



Volunteer position open!

ARCHITECTURAL REVIEW COMMITTEE CHAIR NEEDED

Position overview:

The chairman of the Architectural Review Committee (ARC) plays a vital leadership role in preserving the aesthetic standards and architectural integrity of the Villages at Godley Station. This volunteer position is responsible for leading the committee that reviews and approves (or denies) resident applications for exterior modifications to their properties — ranging from new paint colors and fencing to structural additions like decks, screened rooms, and outdoor kitchens.

This is a meaningful opportunity to help maintain the beauty, harmony, and value of our community. As chair, you'll play a key role in shaping the character of our neighborhood and ensuring that architectural changes enhance, rather than disrupt, our shared environment.

Key responsibilities:

- **Lead the committee:** Schedule and preside over ARC meetings, ensuring timely and thorough review of all resident requests. The chairman receives the ARC requests and distributes them to other members for an official vote.
- **Application oversight:** Coordinate the review of submitted architectural change applications for completeness, accuracy, and alignment with HOA covenants and design practices.
- **Maintain records:** Ensure proper documentation of all applications, decisions, and correspondence related to committee activities.
- **Communication:** Serve as the liaison between the ARC and the HOA Board of Directors; communicate decisions and updates to applicants in a clear and respectful manner.
- **Policy enforcement:** Help uphold the community's visual aesthetic and support consistent use of HOA design practices.
- **Process improvement:** Recommend updates to guidelines and review processes as needed to improve efficiency and clarity.

Ideal candidate:

- Chairman must be a current homeowner and resident in good standing within the HOA.
- Strong attention to detail and a commitment to fairness and consistency.
- Comfortable reading and interpreting HOA documents and design practices.
- Excellent organizational, communication, and interpersonal skills.
- Firm understanding and proficiency in using computers and email
- Experience with project management, design, or construction is a plus but not required.

If interested: Email our communications manager at hollie.barnidge@godleystation.org with a brief description of your background and qualifications. Or, if preferred, candidates are welcome to submit a resume/CV or simply share a link to their LinkedIn profile (provided it contains an adequate summary of your experience and relevant knowledge).