

Covenant Hills
— AT LADERA RANCH —

Construction Manual For Custom Homesites

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I. ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

As the Owner of Homesite _____, Tract _____ in Covenant Hills, I acknowledge receipt of one (1) copy of the Covenant Hills Custom Homesites Construction Manual. I understand a copy of the Covenant Hills Custom Homesites Construction Manual will be provided to my General Contractor and/or onsite Supervisor at the Pre-Construction Orientation meeting.

I agree to include in my construction contract a clause that requires the General Contractor, his employees, subcontractors, and suppliers, to comply with the procedures and requirements specified herein. As the Homesite Owner, I also agree to comply with the construction procedures outlined in this document including, but not limited to, the replacement of money taken by LARMAC from the Compliance Deposit. I understand that failure to comply with the procedures and requirements specified herein may result in the denial of construction access until all violations are rectified, the loss of deposits, and the levying of an assessment for any damage to the Covenant Hills Community, which may be taken from the Compliance Deposit funds.

Owner's Signature

Owner's Name/ Owner's Representative (Print)

Date

II. PURPOSE

The purpose of this manual is to provide Homesite Owners (“Owners”) and their General Contractors with a set of guidelines for use during construction of any improvement at Covenant Hills Custom Homesites. In order to ensure that the information contained in this manual is enforced, Owner must reference this manual in their written agreement with the General Contractor.

III. PRIOR TO CONSTRUCTION

A. Helpful Contact Information

1. G4S Secure Solutions
(949) 351-9253 Mobile

2. LARMAC
1 Daisy Street
Ladera Ranch, CA 92694
LARMAC Custom Lot Coordinator
(949) 218-0900

B. Utility Companies

The following utility companies serve the Covenant Hills Custom Homesites

1. **San Diego Gas & Electric**
Lines have been installed to each property line. Owners are responsible for the extension of said lines to the residence.

2. **The Gas Company**
Lines have been installed to each property line. Owners are responsible for the extension of said lines to the residence.

3. **Santa Margarita Water District** (water and sewer service)
Water and sanitary sewer lines have been installed to each property line. Owners are required to pay costs for extension hook-up to sewer service.

4. **Cox Communications**
Lines have been installed to each property line. Owners are responsible for the extension of said lines to the residence. In addition, each Owner is required to provide in-home low voltage wiring meeting certain specifications (Refer to the Pre-wire Guidelines).

5. **AT&T**
Lines have been installed to each property line. Owners are responsible for the extension of said lines to the residence.

It is the Owner's responsibility for contacting the service providers directly. Questions pertaining to service should be directed to the appropriate service provider. Markers are provided onsite for sewer, water and storm drain points-of-connection.

C. Regulatory Authority

The Homesite is situated in an unincorporated area of Orange County, and is therefore subject to the County of Orange's jurisdiction. Further, other state and federal agencies have regulatory authority regarding various matters affecting the development of Ladera Ranch. Please refer to the Master Declaration of Covenants, Conditions and Restrictions, and Reservations of Easements for Ladera Ranch (as supplemented or amended "Master Declaration") and the Amended and Completely Restated Custom Homesite Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Covenant Hills (as supplemented or amended "Custom Homesite Declaration") for further description of the public agencies with jurisdiction over all or portions of Ladera Ranch. All building approvals must be requested from the County of Orange.

D. Owner/General Contractor Responsibilities and Requirements; Compliance Deposit

1. Any General Contractor hired to construct the Owner's residence must be licensed in the State of California.
2. An on-site construction representative with the authority to receive deliveries and direct suppliers and subcontractors shall be required at all time during construction. The current name, address, phone number, email address and fax number must be provided to LARMAC.
3. The Owner, the General Contractor and the Superintendent must attend the Pre-Construction Orientation meeting described below.
4. The Owner has provided a \$10,000 refundable deposit to LARMAC (herein the "Compliance Deposit") to assure compliance with LARMAC's Governing Documents, and to assure the timely clean-up and repair of damage (including but not limited to damage to the parkways/swales, streets, curbs, hardscape, landscape, mailboxes, storm drains, utility structures, fire hydrants and light standards) caused during construction by Owner or his agents to property owned, managed or maintained by Ladera Ranch Maintenance Corporation ("LARMAC"). LARMAC has the right to take, or draw from the Compliance Deposit for any and all expenses and costs incurred by LARMAC in connection with any corrective efforts undertaken in the event Owner fails to take corrective action following notice from LARMAC. Emergency repairs to avoid or remedy damage to property and/or injury to persons may require notice to the Owner after action is taken by LARMAC.
5. The Owner shall not allow the remaining Compliance Deposit balance to fall below eight thousand dollars (\$8,000.00). If, as a result of charges to the Compliance Deposit by LARMAC, the balance drops below \$8,000.00, Owner shall, within ten (10) business days after written notice from LARMAC, restore the deposit to the full ten thousand dollars (\$10,000.00). Construction access will be denied if not replenished per Section VII of the Community Guidelines.

6. Owner understands and agrees that LARMAC may take from the Compliance Deposit such amounts as are required for emergencies, including, but not limited to emergency repairs, or measures to prevent the blocking of all or any part of access to the street or other privately owned Homesite, injury to persons and /or damage to real and /or personal property of other than Owner, without prior notice to Owner. Other than for emergencies, written notice will be given to Owner at least ten calendar days before the taking or draw from the Compliance Deposit occurs. During the ten calendar day period Owner may deliver to LARMAC a written request for a meeting/hearing with LARMAC staff. Owner shall bring to the meeting all materials and witnesses Owner wishes LARMAC staff to see and/or hear. All materials will become a part of the LARMAC Owner's file and remain with LARMAC. Following the meeting/hearing a written notice of the agreed outcome or the staff decision (if no agreement is reached with the Owner) will be sent to Owner within five (5) business days after the meeting/hearing. Thereafter, LARMAC may, in conformance with the notice of outcome/decision, take the money from the Compliance Deposit.
7. The taking or draw from the Compliance Deposit will be subject to appeal by the Owner to LARMAC's Board, or a committee designated by the board for such appeals.
8. LARMAC has the right to take, or draw from the Compliance Deposit for any and all monetary fines levied for violations of the LARMAC Governing Documents. The above procedure will also be used for violations of the LARMAC Governing Documents which have not or do not result in out of pocket costs/expenses to LARMAC, e.g. the Contractor or Sub-Contractor arrives too early or stays too late.
9. Owner understands and agrees that Owner shall be responsible for all acts and/or omissions of the General Contractor, Superintendent, all Sub-Contractors and/or Suppliers providing work, labor, services, goods, materials and/or products of every type or kind for or for the Owner's Homesite and/or home.

E. Pre-Construction Insurance Submittal Requirements

Before the Pre-Construction Orientation Meeting is scheduled, and before construction commences, Owner must submit to, either electronically or via U.S. Mail, and receive written approval from, LARMAC for the following items:

1. **Certificate of Insurance**: General Contractor's Certificate of Insurance for commercial general liability and auto liability insurance. The insurance must be maintained for the entire period of time necessary to construct the Owner's residence or residential addition. The Certificate must show that the Owner's General Contractor has (i) commercial general liability insurance on an "occurrence" basis, with deductibles reasonably acceptable to Owner, with a combined single limit for bodily injury and property damage of at least \$1,000,000.00 and (ii) automobile liability insurance covering owned, hired,

and non-owned automobiles, trucks, vehicles and trailers used by General Contractor in constructing the residence, with a combined single limit for bodily damage and property damage of at least \$1,000,000.00. A Certificate of Insurance must be provided to LARMAC, either electronically, as set forth below, or mailed to the 1 Daisy Street address. The certificate must name as certificate holder, Ladera Ranch Maintenance Corporation, 1 Daisy Street, Ladera Ranch, CA 92694

Both the automobile liability insurance policy and the commercial general liability insurance policy must provide that the insurance shall not be canceled, limited in scope of coverage, or non-renewed until thirty (30) days' prior written notice has been given to Ladera Ranch Maintenance Corporation.

2. **Endorsements:** The commercial general liability policy shall be for on-going and completed operations and each must provide the following:
 - a. Additional insured endorsement naming Ladera Ranch Maintenance Corporation, and their officers, directors, agents, employees, members, divisions, shareholders, parent and subsidiary and affiliate companies.
 - b. The general contractor's insurance is primary and any other insurance maintained by such additional insureds is noncontributing with this insurance with respect to claims or liability arising out of or resulting from the acts or omissions of the named insured, or of others performed on behalf of the named insured."

Endorsements that include language that the coverage provided to LARMAC is contingent on a contract, written or otherwise, will not be accepted.

Nothing set forth above is to be construed as limiting the type, quality or quantity of insurance the Owner or the Owner's General Contractor should maintain or the extent of either the Owner's or the Owner's General Contractor responsibility for payment of damages.

Example endorsements are available from LARMAC upon request. Example endorsements are for illustrative purposes only and are intended to help explain, through example, the type of additional insured endorsement and wording which may be acceptable in order to meet the requirements of a pre-construction insurance submittal. Submittal of the same or similar endorsement does not guarantee approval.

As noted above, the Certificates of Insurance and Endorsements may be sent to LARMAC at 1 Daisy Street, Ladera Ranch, CA 92694, or may be submitted electronically to the LARMAC Custom Lot Coordinator via e-mail at memberservices@laderalife.com.

F. Pre-Construction Orientation Meeting

After the Owner has secured all necessary Working Drawing approvals from the County of Orange and the Aesthetics Review Committee (“ARC”), and received insurance approval from LARMAC, a pre-construction orientation meeting between the Owner, the Owner’s General Contractor and Superintendent, and a representative of LARMAC will be necessary. The purpose of this orientation meeting is to review the custom home building requirements and to answer questions the General Contractor or Superintendent may have about the process. Work cannot commence on the Custom Homesite prior to the Owner, the General Contractor or Superintendent attending the orientation meeting.

IV. THE CONSTRUCTION PROCESS

A. Construction Access

Between the hours of 7:00 a.m. to 10:00 a.m., all construction traffic must enter through the construction entrance located off of Sienna Parkway. Only construction contractors, with a valid Construction Pass, will be able to enter the community. No construction access is permitted through the Covenant Hills gates off of Antonio Parkway and Sienna Parkway during these hours. After 10:00 a.m., construction traffic will have to proceed through the Covenant Hills gates off Sienna or Antonio, displaying the same pass.

The Construction Passes will be issued through LARMAC at the Avendale Club. The Avendale Club is located at 1 Daisy Street in Ladera Ranch. Each owner and/or site General Contractor will need to provide a list of all subcontractors and the number of passes needed for each subcontractor for the site. Refer to the attached LARMAC Construction Pass Information Form. Fax the completed form to the attention of the LARMAC Custom Lot Coordinator at (949) 218-0901.

B. LARMAC Access to Construction Sites

From Close of Escrow on the Homesite, through the Notice of Completion as required by the LARMAC Governing Documents, LARMAC shall have access to the Lot/Homesite and each building thereon at all reasonable times after giving 24 hour oral or written notice, or without prior notice if there is an emergency as described hereinabove:

1. Observe the Homesite or buildings (at no cost to the Owner) and confirm that the same are in compliance with the approved plans and specifications the Master Declaration and/or the Custom Homesite Declaration.
2. Remove security, health or safety risks or hazards.
3. Clean or maintain the Homesite or building at Owner’s expense. Funds will be drawn from the Construction Deposit placed upon the property.

C. Site Signage

No signs will be permitted on the Homesite or any other property, other than the General Contractor's, the Architect's, and the Landscape Architect's signs which conform to the Covenant Hills Homesite sign program. The permitted signs are limited to 16"x16" (maximum), and must be maintained in good condition. All signs must be removed after receipt of a Certificate of Occupancy for the residence.

D. Owner/General Contractor Responsibilities and Requirements

1. **Plan Approval: Revisions.** The Owner and General Contractor are required to construct the residence and surrounding improvements according to the plans, specifications and revisions approved by the ARC and the County of Orange or any other permitting agency and otherwise in accordance with all laws, permits, approvals, licenses or conditions imposed by the County of Orange or any other permitting agency ("Applicable Laws"). Revisions to approved architectural, grading and wall and/or landscape plans under construction must be approved by the Owner's architect or landscape architect before any ARC reviews. The **Request to Revise Plans** form attached hereto must be used for this purpose. The ARC will use reasonable efforts to review all completed submissions for proposed changes or deviations to the approved drawings and specifications expeditiously, but in all events the ARC shall either approve or disapprove the same within forty-five (45) days after receipt of a complete request. Failure to obtain the ARC's approval of any revisions may result in the removal of any or all unapproved construction. The Member Services Representative on behalf of the ARC may be reached as follows:

Kelli Austin
Member Services Representative
FirstService Residential
1 Daisy Street
Ladera Ranch, CA
Direct: 949.218.5563
Email: kelli.austin@fsresidential.com

2. **Utilities and Structures.** Prior to beginning any grading operation, you are responsible for confirming all utility and structure locations and for protecting them during construction.

3. **Basement Back cuts.** All basement back cuts must be replaced within 30 days from the start of the grading.

4. **Certifications and Submittals.** During the construction process the Owner, with the assistance of the General Contractor, shall submit the following construction certifications to the ARC in accordance with the Design Guidelines.

These certifications must show consistency with the approved drawings and specifications and shall be prepared and certified by either a land surveyor or a civil engineer registered and licensed to practice in California. All surveys shall be certified with the licensed professional's stamp and actual signature; copies are not acceptable.

a. Certified Survey of Foundations, Line and Grade

Prior to pouring any foundations, the Owner shall provide the engineer's certification that house and retaining wall foundation forms have been set in compliance with the setbacks required on the approved plans and specifications. This certified survey shall be submitted to the ARC for review prior to pouring the foundations.

b. Certified Survey of Framing

After framing the roof ridges of the residence, and prior to loading roofing materials, the Owner shall obtain a certified survey showing at a minimum the locations of all exterior walls and ridgeline heights, as measured from Rough Grade. The Owner shall submit this certified survey to the ARC, and shall allow adequate time for review prior to loading roofing materials. This submittal and any other modifications that were made to the residence will be reviewed at the Homesite.

c. Certified Survey of Walls, Fences and Drainage Swale and Conformance Exhibit

Following receipt of a Certificate of Occupancy from the County of Orange (and/or any other governmental agency), and following the completion of all landscaping and other improvements to the residence, the Owner shall submit the following materials to the ARC for review:

- ◆ A certified survey demonstrating that the parkway swale maintains the original line, grade, cross-sectional shape and hydraulic capacity as found prior to site move-on;
- ◆ A certified survey demonstrating that the location and height of all site walls and fences is in conformance with the approved plans and specifications; and
- ◆ A Notice of Completion from the Owner in the form attached stating that all improvements are complete and conform to the plans and specifications approved by the ARC pursuant to the Design Guidelines.

Following receipt of these materials, the ARC will review the improvements to verify whether construction complies with the approved drawings and/or whether all outstanding issues have been resolved. The ARC will take reasonable steps to schedule this review in an efficient manner, the ARC shall have up to forty –five (45) days. After inspection, the ARC shall either issue a Certificate of Completion or notify the Owner of any items that do not comply with the

approved plans and specifications. A Certificate of Completion is required prior to the release of any unused, refundable deposits held by LARMAC or DMB Ladera, if applicable.

5.Pre-Wire Guidelines.

- Owners must select and install the internet and cable wiring systems appropriate for their residence.
- Contractors must ensure that wiring is appropriate for Ladera Ranch's cable and internet services made available to all residences through Cox Communications.
- Owners must work with their contractors and specialists to ensure that wiring systems meet Cox's technical specifications.

6. Construction Waste Recycling. Waste recycling is a mandatory component of The Ladera Ranch Green Program for all Covenant Hills Custom Homesites. This program requires all homesites to achieve at least 50% recycling of all construction, demolition and land clearing materials. It is the responsibility of the Owner or the General Contractor to contract with one of the following companies which provide recycling services to Ladera Ranch.

CR&R at 949/738-3240 or
Waste Management at 714/480-2336

7. Storm Water Pollution Prevention Plans (SWPPP). Owner and General Contractor acknowledge that the Homesite is subject to certain storm water pollution prevention plans and erosion control plans. Owner and General Contractor agree that, in connection with its obligation to comply with all Applicable Laws, Owner will (or will cause the General Contractor to) file and comply with any and all plans required by applicable governmental agencies in connection with the construction of the residence and other improvements on the site. If Owner fails to comply after receiving the ten (10) day notice to correct, LARMAC will contract to install the necessary SWPPP at the Owner's expense. Funds will be drawn from the construction deposit.

8. Mailboxes. Mailboxes are provided by LARMAC to support occupancy. Contact your LARMAC Custom Lot Coordinator at (949) 218-0900 to schedule pickup of your mailbox. A minimum of 5 business days is required to schedule the pickup. Mailboxes must be installed according to map.

E. Site Conduct and Safety Precautions

The Owner, General Contractor, Superintendent, employees, subcontractors and suppliers shall:

1. Comply with all the construction provisions contained in this Construction Manual and in the Master Declaration, the Custom Homesite Declaration and any rules or procedures adopted by the ARC and/or LARMAC.
2. Follow the directives of the security staff, LARMAC, the Covenant Committee, the Board of Directors, and the ARC.
3. Comply with the speed limit within the boundaries of Covenant Hills which is twenty-five (25) miles per hour (or less, depending upon site conditions).
4. Not bring or consume alcoholic beverages or illegal drugs on the site.
5. Not damage or disturb the work of others.
6. Not play radios or tape players so that the sound exceeds the Homesite boundaries.
7. Not bring children or animals on the site.
8. Confine parking to the Homesite under construction, to the street immediately adjacent to the front of the Homesite or to designated construction parking areas. Under no circumstances will construction parking be allowed in front of or alongside of occupied homes, or on empty lots. No parking zones will be identified by signs and will not be identified with red-painted curbs. Parking at the center islands and eyebrow median is not permitted. Vehicles parked in these no parking zones may be towed immediately without notice to vehicle Owners. (See parking zone locations in the Master Declaration).
9. Take all necessary precautions for the safety of all persons, materials, and equipment on or adjacent to the site. Furnish, erect and maintain approved barriers, lights, signs, and other safeguards to give adequate warning to everyone on or near the site of dangerous conditions during the work.
10. Minimize the sound impacts of generators or other construction equipment.
11. Construction shall be limited to:
 - a. Working hours: 7:00 a.m. to 5:00 p.m. Monday through Friday, and 7:00 a.m. until 3:00 p.m. on Saturday – no exceptions.
 - b. No work is allowed on Sundays or federal holidays. The following holidays will constitute NO WORK days:

New Year's Day	Memorial Day	Veterans Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving
President's Day	Labor Day	Christmas
Easter	Columbus Day	

c. All General Contractors, subcontractors, and suppliers must be off the job site by 5:00 p.m. Monday through Friday, and by 3:00 p.m. on Saturday - no exceptions

d. There shall be no overnight camping in the construction trailer or any other onsite facilities.

F. Site Maintenance

The General Contractor, Superintendent, employees, subcontractors and suppliers shall comply with the following rules established for the maintenance and cleanliness of the site:

1. Maintain the site in a neat and clean condition, neatly stockpiling all materials delivered for or generated by the work. Immediately remove any waste material or debris generated by the work.
2. Not stockpile materials or supplies in the street or within the parkway. It is permissible to temporarily drop materials in the street if machinery is readily available to relocate said materials onto the Homesite.
3. Participate in the mandatory construction recycling program referenced above.
4. Remove all debris such as paper, cans, bottles, and litter from the job site and other affected areas on a daily basis.
5. Remove all equipment, materials, supplies, and temporary structures when any phase of the work is complete, leaving the area neat and clean. Equipment not in daily use must be removed from the job site.
6. Keep the streets, gutters, and adjacent property clean and free of dirt, trash, debris or other material related to or caused by the work on a daily basis.
7. Maintain all required dust, erosion and storm water runoff controls on the Homesite.
8. Maintain the Homesite in a clean and orderly manner with weeds mowed and maintained at height of no more than 6", and free of debris and deleterious material. In the event the Owner fails to maintain the Homesite and such failure continues for ten (10) days following notice from LARMAC, then LARMAC shall have the right to enter upon the Homesite and maintain the same at the Homeowner's sole cost and expense, deducting the cost of such cleaning from the Compliance Deposit.
9. Confine the washing down of all equipment to the Homesite. Materials may not be washed down in the street, into any streams or natural open space areas, onto adjacent lots or in the common areas. Materials may not be discharged into

the storm drain. A “wash-out pit” lined with plastic must be provided on the lot for this use, and must be cleaned of materials on a regular basis as part of the routine maintenance of the construction site.

G. Temporary Construction Facilities

1. Temporary Construction Fence. Immediately after the foundation has been poured or upon the start of basement excavation, the General Contractor must install a six-foot-high (6') chain link fence with a secured frontage gate, and 94% block out green vinyl mesh, along the streetscape edge, the construction site and any stockpiling area. The fence must remain in place until the landscaping installation begins, and must be maintained in good condition until completion of construction. Portable toilets, dumpsters, telephones, electric power outlets, storage bins, trash bins and trailers must be screened within this fence. If the construction gate is locked, it is the responsibility of the General Contractor to provide LARMAC with a key to access the site in the event of erosion control issues. If you have received written permission to stage from an adjacent Homesite, your construction fence must contain this additional area. In no case should a temporary construction fence be attached to Master Developer installed walls and wrought iron.
2. Temporary Water. The General Contractor must install a temporary water riser, together with a 150' heavy duty rubber hose and irrigation facility for dust control.
3. Temporary Electric. The General Contractor must install a metered power outlet in accordance with the requirements of San Diego Gas and Electric and the County of Orange. No temporary electric power poles are allowed on LARMAC property.
4. Temporary Toilet. The General Contractor must provide a temporary fiberglass toilet on the construction site in good condition, and must maintain such toilet in accordance with a bi-weekly chemical maintenance program. The General Contractor must maintain all temporary toilets in safe, clean, sanitary and odorless condition.
5. Installation of Temporary Construction Crossing over Swale. The integrity of the swale drainage system must be maintained to ensure positive drainage across the front of each Homesite. During construction a temporary crossing over the swale must be installed which protects the drainage capacity and design of the swale, including protection of the existing subterranean drain line maintaining it in proper working order. See Temporary Construction Crossing Over Swale exhibit.
6. Installation of Gravel Driveway at Driveway Entrance. A gravel layer of appropriate depth to achieve all-weather access is required at the entrance of

the Homesite behind the curb for a minimum of twelve (12) feet. The purpose of the gravel is to assist in the maintenance of the Homesite and streets and so as not to track dirt and mud onto the streets.

7. Temporary Construction Trailer. Trailers must be of recent construction and in good repair. No construction ‘shacks’ will be permitted. Recreational vehicles (including motorhomes, travel trailers and camper vans) are prohibited. All signs must be removed from trailers. Trailers other than for construction purposes are prohibited. Overnight occupancy of construction trailers or any other onsite facilities is prohibited.
8. Staging. Staging on a vacant lot is permissible ONLY for instances of active construction on a directly adjacent lot.

H. Disposal of Site Spoils

1. Any spoils generated from the site grading must be placed on the Homesite or removed to a disposal site outside of Ladera Ranch. No material may be placed on any street, common area, streams or open space areas, adjacent lots or in the Homesites drainage system.
2. All demolition, clearing, grubbing, stripping of soil, excavation, compaction and grading must be completed in accordance with the permitting agency codes, approvals and permits.
3. Provision must be made to prevent any surface waters from damaging excavations, other property, or excavated and/or fill slopes, both during and after construction.
4. Any spoils that are not properly stored or removed will be cleaned up at the expense of the Owner.

I. Compliance

LARMAC reserves the right to deny site access to any general contractor, Superintendent, subcontractor, supplier, consultant or their employees who are in violation of this Manual, the Master Declaration and/or the Custom Homesite Declaration and/or the other LARMAC Governing Documents, and/or who creates or allows a nuisance to exist or to continue to exist upon or emanate from the Owners Homesite. Site access may also be denied to any such persons who, in the sole discretion of LARMAC, is deemed to pose a threat to (a) the health and/or safety of the community or the natural environment within and around Ladera Ranch, (b) any Owner, family members or guests, and/or (c) other persons or property located within Ladera Ranch.

In addition, LARMAC reserves the right to stop construction on a Homesite or to deny access to the Homesite where:

1. The improvements or landscaping being installed does not conform to the approved plans and specifications.
2. Any violations of the LARMAC Governing Documents, applicable laws, or this Manual (including but not limited to nuisances, the security and access regulations hereof) exist.
3. Expired Insurance.

V. FORMS AND EXHIBITS

The forms and exhibits in this Section should be used by Owners and their General Contractors prior to and during the construction of the custom home.

Covenant Hills
Emergency Contact Information

Tract Number: _____

Homesite Number: _____

Homesite Address: _____

=====

EMERGENCY CONTACT INFORMATION – 24-HOUR

Name: _____

Company Name: _____

Phone Number: _____ After Hours Phone Number _____

=====

OWNER

Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

=====

GENERAL CONTRACTOR

Company Name: _____

Contact Person: _____

Company Address: _____

Phone Number: _____ Fax Number: _____

Construction Fence Combination: _____

Copy of Key provided: _____

COVENANT HILLS
AESTHETICS REVIEW COMMITTEE

Request to Revise Plans during Construction

Date: _____

Tract Number: _____ Homesite Number: _____

Homesite Address: _____

Owner: _____ Phone Number: _____

General Contractor: _____ Phone Number: _____

Architect: _____ Phone Number: _____

Landscape Architect: _____ Phone Number: _____

Description of Plan Revisions: (Attach plans and material samples if necessary)

Architect's Approval:

Print Name

Signature

Date Signed

Landscape Architect's Approval:

Print Name

Signature

Date Signed

ARC Approval:

Date Received

ARC Members

Date Approved

Covenant Hills

Notice of Completion

The undersigned is the Owner(s) of Homesite _____, Tract _____, with street address of:

Street and Number

City

The undersigned hereby certifies and represents to Ladera Ranch Maintenance Corporation that all improvements (including landscaping and hardscape improvements) to the above property were completed on _____, 20__ in accordance with the plans and specifications approved by the Aesthetics Review Committee (“ARC”). We request the ARC review our improvements to verify that we are in compliance with the approved drawings and all other outstanding issues have been resolved. Please issue a Certificate of Completion so that we may be refunded any unused portions of our construction deposits.

Signature of Owner

Date



Construction Pass Information Form

Please email updates to: contact.larmac@laderalife.com

Attn: LARMAC Custom Lot Coordinator

Homeowner Name: _____

Mailing Address: _____

Covenant Hills Street Address: _____

Day Phone No.: _____ Work Phone No.: _____ FAX No: _____

Lot Number: _____ Tract Number: _____

GENERAL CONTRACTOR

Company Name: _____

Contact Person: _____

Telephone/FAX Number(s): _____

SUBCONTRACTOR _____ **# of Passes**

Name: _____

Contact Person: _____

Telephone/FAX Number(s): _____

SUBCONTRACTOR _____ **# of Passes**

Name: _____

Contact Person: _____

Telephone/FAX Number(s): _____

SUBCONTRACTOR _____ **# of Passes**

Name: _____

Contact Person: _____

Telephone/FAX Number(s): _____

SUBCONTRACTOR _____ **# of Passes**

Name: _____

Contact Person: _____

Telephone/FAX Number(s): _____