

# **Mountain Ranch HOA**

## **Design Review Committee Charter**

### **Description and Responsibilities**

V1.1 04/2019

This document should be reviewed and approved annually.

#### 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.

### Committee Member:

Acts as a voting member of the DRC to discuss and decide on appropriate response for Change Requests and identified violations to approved or non-approved changes.

### DRC Request Processing Procedures:

1. The ARC form is submitted to Vision Community Management.
2. Vision Community Management reviews the ARC request for completeness AND for compliance with bylaws and restrictions
3. Vision Community Management 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 Vision Community Management for appropriate interaction with the homeowner.
6. If a request is conditionally approved with requirements, Vision Community Management 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 Vision Community Management 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.

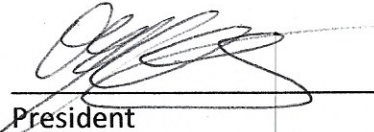
### Exception(s):

1. Vision Community Management 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.

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.



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President  
Mountain Ranch Board

9-5-18

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Date