Sapphire Pointe Master Association
Design Review Request – DRR

1. GENERAL INFORMATION

Owner: _____ **E-mail:** _____
Property Address: _____ **Phone Number:** _____
City: CASTLE ROCK **State:** CO **Zip:** 80108 **Fax Number:** _____

☐ Do-it-yourself ☐ Architect / Designer ☐ Contractor ☐ Waiver Requested ☐ Responding to Violation

☐ Lot Plan included ☐ Picture(s) included ☐ Product Brochere ☐ Dimensions Provided

☐ Call me OR ☐ email me … if problems arise ☐ I would like to attend a DRC meeting to discuss my DRR in person

2. MY REQUEST INVOLVES THE FOLLOWING TYPE(S) of IMPROVEMENT(S) – CHECK ALL THAT APPLY

A ☐ Storm Door / Door Upgrade	I ☐ Roofing	O ☐ Patio Cover	U ☐ Conservation Dev.
B ☐ Play Equipment/Structure	J ☐ Deck	P ☐ Room Addition	V ☐ Lighting
C ☐ Retractible Clothesline	K ☐ Hot Tub	Q ☐ Trellis/Arbor	W ☐ Bird House/Bath
D ☐ Garden /Raised Bed/ Flower Box	L ☐ Dog Run	R ☐ Water Feature	X ☐ Windows
E ☐ Basketball Backboard / Pole	M ☐ Fencing	S ☐ Landscaping	Y ☐ Concrete Work
F ☐ Drive/Walk Addition	N ☐ Siding	T ☐ Dormer	Z ☐ Sculptures
G ☐ Other			

H ☐ Painting		Base / Body:	Trim:	Door:	Accent:
Brand Used:	Color Name:				
Same as Existing? ☐ yes ☐ no	Color # / Code:				
Specify Colors and provide samples if changing.					

Please refer to your Homeowner Association Covenants, Rules and Regulations, and Design Guidelines before submitting proposals.

The latest HOA Covenants, Rules and Regulations, and Design Guidelines can be found at: http://www.sapphirepointe.com

3. DESCRIPTION OF WORK

Notate kind, color, location, and dimensions for each item checked above or relating to any attachments or materials you are submitting. You may want to refer to each item check above by its one character abbreviation (i.e. M – for Landscaping)

Planned Start Date:		**Planned completion date:**	

Sapphire Pointe Master Association – Attn: DRC Committee

c/o BRC Community Management
9331 Commerce Center Street, Suite A1
Highlands Ranch, CO 80129
Phone: 303.804.9800 / Fax: 303.804.9850

Sapphire Pointe Master Association
Design Review Request – DRR

I understand that I must receive the written approval of the Design Review Committee in order to proceed. Design Review Committee approval does not constitute approval of the local building or zoning department, drainage design, structural, engineering, safety and/or soundness of to proposal. I understand that I may be required to obtain building or other permits and approvals prior to the commencement of any work. I agree that my failure to obtain required building or other permits and approvals may result in the withdrawal of the Design Review Committee's approval.

The Design Review Committee has 30 days from receipt of all materials required by the Committee to act upon your request.

Please provide a sketch or rendering of all enhancements or modifications being requested. Show the proposed location(s), dimension(s), material(s) and color(s) you intend on using. If you have photos, brochures, plans or web site URL(s) that can help the DRC understand your project, then please include those so they can make a quick and educated decision for you.

If the requested change is approved, the owner agrees to maintain the improvements. If, in the view of the Committee, the improvement is not being maintained, the Committee has the right to remove or complete the improvements with the homeowner bearing all costs.

Homeowners are welcome to attend the Design Review Committee (DRC) meetings if they have an Design Review Request scheduled for review. Please check the website calendar for the next DRC meeting date and time. Please call **BRC** for scheduling and bring all your materials with you. You are also welcome to bring your contractor / designer / architect with you, to better represent your proposal, if necessary.

I understand that I must receive written approval of the Association in order to proceed with any exterior alteration or addition to property within the Sapphire Pointe Master Association. I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I understand that my improvements must be complete per specifications or approval is withdrawn. I agree to complete improvements promptly after receiving approval.

Homeowner Signature: _____ **Date:** _____

— —

Committee Action:

- ☐ APPROVED as submitted
- ☐ APPROVED, subject to the following requirements
- ☐ DISAPPROVED, for the following reasons

Committee Comments:

Committee Member Signature: _____ **Date:** _____

Committee Member Signature: _____ **Date:** _____

Sapphire Pointe Master Association – Attn: DRC Committee
c/o BRC Community Management
9331 Commerce Center Street, Suite A1
Highlands Ranch, CO 80129
Phone: 303.804.9800 / Fax: 303.804.9850