

ATTACHMENT ONE



APPLICATION PACKET FOR NEW CONSTRUCTION:

ARC REVIEW PROCESS

BUILDER AFFIDAVIT

PLANS AND SPECIFICATIONS

DRIVEWAY PERMIT

CONSTRUCTION POLICY AGREEMENT

CONSTRUCTION DEPOSIT AGREEMENT

Last Updated: July 2026

ARC REVIEW PROCESS

No Improvements shall be Commenced, Erected, Constructed, or Maintained on any lot, nor shall any exterior addition to or changed or alteration therein be made until the plans and specifications shall have been submitted to and approved by the **Architectural Review Committee** in accordance here in **DCCR 4.1**

1. Congratulations on starting your New Home. Please be aware that there are specific processes in place to secure ARC approval before any New Construction can proceed. Starting a project before obtaining approval is a violation of Cordova Bend Declaration of Covenants, Conditions and Restrictions (DCCR's). These restrictions are meant to protect everyone's property values and ensure the beauty and sustainability of our unique development.
2. Project applications will not be processed if a property owner Account Balance is in arrears. The account must be paid up before the application can be processed.
3. Owners, builders, architects, and designers are expected to be knowledgeable of the DCCR's and the ARC assumes that all applicants have read and understand these documents and have considered them in designing their project. These are available on the Cordova Bend website. [**www.CordovaBend.com**](http://www.CordovaBend.com)
4. There is a preliminary review meeting available that is highly recommended but not required. This provides an opportunity to address questions regarding DCCR's, the Application Packet, or any aspect of the ARC review process. Contact the ARC to request a time and date.
5. Included in this packet are the following forms and agreements for New Construction:
 - Builders Affidavit
 - Plans and Specifications
 - Driveway Permit
 - Construction Policy Agreement
 - Construction Deposit Agreement
6. There is an Application Checklist on page 17 for your convenience as only applications that are **Fully Completed** may be considered by the ARC. **Once deemed completed**, the ARC will review and a 45-day clock begins. If additional information is required, the project will be put on **HOLD** until such information is submitted.
7. At the conclusion of the review process, or within 45 days, whichever occurs first, the owner is advised of the ARC's decision:

- a. In the case of approval, an approval letter will be sent to the owner, and the ARC will monitor the progress of the project until it is completed.
- b. If additional information is needed, an ARC management representative will contact the owner.
- c. In the case of denial, the owner may modify their application to comply with requirements and resubmit. In these cases, the review process begins again. An owner may also appeal a denial to the Board as provided by the Texas Property Code 209.00505

Please submit all agreements and forms by email or mail to:

Property Manager: Kacee Hunt, email: kacee@damctx.com

Cordova Bend POA C/O:

Diamond Association Management & Consulting

14603 Huebner Rd., Building 40

San Antonio, Texas 78230

Please drop off the following in person:

- Paper Plans
- Plat Location Plan
- Application Packet

To ARC Chairperson:

Name: _____

Address: _____

Phone Number: _____

BUILDER AFFIDAVIT

(All information will be verified by the Architectural Review Committee)

Construction Company Name: _____

Authorized Company Agent Name: _____

Company Registered Mailing Address: _____

Company Phone Number: _____

Company Website: _____

Company Email Address: _____

Is the named company above currently Legally able to conduct business in the state of Texas? _____

THE STATE OF TEXAS *

COUNTY OF COMAL *

BEFORE ME, the undersigned authority, on this day personally appeared

_____ (Name), _____ Authorized Agent _____ (Title) of

_____ (Company Name), personally known to me

to be the person whose name is subscribed hereto and upon his oath depose and say:

The company has been in business for _____ years and has built at least 2 or more houses in the last two (2) years. (References will be contacted by ARC).

1. Owner _____
Address _____
City _____ State _____ Zip _____
Phone _____

2. Owner _____

Address _____
City _____ State _____ Zip _____
Phone _____

3. Owner _____
Address _____
City _____ State _____ Zip _____
Phone _____

Following are three (3) references that may be contacted regarding the company's work and financial ability to complete the residence:

Financial Reference (References will be contacted by ARC).

1. Name: _____
Business: _____
Nature of Business: _____
Phone Number: _____

License Trade

2. Name: _____
Business: _____
Nature of Business: _____
Phone: _____

Supplier

3. Name: _____
Business: _____
Nature of Business: _____
Phone Number: _____

During the last two (2) years, the company has NOT received any notices regarding violations of any rules, ordinances, statutes or regulations of any governmental agency or Property Owner's Association.

Explain: _____

The company owes / has paid the following amounts to Property Associations over the last two (2) years for violations of Restrictions:

Explain: _____

There are no proceedings in bankruptcy or receivership that have been instituted by the Company, or against the Company, and the Company has never made any assignment for the benefit of creditors,

Explain: _____

No affidavit of lien or other instrument claiming that the Company owes money to a subcontractor has been filed and not released.

Explain: _____

This Affidavit is made pursuant to the Cordova Bend/Alto Lago at Cordova Restrictions as an inducement to be allowed to build in the community. It is understood by Affiant that any misrepresentation in this Affidavit will allow the Association to disapprove plans submitted by Affiant or impose additional restrictions on the Company regarding construction in the subdivision. All information contained in this affidavit is true and correct in all respects.

Signature: _____

Authorized Agent Title: _____

Date: _____

SWORN TO AND SUBSCRIBED BEFORE ME,

this the _____ day of _____, 20_____

_____**NOTARY PUBLIC, STATE OF TEXAS**

_____**My Commission Expires:** _____

Notary's Printed Name: _____

PLANS AND SPECIFICATIONS

Submit with this application

- _____ **PDF** of site plan showing entire lot with existing structures, and site of proposed structure.
 - _____ **PDF** of floor plan, including elevations of all faces of proposed structure.
 - _____ Description of all Exterior construction material and color along with **stone & stucco %**.
 - _____ Examples and/or color photos of all exterior materials to be used. Please submit colors on photographic paper. (Rock, Paint, Stucco, Roof, Garage Doors, fencing, etc.)
 - _____ Driveway access/culvert design (**please complete Driveway Permit Application**)
 - _____ Septic Tank and Spray Heads Location marked on Plat.
 - _____ Dumpster Location marked on Plat.
 - _____ Port-A-Potty Location marked on Plat.
 - _____ Washout location marked on Plat.
 - _____ Buried Propane Tank Location marked on Plat.
 - _____ Builders Sign Location marked on Plat.
 - _____ Temporary Plastic Fencing on sides and back (**removed after 9 month close-in**)
 - _____ Other – Specify (Future Pool, Spa, etc.) (optional)
- **Please note that applications that lack required documents or details may require additional time to review and/or final approval.**

DRIVEWAY PERMIT

Owner's Name (please Print): _____

Owner's Phone (Cell): _____ (Alt): _____

Owner's Mailing Address: _____

Owner's Email Address: _____

Property Information:

Property Address: _____

Lot: _____ Unit: _____

Contractor Information:

Contractor's Name (Please Print): _____

Contractor's On-Site Rep: _____

Contractor's Phone (Office): _____ (Cell): _____

Contractor's Mailing Address: _____

Contractor's Email Address: _____

Contractor's Web Site: _____

Driveway Information:

Driveway Type: _____

Driveway Length: _____

Driveway Width: _____

Culvert Information:

Diameter: _____

Length: _____

Number of Culverts: _____

Sealed engineering letter or plan design for driveway culvert: Attached as Exhibit A –

No approval will be given without either a letter and/or corresponding plans from a professional, state-licensed civil engineer who will determine if there is a need for a culvert and if so, the proper dimensions.

The Association does not warranty or guarantee the work performed on the driveway. All such warranties and guarantees are expressly disclaimed.

Lot Owner(s): (All lot owners should sign)

_____ Date: _____

_____ Date: _____

Professional Engineers

Name: _____

Title: _____

Email: _____

Web Site: _____

Date: _____

Signature: _____

Point of Contact for ALL ARC Communications

Owners Information

Owner's Name (please print): _____

Owner's Phone: (cell): _____ (ALT) _____

Owner's Mailing Address: _____

Owner's Email Address: _____

Builder Information

Builder's Name (Please Print): _____

Builder's On-Site Rep: _____

Builder's Phone (Office): _____ (Cell): _____

Builder's Mailing Address: _____

Builder's Email Address: _____

Company Website: _____

CONSTRUCTION POLICY AGREEMENT

1. Construction Work Hours

Monday thru Friday	7:00AM - 7:00PM
Saturday	9:00AM - 5:00PM
Sunday & Major Holidays	No Construction Allowed

2. Preconstruction On-Site Requirements

- a. **Dumpster** – (shown on site plans) A commercial dumpster (20 cubic yard minimum) and covered trash containers will be placed 30 feet from existing road and lot lines **PRIOR** to start of construction. All trash will be kept on site, either in dumpster or windproof trashcans and emptied regularly. Lot and area surrounding lot must be monitored routinely to assure windblown trash is picked up promptly.
- b. **Port-A-Potty** – (shown on site plans) Port-a-potty will be placed on site at least 30 feet from existing roads and lot lines **PRIOR** to start of construction **with door opening facing home during all phases of construction.**
- c. **Builder Sign** – (shown on site plans) Approved builder sign will be installed on site 30 days **PRIOR** to start of construction. Builder sign must be set back at least 30 feet from existing road and lot lines and directly facing the road unless written approval is granted.
- d. **Wash-out site** – (shown on site plans) A designated washout site inside property lines for any concrete work/deliveries is required. All washouts will be removed or appropriately covered prior to builder deposit being returned. Site to be identified on site plan **PRIOR** to pouring of slab.
- e. **Construction Drive** – (Shown on site plans) On site construction drive must be present **PRIOR** to start of construction. First 15 feet from street must be Bull Rock. Remainder of drive to front of garage must be 1.5" road base.
- f. **Culvert** – Temporary culvert must be present **PRIOR** to start of construction, when bar ditch or drainage is present. Culvert is to accommodate water flow not to impede or facilitate water in ROW. Minimum 12" temporary culvert that will be replaced with permanent culvert at end of construction. Sloped ends with head walls.
- g. **Road Photos** – Provide current photos of roads in front of jobsite for reference **PRIOR** to start of construction. Photos can be emailed to: **support@cordovabend.com**
- h. **Temporary Plastic Fencing** – (shown on site plans) Is **required** on sides and back of said property during 9 (nine) months close in time for prevention of debris blowing on adjacent property and roads. **To be removed after 9 months close-in time.**

3. Clean Work Site

- a. Jobsite must be kept reasonably clean and materials should not encroach in ROW or over adjacent property lines. Plastic fencing on sides and back is required on a temporary base during construction until 9 months close in is complete. This includes placement of dumpster and port a potty.

4. Clean Roads

- a. Builder will notify Management Company of all high traffic events, such as “pour dates” for slab/driveway with no less than **72-hour notice**.
- b. Start Pour times – Mornings -- NO sooner than 5AM. Evenings – NO later than 5PM.
- c. Builders will endeavor to keep roads free of debris, dirt and mud on all subdivision roads and construction sites. If roads get debris on it from jobsite, clean-up will be coordinated within 24 hours, or risk clean-up fine. All off-loading is to be done on construction driveways, and not on roadways. This includes all equipment and materials.
- d. If there is damage to existing roads or other development infrastructure, repairs will be made by Association Contractor of choice and cost of repairs will be passed on to Homeowner/Lot Owner for reimbursement for repairs. Cold mixed patches or other solutions are **NOT** acceptable for road repairs.

5. Responsibility of the Builder

- a. All 3rd, yet related, parties to the construction site are the responsibility of approved builder.
- b. Coordinating all sub-contractors and limiting their access to Cordova Bend/Alto Logo as being specific and direct to work at this jobsite. (Builder will be responsible for subs going directly to jobsite and directly to exit).
- c. Access to Park by builder or subcontractors is **PROHIBITED**.
- d. Builder maintains responsibility for subcontractors conduct while within the boundaries of Cordova Bend and Alto Logo.
- e. All subcontractors must comply with all applicable laws, and **the 30 MPH speed limit** within Cordova Bend and Alto Logo.
- f. Foul language and **LOUD MUSIC ARE NOT PERMITTED**.
- g. Management company must be notified a minimum of **72 hours before** any concrete pour (foundation/driveways). Special approval may be required for an early start.

6. Fire Protection

- a. Two (2) fire extinguishers shall always be onsite when open flames or welding are taking place.
- b. A suitable receptacle filled with sand or water shall be used for cigarette butts.
- c. Vehicles must park & stay on paved roads or use the construction drive.
- d. Welding projects must have a water receptacle, such as a tank and hose, near the project and must obey local burn ban laws.

- e. Contractors conducting the burn must carry at least a \$1 million dollar liability insurance policy.
- f. No burning is allowed during county burn ban. If allowed, only with fire department approval.

7. Builders Sign

- a. The Builder may place one (1) professionally made sign on the building site during construction process does not exceed 36"X36".
- b. The builder sign must be approved by the ARC before being posted at the jobsite.
- c. The Association may place a "Construction Rules" sign on the back side of the builder's sign. There is no expectation this sign is to be returned at completion of the project. Builder will not hold the association liable for any damages (if any) to the builder's sign.
- d. The above builder sign shall be placed within the property line and not in the easement; generally, this is, at a minimum, **30' from the road**. The sign shall be mounted on 4"X4" posts and must face the road.
- e. Builder's sign is required to be in place **30 days prior** to work being started.
- f. Sign to be removed upon completion of the project.
- g. Sign information. General Contractors Company Name/Logo Phone Number with New Homeowners Name, Address and Lot#.

8. Gate Code

- a. All Gate Codes should be kept confidential and not given to third parties not associated with an Approved Construction Project. Upon approval of construction project, you will be issued a personal individual builder gate code for your specific construction project. The code is to be used for all contractors & subcontractors associated with the project listed below. Builder is responsible for coordinating all subcontractors and limiting their access to Cordova Bend and/or Alto Lago as being specific and direct to work at the jobsite.
- b. Gate Code will be deleted upon Completion of project.

By **signing and printing** your name below, you agree that you have read and understood and will comply with the above Construction Policies. Property Owners expressly agree and understand that they are solely responsible for any violations, fines, or damages during the construction processes.

Builder: _____ Date: _____

Builder On Site Representative: _____ Date: _____

By signing below, I represent and acknowledge that I have read and understand and will require my builder to comply with Construction Guidelines set forth herein. I understand and agree that if my builder does not follow the Construction Guidelines and/or rules, regulations and restrictions adopted by the Architectural Review Committee or the Board of Directors of the Association, I, as the lot owner, will be responsible for the payment of all fines.

Property Owner Name: (Please Print) _____

Property Owners Signature: _____

Date: _____ Lot Number: _____

Address: _____

Email Address: _____

CONSTRUCTION DEPOSIT AGREEMENT

With the submission of any New Home Construction Plans, the Owner or Builder of the lot shall pay a \$3000 construction deposit to the Cordova Property Owners Association. This deposit shall be to guarantee that the owner of the lot, as well as any Contractor or Subcontractor, adheres to the provisions of the Cordova Restrictions & Construction Guidelines.

Upon completion and inspection of the New Home Construction, the deposit shall be returned to the owner only after the following conditions have been met:

1. No current or outstanding fines or reimbursement fees for any clean-up or damages assessed or incurred by the Association.
2. Landscape plans have been submitted and approved by the ARC.
3. The ARC has conducted a formal onsite inspection of the exterior of the New Home.

Any fines or invoices for clean-up, etc., that had to be performed by Cordova Bend/Alto Lago Property Association, will be deducted from the \$3000 deposit. If the deposit is insufficient to pay for fines, damages, clean-up, etc., the builder and or lot owner agrees to pay balance due within Ten (10) days of Cordova Bend Property Association's itemized statement of the account to the builder.

I have read and understand the Construction Deposit Agreement:

Builder: _____ **Date:** _____

Property Owner: _____ **Date:** _____

Construction Deposit Receipt

Cordova Bend Property Owners Association acknowledges receipt of the sum of \$3000 (Construction Deposit) from _____ (Property Owner and /or Builder), in connection with the construction on: Lot #: _____,

Address _____, in Cordova Bend and/or Alto Lago on Canyon Lake. The deposit will be held by Cordova Bend Owners Association without interest until the completion of the above Home Construction and the Architectural Review Committee (ARC) has completed an exterior inspection and provided a written approval to release the deposit.

Received from: _____

Owners Name: _____

Address: _____

Builders Name: _____

Address: _____

Amount: _____ Check #: _____

Received by POA: _____ Date: _____

Cordova Bend & Alto Lago POA

New Construction Application Submission Checklist:

	Builder	Owner	ARC
	Signed	Signed	Approval
Builder Affidavit	☐	☐	☐
Application for New Structure	☐	☐	☐
Driveway Permit Application	☐	☐	☐
Construction Policy Agreement	☐	☐	☐
Construction Deposit Agreement	☐	☐	☐
Construction Deposit Check	☐	☐	☐
Gate Code Issued (After Final ARC Approval)	☐	☐	☐