

## **GREEN TIMBERS DRC MEMBER GUIDELINES**

Created & Adopted August 2018, amended Nov 2018

The Design Review Committee (DRC) shall consist of 3 people, none of which are a current board member.

At least one of the DRC members will be required to attend Board meetings each month, coming even if there is nothing to report just to field questions and concerns for potential issues, unless excused by the board on a month to month basis. DRC members will take turns, dividing attendance equally, so each is responsible to attend at least 3 of the monthly board meetings every year.

At Regular Board meetings, there will be a brief period set aside preferably at the beginning (or at the end with board approval) of every Board meeting for a report from DRC members to address the Board with an accounting of any and all requests by residents for approval of additions and/or changes as well as any concerns or comments regarding their property or the community.

Open positions on the DRC will be filled by volunteering at the annual meeting. You must be current on your dues to be eligible (paid in full as of the date of the annual meeting). Residents on payment plans are not considered current. Only one member of a household may be on the DRC at the same time. If more than three volunteer, the Board of Directors will vote who will serve.

Residents will be elected to a two (2) year term on the DRC.

Positions on the DRC will consist of a leader, who will agree to be the first contact for residents, and two others who will address approval issues as notified by the leader.

DRC members who refuse to take part in the approval process for residents may be subject to dismissal by the Board of Directors.

At least two DRC members need to submit an agreement of a resident's request and sign the application form previously filled out by the resident, in order for the change to be approved. Then one of the DRC members will forward the original or a copy to the Board President, who will then forward it to the whole board. This informs the board as a whole about actions or modifications occurring in the community.

Any DRC member that does not maintain a current status on their dues or does anything that the members of the Board of Directors feels is not in the best interest of the community may be suspended or dismissed.

Suspension or dismissal will be voted on by the Board of Directors and passed by a majority. A suspended or dismissed DRC member must be voted back on to the DRC by a majority vote of the Board.

DRC members will receive a partial discount of \$150 on their developed lot (no empty lots) annual dues only after serving one (1) full year on the DRC. The discount will be

applied on the next annual assessment invoice beginning April 1st of that year. This discount will remain in effect each year after for as long as the member serves concurrently. Any disruption in serving on the DRC will result in that member having to serve a full year again before receiving the discount and will not be given until the next annual assessment invoice beginning April 1st of that year. All additional assessments levied by the Board of Directors will be expected to be paid in full by all DRC members regardless of length of service.

There is no limit on the number of terms a resident may serve on the DRC as long as they are in good standing with the Board of Directors.

The Board of Directors may appoint, at its discretion, a resident to the DRC without a vote of residents to fill a vacancy that occurs due to resignation, suspension, dismissal, etc. The appointed resident will finish out the term of the person they are replacing and will have to volunteer at the next annual meeting and be approved by the Board of Directors once their term is complete if they wish to continue serving.

The Board of Directors may ask an outgoing DRC member to act as a consultant to the DRC during the transition period. If this is requested, the outgoing DRC member will still receive the partial discount on their dues until their services are deemed no longer necessary.

I have read the Design Review Committee (DRC) guidelines and agree to abide by them during my service on the DRC.

Signed \_\_\_\_\_

Date \_\_\_\_\_