



PRE-CONSTRUCTION CONFERENCE



PC VILLAGE ASSOCIATION | DESIGN REVIEW COMMITTEE

PRE-CONSTRUCTION CONFERENCE CHECK LIST

LOT: _____ CONFERENCE DATE: _____
OWNER: _____ Phone#: _____
BUILDER: _____ Phone#: _____
BUILDER'S REPRESENTATIVE: Phone# : _____
DESIGNER/ARCHITECT: Phone# : _____

PRIOR TO PRE-CONSTRUCTION CONFERENCE, BUILDER SHOULD:

- 1) Obtain Builder's Deposit check. \$7,500 (refundable) to PC Village Association Inc.
- 2) Stake Site: Building & lot corners. No other construction. No trees may be removed.
- 3) Obtain phone numbers for Owner, Builder, Designer/Architect.
- 4) Provide any sheets revised before Final DRC approval.
- 5) Obtain proof of bond / financing, if required by Final Design Review approval.
- 6) Obtain address sign order form & check \$1250 payable to PC Village Association Inc.
- 7) Obtain construction sign order form & check (if applicable) \$1000 payable to PC Village Association Inc.

AT PRE-CONSTRUCTION CONFERENCE:

BUILDER TO PROVIDE :

- ☐ Builder's Deposit
- ☐ Written Construction Schedule
- ☐ Letter for Fire-retardant application (when applicable)
- ☐ Address Sign Order Form & check
- ☐ Fire extinguisher installed at lot
- ☐ Color board & Summary of materials & colors
- ☐ Digital Color board has been emailed to DRC Coordinator; Summary of materials & colors only

BUILDER, DRC REPRESENTATIVE TO REVIEW:

- ☐ Stake-Out – Must match approved site plan.
- ☐ Construction Regulations, and policy regarding fees, penalties.
BUILDER RESPONSIBLE FOR UNDERSTANDING & FOLLOWING ALL REGULATIONS.
- ☐ Construction Schedule
- ☐ Inspection / Approval Schedule
- ☐ Policy regarding changes during construction. (See Exhibit D)
- ☐ Color board requirements
- ☐ Stone sample requirements
- ☐ Final Inspection Checklist

DECIDE LOCATIONS OF CONSTRUCTION ACTIVITIES, EQUIPMENT:

- | | | |
|--|--|---|
| <input type="checkbox"/> Access to lot | <input type="checkbox"/> Construction trailer location | <input type="checkbox"/> Extinguishers |
| <input type="checkbox"/> Dumpsters | <input type="checkbox"/> Wash-out area | <input type="checkbox"/> Toilet |
| <input type="checkbox"/> Signs (Note regulations) | <input type="checkbox"/> Utility trenches | <input type="checkbox"/> Temporary dumping area |
| <input type="checkbox"/> Areas to be roped, protected* | | |

*Before Construction - Contractors shall mark construction boundaries with green metal T-stakes and yellow rope (3/8" min dia.). Stakes at 3' (min) above grade, spaced 25' (max).

PRIOR TO ANY CONSTRUCTION: (Or complete during Pre-Construction Conference)

- ☐ Builder to submit site plan showing locations of construction activities and equipment.

All items have been addressed: _____
DRC Representative Approved Date



PC VILLAGE ASSOCIATION INC.

DRC INSPECTION SCHEDULE

LOT: _____

Each General Contractor or Owner/Builder is required to contact the representative of the Design Review Committee to arrange for the following inspections. To request inspection, call: Harry Goelitz at (928) 699-7359

The General Contractor or Owner/Builder is required to attend inspection #1.

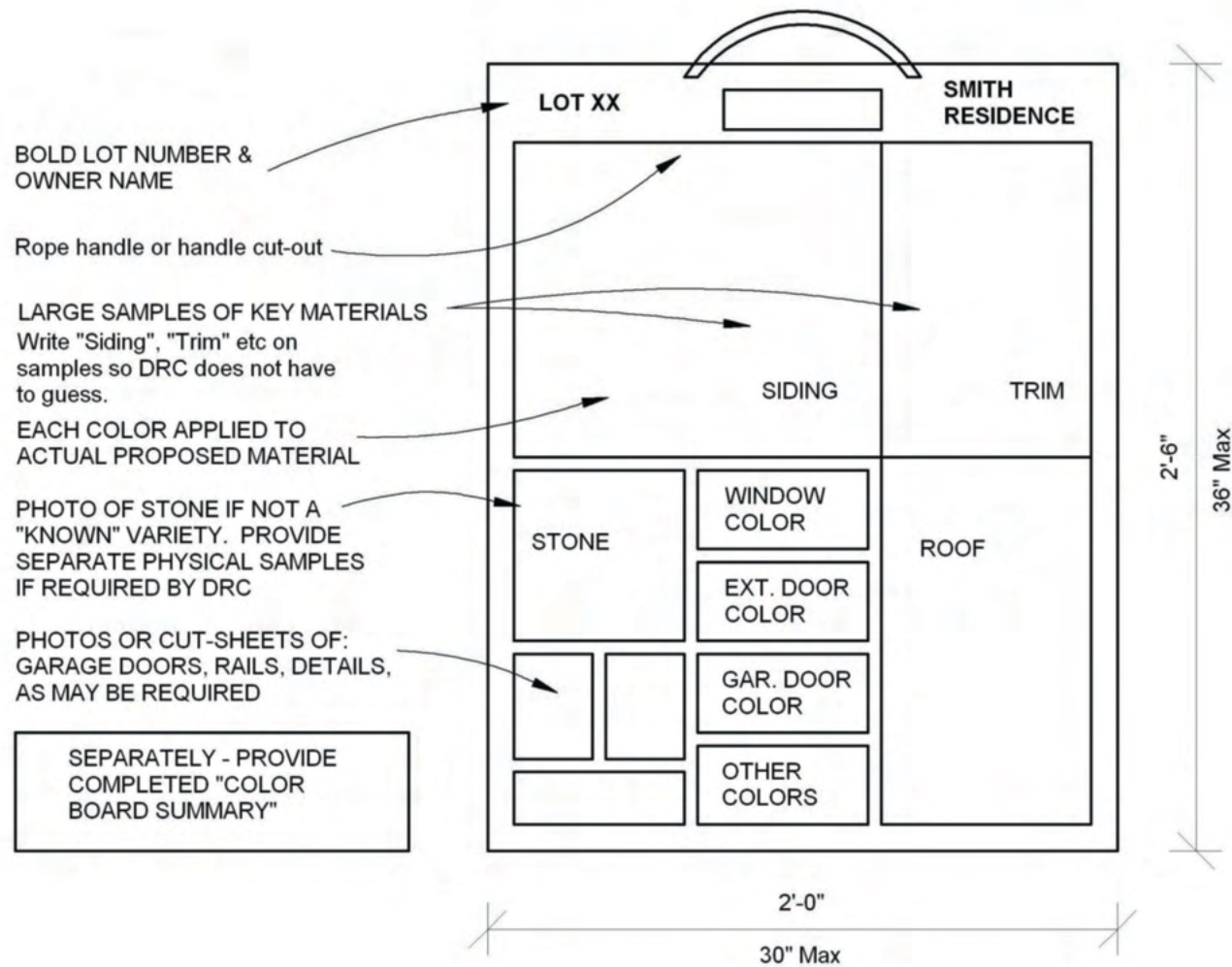
#1 PRE-CONSTRUCTION CONFERENCE Approved by: Date:	WHEN TO CALL: The building has been staked and is ready for excavations. No trees have been removed.	PURPOSE of INSPECTION: Check the building location & setbacks. Verify trees to be removed. Must be consistent with the approved DRC plans.
#2 FINISH FLOOR Approved by: Date:	WHEN TO CALL: The stem wall has been constructed but before grout.	PURPOSE of INSPECTION: Verify finished floor elevation. Must be consistent with the approved DRC plans. Obtain: deposit check, address sign check & form, letter certifying fire-retardant coating, color board, construction schedule.
#3 BUILDING HEIGHT Approved by: Date:	WHEN TO CALL: Roof framing is complete but sheathing is not required.	PURPOSE of INSPECTION: Verify for overall building height. Must be consistent with the approved DRC plans.
#4-A FIRE-RETARDANT COATING (Only for home designs with wood siding within 36" of grade) Approved by: Date:	WHEN TO CALL: When wood siding has been installed but before any other staining or painting. Product must be on site and coating work in progress.	PURPOSE of INSPECTION: Verify that a fire-retardant coating has been applied to all wood siding within 36" of grade. Document with photos that product is on site.
#4-B EXTERIOR COLORS & MATERIALS Approved by: Date:	WHEN TO CALL: Siding and trim have been installed, areas have been stained to match approved color board.	PURPOSE of INSPECTION: Verify that colors and materials match the approved color board. If a digital color board has been provided, have a DRC member attend the inspection.
#5 STONE Approved by: Date:	WHEN TO CALL: Approx. 30 square feet of stone has been applied.	PURPOSE of INSPECTION: Verify that stone matched the proposed materials, that grout color is acceptable, that installation is professional.
#6 FINAL Approved by: Date:	WHEN TO CALL: All exterior construction is complete. Mulch has been done. Fire alarm monitoring is in place.	PURPOSE of INSPECTION: Verify that all items on the DRC Check List have been addressed and completed.

DRC APPROVAL MUST BE REQUESTED FOR ANY EXTERIOR CHANGE FROM THE APPROVED PLANS

ABBREVIATED DESIGN REVIEW Approved by: Date:	WHEN: Before any changes to the approved plans is made.	PROVIDE: Abbreviated Design Review application Exhibit D (DRC will provide a written letter of approval before any change may be undertaken)
---	---	--



PINE CANYON, PREFERRED COLOR BOARD FORMAT





PC VILLAGE ASSOCIATION | EXTERIOR COLORS & MATERIALS SPEC SHEET

LOT: _____

OWNER: _____

DATE: _____

**** Physical samples are required at or prior to pre-construction meeting****

Item		Material Make Model	Color	LRV
Roof	Main			
	Accent			
Siding	Primary			
	Secondary			
Trim	Horizontal			
	Vertical			
	Facia			
	Soffit			
	Beams			
	Posts			
	Windows			
	Belly Bands			
Stone	Primary			
	Caps			
	Other			
Stucco				
Exposed Stem	Retaining Wall			
	Stem Wall			
	Screen Wall			
Windows				
Doors	Garage			
	Entry			
	Patio			
	Other			
Driveway/Walkway				
Railings				
Outdoor Lighting	General			
	Path			
Landscaping Walls				
Misc.				

For materials that do not provide an LRV the DRC required the applicant to compare an average value from the physical sample against a paint color fan book that has LRVs listed. Then list that as the LRV for the material. This is a simplified and non-perfect way of getting a close common sense LRV percentage. Example: An average stone of Telluride Stone is similar to such and such paint color that has a LRV of xx%.

* For the garage and front door provide an image from the manufacturer.



ADDRESS SIGN ORDER FORM

LOT: _____

Regarding Estates Residences

In accordance with Flagstaff Fire Safety Requirements and Section 1.25 of the Pine Canyon Design Guidelines, a Address Sign must be installed and located according to Exhibit A (attached).

At the Pre-Construction Conference:

1. Provide a check for \$1,250 made out to PC Village Association, Inc.
2. Return this completed form

PROPERTY OWNERS NAME: _____

PINE CANYON RESIDENCE ADDRESS: _____
NUMBER STREET NAME

CONTRACTOR NAME: _____

E-MAIL ADDRESS: _____

PHONE(S): _____

CONTRACTOR SIGNATURE

DATE

Final Design Review inspection approval will not be granted until the Address Sign is correctly installed. Address sign will be dropped off at jobsite once complete.



EXHIBIT A | ADDRESS SIGN

Each Lot Owner is responsible for the installation of an Address Sign according to Section 1.25 of the Design Guidelines.

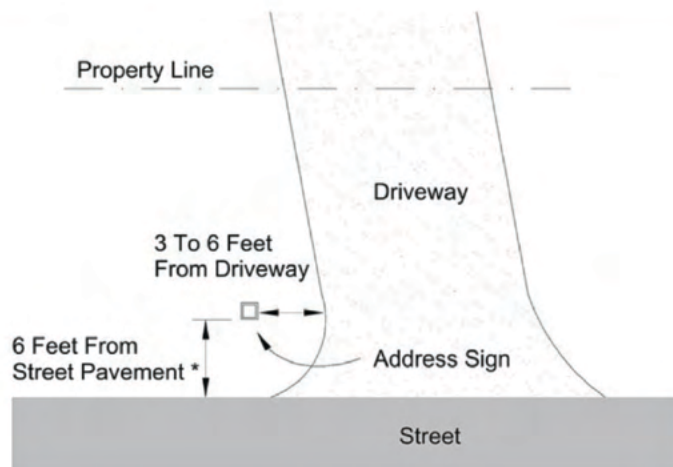
A steel pedestal unit, including lettering and lighting, shall be purchased by Owner. The owner is responsible for the installation of the address post and connecting to provided electrical wiring. The owner is responsible for all maintenance and repair after installation.



-
- Numbers shall be back-lit through translucent material.
 - Each unit shall be equipped with a photocell control. Address sign shall be “always on” when cell is active.
 - A pre-cast concrete base with 3/4” conduit is provided by owner.
-

SIGN LOCATION

sign to be installed as shown on final plans approved by the DRC, or, depending on site conditions, at the discretion of the DRC field inspector.



* Depending on site conditions, if the 6-foot dimension from the street pavement is not feasible, the sign may be placed up to 15 feet from the street pavement (as close to the 6-foot requirement as possible).

PINE CANYON CONSTRUCTION SIGN ORDER FORM

Please fill out this form and return to the DRC at the Pre-Construction Meeting
 EMAIL: hcogswell@hoamco.com for delivery of the sign



All temporary construction signs will comply with the following standards:

- **Signs may include:** Information regarding owner, contractor, and architects/designers only.
- **Signs may not include:** Real estate sales, "For Lease", "For Sale", "Available", or similar language, or descriptive phrases such as "3 bedroom" are not permitted.

Temporary construction signs may not be placed on a lot prior to one week before commencement of construction, and must be removed at the time the house is substantially complete, or when the DRC directs the sign to be removed.

Cost: \$1,250

Make checks payable to PC Village Association, Inc. and please attach to order form.

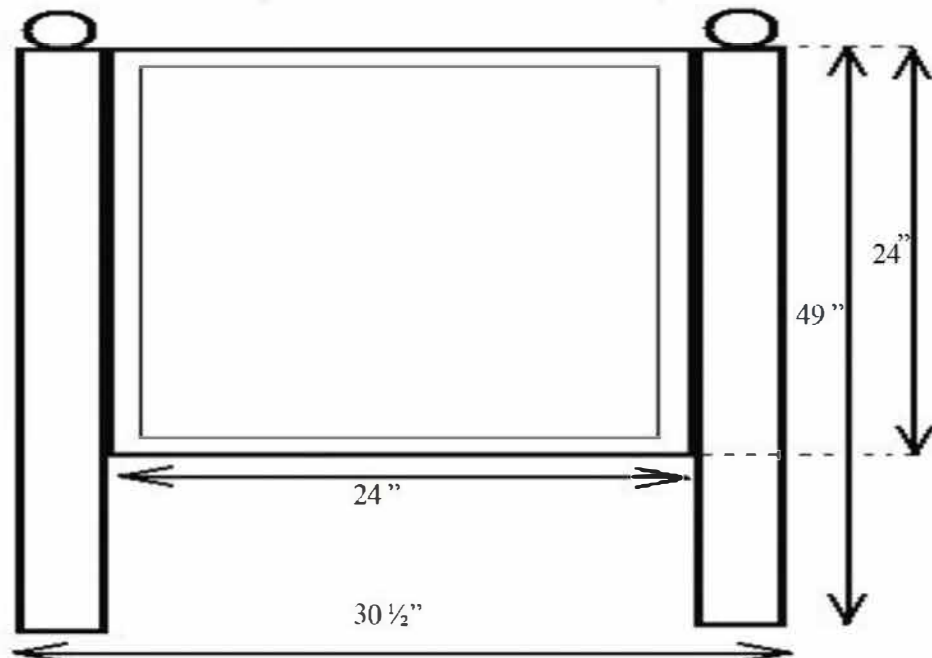
Information to be included on sign (print clearly)

Owner information: _____

Contractor information: _____

Architect/ Designer information: _____

Draw on the diagram to show order of sign information.





FIRE ALARM MONITORING NOTICE

In accordance with Flagstaff Fire Safety Requirements and Pine Canyon Design Guidelines section 1.26, a Fire Sprinkler System is required that is monitored by a reputable service.

"All homes within Pine Canyon must include interior fire sprinkler systems according to regulations by the Flagstaff Fire Department. Fire alarm systems are required, along with an alarm monitoring system which monitors appropriate smoke alarms and the fire suppression water flow. These must be monitored by a reputable service and the Pine Canyon Safety Department AMS (Alarm Monitoring System) on a continuous basis. Initial occupancy of any residence within Pine Canyon will require proof of the alarm monitoring systems and any disruption in the monitoring service must be immediately brought to the attention of the Pine Canyon Safety Department".

A copy of the Fire Alarm Monitoring contract must be provided to the DRC field inspector at the final inspection".

Final inspection approval will not be granted until a copy of the Fire Alarm Monitoring Service Contract is submitted.

The following Alarm Monitoring Companies have made special offers to Pine Canyon Residents:

Aegis Residential Security	Phone: (928) 526-3382	Website: aegissecurity.com
Aspen Alarm Systems, Inc.	Phone: (928) 522-8516	Email: aspenalarm@aol.com
Century Security	Phone: (928) 522-0505	Email: centurysecurity@earthlink.com
Wired-Up	Phone: (928) 634-2364 Toll Free: 1 (800) 224-1122	Website: wired-upsystems.com
Smart Home Pro	Phone: (928) 282-0775	