

Hatcher Estates

Home Owner's Association

Hatcher Estates Architectural Control Committee Job Description

The following is presented as minimal responsibilities in the area of Hatcher Estates Homeowner's Association Architectural Control.

"Robert's Rules of Order Newly Revised" shall govern HEHOA.

The covenant enforcement committee and the architecture control committee in HEHOA are the same. Both of these are essential to the upkeep of the buildings on the property and the "upkeep" of residents as well.

The covenant committee serves as the rule enforcement branch of the HOA board, and if you desire to work on this committee, get ready to be busy, this group's work is never done. Some of the jobs that this committee takes on include finding outside counsel for preliminary work on issues like nonpayment of assessments or violation of association rules. The covenant committee acts as the judiciary for cases involving violations or infractions of rules and makes recommendations to the board.

- *Shall* ensure fair and uniform enforcement of covenants.
- *Shall* ensure enforcement efforts are focused on meaningful issues.
- *Shall* perform a monthly review of active violations with the Board of Directors and President.
- *Shall* determine if a second notice or more, is needed.
- *Shall* propose enforcement actions to the Board of Directors on unresolved violations.
- *Shall* coordinate enforcement when appropriate.
- *Shall* provide inputs for the association newsletter.
- *Shall* provide recommendations directly to the Board of Directors.

• The Covenant Enforcement/Architectural Control Committee shall be a standing committee.

• Members shall serve one-year terms, which terminate at the end of January each year and then must be re-appointed and may be appointed to consecutive terms without term limits.

• The chairperson shall provide reports of its activities to the Board of Directors monthly or as otherwise requested by the Board of Directors.

Committee Composition, Selection and guidelines of Conduct and Reporting

• The Committee shall be composed of at least 3 and a maximum of 5 individuals.

• The Committee shall use "Robert's Rules of Order" as the governing rules and guidelines for its meetings. This shall include voting procedures within the committee if and when such votes are necessary in the normal course of the execution of the committee's duties.

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- The committee *shall* report directly to the Board of Directors and any and all correspondence with the community shall be *solely* through the Board of Directors.
- The nature and frequency of the committee reports and any committee deadlines *shall* be established by the Board of Directors unless otherwise directed.
- The committee *shall not* exceed its scope of authority or mandates as established by the Board of Directors.
- The Board may remove any member of the Committee by a majority vote of the Board.

Duties of the Committee

- Within the committee mandates established by the Board of Directors, the committee is charged with the development and execution of action necessary to complete such mandates.
 - If the committee deems it necessary to alter the scope of the committee's mandates, the committee *shall* present a request to the Board of Directors for consideration. The request *shall* include the rationale for the proposed change(s).
 - Upon its first meeting, the committee *shall* designate and establish the following:
 - A Chairperson for the Committee.
 - A meeting schedule for the Committee.
 - A process of recording minutes and or a means of objectively measuring the committee's progress to meet the committee's mandates.
 - A committee representative (unless otherwise directed by the Board) to report findings and or to update the Board of Directors on the committee's activities, progress and status relative to its mandate.
 - The Committee *shall* assign its member's specific tasks and duties, as the committee deems necessary.
- Ensure the development of the lands so platted as an area of high standards. Exercise the power to control the buildings, structures, and other improvements placed on each lot, as well as to make such exceptions to subdivision Protective Covenants as the committee shall deem necessary and proper.
- Be vested with the authority to grant variances and exceptions to the Protective Covenants as the Committee deems necessary and proper to the ordered development of the subdivision.
- Approve, in writing, plans and/or specifications for any structure that shall be placed on any lot or premises. Each such building, fence, wall, or other structure shall be placed on in accordance with the plans and specifications and plot plan so approved.
- Right of Refusal. Refusal of approval of plans and specifications by said Committee may be based on any grounds including purely aesthetic grounds which, in the sole and uncontrolled discretion of the Committee, shall be sufficient.

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- Ensure that no alteration to the exterior appearance of the buildings or structures shall be made without approval. If the Committee fails to approve or disapprove the plans and specifications within sixty (60) days after the written request, then approval shall not be required; provided that no building, fence, or other structure shall be erected which violates any of the covenants herein contained.

- With concurrence from the President of the association, conduct neighborhood oversight inspections and follow-up inspections as required. Document the findings on the forms provided.

* In matters of dispute over the meaning, interpretation, and spirit of the Restrictive Covenants, the Architectural Control Committee is the ultimate authority.

Prior to the start of any project, a request form must be presented to the Architectural Control Committee. Any combination of the following items must be submitted to the Architectural Control Committee:

1. Site Plan showing location of house on lot in relation to setback line.
2. Floor Plan of house showing heated/cooled square footage. Front, side, and rear elevations, including schedule of exterior surfaces including roof relative to color and material.
3. Detailed Landscape Plan for front, side, and rear yards including irrigation system, if applicable.
4. Other items as required, when necessary, such as placement of dog pens.
5. Outbuildings and all other structures.
6. Fences, Gates, and Walls.

Tenure: 1 year

Estimated time commitment per month: 10 hours

Each board and committee shall receive complaints from members that have paid dues and live in Hatcher Estates. If it's not in your job description refer them to such other committee or officers.