



HindmanSanchez

BUILD OUT ISSUES CHECKLIST

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Build Out Issues Checklist

- Attorney Fees**
 - Pay attorney fees to negotiate and complete any annexation agreements

- Amendment to Declaration/Bylaws/Articles**
 - Pay all costs including attorney fees associated with governing documents

- Landscaping Issues**
 - Common Areas; complete within ____ days of annexation
 - Provide as built drawings - lines, rotors, controllers and clocks, and right to reject
 - Walk through before turning over to Association
 - Irrigation system design
 - Irrrometers to detect moisture
 - Specify drought resistant shrubs, indigenous plant material, and fescue grasses
 - Xeriscape landscaping
 - Lighting
 - Mailboxes
 - Fencing

- Construction Issues**
 - Schedule (i.e., where will construction start, finish; will there be multiple construction areas).
 - Estimated time for completion of project
 - Hours/days
 - Traffic access
 - Parking of construction vehicles

- Damage to common element areas; streets, sidewalks, etc
- Security - lighting, fenced, gated, guard
- Signage regarding access
- Signage regarding rules, etc. for construction workers
- Trailers - location, how many, etc
- Clean up and storage of materials
- Monthly walk through with Association representative
- Engineer/architect to review plans and inspect construction
- Attend monthly board meeting
- Provide drawings
- Provide phone number to trailer

- Developer Financial Stability
 - What happens if developer does not finish build out

- Exterior Design Subject to Association Review and Approval by ACC/Board
 - By model, building, unit, etc
 - Any desired changes to existing design

- Sales Office
 - Location of sales office
 - Parking
 - Hours

- Models
 - Location of models
 - Parking.

- Open Space/Green Belt

- Notification to Prospective Purchasers
 - Developer will advise all prospective purchasers of fact community is covenant controlled and will distribute covenants and rules.

- Common Facilities - compliance with FHA
 - Pay for all handicap upgrades
- Common Element/Area: Amenities and Facilities
 - Playground, fenced pet area, volleyball, tennis, pool, clubhouse, open space, trails, etc.
- Assessments/Shortfalls
- Working Capital Contributions
- Cross Easements
- Annexation/Phasing
- Insurance