



PHASE FOUR DESIGN GUIDELINES

1. The Community Vision

Spring Lake Ranch-Is a unique opportunity to explore living through innovative and traditional architecture that reflects the beauty of the surrounding lake. The aim of these Design Guidelines is to ensure that all buildings in Spring Lake Ranch meet a high standard of design and construction. The character of the completed development will be that of a country living rather than a city suburban subdivision.

Homeowners can be assured that every new home at Spring Lake Ranch will require a similar review process to ensure conformance with the guidelines. Protecting the overall appearance of the development will help to preserve the value of new homes and ensure that Spring Lake Ranch remains one of the areas most desirable communities. These guidelines also have a more practical function, protecting properties by ensuring issues such as the environment, storm water, snow melt and fire protection are properly addressed.

We want the process of building your new home to be richly rewarding and look forward to working together with the Owners to create a home and a community that inspires pride.





2. Architectural Design Guidelines

The guidelines contained herein are suggestions, and innovative design or other products not mentioned may be accepted at the sole discretion of the Developer.

2.1: Professional Design & Engineering

House plans should be individual and chosen or designed to suit the lot. Owners are strongly advised to retain the services of competent sales and design professionals for the design of their home. The Developer assumes no liability for design.

2.2: General Dimensions and Site Positioning

Each home shall be designed and sited to take maximum advantage of the natural characteristics of the lot (e.g. tree cover, views, original grade, sun angles, relationship to the street, neighbours, lake and conservation area) Site and house layout should promote privacy and avoid overlooking or overshadowing of neighbouring properties. It is recommended that private outdoor spaces, such as patios, be screened from the adjacent private and public views by approved fencing, hedges, planting or trellises.

All houses must be sited appropriately in relationship to the lot slope. Two storey houses with exposed basements at the back will require rear elevation treatment to reduce the visual impact of the three levels. Houses on back to front sloping lots with 3 levels exposed at the front should treat the top floor as a half storey with dormers or other suitable design.

All building sites and dimensions must also conform to any applicable regional bylaws. These regulations will override those set out in these guidelines.

(a) Building Set Back

No part of the building (including decks and porches) may be closer than 3.2 meters from the lot boundary at the sides and 7 meters from the front and 8 meters minimum rear yard setback. The position of the house on the site will be reviewed by the Developer in relation to neighbouring properties in order to provide appropriate set backs and streetscape.

(b) Building Footprint

The building footprint (ground coverage) including garage may be no more than 40% of the total lot area.

(c) Building Height

The highest point on the roof (excluding Chimney) may be no more than 9 meters average, above the lots average natural grade. This is a requirement outlined by the regional authorities for single family housing.

(d) Minimum living area

The total floor area shall not be less than 1350 sq. ft. Minimum footprint of the main floor living area in two storey homes must not be less than 800 sq. ft. Garages must be of a reasonable size for residential use and in proportion to the house. Commercial workshops are not permitted. Wherever possible Garages or Carports should reflect similar architecture to the home, and should be attached

directly to the home, or be attached by a covered breezeway. Garages and carports must be sufficient for at least 2 cars.

2.3: Repetition

The same house plan with extremely similar elevations shall not be repeated within 2 lots, or directly across from each other. Similar house plans and forms may occur along a section of the street in response to similar site conditions. Differences such as changing direction of roof slopes, size and location of windows and doors, and or exterior cladding finish will be required. Striking contrasts between building sizes, shapes, and colours within a small area are not encouraged. The object is to produce enough variety to create interest within a balanced unity of forms, colours, and themes.

2.4: Corner Lots

Designs for corner lots should take maximum advantage of the lot. Corner lots treated separately and approved in the form and manner by the Developer.

2.5: Massing

Elements to consider:

- (a) Visual character of the design
- (b) Variety in massing
- (c) Plan and proportion relative to height and layout
- (d) Roof pitch
- (e) Landscaping enhancing elements, e.g., integration with landscaping and topography
- (f) Materials, variety, and proportions

2.6: Consistency

Elevations of all buildings must demonstrate consistent treatment of exterior materials, window details, and reveals. Details in the roofline must be carried around from the front elevation. Timber and log details in gables, knee braces, posts, columns, railing and landscaping are strongly encouraged wherever possible.

2.7: Finish Materials and Colours

Colours shall be based on natural environment earth tones with consistent body and trim colours. Exterior colour selection will affect the visual impact substantially and a colour selection sheet indicating location to be applied must be submitted to the Developer for approval. Roof materials and colours may be repeated from lot to lot. Stone where applicable, concrete, or heavy wood details are to be consistent with house trim and detail. Stone should be terminated at a wall or window or other architectural detail. Cultured stone may also be used.

Other masonry products may be approved on a house-by-house basis. Vinyl or metal siding may only be used upon approval of the Developer.



2.8: Stucco

Stucco finish will be acrylic or elastomeric finish with a flat, worm or sand surface texture. Earth tone colours are strongly encouraged, or colours ranging in the darker shades. Stucco must be accented with wood or timber elements. Wood must be sealed on all sides before installation. Stucco or concrete window battens may be acceptable and will be reviewed on an individual basis. Stucco metal stop must be painted to match.

2.9: Siding/Shakes/Shingles

In keeping with the style endorsed by Spring Lake Ranch, shakes and shingles are acceptable wall cladding materials; these must be sealed or treated prior to installation.

In situations where horizontal siding is used on a two or more storey elevation, this element should terminate at gable dormers with a banding board, at the base of the upper windows or as the design dictates. Above this, vertical siding shakes or shingles should be introduced. Full height vertical siding is discouraged and should be broken up as above.

2.10: Roof and Roofing Materials

Acceptable materials include pre-finished standing seam, pre-finished stamped metal and granular coated metal, copper, slate, concrete or clay tile and GEM shingles. Wood shake or shingles may be permitted if coated with suitable fire resistant finish. Other roofing products may be permitted upon review by the Developer. All flashing is to be pre-finished metal. Pre-finished drip edge is required at the bottom of all roof slopes. Flashing and venting should be similar to roof colour. Ridge venting is encouraged. Where conventional venting is installed in the roof slope, it is to be placed away from highly visual locations (i.e., street side, in the case of corner lots on two elevations). Roof water run off must also be considered and incorporated into the lot drainage plan. Rooftop venting and chimneys shall be finished with a chase to match the building style (does not include attic ventilation, plumbing stacks, or bath fan vents). Stone-finished chimney chases are preferred. Where more than one chase exists, the finished elevations of the chase caps shall be consistent. All flue venting requires a shroud detail above the chase cap. Innovation is encouraged.

2.11: Fireplaces

Direct vent fireplace vents shall be placed in obscure locations where possible, with sight lines blocked by landscaping. Wood burning fireplaces, stoves and other wood burning appliances are permitted at Spring Lake Ranch, but must include spark arrestors and follow all other regional codes when installed.

2.12: Fascia

Fascia articulation is encouraged. Fascia should be a minimum height of 8", with the exception of eaves with open trusses, where architecturally, no fascia is required. Fascia material is restricted to rough sawn cedar, cedar, Smart Start, Hardi-plank, pre-finished aluminium or similar manufactured product as approved from time to time by the Developer.

2.13: Soffit

Soffit colour is to be consistent with or complimentary to fascia colour unless a clear finish, stain grade wood is used. Wood finish is encouraged but pre-finished aluminium is acceptable. Minimum roof overhang is 24".

2.14: Eaves Trough and Rain Water Leaders

Eaves trough should match fascia as closely as possible. Eaves trough or fascia gutter should be pre-finished metal (no vinyl permitted) with a minimum dimension of 5". Hidden gutters are encouraged. Rainwater leaders should be compatible in colour to wall material. The use of chains for rainwater leaders is permitted. Splash pads at the bottom of rainwater leaders are encouraged and are to be sloped away from the house.

2.15: Doors and Windows

Garage doors where painted are to be consistent or complimentary in colour to wall or trim material, with the exception of clear stained wood doors. Windows are permitted in garage doors (white muntin bars or trim are not acceptable, unless matching the other trim materials of the home). Main entrance doors are to be painted in dark tones and should accent the front entrance. Minimum door width is 36". Where the door height is increased above 6'8", the door width must also increase. Solid wood doors are encouraged.

Sidelights are permitted. In this instance, the door should be solid, however wood doors with glass may be permitted. Reflective glazing with the exception of Low-E or Bronze is not permitted. Wood grills should match window trim colour. Divided light or simulated divided light is encouraged. Vinyl windows may be acceptable. All windows require a trim detail, with the exception of wood windows with a wood brick mould of at least 3 ½ " wide.

2.16: Form Elements:

(a) Front entries shall be visible from the street. Where design permits, the front entrance should be a prominent element of the home. Flexibility in entry location will be permitted, given other strong architectural features facing the roadways.

(b) Where a three-storey elevation exists on the same plane as the rear elevation, the design requires a step or break with deck(s), shed roofs, trellis, or other appropriate detail (This detail while encouraged, is not required to continue around to the side elevations).

(c) Roof designs where a cottage roof design is the base must include gables or articulation on all

elevations.

(d) In all cases where a roof slopes into a chase, a saddle must be installed and constructed and finished with similar roofing materials.

(e) Roof Pitch minimum is 6/12, except shed roofs or specific design elements. Steeper roof pitches in keeping with Spring Lake Ranch architecture are encouraged, but again flexibility will be allowed where quality architectural design is used.

(f) Where the garage face elevations have 5' or more of solid wall on either side of the garage door, a window with trim typical to the house is to be installed. Wide garages are encouraged to have a garage door set to one side to allow for window(s).

(g) Wall area from above the garage doors to the eave of more than 3' must incorporate detailing such as banding or a second finish.

(h) Side or angled garage entries, away from the street, are encouraged.

2.17: Parking and Driveways

Driveways and pathways should be laid out to reflect natural grades, avoiding lineal driveways where practical. Driveways where more than 10 meters from the house, should not exceed 6 m in width. Sidewalks from driveways to the home's front door are to be a minimum of 3' wide and should be similar material to the driveway. Driveway and front of lot landscaping must consider snow clearing and allow for snow dump areas with adequate drainage.

2.18: Address signs

Location of address numbers should be easily visible from the street. The Developer/Community Association and the Regional Authority must approve all signs.

3. Design Approval Costs

The landscaping must be completed within 12 months of substantial completion of the dwelling. The Developer accepts no responsibility for inspection of the property during construction. Landscaping will be considered complete for the purpose of deposit security once all grading is completed as approved and basic planting and erosion control has been completed. \$500.00 from the design deposit will be non refundable and used to cover the Developers cost for review by the design committee. The cost of producing designs and any required amendments is the sole responsibility of the Owner. Any change request after the site-grading plan is released is subject to a minimum-processing fee of \$250.00. Payment must accompany submission. A preview is advised prior to submission.



4. The Approval Process

4.1: Concept Design Drawing Approval

Two sets of scaled design drawings with detail will be submitted and the design review committee will mark up plans with comments. This submission only requires basic floor plan and elevation drawing information. One set of plans will be returned to applicant.

4.2: Final Design Approval

Application for final Design Approval to the Developer is required before submitting plans to the regional planning authority for a Building Permit. Upon approval of Final design, 4 copies of same to be provided to the Developer, which will sign and stamp each copy. 3 copies will be returned to applicant of which 2 copies will be submitted to the regional planning authority for building permit application. The submission shall include the following:

- Drawings of the house (plans, elevations, sections at 1/4" = 1'-0")
- A site plan showing existing lot grades, finished grades, drainage, retaining walls, floor elevations, setbacks, house location, and driveway slope, at 1:100 or 1/8" = 1'-0" showing how the driveway matches with the street.
- A colour and materials schedule and other specific information required in the guidelines
- Completed Spring Lake Ranch submission form as supplied by the Developer.
- Application deposit of \$2,500.00.

The design deposit is to ensure conformity to the design guidelines, completion of work, and to cover the cost of replacing any legal survey markers. Part of the security deposit is also held as insurance against damage to services, adjacent lots and common property.

4.4: Landscape Plans

Prior to the Developer issuing Design Approval the owner (or owner representative) must submit a sketch of the plan with plant list showing areas of landscaping. The landscape plan must be submitted to the Developer within 45 days of basement backfill. At a suitable time thereafter a meeting will be arranged to review the landscape plan on site.

4.5: Final Building Approval

Upon completion of the house and all required landscaping, the Owner shall request a final inspection from the Developer.

The Developer will inspect the building and landscape at his discretion. Inspections are carried out solely for the purpose of monitoring adherence to the Design Guidelines and approved plans. The deposit will be released if everything has been constructed in compliance with the approved drawings and the conditions set out in Sections 6 & 10 have been met. If this is not the case, the Developer shall issue the Owner with a list of deficiencies that must be rectified before the security deposit is released. If the deficiencies are not corrected within 3 months the Developer may deduct the costs from the deposit and complete the deficiencies. Any shortfall will be considered a charge against the land.



5. General Construction Issues

5.1: Zoning

Permitted uses relative to Regional Planning Authority Bylaws

Single-family lots in Spring Lake Ranch will be regulated by local regional zoning guidelines.

5.2: Working with the Regional Authority

Owners must obtain a Building Permit from the Regional Authority before any construction can begin. This process is separate from the Design Approval process and is a civic matter between the homeowner or their delegate and the Regional Authority. Obtaining design conformance from the Developer does not necessarily mean approval from the Regional Authority, and all designs must also meet the specifications set out in the municipal zoning and bylaws.

The Building Code “the Code”, which governs all aspects of construction, also applies to Spring Lake Ranch. This covers the overall design process in that the design must fulfill the requirements of the Code and the authorities having jurisdiction over the site.

5.3: Environmental Issues and Concerns

The goal of Spring Lake Ranch is to minimize environmental impact, landscape plans for new home sites must consider fire prevention, drainage, snow accumulation and rain/melt water run off, and be in accordance with the context of the overall development and neighbouring lots. Generally surface flow should be directed to the roadside drainage.

5.4: Soil Conditions Relative to Building a Home

Geotechnical reports are recommended prior to designing foundation and must be strictly adhered to.

6. Landscape Design and Site Layout

6.1: General Landscape Design

Lot landscaping layouts will reflect the regional natural patterns and maintain this character through hardy planting materials. While fire prevention is of utmost importance, existing trees and natural vegetation should be preserved wherever possible. No toxic chemicals or fertilizers are allowed to be used to prevent leaching into Spring Lake.

The visual quality of the lot from all sides should be carefully considered. Landscape planting is used to frame and enhance views of the Lake and surrounding area. Plantings should consider the plant in its mature state. Site grading shall be minimized with respect to the existing slopes and drainage conditions. Lot layout and landscape plans must consider drainage for snowmelt and storm water.

Plants, shrubs, trees, and grasses or species native to the region should be used where possible. Spring Lake Ranch is in an area that experiences four distinct seasons. The use of trees in natural groupings, rather than formal layout, is encouraged. Vegetation should be placed in natural groupings and should be used to soften structures, such as fencing and other site furnishings.

6.2: Wildfire Control

Owners should consider the wildfire risk when developing and maintaining their landscape plan. Combustible debris, deadfall and dry brush shall be removed from the lot at least annually. Trees should not be planted less than 3m from the house.

6.3: Tree Removal

All trees outside of the building envelope may only be removed after review and approval has been obtained from the Developer. It is also understood that the Developer will work with each owner to allow for trees to be reviewed that will enhance the owners views from their lot, as long as it does not adversely affect other owners or substantially change the overall forested look of the development.

6.4: Lot Grading

Final grading to be engineered and shown on site plan. Lot grading is to follow the natural slope of the landform where possible, and is to be consistent with the subdivision-grading plan.

In situations where natural vegetation will remain in side yards, swales and general grading will fall inside of the natural vegetation. No site grading shall be completed that causes water from one lot to drain into neighbouring lots. Where natural undeveloped side yards exist, some drainage across lot lines is anticipated and acceptable.

All cutting and filling must be stabilized by the appropriate slope and /or retaining wall, as approved by the owner's geotechnical engineer.

Retaining walls shall have an exposed aggregate, concrete stacking blocks, landscape ties or approved finish, or be faced with stone. Large natural rock retaining walls are preferred. Retaining walls must minimize visual impact and compliment the landscaping plan.

6.5: Road and Common Property Interface

It is the responsibility of the owner to restore the original natural grade and swales on common

property between the lot boundary and the curb/edge of road surface after construction is complete. This area should be left free of rocks, brush and debris. The Developer may reseed this common area if necessary after all lots in the Phase are complete. The Developer anticipates that this area will be seeded with a low maintenance grass mix.

6.6: Fencing

Fencing is optional and may run back to the rear yard boundary or where grades exist as is suitable. Fence termination must be consistent with neighbouring property fencing. All fencing will be subject to review and approval from the Developer. Timber and log railing fences will be strongly encouraged wherever desired. Gates should be provided where rear yards back onto green space or walkways. An allowance may be given to move the fence forward in one side-yard where views from the street are restricted. Fence materials are required to be consistent with other fencing in the development.

7. Services & Utilities

7.1: Power and Telephone

All Power and Telephone Service are installed throughout the Subdivision by the Developer to the property line. Connection to all services must be underground and are the responsibility of the lot owner within the property line.

7.2: Water & Sewer

All owners must install a water cistern and a sanitary septic tank or approved field (specified by the Developer) and agree to the user fees imposed by the Home Owners Association prior to occupancy. The storm water is managed by overland drainage

7.3: Natural Gas

Natural Gas Services are installed throughout the Subdivision by the Developer to the property line. Lot Purchasers/Builders who build after December 31, 2008 may have an additional fee to be hooked up, plus any additional charge for frost conditions.

7.4: Garbage

All garbage must be stored within the home or garage with care taken to ensure that wildlife does not have access. Garbage pickup will be arranged by the community association at a later date.

8. General Site and Property Restrictions

8.1: Exterior Lighting

The use of subdued indirect exterior lighting to enhance architectural features is permitted (e.g. soffit lighting). Lighting should be directed towards the home and should be minimal in order to reduce the impact to neighbouring lots. Landscape and driveway lighting should be shaded from above and of minimum intensity to reduce interference with neighbours. Light fixtures should be in keeping with the overall house design.

8.2: Parking

All site plans must allow parking for at least 2 vehicles within the lot. Commercial vehicles or trucks in excess of one ton may not be parked on site. To ensure access for snow clearing and emergency vehicles, street parking will be permitted on a temporary basis only, and not permitted on an overnight basis.

8.3: Restricted Objects

Satellite dishes may only be mini dishes and may not be visible from the street. A maximum of 2 dishes are allowed per lot. C.B., Radio or T.V. or any other exterior antennas are not permitted. The location of satellite dishes, hot tubs, pools, or permanent play equipment such as slides or swings should be included in landscaping plans and submitted for approval to the Developer.

8.4: Other buildings & Site Structures

Site structures such as gazebos, patios, decks, retaining walls, and planters should be designed, be appropriate to the scale and aesthetics of the house, and compliment the existing and proposed landscapes. Storage sheds and other auxiliary buildings must be placed at the side or to the rear of the property.

8.5: Recreational Vehicles

A designated parking area on the side of the garage for only 1 recreational vehicle or trailer permitted per household. Recreational vehicle or trailer parked on the lot may not be used for occupancy or residential purpose. All other recreational vehicles, boats, ATVs, trailers, etc must be enclosed and hidden from street view.



9. Construction Timing

The Owner covenants to obtain design approval from the Developer and commence construction of their property within 2 years from the date title is conveyed from the Developer to the Owner. It is recommended that Owners start their design process at least 6 months before they plan to start construction. Should the owner fail to start construction within the time allowed the Developer reserves the right to purchase the lot from the buyer free from any encumbrances for 90% of the original sale price.

Construction must be completed and a final inspection obtained from the Regional Authority within 18 months of construction start. Landscaping must be completed within 18 months from the start of construction. Should the owner fail to complete construction within the time allowed, an amount equal to 2% of the original lot sale price, will be payable to the Developer. A further 1% will be paid to the Developer at the beginning of each following month if construction has not been completed and final inspection has not been obtained.

10. Construction Regulations

10.1: Contractor Parking & Deliveries

Where possible all construction vehicles should be parked within the lot boundary. Overnight street parking is not permitted except by approval from the Developer.

10.2: Damage

Lot owners will be held responsible and will pay for any damage to common (Community Association) property and other lots. Owners and their contractors should take particular care to avoid damage to the road surface and underground services when parking and unloading heavy equipment such as gravel trucks and excavators. Final inspection of the common property will be completed with the lot inspection, and if any damage exists, the cost of repair will be deducted from the lot damage deposit. The lot owner is liable for any costs of repair over the damage deposit amount.

10.3: Construction Debris and Garbage

Construction debris or garbage may not be buried or dumped anywhere on the Spring Lake Ranch site. Owner and contractors must clean up garbage and debris on the lot at the end of each day and generally ensure the site is clean and tidy. Concrete mixer clean out must be contained on site.

11. Default

In the event the Owner is in default of any of the terms and conditions contained in these Design Guidelines, the Developer may (but is not obligated to) perform or cause to be performed each and every obligation of the Owner in relation thereto. All expenses and costs relating from the Owners breach shall be due and owing to the Developer forthwith and shall bear interest at 15% per annum until paid.

In the event that the Developer incurs costs or expenses to perform the obligations of the Owner as set out in these guidelines, the Developer shall be a lien holder and shall be entitled to register a Claim of Builder's lien against the Lot for all such costs, charges, expenses, and claims, and the Developer shall have all rights of a lien holder in and to the Lot, including the power to sell the Lot to satisfy the claim of lien. In such event the Owner shall be deemed to have waived all defences to the claim of lien, including any defence based on any doctrine of contract law.

12. Developer has Final Discretion to Approve Designs

The Developer will act fairly and reasonably in approving designs and where possible designs will be approved in a timely fashion. The Developer has sole final discretion in approving designs assuming the Owner will obtain all other necessary municipal and other applicable permits. The Owner has no recourse and agrees to hold the Developer harmless should the Developer fail to approve a submitted design that does not meet the guidelines set herein.

Nothing contained in these guidelines imposes any liability on the Developer in the event that any party, including any owner or contractor, breaches or fails to conform with the provisions set out in these guidelines. There is no obligation on the Developer to take any action or institute any proceeding to enforce the terms of these guidelines at any time. The Developer shall not be responsible for any loss or damage suffered by any Owner in the event that any party breaches or fails to conform to these guidelines. In the event that any Owner names the Developer as a party in any action or proceeding, or puts the Developer to any cost, charge or expense relating to the enforcement of these guidelines, the Owner will indemnify and hold harmless the Developer against all such costs, charges and expenses and will repay the same to the Developer forthwith on demand.

The Developer or his representatives are authorized to enter onto the Lot at any time to review and inspect the Lot and any improvement thereon to ensure compliance with these guidelines. The Owner waives any remedy against the Developer for such entry, whether in trespass or otherwise, and will release and hold harmless the Developer from and against any claims or demands which may be made against the Developer as a result of any such claim.



APPLICATION FOR HOUSE PLAN APPROVALS (1 of 2)

Legal Description of Lot _____

Civic Address _____

APPLICANT/Owner _____

Builder: _____ Phone: _____ Fax: _____

Email: _____

Address: _____

Contact Person: _____

Architectural Style: _____

Ground Floor Area: _____

Total Developed Floor Area: _____

Roof Style: _____ Roof Slope: _____

SETBACKS AND GRADE INFORMATION

Front: _____ Rear: _____

Left Side: _____ Right Side: _____

Height _____

GRADES	FRONT	REAR
Left Side		
Right Side		
Entrance Grades at Driveway		

Finished Landscapes Grades at house Corners (left and right as viewed from street)

Landscape Start and Finish Date: _____

Actual Top of Footing _____

Lowest Top of Footing _____

Top of Main Floor Joist _____

Front of Garage _____

APPLICATION FOR HOUSE APPROVALS (2 of 2)

EXTERIOR FINISHES	MATERIALS	MANUFACTURER	COLOUR
Roof			
Walls			
Shutters Shingles			
Brick or Stone			
Trim/Battens			
Fascia			
Soffits			
Downspouts			
Windows			
Entry Doors			
Garage Doors			
Septic Tank			
Water Cistern			
Sidewalks			
Driveway			

Construction

Start Date: _____

Finish Date: _____

Architectural Department

Approval: _____

Checked By: _____

Date: _____

Spring Lake Ranch: _____

INSPECTION REQUEST FORM

DATE: _____

BUILDER: _____

RE: INITIAL LOT INSPECTION

Initial Inspection of Lot _____

Legal Description _____

Municipal Address _____

Damages to the road, gutter, water frontage or fencing, as well as any excess excavation material and garbage as listed below:

RE: FINAL INSPECTION

Final Inspection of Lot _____

Legal Description _____

Municipal Address _____

Compliance with the house approval authorization or any damages to the site as listed below.

Spring Lake Ranch will invoice the builder for necessary repairs or refund the lot security deposit if applicable.

As of this date _____ any known damage is listed below:

If you have any questions or concerns, please contact _____
Phone number _____