

Naples Reserve Homeowners Association
Design Review Committee (DRC) Charter
2/8/21

Mission Statement:

The DRC's mission is to preserve the beauty and character of Naples Reserve, and to protect and enhance the economic value of the homes herein. The Committee shall conduct its business in the best interest of all homeowners and the Association.

Committee Members:

- The DRC will be comprised of 5-7 volunteer deeded homeowners who will be appointed by the Board. All Committee members must be in good standing and have no unresolved violations in the Community.
- Each Committee member shall serve a term of one year effective with the Board of Directors' (BOD) February Meeting. Thereafter each term is annual. Committee members may re-apply for appointment to the DRC. The Board shall appoint the Chairperson of the Committee and its Committee members.
- The Board may remove a member of the Committee with or without cause. Vacancies shall be filled by appointment from the Board.

Code of Conduct:

- All Committee members of the DRC will be expected to use reasonable judgement, fairness, and respect when reviewing homeowner requests, or in dealing with any homeowner on any matter involved in the DRC process.
- If a situation arises where a member of the DRC has demonstrated that she/he cannot use reason, fairness, and respect, that member may be asked to resign their position with the DRC with a recommendation by majority vote of the DRC.
- Committee members shall refrain from discussing specific homeowner requests with anyone other than the homeowner, the Committee, or Board.

Responsibilities include but are not limited to:

- Evaluate written requests from homeowners about modifications, enhancements and improvements to their property in accordance with Covenants as set forth within the Naples Reserve Declaration of Covenants, Conditions and Restrictions (Declarations) and the Design. The DRC will strive for consistency yet, will consider individuality to the extent that it is not in conflict with the Declarations.
- Approve / Deny requests within 30 days, and do its best to accommodate shorter turnarounds when possible. Approvals require a majority of Committee votes.
- Evaluate projects post completion, and authorize the release of deposits as inspections are completed.
- Regularly monitor for compliance and report violations to the Board.
- Research for and coordinate with the Board as needed.
- Prepare minutes of Committee Meetings, including an overview of the past month's requests, approvals, denials and submit to the Board 5 days prior to the next Board Meeting.
- On behalf of the Board, prepare design and development guidelines and application and review procedures ("Design Guidelines"). Copies of the Design Guidelines shall be available from the DRC for review.

State and Local Building Code Compliance:

- The Committee is NOT RESPONSIBLE for ensuring compliance with state and local building codes.
- The DRC shall advise homeowners that separate approvals may be required from each
- Obtaining a building permit from the County does not automatically give approval by the Association, and approval by the Association does not negate the need for a building contract should one be required.

Meetings:

- The DRC will meet periodically as it deems necessary but no less than once monthly pending any applications for review.

Reporting:

- Copies of correspondence and other related materials developed to enable the committee to fulfill its duties shall be forwarded to the Property Manager for record keeping.
- Information that is confidential in nature should be handled in a matter to ensure confidentiality of the homeowner.

Board Appointed Liaison: The Board appointed liaison will attend committee meetings of the DRC. The liaison will serve as the chief person to communicate with the Board as is necessary.