

**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.

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 Chairman 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. 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 Chairman 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 Chairman of the most efficient way to accomplish the need.

At no time should the Committee Chairman 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 Chair is selected according to the CC&R's.

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 of the Committee serve without compensation for services rendered.

Formation of Sub-Committees:

The Committee may form a sub-committees whose main purpose is to ensure compliance with CC&R's Article VII, Section 7.2. ~~to perform various tasks. 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 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.

~~Sub-Committee members are required to attend one scheduled Committee meeting per month to report their findings. When attending such meetings, Sub-Committee members may not vote on agenda items.~~

Appointment of Members:

Committee members shall be appointed in accordance with Article V, Section 5.02 of the CC&R's. Members appointed by the Board members shall be from the membership of the Association and members shall be in good standing throughout the term of their service. The Committee members shall be selected based on the members' ability to carry out the duties and responsibilities outlined in the Mission.

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 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.

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 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

Date