

# Checklist for Owners & Design Review Committee

March 17, 2007

This checklist is to outline and track the Wilson Ranch building process which is more detailed in the Design Guideline Manual. Each project will have its own individual differences, making it difficult to cover all circumstances in one check list procedure. It is our goal that this checklist will help with good communications between all parties involved, and that the end result will be a completed project that successfully meets the home owners expectations and the objectives of the Wilson Ranch Community.

<b>Customers:</b>	<b>Subject Property:</b>	
<b>Address:</b>		
<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Email:</b>
<b>Fax:</b>		
<b>Builder:</b>	Address:	Phone:
Email:		
<b>Architect:</b>	Address:	Phone:
Email:		

Check Box/ date	Tasks	Owner or DRC
	<b>Step # 1</b> Pre-application and design workshop	
	<b>Schedule</b> a pre-application/design workshop meeting, preferably on site, prior to beginning the formal design process. Attendees: <ul style="list-style-type: none"> <li><input type="radio"/> Owner</li> <li><input type="radio"/> Builder</li> <li><input type="radio"/> Architect</li> <li><input type="radio"/> Project Representative</li> </ul>	Jim Gregg—DRC
	Purpose: <ul style="list-style-type: none"> <li><input type="radio"/> Cover basic intent of the design guidelines. (web site) <a href="http://www.wilsonranch.com">www.wilsonranch.com</a></li> <li><input type="radio"/> Bring new owners on board as to the goals of Wilson Ranch community</li> <li><input type="radio"/> Create an awareness as to the environmental setting of Wilson Ranch.</li> <li><input type="radio"/> Provide utility location, hook up requirements, and water meter and sewer specifications.</li> <li><input type="radio"/> DRC "Application for Review" form with signature</li> <li><input type="radio"/> Prepare invoicing for Design Review Fee. (\$1000) If cost due to complication exceed this amount, you may be billed for additional design review fees.</li> </ul>	Jim Gregg—DRC
	<b>Step #2</b> Preliminary Plan (Schematic) Submittal	
	<b>Submittal #1.</b> Submit 3 copies of the Preliminary Floor & Site Plans as outlined below. <ul style="list-style-type: none"> <li><input type="radio"/> 3 Copies to DRC—Project Representative;               <ul style="list-style-type: none"> <li><input type="radio"/> 509-996-3163 or <a href="mailto:jimgregg@methownet.com">jimgregg@methownet.com</a></li> <li><input type="radio"/> distributed to Design Review Committee</li> </ul> </li> <li><input type="radio"/> Submit \$1000 design review fee. Additional design review time and fees may be require if there are significant deviations from the design review manual</li> </ul>	Owner  Jim distribute copies.   POA billing Owner fee account established

Check Box/ date	Tasks	Owner or DRC
	<p><b>Plot Plan:</b></p> <ul style="list-style-type: none"> <li>○ Minimum Scale 1 inch = 20 feet</li> <li>○ Show property lines accurately, including length, angles and amount of curve.</li> <li>○ Show all buildings, structures, fences, walks, setbacks, overhangs, sidewalks, slopes and street right-of-way contiguous to Property. Show required building envelope setbacks and fit to building envelop or property line. The plot plan should clearly indicate the location of the proposed construction within the building envelop. <b>Buildings shall not overhang property lines.</b></li> <li>○ Summarize the square footage of the first floor, second floor, garage, covered decks/porches and basement.</li> <li>○ Include anticipated exterior building materials such as color, texture, window type.</li> <li>○ Snow Management Plan, I.e. snow drop/storage and roof deposition. Plans should show roof lines, winter walk ways, and entrances and exits.</li> <li>○ Display all utility routing including locations of propane tanks, septic tanks, heat pumps, water and electrical meters</li> </ul>	<p>Owner DRC to Verify</p>
	<p><b>Preliminary Grading and Landscape Concept:</b></p> <ul style="list-style-type: none"> <li>○ Minimum Scale 1 inch = 20 feet</li> <li>○ Show existing trees, shrubs, and planting bed area amounts, types and size. Show proposed planting concepts.</li> <li>○ The plan should include a general overview of any sod or surface treatment, walls, trellises, arbors, gazebos, drainage, outdoor lighting, grading, house numbering, driveways, and driveway surfacing.</li> <li>○ Show existing contours.</li> </ul>	<p>Owner DRC to verify</p>
	<p><b>Floor Plan:</b></p> <ul style="list-style-type: none"> <li>○ Minimum Scale 1/8 inch = 1 foot</li> <li>○ Indicate all walls, columns, overhangs, openings, vents, meters and any conditions or features that will affect the exterior design of the building.</li> <li>○ Scale accurately all items, details and parts of plans, including balconies, overhangs, decks, atriums, garages, accessory buildings, square footage of total living area of residence &amp; garage, recreations areas and patio covers.</li> <li>○ Include notes on all exterior items that cannot be clearly noted on the elevations.</li> </ul>	<p>Owner DRC to verify</p>
	<p><b>Elevations</b></p> <ul style="list-style-type: none"> <li>○ Minimum Scale 1/8 inch = 1 foot</li> <li>○ Provide exterior elevations to scale of all proposed buildings. All horizontal elevation points must be shown on the elevations (I.e. ridge lines, balconies, terraces, etc).</li> <li>○ Computer or artistic renderings, scaled to the setting.</li> </ul>	<p>Owner DRC to verify</p>
	<p>Review Application for completeness.</p>	<p>DRC</p>

Check Box/ date	Tasks	Owner or DRC
	<b>Review of Submittal #1.</b> Property owner will receive notice that plans have been received. : <input type="checkbox"/> Acknowledge receipt of application and deposit <input type="checkbox"/> The 21 day deadline for review notification 21 day deadline: _____ <input type="checkbox"/> Schedule the review meeting date, time and place. A phone meeting is adequate.	DRC
	<b>Builder/contractor notified of web site for:</b> <input type="checkbox"/> Design Guidelines <input type="checkbox"/> CC&Rs <input type="checkbox"/> Plat Map <input type="checkbox"/> Outline of construction restrictions for building	Owner DRC to verify
	Submittal #1 approved. Authorization to proceed to step #3 given.	<b>DRC</b>
<b>Step # 3 Working (Construction) Drawings</b>		
	<b>Submittal # 2</b> 3 copies <input type="checkbox"/> Minimum Scale 1/4 inch = 1 foot <input type="checkbox"/> Drawings should reflect any revisions required by the Committee. <input type="checkbox"/> Drawings should be fully dimensioned and include the following drawings: <input type="checkbox"/> Floor & Site Plans <input type="checkbox"/> Foundation Plans <input type="checkbox"/> Sections <input type="checkbox"/> Elevations <input type="checkbox"/> Details <input type="checkbox"/> Written specifications for all work (as required) <input type="checkbox"/> Indicate all materials <input type="checkbox"/> Indicate any unusual conditions or construction requirements.	Owner DRC to verify
	<b>Exterior Colors and Materials</b> 1 set <input type="checkbox"/> All colors, materials and each portion of the building must be clearly indicate on a sample board or elevation sheet. Including manufacturer's name and list number /name. <input type="checkbox"/> Colors painted on the proposed finish surface material <input type="checkbox"/> Samples of roofing, brick, stucco, and siding. <input type="checkbox"/> Refer to Design Manual direction regarding color and building materials. <b>The importance of using materials and colors that fit with the general theme of Wilson Ranch is an important emphasis in planning a new home.</b>	Owner DRC to verify
	<b>Construction Plan</b> <input type="checkbox"/> Review construction activities, storage/staging areas, concrete access, home site clearing, employee parking and landscaping construction (Section V of the Building Design Guidelines) with all parties. Provide construction screening plans	Owner/ builder DRC
	<input type="checkbox"/> Review all tree clearing and vegetation protection measures prior to any site disturbance.	Owner/builder DRC

Check Box/ date	Tasks	Owner or DRC
	<b>Grading Plan:</b> <input type="checkbox"/> Minimum Scale 1 inch = 20 feet <input type="checkbox"/> Showing existing contours and the proposed drainage concept (maybe incorporated with the plot/landscape plans. <input type="checkbox"/> Finish grade changes (cut and fill requirements) accompanied by grading plan.	Owner DRC to verify
	<b>Spa Tub Plans:</b> <input type="checkbox"/> Minimum Scale 1 inch = 10 feet <input type="checkbox"/> Plans for drainage, spa tub equipment and construction conformance.	Owner DRC to verify
	Review Application for completeness.	DRC
	<b>Review of Submittal #2.</b> Property owner will receive notice that plans have been received: <input type="checkbox"/> Acknowledge receipt of Submittal #2 <input type="checkbox"/> The 14 day deadline for review notification 14 day deadline: _____ <input type="checkbox"/> Schedule the review meeting date, time and place. A phone meeting is adequate.	DRC
	<b>Review List for Submittal #2.</b> <input type="checkbox"/> Was it consistent with Submittal #1? <input type="checkbox"/> Approval given for Submittal #2? <input type="checkbox"/> Itemized reasons for any discrepancies if plans are approved <input type="checkbox"/> Review and approval or disapproval of all plans <input type="checkbox"/> Authorize Owner to proceed to submit their plans and specs to get building and grading permits.	DRC       Owner
<b>Step # 4 Final Plans</b>		
	<b>Submittal #3 Final drawings: (Necessary only if different from Working construction drawings)</b> <input type="checkbox"/> Received a copy of all building and/or grading permits, comments, and required changes from the county. <input type="checkbox"/> Any required changes to the final construction plans? <input type="checkbox"/> 14 day deadline for review notification 14 day deadline _____ <input type="checkbox"/> Schedule the review meeting date, time and place. A phone meeting is adequate. <input type="checkbox"/> Approval for utility hook up	Owner DRC Owner to provide to DRC
	<b>Owner purchased General &amp; Liability Insurance.</b> Verified that the Policy includes: <input type="checkbox"/> \$1,000,000.00 coverage <input type="checkbox"/> Cannot be cancelled or non-renewed until 30 days written notice has been given to Wilson Ranch Review Committee (DRC). <input type="checkbox"/> Names Wilson Ranch Association and Methow Valley, LLC as additional insureds is primary and any insurance maintained by such additional insureds shall be non-contributing.	Owner DRC to verify

Check Box/ date	Tasks	Owner or DRC
	<b>Submit \$2000 Deposit with application—required at construction. Both Refundable.</b> <input type="radio"/> \$1000 damage deposit <input type="radio"/> \$1000 landscaping deposit.	Owner DRC to confirm receipt of deposits
	<b>Approval to begin construction. Notify Customer. Customer to notify Builder and Architect.</b>	DRC Owner
	<b>Final Landscape Plan: (After structure is complete)</b> <input type="radio"/> Minimum Scale 1 inch = 20 feet <input type="radio"/> Show types, sizes and location of all plant materials and be consistent with the landscape standards. <input type="radio"/> The plan should include: walls, trellises, arbors, gazebos, drainage, spa tubs, grading and driveways. <input type="radio"/> Include any irrigation system, layout, source, flows and timing.	Owner DRC to verify
	<input type="radio"/> Approval to complete Landscape	DRC
	<b>Notice of Completion: After all improvements and Certificate of Occupancy</b> <input type="radio"/> <b>After a complete growing season</b> , submit as built landscape plans and request landscape deposit return. <input type="radio"/> Did owner request refund of damage deposit? <input type="radio"/> Did owner request release of insurance or letters of credit? <input type="radio"/> 15 days to inspect. Deadline: _____ <input type="radio"/> All DEBRIS removed? <input type="radio"/> Notify Owner of approval or disapproval. <input type="radio"/> \$500 Connection Fee to community sewer <input type="radio"/> \$500 Connection Fee to community water <input type="radio"/> Transformer costs reimbursement to Wilson Ranch? <input type="radio"/> 30 day Non-Compliance notification given or not given	Owner  DRC