

Welcome to California Landscape Studios

A what to expect guide during construction

# HOA

What to expect

* Once we get out first deposit we start drafting blueprints required by the HOA office and submit within 2 weeks of deposit.
* You will receive an email from our design coordinator Nate Fox with instructions for the application that needs to be filled out.
* HOA requires 2 checks. A deposit check typically between $500-1,000 depending on HOA and a separate check for HOA review typically around $250 – 500. These checks are to be written to the appropriate HOA and will be submitted along with your application and blueprints.
* HOA review typically takes up to 45 days to review
* Plans usually get sent back to your new residence
* HOA typically deny first application as they will mark up plan wanting additional notations on plan.
* As soon as you receive plans back from your HOA please notify us so we can make any adjustments requested by HOA to plans and resubmit.
* You may get a cease and desist from your HOA if work has started before approval. If you receive a letter of this nature please notify the person noted below.
* After final job is complete we take pictures of completed project and send into HOA
* HOA typically takes up to 45 days to review these pictures. Sometimes they will notate small adjustments to finished work. Once these adjustments are made you will receive a final approval letter with return of your HOA deposit.

Who to contact for any questions or concerns in regards to the HOA process.

Visual Design Manager

Nate Fox

714-651-7121

Nate@californialandscapestudios.com

# Payments

How we collect

* Expect to get an email within the next 3 days with our account manager Doralise introducing herself
* She will send an email or give you a phone call 3-5 days before a payment is due with an invoice sent to your email.
* She will arrange for a pick up of check. Usually a foreman or our superintendent will be the scheduled to pick up check.

What type of payments we accept

* Checks, cash, wire transfer

Final Payment

* Before last payment is collected we like to do a walk through with either Justin or Israel making sure all the details of the contract are complete

Account Manager

Doralise Gonzalez

Office 949-910-5643 ext 3

Cell - 949-320-3527

# Changes/Additions to original contract

If you decide you want to add or upgrade something.

* You can notify Justin, Israel Flores (Superintendant) or your Job Foreman to discuss adjustments
* Quote for additions will be done by Israel or Justin
* If additions are approved Doralise will send over an invoice with a request for payment
* Before additional work can start or upgraded material purchased that invoice must be paid in full.

How credits are applied

* If an item is removed or downgraded from original contract then and adjustment will be emailed for your review and will be deducted from your next progress payment.

Superintendent

Israel Flores

949-939-1054

Israel@Californialandscapestudios.com

## How Long will it take!!!

Usually longer than planned; why?

* Changes/ additions to original plan can really slow down the process.
* Structures can take a long time for them to be approved by city. Often a city will review plans completed by engineer and require changes. This requires engineer to revise plans and resubmit to city.