

TANYARD SPRINGS HOA

ADMINISTRATIVE RESOLUTION NO. 2013 – 7A

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;
- 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.

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B. ELIGIBILITY

Committee candidates and member shall be in good standing. Good standing shall be defined as the absence of liens, privilege penalty, assessment delinquency, or pending legal action with the HOA of any property they reside in.

C. APPOINTMENT AND TERMS

The Board of Directors shall appoint and have final decision in the appointment of all Design Review Committee members. At the first Board meeting of the year, the Board of Directors shall appoint Design Review Committee members to serve one year terms or until appointments are made at the following year's Annual Meeting of the Homeowners or at a Special Meeting called for that purpose only. The Board of Directors may make additional appointments from time to time.

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 of Directors. Committee members in good standing are eligible for reappointment.

Interested candidates must submit a written request for appointment to the Board of Directors through the Management office, 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.

If vacancies occur during the year, the Committee Chairperson is required to notify his/her Board Liaison and Management Office as soon as possible. In such cases, the Committee Chairperson may look within his/her Committee for a suitable replacement for that position, pending a vote by all eligible voting Committee members.

If a non-Committee Community resident, who meets eligibility requirements, expresses interest in serving on the Design Review Committee, the point of contact will be the Management Office. The Management Office will subsequently notify and set appointments up for the Committee Chairperson and Board of Directors to interview candidate(s). Only after consultation by both the Committee Chairperson and Board of Directors will a candidate application for appointment be accepted or denied. The Board of Directors will have the final decision in all Committee appointments.

Official notification will be issued through the Management Office of their acceptance or denial into a Committee. If the denial is for a voting position and the applicant meets eligibility requirements, barring no other issues, the official notification letter will offer the candidate an opportunity to serve as a 'non-voting' member.

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.

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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, unless elected by the Board of Directors. Other officers of the Committee may be selected by Committee members. At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of Committee's meetings and submitting them to the Management Office and Board Director Liaison in a timely manner.

Below is a description of positions available within the Committee:

Chairperson – Facilitates meetings, offers direction, produces agenda, innovates and encourages members, reviews minutes, submits minutes and recommendations to the Management Office for inclusion in the Board of Directors packages. Upon receipt of the recommendation(s), the Management Office will create a motion to attach to the Committee recommendation(s), for the Board of Directors review and decision. The deadline for submission of Committee minutes and recommendations will be no later than, the Friday, prior to, Tuesday's distribution of the draft agenda to the Board of Directors and Community. This provides the Management Office time to read and communicate with the Committee for clarity of recommendation(s), if necessary, and compose the motion.

Co-Chairperson – Acts as a substitute for meetings, when the Chairperson is unavailable.

Secretary – Is responsible for taking Committee minutes, reviewing and adjusting minutes from the Committee, prior to, submission for Board of Director package inclusion. Many share the responsibilities with the Chairperson or Co-Chairperson, for giving oral reports at Board of Directors meetings, Committee records keeping of events for future reference, attendance numbers, etc.

Treasurer – Does not generally handle money, a treasurer's role in each Committee is to assist the Chairperson or Co-Chairperson in determine the amounts the Committee needs for budgetary purposes. The treasurer would help track the monies needed (at budget time and actual expenditures throughout the fiscal year), budget proposal and presentation to the Management Office for inclusion in the draft budget, feasibility of suggested Committee events, etc. The treasury reports can be used to determine event success, possible improvement, and monies allocated for the next budget year. This is known as the 'historical trend' budgeting method.

Standing Member – Non-positioned Committee member who can bring their experiences to the table, assist as needed, and donate their talents to Committee events. There are only three (3) standing member positions. These non-positioned Committee members retain Committee member voting rights.

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Non – Voting Members – Once the Committee has filled all positions outlined, other members can serve on the Committee, gain experience, learn expectations and position themselves for nomination once a position becomes available within the Committee. These are non-positioned, no-voting members. There are only three (3) non-voting member positions.

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 Social 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 and the Board Director Liaison, in advance of the Board of Directors meeting. The Committee Chairperson will present Committee recommendations, update the Board of Directors on the status of pending Committee tasks, request assistance from the Board Director Liaison or Management office, as needed, and answer any questions that Board may have regarding Committee assignments. Any Committee recommendations which require formal Board of Directors action should be submitted to the Management office 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 need not 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.