



## **Design Review Committee Charter**

### **Statement of Intent**

The Design Review Committee is established per Article 11 Section 11.1 of the CC&R's on behalf of the Community Association to maintain uniformity of architectural and landscaping standards throughout Power Ranch.

### **Committee Authorization and Responsibility**

It is the duty of this Committee to consider and act upon all proposals and plans submitted and shall furnish a written decision to the applicant. Proposals and plans submitted shall be voted on by the Committee with the majority vote rendering the decision. Further responsibilities and authorities are defined by Article XI, Sections 11.1 – 11.9 of the CC&R's. The Committee is to communicate the results of such efforts to the Association Management team and to the Board of Directors. Should the Committee review a submittal that may require additional information or that the Committee requests the Board review prior to rendering a decision, the Committee Chair shall communicate that to Management and include in the next Board meeting agenda.

The DRC may communicate information and observations to the Management Team that are deemed important to the welfare and/or operations of the property and association. The Committee shall provide and distribute to the Board of Directors an agenda prior to each meeting. Draft minutes must be prepared and delivered to the Management Team in order to be included in the next regularly scheduled Board Meeting materials.

### **Membership**

Membership on the Committee shall be limited to owners who are in good standing (no more than thirty (30) days late in the payment of assessments, and who have had none of their membership privileges suspended). Members may not serve on more than two committees concurrently.

Owners wishing to serve on a committee will be asked to complete an Application for Committee Volunteer for review by the Board. Potential members may also be invited to interview with the Board, and will be asked to sign the Committee Working Agreement. The Board appoints Committee members to a two-year term. A member may be removed at any time from a committee by a majority vote of the Board. If a vacancy occurs, the Board may appoint a new member to fill the unexpired term of the member position vacated. Committee membership is set at a maximum of seven (7) members but may be less.

## **Committee Officers**

**Chair:** The Board will select a Board member to serve as the Chair of the Committee for a one-year term and will have voting privileges. The Chair will direct, supervise, coordinate and have general control over the affairs of the Committee. The Chair will preside at all meetings of the Committee and act as a liaison to the Board. In addition, the Chair is responsible for ensuring that members act within the scope of the Committee's Charter and remain focused on the Committee's Responsibilities. Duties include but are not limited to the following:

- Prepare and coordinate meeting agendas and meeting packet with the Community Manager
- Compliance with Open Meeting Guidelines
- Ensure matters are dealt with in an orderly, efficient manner
- Bring impartiality and objectivity to meetings and decision-making
- Follow up on action items
- Prepare written recommendations to the Board of Directors
- Present committee report at the Board Meeting
- The Chairman may be reappointed to subsequent terms.

**Vice Chair:** The Vice-Chair will be elected by the Committee members to serve a one-year term. The Vice-Chair will preside over Committee meetings in the Chair's absence and will appropriately communicate any issues to the Chair, if available, or the President of the Board of Directors

**Staff Liaison:** The Community Manager will appoint a Staff Liaison to the Committee who shall serve until replaced by the Manager. Shall take the minutes of the Committee's meeting and will have no voting privileges. Once the meeting minutes have been approved, they will be posted to the Community website.

## **Meetings**

The Committee shall meet as necessary to fulfill their assigned functions. The Committee Chairman will call all meetings. Regularly scheduled committee meetings shall be open to attendance by all members of the Association. Members are expected to attend not less than 75% of all Committee meetings within a twelve-month period. Committee members who miss 25% or more meetings, or two consecutive meetings are considered to have submitted a request to resign their position on the Committee. The Chair may make exceptions to the attendance requirement for serious illness or other good cause.

## **Restricted Functions:**

The Committee does not have the authority to give directions and/or instructions to contractors, management or employees and will not communicate or represent the Association's or Committee's business or political interests or positions to other persons outside the Association or seek bids or make contracts for services or any other matters without the explicit request of the Board of Directors.

## **Open Meetings Compliance:**

Notwithstanding any provision in the declaration, bylaws or other documents to the contrary, all meetings of the members' association and the board of directors, and any regularly scheduled committee meetings, are open to all members of the association or any person designated by a member in writing as the member's representative and all members or designated representatives so desiring shall be permitted to attend and speak at an appropriate time during the deliberations and proceedings. The board may place reasonable time restrictions on those persons speaking during the meeting but shall permit a

member or member's designated representative to speak once after the board has discussed a specific agenda item but before the board takes formal action on that item in addition to any other opportunities to speak. The board shall provide for a reasonable number of persons to speak on each side of an issue. Persons attending may tape record or videotape those portions of the meetings of the board of directors and meetings of the members that are open. The board of directors of the association may adopt reasonable rules governing the taping of open portions of the meetings of the board and the membership, but such rules shall not preclude such tape recording or videotaping by those attending. The agenda will be posted in advance of the meeting; minutes of the meeting will be made available when ready and meeting is open to all members of the Association.

### **Ethics:**

When serving in their official capacity, Committee members shall observe the following standards:

- **Duty:** Committee members shall act in the best interest of the Association and its members, even if the best outcome for the Community as a whole would be detrimental to the Committee member personally. Once a vote is taken, Committee members shall support the majority position of the Committee.
- **Conflict of Interest:** Committee members shall disclose any real or perceived conflict of interest and refrain from actively participating in the discussion of, or voting on any issue, which has an effect on them, their immediate family, and their business interests, distinct from its effect on Power Ranch in general.
- **Personal Benefit:** Committee members shall not obtain goods, services, or other consideration from the Association that is not generally available to other residents of Power Ranch.
- **Gifts:** Committee members shall refrain from accepting gifts, other than items of nominal value, from residents, contractors, businesses, or other individuals, as consideration, for work to their service on a committee.