



CHARTER OF THE MODIFICATIONS COMMITTEE CHARTER DC RANCH ASSOCIATION, INC.

- I. **General Purpose** – The purpose of the Modifications Committee is to provide review of modification submittals for existing homes in the following four villages: Desert Camp, Desert Parks, Country Club, and Silverleaf (Covenant Commission in limited role). Those reviews pertain to the following categories:
 - Non-custom and custom home landscape review and inspections.
 - Architectural Modifications under 100 sq. ft. on existing homes.
 - Compliance relating to landscape installation and unapproved modifications.
 - Transfer and disclosure compliance inspections.

- II. **Leadership and Membership** – The Modifications Committee shall consist of at least three and not more than five members approved by and serving at the Board’s discretion. One member of the Modification Committee shall be an Association Board director. The Board of Directors will elect the committee’s chairperson. Other committee members may include architects or similar professionals who may not be members of the Association.

- III. **Specific Duties**
 - Review submittals for modifications that fall under the Ranch Association’s area of responsibility in strict compliance with the Covenant, all Community Design Books and the Community Standards.
 - 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.
 - Render decisions regarding modification requests within 30 days from time of submission.
 - Provide Certificates of Compliance (Final Inspection) stating work was completed as approved, with no violations.
 - Per approval from the Association Board, establish and charge reasonable submittal fees for review of modification requests.

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 on the 2nd and 4th Tuesday of every month to ensure compliance with the 30-day review requirement (CC&Rs Section 4.3).

- Meeting dates can be altered to accommodate a member’s schedule so that the required quorum can be achieved. Any change of meeting dates shall be approved by at least 3 members of the Modification Committee. An annual meeting schedule shall be prepared by the Director of Modifications for the committee to review and approve. The schedule shall provide the dates, time, and location of the meetings.

VI. **Committee Appointments and Resignations**

- The Board will review and approve the committee charter and membership annually (typically during the first or second Association board meeting after an election of directors).
 - If the committee is seeking a new member, all applications shall be sent to the Director of Modifications. The Director of Modifications shall prepare the applications for members to review and an opportunity to vote. A quorum of the committee shall be present.
 - The Modification Committee’s recommendation shall be communicated to the DC Ranch Association Executive Director. The DC Ranch Association Board shall review and consider the appointment recommendation its next meeting.
 - Committee member resignations shall be submitted in writing to both the Director of Modifications and the Chair of the Committee.

VII. **Reporting Requirements**

- Provide a written report of modifications on a quarterly basis to both the Ranch Association Executive Director and the Chair of the Committee. These reports are to be provided to the Board on a quarterly basis.
- Notify Covenant Commission in writing of all reviews and decisions within three business days, unless either entity waives such obligation in writing.

VIII. **Spending Authorities** – With Association Board approval, the Committee may employ architects, engineers or other professionals deemed necessary to assist or perform reviews. Expense related to this may be included in the Association’s Operating Budget.

Approved by the DC Ranch Association Board of Directors on June 1, 2020.