



NEW CONSTRUCTION PACKET:

ACC REVIEW PROCESS, BUILDER AFFIDAVIT, PROJECT APPLICATION & CONSTRUCTION POLICY GUIDELINES

Last Updated: April, 2024

**Included in this packet are the following applications and agreements for
New Construction in Cordova Bend on Canyon Lake:**

- Builder Affidavit
- Application for New Structures
 - Driveway Permit Application
 - Construction Guidelines
 - Construction Deposit Agreement
 - Gate Code Agreement
 - Builder Sign Agreement
 - Construction Checklist

For questions, please contact:

Alamo Management Group RaShonda Bell-Allen,
Property Manager

www.CordovaBend.com
support@cordovabend.com
830-767-0767

Mailing Address &
In Person Drop Off:

Cordova Bend POA
c/o Alamo Management Group 2611 N Loop
1604 W Ste 100, San Antonio, TX 78258

In Person Drop Off Hours:

M-F 9:00 am - 5:00 pm
(Excludes Federal Holidays)

Courtesy copies of DCCRs available online at www.CordovaBend.com

CORDOVA BEND POA BUILDER'S AFFIDAVIT

Please see section 5.12 of the 2019 Amendment to the Cordova Bend DCCRs,
section 5.12 "Approval of Contractor" to which this Affidavit applies.

All information will be verified by management company.

Construction Company Name: _____

Authorized Company Agent Name: _____

Company Registered Mailing Address: _____

Company Phone Number: _____

Company Web Site: _____

Company Email: _____

Is the named company above currently legally able to conduct business in Texas? _____

THE STATE OF TEXAS *
COUNTY OF COMAL *

BEFORE ME, the undersigned authority, on this day personally appeared _____ (Name), _____ (Title) of _____ (Company Name), personally known to me to be the person whose name is subscribed hereto and upon his oath depose and say:

1. The Company has been in business for _____ years and has built the following houses in the last two years (References will be contacted by POA Management Company):

1. Owner _____
Address _____
City _____ State _____ Zip _____
2. Owner _____
Address _____
City _____ State _____ Zip _____
3. Owner _____
Address _____
City _____ State _____ Zip _____

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

1. **Financial Reference (References will be contacted by POA Management Company):**

Name _____

Business _____

Nature of Business _____

Phone Number: _____

2. **Other References (References will be contacted by POA Management Company):**

Name _____

Business _____

Nature of Business _____

Phone Number _____

Name _____

Business _____

Nature of Business _____

Phone Number _____

3. During the last two years, the Company has received only the following notices from the Association or the Association's management group regarding the Company's construction activities:

The Company represents that these are the only notices the Company has received in the last two years.

4. During the last two years, the Company has **not** received any notices regarding violations of any rules, ordinances, statutes or regulations of any governmental agency.

5. The Company owes/has paid the following amounts to Property Associations over the last two years for violations of Restrictions:

6. 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 an assignment for the benefit of creditors.

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

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

Signature

Title

Date

SWORN TO AND SUBSCRIBED BEFORE ME, this the _____ day of _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

Notary's Printed Name:

My Commission Expires: _____

CORDOVA BEND PROPERTY OWNERS ASSOCIATION

APPLICATION FOR NEW STRUCTURES IN CORDOVA BEND SUBDIVISION

The Declaration of Covenants, Conditions and Restrictions governs new structures, buildings, etc. in the subdivision. Article V, paragraph 5.1 Approval of Plans and Specifications, says:

“No Improvement shall be commenced, erected, constructed, placed or maintained upon any Lot, nor shall any exterior addition to or change or alteration therein be made until the Plans and Specifications therefore shall have been submitted to and approved by the Architectural Control Committee in accordance herewith.”

Address of proposed new structure: _____ Canyon Lake, TX 78133

Lot Number: _____ Unit Number: _____

Description of proposed structure:

Square Feet: 1st floor _____ 2nd floor _____ Total living _____

Enclosed 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 showing,
- Description of all exterior construction material and colors.
- Any examples and/or color photos of all exterior materials to be used. Please submit colors on photographic paper. (Rock, paint, stucco, roof, doors, garage doors, etc.)
- Driveway access/culvert design (please complete Driveway Permit application)

- Site location on plans of proposed buried propane tank. (if applicable)
- Other – specify (optional)

A full-size, to-scale, set of plans (minimum 24"x36") must be received at the Cordova Bend POA office either by mail or hand delivered.

* Please note that applications that lack required documents or details may require additional time for review and/or final approval.

APPLICATION FOR NEW STRUCTURES IN CORDOVA BEND SUBDIVISION

OWNER INFORMATION

Owner's Name (print please): _____

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

Owner's Mailing Address: _____

Owner's Email Address: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

BUILDER INFORMATION

Builder Company Name (print please): _____

Builders On-Site Rep: _____

Builder Phone: (Office) _____ (Cell) _____

Builder Mailing Address: _____

Builder Email Address: _____

FOR ACC USE:

Requested Structure is approved:

_____	_____	_____	_____
ACC Signature	Date	Approved	Disapproved

If disapproved, reasons for disapproval:

Recommended changes before re-submission for approval: _____

CORDOVA BEND PROPERTY OWNERS ASSOCIATION

DRIVEWAY PERMIT IN CORDOVA BEND SUBDIVISION

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:

Contractors Name (please print): _____

Contractors On-Site Rep: _____

Contractors Phone: (Office) _____ (Cell) _____

Contractors Mailing Address: _____

Contractors Email Address: _____

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 (per section 3.22 of the 2016 amended DCCRs).

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

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

Date: _____

Date: _____

Professional Engineer: Name:

Title: _____

Date: _____

Signature: _____

FOR ACC USE:

Requested Driveway/Culvert is approved:

ACC Signature Date Approved Disapproved

If disapproved, reasons for disapproval:

Recommended changes before re-submission for approval: _____

CORDOVA BEND PROPERTY OWNERS ASSOCIATION

CONSTRUCTION GUIDELINES

1. Construction Work Hours

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

2. Pre-Construction On-site Requirements

- a. **Dumpster** – A commercial dumpster (20 cubic yard minimum) and covered trash containers will be placed on site PRIOR to starting 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-o-let** – Port-o-lets will be placed on site at least 50 feet back from existing roads and lot lines PRIOR to start of construction and during all phases of construction.
- c. **Builder Sign** – Approved builder sign will be installed on site PRIOR to start of construction. Builder sign must be set at least 25' back from front property line and directly facing the road unless written approval is granted.
- d. **Wash-out site** – A designated washout site (shown on site plan) inside property line 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** – 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 job-site for reference prior to start of construction. Photos can be emailed to: support@cordovabend.com

3. Clean Work Sites

- a. Jobsite must be kept reasonably clean and materials should not encroach in ROW or over adjacent property lines. This includes placement of dumpsters and port-o- lets.

4. Clean Roads

- a. Builder will notify developer of all high traffic events, such as “pour dates” for slabs.
- b. Builder will endeavor to keep roads free of debris, dirt and mud on all subdivision roads and construction site. If roadway gets 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 drive and not in roadways. This includes all equipment and materials.
- c. Damage to existing roads or other development infrastructure. Repairs will be made by Association contractor of choice and cost of repair will be passed on to Homeowner/Lot Owner for reimbursement for repairs. Cold mix patches or other builder 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 the approved builder.
- b. Coordinating all sub-contractors and limiting their access to Cordova Bend 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 sub-contractors is **PROHIBITED**.
- d. Maintain responsibility for subcontractor’s conduct while within the boundaries of Cordova Bend.
- e. Ensure all sub-contractors comply with all applicable laws, and the 30-mph speed limit within Cordova Bend.
- f. Foul language and loud music not permitted.
- g. Notify the association a minimum of 72 hours before any major concrete pour (foundation / driveway). Special approval may be required for an early start.

6. Fire Prevention

- a. Two (2) fire extinguishers shall always be onsite when open flames or welding are taking place.
- b. No smoking permitted.
- 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 active project and must obey local burn ban laws.
- e. Contractor conducting the burn must carry at least a \$1 million liability insurance policy.
- f. No burning during county burn ban AND adequate fire safety procedures in place to monitor fire are expected.

7. Builder Sign

- a. The Builder may place one (1) professionally made sign on the building site during the construction process not to exceed 36"x36".
- b. The Builder sign must be approved by the ACC before posted at the job site.
- 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 the completion of the project. Builder will not hold the Association liable for damages (if any) to the builder's sign.
- d. The approved Builder sign shall be placed within the property line and not in the easement; generally, this is, at minimum, 50' from the road. The sign shall be mounted on 4x4 posts and must face the road.
- e. Sign to be removed upon completion of the project.

By signing below, you agree that you have read, understand, and will comply with the above Construction Guidelines. Property owner expressly agrees and understands that they are solely responsible for for any violations, fines, or damages during the construction processes.

Builder: _____ Date: _____

Builders On-Site Rep: _____ Date: _____

Property Owner: _____ Date: _____

Property Owner: _____ Date: _____

Lot: _____ Address: _____

CORDOVA BEND PROPERTY OWNERS ASSOCIATION

CONSTRUCTION DEPOSIT AGREEMENT

With the submission of any new home construction plans, the Owner of the Lot shall pay a \$3,000 construction deposit to the Cordova Bend 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 ACC.
3. The Association's management agent has conducted an onsite inspection of the exterior of the home (appointment will be made with Owner in advance) and written approval of the deposit is provided by the Association to the Owner.

If the deposit is insufficient to pay for fines, damages, clean-up, etc., the Owner agrees to pay balance due within thirty (30) days of receiving an itemized invoice.

I have read and understand the Construction Deposit agreement:

Builder: _____ Date: _____

Property Owner: _____ Date: _____

Property Owner: _____ Date: _____

CONSTRUCTION DEPOSIT RECEIPT

Cordova Bend Property Owners Association acknowledges receipt of the sum of \$3,000 (Construction Deposit) from _____ (Property Owner), in connection with the home construction on Lot _____, _____ (Address), in Cordova on Canyon Lake. The deposit will be held by Cordova Bend Property Owners Association without interest until the completion of the above home construction and the Association's management agent has completed an exterior inspection and provided a written approval to release the deposit.

Received from: _____

Amount: _____ Check #: _____

Received by POA: _____ Date: _____

CORDOVA BEND PROPERTY OWNERS ASSOCIATION

GATE CODE AGREEMENT FOR NEW CONSTRUCTION IN CORDOVA BEND

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, your construction project will be issued a unique gate code. This code is to be used for all contractors & sub-contractors associated with your project only (listed below). Builder & Property Owners are responsible for terms on the 'Construction Guidelines for Cordova Bend.'

Property Information:

Owner's Name (please print): _____

Property Address: _____

Lot: _____ Unit: _____

Builder Information:

Builders Name (please print): _____

Builders Phone: (Office) _____ (Cell) _____

Builders Email Address: _____

Gate Code Issued

Main Entry Gate: _____

(Please enter the "key symbol" twice before the code).

Gate Code will only work during these Construction Hours

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

Please contact the Association for any requested exceptions.

By signing below, I agree that I have read, understand, and will comply with the above New Construction Gate Code Agreement.

Builder: _____ Date: _____

Builders On-Site Rep: _____ Date: _____

Property Owner: _____ Date: _____

Property Owner: _____ Date: _____

CORDOVA BEND PROPERTY OWNERS ASSOCIATION

BUILDER SIGN AGREEMENT

CORDOVA BEND

The Builder may place one (1) professionally made sign on the building site during the construction process not to exceed 36"x36". Builder sign must be placed within property line and not in easement; generally, this is, at minimum, 50' from the road. The appearance, size and location of this sign must receive ACC approval before it is posted. The Builder Sign shall be mounted on 4x4 posts and shall be removed upon completion of the project. The following minimum information must be included on the builder sign:

General Contractor's Company Name	General Contractor's Phone Number	Physical Address of Lot
	Lot's Legal Description (Lot # / Unit #)	

It is also hereby agreed that the Association may place a 'Construction Rules' sign on the back of the builder's sign. There is no expectation the 'Construction Rules' sign will be returned to the association at the completion of the project. An association representative will place 'Construction Rules' sign on back of builder sign at start of project; builder will not hold the Association liable for damages (if any) to builder sign.

Property Information:

Owner's Name (please print): _____

Property Address: _____

Lot: _____ Unit: _____

Builder Information:

Builders Name (please print): _____

Builders Phone: (Office) _____ (Cell) _____

Builders Email Address: _____

By signing below, I agree that I have read, understand and will comply with the above Builder Sign Agreement.

Builder: _____ Date: _____

Property Owner: _____ Date: _____

Property Owner: _____ 1 _____ Date: _____

