



DESIGN REVIEW BOARD

ROLES & RESPONSIBILITIES

September 1, 2023

Design Review Board – Roles and Responsibilities

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Design Review Board – Roles & Responsibilities

Purpose: Ensure the built community creates a series of harmonious, people friendly neighborhoods with house designs that strengthen the sense of community within Eagle Ranch. The Design Review Board shall work with applicants to ensure the Eagle Ranch Guidelines and their intent are followed throughout the design and construction of new buildings and during improvements to existing properties.

1.1 Structure

The Design Review Board shall be comprised of not less than three (3) persons and not more than five (5) persons. The Design Review Board need not include any member of the Association. However, it is recommended that at least one member of the Board be an Eagle Ranch Homeowner and have no financial interest in the design, sale, or construction of properties in the community. The Eagle Ranch Executive Board shall appoint, remove, or replace members at its discretion.

1.1.1 Alternates

The Design Review Board may have two (2) alternate members appointed by the Executive Board. Alternates may participate in discussions and make recommendations on applications. Alternates may only vote on applications in the absence of the standing/regular committee members. Alternates may also be counted for purposes of achieving a quorum in the absence of standing/regular committee members.

1.2 Terms

The term of office of each member of the Design Review Board, subject to Section 6.6 of the Eagle Ranch Declarations, will be one year, commencing January 1 of each year, and continuing until a successor shall have been appointed.

Members may serve more than one consecutive term and appointments shall be certified by the Executive Board annually.

Members are required to re-apply for their appointment at the conclusion of three consecutive terms. Applications for appointments will be made available in August annually for any person interested in serving on the Board. Interviews with the Executive Board will be scheduled for the last regular quarterly meeting of each year.

Members of the Design Review Board may be removed from the board for inefficiency, neglect of duty, failure to attend meetings, or any other reasons the Executive Board deems appropriate. Design Review Board members may not miss more than two meetings per year. Failure to attend scheduled meetings will be considered resignation from the Design Review Board (extenuating circumstances will be considered).

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1.3 Chairperson

The Design Review Board shall appoint a chairperson, annually from among the members of the Design Review Board by a majority vote of such members. A co-chair may be designated to assist in the management of meetings in the event the chairperson is unable to attend. Additionally, if both the chair and co-chair are absent from a meeting, the DRB member with the greatest tenure will be assigned to oversee the meeting.

Meetings will be rescheduled if a quorum is not met.

1.4 Quorum

The Design Review Board will establish that a quorum of members is present for each meeting. A quorum refers to the numbers of members present, not the number voting on a particular question. To establish the quorum a minimum of three (3) members must be present when the meeting is called to order.

1.5 Voting

The requirements for approval of an action shall be by a majority vote. Majority vote means more than half of the votes cast by persons entitled to vote, excluding abstentions, at a regular properly called meeting.

Board members shall recuse themselves from participation in discussions and voting on applications where a potential or perceived conflict of interest exists.

1.6 Role

The Design Review Board is tasked with reviewing design and construction plans in accordance with:

- Eagle Ranch Declarations;
- Eagle Ranch Design Guidelines;
- Eagle Ranch Rules & Regulations that the Design Review Board establishes to govern its proceedings;
- Town of Eagle Zoning and Construction Regulations

The Design Review Board shall have sole responsibility for interpreting and enforcing the Guidelines. Additionally, the Board shall have the responsibility to interpret and enforce the PUD Guide in accordance with the terms of the Declarations.

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The Design Review Board will exercise its best judgment to ensure that all proposed improvements harmonize with existing structures in Eagle Ranch. This will include review of design, construction quality, type of construction, finishes, materials, colors, location on the building site, structure heights, grades, finished ground elevation, and landscaping. All proposed projects will be reviewed for compliance with Eagle Ranch Design Guidelines and Association Documents and Covenants.

1.7 Responsibilities

The Design Review Board meets monthly on the third Thursday of each month. It is expected that each member appointed to the board will attend all meetings.

The Board will review all plans & documents prior to each meeting and be prepared to discuss the design with the applicant.

The Board will actively participate in discussion, motions, and voting.