



**GARDEN CITIES**

**HOME IMPROVEMENT**  
**GUIDE**  
**for**  
**Alterations and Additions**  
**to**  
**Homes**

**HILLWOOD HOME OWNERS ASSOCIATION**

## **HOME IMPROVEMENT GUIDE TO HOMEOWNERS**

*March 7-2016*

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## 1. INTRODUCTION

1.1 Garden Cities is known to generations of homeowners for its enviable record of successful, integrated suburbs that have generated a strong sense of civic responsibility and pride among their thousands of residents. The intention of this guide is to assist the new homeowner in ensuring that any form of improvement made to their home will add value to the architectural coherence of the built fabric of Sunningdale. The principle objective of this coherence in architectural language, building materials and colours, is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual home owner's investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other. It is therefore important to note that for the benefit of all homeowners, this document is and will be a living document, and will be revised, amended and updated from time to time.

For the benefit of all homeowners, the rules and guides that may have been acceptable in the past may become unacceptable in the future and precedent will not be found to be grounds for departures from the rules of the day.

1.2 Garden Cities together with the relevant Home Owners Association shall appoint a Registered Professional Architect as the Supervising Architect who, in conjunction with the trustees, will ensure that all that all standards are maintained throughout the lifespan of the HOA.

1.3 As stated in agreement of sale documentation and HOA constitution rules.

**“No alteration, addition, demolition, major decoration or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the appointed Supervising Architect and HOA trustees and the relevant local authority where applicable.”**

1.4 For home improvement planning applications a refundable deposit will be collected; which will be refunded once an inspection has been concluded to determine that the building has been constructed in accordance with the approved building plans and that repair, if any, to the road, kerb and verge areas and HOA property have been made good by the homeowner as a result of the construction. Major improvements will require an extra inspection at roof height.

1.5 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has been commenced or completed at the time of the application.

1.6 Each and every planning application will stand on its own merit and its own set of particular circumstances’.

Precedence shall not constitute a binding form of motivation.

- 1.7 Any additions, alterations, or amendments to the original approved HOA planning applications, at any stage, are to be submitted to the supervising architect for further approval.
- 1.8 In questions of interpretation of the Guide or in the event of matters arising from the design process which are not addressed by the Guide, the Trustees and supervising architect **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the built environment and compatible with the guide may be considered by the supervising architect and/or the H.O.A .from time to time.
- 1.9 **Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have taken place without obtaining planning approval, or the property has not been maintained to acceptable standards.**
- 1.10 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – City of Cape Town OOSTENBERG Administration – building plan approval. The HOA supervising architect plans approval process is not to be construed in any way whatsoever as City of Cape Town plans approval.
- 1.11 **No building work may commence until HOA and City of Cape Town plans approval has taken place. Should deviations from the approved plans be required during the construction process, the entire application is to be re-lodged for new HOA approval & City of Cape Town plans approval.**
- 1.12 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession. (SACAP)

## **2. ARCHITECTURAL LANGUAGE**

This guide does not attempt to be excessively descriptive in terms of architectural style as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

## **3. SITE LAYOUT**

All properties should endeavour to further promote the philosophy of the “Garden City Ideal “with the planting of trees and the theme of a flowing soft landscape, which penetrates between the buildings, complementing the extensive public open spaces, by being properly maintained.

- 3.1 Immediately upon handover of the house keys, all existing trees along the immediate road frontage become the full responsibility of the homeowner. Trees are to be regularly watered and cared for and are not to be removed without prior written consent.
- 3.2 The road reserve between the roadway and front boundary of the home is the property of the local authority and the relevant Homeowners Association (HOA) and as such requires their permission for alterations to same. The planting of and use of stone chips is to be controlled by the appointed Supervising Architect. Planning approval is required in this regard. A reasonably competent landscaping layout plan is to be provided with the application.
- 3.3 No home improvement may take place over a Servitude Area.

#### **4. BUILDING MASS**

- 4.1 The addition of extra garaging is permissible provided that the addition is set back, or a method of softening the impact of the addition is set in place. For example, an added trellis/ pergola system in front of these garage doors would suffice.
- 4.2 Granny flats are permitted, however; with the consent of the neighbourhood – the number of affected homeowners' consents are to be determined by the trustees and Supervising architect.
- 4.2.1 They shall be subject to the provisions of clause 1.8
- 4.2.2 An extra parking bay is to be provided on the property.
- 4.2.3 A guest bedroom sufficient in size to be deemed a flatlet shall be subject to the provision of an extra parking bay.
- 4.2.4 Each granny flat application WILL be dealt with on its own merits.
- 4.2.5 The granny flat addition should tie in with the main dwelling so as to ensure that it does not impact negatively on the overall architecture of the existing dwelling and surrounding houses.
- 4.2.6 Apart from the living room, the Granny flat is permitted one bedroom, one bathroom and one kitchen, a study is permitted.
- 4.2.7 The gross square metres of the granny flat may not be more than 30% of the original main dwelling size which includes the garage, if the garage is part of the house and not freestanding.
- 4.3 Double storey additions will require numerous neighbours' consent, due to their impact upon the built environment.
- 4.3.1 Every application shall be subject to the provisions of clause 1.8
- 4.3.2 It is recommended that any upper level addition to the ground floor of a Single Residential building, may not be less than 75% of the total coverage of the original dwelling floor area. Every endeavour must be taken to ensure that overlooking features are kept to the minimum, with special care taken to ensure that the core recreation areas of neighbours' homes are not overlooked.
- 4.3.3 Double Storey additions shall not be permitted to encroach over building lines.

#### **5. EXTERIOR WINDOWS AND DOORS**

- 5.1 All new windows are to match not only the existing dwelling, but also the adjoining dwellings and those in the immediate area.
- 5.2 All new doors including garage doors, are to match the existing.

## 6. BOUNDARY WALLS

- 6.1 Street frontage boundary walling should, as far as possible, be maintained, as originally developed, by Garden Cities. The City's "BOUNDARY WALLS AND FENCES POLICY FINAL 2009" applies.

Homes that have their living space (recreation area) essentially on or about the roadway are permitted 1.8m high walls on the street boundaries to afford privacy and security. In permitting these high walls on one side of the street it is important that on the other side of the street, the street boundary walling takes the form of link walling only. However, where security may be required by a homeowner, some form of cohesive security barrier may be permitted but maintaining the wide openness or permeability of the streetscapes. Additional walling is to be compliant with the City's "BOUNDARY WALLS AND FENCES POLICY FINAL 2009".

- 6.2 The accepted standard for all homes who may require security is a low wall with pillars and palisade panels infills. This will provide a cohesive form of street frontage security walling throughout the Hillwood. This security barrier along street boundaries may take the form of a the low "werf-muur" wall, 600mm in height with Steel palisade infill panels 1200mm high to make up the overall 1800mm. The Palisade panels are to be placed between 330x330mm plastered and painted masonry/brick columns which are to straddle the low wall and to be at least 2,500mm apart. All materials are to match the existing dwelling. (Please see **ANNEXURE "A"** giving a few examples).

- 6.3 Existing Steel Palisade panels are a vital compliment of many streetscapes, creating a break between long tunnels of street boundary walling. They are NOT permitted to be closed up by means of Nutec-fibre-cement panels, nor latte, nor shade-cloth. Should a homeowner require privacy behind these panels, two methods of achieving this are in place.

6.3.1 A solid screen may be erected at least 600mm behind the steel palisade fencing panel. This may either be a plastered wall the same colour as the boundary screen wall, or natural stone cladded wall in sandstone or off-white in colour. Access to closures are to remain open for maintenance purposes.

6.3.2 or a screen in some form complimented by live natural vegetation. (Please see **ANNEXURE "B"** giving a few examples).

- 6.4 Sliding Steel palisade vehicular gates may be permitted when incorporated with clause 6.2 above.

### 6.5 LATERAL OR SIDE BOUNDARY.

- 6.5.1 **COMMON BOUNDARIES:** Smooth faced Vibracrete panels may be raised by 1 panel (7 panels total from ground level or 2.100m). All Adjoining owners are to be notified. Rough faced Vibracrete panels are the neighbours property. City of Cape Town planning approval is required for the raising of Vibracrete panels. In exceptional cases where privacy is required, panels may be raised by 2 panel's maximum (8 panels total from ground level or 2.400m in height measured from the first panel on the ground). Adjoining owners' consent is required. The City of Cape Town's planning approval is required. Further, 2,400m high walls will require a departure from the City's "BOUNDARY WALLS AND FENCES POLICY FINAL 2009". Full building plans are required showing Site Plan, Ground Plan, Sections and Elevations. For 2,4m high walling all affected neighbours are to sign the plans.

- 6.5.2 In order to respect the aesthetic harmony of all neighbouring boundary walling and street boundary wall. All suchlike raised panels are to step down and ultimately taper (gently- chamfer) to the matching height of the neighbouring wall.

## **7. STONE CLADDING**

Only natural light in colour stonework will be considered, and would have to be made up of natural stone, cut and dressed on site and installed by a specialist stonemason only. The Supervising Architect is required to inspect the stonework at commencement, during and at completion.

## **8. BASEMENTS**

Basements to comply with the National Building Regulations definition. (Ceiling at less than 1m above the average immediate natural ground level)

## **9. BALUSTRADES**

Balustrades must be designed simply and elegantly. They must compliment the style of the main building and where applicable to match other suchlike in the immediate vicinity.

## **10. AWNINGS AND PERGOLAS**

- 10.1 Planning approval is required for any form of fixed Pergola or awning.
- 10.2 Only plain Awnings are permitted and are to be the same colour as the house. The use of external drop-down blinds on Patios is discouraged. They may be permissible, only where completely out of street and/or open space view. They are to be dropped down only during adverse weather and at night, if required. They may not be set in place permanently. They may not be striped. They are to be a light sand color or a lighter shade of the house color. A minor works planning application is required for their approval. (Please see **ANNEXURE "C"** giving an examples).
- 10.3 Solariums – sun rooms are not permitted.

## **11. FLAT ROOFED IMPROVEMENTS: COVERED VERANDAHS, BRAAI TERRACES, BRAAI ROOMS, CARPORTS.**

- 11.1 The maximum amount of flat roofed areas on a property may only be 30% of the original dwelling floor area and the maximum roof span over a flat roofed area may not be greater than 3,8m. Each application is to be assessed on its own architectural merit. "Shade and shelter" requirements over a Patio in the form of a lean-to roof (afdakkie) require special attention. Where a bedrooms' natural ventilation is impacted upon, mechanical ventilation needs to be installed. This shade and shelter lean-to roofed areas are not to be converted into rooms by means of sliding doors or windows. Stacker/Fold away doors may be fitted to the open end of a Covered Patio, provided the Patio is encapsulated by the home on three sides. These doors are not to be permanently closed but are to be used at night and during adverse weather. Their permanent closure will impact negatively upon the built environment architecture.

- 11.2 Roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Small profile corrugated steel roofing is to be used. (The industrial type of **IBR profile roofing sheets are not permitted**)
- 11.3 New covered area supports must either be in timber/steel sections, square and at least 75x75mm in size.
- 11.4 Only the Louvre type prefabricated Aluminium awnings are permitted.
- 11.5 For the installation of Stack-away fold-up doors to covered Patios; HOA conditions of approval for these doors are such that as their name suggests, they are to be stacked away. However, they may be used during adverse weather and at night for security. (Often, with them in place, the natural ventilation to bedrooms is cut off and this is not only unhealthy but is also contravening National Building Regulations). A further HOA condition of approval for these doors, is that they are not to have any window sections implanted into them. This form of HOA planning application requires a full building plans submission, and inspection not only to the HOA but also to the City of Cape Town.
- 11.6 Carports must have a horizontal roof, with sloping roofing sheets hidden behind a solid Nutec fibre cement fascia or solid (not slatted) aluminum fascia's. Carport roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Carport roof supports are to be of square timber/steel posts placed upon 330x330x600mm high plastered brick piers.
- 11.7 Shade ports are not permissible.

## 12. NEW ROOM ADDITIONS

12.1 Formal **room additions eg. Bedroom, Family Room, Braai-room etc.**, are to be constructed under a pitched roof, of the same type as the main house. Small short portions of home additions, where pitched roofs are not possible, may be flat roofed. Where Industrial IBR longspan steel roofing sheets are incorporated into small short portions of flat roofs, these sheets are to be screened by parapet walling.

## 13. PAINT AND NEW BUILDING WORK COLOURS

12.1 All new paint and finishes are to match the existing dwelling.

12.2 All new steelwork is to match the steelwork on the existing dwelling.

## 14. VERGE PAVING

All paving visible from the street and on road reserve ground levels, must be in keeping with other paving in the immediate area. Minor works planning approval is required for any new paving or landscaping within the road reserve, this being the verge area, between roadway and property boundary line.



## 15. SWIMMING POOLS

- 15.1 The installation of a swimming pools requires a full planning approval. Applications including plans are to be lodged with the supervising architect together with the pool suppliers'/manufacturers' details.
- 15.2 Pumps and filtration systems are to be indicated on the plan and are to be located so as not to cause a disturbance to neighbours. (a min of 1,5m from common boundaries). They should not be visible from the road or adjacent open spaces.
- 15.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1.2m in height.
- 15.4 The backwash is to discharge into the dwellings sewer system.
- 15.5 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

## 16. TV ANTENNAE - SATELLITE DISHES AND CHIMNEYS

- 16.1 Aerials and satellite dishes should be obscured within the roof space or otherwise concealed where possible. Dishes are to be placed away from roads. No suppliers' advertising is to be affixed to satellite dishes.
- 16.2 Fire appliances; New free standing fire appliances may be installed. The positioning of steel flues would be preferred on the far side of the roof ridge line, away from the roadway. They are to be properly maintained to prevent rust streaks staining the roof. **The minimum and maximum height above the roof tile is to be 1 metre. If located on or close to the ridgeline, 600mm minimum & maximum above same ridgeline.** (Please see **ANNEXURE "D"** for typical non-permissible chimney's and steel flues)

## 17. BURGLAR BARS AND SECURITY GATES

- 17.1 Burglar bars should be simple horizontal lines, without ornate detail. (Please see **ANNEXURE "E"** Burglar bars)
- 17.2 External "basket type" steel burglar bars are not permitted.

## 18. WATER AND ENERGY SAVING DEVICES

- 18.1 Environment aesthetics take precedence over all unsightly installations. All neighbourhood homeowners are to consent.
- 18.2 The use of water saving devices and technologies is encouraged with all home improvements. See Annexure "G" for permissible solar water heaters. Only flat and not tubular panels are permitted with the minimum of exposed piping. Exposed piping is to be the same colour as its background colour- example house paint colour or concrete roof tile colour.

- 18.3 Gardens and irrigation systems are to be designed according to best practices for water conservation. Rainwater harvesting tanks (Jo-Jo tanks) are to be kept out of sight of roadways and public open spaces). Where aesthetically affected, neighbours are to consent to their positions. Horizontally or obliquely fitted long lengths of roof rainwater downpipes discharging into water harvesting tanks are not acceptable. Only vertically discharging lengths of roof rainwater downpipes into water harvesting tanks are permitted.
- 18.4 The roadway verge between the roadway and house street boundary remains the property of the HOA. Minor works planning approval is required for any development of verges. (Please see clause 19.3.2 below)
- 18.5 All other energy saving devices; whether wind turbines, rain-storage tanks, etc. requires approval in terms of sizing and placement prior to proceeding with such projects. Fully detailed plans, specifications and fixing/installation details will be required. Minor/major works planning applications are required. The roof solar water heater with cylinder type is not permitted.

## 19. DEEMED MINOR WORKS

### 19.1 **Clause 1.10 of the guide is applicable to all Minor works applications as well.**

- 19.2 Minor works applications are to take the following format;
- 19.2.1 Full contact details of the applicant/home-owner are required including email address.
  - 19.2.2 The home-owners' house plan, including the site, captured on an A4 or A3 sheet is to be emailed to the supervising architect for minor works planning approval.
  - 19.2.3 A reduced application fee, currently of R 309.00 (excluding VAT) is payable.
  - 19.2.4 No building refundable deposit is required.
- 19.3 Minor works are categorized as the following;
- 19.3.1 The installation of electric fencing is permitted with the consent of all affected adjoining owners. The maximum amounts of strands are to be 6 (six) strands). Once an electric fencing planning approval has been granted the raising of vibracrete panels will require the re-approval and re-consent of the electric fencing by all affected adjoining homeowners. The making good of the reverse side of the newly raised panels should they require painting to match the existing, should be for the account of the homeowner making application for the extra panels.
  - 19.3.2 The development of the street frontage verges are to be submitted to the HOA supervising Architect for approval as a minor works planning application.
  - 19.3.3 The installation of air conditioning units is not a minor works application, but they are to be installed below boundary screen walls.
  - 19.3.4 Free-standing Wendy house sheds are permitted only if not visible from any streets or open spaces. Their roofs are to be the same colour as the main house. All affected adjoining owners' consent will be required where the common building lines are encroached upon.
  - 19.3.5 The installation of retractable awnings and/or roll down vertical blinds. (Full specifications are required.)
  - 19.3.6 For overly large structures including overly large Jungle Gyms and Garden type furniture. (Full specifications are required, Size, Height, finishes and site situation.)
  - 19.3.7 Water & energy saving devices and technologies. No roof storage cylinder type solar water heaters are permitted. (Please see Annexure "G")
  - 19.3.8 Any other minor works as so deemed at their time of application.
- 19.4 All minor works, as set out in 19.2 above, whichever applicable, are to be depicted on A4 or A3 size drawing sheets.

- 19.5 Air conditioning condenser units are to be well concealed and not visible from roadways and/or open spaces and are to be installed at natural ground level or well below boundary screen walls. As with swimming pool pumps, Air conditioning units are to be sited so as not to cause a disturbance to neighbours.
- 19.6 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

## 20. STREET NUMBERS

All street numbers and postboxes are to remain as originally developed and when replaced are to comply fully with the general type in the area.

## 21. SAFETY.

All areas under development that are seen to be building sites, demarcated or not, are deemed to be out of bounds to all residents. Homeowners are to report any transgressions of these rules to the estate management.

## 21. PLAN SUBMISSION PROCEDURE

- 21.1 All applications may to be submitted by email to the appointed HOA Supervising Architect:  
Reg Whittaker Architect | tel. 021-975 9083 | cell. 083 309 3024 | Fax. 086 672 9434 | email. [info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)
- 21.2 All homeowners' contact details, including email address, are to be made available with the application. (In this regard an HOA planning application form can be found at the bottom of this document).
- 21.3 Plan applications not bearing the HOA stamp of approval, will not be accepted by the City of Cape Town.
- 21.4 Please see **ANNEXURE "F"** for a detailed planning submissions procedure.
- 21.5 Please **ANNEXURE "H"** for planning application submission fees and building refundable deposits.
- 21.6 Where building works deviate from the approved plans a "Stop-works" order may be executed where necessary.
- 21.7 For minor works plan submission procedure, please see clause 18.
- 21.8 No planning applications will be considered until registration of the property has taken place

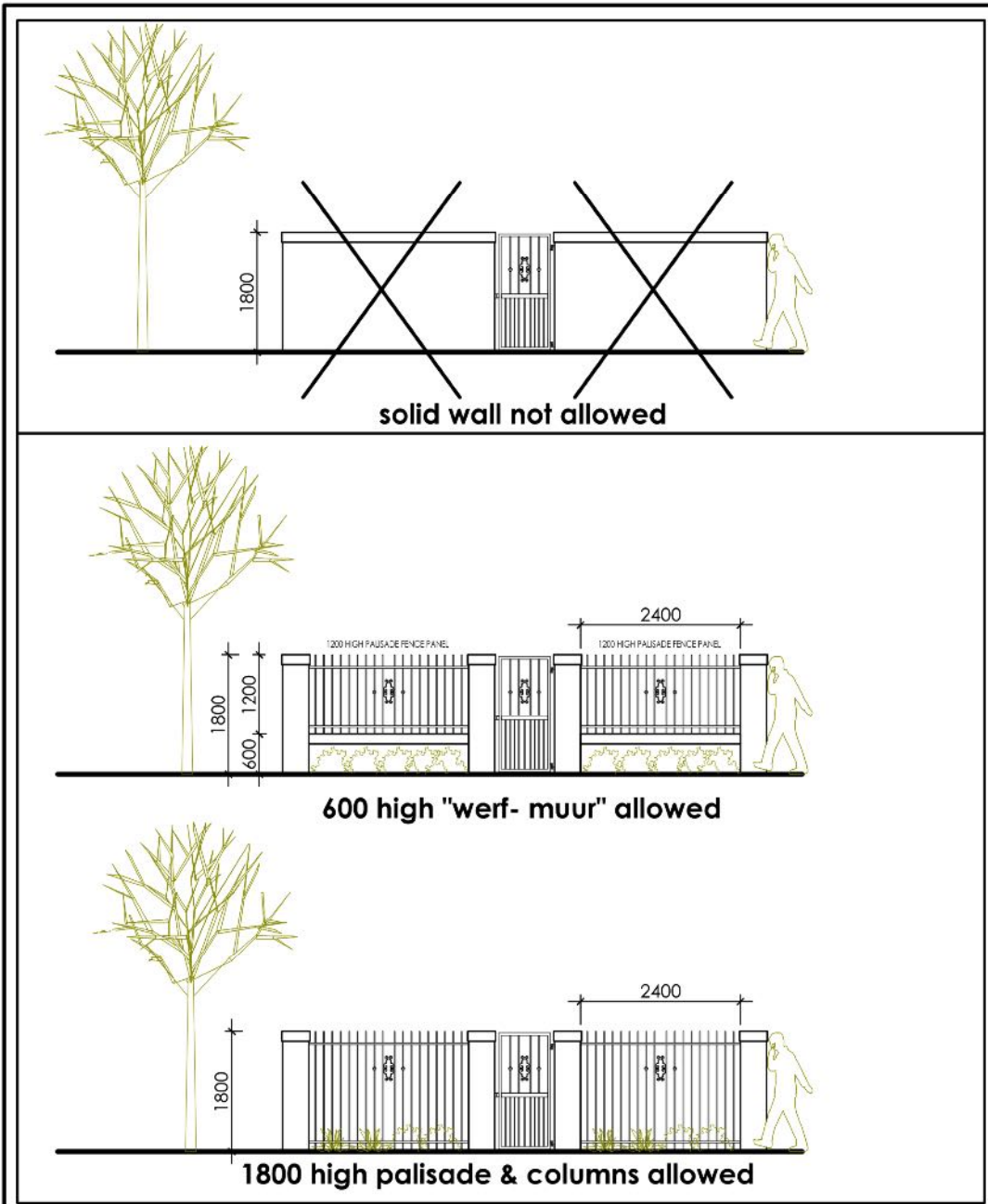
## 22. WORKING DOCUMENT

- 22.1 This document is a work in progress document and will be updated from time to time. The latest update guide is available at the sales office or obtainable from the appointed Supervising Architect.

## 23. MISCELLANEOUS

- 23.1 **Street (verge) trees are not to be removed without the prior consent of the HOA and/or its representatives.**

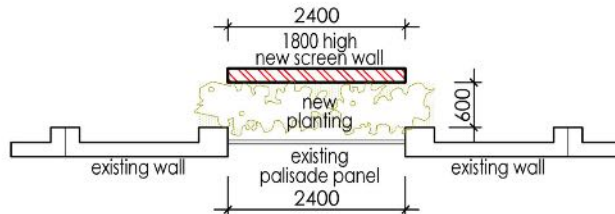
**Annexure "A" – Boundary Wall examples**



## Annexure "B" Steel Palisade Fencing -Privacy



**elevation of wall with palisade panel**



**plan view of wall with palisade panel**

Annexure "C" Examples of awnings and drop down blinds allowed and not allowed



**allowed**  
color to match existing house or white



**not allowed**



**allowed**  
color to match existing house or white

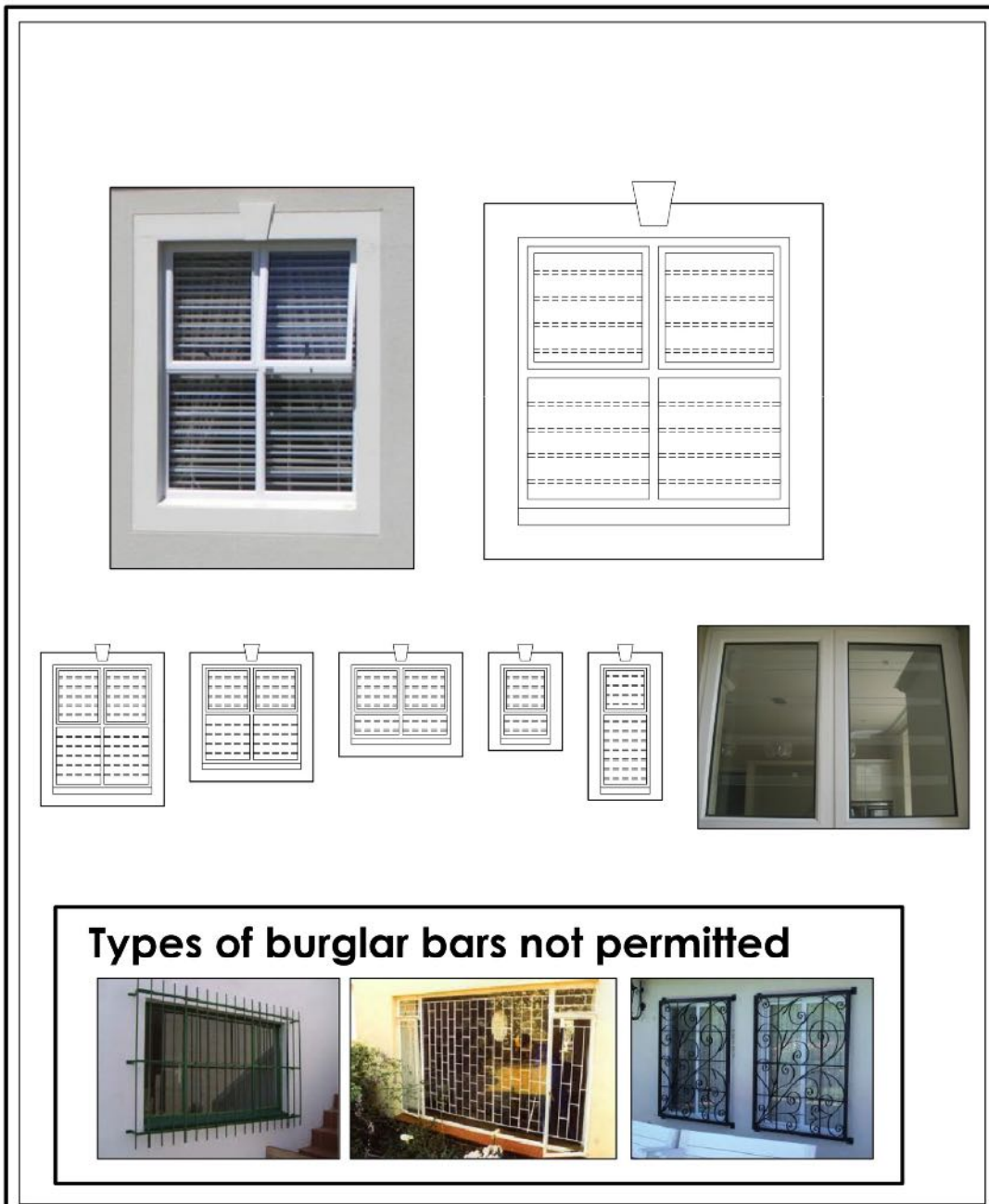
**Annexure “D” Non-permissible chimney/Steel flues**



**not allowed**

### Annexure "E" – Burglar Bars

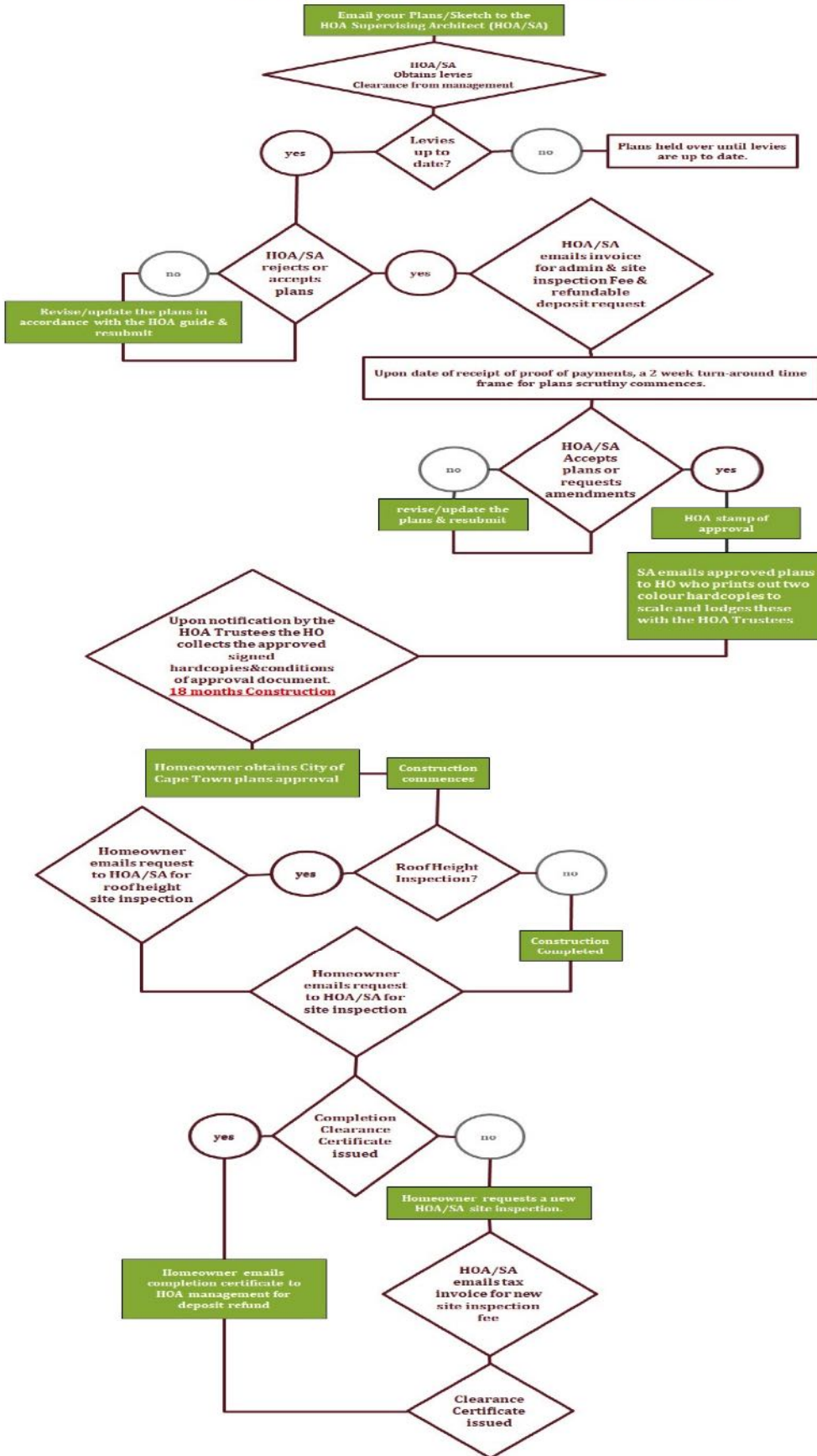
From a design point of view light pattern burglar guards as shown below are preferred  
However, the "trellidoor " type option will be allowed  
All bars must be white in colour and installed as unobtrusively as possible.





# Annexure “F” – Planning Application Scrutiny Process

## PLANNING APPLICATION FLOWCHART



**ANNEXURE “G” Current Plan Submission Fees & Refundable building deposits**

<b>Item</b>	<b>Amount (Excl. VAT)</b>	<b>Amount (Incl. VAT)</b>	<b>Additional Information</b>
Scrutiny and Approval of Building Plans	R 536.00	R 616.40	Written approval issued with comments where required.
Minor works scrutiny of A4-A3 sheets	R 309.00	R355.35	Written approval issued with comments where required.
Per Site Inspection and Issuing of Completion Certificate	R 536.00	R 616.40	Issuing of Completion Certificate to facilitate return of Builder’s Refundable deposit.
Per site inspection – “Minors works”	Zero	Zero	No site inspection for “Minor works”
Applicants refundable deposit – “Minor works:”	Zero	Zero	
Applicants refundable deposit – All other works:	R 2 500.00	Zero	For all structural building work.

- Refundable deposits to be withheld if deviations are made from the approved plan.
- Refundable deposits to be withheld to offset damages to common property not repaired; where applicable.
- Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of commencement of the building work.
- Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- Refundable deposits to be refunded subject to the conditions above.
- The Planning application fee shall increase to R 1 250.00 (ex.vat) should construction work have already commenced or have been completed at the time of the application.

NOTE: ON COMPLETION OF YOUR PLANNING APPLICATION, THE SUPERVISING MUST BE CONTACTED TO EXECUTE A FINAL SITE INSPECTION. HE WILL ISSUE A COMPLETION CERTIFICATE AND YOUR REFUNDABLE DEPOSIT WILL BE REFUNDED.

**YOUR CURRENT APPOINTED SUPERVISING ARCHITECT IS:**



PO BOX 5293 TYGERVALLEY 7536  
 TIEKIEDRAAI 8 VIERLANDEN DURBANVILLE 7550  
 TELEPHONE 021 975 9083 FACIMILE 086 672 9434  
 TELEPHONE MOBILE 083 309 3024  
 EMAIL [info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)  
[whitplan@iafrica.com](mailto:whitplan@iafrica.com)  
 WEB [www.regwhittakerarchitect.co.za](http://www.regwhittakerarchitect.co.za)  
 SACAP-PrArch.Reg.No.6572



# :HOME IMPROVEMENT PLANNING APPLICATION FORM:

## 1.HOMEOWNER DETAILS

ERF NO.....

NAME.....(PROPERTY OWNER)  
CELL NUMBER.....(PROPERTY OWNER)  
STREET ADDRESS OF PROPERTY.....  
EMAIL ADDRESS.....(PROPERTY OWNER)

## 2. DETAILED SCOPE OF WORKS: (to be completed by Appointed Architectural Professional)

.....  
.....  
.....  
.....

## 3. PROPERTY OWNERS SIGNATURE:

.....

4. DATE SUBMITTED

The approval of any HOA planning application by this Supervising Architect does not absolve the homeowner from his/her responsibility to obtain City of Cape Town building plan approval. The HOA/Supervising Architect "Plans-approval-process" is not to be construed in any way whatsoever as City of Cape Town or SANS/Building regulations' planning approval. The HOA approval of this planning application is based entirely upon the merit of acceptable aesthetics and the reasonable compliance with HOA Architectural Guide manual.

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