

DESIGN REVIEW COMMITTEE ADMINISTRATIVE PROCEDURES

1. **COMPOSITION OF DESIGN REVIEW COMMITTEE - 15.** (a) of the CC& R's Five (5) persons shall be appointed to act as a Design Review Committee and perform the functions set forth herein.
 - a. Homes Association Board of Castle Pines appoints two (2) members
 - b. Vickers/Aslan appoints two (2) members
 - c. One (1) member is elected by the vote of the membership (annually)
 - d. Custom is that a homeowner is designated to act as an alternate to the elected member

2. **FOUNDATION DOCUMENTS**
 - a. The Architectural Design Guide
 - b. The Douglas County Development Guide
 - c. The Castle Pines CC&R's
 - d. Home Design Review and Construction Process
 - e. Landscape Guidelines and Approved Plant List
 - f. The Rules and Regulations of Castle Pines Village
 - g. Individual Sub-Association Guidelines
 - h. The Castle Pines Defensible Space Forest Management Plan

3. **RESPONSIBILITIES**
 - a. Lot classification, pre-design conference, required plan presentations [conceptual, design development, construction drawings] for new home construction.
 - b. Collection of designated fees for each submittal. [see fee schedule]
 - c. Site walk, conceptual, and final landscape architectural drawings.
 - d. Modifications: relative to the significance of the modification, one or more of the above steps will be required.
 - e. Issuance of a letter to Douglas County for release of the Building Permit and Certificate of Occupancy for new construction.
 - f. Oversight compliance with the above DRC documents. If and when necessary, refer non-compliance issues to the Castle Pines Homes Association Enforcement Committee.

4. **MEETINGS**
 - a. Meetings are held twice a month and adjusted as needed. Meetings are opened to all interested parties. The meeting schedule for the year is published on the web page and channel 8.
 - b. Individual meeting agendas are posted at the Homes Association Office, on the Castle Pines Village (CPV) website and on Channel 8.
 - c. Meeting minutes are posted at the Homes Association Office and on the CPV website.

5. OFFICERS
 - a. The DRC elects a chairperson at the last meeting of each calendar year for the following year.
 - b. The committee elects an alternate chairperson when the elected chairperson is not present.
 - a. The DRC Administrator is primarily responsible to the DRC, but also works under the direction of the Association Manager.

6. DRC ADMINISTRATOR This position is filled by a full time CPHA employee.

TASKS AND RESPONSIBILITIES

- MEETINGS – schedule appointments, notify necessary and interested parties, secretary to the meeting, distribute decisions and committee comments to architect and/or builders at conclusion of their presentation, develop formal minutes and post, issue formal approval letters to designated authorities and applicant
- SITE REVIEWS FOR NEW HOME CONSTRUCTION - pre-construction conference with builder and owner, site classification with DRC, defensible space and construction meeting prior to issuance of building permit letter, staged reviews during construction: foundation, framing, exterior completion and final prior to Certificate of Occupancy.
- SITE REVIEWS FOR HOME MODIFICATION – same as above to the degree required.
- LANDSCAPE FOR NEW HOMES – pre-design walk, conceptual review, final review, final installation walk. [These may be carried out in part or entirely by the contract Landscape Architect employed by the Homes Association.]
- To work cooperatively and interface with other entities in the Village; The Metro District, The Golf Club and The Country Club.
- Direct and supervise the Emergency Services Construction Compliance Officer. Follow up on his reports of non-compliance.
- To interface with the community manager, when requested, in reviewing referral materials from Douglas County's Planning Department
- Respond to request for background information from developers, architect, builders and homeowners. This requires the proper and logical filing of all pertinent development and construction information in the Design Review Files.
- Be available to the residents to answer a myriad of questions relating to the exterior of their property.