

TANYARD SPRINGS HOA

ADMINISTRATIVE RESOLUTION

NO. 2013 – 7

Relating to DESIGN REVIEW (DRC) Committee Charter

WHEREAS, Article 10 the Tanyard Springs HOA Bylaws states that, “The Board of Directors may appoint a Design Review Committee, Covenants Committee and Neighborhood Committees in accordance with the Declaration and a Nominating Committee in accordance with these Bylaws. In addition, the Board of Directors may appoint such other committees as the Board deems appropriate in carrying out its purpose”; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, regarding the development and implementation of social and recreational activities and programs; and

NOW THEREFORE, be it resolved that the Board of Directors (“Board”) of Tanyard Springs Homeowners Association (HOA) shall establish a Design Review Committee (“Committee”), and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Design Review Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues related to the development and implementation of homeowner architectural desires and changes in accordance to the Design Guidelines of Tanyard Springs HOA. In accomplishing this goal, the Board of Directors shall assign the Design Review Committee with tasks from time to time, which may include but not be limited to:

- The review, approval, approval with stipulations or disapproval of homeowners’ Design Review Applications listing changes that the homeowners’ plans to make to the exteriors of their homes;

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- Providing the Board with justification and explanation for decisions made regarding applications;
- Developing an annual schedule/calendar for the days the committee plans to meet to discuss applications;
- Developing polices and recommendations for changes/amendments every two (2) years or as needed after an initial review to the Design Guidelines to happen within six (6) months of the inception of the committee;
- Coordinating with the Community Manager regarding policies and procedures for the approval process and notification of homeowners' submissions.

B. ELIGIBILITY

Committee candidates and members shall only be unit owners who are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency or pending legal action with the HOA.

C. APPOINTMENT AND TERMS

At the first Board meeting of the year, the Board of Directors shall appoint no more than seven (7) Design Review Committee members to serve until appointments are made at the following year's Annual Meeting of the Homeowners or a Special Meeting called for such purpose only. The Board of Directors may make additional appointments from time to time if vacancies occur.

The Board of Directors shall invite interested candidates to express their desire to serve on the Design Review Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board. Committee members in good standing are eligible for reappointment.

Interested candidates must submit a written request for appointment to the Board including any personal or professional information (e.g., related experience or training, service on other committees, etc.), which might assist the Board in the appointment process.

The Board of Directors may remove any Design Review Committee member at any time, with or without cause. The Board may disband the committee as a whole at any time in its discretion.

D. ELECTION OF OFFICERS

The Chairperson of the Design Review Committee shall be elected by the Members of the Committee. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Board of Directors in a timely manner.

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The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In the interest of ensuring strong communications between the Board of Directors and the Design Review Committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors or, in lieu thereof, to submit a written report to the Board in advance of the Board meeting. The Committee Chairperson will present Committee recommendations, update the Board on the status of pending applications needing review by the Committee, request assistance from the Board as needed and answer any questions the Board may have regarding Committee suggestions and decisions. Any Committee recommendations which require formal Board action should be submitted to the management agent in advance of the Board meeting for inclusion in the meeting agenda.

A. MEETINGS

Committee meetings shall be held at least once a month or as needed in the Tanyard Springs HOA Clubhouse. All Committee meetings shall be open to the membership. A Board of Directors Member must be present at every Committee Meeting for Oversight. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all meetings of the committee are listed in the newsletter and through any other means of posting that the committee deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. The committee Chairperson should designate a limited time period on each meeting agenda for resident input.

A majority of the members of the Design Review Committee must be present to convene a meeting or conduct formal voting procedures. The total number of Committee members shall not exceed seven (7).

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

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RESOLUTIONS ACTION RECORD

Resolution Type ADMINISTRATIVE No. 2013 - 7

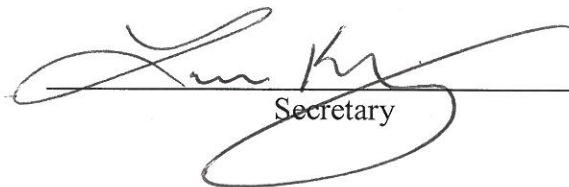
Pertaining to: Design Review Committee Charter

Duly adopted at a meeting of the Board of Directors of Tanyard Springs HOA, held on April 11, 2013.

Motion by: BOB Seconded by: JON

Officer	Title	Yes	No	Abstain	Absent
Jon Rober	President	<i>JRM</i>			
Luke Tilbury	Vice President	<i>LT</i>			
Bob Beyer	Treasurer	<i>BB</i>			
Lance Konig	Secretary	<i>LK</i>			
Leslie Burks	Director/Liaison				<i>/</i>

ATTEST:


Secretary

4/11/13
Date

Resolution Effective, April 11, 2013