Fairway Village Homeowners Association

Policy #602.25 Job Description - CC&R Committee

Rescissions of Job Description:
This update rescinds and supersedes all job descriptions approved by the BOD on this subject prior to 4/9/2025. Job descriptions to be reviewed annually by Committee members and the board.

Purpose: *To support and enforce the community's standards for exterior home appearance and property maintenance, ensuring that all changes and upkeep align with the* ***Fairway Village Covenants, Conditions & Restrictions (CC&Rs) and the Rules and Regulations (R&Rs).***

Committee Overview:
The objective of the CC&R Committee is to help maintain a pleasing, uncluttered, peaceful environment for the enjoyment and comfort of all residents and their guests. The Committee serves as a representative of the Association within the community. The Board of Directors has delegated substantial authority to the CC&R Committee, including the authority to approve or deny project applications and recommend enforcement actions to the Board. Each member is expected to review resident applications with diplomacy, courtesy, respect, and fairness.

Committee function:
The Committee's function is to assist homeowners in complying with the standards of exterior home renovations, construction and landscaping as outlined in the CC&Rs and the R&Rs. To accomplish this, the rotating monthly site visit team must review and process project applications.

Qualifications:
Candidates for the CC&R Committee must:

- Be members of the Fairway Village Homeowners Association in good standing
- Be familiar with, or willing to learn, the community's CC&Rs and R&Rs
- Possess or be willing to develop computer skills, including the use of standard software applications
- Demonstrate sound judgment, apply rules and regulations consistently without personal bias, and maintain a courteous demeanor in all situations
- Communicate with residents and fellow committee members in a respectful and professional manner

Overview of Member Duties and Responsibilities:

- Attend committee meetings and participate in a rotating monthly site visit team
- Review and process CC&R Project Application Forms in accordance with the CC&Rs and the R&Rs

- Respond to Homeowner online correspondence within 24 hours
- Update application resolutions within 48 hours of site visit
- Document all decisions, including approvals, denials, and resolutions, with accuracy and attention to detail
- Prepare an end of the month visitation team report

Meetings:

- Monthly meetings plus weekly, rotating team visitations, occasional New Homeowner Orientations
- Monthly meetings are in person and virtual

Term Limits: Committee members serve annual terms for up to five consecutive years, with a sixth year with the Board of Directors approval.

X Rob O'Gorman (Apr 10, 2025 09:38 PDT)

Rob O'Gorman
Secretary

X John C Castino (Apr 10, 2025 09:44 PDT)

John Castino
President

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Final Audit Report 2025-04-10

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