

**Procedures for Approval of Recommended Changes to Guidelines and Processes
(amended Sept. 15, 2009, revised 12/23/09, amended 1/4/10)**

Approval of any changes to the Design Review Guidelines (Guidelines) will occur through the following steps:

1. The two DRC Guidelines Review Subcommittees (Subcommittees) will present their respective recommendation reports to the Design Review Committee (DRC).
2. The DRC will review the reports to determine if the recommendations are consistent with: the covenant, the mandate for that committee, and the recommendations of the Special Design Review Committee (SDRC) report.
3. If the DRC has questions or concerns about a recommendation or any component of a recommendation, the DRC will request more information from the appropriate Subcommittee.
4. Based on the two reports, the DRC will draft proposed revised Guidelines.
5. All DRC meetings to discuss revisions to the Guidelines will be limited exclusively to the five DRC members, the CAHH Board DRC liaison and subcommittee members as invited.
6. The DRC will post the first draft of the revised Guidelines and both of the original Subcommittee reports on the Civic Association of Hollin Hills (CAHH) website. The Subcommittee reports will be identified as "for reference only" and "not for comment". A notice that the first draft revised Guidelines and Subcommittee reports are available on the website will be placed in the Hollin Hills (HH) Bulletin, including instructions on how to obtain paper copies for those who do not have web access.
7. This notification will be followed by a 30-day feedback period for residents to submit written questions or comments to the DRC by email or other form. These comments will be posted on the CAHH website. (Instructions on how to offer feedback to the DRC will be included in the notifications above and posted on the web)
8. The DRC will hold at least one town-hall-style meeting open to the entire Hollin Hills community. The purpose of this meeting will be to answer questions and receive feedback on the first draft of the revised Guidelines. The meeting will be scheduled during the 30-day feedback period to allow sufficient time for additional written comment after the meeting. At its discretion, the DRC may hold additional community meetings, and/or extend the comment period.

9. Giving due consideration to community comments, the DRC will create a final draft of the revised Guidelines, and submit that final draft to the CAHH Board.
10. After reviewing the final draft of the revised Guidelines and community comments, the Board can take the following actions: 1) vote to accept the document as presented in its entirety; or 2) send any section or the whole document back to the DRC with specific instructions for further revisions, which may require additional consultation and/or revisions by the appropriate Subcommittee.
11. Once a complete final draft of the revised Guidelines is approved by a majority vote of the Board, the work of the Subcommittees will be considered complete.
12. After the final draft revised Guidelines are approved by the CAHH Board, the Board will disseminate the final draft revised Guidelines to the entire Hollin Hills community through a notice in the next HH Bulletin of its availability on the web site and by posting the document on the CAHH web site. The bulletin will include instructions on how to obtain paper copies for those whom do not have web access.
13. Within sixty--but not less than thirty--days of publication of the HH Bulletin in which the notice of the final draft Guidelines are published in the Bulletin, the CAHH Board will hold a Membership meeting at which the CAHH Membership will vote to approve, reject, or amend the revised Guidelines. Information about the meeting will be disseminated to CAHH members via the CAHH Bulletin, the CAHH website, e-mail, Constant Contact, and a one-time post card mailing to all CAHH Members. The membership meeting may be a special membership meeting or a regularly scheduled membership meeting.
14. Voting at the Membership meeting will be conducted per article IV of the CAHH Bylaws.
15. The CAHH Board will communicate the outcome of the vote to the Hollin Hills community via the CAHH Website and the HH Bulletin.
16. The final approved revised Guidelines will be posted on the CAHH website, and included in subsequent CAHH directories.
17. The new guidelines will go into effect as soon as they are posed on the CAHH web site.