Uplands Homeowners' Association (UHA)

DIRECTOR OF ARCHITECTURAL GUIDELINES ROLES & RESPONSIBILITIES

As a Director of the Association, this role includes the general duties of all officers to supervise the affairs of the UHA, participate in the establishment of rules and regulations of the UHA, and to support the other members of Board of Directors in conducting the business of the UHA.

Director of Architectural Guidelines - Role:

A set of architectural guidelines was specified by the developer of the Uplands that establish standards for the exterior design of all homes in our community. These guidelines help ensure that the Uplands retains its unique residential environment characterized by unsurpassed standards of design and help to sustain the value of each member's home. All exterior development or exterior renovation to homes in the Uplands are required to comply with the requirements of the Architectural Guidelines by an encumbrance (Restrictive Covenant as to the Use of Land) on their land title.

The Director of Architectural Guidelines supports ongoing evolution, interpretation and enforcement of the Architectural Guidelines within our community.

Director of Architectural Guidelines - Key Responsibilities:

- Maintain an updated version of the Architectural Guidelines on the UHA website.
- Provide guidance on renovations proposed by residents where the Guidelines apply.
- Investigate new materials or designs as requested by residents or as directed by the Board.
- Modernize the Architectural guidelines as needed to support changing products, standards and new technologies.
- Develop and maintain a listing of key architectural aspects for each of the 198 UHA residences for future analyses.
- Maintain a chronological list of what, when, why changes were made to the Architectural Guidelines.
- Identify abnormalities that have occurred and possibly grand fathered in the past.
- Work with the Board to initiate compliance provisions if required.

Board of Directors - General Responsibilities:

- Participate in Board and Association meetings and contribute to decision making.
- Support all decisions passed in Board meetings.
- Approve the annual budget of the Association.
- Determine the amount of membership fees for the following year.
- Listen to neighbours and bring their concerns and suggestions to the Board.
- Communicate the rules and regulations of the Association to members and non-members as required.

- Note: The Architectural Guidelines are not responsible for internal renovations nor any permitting or regulatory requirements