

**Job Title:** Architectural Control Coordinator (ACC)

**Company:** Oak & Stone Community Management

**Location:** In-Person (High Meadow Development Communities and surrounding areas)

**Salary:** \$40,000 – \$50,000 annually

**Employment Type:** Full-Time

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## About Oak & Stone Community Management

Oak & Stone Community Management is a premier residential community management company, committed to serving communities with the highest level of customer service, professionalism and reliability. We work exclusively with communities where we can leverage our deep expertise in acreage, custom-home, luxury neighborhoods. Our team is committed to prompt response times, meticulous attention to detail and keeping the best interests of our communities at our core.

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## Position Overview

We are seeking a highly organized, detail-oriented **Architectural Control Coordinator (ACC)** to manage the full lifecycle of Architectural Review Committee (ARC) processes across multiple communities. This is a key role responsible for ensuring all architectural submissions, approvals, communications, and compliance processes are handled efficiently and professionally.

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## Key Responsibilities

### ARC Coordination & Administration

- Manage the full ARC process from submission intake to final approval/closeout
- Review and organize architectural submissions from builders and residents
- Maintain accurate and up-to-date records in Smartwebs software
- Track timelines, deadlines, and approvals to ensure compliance

### Communication & Support

- Serve as the primary point of contact for ARC-related questions

- Communicate clearly and professionally with builders, homeowners, and committee members
- Provide guidance on submission requirements and project expectations

### **Committee Management**

- Coordinate and manage weekly ACC meetings for High Meadow Development communities
- Facilitate ARC voting processes and maintain committee member records for additional communities
- Prepare meeting materials and track decisions

### **Inspections & Compliance**

- Conduct site inspections to verify compliance with approved plans
- Issue violation notices when necessary
- Track and follow up on violations to ensure resolution

### **Organization & Systems**

- Maintain highly organized digital files and documentation
  - Ensure all records are properly stored and accessible within Smartwebs
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### **Qualifications**

- Strong organizational and time management skills
  - Excellent written and verbal communication abilities
  - Ability to manage multiple projects and deadlines simultaneously
  - Detail-oriented with a proactive approach to problem-solving
  - Comfortable working with software systems (experience with Smartwebs is a plus)
  - Professional demeanor when interacting with residents and builders
  - Valid driver's license and ability to perform site visits
  - High school degree required
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## **Work Environment**

- In-person role
  - Work closely with High Meadow Development communities and expanding portfolio
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## **Compensation & Benefits**

- Salary: \$40,000 – \$50,000 annually (based on experience)
  - Paid Time Off (PTO)
  - No additional benefits offered at this time
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## **Why Join Oak & Stone?**

- Be part of a growing company with expanding opportunities
- Play a key role in shaping high-quality communities
- Clear path for career advancement into community management
- Collaborative, hands-on work environment