



**SCE BUILDING & ARCHITECTURAL COMMITTEE  
VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS**

**SCE Bylaw Description**

**Section G. Building and Architectural Committee:** The Building and Architectural Committee shall recommend, for the Board's review and action, Community Rules for building and altering dwellings and for property maintenance and landscaping. The Building and Architectural Committee shall review the physical property within the Community and recommend to the Board actions to be taken.

**Purpose of the Committee:**

The Building & Architectural Committee develops and recommends SCE construction and aesthetic rules and standards, reviews and recommends variances on a case-by-case basis and is generally responsible for oversight of facilities operation and maintenance concerns. This includes routine and preventive maintenance, new capital investments and upgrades. The committee is advisory to SCE Management and Board of Directors on major projects and will obtain the information necessary for the Committee to make project recommendations.

**The function of the Committee is to:**

- Oversee the expenditure funds and establishment of schedules for operation and maintenance of the Association's amenities buildings and grounds;
- Work with the General Manager and/or Facilities Director to determine yearly maintenance recommendations;
- Review member requests for variance of construction and aesthetic standards;
- Establishment and preparation of the community facility's budget;
- Suggest repairs within their broad level of competencies;
- Works cooperatively with other committees and staff members;
- Assist in planning major capital projects;
- Inspect all Association facilities and provide input regarding the Association's Reserve Study;
- Implementation of a Preventative Maintenance Program

**Eligibility for appointment:**

Members are expected to have an interest in developing and maintaining facilities, programs and working with other committee members, the Board, the general public, to plan for future improvements.

Members shall possess some level of maintenance and shall not work outside their abilities or knowledge. Formal education in the field is not necessary, but some demonstrated experience or involvement in facility operations and maintenance, project planning or related field is highly desirable.