

Stonehurst Homeowner's Association (SHA)
Position Description for Architecture Chairperson and Committee

Goals and Responsibilities

- Consistently maintain the Williamsburg theme to establish and preserve a harmonious design for the community, protect the value of the properties in the community, and keep the community beautiful. This shall be carried out with reasonable guidance and thoughtful decisions.
- Maintain and keep current the Architectural Covenants, Rules, Guidelines and Regulations to ensure objective standards to judge any proposed architectural changes.
- Educate the community about adherence to our Association's Architectural Covenants, Rules, Guidelines and Regulations. Answer inquiries via phone and email from owners regarding architectural issues.
- Attend monthly meetings of the SHA Board of Directors. Report on Committee activity, participate in Board decisions, and suggest community improvements.
- Identify and nominate committee members to SHA President for approval and assignment to the Architectural Committee.
- Organize the committee of homeowners to carry out the specific tasks associated with the Architectural Covenants, Rules, Guidelines and Regulations. Conduct monthly committee meetings to schedule and discuss activities of the committee.
- Organize and conduct Disclosure Packet Reviews as requested by the Secretary.
- Organize and conduct Periodic (Annual) Reviews of approximately 50 townhouses per year.
- Organize and conduct Special Reviews as needed and requested by the SHA Board.
- Review and advise homeowners and make recommendations to the SHA Board regarding any Requests for Change submitted by the homeowners.
- Maintain architectural records for each townhouse in the community and provide this information as needed to support the activities of the SHA Board and successor Architecture Chairpersons.

Committee Activities

- Disclosure Packet Reviews
- Periodic (Annual) Reviews
- Special Reviews
- Request for Change Review
- Document Reviews
- Committee Meetings

Note: Reviews should be conducted by one (1) Board Member (typically Architecture Chairperson) and at least two (2) committee members.

- Presents a summary of the year's accomplishments to the Secretary/Treasurer in December for inclusion in the Annual Membership Meeting report.