

**ANASAZI HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
DEVELOPMENTS: CHECKLIST AND REQUIREMENTS BY MILESTONE**

1. Plan Approval

A. Submission of Application

From Licensed Builder and Lot owner:

The following are to be submitted to the ACC in ONE package, in both 1 large scale paper copy and an identical PDF digital copy.

- Complete Application signed by Licensed Builder and Lot owner
- Set of Development Plans
 - Topographical Site Plan, prepared by licensed surveyor
 - proposed structure(s)
 - 16 locations sited, per Rules section 2.1.2
 - separate plan, NOT co-mingled with G&D or Landscaping plans
 - includes builder estimate of maximum height elevation for Lot
 - Grading and Drainage Plan prepared by a licensed engineer (per Rules section 2.1.2)
 - Construction plans
 - 4 Elevations
 - Foundation Plan
 - Floor Plan
 - Roof Plan
 - Framing Plan
 - Electrical Plan
- Landscaping Plan (to be submitted after construction & prior to beginning landscaping)
- GB 02 or GB 98 Builder's License
- Insurance
 - Builder's Risk/Course of Construction Insurance policy
 - Business/Commercial policy with \$1M liability
 - Both policies must certify insurance coverage for the specific Lot and list the Anasazi Homeowner's Association as also insured
- Physical samples of Exterior colors and materials
- Exterior Lighting pictures and specs
- Solar equipment location, if any
- Initialed and dated copy of the current ACC Rules (all pages) – Lot owner and Builder
- Initialed and dated copy (cover sheet ok) of AHOA CCRs (3-6-03) and Amendment to CCRs (10-27-04)
- Cashier's check for Review and Administration Fee (due when Application form is submitted)

B. Mandatory meeting

From ACC:

- Results of the ACC review, agreements, revised Submission documents reflecting required changes, ACC maximum height elevation requirement
- Review of requirements that must be approved in advance during the course of the construction
- Reminder of requirements not to be overlooked

From Licensed Builder or Lot owner:

- Compliance Deposit (due at Mandatory meeting, deposited upon Plan approval)

C. After Mandatory Meeting

From ACC:

- ACC Advisory indicating requirements to be met before approval (if needed)
- ACC Development Plan Approval with signatures, date of approval, special notes and requirements from the meeting that must be approved in advance during the course of the construction.
- ACC signed copy of Lot Development Plan Demonstrating Drainage Mitigation.
- ACC, builder and Lot owner signed copy of Stucco and Colors Agreement.

MILESTONE ONE – Plan Approved

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No Commencement of Construction and Building Until Requirements Met. (Rules section 5.2)

Before any Development construction commences on a Lot, the Mandatory meeting must have occurred, Development Plan approved by the ACC, proof of zoning approval obtained and a copy filed with the ACC within seven days of issuance, and flagging erected per Rules section 7.6.

In the interim time period between ACC approval and proof of zoning approval, per CCR Section 6.1: "No construction whatsoever including, without limitation, site preparation, clearing of trees or excavation, shall commence without the prior written approval of the ACC" and, per ACC Rules, the zoning approval obtained and acknowledged by the ACC.

"Construction" shall mean any and all actions taken to execute any Development of a Lot, including deposit or erection of equipment or other material, and there shall be no disturbance of the soil or vegetation of the Lot AT ALL prior to meeting Commencement requirements.

Allowable exceptions to the Commencement requirements are surveying and placing flags only to identify the boundaries of the Lot, natural grade current contours, and potential placement of a structure, and soil testing. All exceptions must be required to prepare for a Development Site Plan and G&D Plan submission.

2. Zoning Approval and Flagging (Required BEFORE Commencement of Construction)

From Licensed Builder:

- Copy of Zoning approval – submitted to the ACC within 7 days of issuance
- Flagging installed on the site, along and across the street or roadway adjacent to the construction and anywhere else as directed by the ACC

From the ACC after Receipt of the zoning approval:

- ACC acknowledgement in writing that construction can begin

MILESTONE TWO – Approved to Begin Initial Site Development

No Commencement of Construction and Building Until Requirements Met. (Rules section 5.2)

Commencement of building, including placement of footings or foundation without a valid building permit obtained and a copy filed with the ACC within seven days, may result in a penalty by the ACC, as well as penalties assessed by the applicable governmental authorities.

3. Initial Site Development

A. Licensed Builder required actions

- Copy of Building Permit – submitted to the ACC within 7 days of issuance. A valid date of issuance must be on the Permit.
- Copy of SWPPP Permit (if applicable)
- SWPPP Permit (if required) posted at the site
- Building Permit posted at the site
- Portable toilet is placed on property when grader arrives or construction commences. Toilet must remain on site and operable through the duration of construction
- Recommend, but do not require, security fencing to prevent theft
- 4-8" cobble installed on first 5-10 feet of driveway or temporary Lot access. Must be installed as

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soon as initial grading is done. If grader caused dirt to contaminate the street or roadway, it must be cleaned up before cobble is laid. See Rules section 7.13 regarding damage to streets, roads and walking paths

- Site graded to within 5% of final grade, inclusive of on-site water detention and erosion protection, driveway, drainage crossing and courtyards.
- Temporary detention ponding completed
- Cement washout is completed and maintained for duration of construction. Builder is responsible for cement clean up if wash is done on street or road, and if cement is deposited anywhere on streets or roads by the cement delivery company.
- No disturbed slopes to exceed 3:1
- Corners of structure staked
- Forms set for concrete vertical stem walls, and concrete pad, if monopour
- Once forms are set for concrete vertical stem walls (all concrete if monopour), an ILR (also called a Forms Survey) prepared by a licensed surveyor

B. Prior to Pouring the Concrete Forms or Vertical Stem Walls

From Licensed Builder:

- Improvement Location Report (ILR) (also called a Forms Survey) prepared by licensed surveyor

From the ACC after receipt of ILR:

- ACC acknowledgment in writing of ILR and approval for the concrete forms or vertical stem walls to be poured

MILESTONE THREE – Approved to Pour Concrete and Begin Building

4. Lot Development

A. Licensed Builder required actions

- Dumpster placed on site prior to delivery of framing materials. Dumpster must be emptied when trash is visible above the rim. Dumpster must remain on site through the duration of construction.
- Driveway entrance culvert at least 18 inches wide extending up to 5 feet past each side of driveway
- Any mechanical equipment on the roof or on the ground is screened from view by an enclosure that is full height on all four sides. Framing is the time to assure this to avoid a costly error
- Retaining wall(s) installed, stabilization of disturbed slopes with erosion control rock

B. *From Licensed Builder:*

- Submit Height report at end of framing See Rules section 6.4
- Submit any changes to approved Plan for ACC approval
- Submit any required documents agreed during Review Meeting
- Submit any documents/samples required for requested Plan changes
- Submit Landscaping Plan – approval required prior to commencement of landscaping

C. *From ACC (if applicable):*

- ACC approval in writing of any requirements from the Plan meeting and/or Plan changes that must be approved in advance

D. *From Licensed Builder prior to Final Inspection:*

- Grading and Drainage Compliance Certificate prepared by a licensed engineer
- Final (as-built) Improvement Location Report (ILR) prepared by licensed surveyor
- Final Height report prepared by licensed surveyor
- Certificate of Occupancy
- Request ACC Final Inspection

MILESTONE FOUR – Construction Complete and Ready for Final Inspection

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5. Final Inspection

A. Minimum ACC Final Inspection checklist

- Certificate of Occupancy
- Grading and Drainage Compliance Certificate prepared by a licensed engineer, stamped, dated and signed
- Final (as-built) Improvement Location Report (ILR) prepared by licensed surveyor, stamped, dated and signed
- Final Height report prepared by licensed surveyor
- Full height, 4-sided stuccoed enclosure of AC and other equipment
- All walls stuccoed to color match house, unless exceptions approved
- All external piping or other attached items are painted to color match the house
- Approved external lighting (and solar equipment, if any) adheres to ACC Rules
- Driveway with adequate culvert crossing (with end caps) or dip section, if required
- Approved erosion control of slopes and detention ponds installed and functioning
- Bar ditch restored or reshaped if necessary
- Repairs to adjacent streets, roadways or shared private access easement(s) complete, if damaged or disturbed
- Approved landscaping complete (including restoration of disturbed areas per ACC Rules)
- Dumpsters, portable toilets, concrete washout and materials, and temporary fencing removed
- All other visible signs of construction removed
- Job site clean and in order
- Other (as needed)

B. *From ACC after Final Inspection:*

- Final Inspection Advisory indicating requirements needed for approval (if needed)
- Final Inspection Approval in writing

C. *From the Party who paid the compliance deposit, after receipt of Final Inspection Approval:*

- Request refund of compliance deposit, less penalties, if any, from the ACC

D. *From the ACC after receipt of refund request:*

- Compliance deposit refund processed and sent to payee

MILESTONE FIVE – Final Inspection Approved and Deposit Refunded