

Checklist for Completion Prior to Returning Construction Deposits

Instructions: Three people will complete a construction site walk-through prior to return of any construction deposits. Fill out the top of the form with names and contact information. Each one initial the response to each item. For any item with a "no" answer, provide additional information describing work to be completed prior to return of the deposit. Upon completion of all items, Board President will sign off and then Management company will return the portion of the construction deposit that exceeds any fines, penalties, or other charges assessed during the construction period.

Address of property: _____

Homeowner name: _____ Phone number: _____

Construction company rep: _____ Phone number: _____

ARC or San Clemente community rep: _____ Phone number: _____

Indicate Yes or No next to each item and construction liaison, construction rep, and ARC rep each initial each item:

1. Building built per approved plan?
2. Outside color approved?
3. Roofing material non-reflective and installed as approved?
4. Roofing color for flat roof approved?
5. Landscaping installed per approved plan?
6. Natural areas undisturbed or restored to natural appearance?
7. No encroachments outside the planned and approved building line?
8. All trash removed and dumpster removed?
9. Damage to common areas including medians repaired?
10. HVAC units screened properly?
11. All other issues resolved?

Items to resolve prior to return of construction deposit:

San Clemente Estates HOA board president signature and date: _____

Management Company: Total amount of charges during construction period: _____

Amount of initial deposit: _____ Amount to be refunded: _____

Management company signature and date: _____