



**DC Ranch Association  
Board Report 8-13-18 #1**

**Subject Matter: Policy 101 – Policy Committee Charter  
Proposed Revisions**

**Background:** On June 5, 2017, the Board of Directors approved Policy 101.

The policy establishes, among other things, the committee's composition. It reads as follows: The committee shall be composed of three members, two of which shall be sitting directors on the Board and the third member will be the Executive Director.

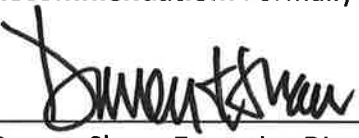
There has been some discussion about expanding the director parameters, by allowing prior directors to serve on the committee in addition to sitting directors; and, to expand the committee's membership from three to five.

Pursuant to Section 102.4c of the policy for the management and development of policies, the following applies should the Board wish to move the through the formal approval process. *When the Policy Committee recommends a new policy or a change to a policy and prior to the Board's formal vote, community members shall be provided with a 30-day comment period, where they are afforded an opportunity to provide input and comment on the proposed policy. The proposed policy or policies will be posted on the community's website and notice regarding the posting will reflect in the weekly This Week on the Ranch e-mail to DC Ranch residents.*

Currently, the committee has three members, who are: Dr. Phil Geiger, Stephen Koven and Executive Director, Darren Shaw. The proposed revisions address the following: 1) the committee size expands from three members to 3-5 members, 2) past directors can serve on the committee and 3) the charter and committee's composition is reviewed annually by the Board.

The proposed revisions were conditionally approved at the May 7, 2018 board meeting. The proposed revisions were posted in accordance with the foregoing requirements. No comments were received.

**Recommendation:** Formally approve the policy's revisions as proposed.

  
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Darren Shaw, Executive Director



**DC Ranch Association  
Policy 101  
Policy Committee Policy and Charter**

**Policy 301**

**Effective Date:**

**Revised: August 3, 2018**

**Objective:** The purpose of the Policy Committee is to provide advice to the Board of Directors on all policy related matters.

**Policy Statement:** The Board of Directors will appoint and maintain a standing Policy Committee.

**Reporting Structure:** The Policy Committee reports directly to the Board of Directors.

**Composition:** The Committee shall be composed of three (3) to five (5) members, two of which shall be sitting directors on the Board and one ~~the third~~ member will be the Executive Director. Past directors may also serve on this committee. The committee's chairperson shall be appointed by the Board of Directors.

The Board will review and approve the committee charter and membership annually (typically during the first or second Association board meeting after an election of directors).

**Member-Term:** The term is one-year. The Board shall appoint members of this committee on an annual basis at its June board meeting.

**Meeting Schedule:** The Committee shall meet as required to fulfill its responsibilities.

**Responsibilities:**

- Review all existing board policies on an annual basis and recommend changes as applicable as it relates to practical application, changes in legal requirements, etc.
- Assist the Board of Directors as requested to interpret policy language and intent.
- Develop new policies for Board consideration that address areas of governance and operations within the Board's purview and realm of responsibilities.

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
Board President or Secretary

Effective Date: \_\_\_\_\_