

## DESIGN REVIEW BOARD POLICY

February 19, 2024

The Amendment to Bylaws of Rotonda Sands Conservation Association, Inc., states the Board of Directors shall have the responsibility to designate any committee. The Board of Directors shall have the power at any time to remove any member of any committee or committees, with or without cause, and to fill vacancies in and to dissolve such committee or committees. Each committee designated by the Board shall keep regular minutes of the meeting and shall report the same to the Board when required.

The Design Review Board (DRB) shall consist of at least three (3) members appointed by the Board of Directors and shall hold office until such time as such person has resigned or has been removed or a successor has been appointed. The Board of Directors shall have the right to appoint and remove all members of the Design Review Board. The Design Review Board may include members of the Board of Directors. Members of the Design Review Board must be full-time residents of Rotonda Sands.

The Design Review Board shall follow Article 7. Architectural Review as per the March 2020 Restatement of Covenants and Restrictions for Rotonda Sands. A copy can be found on the association website or can be requested through the management company of Rotonda Sands. Design Standards and Guidelines are to be followed and are also available on the association website. All questions related to any submittals should be directed to the management company for Rotonda Sands.

The following compliance must be met by all members of the DRB.

1. All approvals are good for a period of one year from date of approval. Anything not commenced within the 12 months requires a new review by the DRB. Construction going beyond 12 months will require an extended time frame in writing approved by the Board of Directors. The BOD has allocated 18 months for new construction.
2. Member challenges to approvals or rejections will be reviewed by the Board of Directors and the Board will determine outcome.
3. Members of the DRB should not share any information with anyone outside of the DRB meeting. Any inquiries should be directed to management.
4. Members of the DRB will not enter on to any other members property.
5. If the DRB has questions on any application, the Chair of the DRB shall discuss the same with the management company for Rotonda Sands.
6. Approvals must meet the standards, compliance, and guidelines of Rotonda Sands.
7. Personal preferences should not be reflected in the decision-making process.
8. The Chairperson of the DRB shall select a committee member to take minutes of the meetings. Management for Rotonda Sands shall provide a format for the minutes. Management will send the agenda showing all items for review at least 48 hours in advance of the meeting. Chairperson of the DRB will select a committee member to post the agenda on site. Management will post it to the website.