

EXHIBIT D
DRC NOTICE OF COMPLETION FORM

Page 1 of 2

SUB NO. 1

SUB NO. 2

Owner shall complete the following:

I hereby certify that all work has been completed and done in substantial compliance with the approved plans and specifications and the Design Guidelines.

Date: Lot/Condominium and Tract #

Name: Project Name:

Address: Builder:

Signature:

Type of Work: Architecture Landscape Hardscape Pool/Spa/Water Feature
(Please check one or more) Patio Cover Lighting Other

SUBMIT PHOTOGRAPHS OF ALL INSTALLED PROJECT IMPROVEMENTS INCLUDING: DRAIN INLETS, HARDSCAPE- WHICH INCLUDES ALL PAVING, WALLS, PILASTERS, FLASH WALLS, BARBECUES, FIREPLACES, PATIO COVERS, GATES, FOUNTAINS, POOLS AND SPAS, LIGHT FIXTURES, FRONT AND REAR ARCHITECTURAL ELEVATIONS, SETBACKS, EQUIPMENT AREAS AND ALL ANCHOR, SCREEN, AND ACCENT TREES/PLANTINGS, AND SHRUB AND GROUNDCOVER PLANTING. HARD COPY, COLOR PHOTOGRAPHS (4x6 MIN.) MUST BE PROVIDED BY THE OWNER, ELECTRONIC DELIVERY IS NOT PERMITTED.

PLEASE NOTE THAT IF THE SUBMITTED PHOTOGRAPHS DO NOT CLEARLY REPRESENT ALL PROJECT IMPROVEMENTS, AN ON-SITE FIELD VISIT WILL BE REQUIRED AT AN ADDITIONAL FEE OF \$250.00.

(DO NOT WRITE BELOW THIS LINE)

The Design Review Committee conducted the Final Inspection by:

Reviewing the Owner-submitted photographs Conducting a site visit

The Design Review Committee recommends the following:

APPROVED: Final inspection is complete and the Improvements are in substantial conformance with the approved plans and the Design Guidelines.

DISAPPROVED: The Improvements are not in substantial conformance with the approved plans, specifications and/or Design Guidelines. The Owner must complete/modify/remove the items noted below on Exhibit D, page 2. After all items have been corrected, submit to the Property Manager photographs of revised construction.

Portola Springs Design Review Committee

DRC Authorized Representative Signature

Date



**EXHIBIT E  
VARIANCE REQUEST FOR BOARD-APPROVED DESIGN GUIDELINES EXCEPTION**

**Owner shall complete the following:**

Date: \_\_\_\_\_ Lot and Tract # \_\_\_\_\_  
 Owner: \_\_\_\_\_ Project Name: \_\_\_\_\_  
 Lot Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Note: Include with the submittal of the Variance Request Form the Variance Fee pursuant the Application Checklist (Exhibit B-1 or B-2).**

**Description of Request** (Please include drawings, photographs and a description of your special circumstance for the Board's review):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Disapproved as presented                       Approved as presented                       Approved as revised

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow sixty (60) days for review. You will be notified in writing of the Board's decision.**