

## Process Timeline for DRB Submissions

**Please refer to Chapter 5.3 (b) of CC&Rs regarding Guidelines**

- Applicant submits completed DRB Request form to Watson.
- Watson timestamps and inputs completed request.
- Watson forwards to DRB within one (1) business day. If incomplete, Watson contacts applicant to request needed information.
- DRB makes recommendation within thirty (30) days to Approve, Approve With Conditions or Deny and returns to Watson.
  - The request may necessitate contact from the DRB for clarification or a site visit.
  - Additional time may be needed for multiple, complex, or interdependent requests.
- Watson forwards DRB Recommendation to the Board of Directors who can exercise Veto Power within ten (10) days.
- Watson notifies Applicant of Final Decision via Email and US Mail within one (1) business day of receipt from Board.
- When implementation commences, the DRB *may* conduct inspections to verify progress and compliance.
- Applicant notifies Watson within five (5) days of project completion.
- DRB *may* inspect for compliance within thirty (30) days after notification of completion.