

Committee Guidelines

Committee Name: Architecture Committee

Committee Scope: Responsible for the review, approval, and oversight of homeowner's architectural and landscaping projects (including improvements, alterations, repairs and additions). This committee ensures all processes and guidelines are followed as well as the necessary forms and documentation are provided when submitting for project approval.

Members: Up to 5 total: Chairperson + additional 2-4 members

Meeting Cadence: Monthly

Reporting Cadence: Monthly to the Board / Quarterly to the community via newsletter, website and open meetings.

Specific Roles: TBD based on decisions of the Committee

Standard Operating Procedures: Architectural guidelines are to be followed and enforced by the Committee in conjunction with the Management Company. Oversight of all homeowner requests for home improvements will be reviewed and approved by the Committee.

An annual review of MGE's Architectural Guidelines, forms and documentation will be required to ensure our policies and processes remain in line with the Board's expectations.

Communications: The Committee will prepare and submit a quarterly community notice to be sent via newsletter by the Communications Committee. This information will also be accessible on the MGE website for reference.

Committee Chairperson will be required to provide updates to the community via the Quarterly Open Meetings. Should the Chairperson not be available, he/she must delegate this responsibility to another member sitting on the committee.