor-outdoor living and entertaining spaces.
- be constructed with a palette of materials compatible with the environment in the Lakes Resort
- use unobtrusive roof forms.
- use landscaping themes that reflect the semi-rural character of the Lakes Resort and blend effortlessly with the communal landscaped areas and Golf Course.
- have a minimum build cost (at current rates) of \$4000 per square metre (m²).

1.3 Thinking of your new home

There can be more to designing a home than you may first think. Good design requires you to carefully consider:

- where best to site your house - including the internal configurations such as living and sleeping areas.
- to make best use of the site's natural aspect and landscape.
- appearance and overall style of the house and how it blends with the environment and Vision for the Lakes Resort.
- the materials to use to enhance the fit of your home within the Lakes Resort Vision.

The information in these Guidelines must be followed if your proposed home is to be approved by the Design Sub-Committee (DC).

The Secretary / Manager is always available to help you interpret the Guidelines.

1.4 Why we have these Guidelines

These Guidelines have been designed to protect the unique qualities of your home and Lot – now and into the future. They are in place to ensure both you and your neighbours use appropriate design principles, materials, scale and landscaping. In doing so, we believe that your financial investment is also better protected.

The guidelines will assist you and your architect to achieve the most efficient and functional use of your Lot whilst ensuring the protection and enhancement of other Lots in the Lakes Resort.

Adhering to these Guidelines will speed up the approval process for you.

1.5 The Design Sub-Committee (DC)

The Design Sub-Committee (DC) has been established to help you and your architect work to the Guidelines. The DC has the power to enforce these Guidelines. Council will not grant approval to build at the Lakes Resort without unconditional DC approval of your architectural and landscape design plans.

The DC meets on a regular basis to discuss, approve or decline building and / or landscaping applications and may seek advice of consultant architects and consultant landscape architects outside the sub-committee. The Secretary / Manager and/or a DC representative will be available by appointment to you, your builder or architect, to discuss any matters raised during these meetings that affect you or your property. This includes any objections that you may have raised to neighbouring developments.

The Secretary / Manager, as the liaison between the DC and Owners, should always be contacted in the first instance.

The DC retains the discretion to consider designs and materials for Improvements whether or not prescribed by these Guidelines on their merit and on a case by case basis.

These Guidelines incorporate the standard covenants over your property and apply to new dwellings as well as to any improvements or additions that may be made in future.

They must be followed if your proposed home is to be approved by the Design Sub-Committee (DC).

2. Building

To ensure that your lifestyle, views and investment are protected, there are conditions on the location, size and materials of homes on each Lot within the Lakes Resort.

By constructing a building plan in accordance with these Guidelines, will help you and your architect save time, money and effort.

2.1 Designing Your New Home

Good design should be more than simply good looks. Think about how you want to live in your home and build it around your requirements, your needs and desires. A well-designed house that suits your needs is much more practical and cost efficient than a large home with unnecessary voids or rarely used rooms.

A house becomes a home when it fully reflects the homeowner's style and preferences. A well- designed home that works with the natural environment also works for you, by making the most of the unique characteristics of your site, the local climate and your views. Applying professional design and building techniques can create a home which is more comfortable to live in year-round and less expensive to run.

Remember that good design costs less in the long run.

2.2 Design Considerations

2.2.1 Orientation: It's important to consider orientation before you start designing your new home. Designing your home to suit the configuration of your Lot will provide much greater lifestyle benefits. By designing to your Lot's orientation will ensure your home will:

- maximise natural lighting, particularly to living areas.
- maximise the area for private open space.
- avoid prolonged exposure to summer heat
- capture winter warmth
- energy efficient to minimise energy costs for heating and cooling

2.2.2 Siting: Your plans should take advantage of the Lot's natural attributes and location characteristics. In siting the home, you should consider:

- orientation
- slope and contours
- privacy to adjoining properties
- views and street frontage
- existing trees and / or native vegetation

2.2.3 You should also think about:

- location of services
- easements
- available access
- maintenance of property
- overshadowing of neighbours
- view corridors of existing homes
- potential noise sources.

2.2.4 Positioning for Sunlight

To make the most of the sun for warmth and natural light, your home's main living areas (or any rooms you use a lot) should face north. The main glazing in the house, such as windows and glass doors, should also face north. To make the most of the heat from the sun entering your home through your windows by:

- minimise the number of windows on the west facing side of the house because of the potential for glare and overheating from late afternoon sun.
- ensure plenty of windows in north facing rooms to capture the winter sun (anywhere between 20°W – 30°E of true north is fine).
- use eaves that are wide enough to keep out the sun in summer but not so wide that they block it from coming in during winter
- aim to make the most of natural lighting by using skylights and wall glazing.

2.2.5 Water heating

Hot water heating accounts for around 30% of an average household's energy costs. Potential energy savings can be made in a dwelling by the incorporation of gas (reticulated gas is available to all Lots) or solar water heaters.

In considering which hot water system to use you must think about how you will be using the home. Is it going to be a holiday home, only used occasionally or is it going to be your full-time residence? If it is a holiday home for example, you may want an 'on-demand' hot water system so that you are not heating water when you're not there.

2.2.6 Energy efficiency checklist

Making your home warm, dry and energy efficient is worth its weight in gold. Discuss these alternatives with your architect and builder to help conserve energy and reduce greenhouse gas emissions.

Conserve energy by using:

- appropriate building orientation and siting
- appropriate insulation in ceilings, floors and walls
- thermal mass to store heat during the day to release at night
- skylights
- properly designed roof overhangs
- shade trees
- effective ventilation to help remove moisture and maintain air quality
- LED or low wattage light fittings
- gas operated hobs
- energy rated electric and gas appliances
- alternative water heating methods
- solar (photovoltaic) cells to generate alternative electrical energy

Conserve water by installing:

- flow restricted shower and tap heads
- irrigation systems regulated by computers and/or sensors
- native gardens.

2.2.7 Suitable design responses

Privacy solutions can become design features of your home. The floorplan, including the location of windows and balconies, should be designed to minimise any direct overlooking and overshadowing of neighbouring houses and their private outdoor spaces.

Fences are discouraged in the Lakes Resort, so planting hedges or appropriate vegetation or trellis screening is a highly effective solution. Trellis should be covered with climbing plants or vines to provide a natural green screen.

2.3 Building style

To ensure the Lakes Resort retains its standards as a high-quality resort, we need to control the building form, external building materials, colours and other related finishes. The overall style of the home must be in keeping with the Lakes Resort Vision and our regional character.

Houses that face onto the golf course are expected to be of a more substantial size and design quality as befits the “shop window” of our community and reflects the Lakes Resort Vision.

The building style should deliver high quality, contemporary design with an excellent standard of quality building which suits the aesthetics of the Resort. Garages and all accessory structures must be in harmony with the main dwelling.

“A-Frame” style dwellings are not permitted in the Lakes Resort. Pole houses are not permitted in the Lakes Resort, excepting the DC may approve pole houses with special conditions on Lots 31 to 36 due to the terrain of those Lots.

Removable, relocatable dwellings or ‘container houses’ are strictly prohibited on any Lot.

2.3.1 Minimum floor area

The floor area of a home MUST be a minimum 150 square metres (150m²) excluding garages, carports, decking and all detached buildings.

2.3.2 Building height and setback

No dwelling, garage, carport or accessory building may be constructed with an overall height in excess of 8 metres above the finished ground level.

No dwelling, garage, carport or accessory building may be erected within 3 metres of any street, golf course or lake boundary and 1.5 metres from each side boundary.

This is in addition to any standard imposed by Council.

Dwellings in Lots 4-8 inclusive and 149-152 inclusive may only be 1 level, although split level and/or mezzanine floors may be approved by the DC.

Building setbacks are fixed – they are not negotiable.

2.3.3 Building materials and Colours

When it comes to creating a beautiful home, colour is an essential part of the design. Sympathetic exterior colours can be highly effective at integrating the house into the landscape. Every home is part of the Resort’s environment, so colour schemes should be of earthy tones, natural timber, natural stone or colours that are subtle and blend in with the natural environment.

Use materials and colours that link the house to its setting in the Resort. A carefully balanced combination of warm natural materials such as stone and timber, with the creative use of materials such as glass, aluminium and steel should be used to enhance the architectural form.

You MUST supply the DC with the exterior colour scheme as part of the application.

2.3.4 Exterior wall construction and colours

Exterior walls may be of any construction subject to the following considerations:

- No roofing materials may be used on external walls, except that corrugated iron (corrugated (custom-orb) coloursteel) may be used to a limited extent.
- Sheet materials may only be used if fully covered by a proprietary plaster system, or to achieve a board and batten effect or Tudor effect.
- Wood fibre planks or boards may only be used in place of timber weather boards if they provide a natural timber weatherboard appearance.
- Some Lots have restriction on the use of brick, owners are responsible to check the individual title.

Wall colours should reflect the Coromandel environment:

- earthy tones
- neutral colours
- natural finishes

2.3.5 Window construction and colour

Deciding on a window for your home is about a balance between aesthetics and function. Windows function in different ways so choosing the right window in the right position is an important design consideration. Your windows will impact everything from heating and cooling to ventilation, moisture control and light. Your architect will advise you on the correct windows for your house, which will ensure you enjoy a high standard of comfort and thermal efficiency.

Window construction should be either timber in natural timber finishes (painted or stained), or powder coated aluminium. The use of reflective tinting on glass is NOT permitted. All windows facing the golf course must be glazed in laminated glass.

2.3.6 Roof construction and colours

Your roof shape plays a major part in defining the overall look and style of your home. Considering your roof can make up to a third of the exterior of your home, your roof provides a significant visual impact. As well as providing protection from the elements, it plays a major role in how weathertight, resilient and energy efficient your home is.

Roofing may not be constructed of unpainted corrugated iron (corrugated (custom-orb) coloursteel) or other metal (except copper). All metal roofing (except copper) must be colour coated. Roof forms will be evaluated by the DC based on their compatibility with the architecture of the building and their visual impact on the streetscape.

2.3.7 Second hand and recycled materials

Second hand or recycled materials may only be used by express permission of the DC.

2.3.8 Basement and decking

Pole houses are not permitted in the Lakes Resort, excepting the DC may approve pole houses with special conditions on Lots 31 to 36 due to the terrain of those Lots.

Sub-floor spaces and basements under houses and decks must be enclosed or lined. Particular attention must be paid to the screening of any sub-floor / basement spaces in the landscaping plan.

It is strongly recommended that all decks built above ground level be vertically faced to ground level. This is to prevent pest animals accessing the space underneath as they will use this covered area to build nests or burrows.

2.3.9 Garage doors

Garages should be compatible with the design and style of the home. If the garage door does not face the street directly, then the garage wall facing the street should be designed as a feature wall or contain a window or other feature to articulate the frontage.

2.3.10 Security

All dwellings must have a fully functioning “home integrated security system” installed. The details of the security system must be included in the Design Plan.

2.3.11 Fireplaces

Solid fuel (wood or coal burning) fireplaces are not permitted. Any fireplace installed in a dwelling must be reticulated gas.

2.4 Building Exterior

2.4.1 External plumbing

Wherever possible external plumbing should not be visible from the street or another home.

All plumbing on two storey dwellings, except downpipes, should be internal so as not to be seen from the street or neighbouring Lots.

2.4.2 Driveways

Driveways often get taken for granted, however a well-designed driveway creates curb appeal and is often a home’s most prominent hardscape feature.

Each Lot must have a driveway and the driveway should be sympathetic to the property and compatible with the general landscape of the street. From the property boundary to the garage, the driveway must be of permanent hard surface or gobi block. Dirt, loose metal, gravel or low-quality aggregate are not permitted. From the road to the property boundary the driveway is to be completed in accordance with Council specifications.

Where possible golf carts should access the street via the driveway. Separate golf cart tracks may be approved by the DC based on the merits of each proposal.

2.4.3 Verandas and related design elements

Architectural elements such as terraces, balconies, verandas, entry porticoes and pergolas are strongly encouraged for their value in diversifying streetscapes, softening building bulk and elevation treatments, and responsiveness to climate. They must be designed and detailed in a manner complementary to the main dwelling.

Other external fittings, such as security measures or shading devices over windows or doors are permitted where they are not visually obtrusive or are integral to the architectural design of the dwelling, and it must be noted on your plans for DC approval.

2.4.4 Air conditioners / heat pumps

If air conditioners / or heat pumps are going to be installed in the home, they MUST be included in the submitted plans. Wherever possible the exterior units should be located below the eave line and screened from public view and neighbouring Lots, preferably within an enclosed service courtyard.

2.4.5 Gutters and down pipes

Gutters and down pipes are to be finished to match the dwelling or to provide appropriate colour accents.

2.4.6 Exterior Lighting

Lighting to the front of Lots must be in keeping with the design of the dwelling, the existing type and location of external lighting, and the general theme of the neighbourhood.

All exterior lighting, such as flood lights mounted under eaves, should be directed downwards and shielded to avoid direct glare visible by adjoining Lot Owners, or those using adjoining Lots or roads.

2.4.7 Clotheslines

Clotheslines or clothes airers must be located in a screened area adjacent to the side boundary of the Lot and must not be visible from the golf course or roadway.

2.4.8 Rainwater tanks

Above ground rainwater tanks are not permitted. Pumps for underground water tanks should be sensitively located so pumps are not visible from public areas.

2.4.9 BBQs / Incinerators

Outdoor BBQs should not be located where disturbance to adjoining Lot Owners will occur.

Solid fuel burning BBQs or pizza ovens (wood / charcoal etc) and incinerators are not permitted within The Lakes Resort.

2.5 Accessory structures

Generally, accessory structures (garden sheds etc) are discouraged. Where permission is granted to erect an accessory structure, it should be placed in such a location that it is not visible from either the street or the golf course.

Any accessory structure must be constructed from either materials compatible with the dwelling, or using powder coated steel. Corrugated iron or plain uncoated galvanised metal garden sheds are not permitted.

It is not permitted to have a caravan, hut or shed that that is used as a dwelling or a temporary dwelling.

Accessory structures must be shown on site plans and submitted to the DC for approval. Open type pergolas may be built to the alignment of a side boundary. No part of any structure abutting a side boundary is to be attached to the wall of an adjoining building.

2.6 Temporary structures

Temporary or relocatable structures MUST not be erected or located on a Lot unless for use in connection with the building of a dwelling and must have DC approval.

3. Landscaping

3.1 Landscape Requirements

The landscape character of the Lakes Resort plays an important role in establishing a setting with a distinctive sense of place and rural tone. The preferred landscape character for our community should reflect the distinctive landscape attributes of the Lakes Resort, giving it a sophisticated, semi-rural character. The rural character will largely be achieved with the use of native trees and shrubs common to the Coromandel. Not only will this assist in unifying all areas within the Lakes Resort, but it will also assist in ensuring the visual integration of buildings to their surroundings.

Landscaping and planting should be designed to respond to the overall environmental context of the Resort and should look like they belong and contribute to creating a more pleasant place to live. By embracing the spirit of these Guidelines, Owners will experience:

- increased lifestyle and entertainment possibilities
- the relaxed atmosphere of a refined rural setting
- environmental benefits such as shade, wind protection and cooling effects, and
- by enhancing the property, protect the investment made in building new.

These requirements aim to help residents create a distinctive and refined rural character that will promote a sense of ownership, respect, responsibility and community well-being. All of the following elements should be part of a landscape framework.

The information in these Guidelines must be followed if the plans are to be approved by the DC. Failure to follow the Guidelines may result in delays in obtaining approvals.

3.1.1 Landscape design plan

Landscaping design plans must be approved by the DC before you can submit your home design to Council for approval. It may be included on the site plan or submitted as a separate plan.

It is strongly recommended that you use the services of a professional landscape designer when designing and submitting your landscape design for approval.

Before you submit your plan, run through the following checklist with your landscape designer to ensure that your landscape plan has addressed these key design issues.

- Is the design appropriate to the site and of a standard that complies with the Lakes Resort Vision?
- Does the landscape design provide adequate privacy between neighbours and from public open spaces?
- Does the landscape design fully consider the prevailing environmental conditions such as solar access, prevailing winds, rainfall and winter frosts?
- Is there adequate provision of useable outdoor spaces?
- Has the plan been designed to protect and enhance views while reinforcing significant vistas?
- Has site drainage been properly designed to minimise waterlogging and to promote vigorous plant growth?
- Have appropriate materials been used for driveways and other hardscaping elements?
- Have Accessory structures been designed and sited appropriately?
- Have large trees been sited away from buildings and services?

3.1.2 Planting themes

As the Lakes Resort is also a Department of Conservation bird sanctuary, one of our aims is to provide a natural environment to encourage the birdlife and to maintain a rural ambiance. Our Guidelines have been designed to assist you in contributing to the overall landscape character to ensure we:

- attract and keep native birds
- provide a relaxed and refined country character
- blur the boundaries between your property and the Golf Course

3.1.3 Suggested Plants

To assist in the aim to provide for and encourage the birdlife within the Resort, we suggest that the following plants should be considered in your landscaping plan:

Natives:

- Kowhai
- Callistemon (Bottle brush)
- Hebe
- Small varieties of Flax
- Leptospermum (Manuka), pink and red varieties
- Pohutukawa

Non-Natives:

- Strelitzia (Bird of Paradise)
- Telopea (Waratah)

3.2 Landscape elements and features

The character of a landscape helps define the self-image of the owner, engenders a sense of place and is the dynamic backdrop to people's lives. Landscaping should be sympathetic to the house, garage and any accessory structures, and the natural environment and ecology of the Lakes Resort.

Structures and features that enhance the indoor-outdoor lifestyle of the Lakes Resort assist in celebrating the qualities of the site. They create a focal point of interest, add variety, frame views and outlooks, and create private spaces within Lots.

Materials used within the landscape are to be consistent with the rural setting of the Lakes Resort. They should:

- reflect earthy and warm tones
- use long lasting, quality materials
- be traditional to the Coromandel
- be robust in detailing and construction.

Materials such as natural stones, timbers and pavers are to be used in a manner that gives an established, permanent and quality appearance.

3.2.1 The use of native trees and shrubs

It is preferable that the use of native plants should predominate in planting schemes, particularly where gardens are viewed from public areas. The use of native trees and shrubs indigenous to the area will assist in creating a strong rural character and country feel for the Lakes Resort, whilst encouraging the birdlife to remain in a safe and secure sanctuary.

Plant species that are, or may be, a particular threat to the ecology of the wetlands are NOT permitted. These include any of the Environment Waikato Pest Management Strategy and Japanese honeysuckle, arum lilies, convolvulus, willow species and swamp cypress.

3.2.2 Tree retention

Within Lots and public areas, the removal of any existing trees is not permitted without the approval of the DC.

Existing trees on and immediately adjacent to Lots must be located on the relevant plans submitted to the DC for dwelling design approval.

3.3 Wall / fences

The strong preference at the Lakes Resort is for no fencing at all, in an effort to recreate the semi-rural environment of the Lakes Resort and not to dominate the landscape.

Landscaping for privacy and security is encouraged as an alternative to fencing. Walls and/or fences are discouraged within the Lakes Resort and may only be used with express permission from the DC.

However, if approval is given for a wall or fence to be constructed then it must be constructed of natural materials that blend in with the landscape and garden, house character and style. Any wall / fence should not be more than 8 metres long without a minimum 500mm change in the vertical plane of that wall / fence for visual relief.

No wall or fence may be erected within 3m of the boundary of a street, golf course or lake. Fences should not be more than 1.8m in height above the finished ground level of the property. Walls / fences shall not be constructed of corrugated iron, sheet or panel steel, un-textured wood fibre/cement, plywood or post and wire fencing.

3.3.1 Hedging and screening

To foster the desired landscape character throughout the Lakes Resort the use of fencing is discouraged. To assist in providing adequate screening and privacy we recommend the use of boundary hedging, and privacy screens of shrubbery or trellis with climbing plants.

3.4 Signs

Signs advertising a business or product are not permitted on Lots with the exception of appropriate "For Sale" signage which may only be erected with the prior approval of the DC

Builders / tradespersons' signs are permitted on Lots during the construction period only.

4. Applications

4.1 Preparing Your Application

4.1.1 Making your wish list

Making a list of everything you want from your home at the Lakes Resort will help you to brief your selected architect. This ensures you achieve a design that suits your lifestyle, your budget and the Lakes Resort Vision.

Simply make some notes on your thoughts and ideas, collect pictures from magazines or the internet of housing styles you like, or go on a sight-seeing trip around the area and take photos of houses that you think embraces our Vision and yours.

Above all else, think about how you want to live in your new home and build it around your requirements, your needs and desires. Below are some of the questions you may wish to consider:

4.1.2 Your home

1. What is your budget? We envisage a build cost of between \$3000-\$6000sqm for houses in keeping with our vision.
2. What style of your home do you prefer?
3. Is your Lot restricted to a one storey home? If not, which do you prefer?
4. Do you prefer an open plan or a traditional divided floor plan?
5. How will you use your home at the Lakes Resort? Will you live there full-time, use the house as a holiday home etc?
6. Will any children be living with you?
7. Would you like access from a particular room to an outdoor area?
8. Do you prefer a courtyard, balcony or patio?
9. Do you have any health problems that affect the design or materials used in your home?
10. Does anyone in your family use a wheelchair or walking device?
11. Do you want to future proof your home with special home automation including internal cabling for future or full home smart systems allowing remote access over the internet.
12. What energy efficiency alternatives would you like to include in your home?
13. Would you like air conditioning, spa, gas fireplace?

Your guests

14. How often do you intend to entertain?
15. What is the size of a typical gathering?
16. Will you have frequent overnight guests?

Dining

17. Do you cook often? Does more than one person cook at a time?
18. Does your family like to eat meals in or near the kitchen, or do you prefer a more formal dining area?
19. Do you intend to enjoy the environment and eat outside?
20. Would you like to use outside cooking facilities such as a BBQ?

4.2 Architectural requirements

Minimise the approval time for your Design Plans by following these architectural requirements.

4.2.1 Briefing your architect

Now that you have thought about what you want in a home and made your wish list, it's time to create a project brief for your architect. Don't worry if you haven't been able put your brief in writing, your architect should be able to provide a "reverse brief" based on your discussion with them.

The first thing your architect will need to do is to draw up a Design Plan. It is this plan that will go to the DC for approval, before going to Council. To do this, you will need to give the following to your architect:

- your wish list with any pictures or samples you have gathered and a briefing of what you want from your home.
- a copy of these Guidelines and assurance from you that they must be adhered to in order to be approved by the DC.
- The details of the Secretary / Manager.

4.2.2 What do you need to prepare?

- (1) The architect must prepare Design Plans in accordance with Section 2 above showing:
 - the site plan including but not limited to details of contours, location of buildings and location of and relationship with proposed or existing neighbouring buildings
 - the floor plan including but not limited to details of all rooms with dimensions
 - elevations (including front, rear, and both side elevations) indicating pre-construction ground levels and
 - Samples (or specifics) of all external finishes and colours.
- (2) Your landscape designer must prepare the Landscape Design Plan in accordance with Section 3 above.

4.3 Submitting your application for approval

4.3.1 Documents to be submitted

You must submit ALL these completed forms to the Secretary / Manager:

- The Design Plans and Landscape Design Plans, as per 4.2.2 above
- The signed and completed Design Sub-committee checklist
- A copy of the building covenants registered on the Title
- A copy of the TCDC Resource Consent Conditions registered in the Title
- A copy of the current Title for the property

Note: The approval process detailed in these Guidelines is additional to any Council or RMA building or planning approval requirements.

The Applicant is responsible for ensuring conformity with all relevant legislation and regulations.

4.3.2 How will the Design Plan be assessed?

The Design Plans and Landscape Design Plan will be assessed by the DC as presented. The DC apply the same thorough checks to all applications received, regardless of the nature of the development. The purpose of these reviews is to ensure that the high standard of design and construction are maintained within the Lakes Resort, protecting the investment of all Owners, for now and for the future.

Once the DC have approved the application, we send it to the Association's architect who checks it for covenants and TCDC requirements. Once the application has been approved a letter is sent to the Owner and to the Secretary / Manager.

4.3.3 How long will it take?

An email will be sent to you within 5 days after the DC meeting to inform you of your Application's status. Once the DC has approved the application, the Association's architect will advise you within 14 days of their decision.

The New Build Approval Timeline above gives you an idea of how long the average approval process takes if the Guidelines are fully adhered to at first submission.

4.3.4 What does it cost?

No fee is required to submit an application to the DC. There is an architect's fee, for processing the building covenant, payable to the Association's architect. Any additional work incurred by the Association architect due to insufficient information or documentation will be charged by the architect at their standard rate.

4.3.4 What if my plans are not approved?

If your plans are not approved or more information/documentation is required, you will be advised of the reasons within the timeframes above. Resubmission of the amended application should be within 3 months of notification.

The timeline starts anew once you resubmit the amended plans with the required alterations.

4.3.5 What do I do once it is approved?

When your Design Plan and Landscape Design Plan are approved, you will receive an approval letter from the Association's architect. The approval letter clearly states what you need to do to submit your plans to Council.

The Council must have the documentation from the Association's architect before they will process your Application.

4.3.6 Can I change my plans after approval?

Variations to an application must be resubmitted to the Secretary / Manager for approval by the DC. Variations include all external changes to the dwelling. The variation must be clearly identified on the relevant plans and justified. The DC is under no obligation to approve variations.

The Association architect may charge a fee to process variations.

4.4 Building Your Home

To maintain as high a quality of life as possible during your building phase, we request that all Owners and their builders follow the minimum requirements described in this section.

Prior to construction commencing, you must lodge your Council approved plans and a construction bond with the Secretary / Manager. After checking that your plans match the DC approved plans, the Secretary / Manager will issue a Construction Bond contract and a Code of Conduct for Building Contractors form to you.

Once the bond and signed Code of Compliance have been received by the Association, building may commence.

4.4.1 Construction bond

The Owner must complete and return the signed Construction Bond contract and deposit the required bond into the Association's trust account. This will be used to pay the Association if there is any unrepaired damage to Association property or other Lots during any construction program.

Prior to the build commencing, the Association will take photographs and/or video of the Lot and surrounds which, if required, would then be used to compare and assess any damage.

The release of the bond at the completion of construction is subject to the Secretary / Manager:

- being satisfied that the home has been constructed and landscaped in accordance with the DC approved plans.
- being satisfied that no damage has occurred to the Association land and/or the adjoining properties.

4.4.2 Code of Conduct for Building Contractors

The Owner must complete and return the Code of Conduct for Building Contractors form to the Secretary / Manager. This Code of Conduct must also be signed by the main build contractor, who must ensure that they and their sub-contractors are aware of and abide by the conditions in that Code of Conduct.

4.5 Construction

We want the Lakes Resort to feel like home as soon as possible, so if you have purchased an empty Lot, we encourage you to commence building within 24 months of buying the Lot:

4.5.1 Building timescales

The expectations of the Association are that:

- Construction should be completed within 12 months of construction commencement.
- A Council Certificate of Compliance must be issued prior to occupation of the Lot.
- All landscaping, driveways and approved fences must be constructed in accordance with these Guidelines and must be completed within 6 months of occupation of a dwelling.

4.5.2 Prohibited Animals

The Lakes Resort is a DoC certified bird sanctuary.

DOGS, CATS, AND MUSTELIDS (stoats, ferrets etc) ARE STRICTLY PROHIBITED.

There is no exception to this rule.

Any contractor, sub-contractor or other person bringing a dog, cat or mustelid onto the Lakes Resort property will be removed from site. Persistent infringement of this rule will result in the offender being barred from the Lakes Resort.

4.5.3 Construction Fencing

A full boundary temporary fence must be erected for the whole of the construction period in accordance with Council requirements.

4.5.4 Stockpiles

Stockpiles and building materials for individual Lots must be stored on the Lot and not be located on footpaths, berms or adjacent Lots.

4.5.5 Vehicles

Vehicles are NOT permitted to drive across adjacent Lots unless written permission has been obtained from the adjoining Lot Owner(s).

During construction, vehicles associated with the construction of a dwelling should NOT be parked on the footpath area.

4.5.6 Amenities

Portable toilets which are mandatory on all builds are to be located within Lots and adequately fixed to the ground. They MUST NOT be placed on the road, pavement or berm, or adjoining Lots.

4.5.7 Adjoining property

Damage to adjoining property, verges, cart paths, footpaths and parklands is the responsibility of the Owner to repair prior to return of security bonds.

Lot Owners are responsible for any damage to any other Lot that may be caused during the construction period.

4.5.8 Site control

The Lot must be regularly maintained and kept cleared of rubbish, building waste, and excessive weeds to a standard acceptable to the Association.

4.5.9 Building waste and spillage

To ensure building waste does not pollute the Golf Course, lakes and wetlands, and Association property including stormwater drains, all loose rubbish must be stored in an appropriate bin, preferably with a lockable lid.

All building waste must be stored on a Lot in a manner to minimise material loss or pollution caused by wind or water:

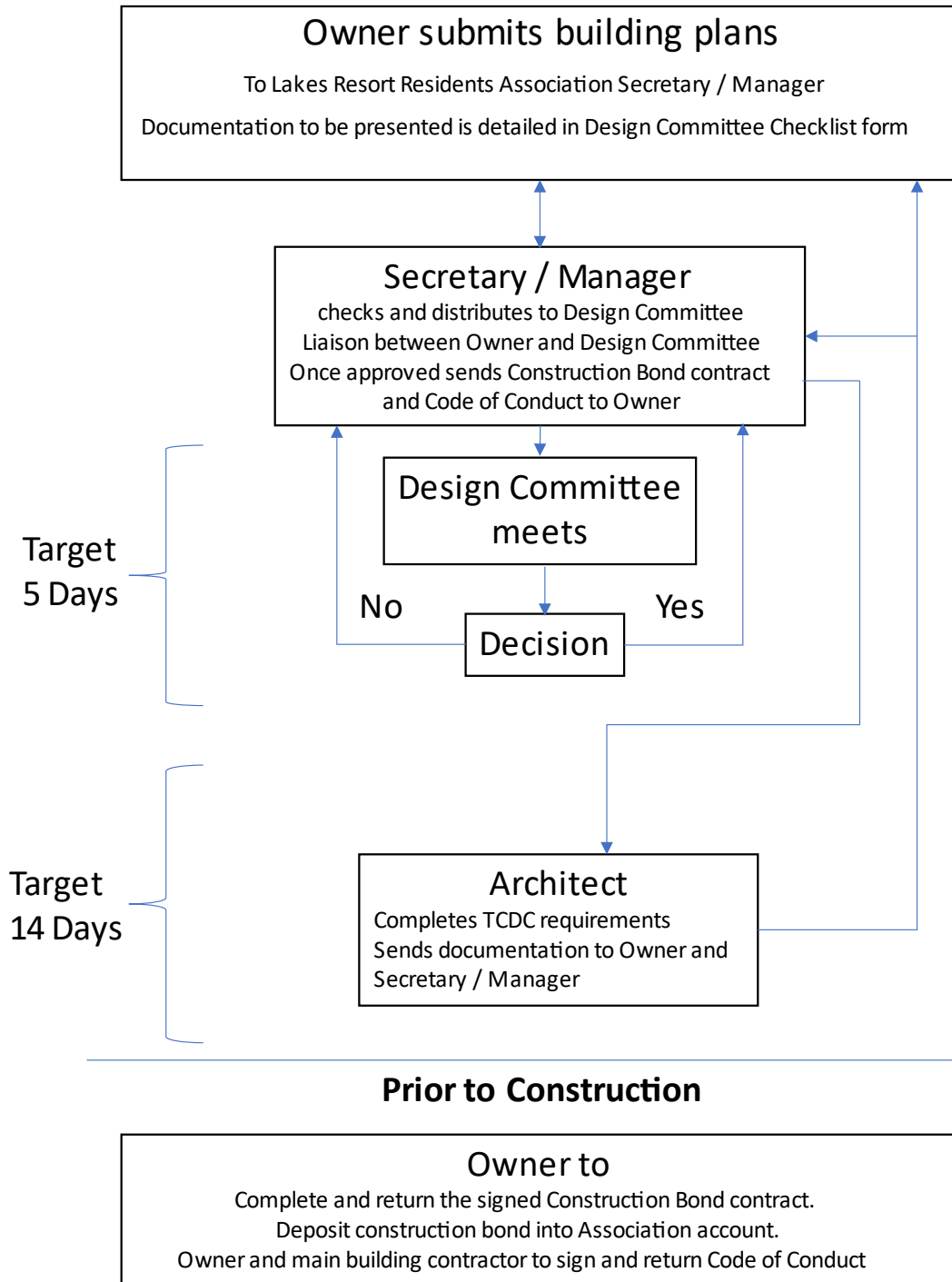
- excavation material, rubbish or builder's waste is to be stored in a bin and may not be deposited on adjoining Lots or in public areas during construction.
- accidental spills of soil and other materials onto the adjoining roadway must be reported to the Secretary / Manager and should be removed immediately or upon completion of the day's work. Minimise mud and soil on roads by washing off the mud and soil from the roads each day ensuring silt protection is in place on all stormwater drains.

4.5.10 Stormwater and pollution control

Stormwater pollution from your building site into any part of the Lakes Resort must be avoided.

Soil, sand, sediment and litter wash from a building site will cause short and long-term problems to the Lakes Resort's stormwater system and could damage the Golf Course lakes and wetlands.

New Build Approval Process



Version: June 2021