

Town Park Committee Description - Architectural Review Committee (ARC)

Why does this committee exist?

This committee is established under the authority given to the HOA President included in the Town Park bylaws. The architectural and control functions of the Association shall be administered and performed by the Architectural Review Committee. The committee will consist of three (3) members.

What are the essential responsibilities of the committee?

- Enforce Architectural Community Standards per Florida Statute 720.3035.
- Review all applications for exterior home improvements.
- Approve or deny applications based on CC&R's (Covenants, Conditions & Restrictions, found on HOA Website) and applicable community standards.
- Meets bi-monthly or as needed based on homeowner applications.
- Encourages homeowners to participate in meetings if planning to or have submitted application.
- Reports to BOD monthly on ARC activities (# of applications, types of projects).

Technical skills needed for this committee

- Understanding of Town Park CC&R's and ARC Community Standards.
- Ability to meet with homeowners and review projects.
- Work in a timely manner to complete all applications within 30 days as required by Florida Statute 720.3035.

Current members

- Patricia Ruffino – Chair
- Dianne Heckemeyer – Secretary
- Ed Kronseder – Member
- Dennis Rice – Board Liaison