

Vail Racquet Club Townhomes & Condominiums

Design Review and Architectural Changes

The purpose of design review and architectural control is to keep the community attractive for the enjoyment of residents and the protection of property values. It is important that the Vail Racquet Club Townhomes & Condominiums continues to have a consistent appearance and that the aesthetic harmony of the entire property is preserved. To this end, all exterior changes and any structural changes must be presented to the Board of Directors for approval prior to any actual work being done.

The condominium declarations, by-laws and rules and regulations specifically state that an owner may not make any structural modifications or alterations within their units nor make any changes to the exterior of the units without first obtaining approval of the Board of Directors. Therefore, this procedure has been outlined in order to facilitate any requests from owners who wish to make changes to their unit.

Design Review and Architectural Changes Procedure for Board of Director's Approval

- 1) All requests must be submitted to the Board of Directors in writing. The written statement should explain what the owner wishes to do and why they would like to make the change. The statement should also detail exactly what work will be done and how it will affect the architectural integrity and appearance of the Vail Racquet Club.
- 2) A drawing must be submitted of the proposed plan. The drawing should include sufficient detail to show exactly what materials will be used including color and finishes. It should also show the final style and finished appearance. The drawing should include specific model numbers and descriptions where applicable.
- 3) If the proposed changes include the removal of any wall, then a professional engineer's opinion stating that the modification will not adversely affect the structural integrity of the building must be submitted to the Board. All expenses incurred in the preparation of any proposal are the owner's responsibility.
- 4) All proposed changes must conform to the Town of Vail building code.
- 5) The Board of Directors must respond to a properly submitted request within 30 days or the changes will be automatically approved. The request shall be submitted to the managing agent for the Vail Racquet Club Homeowners Association who will then relay the information to the Board of Directors. The 30-day period will begin on the date the managing agent has informed the Board of Directors. If automatic approval occurs then the owner still must comply with the following: obtain a Town of Vail Building permit if required, inform the Homeowners Association of the improvement and the date the work will be done, submit to the Homeowners Association the contractors workman comp and liability insurance prior to commencement of work, all work completed must be inspected and approved by the Homeowners Association.

Procedures Following Board of Director's Approval of a Request

- 1) All laws and code of the Town of Vail must be adhered to. A Town of Vail Building permit must be obtained when it is required.
- 2) The Homeowners Association administration office must be informed of when and where the work is to be performed no less than one week prior to the commencement of the project.
- 3) For all outside contractors who are performing any work on Vail Racquet Club property, a copy of their certificates of insurance for both workmen's compensation and liability must be submitted to the administrative offices prior to the commencement of work. This must be done for the protection of the Association.
- 4) All changes that are made and work that is done must be inspected and approved by a Board of Directors representative to verify that all work was performed properly and within the guidelines approved by the Board.
- 5) The Board will require any variances to the approved plan to be brought into compliance with the approved plan.
- 6) If the project is not completed properly as per the submitted plan, or if other problems occur requiring repair, the Association will take the necessary action to bring the change in line with the accepted condition and charge back the owner for all costs incurred in the repairs.

Procedure Following the Denial of a Request

- 1) If the Board of Directors does not approve the submitted plan, the homeowner may resubmit the plan for appeal at the next scheduled quarterly Board of Director's meeting.

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Application for Design Review and Architectural Change

Date: _____

Building Number: _____ Unit Number: _____

Owner Name: _____

Requested By: _____

Requested Change: _____

Work to be done: _____

Explain Reason for Change: _____

Will this modification cause any long-term maintenance by the Association? _____

Style: _____

Model Number: _____

Material Finishes: _____

Color: _____

Drawing Attached: _____

Building permit required: Yes _____ No _____

Workman's Compensation Policy: _____

Liability Policy: _____

Approved By Board: _____ Date: _____