

**VERDERA COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)
APPLICATION FOR PLAN APPROVAL**

Date: _____

Lot#/Address: _____

Owner

Contractor

Name: _____

Name: _____

Address: _____

Address: _____

City, Zip: _____

City, Zip: _____

Phone #: _____

Phone #: _____

E-Mail: _____

E-Mail: _____

Type of Submittal (Check off appropriate one)

BACKYARD LANDSCAPE: _____

RESUBMITTAL: _____

Requires the following: (refer to Guidelines for a complete list)

- Application for Plan Approval
- Contractor Representation Form
- Responsibility for Defect and Release of Claims (see attached)
- \$400 Review Fee check made out to Verdera Community Association
- 3 sets of Landscape Plans
- Arborist Report, if you plan to remove any trees
- \$1,000 refundable deposit made out to Verdera Community Association (at time of Final Plan submission)
- Appointment of Agent (if applicable)
- Construction Security Deposit Form

**VERDERA COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE (DRE)
EXTERIOR FINISHES FORM**

Owner: _____ Date: _____

Lot/Address: _____

◆ All Submittals Must Include Samples and Manufacturer

Changes to or New Structure Exterior Material – Full size samples are required

Hardscape

Material	_____
Finish	_____
Color	_____
Pattern	_____

Outdoor Fixtures

Lighting
Fountains
Fireplace
Kitchen
Arbor

**VERDERA COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE (DRE)
CONTRACTOR REPRESENTATION FORM**
(completed by the General Contractor)

Lot #/ Address: _____

Residence being built for: _____

I _____ hereby agree to follow the plans approved by the Verdera DRC in the construction of this project. Any changes that will affect conformance with the approved plans will be submitted to the DRC for approval before proceeding. I agree to submit accurate as-built plans at the completion of the project, if requested. I understand and agree that the approval of the plans does not guarantee compliance with other applicable building codes or standards.

I have received the "General Rules for Contractors and Service Personnel" and I agree to abide by these rules throughout the construction of this project, whether by the owner, general contractor, subcontractor, or material men, that the Construction Compliance Deposit on account may be reduced by the cost of restoration, if any, and up to \$250 fine per violation, and that the violator may lose other rights and privileges.

Date: _____ Signature: _____

Contractors Lic. #: _____ Print Name: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Office Phone #: _____ Cell #: _____

E-Mail: _____

**VERDERA COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)
CONSTRUCTION SECURITY DEPOSIT FORM**

Lot# _____

All plan approval applications submitted to the Design Review Committee requires the submittal of a refundable construction security deposit ("Security Deposit"). The Security Deposit shall be in the amount of One Thousand Dollars (\$1,000.00) and shall be held, administered and distributed by the Association in accordance with the Declaration of CC&R'S and the procedures set forth below.

DEFINITIONS:

- a. **ADJACENT IMPROVEMENTS:** The sidewalks, curbs, gutters, paving and drainage, common area improvements, or other site improvements immediately adjacent to the Lot.
- b. **ASSOCIATION:** Verdera Community Association, a California nonprofit mutual benefit corporation.
- c. **LOT:** The residential lot on which the improvement is proposed to be constructed.
- d. **OWNER:** The record owner of any residential lot.
- e. **DRC:** Design Review Committee.
- f. **OWNER'S IMPROVEMENTS:** All improvements on an Owner's Lot which are subject to DRC review.

DAMAGE TO ADJACENT IMPROVEMENTS: Before obtaining a building permit for the construction of an Owner's improvement, Owner shall notify the Association in writing of any then existing damage to the Adjacent Street or Common Area Improvements and request a joint inspection. Except for damage noted in the joint inspection, Owner shall be responsible for all damage to the Adjacent Street or Common Area Improvements which occurs prior to the date that the Security Deposit is refunded to Owner, whether or not such damage is the responsibility of Owner and Owner's employees, contractors, subcontractors or suppliers. Owner agrees to make such repairs to the Adjacent Street or Common Area Improvements to the full satisfaction of the Association, and any appropriate governmental agencies.

STREET CLEANUP: Owner agrees to clean Adjacent Street and Common Area Improvements daily (and prior to 3:00 p.m. on every Friday) of any mud, dirt or debris caused by or the result of construction activities by Owner, it employees, contractors, subcontractors or suppliers.

OTHER DAMAGE AND CLEANUP: Owner acknowledges that the construction of Owner's improvements may cause damage to Association improvements in open space areas, common areas and other portions of Verdera Community Association. In addition, Owner acknowledges that open space areas, common areas and other portions of Verdera Community Association may require general cleanup of debris resulting from the construction of Owner's improvements. Owner agrees to repair any such damages and to remove any such debris from the open space, common area or other areas, including nearby residential lots, which are caused by or the result of construction activities conducted by Owner or Owner's employees, contractors, subcontractors or suppliers.

STORAGE AND REMOVAL OF TRASH AND DEBRIS: Owner hereby agrees that Owner shall store all trash and debris in appropriate containers. Such containers and any stored material shall not be located upon any street, curb, sidewalk or adjacent property or within ten (10) feet of any curb or sidewalk. All trash and debris shall be removed by 3:00 p.m. each Friday or, if sooner, within three (3) days after receipt of a demand from the DRC or the Association.

APPLICATION OF SECURITY DEPOSIT: The Association shall deposit the Security Deposit into a non-interest bearing account. In the event that Owner does not (a) make any repairs or replacements as required above, within ten (10) days after delivery of written notice by the Association, or (b) remove any material, trash or debris as required above, within three (3) days after delivery of written notice by the Association (by 3:00 p.m. on any Friday, in which case no notice is required), the Association shall have the right, but not the obligation, to perform such repairs, replacements or removal and the cost thereof shall be promptly reimbursed to the Association by Owner. In addition, the Association may construct temporary screening or other measures to prevent debris from entering the drainage system, open space, common area or other areas, and the cost thereof shall be promptly reimbursed to the Association by Owner.

If Owner fails to reimburse the Association within ten (10) days after the Association's written request, the Association may apply the Security Deposit towards the reimbursement, and Owner agrees to restore the Security Deposit to its original amount.

REFUND OF SECURITY DEPOSIT: The Owner shall notify the Association as soon as the Owner's Improvements have been completed by submitting a Notice of Completion Form. Within forty-five (45) working days after the Association receives such notice, the Association shall inspect and accept or reject the condition of the Adjacent Common Area Improvements. Upon acceptance, the Association shall refund the entire Security Deposit, less any un-restored amounts applied. Note: Both custom home and landscape improvements must be completed prior to return of deposit. The Association reserves the right to withhold return of the security deposit if it is noted that Improvements have not been completed per approved plan.

Owner agrees that the Security Deposit shall be held, administered and distributed as set forth in these Construction and Compliance Security Deposit Procedures and the CC&R'S.

Owner(s):

Signature

Signature

Address

City

Zip

Phone No.

Receipt of Security Deposit: Receipt of the sum of \$1,000.00 from _____
Check No. _____ is hereby acknowledged.

Date

VERDERA COMMUNITY ASSOCIATION

By: _____

**VERDERA COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)
NOTICE OF COMPLETION FORM**

Instructions:

1. Form must be completed and submitted to the Association for release of construction security deposit.
2. Include photos of front, rear and side elevations of improvement
3. Include photos of landscape/hardscape improvements.

Return to: Verdera Design Review Committee .
1875 Ladera Drive, Ste. 4, Lincoln, CA 95648
(916) 253-9205
Email: Leanne@verderahoa.com

I, _____ (name of Lot Owner) hereby notify the Association that construction improvements to Lot# _____ are now complete.

Photos Included:

- Rear Elevations
- Landscape/hardscape Improvements
- Pool/Spa/Other Improvements

Owner(s):

Signature

Signature

Address

City

Zip

Phone No.

Date

DRC Approval:

Signature

Date Inspected