

# AVILA PARK CONDOMINIUM ASSOCIATION DESIGN REVIEW FORM

Please sign and upload this completed form to your Avila Park [Appfolio Website](#) under Architectural Review. Allow until the next scheduled board meeting for review and approval. Approval could take as long as 60 days.

Before completing this form, please review all building documents and policies, available on [Appfolio](#) under Shared Documents. Especially relevant policies to renovation are:

- Construction Policy
- Moving Policy
- Storage and Abandoned Articles Policy
- Flooring Guidelines
- Fireplace Use and Safety Policy
- Enforcement Policy

Owner Information	
Name	
Unit	
Address	
Phone	
Email	

Contractor/On Site Manager Information	
Name	
Address	
Phone	
Email	

Estimated <b>Start</b> Date		Estimated <b>Completion</b> Date	
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Appfolio can be accessed by visiting [Weststar.Appfolio.com/Connect/Users/Sign in](https://Weststar.Appfolio.com/Connect/Users/Sign_in).

### Project Description

Use the below chart as a reference to describe what projects are being completed. If you are completing projects not listed on this, use the "Other" space to describe the work being done. Place an X in the left column for any project you plan on completing and write a brief description of the work being done or provide a link to the materials.

X	Project	Description
<b>Throughout Unit, including Balcony</b>		
	Painting	
	Popcorn Ceiling Removal	
	Electrical	
	Wall Removal	
	Trim/Moulding	
	Doors/Hardware	
	Windows	
	Appliances	<i>As a reminder, washers/dryers or exterior air conditioning units cannot be installed.</i>
<b>Kitchen</b>		
	Appliances	
	Plumbing Fixtures	
	Countertops	
	Backsplash	
	Cabinets	
	Plumbing Upgrades	
	Lighting	
	Flooring	
	<i>Link to Underlayment</i>	

	<i>Underlayment R-Value</i>	
	<i>Link to Flooring</i>	
	Other	
<b>Living/Dining Area</b>		
	Flooring	
	<i>Link to Underlayment</i>	
	<i>Underlayment R-Value</i>	
	<i>Link to Flooring</i>	
	Lighting	
	Fireplace	
	Other	
<b>Bathroom</b>		
	Plumbing Fixtures	
	Countertops	
	Backsplash	
	Cabinets	
	Plumbing Upgrades	
	Flooring	
	<i>Link to Underlayment</i>	
	<i>Link to Flooring</i>	
	Lighting	
	Other	
<b>Bedroom(s) or Office</b>		
	Carpeting	

	<i>Link to Underlayment</i>	
	<i>Link to Carpeting</i>	
	Lighting	
	Closet Removal	
	Other	

### Policy Review

Please initial that you have read and reviewed all policies relevant to unit renovations available on <https://weststarmanagement.com/avila-park/> or [Appfolio](#) under Shared Documents.

Owner Initials	Policy
	Construction Policy
	Moving Policy
	Storage and Abandoned Articles Policy
	Flooring Guidelines
	Fireplace Use and Safety Policy
	Enforcement Policy
	I have shared these policies with anyone who will be doing construction in my unit, and I understand that I am responsible if they violate one of these policies.

### Signatures

I understand that the approval of the Avila Park Board of Directors must be obtained before I can proceed with my project.

I understand that approval by the Board does not constitute approval by the local building department or any other agency that may require prior approvals. I understand I may be required to obtain permits and licenses, pay fees, or obtain other professional opinions and/or certifications.

I agree to complete all improvements as they are submitted and understand that I must submit another request if modifications to these plans become necessary. I agree to complete the improvements promptly and in a good workmanlike manner.

Unit Owner's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_

Unit Owner's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_

<b>TO BE COMPLETED BY BOARD OF MANAGERS</b>			
Date Received		Date Reviewed	
Status	Approved as Submitted	Approved with Conditions	Denied as Submitted
Board Signature			
Conditions for Approval			
Reasons for Denial			