

COVENANT ENFORCEMENT REPRESENTATIVE

Las Colinas Association

Phil Ochsner

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Emails should go to: smeglasson@lascolinasassn.com

Web address: <http://www.lascolinasassn.com>

The Las Colinas Association is the permanent property owner's association for the 12,000-acre master planned community of Las Colinas, located within the city of Irving, Texas. Las Colinas is a unique combination of commercial, residential, educational, recreational and retail land uses developed in harmony with the environment. Property owners in Las Colinas are bound by the covenants, conditions and deed restrictions contained in the Las Colinas Declaration.

We are currently looking for a Covenant **Enforcement Representative** to join our team. This person will be responsible for the inspection of assigned properties (commercial and residential) within the boundaries of Las Colinas for compliance with the Las Colinas Master Declaration and all applicable Supplementary Declarations. The Representative will also review specific construction improvements in progress to ensure proper maintenance of the site and to monitor adherence to the plans/documents approved by the Architectural Control Committee. This position will also be responsible for providing information to property owners concerning violations and other inquiries.

The successful candidate will be able to identify areas of compliance & non-compliance according to construction plans and effectively negotiate covenant issues to a point of resolution. A bachelor's degree from an accredited college or university, or training and experience in a related field is preferred.

Qualified candidates will have working knowledge of and the ability to read construction drawings, be able to communicate effectively both orally and in writing, and intermediate skills with computer and general office equipment. All candidates must have a valid Texas class "C" driver's license with a clean driving record and must pass a pre-employment drug screen and background check.

Position open until filled.

To apply please send a completed application (located on our website) and resume with cover letter to:

Phil Ochsner, Architectural Control Director

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