

DEER MOSS CREEK BUILDING PROCESS (SINGLE-FAMILY HOMES)

INITIAL BUILDER APPLICATION PROCESS

1. Submit **DMC Builder Application Form** by email or in person to Ruckel Properties (RPI). (This applies to Builders who are not already approved for the Builder's Guild).
2. Builder receives letter of approval or rejection from RPi to be considered for the Builder's Guild Approval Process.
3. If approved, go to Builders' Guild Approval Process below.

BUILDERS' GUILD APPROVAL PROCESS

1. Read **DMC Covenants, DMC Aesthetic Design Code, DMC Building Process and builder forms, DMC Sales Contract and DMC Listing Agreement.** (Builders will purchase lots directly from RPi with no outside realtor involved.)
2. Builders may inquire about a preliminary review for \$400 prior to full review.
3. Develop house plan for DMC Phase 1.
4. Fill out **House Plan (Per Lot) Approval Application.**
5. Pay non-refundable application fee to Town Architect (T.A.) of \$770.00.
6. Builder has complete plan package ready for 1st Review six business days prior to review date.
7. Builder requests review by emailing T.A. (cc RPi), attaching the following:
 - Complete Floor Plan, All Exterior Improvements (see **House Plan (Per Lot) Approval Review Checklist**) and DMC House Plan Per Lot Approval Application. Colors are required to see design intent but final house plan approval will be contingent upon specific lot placement. Landscaping, driveways & site specific items are not required for the Builder's Guild Approval Process but must be submitted after the Builder's Guild Process for final house plan approval. Should the Builder be approved and intend to use this plan on a specific lot, this portion of the submittal will be included in the application fee. If Builder is approved to use this house plan, builder must pay the \$400.00 inspection portion of the normal house plan review process fee to T.A.
 - Scanned check for Review Fee, payable to T.A. (Hernandez Calhoun Design International.)
8. Mail actual check to T.A. in advance or hand deliver at the Review. **No check = no review.**
9. On the specified day, T.A. reviews plan at RPi.
10. T.A. approves, makes comments or requires 2nd Review.
11. All homes (presales or specs) will be listed by RPi. If the builder plans to build the proposed plan on a specific lot, the builder must have price, specifications and elevations for MLS purposes **prior to final approval.** All spec homes will be on lockbox. Copies of all sales agreements will be sent to RPi for listing files. **Listing Agreements must be signed prior to approval.**

12. 2nd Review can be in person on next review date or by email with T.A.'s approval.
13. Builder receives letter of approval or rejection from RPI.

HOUSE PLAN REVIEW PROCESS (FOR BUILDER'S GUILD MEMBERS ONLY)

1. Review sessions take place on the 1st and 3rd Thursday of the month. Builder emails plan for review one week prior to review date. Pay non-refundable house plan review process fee to T.A. of \$1170.00.
2. Builder requests review by emailing T.A. (cc RPi), attaching the following:
 - Complete Floor Plan and All Exterior Improvements (**See House Plan (Per Lot) Approval Review Checklist**) and DMC House Plan Per Lot Approval Application.
 - Scanned check for Review Fee, payable to T.A. (Hernandez Calhoun Design International)
3. Mail actual check to T.A. in advance or hand deliver at the Review. **No check = no review.**
4. On the specified day, T.A. reviews **complete plan package** at RPi.
5. TA approves, makes comments or requires 2nd Review.
6. All homes (presales or specs) will be listed by RPi. Builder must provide price, specifications and elevations for MLS purposes **prior to approval**. All spec homes will be on lockbox. Copies of all sales agreements will be sent to RPi for listing files. **Listing Agreements will be signed prior to approval.**
7. 2nd Review can be in person on next review date or by email with T.A.'s approval.
8. T.A./assistant emails monthly summary to Kelly at RPi showing fees received from each Builder for specific house plans/lots.
9. When Builder is ready for 2nd Review, Builder emails T.A. (cc RPi).
10. More than 2 Reviews per lot plan requires an additional fee of \$150.00 each payable to T.A.
11. Builder receives final approval or approval as noted from T.A.
12. Builder provides RPi with 11x17 hard copy of final approved plan with cut sheets, colors, etc.
13. Builder pays Construction Deposit (\$5,000.00) for each house to HOA before commencing construction.

HOUSE INSPECTIONS

1. Builder requests inspection by emailing T.A. **Inspection Form** (cc RPi).
2. T.A. responds confirming date of inspection and cc's RPi.
3. T.A. performs inspection, emails completed Inspection Form to Builder (cc RPi).
4. T.A. may charge Builder an additional \$150.00 fee, payable to T.A. for each additional inspection beyond the four inspections included in the house plan review process fee.
5. It is the responsibility of the builder to request inspection at the designated points in the construction process. (See Inspection Form.) **Fines will be imposed if the inspections are**

not requested at the correct phase of construction. Final inspections must be completed prior to CO and closing.