

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

DEVELOPMENT REVIEW COMMITTEE

AUTHORIZATION BY THE BOARD

The Highlands Ranch Community Association Development Review Committee is a duly authorized committee designated by the Board of Directors to review site plans, preliminary plans and amendments to the Highlands Ranch Development Guide, as well as any other land planning related items requested by the Board of Directors of the HRCA.

I. HRCA DEVELOPMENT REVIEW COMMITTEE

A. Membership and Quorum Requirements

The Development Review Committee shall consist of nine regular members. A quorum for purposes of holding a meeting shall be a total of five regular members.

B. Eligibility

To be eligible for regular positions with the Highlands Ranch Community Association Development Review Committee, all applicants must be members in good standing of the HRCA.

C. Appointment

Members of the Development Review Committee shall be appointed by the Board of Directors. The term for members shall be one year. An appointment to complete the term of any member shall be for the remainder of the term.

D. Removal

The Board of Directors shall provide for removal from office of any member for non-performance of duty or misconduct. Six absences shall constitute grounds for removal. The Chair of the Development Review Committee shall report the fact of such absences to the Board of Directors which will make the determination.

E. Officers

At the second regular meeting in April, the Development Review Committee

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shall elect from its regular members a Chair, Vice-Chair and a Secretary. Other positions may be created by the Development Review Committee as needed. A majority vote is required to elect all officers. The term of the elected officers shall be for one year.

F. Duties of Officers

1. The Duties of the Chair shall be as follows:

- a. Preside at all meetings of the Committee. (See Appendix for additional instructions on conducting meetings.)
- b. Call special meetings of the Committee, as needed, in accordance with this Charter.
- c. Sign the documents of the committee (other than minutes), and present a monthly report at the regular meetings of the Board of Directors.
- d. See that all actions of the Committee are properly taken. The Chair follows up on all Committee recommendations made to the HRCA Board of Directors as required.
- e. Cancel regular meetings for cause, including but not limited to: absence of quorum, absence of an agenda, meeting date falls on a holiday, and hazardous weather conditions.

2. The duties of the Vice-Chair shall be as follows:

In the case of absence or disability of the Chair, the Vice-Chair shall perform the functions of the office of the Chair.

3. The duties of the Secretary shall be as follows:

The Secretary shall sign the minutes of the committee. In the case of absence or disability of the Chair and the Vice-Chair, the Secretary shall perform the functions of the chair. The Secretary shall keep the minutes of all Committee meetings and prepare resolutions of the Committee.