May 30, 2019

Dear DPCA Property Owners:

Due to a recent resignation from the Devaun Park Architectural Review Committee (ARC), the Board will add one or two members to the committee. If you are interested in this position please review the duties and functions of the ARC (below) and email your resume with qualifications and contact information to the Board (devparkca@gmail.com) by July 1, 2019.

Beth A. Mann
President, Board of Aldermen

General Duties of the Architectural Review Committee Members:

- To fairly and uniformly apply and enforce the Devaun Park Design Guidelines as they are currently constituted.
- To suggest suitable clarifications and/or improvements to the Guidelines for the consideration of the Board of Aldermen.

Specific Functions of the ARC.

- To Act in a **fiduciary capacity** on behalf of the DPCA and the BOA.
- Application Review.
    - Completeness.
    - Conformance to the Design Guidelines.
    - Any requested variance is to be called out and determined to be minor or significant.
    - Appropriateness of design for inclusion in Devaun Park.
- Enforcement.
    - To perform all appropriate inspections and document their results.
    - To notify the Applicant and Builder of any apparent violations that need to be corrected.
    - To notify the BOA of any apparent violations that go uncorrected and make recommendations regarding fines or other actions to be taken.
- Transparency.
    - To meet monthly.
    - To make the results of its deliberations available to the BOA.
    - To keep a permanent record of its decisions.
- To report on its activities to the BOA