

**Dawson Landing Architectural Review Board (ARB)  
Concept of Operations**

**May 3, 2018**

**Scope:** Provide a smooth transition for the annual ARB election process.

**Governing and Reference Documents**

1. Declaration of Covenants, Conditions and Restrictions of Dawson Landing, Article V, Architectural Control.
2. Dawson Landing Homeowners Association, Inc. Architectural Review Board's Criteria and Standards.
3. Change Request Standard Operating Procedure.
4. Standard Architectural Enforcement Procedures.


**Annual Processes**

1. Election of Officers
  - a. Voting Process:
    - (1) Read Roles of Officers and Voting Process.
    - (2) Self-Nominations: Those interested in filling a position will state so prior to the vote and have an opportunity to compel members to choose them.
    - (3) Election Ballots: Each member elects 1 member for each office on a single ballot.
    - (4) Vote Tally Sheet: Record votes. Announce election results. Each office must be filled.
  - b. Transfer of Knowledge.
    - (1) Chairman is presented with [DawsonLandingARB@hotmail.com](mailto:DawsonLandingARB@hotmail.com).
    - (2) Transfer of any paper files from prior officers to new officers.
    - (3) Management Company is notified of changes for website update.
2. Duties of Officers
  - a. Chairman
    - (1) Presides over ARB meetings.
    - (2) Maintains the [DawsonLandingARB@hotmail.com](mailto:DawsonLandingARB@hotmail.com) email account and serves as the ARB interface to the Association. Distributes completed change packages to the ARB for ruling.
    - (3) Reports monthly to the Dawson Landing Board of Directors (BOD).
    - (4) Reports bi-annually to the Dawson Landing Homeowners Association (HOA).
  - b. Vice Chairman
    - (1) Act as Chairman in his/her absence.
    - (2) Serves as the ARB interface to the Management Company.
      - a. Assembles change packages with ARB ruling and provides to the Management Company.
      - b. Manages the Violation program run by the Management Company.
  - c. Secretary
    - (1) Meeting minutes.
      - a. Distributes by the following Thursday (1 week).
      - b. Changes accepted by the following Thursday (1 week).
  - d. Other Members.

**Dawson Landing Architectural Review Board (ARB)  
Concept of Operations**

**May 3, 2018**

- (1) Maintaining officers is required by the Declaration and helps to spread the administrative burden. Those members who are not officers must actively recruit members who desire to become officers.
  - (2) Participate in ARB functions to include monthly meetings, voting on Architecture Change Requests submitted by members of the Association, and annual review of Architectural Review Board's Criteria and Standards.
3. Planning
- a. Monthly Meeting Schedule: First Thursday of the month.
    - (1) Room Reservation
  - b. Annual Violation Assessment
  - c. Annual Hearing Meeting
    - (1) Room Reservation
4. Reporting
- a. Monthly to the HOA BOD.
  - b. Bi-Annually to the HOA.

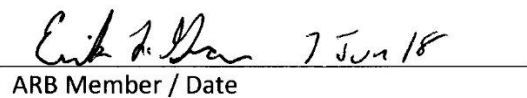
 6/7/2018  
ARB Chairman / Date

\_\_\_\_\_  
ARB Vice Chairman / Date

 8/9/2018  
ARB Secretary / Date

\_\_\_\_\_  
ARB Secretary / Date

 6/7/2018  
ARB Member / Date

 7 Jun 18  
ARB Member / Date