

A.R.C. CHAIR — JOB DESCRIPTION

Pursuant and in addition to Article VII, Architectural Control Committee, as found in the Amended By-Laws of CHOA, the ARC (ACC) Chair is appointed by the Board to preside over a committee, also appointed by the Board, of at least three (3) individuals, one of whom must be a Board member and another an Architect, building designer, land use planner, or similar specialist. The Committee can be larger than required, which at this writing comprises six (6) members. The ARC meets on a present and published schedule throughout the year to review submittals.

The main function is to receive Chinquapin Homeowners' requests to the ARC together with accompanying plans, description, and signed Guidelines, relative to their desires to upgrade their units and to act upon these requests in a timely manner. Any request that affects or deviates from the exterior design or integrity of Chinquapin is to be acted upon by the Committee and encouragement given to stay in harmony with current CHOA aesthetics. The ARC submits its recommendation to the Board, to approve or deny the applicant's request. The ARC is committed to maintaining a strong direction to keep any requested Improvements in harmony with the intent of the original Architect.

There are occasions when the General Manager, in conjunction with the Association Architect, may request the ARC for its approval and comments relative to aesthetic improvements to the Common Area such as new pathway configurations for better access to individual units, stairs, handrails, etc.

Interior remodels consisting of the upgrading of dated cabinets, fixtures, sinks, appliances, and countertops, window replacement consistent with existing windows, preapproved front door styles, preapproved screen doors where no structural change is to take place can move forward in what is considered a "Fast Track" approval and can be granted by the Chair.

In addition to the above, the Chair receives assurance of current valid contractor licensing, compliant insurance, and submission of billings for fees to contractors covering damage to the CHOA property in relation to the cost level of any new project.