

## **DESIGN REVIEW COMMITTEE CHARTER**

The Design Review Committee (the "DRC") is a standing committee of the Association, shall consist of a Chairperson and two (2) or more Members, and shall include a member of the Board of Directors (the "Board"). For continuity purposes, and to the extent possible, the Board shall appoint DRC members for staggered two-year terms. The DRC shall have the duties and functions described in the Bylaws and the Declaration of Covenants and Restrictions.

The DRC shall elect a Chairperson and a Vice-chairperson from among its members. The Chairperson shall preside at all meetings of the DRC and shall perform such other acts and duties as may be assigned by the Board. If any DRC activity requires Board approval, the Chairperson shall submit a written request to the Board. The Vice-chairperson shall perform all the duties of the Chairperson in his or her absence. The Chairperson shall appoint a Secretary from among the members who will record the votes and keep the minutes of all proceedings in a book to be kept for that purpose. The Secretary will provide copies of the minutes to the Board at the Board's regularly scheduled meetings and to the Community Association Manager (the "Manager").

The DRC shall hold regular monthly meetings. All meetings of the DRC must be open to all Association Members, and notices for all meetings must be posted in a conspicuous place in the community at least forty-eight (48) hours in advance of any meeting. A quorum of the DRC shall be established when at least three (3) members, including the Chairperson, Vice-chairperson, or member of the Board are present. A simple majority of the members at any meeting duly held after regular call and notice shall be sufficient to approve all matters to be decided by the DRC.

Homeowners shall submit applications to the Manager for any additions, improvements, or exterior changes to any portion of the homeowner's property. The Manager shall acknowledge receipt of each application to each homeowner by return mail and certify the date when the application was received. The DRC shall consider only those applications received and acknowledged by the Manager.

The DRC may not defer disposition of an application. The DRC shall approve or disapprove applications properly submitted, or shall request additional required information from the homeowner, within thirty (30) business days of the date when an application is received by the Manager. Any disapproval of an application must be accompanied by a written explanation of the specific reason for the disapproval and the criteria not satisfied by the application.

The Chairperson shall submit all recommendations for revision of existing provisions of the Design Review Criteria or associated documentation to the Board in advance of the Board meeting at which approval of the DRC recommendation is sought in order to allow the Board members sufficient time to research the matter in question. All recommendations must include a statement that the proposed recommendation represents the consensus of the DRC. All recommendations must include a detailed explanation of why the DRC is requesting approval of the revision. All recommendations shall be done in MS Word "revision/track changes" mode or otherwise annotated to ensure that the Board members understand clearly what change to the wording is actually being proposed. The Board shall approve or disapprove all recommendations from the DRC exactly as submitted. If the Board disapproves the recommendation or requires additional information, the Board shall provide a detailed explanation to the DRC of the reasons(s) for any disapproval or need for additional information.

**REVISION APPROVED BY THE BOARD OF DIRECTORS  
AUGUST 13, 2009  
THIS REVISION SUPERSEDES ALL PREVIOUS REVISIONS**