



Administrative Design Review Process

At the January 25, 2017 RVRMA Executive Board Meeting, the following resolution related to the implementation of an Administrative Design Review Approval Process was unanimously passed:

Resolved, that the RVRMA General Manager is hereby authorized to establish an Administrative Design Review Approval Process for the purpose of efficiently handling customary and ordinary homeowner requests for approval of limited minor improvements repairs, such as perimeter fencing, satellite dish locations, replacement of diseased trees or vegetation, repainting, play equipment location/design, and similar items for existing approved residences.

The Administrative Design Review will be conducted by the RVRMA General Manager and/or the RVRMA Community Services Manager upon written request of an RVRMA homeowner.

Any Administrative Approval shall be fully documented in writing as to the location and scope of improvements, and become part of the approved plans for the site. Nothing is intended to authorize or require Administrative Approval of any request that is inconsistent, or different from, the Design Guidelines, or that represents a material deviation or modification from the previously approved plans for the site. The General Manager or their Designated Agent, at any time, is authorized to require full Design Review submittal of a request, if in his/her professional judgment, the scope of the request warrants full Design Review Committee review and consideration.

The designated fees for **Administrative Design Review** are as follows:

Routine Maintenance/Safety Improvements

- Routine Maintenance/Safety Improvements – Maintenance improvements are **routine repair and/or replacement of existing elements** of the home and property due to normal wear, using substantially the same materials. Typical maintenance activities might include repainting, minor roof repairs, gutter replacement, and replacement of failing landscaping.

Safety improvements are minor changes made to address safety related issues. Safety improvements might include installation of radon piping, removal of diseased or at-risk trees, and leveling of uneven exterior surfaces.

Fee: None



Ordinary and Customary Improvements

- Ordinary and Customary Improvements – These activities include common and uncomplicated **additions of new elements** to a home or property such as fence installations, play equipment, minor changes to existing windows/doors, and landscape additions/revisions.

Fee: Determined on a case-by-case basis in consideration of the amount of time for review, research, site visits, evaluation, documentation, and inspection that is required.