



## Inspection of Records

Any requests to review or inspect records must be accompanied by the appropriate agreement (attached) and must include the **signature of the Owner** of the property for which documents are requested.

After we receive the completed application and if the requested documents are available, the Design Review Administration will take the archived plans to Rocky Mountain Reprographics to have them scanned and converted to PDF Files.

Rocky Mountain Reprographics will contact the requester to go pick up the original documents and receive an electronic copy of the plans. **The requester is responsible for paying for the charges incurred for the services provided by Rocky Mountain Reprographics.**

**The requester agrees to provide the Design Review Administration with a PDF copy of the file received from Rocky Mountain Reprographics.**

The Design Review Administration staff will attempt to take the requested documents within 5 working days of receiving the completed Inspection of Records Application, however, workload, staffing and other priorities may delay this time frame.

**Although, documents retained by the Design Review Administration are deemed to be accurate at the time of approval, the Design Review Administration CANNOT guarantee the accuracy of any information provided due to changes that may have occurred subsequent to the DRB approval and may or may not be approved by the designated Design Review Board. The Owner is responsible for verifying any/all information obtained through the Design Review Administration.**

Guidelines for each community are available at [www.designreviewadmin.com](http://www.designreviewadmin.com) and can answer the majority of general questions related to properties and policies in these communities.



AGREEMENT REGARDING INSPECTION OF  
DESIGN REVIEW BOARD RECORDS

I have requested to inspect and/or obtain copies of the following records of the Arrowhead at Vail Association (be as specific as possible):

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The records shall be used for the following purpose(s) and by the following individuals only:

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**In the fields above, please provide the personal/company names, phone numbers, and emails of individuals authorized to obtain the requested documentation. Rocky Mountain Reprographics will be in contact with this individual to notify once the job has been completed, obtain payment, and release the original and electronic copies of these documents/plans.**

I understand that under the terms of the Colorado Revised Nonprofit Corporation Act, Association records may not be obtained or used for any purpose unrelated to my interest(s) as an Owner. I further understand and agree that without limiting the generality of the foregoing, Association records may not be:

- (a) used to solicit money or property unless such money or property will be used solely to solicit the votes of the Owners in an election held by the Association;
- (b) used for any commercial purpose;
- (c) sold to, otherwise distributed to, or purchased by any person;
- (d) any other purpose prohibited by law; or
- (e) any purpose not related to the reason specified in this Agreement.



In the event any document requested is used for a purpose other than that stated above, I will be responsible for, and shall indemnify and hold harmless the Arrowhead Design Review Board from and against, any and all damages, penalties, and costs incurred by either of the same, including but not limited to attorney fees and costs, resulting from such improper use. I will additionally be subject to any and all enforcement procedures available to the Arrowhead Design Review Board through its governing documents and under Colorado law.

Understood and agreed to by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_

Address of Owner's property:

Legal: \_\_\_\_\_

Physical: \_\_\_\_\_

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