

WINDSOR BRIXTON HOMEOWNERS ASSOCIATION
DESIGN REVIEW REQUEST FORM

Return form to: Windsor Brixton HOA
c/o Avalon Management
31608 Railroad Canyon Road
Canyon Lake, CA 92587
Phone: (951) 244-0048 Fax: (951) 244-0520
Email: Windsor@Avalonweb.com

Name: _____ Date: _____

Property Address: _____

Mailing Address (if different from above): _____

Home Phone: _____ Business/Mobile Phone: _____

Email Address: _____

SUBMITTAL CHECK LIST:

- Design Review Request Form
- Plans and specifications showing the location, nature, kind, shape, height and materials, including the color and any other requirements set forth herein ("**Plans and Specifications**"), clearly indicating all proposed modifications
- Floor plans, if an Owner is requesting permission to remove or relocate a wall
- Description of materials and colors and material samples
- A proposed construction schedule (including proposed start and completion dates)
- Certificates of insurance (including contractors exclusions and proof of valid workers compensation insurance)
- Completed Neighbor Notification Form (see attached page)
- Permits and licenses, if applicable

The Design Review Committee has the authority to request Homeowners to pay fees, costs, or expenses associated with reviewing and approving their plans and specifications. This may involve bringing in an external consultant to help with the review process. If the Committee determines that a fee is necessary, the Homeowner will be notified.

Start ____/____/____/ Finish ____/____/____/ Floorplan: _____

PROPOSED DESIGN IMPROVEMENT(S)

I/we understand that the proposed improvements may require a permit from the City Building Department or other Governmental Agencies and I/we will obtain all required permits before commencing any work. I/we agree I/we will do no work that will change the existing drainage patterns. I/we are aware that any changes in the existing drainage pattern may result in substantial damage to adjacent properties, for which I/we will be held responsible.

I/we assume the responsibility for any work, including conformity of completed improvements to the plans and specifications as approved by the Board or, if appointed, the Design Review Committee and the satisfaction of any time limitations for their completion as may be specified in conjunction with such approval under the above proposed modifications/improvements. Further, I/we assume full responsibility for any work and that I/we or my contractor accomplishes which may, in the future, adversely affect adjacent properties and/or Association Property. I/we will assume responsibility for all future maintenance of this modification and/or improvement.

I/we understand that prior to commencing any work I/we must provide a deposit to the Association as set forth in the Design Guidelines.

Signature: _____


Date: _____

Signature: _____

Date: _____


Do not write below this line (For Board/Design Review Committee use only)

**WINDSOR BRIXTON HOMEOWNERS ASSOCIATION
NEIGHBOR NOTIFICATION FORM**




Name: _____
Address: _____
Signature: _____

Left rear neighbor



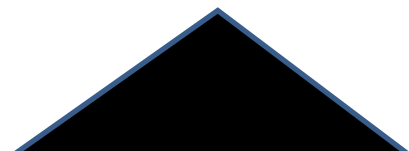
Name: _____
Address: _____
Signature: _____

Rear neighbor



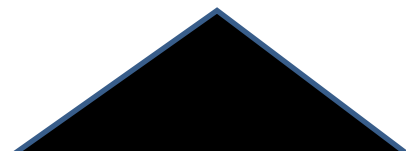
Name: _____
Address: _____
Signature: _____

Right rear neighbor



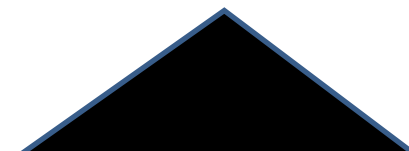
Name: _____
Address: _____
Signature: _____

Left adjacent neighbor



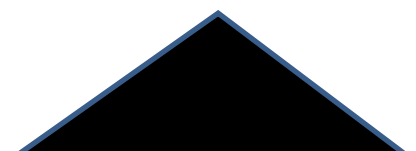
YOUR HOUSE

Name: _____
Address: _____



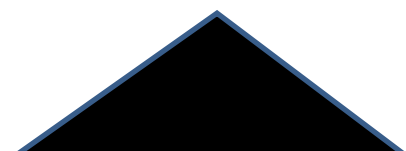
Name: _____
Address: _____
Signature: _____

Right adjacent neighbor



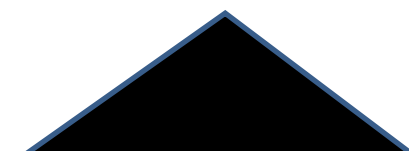
Name: _____
Address: _____
Signature: _____

Left front neighbor



Name: _____
Address: _____
Signature: _____

Front neighbor



Name: _____
Address: _____
Signature: _____

Right front neighbor

If neighbor is not impacted by improvements, meaning no part of the improvements will be visible to them, then write "Not Impacted" in that neighbor's signature line
Signature on above form does not constitute approval of plans presented, only notification. Any concerns about plans being presented may be addressed, in writing, to the Association.