

## Star Canyon Homeowners Design Review Request

This form must be used to obtain the approval of the Star Canyon Design Review Committee (DRC) for ANY external changes or additions to your property, including replacement of existing items such as roofs, driveways, doors, plantings, etc., i.e., anything affecting the external appearance of your home.

Include any plans, maps, brochures, samples, or other relevant documentation. Be advised that the DRC has up to thirty (30) days to make a determination on your request.

Please submit the request with all the supporting documents to the management company and the DRC to the following email addresses. For information on the DRC policy and guidelines, refer to the Star Canyon HOA Design Review Committee Policy and Guidelines.

### The DRC Committee

Lisa Van De Wege - [lisa.drc@comcast.net](mailto:lisa.drc@comcast.net)

Tom Smetana - [tomsmetana.drc@gmail.com](mailto:tomsmetana.drc@gmail.com)

Marilyn Roline - [mroline@comcast.net](mailto:mroline@comcast.net)

*As well as:*

### The Star Canyon Board of Directors

Karen Millspaugh - [kmilspa@gmail.com](mailto:kmilspa@gmail.com)

Paul Fatseas - [paulshoa@gmail.com](mailto:paulshoa@gmail.com)

Terry Liverant - [terryliverant@gmail.com](mailto:terryliverant@gmail.com)

*And the:*

### Management Company Contact

Jennifer Gill, Community Manager - [jgill@associacolorado.com](mailto:jgill@associacolorado.com)

Courtney Bolla, Assistant Manager - [cbolla@associacolorado.com](mailto:cbolla@associacolorado.com)

You can also mail the forms to the Management Company:

**Colorado Association Services (Associa Colorado)**

**14142 Denver West Parkway, Suite 350**

**Lakewood, CO 80401**

**303-232-9200**

Owner(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number(s): \_\_\_\_\_

Email address(s): \_\_\_\_\_

**Use the space below to briefly describe your request or project. If additional space is needed, please attach a separate description and/or sketch plan. A brochure, specification sheet or website may be helpful to the reviewers. When color is an option, such as an awning or door, you must describe your color choice accurately and/or attach a suitable sample. If your project extends beyond the existing building perimeter, attach a site plot plan showing the project outline.**

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I/we understand that approval of this request by the Star Canyon Design Committee is necessary before commencing work. Furthermore, I/we understand that the approval of the DRC does not constitute implied approval by other local governing boards, City or County Building Departments, and applicable construction codes. Appropriate Building Permits will be obtained by me/us to satisfy such requirements.

NOTE: The original submitted documents will be retained for the record and a copy of the improvement request will only be returned to the homeowner with approval, approval with conditions or, not approved. If you have questions, please contact the Management Company noted above.

Owner's Signature(s) and Date: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

**Design Review Committee Section**

- Request approved as submitted.
- Request approved subject to: \_\_\_\_\_  
\_\_\_\_\_
- Request not approved due to: \_\_\_\_\_  
\_\_\_\_\_

**Please Note:**

Upon completion of the above listed project(s) in accordance with the submitted plans, please promptly contact the DRC at the emails on the first page AS WELL AS the Management Company.

A final inspection of the completed work will be conducted by a member of the Design Review Committee and the results of that inspection will be provided to you as soon as possible.