



**DC Ranch Association
Board Report 5-6-19 #3**

Subject Matter: Proposed Policy 107 - Neighborhood Committees

Background: Neighborhood Committees serve one primary purpose, which is to work with their “Neighborhood Members” to present special initiatives and enhanced service requests to the DC Ranch Association Board of Directors. There are 16 neighborhoods under the DC Ranch Association umbrella, where Neighborhood Committees apply. There are also 10 sub-associations that are self-governed; the governing documents suggest that Neighborhood Committees are not applicable to sub-associations because they have their own governing Board.

The Policy Committee presents the accompanying policy regarding Neighborhood Committees. Its purpose is to define the role, responsibilities, composition and election process for Neighborhood Committees within the DC Ranch governance system.

This proposed policy addresses the following:

- Committee’s purpose
- Length of term
- Election process
- NVM involvement
- Meeting requirements
- Neighborhood voting requirements
- Presentations to the Board
- Board of Directors authority

The Policy Committee recommends conditional approval of this policy. At that point it can be posted for 30-day member comment in accordance with Policy 102. It can then be brought back to the Board for formal consideration at its June 10, 2019 regularly scheduled meeting.

Recommendation: Conditionally approve the policy for the required 30-day member comment period cited above.

A handwritten signature in black ink, appearing to read 'Darren Shaw', is written over a horizontal line.

Darren Shaw, Executive Director



**DC Ranch Association
Policy 107
Policy on Neighborhood Committees**

Policy 107

Date of Adoption:

Effective Date:

Last Revised: 4-11-2019

107.1 Purpose: The purpose of this policy is to define the role, responsibilities, composition and election process for Neighborhood Committees within the DC Ranch Association governance system.

107.2 Scope: This policy covers the process for Neighborhood Members to request additional investment in or a change in services provided to their Neighborhood.

107.3 Responsibility/Authority: The responsibility and authority for this policy rests with the Board of Directors of the DC Ranch Association and, by the Board's delegation or request, the Executive Director, Neighborhood Committees and Neighborhood Voting Members (NVMs).

107.4 Introduction: DC Ranch Association's mission statement is as follows: To serve all DC Ranch Stakeholders through the professional management and protection of the community's fiscal and environmental assets. DC Ranch Association delivers high quality and consistent operations, landscape, maintenance and security services with an emphasis on customer care and open communication that result in sustained property values and exceptional quality of life. This policy will provide guidance to Members regarding how to request additional investment in or a change in the services provided to their Neighborhood by the Ranch Association.

107.5 Definitions:

107.5.a: "Member", "Owner", "Voting Member" and "Neighborhood" and "Neighborhood Committee" are defined by the Ranch Association CC&Rs and Bylaws.

107.5.b: "Neighborhood Members" are Owners whose property is situated within the boundaries of the Neighborhood. There is only one membership per Unit CC&Rs 6.2).

107.5.c: "Owner" is defined at Section to 2.19 of the CC&Rs. One or more Persons who hold the record title to any Unit but excluding in all cases any party holding an interest merely as security for the performance of an obligation.

107.5.d: "Voting Member" (NVM) is defined at Section 2.32 of the CC&Rs. They cast all votes attributable to their Units on all matters requiring a vote of the membership (except as otherwise specifically provided in the CC&Rs and Bylaws). The term "Voting Member" shall also refer to the alternate Voting Member acting in the absence of the Voting Member.

107.5.e: "Neighborhood" is defined at Section 2.15 of the CC&Rs. Neighborhood is defined as a group of Units designated as a separate Neighborhood for one or more of the following purposes: (a) sharing Exclusive Use Common Areas; (b) receiving other benefits or services from the Association which are not provided to all Units within the Ranch; or (c) electing a Voting Member as provided in the CCRs section 6.4. There are 16 Neighborhoods. Neighborhoods do not include sub-associations which are separately managed.

107.5.f: "Neighborhood Committees" is defined at Section 5.3 of the Bylaws. Neighborhood Committees: Each Neighborhood that has no formal structure or association may elect a Neighborhood Committee to determine the nature and extent of services, if any, to be provided to the Neighborhood by the Association in addition to those provided to all Members of the Association in accordance with the Declaration.

107.6 Committee Composition, Term, Election, Term and Termination of Neighborhood Committee Members:

107.6.a: Composition: The Committee shall consist of three to five members. Any director elected to the Board from a Neighborhood shall be an *ex officio* member of the Neighborhood Committee. The Voting Member representing such Neighborhood shall be the chairperson of the Neighborhood Committee, shall preside at its meetings and shall be responsible for transmitting any and all communication to the Board (Bylaws/5.3).

107.6.b: Term: Neighborhood Committees shall be elected for a term of one year, or until their successors are elected (Bylaws/5.3).

107.6.c: Election: Neighborhood Committee Members are elected by the affirmative vote of at least 51% of all Owners within the Neighborhood.

107.6.d: Election Process: Upon request from the DC Ranch Association Board, or a Neighborhood Member, notice that the formation of a Neighborhood Committee is being considered, generally for a specific purpose, is provided by the Association. The Association communicates to all Neighborhood Members asking if they would like to be a candidate for membership on the committee. Once a slate of at least three to five member candidates is established a neighborhood election will commence. The ballot will be formatted so that each Owner of a Unit can vote for no more than five candidates. At least 51% of the Owners of Units within the Neighborhood must approve each candidate for him or her to be named to the committee in writing via a ballot, which is distributed by the Association. The voting period is 30-days. The election period can be extended for consecutive two-week periods until such time 51% of the Owners of Units within Neighborhood Members have cast their votes.

107.6.e: Neighborhood Voting Members: NVMs shall count as one of the members of the Neighborhood Committee with full voting privileges. In the event there are multiple NVMs in a Neighborhood, a single NVM shall be appointed by the DC Ranch Association Board to serve as chair by a vote of the Neighborhood Committee and the other NVMs will serve as members of the committee (Bylaws5.3).

107.7 Neighborhood Committee Meetings and Operation:

107.7.a: Neighborhood Committees serve one primary purpose, which is to work with their "Neighborhood Members" to present special initiatives and enhanced service requests to the DC Ranch Association Board of Directors.

107.7.b: All meetings shall be open to all Neighborhood Members (Bylaws/5.3). At least four days written notice of the meeting shall be distributed to all Unit Owners (Bylaws/3.8). The committee may also act by unanimous written consent in lieu of a meeting (Bylaws 5.3).

107.7.c: The Neighborhood Committee considers requests from Owners of Units within the Neighborhood for a change in the level of service or request for special services for the Neighborhood Units. It determines, by majority vote of the committee members present at a noticed meeting, if the request(s) should be presented to the DC Ranch Association Board of Directors for consideration.

107.7.d: Presentations to the Board of Directors: The Neighborhood Committee Chairperson is responsible for arranging for a Neighborhood Committee request to be added to the agenda for a regularly scheduled DC Ranch Association Board of Directors meeting. The Neighborhood Committee Chairperson will present background information concerning the request so that the Board will have a full understanding of the request under consideration. Information presented will include rationale for the request, budget, resource and timeline estimates. The Board will vote to approve, modify or reject all Neighborhood Committee requests.

107.7.e: Neighborhood Requests and Conditional Approval: If the Board approves the Committee's request, the approval will be conditional, based on the proviso that formal approval is subject to an affirmative vote of 51% of all Owners of Units within the Neighborhood. DC Ranch Association will assist with oversight and verification of the election process using electronic voting over a 30-day period. The DC Ranch Association Board maintains the sole discretion to veto any neighborhood vote initiatives (CCRs/6.2(a)).

Approved By: _____ Date _____
Board President or Secretary

Effective Date: _____