



JVOA Position Description:

Architecture & Landscape Committee Chair

The Architecture & Landscape (A&L) Committee's overall purpose is to maintain the aesthetic integrity of the community. The Committee is made up of an A&L Committee Chair and additional committee members from the community. The role of the A&L Committee is to consistently and fairly enforce architectural, landscape, and maintenance compliance as set forth in the JVOA's covenants, conditions, and restrictions (CC&Rs) and Community Rules & Guidelines. Enforcement is accomplished in two ways:

- Review all architectural/property change requests that the CC&Rs describe as requiring approval.
- Supervise violation notification and community inspections performed by the association's management company.

Role and Responsibilities

Specific roles and responsibilities of the Committee Chair are as follows:

General

- Have a thorough understanding of what is and is not allowed in the community.
- Be consistent and diligent in maintaining the standards set forth in the association's bylaws, CC&R's, and the Community Rules & Guidelines and impartially hold all Committee members to the same standard.
- Ensure that Committee processes set forth in the CC&Rs and Community Rules & Guidelines are followed.

Change Request Management

- Log all incoming change requests into the Change Request Tracking Log.
- Ensure all change requests are complete. If incomplete, communicate with submitting party regarding missing or incomplete information.
- Meet with requesting homeowners when necessary to clarify requests.
- Forward change requests to Committee members.

- Schedule and preside over Committee meetings on an as needed basis.
- Ensure that each decision the Committee makes can be clearly rationalized and that decisions can be mapped back to a specific rule in the Community Rules & Guidelines or passage in the CC&Rs.
- Communicate approval/disapproval of requests as soon as possible to the requesting party, describing any caveats or assumptions.
- Keep meeting minutes for each Committee meeting indicating date, time, attendees, and decisions made.
- Submit all approved/denied request forms and meeting minutes to the association management company for electronic archival.
- Follow up to ensure all requests are completed within the allotted time per the CC&Rs.

Community Rules & Guidelines Maintenance

- Coordinate the creation of new rules and 28-day community reviews.
- Maintain and distribute the Community Rules & Guidelines document.
- Recommend process and rules/guidelines changes to the to the Board for their consideration and vote.

Violation Management

- Work with the association's management company and the Board to ensure appropriate violation notifications are communicated to community members, as needed.
- Work with the association's management company and the Board to ensure that inspections of non-compliance/violations are completed.

Desired Skills

- Computer skills: word processing, e-mail, texting, scanning documents
- Excellent communication skills
- Highly organized
- Customer service-oriented
- Calm judgement
- Committed to the best interests of the community as a whole