



## Policy and Procedure for the More Mesa Shores Architectural Committee (MMSAC)

### **REVISION DATE:**

March, 2016

### **PURPOSE:**

This policy is being written to formalize the More Mesa Shores Architectural Committee (MMSAC) and clarify the relationship with the MMS Board of Directors (BOD).

As per article VI of the MMS CC&R's, the purpose of the Architectural Review is to maintain the essence of the neighborhood and compliance to Association Bylaws and CC&R's. The BOD may choose to delegate the responsibility of reviewing proposed work to the MMSAC.

### **POLICY:**

The BOD may choose a standing committee to review all architectural plans, specifications, or drawings submitted to them by home owners or their agents for any new structures or remodels. This committee will evaluate the plans submitted with the purpose of maintaining the essence of the neighborhood and compliance to Association Bylaws and CC&R's. The MMSAC makes recommendations to approve or disapprove plans at several steps in the process to the BOD, which the BOD will approve or reject. Association members are encouraged to pursue their concerns, that are beyond the scope of the MMSAC review, with the County Planning and Development Department.

### **THE COMMITTEE:**

The BOD will appoint association members to serve on the MMSAC. Each appointed member shall hold this office for such period, have such authority and perform such duties as are provided in the Bylaws or as the Board may determine from time to time. The MMSAC membership will be reconfirmed annually by the BOD.

- **Qualifications:**

- . The board will seek association members *who have an interest in protecting the Vision of the More Mesa Shores CC&Rs.*
- **Number of the Architectural Committee:**
  - The MMSAC will consist of a minimum of 3 members.
- **Committee Chair**
  - The person holding the office is typically elected or appointed by the members of the committee.
- **Appointing the Chair::**
  - The Architectural Committee will appoint their chair from the members of the group
- **Duties of the Chair:**
  - The chair presides over meetings and conducts its business in an orderly fashion.
- **Board Liaison to the Architectural Committee:**
  - The BOD will assign one board member to liaison between the BOD and the MMSAC. Said Liaison will attend MMSAC meetings, participate in discussion (if asked), and report back to the BOD. The Liaison will not be a voting member of the MMSAC.
- **Duties of the Committee:**
  - Conduct the architecture and building review process, as delineated in the Architecture & Building Guide for More Mesa Shores Homeowners Association (found at [www.MoreMesaShores.com](http://www.MoreMesaShores.com)) with the purpose of maintaining the essence of the neighborhood and compliance to the Association Bylaws and CC&R's.
  - MMSAC considers inputs from the subject property homeowner, affected neighbors, historical precedence, and many other factors when making their independent recommendations to the BOD.
  - Make formal written recommendations to the BOD to approve or not approve the submitted plans.
  - Records of meeting recommendations will be kept.

#### **HOMEOWNERS:**

- Homeowners living within 500 ft of the subject property will be notified by SB County Planning and Development (SBC P&D) of a proposed project being reviewed.
- MMSAC architecture and building review process encourages the subject property owner to engage with homeowners that live within 300 ft of their property to review and discuss their proposed plans.
- MMS homeowners are encouraged to formally voice their concerns directly with SBC P&D prior to SBC P&D hearings.

**Please visit the More Mesa Shores website to view the MMS CC&R's, Bylaws, Architecture & Building Guide for More Mesa Shores HomeOwners Association, and other HOA documents at [www.MoreMesaShores.com](http://www.MoreMesaShores.com).**