



Policy 107 Neighborhood Committees

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Effective Date June 10, 2019
Last Revised: November 6, 2023 [to be revised; section numbers and formatting will be adjusted when verbiage is finalized]

- 107.1 Purpose.** The purpose of this policy is to define the role, responsibilities, composition, and election process for Neighborhood Advisory Committees within the DC Ranch Association governance system, in accordance with Article V Section 5.3 of the Ranch Association Bylaws.
- 107.2 Scope.** This policy covers the process for Neighborhood Members to request ~~additional investment in or a change in services provided to their Neighborhoods~~ special services or a higher level of services provided to their Neighborhood. Neighborhood Advisory Committees may be formed in accordance with this policy to determine if a request for a higher level of services should be presented to the DC Ranch Association Board of Directors for consideration.
- 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 of Directors delegation or request, the Executive Director, Neighborhood Advisory 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 community patrol and gate access 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.** Refer to Article II of the Amended and Restated Declarations of Covenants, Conditions, and Restrictions for the Ranch Association
- ~~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.~~

~~107.5.g "Good Standing" shall be defined as: No financial obligations past due over 90 days owed to the Association, no unresolved covenant violations of the Community Standards and not a party to litigation with claims alleged against the Association.—~~

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

107.6.a Composition: ~~T~~he 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 Advisory Committee. The Voting Member representing such Neighborhood shall be the chairperson of the Neighborhood Advisory 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 Advisory Committees shall be elected for a term of one year, ~~or~~ until their successors are elected, or upon completion of the matter under consideration (completion includes Neighborhood vote, Board action and, if approved, project implementation). ~~(Bylaws/5.3)~~.

107.6.c Election: Neighborhood Committee Members are elected by the affirmative vote of at least 51% of ~~those that vote within the Neighborhood~~ the Owners of Units 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 Advisory 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. ~~If more than five residents want to participate on the Neighborhood Committee a neighborhood election may be required to determine committee composition.—~~

107.6.e Neighborhood Voting Members: NVMs shall count as one of the members of the Neighborhood Advisory 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 Advisory Committee and the other NVMs will serve as members of the committee ~~(Bylaws 5.3)~~.

107.6.f Good Standing: All Neighborhood Advisory Committee members must be in Good Standing. "Good Standing" shall be defined as: no financial obligation past due over 90 days owed to the Association, no unresolved covenant violations of the Community Standards and not a party to litigation with claims alleged against the Association.

107.7 Neighborhood Committee Meetings and Operation.

107.7.a: Purpose: Neighborhood Advisory 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: Meetings: All meetings shall be open to all Neighborhood Members ~~(Bylaws 5.3)~~. At least four-day written notice of the meeting shall be distributed to all Neighborhood Unit Owners. The committee may also act by unanimous written consent in lieu of a meeting ~~(Bylaws 5.3)~~. Minutes or meeting notes shall be kept for all meetings and be available upon request from the Board of Directors or Association Owner.

107.7.c: Requests: The Neighborhood Advisory 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 as noted in 107.2 of this Policy. It determines, by majority vote of the committee members present at a noticed meeting in person or by telephone, 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~~Initial Request to Board: The Neighborhood Advisory 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 Advisory 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. The Committee Chairman must complete the Neighborhood Advisory Committee Request for Consideration Form and submit it to Ranch Association staff at least seven business days in advance of a Ranch Association regularly scheduled Board meeting to be placed on an agenda for Board consideration. The Ranch Association Board will consider the Request for Consideration Form in advance of a neighborhood vote. Upon Board approval, the Neighborhood Advisory Committee can proceed with the Neighborhood vote as outlined in this policy.~~

107.7.e: Neighborhood ~~Requests and Conditional Approval~~Vote: If the Board approves the Committee's request, the Neighborhood Advisory Committee Chair will work with Ranch Association Staff, who will facilitate a neighborhood vote. Approval requires a quorum of all Owners of Units within the Neighborhood to cast votes, with quorum defined as 30%. A majority of owners (51%) of Owners of Units casting votes must vote in the affirmative. approval will be conditional, based on the proviso that formal approval is subject to an affirmative vote of at least 51% of all Owners of Units within the Neighborhood. DC Ranch Association Staff 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)) presented to the Board on behalf of the Neighborhood.~~ [Note: Legal to verify quorum/vote requirements.]

107.7.f. Final Board Vote and Decision: If the Neighborhood Vote fails, the matter will not go before the Ranch Association Board for final approval. If the Neighborhood Vote passes, Ranch Association Staff will place the item on the Ranch Association Board Consent Agenda for final ratification at the next regularly scheduled meeting after the Neighborhood Vote. The Neighborhood Committee Chair must update the Neighborhood Request Form to reflect the vote results, rationale for the request, and bid results (if applicable). The DC Ranch Association Board maintains the sole discretion to veto any neighborhood vote initiatives presented to the Board.

Approved by: _____ Date: _____
Board President or Secretary

Effective Date: _____