

DESIGN REVIEW AGREEMENT

Note: At the bottom of this document, find a copy of the Application for Improvement

Intent

This is the official Design Review Agreement for Silver Sage as amended and approved by the community on 1-22-2018. All members and teams are to abide by its requirements for any and all changes to any element within the HOA, including Private Units, Limited Common Elements, and Common Elements. The Design Review Team (DRT) reports to the Steering Team. The DRT is responsible for reviewing, approving, or rejecting applications made by Teams and Homeowners. Any violation to the Design Review policy process is to be addressed through the process set forth by the community's policy for Covenant and Rule Enforcement.

Agreement

No Homeowner(s) or Team shall:

- (a) make any structural alteration to his or her Unit, or
- (b) alter the fire alarm, smoke alarm, fire sprinkling, plumbing, mechanical, electrical, or any other shared building systems, or
- (c) perform interior work where a City building permit is required, or
- (d) paint or alter the exterior of his or her Unit, including the doors, window and light fixtures, or
- (e) paint or alter the exterior of any Building, or
- (f) prune, remove or plant any large perennial, tree or shrub, or
- (g) alter a Common Element in any way subject to the Design Review Guidelines

without first submitting a written request on the Application for Improvement form to the DRT and to the Community via email as well as posting the form on the official community bulletin board in the Common House and obtaining the prior written consent of the DRT per the process described below. The Systems and Building Team and the Garden and Grounds Team are granted a limited exemption from this requirement in the performance of their normal duties.

Process:

Homeowners and Teams shall submit requests to the DRT on the Application for Improvement form. The DRT meets on an as-needed basis within one month of receipt of an Application. On complex requests the DRT may request an additional month to review and make a determination. Notice of its meetings and agenda will be sent to the Community, along with copies of pending Applications, via email, and will be posted on the official community bulletin board at least one week in advance of a meeting.

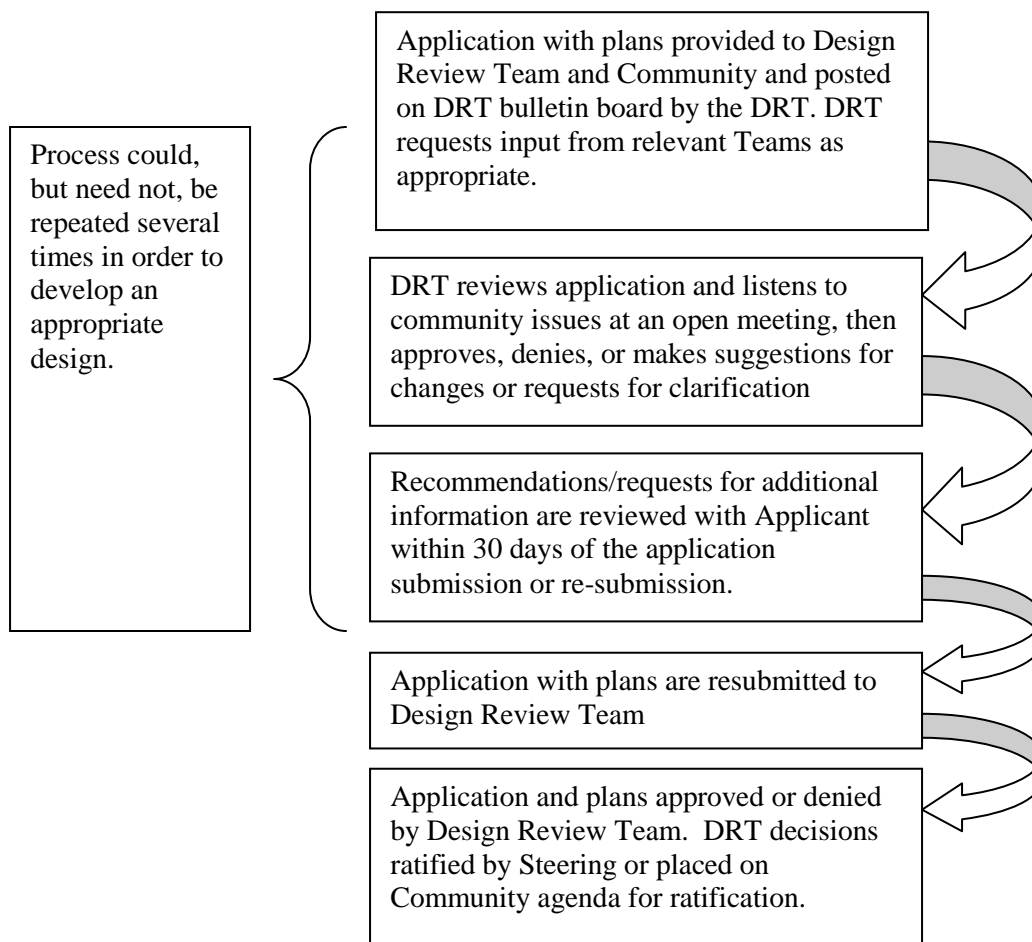
The DRT will consult with other Teams and/or solicit professional advice as needed to make a determination with regards to pruning or removal of trees or large shrubs, or modifications of building components.

All meetings of the DRT are open to the full Community. At its meetings the DRT will provide opportunity for additional comment by the applicant, and will also provide opportunity for comment by community members. Written statements by community members, in lieu of comment in person, will also be received and recorded as part of the proceedings. Any member of the DRT with a pending request shall recuse him/herself from participation on that application to avoid a conflict of interest.

All costs associated with the requested Improvement will be borne by the Applicant, including necessary permits and fees, professional review, the costs of implementing the Improvement and any other compensation, as negotiated with the Applicant, if deemed necessary by DRT in consideration of the impact on the community or individual members. At its discretion, the DRT may consider special circumstances or mutual benefit to the Community in electing to share a portion of costs between the Applicant and the Community. All agreements related to costs will be noted in the DRT minutes and in the Response section on the Application.

The DRT will report its findings and decisions to the Steering Team. Steering may ratify the DRT decisions or at its discretion (in issues of wide community import) may refer them to the Community for ratification at a Community Meeting.

The design review process may require several steps in order to achieve a solution that is both acceptable to the Community and to the Team or Homeowner. This process could include the following or similar steps as outlined below:



Once a project is approved, the DRT will coordinate maintenance/construction details with the Systems and Buildings Team or the Garden and Grounds Team as required and with other teams if necessary. On large projects, the DRT shall monitor progress to insure compliance with approved plans.

Once a project is completed, the DRT shall signoff with final acknowledgement of completion, approval and conformance with plans.

Expedited Process

For time sensitive alterations, an owner or team may fill out and post a copy of the Application for Improvement form and request an expedited meeting of the DRT. The owner or team shall append an explanation of the nature of the time criticalness of the project. If the DRT accepts the time criticalness of the request, it shall convene a meeting as quickly as possible to review the request, while observing the minimum requirement of one week notice to the community of its meeting and agenda. In turn, the Steering Team may or may not accept the criticalness of the request and convene a meeting as quickly as possible to review the report of the DRT for ratification. Otherwise the process shall be the same as for a normal request.

The DRT shall maintain a file of applications received, approved, or denied and any back up information and a log of decisions.

Appeal:

Per the SSV Decision Making Agreement, if two or more households raise objections to a decision of the DRT, the matter will be referred to the Steering Team.

The Design Review Team:

The Design Review Team shall be comprised of five members of the Community who commit to serve for a minimum of two years. Each year one member who has completed a second or greater year of service will be chosen at random to rotate off. Members rotating off are eligible for renomination if they are willing to serve again.

Reconstitution and Future Vacancies:

Vacancies caused by the above process or through resignation for any other cause will be filled by the following process: Steering will solicit nominations for vacant positions from G&G, S&B and the entire community (including self-nominations), with the following criteria in mind, that DRT members should ideally have relevant experience in building and/or landscaping matters, be capable of being impartial, deliberate and fair, willing to render their best decision even in situations of potential conflict, and have sensitivity to the aesthetic characteristics of the community. Steering will consult with all nominees concerning their willingness to serve and will remove from the list any who do not wish to be considered. The remaining nominations will be presented at a Community Meeting for discussion. Following discussion, all members present will write the name of the nominee they consider best qualified and place it in a hat. The meeting Facilitator will tally the names and will announce the name of the individual receiving greatest support. The full Community will then be asked to ratify this selection. As the DRT is being reconstituted along with this revised agreement, in the first instance all five DRT members will be selected by this process.

The full Community will be invited to ratify the new slate of members and also to ratify new nominations as vacancies occur.

Review of Unit Interior:

DRT review of changes to the interior of a unit is in the interest of and limited to protecting shared building structures and systems and to assist the homeowner in avoiding damaging these systems. The DRT has no authority to approve or reject changes made to the interior of any unit if no permits are required, however review is encouraged to assist the Homeowner in protecting private and HOA property and systems.

Permits:

The Design Review Team and local ordinance require Homeowners to display the appropriate city building permits when city permits are required. Homeowners must apply for and take out required city permits, and obtain all required city inspections. Failure to do so will result in immediate withdrawal of the DRT approval for the project and immediate invocation of the Conflict Resolution process.

<h2 style="margin: 0;">APPLICATION FOR IMPROVEMENT</h2> <h3 style="margin: 0;">Including Pruning/Removal of Trees and Large Perennials and Shrubs</h3>
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Application submitted date:	Application response date:
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Application submitted for information purposes only, no approval required:

Response:	
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Applicant	Architect/Engineer/Contractor if needed
Name:	Name:
Unit number/Address:	Address:
Phone Number:	Phone Number:
E-mail:	E-mail:

Proposed work	
1. Is this for work on the interior, exterior or both?	
2. Scope of work or location of tree or shrub; proposed replacement, if any	
3. Reason for request	
4. Proposed work schedule	
5. City Building permit application(s) attached? <small>(note: if not and they are required, this application can only be tentatively approved until submission of the building permit application(s))</small>	

Note: To communicate the scope of the work, please submit any architectural drawings, proposals from contractors, or any other documentation that you feel will help. The more information provided, the greater the likelihood that the proposal will be approved.

Approvals	
Pre-approval by:	Pre-approval date:
Notes for Post-approval	
Post-approval by:	Post-approval date: