

Design Review Committee Procedure

1. The Association's Board of Directors appoints the Design Review Committee. The Board of Directors acts as the Design Review Committee until a committee is appointed
2. The Design Review Committee can consist of a minimum of three members to a maximum of five members
3. The Design Review Committee will serve a term of three years each, except the initial Design Review Committee which will serve the terms of one year, two years and three years.
4. The initial Committee members will determine which committee member will serve which term at their first meeting.
5. The Design Review Committee will appoint a chairperson.
6. The Design Review Committee will attend an initial training with the Board of Directors.
7. The Design Review Committee will meet on a monthly basis on an as needed basis with at least two members present.
8. The Association's Management Company will receive the application and review the application for completeness. If the application is not complete, the Association's Management Company will forward the application back to the homeowner noting the missing information. Once the Association's Management Company receives a complete application from the homeowner, they will login the date of receipt and forward the complete application to the Design Review Committee within 7 days of receipt.
9. The Design Review Committee will respond within 30 days of receipt of the complete application.
10. The chairperson will be responsible for receiving all new applications from the Association's Management Company, scheduling the monthly meetings, forwarding a response back to the Association's Management Company within 30 days of receipt and communicating with the Board of Directors on an as needed basis.
11. The Design Review Committee will review applications and either 1) approve the application and stipulates a completion date, 2) approve it with stipulations and a completion date, or 3) rejects it with specific reasons for rejection and with suggestions that would lead to acceptance. *All decisions need to be in writing.
12. The Design Review Committee may grant variances as long as a full explanation of the situation and why they chose to grant a variance is explained in writing to the homeowner and the Board of Directors.
13. A majority vote of the Design Review Committee constitutes action by the Design Review Committee. In the event of a tie vote, the request shall be treated as having been denied.
14. The Design Review Committee shall have the right to disapprove any application which is not suitable or desired for aesthetic or other reasons.
15. The Association's Management Company will maintain a record of submittals with date received and a record of actions taken with date responded.
16. Immediately after receipt of the decision, the Association's Management Company will forward the response back to the homeowner.
17. If the Design Review Committee can not make a decision within 30 days of receipt then they will inform the Association's Management Company and the Management Company will communicate the delay to the homeowner.
18. If approved, the homeowner can complete approved changes.
19. If denied or if the homeowner doesn't accept stipulations, the homeowner may appeal to the Board of Directors by resubmitting the application to the Association's Management Company within 10 days after the decision of the Design Review Committee. The Board of Directors shall hear the appeal with reasonable promptness after reasonable notice of such hearing to the applicant. The decision of the Board of Directors shall be final and binding.

20. The Design Review Committee will meet on an annual basis to evaluate process, review submittal forms, review guidelines and other organizational components of the Design Review process and submit any changes in process, forms, etc to the Board of Directors prior to implementation for review and approval.