



## **“Bruton Glen” Homeowner’s Association**

**Attn. Board of Director’s**  
P.O. Box 5546  
Williamsburg, Virginia 23188-5546  
E-Mail: [BrutonGlenHOA@cox.net](mailto:BrutonGlenHOA@cox.net)

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### **~ Committee Official’s ~**

#### **Architectural Review Committee**

*Committee Official’s Responsibilities & Duties*

#### **ARC Director:**

The Vice President by authority of his/her position shall reside in the position of Director of the Architectural Review Committee (ARC) and shall be responsible for overseeing and managing the operations of this committee and its appointed Chairman and Committee Members. He/She shall also be responsible for the enforcement of such prescribed governing documents as associated with this position and the appropriate notification to Homeowner’s of violations prescribed in the ARC Policy & Regulations and/or Association’s governing documents.

The ARC Director by authority of his/her position on the Board of Director’s shall act as a representative and/or resource contact for Homeowner’s in order to provide the appropriate information and/or directives associated with this position the ARC Policy & Regulations, and/or Association’s governing documents.

#### **ARC Chairman:**

The ARC Chairman shall be appointed by the President and/or Board of Director’s by authority of their position in the Association.

The ARC Chairman shall hold the appointed position until resigning from such position or being relieved of their duties by the President and/or Board of Director’s. He/She shall be responsible of overseeing, managing, and enforcing the ARC Policy & Regulations, and/or governing documents of the Association as prescribed and associated with his/her position.

The ARC Chairman shall be responsible for managing the operations of the ARC Committee and its members. He/She shall be responsible for the dissemination of any and all information associated with the submission of applications in order to appropriate a valid consciences and vote of the submission of such application. This information shall be shared and provided through the process of committee meetings being held as necessary or electronically using e-mail, etc.

The ARC Chairman shall also be responsible for researching and documenting the appropriate state and local Code and Compliance Regulations prescribed prior to approving such applications and presenting such applications to the Board of Director’s for final approval and notification to said Homeowner.

The ARC Chairman by authority of his/her position and the Board of Director’s and/or Association shall act as a representative and/or resource contact for Homeowner’s in order to provide the appropriate information and/or directives associated with the ARC Policy & Regulations, and Association’s governing documents.