

Coalton Metro District & Sub District No. 1

DRC Draft Procedures

1. Application is received by Teleos Office from an Owner
2. Teleos will make sure all information is there for the DRC to be able to properly review the Application and then will upload it to the Committee via email (Kris Barnes, Terry Batliner, and Scott Chomiak).
3. Teleos will facilitate back and forth with the Committee until a majority vote is reached.
4. Teleos will send the vote correspondence back to the owner and let them know if they have been approved, denied, or need to send in further information.
5. Teleos will follow up with the owner through completion of the request.
6. Once a request is voted on, it will be sent back to the owner, and saved in the Teleos server, then added to the Agenda for the next meeting to be ratified.