

Sterling Pointe Construction Timelines Summary and Owner Worksheet

Phase 1: Preliminary Design Review by Architectural Committee			
Action	Timeline	Example	My Timeline
Owner submits preliminary design plans to Architectural Control Committee (ACC)		January 1, 2005	
ACC renders decision on preliminary design plans	2 weeks after receipt of preliminary design plans	No later than January 15, 2005	
Phase 2: Final Design Review by Architectural Committee			
Owner submits complete final design package to ACC.		April 15, 2005	
ACC schedules review meeting	Within 1 month after receipt of complete final design package	No later than May 15, 2005	
ACC renders decision on final design plans	Within 1 week after review meeting	No later than May 22, 2005	
Phase 3: Lot Preparation in Accordance with Approved Final Plan			
Begin lot preparation	Must begin within 6 months after approval of final plans	If approved on May 22, 2005, must begin by November 22, 2005. This is the "lot preparation start date."	Must begin by _____ This is my "lot preparation start date."
Complete lot preparation	Must complete within 2 months after lot preparation start date.	Must complete by January 22, 2006.	Must complete by _____

Phase 4: Home Construction in Accordance with Approved Final Plan			
Action	Timeline	Example	My Timeline
Begin building foundation and footings	Must begin within 1 month after completion of lot preparation	Must begin by February 22, 2006 This is the "construction start date."	Must begin by _____ This is my "construction start date."
Complete building construction through exterior finish	Must complete within 12 months after the construction start date	Must complete by February 22, 2007	Must complete by _____
Obtain both a final inspection certificate AND an occupancy permit	Must obtain within 15 months after the construction start date	Must obtain by May 22, 2007	Must obtain by _____
Phase 5: Detailed Landscaping Plan Review			
Owner submits detailed landscaping plans to ACC	No later than 2 months after completion of construction (i.e., owner has final inspection certificate <u>and</u> occupancy permit.)	No later than July 22, 2007	
ACC schedules review meeting	Within 1 month after receipt of complete landscaping package	No later than August 22, 2007	
ACC renders decision on landscaping plans	Within 1 week after review meeting	No later than August 29, 2007	
Phase 6: Landscaping Installation in Accordance with Approved Final Plan			
Complete landscaping for front , side and rear yards	Within 6 months after completion of construction.	No later than November 22, 2007	

Handling Unforeseen Issues			
Situation	Timeline	Example	My Timeline
During the lot preparation phase, if the Owner discovers issues that require changes to the improvement plan that will impact the building start date, the Owner submits a request to SPHOA Board for a timeline adjustment.	Request for adjustment must be submitted within 1 month after completion of lot preparation. Board renders decision within 2 weeks after receipt of request.	If lot preparation was completed on January 22, 2006, the request for adjustment must be submitted no later than February 22, 2006	My lot preparation completion date was _____ My request must be submitted by _____
During the construction phase, unforeseen delays might impact the Owner's ability to finish the project on time. The Owner must submit a request to the SPHOA Board for an extension.	Request for extension must be submitted at least 1 month before the end of the standard 12-month completion window.	If the construction was to be completed on February 22, 2007, the request for extension must be submitted no later than January 22, 2007.	My projected construction completion date was _____ My request must be submitted by _____
During the construction phase, delays of unpredictable duration might occur that are outside the Owner's control resulting from weather, strikes, fires, acts of God, national emergencies, or other natural calamities. Such delays might impact the Owner's ability to finish the project on time. The Owner must (1) notify the Board of the delay and (2) submit a request to the SPHOA Board for an extension.	Notification of the delay must be submitted within 2 weeks after the date of the event that is causing the delay. Request for extension must be submitted within 1 month of the end of the delay.	If the event causing the delay occurred on November 10, 2006, the notification of the delay must be submitted by November 24, 2006. If the end of the event causing the delay is January 10, 2007, the request for extension must be submitted by February 10, 2007	Date of event causing delay: _____ My notification must be submitted by _____ My request for extension must be submitted by _____