



## **“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)

---

### **~ Committee Official’s ~**

### **Architectural Review Committee**

#### *Committee Official’s Responsibilities & Duties*

#### **ARC Members:**

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

ARC Members shall hold the appointed position until resigning from such position or being relieved of their duties by the ARC Director, Chairman, President and/or Board of Director’s. They shall bare the responsible of reviewing any and all applications submitted to the ARC Committee for approval.

ARC Members shall also be responsible enforcing the ARC Policy & Regulations, and/or governing documents of the Association as prescribed and associated with their position. Upon acknowledgment of any violation associated with these governing documents, the ARC Member shall be responsible for the notification of such violation to the ARC Director and/or Chairman in order for appropriate notification to be submitted to the Homeowner in violation of said governing documents.

ARC Members shall be responsible for assisting with the operations of the ARC Committee as prescribed by the ARC Director and/or Chairman, such as researching and documenting the appropriate state and local Codes and Compliance Regulations prescribed prior to approving such applications.

ARC Members by authority of his/her position 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.