

## **DESIGN REVIEW COMMITTEE PROCESS**

### **Vista Pointe Townhome Association**

**Approved on September 27, 2005 by the Board of Directors for the  
Vista Pointe Townhome Association, Inc.**

1. DRC Applications may be requested from Design Review Committee or the management company.
2. DRC Applications from owners are to be returned to the management company for logging in on report. A copy will be provided to a member of the DRC to expedite the review process.
3. The owner application is reviewed and investigated by the DRC and a written recommendation made to the Board at the next regular meeting.
4. The DRC will supply the Board in written format:
  - a. Copy of the Application and included information, pictures, brochures, etc.
  - b. Written recommendation for approval or denial on DRC finding, including reasons for denial, parameters of approval.
  - c. This information may be forwarded to the management company for distribution to the Board Members, or handed directly to a Board Member by the DRC.
5. The Board of Directors will make a final decision based on the DRC recommendation.
6. The Board forwards their decision, with application and all other pertinent information, to the management company. A letter will then be sent to the applicant homeowner by the management company stating denial or approval, including constraints or reasons.
7. All application information will be kept on file at the management company office for the Association records.
8. The turnaround time for most requests (storm doors, satellite dishes, window-well covers, plantings, etc) will be 30 days or less. More complicated issues may need a turnaround time of 60 days.
9. The homeowner should be informed that they need to keep a permanent record of the modification to their property. If the property is sold, the new owner will need to have a record of the modification. The modification will need to be insured under the homeowner's personal HO6 policy as an improvement to the property.