

**SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS**

DESIGN REVIEW COMMITTEE

Charter:

This charter (“Charter”) governs the operations of the Design Review Committee (the “Committee”) established by the Board of Directors (the “Board”) of Sun City Shadow Hills Community Association (the “Association”). As specified in Article X, Section 10.01 of the Bylaws, the Committee is established as a standing committee which has the responsibility of reviewing all Lot landscape plans, requests for new construction or alterations of existing structures and proposed amendments to the Design Guidelines for review by the Board, and serves at the pleasure of the Board. The Committee is authorized to make recommendations to the Board. The Board and/or Committee shall review and reassess this Charter, the Committee’s effectiveness, and revise the charter periodically.

Mission:

To convene on a regular basis to review and approve/disapprove proposed architectural and landscape changes/improvements to all residential lots. To best assure that the aesthetics of the Community are not compromised and the intent of the Association’s CC&R’s and Design Review Guidelines are not violated. The committee will advise and make appropriate recommendations to the Board of Directors regarding recommended changes to the Design Review Guidelines. ~~Additional scope of work for the Design Review Committee is outlined in Addendum “A” which shall be reviewed and updated annually by the Board.~~

Interface with and Reporting to the Board of Directors:

The Committee has been established by, and serves at the direction of, the Board of Directors. Therefore, the Committee Chair~~man~~ shall make regular monthly reports to the Board of Directors of their activities. These reports shall be in writing and shall be submitted to the association office no later than ten (10) days prior to the regularly scheduled monthly Board meeting. The Chair~~man~~ (or his/her representative) ~~shall attend the Board meetings in order to answer questions related to the Committee’s activities.~~ Any items requiring a vote of the Board of Directors should be included on the agenda as a new business item. In order to add an item to the agenda, the Committee Chair~~man~~ should contact the association office no later than ten (10) days prior to the regularly scheduled Board meeting.

The President of the Board of Directors shall appoint a Board member to serve as the Board liaison to the Committee for the purpose of acting as an interface with the full Board of Directors. The Board liaison has no voting power and does not serve to constitute a quorum for committee meetings. The President of the Board serves as an ex-officio member of all committees and may attend any meeting he/she deems necessary. The President has the authority to disqualify any member upon recommendation of the Committee Chair or a consensus of the Board of Directors for lack of experience or productive participation in the Committee.

Interface With Staff:

The General Manager with approval by the President of the Board of Directors will appoint a member of the management staff to serve as a liaison to the Committee. This liaison is an excellent resource for information regarding the Association and the operations relative to the purpose of the Committee. The Committee should refer questions to and seek assistance from the staff liaison when appropriate. If the question requires further research, the staff liaison will instruct the Committee Chair~~man~~ of the most efficient way to accomplish the need.

At no time should the Committee Chair~~man~~ or members of the Committee direct staff to perform a task for the Committee or direct staff on how to perform their job. If the Committee requires staff assistance beyond that provided by the staff liaison, the request should be directed to the General Manager who will assign the appropriate staff member(s) to support the task/request of the Committee.

Appointment of Committee Chairman: (CC&R's Article 5 Section 5.02 (c))

The ~~Board President Declarant~~ with the approval of the Board shall appoint the Committee Chair~~man until such time as the Declarant no longer appoints the majority of the committee, at which time the committee selects the Chairman.~~

Committee Composition:

The Committee should be composed of a wide range of homeowners that have expressed an interest in serving the community. The Committee shall have at least three (3) **voting** members and not more than five (5) **voting** members. No more than one member from the same family may serve on this Committee at the same time. ~~Members serve for a one year term and may be selected to serve up to two (2) successive additional terms as requested by the Chairman of the Committee.~~ Members of the Committee serve without compensation for services rendered.

Formation of Sub-Committees:

The Committee may form sub-committees to perform various tasks. ~~One member of the sub-committee must be a member of the Committee.~~ Sub-committee members may attend committee meetings but may not vote on agenda items to come before the committee.

Attendance at Meetings

Attendance is an important part of Committee membership. Members who miss three (3) consecutive meetings or miss four (4) meetings during the committee year **without prior notification** may be removed ~~at the option of the Committee Chairman or the President of~~ by the Board.

Members of the Committee may receive a waiver on attendance if they are a seasonal resident of Sun City Shadow Hills. Members requesting such a waiver must request it at the beginning of their year of service so that all members are aware of the seasonal nature of their service.

At no time may more than two (2) members have such a waiver due to the effect on the ability of the Committee to establish a quorum and conduct business.

Appointment of Members:

Committee members shall be appointed in accordance with Article V, Section 5.02 of the CC&R's. ~~Membership on this Committee shall be appointed as follows: until the first to occur, 90% of lots planned for the development close or the 10th anniversary of the issuance of the original public report for the first phase of the development, the Declarant shall appoint the majority of the members of the committee and the homeowner Board members shall appoint the remainder of the members.~~ Members appointed by the homeowner Board members shall be from the membership of the Association and members shall be in good standing throughout the term of their service. ~~Once the Declarant no longer appoints members to the committee the committee shall be appointed by the Board of Directors.~~ The Committee members shall be selected based on the members' ability to carry out the duties and responsibilities outlined in the Mission.

Duration of Committee:

~~The Design Review Committee will serve from May 1 to April 30 of the following year.~~

Code of Ethics and Committee Member Conduct

Members of the Committee will be asked to sign a statement acknowledging that they have read, understand and agree to abide by the Sun City Shadow Hills Community Association Code of Ethics and Rules of Conduct for Volunteer Board Members, Officers, and Committee Members and the Sun City Shadow Hills Unlawful Harassment Policy.

Meetings and Time Commitment:

Time Commitment: Time commitment may be considerable as members are expected to review plans and inspect the ongoing implementation of the approved plans submitted by members of Sun City Shadow Hills Community Association.

Regular Meetings: This Committee shall meet from time to time as necessary to properly perform its duties but no less than monthly.

Action without Meetings: Any action by the Committee required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the Committee shall individually or collectively consent in writing to such action. Actions not involving discipline may be by phone. Any such consent shall be filed with the minutes of the proceedings of the Committee.

Quorum and Voting Requirements: At all meetings of the Committee a majority of **voting** members shall constitute a quorum for the transaction of business, and the vote of a majority of members present at a meeting at which a quorum is present shall constitute the decision of the Committee.

~~If at any meeting of the Committee there shall be less than a quorum present, those present may adjourn the meeting from time to time. At any such adjourned meeting at which a quorum is present, any business that might have been transacted at the meeting originally called may be transacted without further notice.~~

Authority to Spend Funds:

The Committee has no authority to expend funds of the association or to direct staff to expend funds without the explicit approval of the Board of Directors. The Committee may justify and request from the Board of Directors approval for expenditures directly related to the duties of the Committee. If the Committee requests an expenditure, the Committee Chair~~man~~ should contact the association office to have the expenditure request included on the agenda no later than ten (10) days prior to the regularly scheduled board meeting.

Approved By:

Sun City Shadow Hills Community Association
Board of Directors

April 13, 2010
Date

