



SUMMER REACH CONDOMINIUM TRUST

Design Review Committee Charter

PURPOSE:

The Summer Reach Board of Trustees (BOT) has authorized the establishment of the “**Design Review Committee**”. This Committee shall provide review, analysis and recommendations to the Board of Trustees, on matters pertaining to the architectural design and structural integrity of the Buildings, Common Elements, Units, and Exclusive Use Easement Areas within Summer Reach. The Committee shall act in an advisory capacity to the Board. The Committee shall have no decision-making authority on behalf of Summer Reach Condominium Association.

RESPONSIBILITIES:

The Committee shall advise and make recommendations to the Board on matters pertaining to the expansion, modification, or renovation of any Building, Common Element, Unit, or Exclusive Use Easement Area, located within the Summer Reach Condominium Trust property. Said matters shall include, but not be limited to, a general review of any proposed alteration to the façade or foundation of a Unit or Common Area; structural modifications; the use, location, composition or size of any Exclusive Use Area; the adherence to the use of proposed building or construction materials and exterior colors; the construction of open or closed porches, patios and decks; the installation of structural privacy fencing, trellises, or walls; and the conversion and proposed use of basements.

SPECIFIC RESPONSIBILITIES: The Design Review Committee’s specific responsibilities include:

1. Review all architectural design modification requests and ensure all required paperwork is submitted before subject to approval.
2. Whenever applicable, the Committee shall consult with the Summer Reach Association’s governing documents, inspect construction plans, grading plans, floor plans, front, side and rear elevations and consider potential drainage issues as part of their review. They shall also consider our community’s setback requirements, our existing architectural design concepts, past precedent and the opinions of abutting unit owners and the community as a whole before making any recommendation.
3. After the architectural modification request is approved by the Board of Trustees, confirm compliance with Dig Safe and irrigation has been met by the unit owner prior to work being performed.

4. Ensure building permits are obtained and properly displayed.
5. The Committee shall confirm and sign off on completed work as outlined on the approved on the architectural modification request.

COMMITTEE STRUCTURE and TERMS

The Design Review Committee shall be established by the BOT at the meeting following the Annual Meeting and Election and shall serve until the following Annual Meeting and Election. The Design Review Committee consisting of 3 members shall be a Summer Reach Condominium Trust Unit Owner with working knowledge or background in construction and/or engineering. The committee shall elect a Chair. Committee positions shall be voted by the committee membership. The committee shall meet as frequently as necessary. Minutes shall be kept of all meetings of the committee.

AUTHORITIES

All committee members shall serve at the will of the BOT. The BOT has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause.

RELATIONSHIP TO THE BOARD

The committee shall be an advisor to the BOT and a Committee report shall be provided to the BOT. The BOT shall designate 2 board members to serve as liaison between the BOT and the Design Review Committee at its discretion provided, however, that such designee shall not assume the position of chair. The committee shall solely operate in an advisory capacity to the Board and shall have no unilateral decision-making authority of its own. The Board reserves the right to determine the matters that are referred to the Committee for its consideration and set the scope of the Committee's review. The Committee shall report back to the Board Design Review Liaisons within (15) days of its receipt of any referral, unless an extension is granted.

RELATIONSHIP TO MANAGEMENT

Management shall work with the committee to provide advice and recommendations from a management perspective to ensure that actions taken are consistent with the governing documents and may provide administrative support as required. Management shall provide the Committee access to past and future architectural modification requests to the extent necessary for them to fulfill their responsibilities.

RELATIONSHIP TO THE COMMUNITY

The Committee shall not share its deliberations, opinions, or final recommendations with any proponent of any modification request or the community at large without permission of the Board.

COMPLIANCE

The Design Review Committee is not authorized to financially or legally obligate the Condominium Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such request on behalf of the BOT).

The Design Review Committee may only communicate their recommendations through the board's liaison and recommendations shall not be disseminated to the residents unless authorized by the BOT.

The BOT also has the right and authority to take action or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOT also has the right to amend this Charter, should it be required.

7/26/2021