

## **INFORMATION FOR CONTRACTORS AND OWNERS DURING CONSTRUCTION**

### **Owner's Responsibility During Construction**

The Owner is responsible for complying with all Construction Guidelines throughout the duration of construction.

### **Pre-Construction Conference**

After final approval of plans by the DRC and prior to beginning any site preparation or construction work, the Owner and Contractor shall advise the DRC in writing of the proposed construction schedule and shall attend an on-site meeting with the DRC Chair and/or DRC committee members to review the construction regulations, procedures, and guidelines.

All final construction documents shall be provided to the DRC at this conference if different than the final DRC approved set of plans. Other items to be submitted include:

- **Refundable Construction Security Deposit**
- **Construction Area Plan** (Laydown Area) showing the proposed location of signage, building materials, dumpster, portable toilet, plant nursery within the construction zone.
- **List of Subcontractors** and contact phone numbers.
- **Color photographs or prints.** Photographs of the first ten feet (10') in front of the property behind the street showing existing landscape and street conditions in front of the property prior to construction. The photographs shall be labeled showing the location of each photo, and the photos should specifically identify any pre-construction damage to the street. Photos shall be provided for both sides of the street(s) including parking areas adjacent to the construction site prior to the commencement of any construction activity.

**Construction Guidelines.** The following guidelines will be addressed during the pre-construction conference and should be adhered to throughout the construction process.

- Tagging of Native Plant Material. Prior to beginning construction on the Project site, the Owner shall:
  - tag all native plant material within the Building Envelope proposed for removal or relocation and shall identify the site location for a "temporary plant nursery",
  - isolate and protect from unnecessary damage during construction all trees, cacti, major shrubs, boulders, etc. in this area.
- Revegetation after construction within the Transitional Desert Area should be consistent with existing vegetation.
- Temporary Construction Fence and Limits of Construction.

Prior to the commencement of construction, the General Contractor shall establish the Limits of Construction and maintain a physical boundary fence for every aspect

of construction within the Lot, beyond which no construction activity (including storage of materials, access) shall take place. The fence shall be a minimum of a six (6') foot high chain link "security fence" with opaque green screen mesh placed along both sides of the driveway and along the perimeter of the construction area to protect preserved natural area and to contain all construction within the Limits of Construction. This fence shall stay in place until all perimeter site walls and courtyard fences are constructed and all of the residential building(s), patio walls, retaining walls and fences and pool are stuccoed and finished painted, all exterior construction scaffolding has been removed from the site, and the Residence is ready for finish grading and landscaping.

Supplies of brick, block, lumber, and other materials and construction equipment shall be kept only within these Limits of Construction or in other areas approved by the DRC, which may also require screening of these areas.

- Worksite  
The worksite surrounding the construction site shall be free of trash and other loose debris.
- Field Office  
A temporary contractor's field office, such as a trailer, office shed, temporary mobile office, etc., may be permitted on site but is not permitted on the streets or easements/street tracts owned by the community.
- Sanitary Facilities  
Proper, temporary sanitary facilities for all construction personnel shall be provided within the approved final construction area, off of the street or curb, and in conjunction with all local governing health codes and ordinances. The DRC requires that the portable toilets be located inside the construction fence and that they be shielded from neighboring properties.
- Construction Parking  
Parking for construction workers' vehicles shall be provided within the Limits of Construction or, with the prior written approval of the DRC, on the street adjacent to the Property, but out of the way of two-way traffic.
- Posting on Site of Working Hours, Fire Extinguisher, Lot Number and Required Building Permit(s)  
The Owner, through his/her General Contractor, is responsible for installing on the construction site at the street, and within the construction zone, a maximum of two 4x4 posts to contain, the General Contractor's name and business phone number, a fire extinguisher, the Lot number, any required agency building permit(s), a container for any required agency Approved Construction Documents, and a complete schedule of the hours any construction activity is allowed to occur within. This schedule shall be readily legible and maintained throughout the duration of construction. The overall dimension of a surface containing this data shall not exceed 2' x 3'. The Fire Extinguisher and the container may be attached to the

post. Information such as “For Sale”, “Available” or similar language, or descriptive phrases such as “3-bedroom” may not appear on any construction sign. No additional signs shall be attached to this main sign.

- Construction Hours

Construction activity shall be allowed only during the following times, and construction personnel other than the Owner shall leave the Community premises by the end of the construction activity period noted below:

October 15 through May 15

Monday through Friday	8:00 a.m. to 5:00 p.m.
Saturdays	8:00 a.m. to 1:00 p.m. (quiet work only)
Sundays and Legal National Holidays	No work allowed

May 15 through October 15

Monday through Friday	6:00 a.m. to 5:00 p.m.
Saturdays	8:00 a.m. to 1:00 p.m. (quiet work only)
Sundays and Legal National Holidays	No work allowed

It is the responsibility of the Owner through his/her General Contractor to notify all construction personnel who will be associated with the project of the restrictions for working hours.

- Maintenance of construction site and adjacent areas

The Owner and Contractor are required to continuously maintain the street, Easements, natural areas, and roadway areas adjacent to the site clean and free of construction dirt and debris throughout the duration of construction.

- Construction Noise

The Owner shall ensure that his/her General Contractor, or any of the General Contractor’s sub-contractors, suppliers, fabricators, and all construction personnel, do not exceed reasonable levels of construction noise. Non-construction noises (radios in particular) should not be heard from any adjacent Property or street outside the construction site. It is strongly recommended that all radios be used with earphones or that no radios be used at all.

- Construction Inspections

Periodic inspections, consistent with the Declarations, may be made by the DRC Chair and/or committee members and contracted design professionals to determine compliance with the Approved Final Design Plan. Non-compliance with the approved drawings may result in the DRC’s issuing a stoppage of construction until identified problem(s) are corrected to the satisfaction of the DRC.

Depending upon the size of the project, there may be at least four inspections during construction:

- Pre-Construction Site Inspection (DRC)
  
- Completion of framing (DRC)
  
- Certification of Finished Floor Elevations, Building Height & Building Setbacks (Land Surveyor or Civil Engineer)  
The CHOA requires that a registered Land Surveyor or Civil Engineer submit to the DRC a form certifying that the finished floor elevation and major corners of the building stem walls have been installed to the requirements of the approved construction documents (building permit set). The Owner shall be responsible to furnish the DRC with a copy of this required certification form in order to verify compliance with DRC site development Design Guidelines and the approved Final Design Application.
  
- Completion of construction (DRC)
  
- If demolition is part of the project:
  - Pre-demolition inspection of the property to be demolished
  - Post-demolition inspection prior to construction

It is the Owner's responsibility, through his Contractor, to notify the DRC Chair or designee when the phases required for each inspection or certification have been reached.

#### **Owner's/Contractor's Acknowledgment of CHOA Construction Guidelines Form**

The Owner and the General Contractor shall sign an Owner's/Contractor's Acknowledgment of the CHOA Declaration, Design Guidelines, and Information for Contractors Form (APPENDIX I) stating that they will abide by these rules and regulations throughout the design and construction process, and will require that all sub-contractors, suppliers, fabricators, laborers engaged by the Owner and/or General Contractor abide by these same conditions.

#### **Field Revisions**

Field problems requiring material revisions to the DRC approved final design plans shall be brought to the attention of the DRC Chair for approval to proceed prior to any construction activity involving such revisions.

# APPENDIX 1. OWNER'S ACKNOWLEDGEMENT OF THE CHOA DECLARATION, DESIGN GUIDELINES, AND INFORMATION FOR CONTRACTORS

## AFFIDAVIT OF RECEIPT FORM:

I hereby acknowledge that I have received and read the current edition of the CHOA Declaration, Design Guidelines, Design Guidelines Processes, and Information for Contractors and agree to abide by them in their entirety.

### OWNER(S):

Print Name(s) Los Caballeros Lot Number

Signature(s) Date

Contact Street Address

Contact Town / State / Zip Code

E-mail Address Phone Number

### PRIMARY CONTRACTOR:

Company Name AZ License No.

Principal (print name) Title

Signature Date

Street Address

Town / State / Zip Code

E-mail Address Phone Number