

DESIGN REVIEW COMMITTEE – THE VILLAGE AT BENTLEY PARK

PURPOSE: The purpose of the DRC is to maintain aesthetic conformity within the Village at Bentley Park thereby preserving the value of the community. Toward that end, the DRC in conjunction with the property manager fulfills the standards established by the Board of Directors for the external appearance of residences and community properties including personal homeowner landscaping requests that are entirely at the expense of the homeowner (e.g. tree and shrub removal/planting, pruning and replacement).

RESPONSIBILITY: The DRC shall review and approve or disapprove all plans submitted to it for any proposed improvements, alteration or addition for the basis of aesthetic considerations, the overall benefit or detriment which would result to the immediate vicinity and to the Properties, and for compliance with the Design Review Criteria.

The DRC receives and reviews all homeowner applications for external modifications, alteration, and improvements received by the Property Manager. The DRC is also responsible for receiving any homeowner identified requests **that are entirely at the expense of the homeowner for tree removal, tree trimming and landscape alterations with no financial obligation from the Village at Bentley Park Homeowners Association.** The DRC approves applications that conform with the covenants, rules and regulations, by laws and specifically the specifications outlined on the Village at Bentley Park's website. The Property Manager provides required support to the DRC in the conduct of its responsibilities.

COMPOSITION: The DRC shall consist of at least three (3) but not more than five (5) members and will include one member of the Board of Directors. Members are appointed by the Board of Directors and shall hold office until such time as he/she has resigned or has been removed or a successor has been appointed. The Board of Directors shall have the right to appoint and remove (either with or without cause) any and all members of the DRC at any time. The Property Manager serves the DRC as its primary support person.

MEETINGS: The DRC shall meet from time to time as necessary to perform its duties and to expedite homeowners' requests in a timely manner (i.e. generally, within two weeks of receipt and before 30 days of a completed Alteration Application. Meetings are open to the homeowners. Notices of all meetings must specifically identify agenda items for the meeting and must be posted in a conspicuous place in the community (community bulletin board) at least 48 hours in advance of a meeting, except in an emergency and posted to the website. Reports are made to the Board of Directors at the Board's scheduled meetings.

OTHER: The DRC prepares an annual assessment of the Village at Bentley Park common and individual architectural and landscaping conditions including items of possible non-compliance. This report is to be forwarded to the Board of Directors by August 1 of each year.

Additionally, the DRC prepares a year-to-date delineation of expenditures and estimates for the next fiscal year. Such estimates are to be provided within the context of a multi-year plan outlining common area improvements and capital projects (e.g. fencing, tree removal, paving).