

Design Review Committee Charter

Charter

The Design Review Committee (DRC) Charter ensures compliance with aesthetic standards established by the Association to maintain the beauty and character of Crimson View Homeowners Association and to safeguard standards that might affect the value of the property. The Committee shall conduct its business in the best interest of the Association and in accordance with the Covenants, Conditions, and Restrictions (CC&R's), By-Laws, and DRC Guidelines. In the instance that an event occurs where the resolution reached by the DRC does not fully align with the DRC Guidelines, the resolution must be fully supported and documented with comprehensive and rationale, approved unanimously by the DRC members.

Membership

Any Crimson View resident in good standing may ask to join this committee. Committee size is 3 full time and 2 alternative members. If no one volunteers to serve on the committee, the Board of Directors (BOD) may ask association members in good standing to serve on this committee. The BOD will appoint one of its members to serve as the Chairperson on this committee.

Structure

The Chairperson shall be appointed by the BOD. The Chairperson will be responsible for scheduling meetings from time to time with recorded minutes, drafting meeting agendas and creating a quarterly report to the BOD. The chairperson or designated committee member will attend the BOD meetings.

The Board may remove any member of the Committee, with or without cause. The Committee may vote to recommend removal of its Chairperson or any Committee Member to the Board with cause. Vacancies created by either of the above or for any other reason shall be filled by appointment by the Board.

The Landscape Committee is a sub-committee of the DRC. Landscape Committee Chair shall be appointed by the DRC Chair. The committee is in direct support of the DRC for all landscape requests.

Tasks

Core responsibilities:

- Must have a thorough understanding of what is and is not allowed in the community.
- Be consistent and diligent in maintaining the standards set forth in the CC&R's, By-

Laws and Design Review Guidelines of the Crimson View HOA.

- Use the governing documents as the standards for assessing Member compliance.
- Be able to reference the section of the governing documents that lead to their decisions.
- Impartially hold all Members to the same standard.
- Review owners' submitted plans for external alterations of their homes for approval.
- Approve/deny the submitted application for re-model or new build from management or homeowner.
- Refrain from discussing personal owner contact information with the general membership.
- Refrain from discussing compliance violations with the general membership.

Reporting

- Copies of correspondence and other related materials developed to enable the committee to fulfill its function should be forwarded to the HOAMCO office for record keeping.
- Extra consideration may be needed for information, reports, and decisions, which are of a confidential nature. If information must be presented that falls into this category, care must be maintained to ensure the confidentiality of the association member.

Code Compliance

Ensuring compliance with state and local building codes is not the duty of the Design Review Committee and they have no jurisdiction over their enforcement. Code compliance is the duty of the City of Sedona Building Department. The DRC must advise owners that separate approvals may be required from each. In addition, obtaining a building permit from the city does not automatically give approval by the association, and approval by the DRC does not negate the need for a building permit should one be required.