



**DC Ranch Association
Board Report 8-13-18 #8**

Subject Matter: Approval of Committee Charter and Appointment of Committee Co-Chairs

Background: §ARS 33-1817 provides the following language: Membership on a design review committee, an architectural committee or a committee that performs similar functions, however denominated, for the planned community shall include at least one member of the board of directors who shall serve as chairperson of the committee.

At the May 7, 2018 board meeting proposed revisions to the Modifications Committee were conditionally approved pending the 30-day member comment period, but those revisions did not address the foregoing requirement that the Committee's chair must be a board member. The charter has now been revised to reflect the §ARS 33-1817 requirement. The May 7 version of the charter was posted for the 30-day member comment period; no comments were received. The Board can formally consider the charter's approval at this meeting.

The Modifications Committee charter provides that the committee shall consist of at least three and not more than five members. One member shall be an Association Board director. The current slate is composed of the following members:

- Jane Andrews
- Sam Hawkins
- Elizabeth Kepuraitis
- Don Matheson
- Don Ruff

Past board director Don Matheson has served as chair since the 2017 board election. He no longer serves as a board member. Legal counsel opined that the committee could have co-chairs, e.g. Don Matheson and Elizabeth Kepuraitis.

Recommendation: Approve the revised committee charter and appoint Elizabeth Kepuraitis and Don Matheson as co-chairs, for the term ending February 2019.

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 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 ~~l~~andscape ~~r~~Review and ~~i~~nspections.
 - Architectural ~~M~~Architectural modifications under 100 sq. ft on existing homes.
 - Compliance relating to ~~l~~andscape ~~i~~nstallation and ~~u~~Unapproved ~~m~~Modifications.
 - 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 who shall be appointed by the Board, shall be a director serving on the Board, in accordance with ARS§ 33-1817. 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 ~~A~~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 A~~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

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- ~~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~~ 2nd and 4th 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-p~~ provide a written report of modification approvals at monthly 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.

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- 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.

Last revised August 9, 2018