

COUNTRYSIDE PROPRIETARY

ADMINISTRATIVE RESOLUTION NO. 237

DESIGN REVIEW COMMITTEE

WHEREAS, Article III, Section 3(c) of the Declaration of Covenants and Restrictions of the CountrySide Proprietary charges the Board of Directors (“Board”) with all powers for the conduct and enforcement of the governing documents of the Proprietary; and

WHEREAS, Article VI of the Declaration, authorizes the Board to appoint a Design Review Committee (“DRC”) to assist in the enforcement of these documents; and

WHEREAS, there is a need for the Board to establish said Committee to administer and regulate the external design, appearance and location of existing homes and improvements thereon in such a manner so as to preserve and enhance the overall value and aesthetics of the community at large.

WHEREAS, the Board desires to rescind Administrative Resolution No. 190 and hereby substitutes Administrative Resolution No. 237 in its place.

NOW, THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 190 be, and hereby is, rescinded, and that the following procedures be adopted and implemented herewith:

I. **RESPONSIBILITY**

The primary responsibility of the Design Review Committee is to advise and assist the Board in monitoring, reviewing and enforcing compliance with the architectural control standards established for the community.

In fulfilling its responsibility, the Design Review Committee performs functions which include, but are not necessarily limited to, the following:

- A. Review and approve or disapprove any and all written application requests for additions and/or alterations to an existing structure or lot. Rulings must be made within sixty (60) days from submission of the written application and all other materials and information required by the Design Review Committee into the design review process. Applications are considered entered into the design review process on the second day of the month following the month in which the completed application was received in the Proprietary management office. If the second day of the month falls on a weekend or legal holiday, then completed applications will be entered into the design

**COUNTRYSIDE PROPRIETARY
ADMINISTRATIVE RESOLUTION NO. 237
PAGE 2**

review process on the first business day following that weekend or legal holiday.

- B. Retain a copy of the application, together with plans and specifications, in the Committee's permanent files.
- C. Review and evaluate existing rules and regulations and propose modifications or additions, with supporting rationale included in the proposal for Board review and approval
- D. With consent of the Board, develop and distribute architectural guidelines and standards to all homeowners.
- E. Receive comments and/or complaints from homeowners involving matters within its jurisdiction and handle them in accordance with the governing documents.
- F. Make periodic and final inspections of work in progress to insure its timely completion and conformity with approved plans.
- G. Develop annual Committee budget requests for submission to the Board of Directors.
- H. Have a representative of the Design Review Committee attend Board meetings at which appeals of DRC rulings are being heard.

II. ELIGIBILITY

Members and alternate members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, judgments, privilege penalty, assessment delinquency, architectural violation, or legal action commenced by the Proprietary. Representatives of the DRC shall not serve simultaneously as voting members of either the NAC or the Board of Directors during their term on the DRC, except that NAC members may, from time to time, serve as alternates to the DRC for their neighborhood provided that they abstain from voting on applications from their neighborhood while serving in the capacity of DRC alternate. NAC members will only be asked to serve as DRC alternates if no other appointed DRC alternate is available.

III. APPOINTMENT

**COUNTRYSIDE PROPRIETARY
ADMINISTRATIVE RESOLUTION NO. 237
PAGE 3**

- A. The Board of Directors shall appoint seven (7) members, one from each of the seven (7) Neighborhoods and at least one (1) at large alternate member appointed in January of each year. Each neighborhood DRC member will be appointed in January of each year for one-year terms (NAC members may automatically serve as alternates to the DRC Committee during the absence of the DRC member from their neighborhood provided that they abstain from voting on applications from their neighborhood when serving in the capacity of DRC alternate).
- B. The Board shall invite interested members of existing neighborhoods to express their desire to serve on the Committee. Recruitment of interested candidates can occur personally, through the newsletter, special publication or by announcement at the Annual Meeting.
- C. Interested candidates must submit, in writing, to the Board a brief outline of their credentials, e.g., past experience or training in the area of design review; availability and any other pertinent information that may assist the Board in the selection process.
- D. The Board of Directors shall attempt to insure that all neighborhoods are equally represented on the committee.

IV. TERMS

Members and at large alternate members shall serve one (1) year terms, starting in January. Members and at large alternate members may be reappointed.

V. ELECTION OF OFFICERS

The Design Review Committee will, at its February meeting, or as necessary during the year, elect a chairperson and vice-chairperson from its membership, as well as any other officers it may desire. An at large alternate member or a NAC member serving in the capacity as a DRC alternate may not act as an officer or participate in the election of officers.

VI. VACANCY

The Board may remove any DRC member or alternate at any time with or without cause. For all vacancies occurring among the membership, the

**COUNTRYSIDE PROPRIETARY
ADMINISTRATIVE RESOLUTION NO. 237
PAGE 4**

Board shall appoint a member in good standing to complete the term of the person who vacated said position. Members of the Design Review Committee may take recommendations to the Board for the appointment and/or removal of members or alternate members. The Board shall ask the Neighborhood Advisory Council to recommend candidates from their respective neighborhoods to act as DRC members or alternate members.

VII. MEETINGS

The Design Review Committee shall hold regular monthly meetings. In January of each year, an annual calendar of meetings shall be established. Special meetings of the membership may be called at the request of the Committee chairperson with notice of time, place and purpose for which the meeting is to be convened. At large alternate members are expected to attend all regular monthly meetings and all special meetings of the membership.

VIII. QUORUM OF MEMBERS

A majority of members must be present in order to convene a DRC meeting or conduct formal voting procedures. The total number of members of the committee shall be seven (7). An at large alternate or NAC member serving in the capacity of a DRC alternate may act as a substitute for an absent member until the member is present or another member is appointed by the Board. The primary function of alternate members is to ensure the ability of the committee to achieve a quorum and to rule on applications on behalf of absent members. The DRC members should notify the management staff or the DRC Chairperson of their inability to attend a DRC meeting no later than 5 full business days prior to that meeting. If the DRC is unable to convene a meeting due to lack of a quorum, the DRC Chairperson may do one of the following:

A. Reschedule Meeting

The DRC meeting may be rescheduled to a date that falls no later than 15 days after the first NAC meeting of that month and no earlier than 10 days after the last NAC meeting of that month. Unless a minimum of three full business days notice of a rescheduled meeting can be given to applicants, the meeting will be cancelled.

B. Cancel Meeting

In the event that a regularly scheduled monthly meeting of the DRC cannot be convened due to lack of a quorum, all NAC “Approved” rulings will be final unless appealed within 10 days of the NAC meeting. All other rulings of the NAC will either be reviewed by the DRC the following month, or, if an appeal form is filed within 10 days of the NAC meeting, the appeal will be heard at the next regularly scheduled Board meeting. The board ruling will then be considered final with no further appeal opportunity. Should there be no NAC ruling, the applications will remain in the review process and be reviewed by the NAC and the DRC the following month.

IX. DELEGATION OF REVIEW AUTHORITY

The Neighborhood Advisory Councils (NAC) shall act as the appointed designate on behalf of the Design Review Committee (DRC) with regard to all application review actions required to be taken by the DRC in a respective neighborhood in accordance with the following parameters:

A. Application Review

1. Design review applications shall be routed to the applicant’s appropriate NAC by the DRC administrative designate for Proprietary affairs.
2. The NAC, in exercising its review authority, shall at all times be subject to the same rules and regulations governing review criteria and procedures as is the DRC.

B. Rulings

1. The NAC must submit to the DRC a complete report of any and all design review rulings and/or actions within seventy-two (72) hours after such action is taken. Failure to comply shall result in waiver of the NAC’s right to review. (Refer to Article VI, Section 3 of the Covenants and Restrictions.)
2. The DRC retains the right to rescind approvals or conditional approvals granted by the NAC provided such rescinding action is taken within fifteen (15) days after said approval was reported to the DRC by the NAC. The date reported shall be defined as the date of the NAC meeting.

**COUNTRYSIDE PROPRIETARY
ADMINISTRATIVE RESOLUTION NO. 237
PAGE 6**

3. No decision by the NAC of a design review nature shall be considered final until the expiration of fifteen (15) days from which time the decision was reported to the DRC, which shall be defined as the date of the NAC meeting.

C. Appeals, Members Rights of:

Any member who is aggrieved by a decision of the NAC with regard to design review may appeal to the DRC, providing such appeal is filed within ten (10) days after the decision has been reported by the NAC. The date reported shall be defined as the date of the NAC meeting.

X. **REPORTING AND CHANNELS OF COMMUNICATION**

- A. The committee shall exchange reports on a regular basis with its review designate, the Neighborhood Advisory Councils. Such reports shall include at least the following:
 1. Summary of activities during the past month;
 2. Problems encountered, if any, and assistance required, if any;
 3. Plans for upcoming months; and
 4. Recommendations or proposals, if any, with supporting rationale.
- B. The DRC secretary and/or designated managing agent for Proprietary affairs shall prepare and submit to the Board of Directors the Minutes of all DRC meetings.

ATTEST:

PRESIDENT: Dave Barrie

DATE:

SECRETARY: Cathy Jimenez

DATE:

