



**ESPLANADE AT SOMMERS BEND
DESIGN REVIEW COMMITTEE CHARTER
Adopted 2/16/2022**

Purpose and Objective:

It is the responsibility of the committee to meet periodically to review and approve/disapprove proposed architectural and landscape changes/improvements to all residential lots. The Committee will best assure that the aesthetics of the Community are not compromised and the intent of the Association's CC&Rs and Design Review Guidelines are not violated.

Organization of Committee:

The Committee shall consist of three (3) members and may be expanded or contracted by the Board of Directors as deemed necessary. The Board of Directors shall appoint the Committee chairperson.

The terms of committee members will be staggered two year terms. New Committee members, that are appointed to fill less than one-half (1/2) of the unexpired term of a former committee member, may serve one (1) full term upon the completion of the unexpired term.

Committee members may not serve consecutive terms on the same committee so long as there are additional candidates willing to serve on a Committee. After being off a Committee for one (1) year a former Committee member may be considered for re-appointment to the same Committee. In the event there are no candidates waiting to serve on the Committee a member may be considered for re-appointment, thereby allowing said member to serve a consecutive term on the same committee.

Member Selection:

The Board of Directors has developed the following procedures to provide a consistent and equitable method for the selection of members to Board Committees:

- A. Management staff will prepare a list of names for each Committee using Volunteer Interest forms submitted during the previous two (2) years.
- B. The cut-off date for applications that will be considered is March 1st
- C. Management will advise if any applicant for the Committee is currently serving on another Committee within the community. Applicants already serving on another Committee (but with a term expiring at the end of the current year) will be considered for appointment so as not to serve on two (2) Committees simultaneously. Applicants seeking appointment for simultaneous terms on two (2) Committees (for full and/or partial terms) may be considered on a case-by-case basis, so long as there are not additional candidates willing to serve on the Committee.

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- D. The Committee will be responsible for contacting each applicant to ascertain if he/she is still interested in serving on the Committee.
- E. The Committee will offer an interview opportunity for each applicant during the months of February and/or March. Committee members whose positions are to be filled will be excused from participation, voting and being present during the committee member selection process. Interviews are to be conducted by:
 - 1. All continuing members of the Committee as a whole, or;
 - 2. An ad hoc Committee selected by and from continuing members of the Committee.
 - 3. Any combination of the above (1 and 2).

Note: If an ad hoc committee is used to select the new committee members, their recommended selections shall be approved by a majority of the continuing committee members at a meeting where all continuing members are invited and there is a quorum.

- F. The names(s) of the applicant(s) selected by the Committee are to be forwarded to the Board of Directors for approval and appointment to the Committee by March 15th.
- G. Applicants are not to be notified of their status, with regard to the Committee, until after the committee has received written approval from the Board of Directors.
- H. At no time during the selection process is an applicant to sit or participate on a Committee prior to his/her approval and appointment by the Board of Directors as a member of a Committee.
- I. All applicants interviewed by the Committee are to be notified in a timely manner by the Committee as to the selection results.

Duties and Responsibilities:

- A. The Committee will meet at a minimum of once per month to review and approve/disapprove proposed architectural/landscape plans for all residential lots in Esplanade @ Sommers Bend.
- B. The Committee will inspect residential lots to determine compliance with architectural/landscape plans. These actions may be appealed to the Board of Directors.
- C. The Committee will maintain minutes of the review meeting.
- D. Committee members who fail to attend three consecutive meetings without any contact with the HOA office or the Committee Chairperson, may be asked to resign their position.
- E. The Committee will submit a report/minutes ten (10) days prior to the Board meeting to ensure it is included in the Board Packet to ratify the reviews.
- F. The Committee will periodically review the Design Review Guidelines and recommend changes to the Guidelines as needed.
- G. The Committee will adhere to all stipulations of the governing documents