

# Design Review Board (DRB) Committee Charter

## Mission Statement

This 5-member Standing Committee is tasked with upholding the unique character of the Bent Pine Preserve Community which helps protect the value of its homes. Through the cooperation of Builders (GHO and Lifestyle) and Homeowners they assess Architecture, Landscaping and Aesthetic Standards as set forth in our Covenants, Conditions and Regulations (CC&Rs) under Chapter 5, Exhibit C (initial Rules) and Exhibit F (Development and Construction Guidelines) and The Florida Homeowners' Association Act, Chapter 720 of the Florida Statutes.

## Authority:

The DRB has jurisdiction over all submissions requesting changes to a homeowners unit and the Authority to review and act upon all submissions. They may consider any factors deemed relevant including harmony and aesthetic considerations. They also have the Right to inspect completed work. Given their Authority, they must follow the rules under which the Board operates, including meeting notices, opening meetings and meeting minutes. The Board has the right to Veto their decisions following a strict written notice and timeline process.

## Duties:

1. To establish and update as necessary, a form that homeowners must use to request approval of a proposed change.
2. To educate homeowners about the Request for Change process and timeline so that homeowners have realistic expectations about how to prepare and implement a change once approved.
3. To follow CC&R processes and timelines in setting open format meetings and making and publishing decisions.
4. If deemed relevant, inspect a completed project to ensure it complies with the any exceptions noted in the Approval.
5. To work with the Management Company in properly documenting every decision.
6. To bring to the attention of the Board discrepancies and inconsistencies between our various CC&Rs.
7. To record situations not covered in the CC&R's that may merit a future amendment change.
8. To recommend policies that the Board adopts regarding the enforcement of tree and shrub selections, use of pavers and concrete pads, yard and home/lawn art or seasonal decorations/displays and other factors that can enhance or detract from the visual harmony of the community.
9. To work cooperatively with the Common Area and Irrigation Committee on requests that involve Common Area tree removal, replacement or fences that abut perimeter walls, lakes and sidewalks.