

Design Review Request

The Kingsbridge Townhomes

Homeowner Name _____ Home Phone _____

Address _____ Work Phone _____

Email Address _____

Description of improvements (be specific: location, color, etc.) Add drawings or samples as required.

I understand that:

1. Approval of the Design Review Committee ("Committee") must be granted **before** proceeding with the improvements, as described in Kingsbridge Townhomes Declaration of Covenants, Conditions and Restrictions (pages 34-40).
2. The improvements must conform to the Restrictive Covenants as described in The Kingsbridge Townhomes Community Declaration of Covenants, Conditions and Restrictions.
3. In addition to Committee approval, I may need to have a building permit or other approvals from local authorities as required by law.

Homeowner Signature _____ Date _____

Committee Action:

Approved as submitted

Approved subject to the following requirements: _____

Disapproved for the following reasons: _____

Committee Member Signature _____ Date _____

Committee Member Signature _____ Date _____

Committee Member Signature _____ Date _____

Process to file a request with the Design Review Committee (DRC):

1. **Fill out this form with adequate detail for the DRC to understand your request. Some guidelines* are:**
 - Generally, any change to the outside of your house or property or their appearances requires approval.
 - Committee approval does not constitute municipal/county building department approval. Homeowner agrees to obtain necessary municipal/county building permit prior to commencement of any work.
 - Committee approval is not a guarantee of structural safety or engineering soundness.
 - Any external utility unit (e.g., an air conditioner) must be approved prior to installation, and must be concealed from view. Please include any concealment plans with the request for the utility unit.
 - Outside antennas are not permitted, except for small direct broadcast satellite television dishes. For placement please refer to the Satellite Dish Policy, page 17 of the revised Policies and Procedures, August 2010.
2. **Send the completed form and any drawings, samples, etc. to The Kingsbridge Townhomes at the following address: Documents can be found at www.csamc.com under the community association tab.**

The Kingsbridge Townhomes
Countryside Asset Management Corp.
7490 Clubhouse Road, #201
Boulder, Co 80301
(P) 303-530-0700 (F) 303-530-0217
Email: office@csamc.com

3. **Your request will be forwarded to the DRC, which will consider it and notify the Management Company of their decisions. You will receive a written notice of the decision.**
 - **Written approval MUST be received before any improvements can commence.** The DRC makes an effort to respond as quickly as it can, but the process may take up to forty-five (45) days. It is your responsibility to plan ahead and submit your request well before your project starts.

If you need a copy of the Design Guidelines, have questions, or need more copies of this form, please contact the Management Company above. Refer to pages 34-40 of the Declarations of Covenants, Conditions, and Restrictions.

* The above guidelines are for your convenience only and are not a substitute for the language of the Declaration of Covenants, Conditions, and Restrictions or Design Guidelines.