



**DC Ranch Association  
Board Report 5-7-18 #8**

**Subject Matter: Modifications Committee Charter / Committee Member Appointments**

**Background:** Revisions are being proposed by the Committee, Director of Community Standards and Executive Director.

This charter has not been reviewed by the Board for more than a year. The proposed revisions are intended to clarify provisions in the existing charter, remove the requirement for the committee chair to be a board member and to require the charter and committee's membership be reviewed and approved by the Board on an annual basis.

102.4c of the policy for the management and development of policies, the following applies should the Board wish to move the through the formal approval process. *When the Policy Committee recommends a new policy or a change to a policy and prior to the Board's formal vote, community members shall be provided with a 30-day comment period, where they are afforded an opportunity to provide input and comment on the proposed policy. The proposed policy or policies will be posted on the community's website and notice regarding the posting will reflect in the weekly This Week on the Ranch e-mail to DC Ranch residents.*

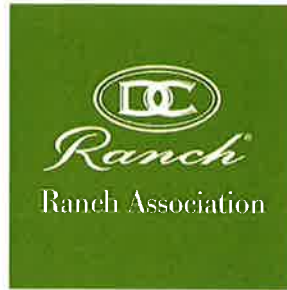
I am recommending that the approval of the charter conform to the foregoing policy approval requirement; meaning the proposed policy will be subject to the 30-day member comment period.

The committee proposes the following slate of committee members: Jane Andrews, Sam Hawkins, Elizabeth Kepuraitis, Don Matheson, and Don Ruff.

**Recommendation:** Move to conditionally approve the committee's charter and appoint the proposed slate of committee members for a one-year term.

A handwritten signature in black ink, appearing to read 'Darren Shaw', is written over a horizontal line.

Darren Shaw, Executive Director



## **DC RANCH ASSOCIATION MODIFICATIONS COMMITTEE CHARTER**

- I. **General Purpose** – The purpose of the Modifications Committee is to provide review of modification submittals for existing homes in the following four villages: Desert Camp, Desert Parks, Country Club, and Silverleaf (Covenant Commission still active in limited role). Those reviews pertain the following categories:
  - Non-custom and custom home landscape review and inspections.
  - Architectural Modifications under 100 sq. ft. on existing homes.
  - Compliance relating to landscape installation and unapproved modifications.
  - Transfer and disclosure compliance inspections.
  
- II. **Leadership and Membership** – The Modifications Committee shall consist of at least three and not more than five members appointed by and serving at the Board’s discretion. One member shall be an Association Board director. The committee shall elect its own chairperson. Other committee members may include architects or similar professionals who may not be members of the Association.
  
- III. **Specific Duties**
  - Review submittals for modifications that fall under the Ranch Association’s area of responsibility in strict compliance with the Covenant, all Community Design Books and the Community Standards.
  - Adopt and maintain detailed application and review procedures and design standards governing the area of responsibility consistent with the Covenant and all the Community Design Books, subject to approval by the Covenant Commission.
  - Render decisions regarding modification requests within 30 days from time of submission.
  - Provide Certificates of Compliance (Final Inspection) stating work was completed as approved, with no violations. Per approval from the Association Board, establish and charge reasonable submittal fees for review of modification requests.

IV. **Objectives** – Ensure the aesthetic integrity of the Covenant, all Community Design Books, and the adopted Community Standards, are maintained regarding modifications within the Ranch Association’s area of responsibility.

V. **Meetings** – The Modifications Committee meetings are scheduled on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month to ensure compliance with the 30-day review requirement (CC&Rs Section 4.3).

VI. **Reporting Requirements** –

- The Association Board will review and approve the committee charter and membership annually (typically at the first or second meeting after an election of directors).
- Provide a written report of modification at monthly board meetings.
- Notify Declarant and Covenant Commission in writing of all reviews and decisions within three business days, unless either entity waives such obligation in writing.

VII. **Spending Authorities** – With Association Board approval, the Committee may employ architects, engineers or other professionals deemed necessary to assist or perform reviews. Expense related to this may be included in the Association’s Operating Budget.



## DC RANCH ASSOCIATION MODIFICATIONS COMMITTEE CHARTER

- I. **General Purpose** – The purpose of the Modifications Committee is to provide review of modification submittals for existing homes in the following areas within the four villages: Desert Camp Village, Desert Parks Village, and the Country Club Village Community, and nd specific neighborhoods within Silverleaf (Covenant Commission in limited role)., ~~and certain neighborhoods within Silverleaf.~~ Those reviews will pertain the following categories: include:
  - Non-custom ~~and custom home~~ and custom home ~~Landscape~~ rReview and inspections.
  - Architectural ~~M~~Architectural modifications under 100 sq. ft on existing homes.
  - Compliance relating to Landscape installation and unapproved mModifications.
  - Disclosure Inspections for Ranch Association Covenant Commission ~~Ranch Association~~ Compliance.
  
- II. **Leadership and Membership** – The Modifications Committee shall consist of at least three and not more than five members appointed by and serving at the Board’s discretion. One member shall be a member of the DC Ranch Association Board of Directors. The chair person can be any member of the committee. ~~who shall serve as chair.~~ Other committee members may include architects or similar professionals who may are not be members of the Association.
  
- III. **Specific Duties** –
  - Review submittals for modifications that fall under the Ranch Association’s area of responsibility in strict compliance with the Covenant, ~~and all~~ Community Design Books, and the adopted Community Standards.
  - May Aadopt and maintain detailed application and review procedures and design standards governing the area of responsibility consistent with the Covenant and all the Community Design Books, subject to approval by the Covenant Commission

- ~~Render Provide~~ decisions regarding modification requests ~~s~~ within ~~a period of~~ 30 days from time of submission.
- Provide Certificates of Compliance (**Final Inspection**) stating work was completed with no violations. ~~if requested by residents for their files.~~
- Per approval from the Association-DC Ranch Board ~~of Directors~~, establish and charge reasonable submittal fees for review of modifications requests applications.

#### IV. Objectives

- Ensure the aesthetic integrity of the Covenant, **all** Community Design Books, and **the** adopted Community Standards, are maintained regarding modifications within the Ranch Association's area of responsibility.

#### V. Meetings

- The Modifications Committee ~~meetings are scheduled to will meet on every the~~ **2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month** ~~other week~~ in order to ensure compliance with the 30-day ~~review approval~~ requirement (CC&Rs Section 4.3).

#### VI. Reporting Requirements –

**The Board will review and approve the committee charter and membership annually (typically during the first or second DC Ranch Board meeting after an election of new Board members).**

- ~~Per request from the DC Ranch Board of Directors, P-~~ provide a written report of modification approvals at monthly ~~b~~Board meetings.
- Notify Declarant and Covenant Commission in writing of all reviews and decisions ~~approvals~~ within three business days, unless either entity waives such obligation rights writes ~~in writing~~.

#### VII. Spending Authorities – With DC Ranch Association Board approval, the Committee may employ architects, engineers or other professionals deemed necessary to **assist or** perform ~~the~~ reviews. Expense related to this may be included in the Association's Operating Budget.