



**Job Description: Design Review Committee (DRC) Manager**

**Organization:** Arrowhead Improvements Association (AIA) / Design Review Committee

**Position Title:** Design Review Committee (DRC) Manager

**Reports To:** DRC Board Liaison & Board of Directors

**Position Details:** Part-Time, \$25/hour

5. DESIGN REVIEW COMMITTEE: A committee appointed by the Board of Directors to exercise all the duties and responsibilities regarding design review set forth in this instrument and the Design Guidelines authorized herein.

1. PURPOSE OF THE DRC: The purpose of the DRC is to review and approve plans in accordance with these Design Guidelines and the Covenants to ensure the suitability of Improvements, the harmony thereof with the environment and character of the neighborhood, the effect of such Improvements upon the utilization and view of the Site upon which the same will be built and the obvious interferences, impairment and/or restriction of view, if any, of adjacent property and placement of the Improvements with respect to topography, ground elevations, and existing natural and terrain features. The DRC is to exercise its best efforts to minimize the restriction, impairment and/or interference of view and solar access that any one Improvement shall have upon that of all other existing buildings and other Improvements.

**Position Summary**

The Design Review Committee (DRC) Manager works closely with the appointed AIA Board Liaison to oversee all administrative, operational, meeting, and compliance for the Arrowhead Improvements Association Design Review Committee. The DRC Manager ensures that all proposed property changes and land improvements adhere to established AIA covenants and design guidelines. The DRC Manager plays a vital role in balancing neighborhood development with maintaining community standards.

**Key Responsibilities**

**1. DRC Operations & Meeting Management**

- Lead and manage 8 scheduled DRC meetings annually.
- Prepare and distribute meeting agendas in advance, linking necessary digital documentation and files for committee review.
- Direct and coordinate Google Meetings, connect computer to TV for committee view.
- Finalize permit applications post-meeting and issue formal approvals to property owners.
- Oversee committee recruitment, review candidate resumes, and submit recommendations to the Board of Directors for appointment.
- Serve as the primary liaison between the DRC, committee members, and the AIA Board Liaison.



## **2. Program Administration & Process Improvement**

- Manage processing of permit applications, special approvals, and On-Site Wastewater Treatment System (OWTS) approvals.
- Evaluate and update administrative forms and workflows to ensure a streamlined, property-owner-friendly process.
- Maintain and update official documents and forms under the DRC website section.
- Maintain both digital records and physical files at the Arrowhead Fire Protection District (AFPD) Firehouse.
- Manage personal timecard tracking and administrative recordkeeping.

## **3. Site Inspections, Compliance & Enforcement**

- Schedule and conduct site visits with permit recipients to walk properties, answer technical questions, and assess topography and natural features.
- Hold property owners and contractors accountable for adherence to approved design plans, timelines, and covenant standards.
- Perform routine community drives to observe local building activity, identify potential issues, and check progress.
- Coordinate directly with third-party vendors (such as shed delivery companies) to manage delivery schedules and access.

## **4. Stakeholder Relations & Communications**

- Act as the subject-matter expert on AIA covenants, regulations, and design guidelines for property owners, prospective buyers, and realtors.
- Create the DRC Message for the *Smoke Signal* newsletter 6 times per year.
- Foster collaborative working relationships with property owners, AIA Board members, and Gunnison County representatives.
- Proactively identify potential violations or property conflicts and communicate issues directly to the AIA Board.

## **Qualifications & Key Attributes**

- Computer literacy with experience managing Google Workspace (Docs, Sheets, Drive, Meetings) and maintaining digital/physical file systems.
- Knowledge and understanding of the AIA covenants and regulations.
- Ability to lead public meetings, handle regulatory enforcement diplomatically, and build positive community relations.
- Ability to conduct physical property walkthroughs across varying mountain lot terrain and weather conditions.