



## joseph c duda consulting

Licensed Architect · Licensed General Contractor · HOA Design Review ·  
Owner-Agent for Capital Improvements Projects

**Joseph C. Duda, RA, NCARB,**  
**General Building Contractor**

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## HOA Architectural Plan Review

A professional third-party compliance review service for Homeowners Associations  
and Architectural Review Committees nationwide.

### CREDENTIALS

- **Licensed Architect**  
State of California
- **Licensed General Contractor**  
State of California
- **NCARB Certified**  
National Council of Architectural  
Registration Boards
- **CAI Member**  
Community Associations Institute
- **Director of Community Standards and  
Design Review Services**  
Las Campanas Master Association,  
Santa Fe, NM
- **Insured**  
E&O and General Liability – Hiscox Ins. Co.

### EXPERIENCE

- **35+ years** in architecture, construction,  
construction management, owner  
representation, and design review
- **\$2 Billion+** built projects in architecture and  
construction
- **170+** concurrent HOA design and  
construction projects managed  
simultaneously

### EDUCATION

- **Master of Architecture I**  
UCLA — Professional Practice
- **Bachelor of Arts**  
San Francisco State University —  
English/Creative Writing
- **Teaching Professor**  
Otis Art Institute, Parsons School of Design

### WHY JOSEPH C. DUDA

**Every side of the table:** Most HOA plan reviewers are architects or contractors, not both. Joseph holds two professional licenses and has served as owner-agent on major capital improvement programs, evaluating plans from design, constructability, and HOA standards standpoints simultaneously.

**Proven track record:** As Director of Community Standards and Design Review Services at Las Campanas Master Association (Santa Fe, NM), Joseph restructured the entire design review program, managed 170+ concurrent projects, and, through digitally-enhanced review innovations, grew design review fee revenue by 30% - 50% annually.

**Depth committees cannot match:** A recent three-structure residential submittal review produced 36 documented findings, each with guideline page citations, specific corrective actions, and a resubmittal checklist, delivered in days, not weeks.

### THE SERVICE

**joseph c duda consulting** provides a documented, professional comparison of submitted plans against your HOA's specific design guidelines and checklists: a written report identifying compliance and non-compliance, with clear guideline citations, classified findings with stated confidence levels, and specific follow-up actions for all parties.

- Delivered digitally — no geographic limitation
- Consistent standards and report format applied to every submittal
- Dual-licensed review: design compliance + building feasibility
- Legally defensible documentation for ARC decisions
- Fast turnaround time established at engagement

### HOW IT WORKS

- HOA submits plans, design guidelines, and specific hot-button checklists digitally.
- Section-by-section analysis of every sheet generates a detailed compliance report.
- Report delivered with executive summary, conforming elements, deficiencies, guideline citations, required actions, and response deadlines.
- ARC acts using the final report to support and document its decision.

**Ready to strengthen your HOA's design review process?**

Contact **joseph c duda consulting** for a  
complimentary 20-minute consultation at no obligation.

**References and sample report available upon request.**

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