

Job Title: Architectural Review Committee (ARC) Chairperson

Reports to: HOA Board of Directors

Term Length: Typically 1 – 3 years

Job Summary:

The ARC Chairperson leads the committee responsible for reviewing and approving requests for exterior modifications to properties within the community. This role ensures that all proposed changes comply with the HOA's governing documents, architectural standards, and community aesthetics.

Key Responsibilities:

- **Leadership & Oversight**
 - Lead and coordinate ARC meetings and activities.
 - Guide committee members in fair, unbiased review processes.
 - Serve as the main liaison between the ARC and the HOA Board.
- **Application Review**
 - Receive, review, and evaluate homeowner requests for architectural modifications (e.g., fencing, roofing, painting, landscaping).
 - Ensure timely responses and adherence to review deadlines outlined in the governing documents.
 - Coordinate follow-ups for incomplete applications or those requiring additional information.
- **Documentation & Communication**
 - Maintain accurate records of all submissions, decisions, and communications.
 - Communicate approval or denial message to applicants via email.
 - Report regularly to the HOA Board on ARC activities, concerns, and trends.
- **Compliance & Enforcement**
 - Ensure all decisions align with the HOA's CC&Rs, design guidelines.
 - Work with the HOA Board to address non-compliant modifications when necessary.
- **Policy & Standards Development**
 - Recommend updates to architectural guidelines as community needs evolve.
 - Promote homeowner awareness and education about ARC policies and processes.
(Currently not done, but recommend HOA board consider doing this)

Qualifications:

- Knowledge of the HOA's governing documents (CC&Rs, architectural guidelines, bylaws).
- Good organizational and communication skills.
- Impartial judgment and a commitment to fairness and consistency.
- Ability to read and understand architectural plans or willingness to learn.
- Availability to attend review meetings and manage deadlines

Time Commitment:

- Varies based on application volume but typically includes:
 - Review and correspondence time for applications
 - Coordination with ARC on site visits
 - Site visits for all requests
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Job Title: Architectural Review Committee (ARC) Member

Reports To: ARC Chairperson

Term Length: Typically 1–3 years

Job Summary:

The ARC Member plays a key role in maintaining the aesthetic and architectural standards of the community. Members review and evaluate homeowner submissions for exterior modifications to ensure compliance with the community's covenants, conditions, and restrictions (CC&Rs) and design guidelines.

Key Responsibilities:

- **Review Applications:** Evaluate homeowner requests for exterior changes (e.g., additions, fences, paint colors, landscaping) for consistency with architectural guidelines.
- **Ensure Compliance:** Ensure that proposals align with CC&Rs and architectural standards set by the HOA.
- **Attend Meetings:** Participate in regular ARC meetings (in person or virtual) to review and discuss applications.
- **Site Visits:** Conduct on-site inspections to understand proposed changes or verify completed work.
- **Policy Development:** Assist in updating architectural standards and guidelines as needed.

Qualifications:

- Familiarity with the HOA's governing documents or willingness to learn
- Impartial judgment and a commitment to fairness and consistency.
- Availability to meet deadlines and attend scheduled meetings
- Ability to read and interpret site plans, renderings, or sketches or willingness to learn

Time Commitment:

- Varies by application volume

