

CHINQUAPIN CONSTRUCTION JOB PROCESS 2018

1. Establish **Client awareness** of processes that they will be responsible for along with timing deadlines, constraints, and other variables:
 - a. Appropriately notifying neighbors, obtaining letters of approval whenever/wherever necessary.
 - b. Submittal of signed ARC, (Architectural Review Committee), Request form and Hold Harmless agreement.
 - c. Submittal of all required documents to CHOA, including, but not limited to, licenses and insurance, Liability and Workman's Comp.
2. Project **Submittal to ARC** a minimum of 10 business days prior to the ARC meeting date. Note: there is no date "too early" for submittal!
 - a. 2 Hard copies of the proposed plans and any relevant documents, photos and spec sheets.
 - b. PDF versions of the same proposed plans to be sent electronically, (via e-mail), to Brad K. Brad will distribute as appropriate from there.
 - c. Detailed narrative of the project, complete with "Scope of Work".
3. Following **ARC review**, address all questions, modifications, and corrections.
4. Develop all **necessary documents** for agency review. Placer County, TRPA, etc.
5. Submit PCBD, (Placer County Building Department), **approved plans** for review, minimum of 3 days prior to scheduling a Pre-Construction Walk-Through.
6. **Pre-Construction Walk-Through**
 - a. Pre-Construction Walk-Through should be scheduled allowing adequate time for ARC to further review/consider/approve and additional items.
 - b. Provide 1 hard copy of PCBD approved field set and PCBD Permit
 - c. Provide signed copy of Contractor/Subcontractor Guideline form
 - d. Provide contractor signed Fee Form, (2nd page of Guideline form), with appropriate check, made out to "Chinquapin HOA".
 - e. Provide list of scheduled subcontractors, all with appropriate license and insurance documentation. Note: it is the General Contractor's obligation to make certain that all subcontractors are following CHOA guidelines.
7. **Post Construction Walk-Through**
 - a. Post Construction Walk-Through shall be scheduled with Brad K. and any other necessary parties, i.e. Ron D., Clint H., etc..
 - b. Provide 1 stamped hard copy of final plans, signed off-"final'ed" PCBD permit, and final corrections list.