

Architecture/Landscape Chair (Officer) Job Description

- Reports to the Board of Trustees
- Reviews, and applies the Governing Documents regarding obligations and requirements for SRCA Architecture Committee
- Reviews and implements SRCA Architectural Guidelines as outlined in SRCA governing documents
- Studies, discusses, votes on Board of Trustee Motions
- Reviews Homeowner requests and forwards to AC Committee for further action.
- Recommends any Architectural/Landscape guideline changes to BOT for approval
- Recruits, trains AC volunteers
- Appoints Chairperson of SRCA Homeowner Exterior Paint Project
- Reports to BOT all AC Committee approvals
- Submits all AC Approvals / documentation to Website Admin for electronic storage.
- Records and keeps Minutes of all in person Architecture Committee Meetings
- Manages landscape services provided by contracted landscape provider
- Provides direction to Landscape Manager/Groundskeeper
- Reviews/approves contract, reviews bids and makes recommendations to Board
- Creates and maintains landscape plan, scope of work, maintenance of plan, repairs
- Keeps log of A/C – Landscape Improvement requests and resident issues/complaints
- Coordinates with Landscape Manager/Groundskeeper to resolve issues
- Conducts Bi-Annual (spring/fall) community walkthroughs with committee to identify maintenance issues (community grounds & resident homes), grounds upkeep needed, future improvements
- Schedules meetings a minimum of 14 days in advance to allow resident participation per WUCIOA rules
- Provides highlights of talking points to be presented at Board meetings to secretary 3-4 days in advance
- Maintains Succession File