



**VISTANCIA VILLAGE A COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE CHARTER**

The Vistancia Village A Community Association grants this charter to the Design Review Committee effective May 22, 2018.

Purpose

The purpose of this charter is to clarify the composition and responsibilities of the Design Review Committee. The delegated task is to provide assistance to the Vistancia Village A Community Association Board of Directors and the Vistancia Village A Community Association office as follows:

Responsibilities

- A. Approve or deny all submittals according to the Design Guidelines within 45 days of receipt of submittal. Applicants will receive written notice of the committee's decision.
- B. Approve or deny any submittals that include items which are not specifically addressed in the governing documents by judging the suitability of such requests for the community.
- C. Recommend periodic changes to the Design Guidelines in order to enhance the aesthetics of the community or to deal with changing circumstances.
- D. Periodically and upon request inspect active construction and community at large for concerns related to design review.
- E. While acting on behalf of the Board for this limited purpose, the committee and its members are entitled to all privileges and immunities and are subject to all duties and requirements of the Board and its members.
- F. Coordinate with other committees and the Association on issues of similar or direct importance to the community.
- G. Get prior written approval from the Vistancia Declarant on any improvement, alteration, repair or change which in any way alters the exterior appearance, including, but without limitation, the exterior color scheme, of any part of a lot or parcel, or any improvements located thereon, which are visible from Vistancia Blvd. or Lone Mountain.

Organization

- A. Resident volunteers must be:
 - i. Vistancia Village A Community Association members in good standing and in conformance with the governing documents (including the Design Guidelines) in order to serve as members of the committee.
 - ii. Appointed by the Board. Committee members serve at the discretion of the Board and may be removed by a majority vote of the Board.
 - iii. Preference will be given to volunteers with experience relevant to the purpose of the committee, ability to serve and commitment to work as part of a team.
 - iv. Familiar with the governing documents of Vistancia Village A and the relevant State of Arizona law governing homeowners associations to the best of their ability.

- v. Able to attend meetings as often as is possible. Continued lack of attendance will be cause for removal. Communicate inability to attend meetings with a minimum of 24 hours' notice.
- B. As determined by the committee's chair, subject to Board approval, the committee will consist of up to six (6) members including the chair. Per Arizona Revised Statutes, a Board member shall be the chair of the committee.
- C. The chair will call meetings as often as twice a month; however, not less than monthly. Subject to conditions beyond the chair's control, or as directed by the Board, the regular meetings will occur on the same days and times each month and be held at the same place. Such meetings will be held between the hours of 8:00 am and 5:00 pm, Monday through Friday.
- D. A quorum necessary to conduct business for a 6-member committee shall consist of 3 members.
- E. Minutes of DRC meetings will be delivered to the Board at the monthly Board of Director's meeting.

Terms

Committee members are limited to three (3) consecutive one-year terms. Terms begin with the first meeting that is called after the resident becomes a member of the committee. A committee member shall serve no longer than three (3) consecutive years. The terms of committee members should be staggered to the extent reasonably practical.


Disqualification and Resignation

A committee member may resign at any time. In the event a committee member ceases to be an Owner of a Lot or a Parcel or have an interest therein, the committee membership shall immediately and automatically terminate.

Restricted Functions

The Design Review Committee does not have the authority to give directions and/or instructions to contractors, management, or residents. The committee 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 for services or any other matters without the explicit written request of the Board or Community Manager.

The Board can modify, reduce, expand or supplement the duties of the committee charter above.



Vistancia Village A Community Association
Julia Miller, President