

# **LAKE GENEVA ESTATES HOMEOWNERS ASSOCIATION**

## **Architectural/Landscape Committee**

The Architectural/Landscape Committee works with residents wanting to make alterations to the exterior of their home or major landscape changes. Alteration Request forms are available on the LGEHOA website and from committee members. Please check the chart explaining the difference between maintenance and alterations.

Homeowners contact a member of the Architectural/Landscape Committee who will assist them in filling out the Alteration Request form, answer questions about the process, review the details of the request and submit the completed form to the Board of Directors. The Architectural/Landscape Committee has no power to approve or disapprove any submitted request. The Committee, however, can make a recommendation to the Board.

The Board of Directors will review the Alteration Request to see if it is in compliance with our Association Declarations, Bylaws & Rules and Regulations. Any approval of request will appear in the minutes of the next Board meeting. A written response regarding the Board decision will be communicated to the homeowner(s) by letter, email or text.

As per Section 8 of the Declaration:

“One of the purposes of this Declaration is to ensure that those parts of the Units which are visible from the exterior be kept architecturally attractive and uniform in appearance.”

Notes: • Alteration Requests should be submitted 60 days prior to work beginning. This gives the Committee & Board time to review the request. All requests will be reviewed asap. • Some projects may require township approval or other governing entities approval. • LGEHOA Board approval does not guarantee township approval and vice versa. • Some projects may require the written approval of neighbors adjoining the property prior to receiving Board approval.

**LGEHOA Architectural/Landscape Committee**

**ALTERATION REQUEST FORM**

Homeowner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Describe Alteration Project: Include location, dimensions, type of materials, color, timeline, any approvals needed, ***estimated start date and estimated completion date***. Use back side of form if needed.

\_\_\_\_\_

\_\_\_\_\_

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**Examples of maintenance versus alterations:**

Replacing broken window glass	Replacing window with different type or shape
Fixing a rotted board on deck	Putting in a new deck or railing
Planting a new shrub or flower	Changing retaining walls in landscaping
Repairing some shingles on roof	Putting on a new roof
Repairing stucco or touching up paint	Painting a new color on exterior of house
Sealcoating driveway	Installing a new driveway

**Residents maintain their exterior and landscaping at their discretion; alterations need LGEHOA Board approval. (When in doubt, ask.)**

Check if applicable and included in request:

- Alexandria Township approval
- DNR approval
- Other \_\_\_\_\_

**Architectural/Landscape Committee Recommendation:**

\_\_\_\_\_

Committee Representative Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Completion Date: \_\_\_\_\_