

Architecture Chair - job description

To provide any landowner that requests a Letter of Intent for building and or all structures on their land. This includes a main dwelling, garage, shop, barn, fencing, decks and any type of exterior changes to an existing structure. The landowner must return the Letter of Intent with plans and drawings to the Architecture Chair at least one month prior to commencing construction. The Architecture Chair then presents the Letter of Intent to the Elk Meadows Ranchettes Homeowners Association Board (EMRHA Board) for approval. If the EMRHA Board approves the Letter of Intent with signatures; the landowner(s) should be notified of the approval by phone or email. If the EMRHA Board denies the Letter of Intent with signatures; the landowner(s) should be notified of the denial by in writing.