



**The Villages of Westcreek  
Owners' Association**

**STANDARDS COMPLIANCE MONITOR  
JOB DESCRIPTION**

*POSITION:* Standards Compliance Monitor *TYPE:* PT/20 hours per wk  
*SUPERVISOR:* Standards Coordinator *PAY RANGE:* \$7.00/hr  
*PREPARED BY:* Community Manager/Assistant Community Manager *DATE:* May 2007

***BASIC DESCRIPTION:*** The Standards Compliance Monitor is a field operations position to support the Standards Coordinator in his support of both the Architectural Review Committee (ARC) and Covenants responsibilities. The employee will spend the majority of his/her time out on the property with the primary emphasis placed on regular review of the Villages of Westcreek for the purposes of finding, and documenting, covenants violations. This employee will conduct follow up visits to insure that violations are corrected, and in those instances where corrective action is not taken by the resident in accordance with the established time frame for such correction, the individual will provide necessary documentation to the Standards Coordinator for further action. This person will possess a strong command of the community deed restrictions.

***SPECIFIC FUNCTIONS:***

1. Observation
  - Reviews sections of the community on a regular cycle.
  - Identifies covenants violations.
  - Confirms violations are being corrected.
2. Recording
  - Notes violations during review.
  - Photographs violations as needed.
  - Maintains a log of daily activity and findings.
3. Tracking
  - Records violations in a computerized tracking system.
  - Advises Standards Coordinator of recurring violations, documents as required.
4. Notification
  - Leaves courtesy reminders where appropriate, using Covenants monitoring procedures.
5. Follow-up
  - Reviews properties to ensure violations are corrected as part of review cycle.

***GENERAL FUNCTIONS:***

- Other duties as assigned.

***RELATIONSHIPS AND CONTACTS***

Reports to: Standards Coordinator

Supervises: N/A

Relationships: Maintains and promotes an objective, positive, professional, and courteous relationship and open communications with residents, staff, Directors, and committee chairs and members.

Scope of Authority: Observation and reporting based upon association governing documents.

### JOB SPECIFICATIONS

1. Able to work without direct, continuous supervision.
2. Possess a valid driver's license and able to provide their own insurable transportation.
3. Able to follow verbal and written instructions.
4. Able to make critical comparisons with consistent outcomes.
5. Able to travel the subdivision in any weather conditions, year round.
6. Able to work evenings and weekends as required, in order to discuss problems with homeowners not at home during the day.
7. Vision correctable to 20/50.
8. Able to manipulate handheld photographic equipment.
9. Possess basic skills in word processing, spreadsheet, and database applications.
10. Able to read and understand instructions in English. Able to follow safety instructions with common business equipment.
11. Able to speak and write common business English.

### WORKING CONDITIONS AND HOURS:

Conditions: Light work, outdoor inspections and indoor office setting.

Hours: 20 hours a week, varied.