

Position Description
Architectural Review Committee Chair

(Approved: 1/17/2017)

The following items/actions are the responsibility of the Architectural Review Committee (ARC) Chair:

The Springs has established unique architectural rules and regulations. The ARC and Chair shall enforce the architectural, landscape and maintenance compliance to these rules, regulations and related elements of the Community Standards. Any structural or landscaping conditions, materials, or procedures not specifically defined within the Community Standards and the Boards' adopted rules and regulations shall be addressed according to the best judgment of the ARC.

The ARC will consist of a committee of homeowners to assist the Chair in the pursuit of their position responsibilities. The ARC responsibility includes the following:

- Promptly review each request for approval
- Meet with requesting homeowner when necessary
- Provide approval/disapproval as soon as possible
- List special considerations or specific requirements on approvals
- Explain the appeal process for disapprovals
- Maintain a database of residents' requests, violation letters, status of projects/violations, and actions taken. This information must be submitted to the office manager regularly in order to maintain the database and homeowners files.

The Light Bulb Committee will report to the ARC Chair and take the appropriate actions replacing burned out home address light bulbs.

The ARC and Chair will assure that an annual inspection of the community is completed and notify the homeowners of any non-compliance issues. Non-compliance notification letters sent to homeowners will fully explain the problem(s) and conform to all Arizona State, Pima County statutes, and HOA governing documents. The Enforcement Policy is detailed in the CC&Rs and HOA Handbook. The HOA Board shall serve as the appeals body for such actions.

The ARC Chair will also assure that inspections and appropriate notifications of non-compliance will be completed for other alleged violations (non-ARC related) of the Community Standards.

The Architectural Review Committee Chair shall conduct their duties in support of fulfilling The Springs at Santa Rita HOA Mission and Vision statements while demonstrating its Guiding Values. Particular emphasis is to be made in achieving Vision elements 1, 4, 9 and 10.