

Sunriver Owners Association

DESIGN COMMITTEE CHARTER

February 2012

There is established herein a standing committee to be known as the Design Committee (hereafter “Committee”) to function under the authority and guidance of the Sunriver Owners Association (hereafter “SROA”) Board of Directors (hereafter “Board”).

PURPOSE

The Committee shall serve in an advisory capacity to the Board to ensure compliance and equity in the implementation of policies, declarations, conditions, covenants, restrictions, and other documents pertaining to the physical development of Sunriver.

ORGANIZATION

The Committee shall be comprised of 6 SROA members appointed by the Board. Terms of Committee members shall be for a period of three years beginning the first day of September following the date of their appointment. Members may serve two consecutive terms not to exceed six years. There must be a lapse of one year before a past member may serve again on this Committee.

The Chair of the Committee shall be selected by the Board for a term of one year and shall be eligible to serve two consecutive terms. The Board shall also appoint Alternates who will serve in the absence of committee members. Alternates may be former Committee members who have served their terms on the Committee, or those who would like to be considered for future positions on the Committee.

The Committee shall meet twice a month, normally on the first and third Friday of each month. A work session will be held immediately prior to the regular meeting at 10:00 AM.

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FUNCTIONS AND RESPONSIBILITIES

As provided in Section 8 of the Consolidated Plan the Committee shall be responsible for the approval of all plans and specifications for the development of all properties placed under the jurisdiction of the SROA to ensure consistency of rules and regulations governing their use, maintenance and improvements thereon. The committee shall execute the following operational tasks:

1. Prepare, publish and keep current a Design Committee Manual of Rules as a guide for all building, landscaping and use plans.
2. Review each submittal for its probable impact upon views, contrasting design, compatibility of materials, size, height, effect upon neighboring lots and the immediate neighborhood. What may be acceptable in one location may not be in another.
3. Be governed by appropriate Village Declarations concerning new construction; but shall not construe these to usurp the authority and responsibility of the Board of Directors of the SROA pertaining to Security, Fire, Utilities, Maintenance or Emergency Service.
4. Consider deed and other restrictions (design, open spaces, height, color, building envelopes, views, etc.) when processing all applications.
5. Require a preliminary submittal for all commercial, resort, multiple-family, condominium or other projects of unusual design. Final submittal shall not be scheduled until the next regular meeting, or after a work session has been held.
6. Insure that all plans submitted to the Design Department have been screened by the Compliance Inspector, Architectural Consultant and appropriate employees for completeness, professional standards and conformity with other departmental guidelines.
7. For new construction, evaluate landscaping plans in context with the completed project.
8. Prior to each scheduled committee meeting, complete an inspection of the site under consideration. If members have not inspected the site, they must abstain from voting on the associated review.
9. A member of the Community Development Department shall attend all meetings of the Committee.

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10. General responsibilities:

- Follow SROA Board-approved Committee Guidelines and Policies.
- Work with other committees as directed to resolve problems and coordinate projects.
- Respond to Committee Action Requests from the Board.
- Submit Board Action Requests to the Board on Design Rule changes deemed to be of benefit to the Sunriver Community.
- The record of the monthly Committee activity shall be submitted to the Board by the Monday before the regularly scheduled Board meeting.
- Prior to January 1 each year, the committee shall submit a written annual report to the SROA noting the year's major activities of the committee and an evaluation of these activities. Recommendations about incomplete or unaddressed projects and additional recommendations shall be included.