

Cascades Homeowners Association, Inc.

DRC Submittal Process

New Construction (including Expansions, Major Modifications to Residences or Additions of Out Buildings, etc)

- Optional Preliminary Review of Plans and Specifications
- Submit DRC Application Form including:
 - \$600 Application Fee
 - Two (2) Full sets and two (2) reductions (11" X 17") of plans and specifications prepared by licensed Architect.
 - Site Plan 1" = 20' 0"
 - Floor and Roof Plan 1/4" = 1' 0"
 - Elevations 1/4" = 1' 0"
 - Sections
 - Preliminary Landscape plans (See below approval process for Final Landscape Plans)
 - Construction Schedule
- Notification of Final DRC Approval, Approval with Stipulations, or Denial will be made in writing by the management company at direction of the DRC Chairperson.
- **Upon final approval of Construction Plans submit Builder's Deposit of \$2,500-\$1,500 (or other amount as deemed by DRC) in Cash (Check) or Letter of Credit.**
- **If City Building Permits cause changes from DRC approved plans, they must be resubmitted to DRC.**
- **Prior to commencement of construction, hold a Pre-Construction Conference with an authorized member of DRC to review Final Approved Construction Plans, Construction Area Plan, approved City Building Permit and other required permits.**
- **Submit Sample Board or Field Samples at least 30 days prior to any installation.**
- **Subsequent changes to DRC approved plans must be submitted to DRC in writing prior to making changes.**

Cascades DRC & HOA

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Homeowners Association, Inc.

To: All Builders and Homeowners

Regarding: Building Requirements, In Compliance With the Cascades Design Guidelines

As of February 1, 2013 the following requirements are needed to either start the building process or continue building in the above Association. Any violation from the list below may not only impose a building fine from the Association but can have the construction delayed until the requirements are met.

1. All Builders must be previously approved through the Cascades DRC Committee.
2. Building plans must be submitted for review to the agreed Architect Firm. There is a \$600 Review Fee. The plans once approved by the Architect will be reviewed by the Design Review Committee of Cascades, the City of Tyler, and any other required authorities. A copy of the approved building plans must be on file with the Design Review Committee.
3. A construction deposit pending, the location of the lot, needs to be submitted to the Cascades Homeowners Association with the Builder Information form. **(This deposit is \$3500 for Estate Lots, Forest Lots and Lake Front Lots; \$2500 for Lake View Lots and Golf Course Lots; and \$1500 for Villa Lots and Interior Lots.)**
4. All assessments and other HOA billings need to be current before, during and after the construction process.
5. Builder and Owner are responsible and liable for any damage whatsoever, including but not limited to streets, curbs, sidewalks, irrigation, landscaping, lighting fixtures, entry and exit gates, bridges, common area walls, adjacent lots, drains, fences, telephone and cable connections, utilities, etc.
6. A silt fence must be installed along the back, sides and front of each property.
7. The property must be enclosed when leaving the site each night to prevent any dirt or debris to enter the street.
8. A dumpster must be on the property at all times.
9. A Port -O-Let must be on the property at all times and shielded from public view.
10. The builder's name must be visible on the property.
11. The Association Manager must have the contact name/number for the builder and project superintendent on file.

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12. The streets in front of the property must be swept every night for dirt, nails, or other debris.
13. No commercial vehicles may be left on the street overnight.
14. No concrete truck wash-out is allowed anywhere in the neighborhood.
15. A copy of the builder's permit must be on file with the Association Manager.
16. A gravel approach must be installed to the property.
17. No vacant lots can be used for staging or storage of building materials unless written Permission is received from owner and filed with the Cascades Homeowners Association, Inc.
18. No building materials to be left on streets overnight.
19. No contractor/vendor advertising signs allowed to be displayed on property.

If you have any questions, please contact Nathan Foreman at 903-525-0004. Thank you for your cooperation.

I have received and agree to the Building Requirements.

Builder's Signature: _____

Date: _____

Owner's Signature: _____ **Date:** _____

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CASCADES HOMEOWNERS ASSOCIATION **BUILDER INFORMATION**

Please complete the information below and return to DRC by mailing to: Attention Design Review Committee. 4511 Briarwood Drive Tyler, TX 75709. Or by dropping off at the main office at The Cascades clubhouse.

In order to avoid delays in construction, the information is required before the building process can start or continue.

Address of Build Site: _____

Name of Builder: _____

Address for Builder: _____

Emergency Contact phone number for Builder: _____

E-mail address for Builder: _____

Name of Superintendent: _____

Emergency Contact phone number for Superintendent: _____

Owner of Property: _____

Emergency contact phone number for Owner: _____

E-mail address for Owner: _____

Name of Person/Entity that paid the construction deposit: _____

Amount of Construction Deposit: _____

Please return with a copy of the City of Tyler permit.

If you have any questions, please call or email
Cascades HOA, Administrative Assistant
Nathan Foreman 903-525-0004

CONSTRUCTION CHECK LIST

Address of Property: _____

Name of Owners: _____

Name of Builders: _____

DATE/ INITIALS

1. _____ Builder received Cascades Builder Requirements
2. _____ Builder received Informational Form
3. _____ Builder returned Informational Form
4. _____ Builder Submits Preliminary Plans for Approval
(Plans in electronic format are acceptable.)
5. _____ Preliminary Plans Approved
6. _____ Review Fee (\$600) Submitted
7. _____ Final Plans Presented for Approval
8. _____ Landscaping and Exterior Lighting Plans
Presented for Approval
9. _____ Final Approval from DRC
10. _____ Silt fenced has been installed
11. _____ Dumpster is on the property
12. _____ Port-O- Let is on the property
13. _____ Address is posted on the property
14. _____ Builders name is posted on the property
15. _____ Building plans are on file with DRC

