



PROJECT ADMINISTRATION SCHEDULES

SCHEDULE A

PROJECT PARTICULARS

SCHEDULE A

PROJECT PARTICULARS

This Schedule forms part of the Monaghan Farm Project Agreement and records the key administrative information relating to the Project. The information contained herein shall be maintained by MFHOA throughout the Project Administration Period.

A1 PROPERTY DETAILS

Item	Details
MFHOA Project Number	
Erf Number	
Village	
Physical Address	
Property Owner	
Co. Registration Number	
Postal Address	
Mobile Number	
Email Address	

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A2 PROJECT CATEGORY

Item	Details
Project Category	☐ A ☐ B ☐ C ☐ D ☐ E
Project Classification	
Description of Approved Works	
Project Category determined by	
Date	

***Construction periods may be amended by MFHOA having regard to the approved scope of works and Project Category in accordance with the Project Agreement.**

Category	Description	Typical Construction Period
A	New Residential Construction	21 Months
B	Additions & Structural Alterations	6 Months*
C	External Property Improvements	As approved
D	Internal Alterations	6 Months*
E	Maintenance & Cosmetic Works	As approved

A3 PROJECT REGISTER

This Register records the principal administrative milestones throughout the Project Administration Period. It provides MFHOA with a single reference point to monitor the progress of the Project from registration through to final closure.

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Milestone	Completed	Date	Initials
Project Registered	☐		
Project Number Allocated	☐		
Project Agreement Executed	☐		
Construction Deposit Received	☐		
Builders' Yard Deposit Received (where applicable)	☐		
Builders' Yard Allocated	☐		
Documentation Complete	☐		
Site Induction Completed	☐		
Approval to Commence Construction Issued	☐		
Site Establishment Verified	☐		
Construction Commenced	☐		
Construction Suspended (if applicable)	☐		
Municipal Occupancy Certificate Received	☐		
Final MAC Inspection Requested	☐		
Final MAC Inspection Completed	☐		
Certificate of Final MAC Sign-Off Issued	☐		
Construction Deposit Released	☐		
Project Closed	☐		

[illegible]



SCHEDULE B

KEY PROJECT APPOINTMENTS

This Schedule records the principal appointments responsible for the administration and execution of the Project.

B1 PROPERTY OWNER

Item	Details
Registered Owner	
Mobile Number	
Email Address	

B2 SACAP REGISTERED ARCHITECTURAL PROFESSIONAL

Item	Details
Practice Name	
Architect	
SACAP Registration Number	
Mobile Number	
Email Address	
Date Appointed	

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B3 PRINCIPAL CONTRACTOR

Item	Details
Company Name	
Contact Person	
Mobile Number	
Email Address	
Builders' Yard Number	
Date Appointed	
Accounts Contact person + email	
Site Foreman Name Contact Number Email	
Other	

Item	Details
MFHOA Administrator	Cindy Pearmain, hoa@monaghanfarm.co.za ,0872604000
MAC Representative	Outsourced: mac@monaghanfarm.co.za
Assigned Estate Inspector	Titus Sitole; sm@monaghanfarm.co.za , 0872604000
Health and Safety	In-house representative: Titus Sitole; sm@monaghanfarm.co.za , 0872604000 Outsourced: D&G Health and Safety
MFHOA General Manager	Chandre Buys chandre@monaghanfarm.co.za 0872604000

To note: Date, Appointment, Previous, Replacement etc.

[illegible]



SCHEDULE C

PRE-CONSTRUCTION COMPLIANCE REGISTER

This Schedule records the documentation, approvals and verifications required before MFHOA issues Approval to Commence Construction.

Construction may commence only once all applicable requirements have been received, reviewed, and verified by MFHOA.

C1 PROJECT REGISTRATION

This section confirms that the Project has been formally registered with MFHOA and that the administrative requirements necessary to establish the Project file have been completed.

Requirement	Received	Verified	Date	Initial
Project Number Allocated	☐	☐		
Project Agreement Executed	☐	☐		
Construction Deposit Paid	☐	☐		
Builders' Yard Deposit Paid (where applicable)	☐	☐		
Builders' Yard Allocated (where applicable)	☐	☐		



C2 PROJECT APPROVALS

This section confirms that all statutory and estate approvals required before construction have been obtained.

Requirement	Received	Verified	Date	Initial
MAC Approval Granted	☐	☐		
Municipal Building Plan Approval (where applicable)	☐	☐		
Approved Drawings Received by MFHOA	☐	☐		
Approved Landscape Plan Received (where applicable)	☐	☐		
Approved Construction Commencement Date Confirmed	☐	☐		

C3 PROFESSIONAL APPOINTMENTS

This section confirms that the appointed professional team satisfies the requirements of the Project Agreement.

Requirement	Received	Verified	Date	Initial
SACAP Registered Architectural Professional Appointed	☐	☐		
Architect Appointment Letter Received	☐	☐		
Architect Contact Details Confirmed	☐	☐		
Architect Monthly Inspection Commitment Confirmed	☐	☐		
Principal Contractor Appointed	☐	☐		

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Requirement	Received	Verified	Date	Initial
Site Foreman / Responsible Person Confirmed	☐	☐		

C4 CONTRACTOR COMPLIANCE

This section confirms that the appointed Principal Contractor has submitted all documentation required before construction may commence.

Requirement	Received	Verified	Date	Initial
NHBRC Contractor Registration	☐	☐		
NHBRC Project Enrolment (where applicable)	☐	☐		
Compensation Fund (COIDA) Letter of Good Standing	☐	☐		
Contractors All Risks Insurance	☐	☐		
Health & Safety File Received	☐	☐		
Business Registration Documents	☐	☐		
VAT Registration Document (where applicable)	☐	☐		
Contractor Induction Completed	☐	☐		
Security Registration Completed	☐	☐		

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C5 AUTHORISATION TO COMMENCE CONSTRUCTION

I hereby certify that all applicable administrative, statutory, professional and contractor compliance requirements have been received, reviewed and verified in accordance with the Monaghan Farm Project Agreement, the Project Administration Schedules and the Monaghan Farm Construction Handbook (Builders & Contractors Construction Management Regulations).

Accordingly, the Project is authorised to commence construction from the **Approved Construction Commencement Date** recorded below.

Item	Details
Approved By	
Designation	
Approved Construction Commencement Date	
Signature	
Date	



SCHEDULE D CONSTRUCTION MONITORING REGISTER

This Schedule records the construction administration activities undertaken by MFHOA throughout the Project Administration Period.

D1 SITE ESTABLISHMENT

Requirement	Completed	Verified	Date	Initial
Site Hoarding Installed (where applicable)	☐	☐		
Project Construction Board Installed	☐	☐		
Approved Drawings Available on Site	☐	☐		
Site Access Established	☐	☐		
Site Housekeeping Acceptable	☐	☐		

D2 CONSTRUCTION INSPECTION REGISTER

The following construction administration activities shall be completed throughout the Project Administration Period.

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Inspection No.	Inspection Date	MFHOA Inspection	Architect Monthly Compliance Confirmation Received	Corrective Action Required	Closed Out	Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

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18						
19						
20						

Comments / Follow-up Actions

D3 PROJECT COMPLETION

Requirement	Completed	Verified	Date	Initial
Municipal Occupancy Certificate Received	☐	☐		
Final MAC Inspection Completed	☐	☐		
Certificate of Final MAC Sign-Off Issued	☐	☐		
Site Hoarding Removed (where applicable)	☐	☐		
Project Construction Board Removed	☐	☐		
Builders' Yard Cleared	☐	☐		

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Requirement	Completed	Verified	Date	Initial
Construction Deposit Released	☐	☐		
Project File Closed	☐	☐		

D4 PROJECT CLOSED BY MFHOA

Item	Details
Closed By	
Signature	
Date	
Construction deposit refunded	Yes / No Date : _____