



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 and can answer the majority of general questions related to properties and policies in these communities.



B E A V E R C R E E K R E S O R T C O M P A N Y
DESIGN REVIEW ADMINISTRATION

**AGREEMENT REGARDING INSPECTION OF
DESIGN REVIEW BOARD RECORDS**

I, the undersigned, do hereby certify that I am: (name) _____ the owner of certain real property within Beaver Creek that is legally described as (fill in address and lot #) _____ ;

Or

(representatives name) _____ is a duly authorized representative of the owner of certain real property within Beaver Creek that is legally described as(address and lot #) _____

The records shall be used for the following purpose(s) only: _____

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

- (a) Any commercial purposes, which purposes shall include any purpose or use that is unlawful under any copyright(s) that may exist in the subject record(s);
- (b) For the purpose of giving, selling or distributing such Design Review Board records to any person; or
- (c) 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 Beaver Creek Design Review Board and Beaver Creek Resort Company of Colorado 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 Beaver Creek Design Review Board and the Beaver Creek Resort Company of Colorado 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: _____
