



COMMITTEE CHARTERS

Administrative Committee:

The purpose of the Administrative Committee is to provide Lake Forest Glen employees' personnel policies and procedures pertaining to their employment while at Lake Forest Glen Homeowners Association. The duties and responsibilities of the Administrative Committee Include:

- (1) To provide administrative guidance to the employees of Lake Forest Glen Homeowners Association.
- (2) To act as a liaison between the Lake Forest Glen Board of Directors and the Lake Forest Glen employees.
- (3) To maintain the Lake Forest Glen Employee Administrative Manual, The Lake Forest Glen Administrative Manual is to provide written personnel policies and proceeds.

Architectural Review Committee:

Under the appointment of the Board of Directors, the chair of the Architectural Committee forms a committee with the charter to maintain and ensure the architectural integrity and continuity of Lake Forest Glen (LFG), and to uphold Covenants, Codes, and Restrictions as they pertain to architectural matters.

Nomination Committee:

The Nomination Committee, under appointment of the Board of Directors, is charged with overseeing the election of members to the Board of the Lake Forest Glen Homeowners Association. The Committee is charged with oversight of letters of intention from within the membership of the Lake Forest Glen Homeowners Association. Further, the Committee is charged with the introduction of candidates, and ballot count for Board members at the annual homeowner's meeting in October. Members of the committee that are running for office are barred from ballot count for that specific election.

Rules and Regulation Committee:

As provided by the second amended by-laws of the Lake Forest Glen Homeowners Association, this standing committee under the appointment of the Board of Directors, is designed to maintain and uphold the Lake Forest Glen covenants, codes, and restrictions, articles of incorporation, by-laws, and Board resolutions.

Landscape Committee:

The purpose of the Landscape Committee is:

- (1) To act as a liaison between the Homeowners Association, Board of Directors, Manager regarding landscaping issues _such as, but not limited to the overall "look" of Lake Forest Glen and specific areas of concern such as tree spraying, etc.
- (2) To make recommendations to the Board on issues that need further review such as suppliers, etc.
- (3) To use best efforts to develop volunteer corp. that can assist with projects such as planting, raking, etc. in a direction of Manager.
- (4) To work with other Board committees in making recommendations having to do with outdoors esthetics of Lake Forest Glen