

AMBERLY GROVE HOMEOWNERS ASSOCIATION NPC

BOARD RESOLUTION

Date: 02 September 2025

Subject: Carport Design Guidelines

1. Introduction

This document establishes the design guidelines and standards for the installation of carports on individual properties within the Amberly Grove Estate. The purpose of these guidelines is to ensure that any additions align with the aesthetic standards of the community, do not detract from the overall property values, and comply with all legal and municipal regulations. These guidelines are adopted by the Board of Directors under its existing authority to manage "building operations" and enforce the aesthetic integrity of the Estate, as provided in the Conduct Rules.

2. Scope

These guidelines apply to all owners who wish to install a carport on their private property.

3. General Requirements

- a. **Pre-Approval:** No owner shall commence with the installation of a carport without obtaining written approval from the Board of Directors.
- b. **Compliance with Rules:** All aspects of the carport's design, construction, and materials must comply with the Association's Conduct Rules and these established guidelines.
- c. **Owner Responsibility:** The owner assumes full responsibility for all costs related to the design, construction, maintenance, and repair of the carport. The Association bears no financial or legal responsibility for the private structure.

4. Municipal and Regulatory Compliance

- a. **Municipal Approval:** All carports, regardless of size or material, require municipal approval.
- b. **Building Plans:** For carports with permanent hard roofs (e.g., steel, tile), the owner must submit detailed building plans to the relevant local municipality for approval. A copy of the approved plans must be provided to the Board of Directors before any work begins.



c. **Shade cloth Carports:** For carports with a shade cloth covering, the owner is still required to obtain a "minor building work" permit or formal authorization from the local municipality before commencement. A copy of this authorization must be provided to the Board of Directors.

d. **Professional Installation:** The carport must be installed by a qualified and reputable contractor.

5. Design and Aesthetic Guidelines

a. **Material and Colour:** The materials used for the carport, including the roof, framework, and finishes, must be in harmony with the existing architectural style and colour palette of the main dwelling. The Board reserves the right to specify or approve the materials and colours to ensure consistency.

b. **Size and Location:** The size and location of the carport must be in proportion to the existing dwelling and must not obstruct communal access, natural light to neighbouring properties, or create an unsightly appearance.

c. **Structure:** The carport must be a permanent structure and designed to withstand local weather conditions.

6. Submission Process

a. **Written Application:** Owners must submit a written application to the Board of Directors for a proposed carport installation. The application must include: - Detailed building plans and elevations (for permanent hard roof carports). - A site plan showing the exact location of the carport on the property. - Specifications of the materials and colours to be used. - A copy of the contractor's quotation.

b. **Board Review:** The Board will review the application and has the authority to request changes to the design, materials, or location to ensure compliance with these guidelines. The Board's decision will be provided to the owner in writing.



7. Dispute Resolution

Any disputes that may arise regarding a carport installation shall be resolved by the Board of Directors, whose decision will be final.

VOTED AND APPROVED BY THE BOARD OF DIRECTORS:

Directors Present: Arthur Hickinbotham | Dennis Pitout | Nick Rogers

Vote: For: 3 Against: 0 Abstained: 0

Certified by: Arthur Hickinbotham

A handwritten signature in dark ink, appearing to be 'A. Hickinbotham', is written over a horizontal line.

Chairman, Board of Directors Amberly Grove Homeowners Association NPC

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