

# **Mountain Ranch HOA**

## **Design Review Committee**

### Description and Responsibilities

#### V1.3 01/2024

#### Terms:

DRC – Design Review Committee

MR – Mountain Ranch

BOD – Board of Directors

CC&Rs - COVENANTS, CONDITIONS, RESTRICTIONS

ARC – Architectural Review Committee

#### Committee Purpose:

The DRC's overall purpose is to maintain the aesthetic integrity of the community according to the CC&R's under Article 4.1 which all MR homeowners adhere to. This is accomplished in two ways. The first is through community inspections performed by the management company and supervised by the BOD. The second is the review by the committee of all architectural/property changes which the Design Guidelines describe as requiring approval.

#### Architectural Committee Members:

The committee is headed by a Chairperson, whose nomination is submitted to the MR BOD for appointment and is a director of the association. The committee shall consist of a maximum of 5 members who will submit in writing their interest in joining the committee. The MR BOD will appoint such members as needed or as the BOD sees appropriate. Members wishing to join the committee may also appear in front of the BOD at any Open Session meeting to be heard for their request to join this committee. Directors wishing to be named Chairperson of this committee can do so at any Open Session Meeting and be heard by the BOD for consideration of appointment.

#### Chairperson Duties:

1. Schedules and presides over meetings on an as needed basis.
2. Coordinates the review and response for each Change Request submitted to the DRC.
3. Directs and coordinates communication between the DRC and the management company pertaining to any residential architectural changes in the neighborhood.
4. Responsible to report back to the MR BOD.

## Term of Appointment:

The BOD appoints a chairperson annually during its March meeting for the year. The appointment shall become effective as of April 1<sup>st</sup> and shall remain effective through March 31<sup>st</sup> of the following year. In the event that the Chairperson no longer wishes to or cannot perform the duties of Chair, the BOD shall appoint a new Chair. Nominations are made/taken on a voluntary basis. Any MR homeowner is eligible for nomination and appointment per the CC&Rs (Section 4.4.1) and Bylaws set forth by KB Homes. General Members of this committee are to be reviewed annually, and reinstated/removed at the first Open Session meeting held after the annual meeting. Members can be removed from this committee at any time and replaced or have their seat left vacant by the BOD.

## DRC Request Processing Procedures:

1. The ARC form is submitted to Property Management Company.
2. Property Management Company reviews the ARC request for completeness AND for compliance with bylaws and restrictions
3. Property Management Company to forward the ARC request with their comments and recommendations to the ARC committee members as soon as possible after receipt of the request. The ARC request will be labeled with a control number for reference and tracking.
4. The ARC committee will review and approve, disapprove or conditionally approve the request with written conditions and/or stipulations.
5. The ARC returns their decision to Property Management Company for appropriate interaction with the homeowner.
6. If a request is conditionally approved with requirements, Property Management Company is responsible for communicating that to the homeowner AND reporting (in writing) back to ARC that the homeowner complied with the conditions/stipulations of the conditional ARC approval.
7. It is the responsibility of Property Management Company to monitor these projects, as part of their normal drive through inspections, and to report and take immediate action to correct violations of restrictions of the ARC condition.

## Exception(s):

1. Property Management Company may approve requests that do not vary from any guideline set forth in the community “Design Guidelines”.

## Design Guidelines:

1. The DRC will make updates Annually to the “Design Guidelines” and submit to the BOD for review.
2. Updates can be made more often and will be approved by the BOD prior to being published.

## Limitations:

1. City or State Permitting is NOT required by the DRC prior to approval of any request, and cannot be used as a basis for denial of any request.

2. In the absence of a committee quorum, the chairman will liaise with a board member to fill in as a committee member
3. The Committee shall make any and all decisions as soon as possible and should strive to render any decision within 30 days or sooner, however 60 days can be taken if needed per the CC&Rs and/or if additional information is required.
4. Any modifications to the home structure to create additional living space must be submitted to the BOD for final approval.
  - a. Must include recommendation from DRC prior to BOD submission.

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 President  
 Mountain Ranch Board

\_\_\_\_\_  
 Date

Changelog:

Person	Date	Change
Doug Austin	3/2022	Original Creation
Doug Austin	1/2024	Added Limitation 4