

**AMENDMENT TO
APPENDIX A DESIGN REVIEW GUIDELINES
OF
SOARING HEIGHTS OWNERS ASSOCIATION**

AMENDMENT to the Appendix A Design Review Guidelines of Soaring Heights Owners Association, made this 18th day of April , 2019 by the Soaring Heights Owners Association Board of Directors pursuant to Section VII as follows:

1. Section II is hereby deleted in its entirety and replaced with the following:

THE DESIGN REVIEW COMMITTEE

The Design Review Committee (hereinafter “DRC”) shall consist of three (3) Owners appointed by the Association’s Board of Directors.

Any member of the DRC who submits a request to the DRC shall not participate in the review process. An alternative temporary member appointed by the Association’s Board of Directors shall act during any review of an application submitted by a DRC member. All requests to the DRC will be made known to the Association’s Board of Directors at the earliest possible time. The DRC shall keep the Association’s Board of Directors apprised of all activity. The DRC shall maintain minutes of all of its meetings, which will be available upon request to any Owner no later than seventy-two hours after any meeting.

2. Section IV. A is hereby deleted in its entirety and replaced with the following:

Pre-Application Conference. An optional pre-application conference may be requested by any Owner. The Owner and his or her builder or architect may attend to generally discuss proposed new construction, modification or improvement and the anticipated time schedule . The pre-application conference may be via email, phone or at a location agreed upon by the DRC and owner. A pre-application conference is highly encouraged by the DRC and Association’s Board of Directors.

3. Section IV. B, 1. is hereby updated to replace “DRB checklist” with “DRC Request Form”.

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4. Section IV. B, 3 is hereby updated to replace “including checklist” with “including DRC Request Form”.
5. Section IV. C, 1, i) is hereby deleted in its entirety and replaced with the following:
 - i) schedule a meeting of the DRC to be held at a location agreed upon by the DRC and owner or by conference call (“The Site Review Meeting”).
6. Throughout the entirety of the Design Review Guidelines of Soaring Heights Owners Association, any reference to “DRB” is hereby replaced with “DRC”.

SOARING HEIGHTS OWNERS ASSOCIATION

By: _____
Linda Hatfield, President

Date: _____

By: _____
Paula Cole, Vice President

Date: _____