

FINNEY CROSSING RESIDENTIAL MASTER ASSOCIATION (FCRMA)

DESIGN REVIEW COMMITTEE CHARTER

July 25, 2019

The Finney Crossing Residential Master Association Board of Directors (Board) has created and appointed a Design Review Committee (DRC). The DRC has been chartered to review all landscape and building design alteration requests submitted by Finney Crossing Unit Owners. Guided by the Association's by-laws and the Finney Crossing Residential Master Association Landscape and Building Alteration Rules and Regulations, makes recommendations regarding such alteration requests to the Board.

Unless otherwise requested by the Board, the DRC's scope of responsibility is limited to considering and recommending actions pertaining to requests to alter landscape and building elements of the Finney Crossing Planned Community. Ultimately, the committee works on behalf of the community and reports to the Board of Directors.

Specific Responsibilities:

- Create and uphold the Landscape and Building Alteration Rules and Regulations
- Create and alter forms and processes for the submission of alteration requests from Unit Owners for Board approval.
- Work collaboratively with Unit Owner and Property Management Representatives, offering support and assistance to Unit Owner while assuring adherence to the association's guiding documents and preserving the appearance and visual integrity of our planned community.
- Provide recommendation to the Board regarding each Request for Alteration within the established timelines

Membership: The DRC consists of five members plus one alternate member. Each member is appointed by the Board of Directors. Members must be Unit Owners of Finney Crossing and in good standing with the Association.

Committee Terms: Committee members will be appointed for two-year staggered renewable terms. All appointments will be made following the annual Board meeting or as needed due to a vacancy or other reason as determined by the Board. A vacancy will be filled by the Board for the remainder of the vacated term.

Committee Structure: A committee Chair, Vice Chair and Secretary are elected by the DRC each year. The Chair serves as liaison between the DRC Committee, the Board, and the Property Management Agent and is responsible for the formation of agendas, designating the time and place of meetings, facilitating meetings, and transmitting minutes and recommendations to the Board. The Co-Chair acts in the Chair's absence.

Meetings: Applications will be reviewed in a meeting or by email collaboration. Email collaboration will require a majority of those participating to agree to any decisions. At least three members must vote including either the Chair or Vice-Chair. Likewise, for meetings, there must be at least three members (counting the alternate member) and including either the Chair or Vice-Chair present to constitute a quorum and an official meeting of the committee. All decisions are made by majority vote of the committee.

Members are considered present if they are connected via telephone, video conference, or similar media.

The alternate member may participate in discussions and vote if there are less than five members present.

The Property Manager and Board members may attend meetings and participate in discussions. Unit Owners may attend meetings and participate if approved by the Chair or Vice Chair.

Removal of Members: Termination of services will be by term expiration, resignation, or by approval of the Board of Directors.