

Key Vista Villas Homeowners Association

DRB Digital Alteration Application Information & Instructions

An application requesting approval for any change, alteration or addition which occurs **INCLUSIVE OF EXTERIOR WALLS OF THE BUILDING AND BEYOND, MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING THE LOCATION, SIZE AND TYPE OF CONSTRUCTION, ALONG WITH ANY PERTINENT INFORMATION, AS NECESSARY. IF A CONTRACTOR IS BEING UTILIZED, A COPY OF THE CONTRACT WITH THE CONTRACTORS NAME, AND LICENSE NUMBER, ALONG WITH A COPY OF THEIR INSURANCE CERTIFICATE MUST BE PROVIDED WITH THE APPLICATION.**

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A permit from the appropriate department is needed on most property alterations and/or improvements. The Design Review Board shall have no liability or obligation to determine whether such change, alteration or addition complies with any applicable law, rule, regulation, code, or ordinance. **PERMITS ARE THE RESPONSIBILITY OF THE HOMEOWNER AND A COPY MUST BE PROVIDED TO THE DESIGN REVIEW BOARD.**

As a condition precedent to granting approval of any request for the change, alteration or addition to an existing structure or property, the applicant, their heirs and assigns thereto, hereby accept sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition.

IT IS UNDERSTOOD AND AGREED THAT KEY VISTA VILLAS HOMEOWNERS ASSOCIATION, INC., KEY VISTA VILLAS DESIGN REVIEW BOARD, AND RESOURCE PROPERTY MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER(S), AND ASSIGNS THERETO, ACCEPT ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

HOMEOWNERS ARE RESPONSIBLE FOR ANY IRRIGATION CHANGES AND/OR REPAIRS NECESSARY FOR LANDSCAPING ALTERATIONS.

NOTES:

- APPROVAL_OF THIS APPLICATION IS GOOD FOR ONE (1) YEAR.
- If you have not completed your alteration within that time, another application must be completed and approved.

IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

Please review the Declaration of Covenants, Conditions and Restrictions, as well as the Design Review Manual, for a complete description of your responsibilities regarding the Design Review Board requirements and submittals. The Design Review Board will act upon your application at their next scheduled meeting. When your application is acted upon, a properly executed copy will be returned to you.

The Design Review Board has up to thirty (30) days after receipt of your request to respond. Please keep this in mind when applying for an alteration.

UNDER NO CIRCUMSTANCES IS ANY CHANGE ALTERATION OR ADDITION TO BEGIN WITHOUT THE PROPER APPROVAL OF THE DESIGN REVIEW BOARD.

Questions should be directed to the DRB.

THE DESIGN REVIEW BOARD AND THE BOARD OF DIRECTORS, THANK YOU FOR YOUR COOPERATION.