

The Conservatory Homeowner's Association, Inc.
Design Review Committee Charter

Existence

Article VI, Design Review and Approval, of the Declaration of Covenants, Conditions, and Restrictions of the Conservatory establishes the Design Review Committee (DRC). The DRC operates in coordination with the Executive Board to ensure homeowner requests for external architectural additions, renovations or maintenance to existing homes are completed in accordance with the Conservatory Design Guidelines, in a manner that is aesthetically pleasing and congruent within the community. (See Article VI, Section 6.2)

Membership

- a. The committee shall consist of a minimum of three members who are appointed by the Board. The numbers of committee members may vary but cannot be less than three.
- b. Committee members may join and leave the committee at any time and can be removed at any time by the Executive Board. Reasons for removal are provided upon request of the removed committee member.
- c. A committee roster will be provided to the Executive Board at least annually and when members change for volunteers to be approved for insurance purposes.
- d. Terms are unlimited but may be designated by the Executive Board.

Purpose

- a. To approve or deny all requests based on:
 - i. The appearance of the proposed improvement is in harmony with the surrounding areas of the community.
 - ii. The improvement will not detract from the enjoyment of the community by owners.
 - iii. The upkeep and maintenance of the proposed improvement will not be a burden on the Association.
 - iv. The proposed improvement will not affect the drainage plan for the community or any portion thereof.
- b. To protect and enhance the property values of the Conservatory neighborhood.
- c. Treat all requests without bias or prejudice.
- d. Ensure all requests adhere to the Design Guidelines, Governing Documents, and Rules and Regulations of The Conservatory.
- e. Ensure that all requests adhere to the Waterwise Guidelines for the Conservatory.
- f. The DRC shall render a written decision no later than 30 days after the receipt of all information required by of the applicant.

Meetings

- a. The Design Review Committee shall meet as frequently and at times as determined by the DRC Chair/Co-Chairs.
- b. Meetings may be conducted electronically or in person.

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- c. A quorum should be established by a simple majority of the committee members being present.
- d. Association homeowners are allowed to attend any meeting of the DRC. Owners may speak in a time limited open forum at the beginning of the meeting and prior to any vote being taken

Reports

The DRC Chair shall provide a written report to the Executive Board monthly. The report will consist of the number of requests received and processed by the committee with a breakdown of the types of requests and approval status. The report will be submitted one week prior to the regular monthly meeting of the Executive Board.

Voting

- a. Each member of the DRC has one vote per request.
- b. A member may vote for (yes), against (no), or conditional approval.

Structure

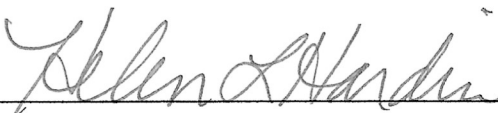
The committee works on behalf of the community and reports to the Executive Board.

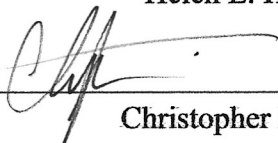
Chair/Co-Chair Terms

The DRC shall have a chair or co-chairs selected by consensus vote of the DRC. Co-chairs will share responsibilities. The chair/co-chair term will be two years. A chair/co-chair may be reappointed to consecutive terms. In the event of a term not being completed by a chair/co-chair, a new chair/co-chair will be appointed by consensus of the committee and will fill the remainder of the vacated term.

Budget

The DRC has an annual budget as approved by the Executive Board.

By: 
Helen L. Hardin President

By: 
Christopher Horne Secretary

Updated: April 14, 2022