

**Civano I: Neighborhood I Association, Inc.**  
**Resolution #10-04**  
**Design Review Committee**  
(Replaces 08-01)

**WHEREAS**, Civano Master Association "Action Without a Meeting" of July 2009, grants the Civano 1 Neighborhood 1, a subsidiary association, Review Committee certain rights and privileges in accordance with Section 4.7.4, Master Association, Master Declaration, dtd 11/03/98, found at Docket 10915, Pg 639 and First Amendment (rerecorded) to the Master Declaration, dtd 1-03-05, found at Docket 12551, Pg 201, and Second Amendment to the Master Declaration, dtd 5-06-05, found at Docket 12547, Pg 2820, and;

**WHEREAS**, Article 4, Section 4.4.4, Civano 1 Neighborhood 1 Association Civano 1 Neighborhood 1 Amended Covenants, Conditions and Restrictions (CC&Rs), grants the Board the right to appoint and remove, at any time, and without cause, all regular and alternate members of the Review Committee upon the vote or written consent of a majority of the Board members, and;

**NOW THEREFORE, BE IT RESOLVED THAT** a standing Design Review Committee is established, having the following terms of references:

**GUIDELINES:** In addition to meeting the written plans and goals, intent and concepts of the Master Development Plan and governing documents, the Civano 1 Design Review Committee, in making decisions, shall follow the guidelines as outlined in the Design Principles and Guidelines as promulgated pursuant to the Declaration of Covenants, Conditions and Restrictions for the Community of Civano, first recorded on July 10, 1995, as instrument number 10084, Page 220, official records of Pima County, Arizona and as may be amended or supplemented from time to time.

**ENFORCEMENT:** The Design Guidelines are binding upon each Owner or other persons who at any time constructs, reconstructs, refinishes, alters or maintains any Improvement upon a Lot, or makes any changes in the natural or existing surface, drainage or plant life thereof. It is the responsibility of each homeowner or other person to obtain and review a copy of the most recently revised Design Guideline Documents. The Design Guidelines have the same force and effect as the Association Rules.

**PURPOSE:** The purpose of the Design Review Committee in administering the Design Guidelines is not to create conformity, but to create harmonious architectural approach compatible with these principles. The Design Review Committee will encourage creativity in design, innovative uses of materials, and unique methods of construction so long as the final result is consistent with The Community of Civano overall philosophy and the Design Guidelines.

**INTENT:** In accordance with the Master Declaration, dtd 11/03/98, Article 4, Section 4.1.5, nothing in the development and administration of the approval process is intended to allow or foster the subjective application of individual or group tastes, or architectural design styles, except as can be objectively measured relative to energy, water and other resource usage and conservation.

**PRIMARY RESPONSIBILITIES** of the Design Review Committee:

1. To consider and act upon all proposals, applications or plans submitted to the Committee in a timely manner;
2. The development of Civano 1 Neighborhood 1 Design Guidelines utilizing the Master Association Design Guidelines and Principles as a reference;
3. To amend, supplement or repeal, any part or all of the Design Guidelines;
4. To Develop Processes, Policies, Procedures and a Preapproval Handbook which shall include Preapproval Landscape Design Guidelines;
5. The development of Design Review Homeowner Application Forms;
6. The development of educational seminars, town halls, and programs relating to the application of design guidelines within the covered property. Seminars, town halls and programs to be conducted by the Design Review Committee;
7. The development of flyers, newsletters and surveys relating to the application of design guidelines within the covered property.
8. Perform any other duties delegated to it by the Board ; carrying out all other duties imposed upon it by the Governing Documents;
9. To hire architects and engineers, when necessary, to assist it in the performance of its duties. Cost, if deemed necessary, shall be charged to applicant.

**APPROVAL AUTHORITY:**

1. All decisions of the Design Review Committee shall be subject to the approval of the CINI Board of Directors.
2. All materials, processes, guidelines, applications, seminars, flyers, surveys, newsletters and articles shall be subject to the approval of the CINI Board of Directors.
3. Independent consultants hired by the Review Committee are not authorized to issue any Design Review approvals or require actions by any Civano homeowners.

**USE OF ARCHITECTS, ENGINEERS AND/OR CONSULTANTS:**

In accordance with Civano 1 Neighborhood 1 CC&Rs, paragraph 4.3, the Design Review committee shall, when necessary, hire architects and engineers to assist it in the performance of its duties. Additionally, in accordance with Civano 1 Neighborhood 1 CC&Rs, paragraph 4.5, consultants hired by the Review Committee, if authorized, may be entitled to compensation at the discretion of the Board.

The Review Committee shall immediately send in justification to the Board of Directors with a request for payment upon completion of any and all work performed with professional consultants invoice. The guidelines, under which professional consultants, such as architects and engineers, may be entitled to compensation, are as follows:

1. When work performed was to review and assess any homeowner project in excess of \$5000.00
2. When work performed was to render expert opinion to confirm that an application is structurally sound and will not present any unforeseen problems in the future that may not be anticipated by a layman.
3. When worked performed was to verify that the plans submitted are what they say they are.
4. When work performed was to verify that the plans submitted will do what they say they will do.
5. When worked performed was to review architectural plans and to ensure that plans submitted meet all Civano guidelines.
6. When work performed was to render expert opinion to confirm that an application meets the Civano energy standards.

The Review Committee is not authorized to exceed five (5) hours per month for professional consultants' expertise to assist in the performance of their duties.

**WRITTEN RECORD OF ACTION TAKEN:**

In accordance with Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (CC&Rs)), Article 4, Section 4.5, The Review Committee shall keep and maintain a written record of all actions which it takes.

To assist the Review Committee with this task, an action was approved by the Board on November 24, 2009, to provide a note taker, as needed, for the Design Review Committee. Additionally, in a Board approved Management Contract of 2009, the Managing Agent is tasked with ensuring that the Design Review Committee meeting minutes are prepared and distributed to the Board and homeowners in a timely manner.

**MEMBERSHIP AND MEETINGS:**

The Review Committee shall be composed of not less than three (3) or more than seven (7) members, and two (2) alternates. The Committee shall meet when necessary to perform its duties, but in any case shall meet as often as necessary to complete its assigned responsibilities.

Appointment of committee members are in accordance with authority as outline in Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (CC&Rs)), Article 4, Section 4.4.

In accordance with Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (CC&Rs)), Article 4, Section 4.4.1., a member of the Review Committee must be a member of the Association.

All members are to attend an HOA sponsored conflict resolution class within one month of being appointed to the Committee. If a training class is not scheduled within that timeframe member shall attend the next scheduled class.

**TERM OF OFFICE:**

In accordance with Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (Civano 1 Neighborhood 1 Covenants, Conditions and Restrictions (CC&Rs)), Article 4, Section 4.4.3., unless a member of the Review Committee has resigned or been removed, his/her term on the Committee shall be for a period of one (1) year, or until the appointment of his/her respective successor .

Dated this \_\_\_\_\_ of February, 2010.

CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION,  
An Arizona non-profit corporation

By: \_\_\_\_\_  
Its: President

ATTEST: \_\_\_\_\_ Secretary