



**DC RANCH ASSOCIATION  
POLICY 106  
POLICY ON NEIGHBORHOOD VOTING MEMBERS ('NVM')**

**Date of Adoption:** January 8, 2018

**Effective Date:** January 9, 2018

**Last Revised:** November 10, 2025

**106.1 Introduction:** The mission of the Ranch Association is to serve DC Ranch stakeholders through the professional management and protection of the community's fiscal and environmental assets. The Ranch Association delivers high quality and consistent operations, landscape, maintenance, and community patrol and gate access services with an emphasis on customer care and open communication that result in sustained property values and an exceptional quality of life.

**106.2 Purpose:** The purpose of this policy is to define the NVM program.

**106.3 Definitions:** Voting Member (hereinafter referred to as Neighborhood Voting Member or NVM): The representative selected by the Class "A" Members (homeowners) within each "Neighborhood" pursuant to Section 6.4(b) of the CC&Rs who casts the Class "A" votes attributable to their units on all matters requiring a vote of the membership, except as otherwise provided by the CC&Rs.

The term "Voting Member" shall also refer to the Alternate Voting Member (Alternate **NVM**) acting in the absence of the Voting Member (CC&Rs 2.32). All Voting Members must reside in the neighborhood they represent. and must be in Good Standing with the Association. "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.

Neighborhoods, for the purposes of this policy, are defined as Neighborhood voting blocks established by the Ranch Association Board of Directors.

**106.4 Scope:** This policy provides direction regarding processes and expectations associated with the NVM program.

**106.5 Responsibility/Authority/Delegation:** The Ranch Association Board of Directors delegates some of its responsibilities to the CAO/COO, such as the management of the NVM program.

## **106.6 NVM Roles and Responsibilities:**

**106.6.a:** Neighborhood Voting Members represent neighborhood members who elected them to make voting decisions in their best judgement. They are the primary connection to their neighborhood members and, by their responsibility to select members of the Ranch Association Board of Directors, they hold an important role at DC Ranch.

**106.6.b:** The primary duties of an NVM are to represent its Neighborhood as defined by the Board of Directors to 1) elect-Ranch Association Board of Directors, 2) vote in all Association matters requiring a membership vote, 3) serve as chair of its Neighborhood Committee, should one be created under Article V of the Bylaws, 4) act as a liaison between the Board of Directors and its constituents on matters of importance to the Neighborhood and 5) provide a quorum of members for the annual meeting.

**106.6.c:** NVMs cast all allocated votes for director candidates on the ballot. NVMs are encouraged to seek input on Board of Directors candidates from their Neighborhood members and should cast their votes for the candidate/candidates that the NVM believes would provide the best leadership for the Association. Each lot represents one vote; each vote is counted in each voting block which is determined by the Board of Directors.

**106.6.d:** Cumulative voting is prohibited (Bylaws 3.3(b)). Cumulative voting is defined as a system of voting in an election in which each voter is allowed as many votes as there are candidates and may give all to one candidate or varying numbers to several candidates.

### **Example:**

- 30 members in Neighborhood Voting Block
- 3 open board positions on ballot
- 5 candidates running for the board

Votes Cast	Permitted
18 votes each for 5 candidates for a total of 90 votes	Yes
15 votes for 2 candidates and 30 votes for 2 candidates for a total of 90 votes	Yes
30 votes for 3 candidates for a total of 90 votes	Yes
45 votes for 2 candidates for a total of 90 votes	No
90 votes for 1 candidate	No

**106.6.e:** NVMs and alternate NVMs are encouraged to attend Association Board meetings and communicate meeting highlights to the neighborhood they represent.

**106.6.f:** NVMs will receive an e-mailed copy of all approved board meeting minutes and are encouraged to forward them to the neighborhood members they represent in a timely manner.

**106.6.g:** NVMs keep their neighborhood informed of Association concerns, issues and/or positive comments regarding their neighborhood.

**106.6.h:** NVMs communicate directly with the Association's management team and Board of Directors with meaningful feedback and advice from their neighborhood members regarding association related matters.

**106.6.i:** NVMs shall be knowledgeable about the Association's procedures, policies and processes.

**106.6.j:** NVMs should maintain a basic understanding of the community's governance structure, e.g., Community Council and the Covenant Commission, and be familiar with the Association's policies and current business.

**106.6.k:** NVMs make themselves available as a resource to the Community Council and to the Covenant Commission for all matters requiring communication to and from the Neighborhood members they represent, e.g. surveys, special initiatives, etc.

**106.6.l:** NVMs participate in focus groups, when possible, organized by the Association Board of Directors, management staff, Community Council or the Covenant Commission to solicit advice and recommendations on Board of Directors proposals, prior to Board of Directors action being taken.

**106.6.m:** NVMs are to encourage participation by Members they represent, in Association and Community Council activities, meetings, and programs.

**106.6.n:** NVMs are encouraged to promote neighborhood events, such as "neighborhood get-togethers," picnics or other neighborhood building activities, and to deliver welcome baskets to new members, when available.

**106.6.o:** NVMs that are not part of a sub-association are to form a Neighborhood Committee if an issue arises that is specific to the neighborhood it represents and requires the input and vote of the members of that neighborhood (Board of Directors Policy 107).

**106.6.p:** In the event a member contacts their NVM about a concern that can and should be addressed by the Association, the NVM shall communicate with the Board of Directors or management team clearly defining the situation and desired outcome and shall report back to the member on the result of communication.

**106.7 Preparation and Training:** All NVMs and Alternate NVMs, regardless of how many years they may have served as an NVM, are encouraged to attend an annual training session for NVMs, normally scheduled during the third week of January.

#### **106.8 NVMs and Alternate NVMs:**

**106.8.a:** There are 44 NVM neighborhood voting-blocks allocated by the Board of Directors. The 44 NVM neighborhood voting-blocks are provided on a community map labeled Exhibit 1. The Board of Directors reserves the right to adjust the total NVM voting-block count.

**106.8.b:** NVMs and Alternate NVMs shall serve a term of one year until the next annual election (CC&Rs 6.4.b (a)). Said term shall run from January 1 through December 31.

**106.8.c:** NVMs and Alternate NVMs for the same neighborhood cannot be related (spouse, life partner, mother, father, sister, brother, child, in-law) and cannot be co-owners of any property within that neighborhood.

**106.8.d:** NVMs and Alternate NVM shall not be related (spouse, life partner, mother father, sister, brother, child, in-law) to a member of the Association Board of Directors.

**106.8.e:** NVM's shall not vote for themselves in an Association Board of Directors election for a position on the Board of Directors. If an NVM is a candidate for the Board, the Alternate NVM shall cast the applicable votes. If there is not an Alternate NVM, each member of each lot in the neighborhood voting block will vote on their own behalf.

**106.8.f:** Whenever an NVM is simultaneously a Sub-association Board Member for the same NVM community and chooses to continue as a Sub-association Board Member, an NVM special election must be held within 21 days if a single resident or more would like to be the NVM in that corresponding neighborhood. To trigger this special election, a resident must contact the Association that they would like to be on the ballot for the special election. The current NVM may not run in the special election.

**106.8.g:** A Ranch Association Director cannot concurrently serve as an NVM (Board of Directors resolution dated May 5, 2014).

**106.8.h:** Candidate Self Nomination Forms shall be posted on DCRanch.com and available upon request at the Ranch Offices no later than October 1.

**106.8.i:** Candidate's Self Nomination Forms shall be submitted to the Ranch Office no later than 5 p.m. on the first Monday of November. Forms may be submitted by e-mail, regular mail or in person.

**106.8.j:** NVM ballots shall be electronically sent to each Member no later than the last week of November each year. Write-in candidates are permitted on the ballot.

**106.8.k:** Completed NVM ballots must be received by 5 p.m. MST at the Ranch Offices on the due date. The due date and time will be printed on the ballot. Ballots may be submitted by e-mail, regular mail or in person to Ranch Offices.

**106.8.l:** The candidate that receives the greatest number of votes from candidate's neighborhood voting-block shall be elected as the NVM, and the candidate receiving the next greatest number of votes shall be elected as the Alternate Voting Member.

**106.8.m:** Elected NVMs and Alternate NVMs shall be announced at DCRanch.com prior to December 31 and shall be listed in the *Ranch News*.

**106.8.n:** In the event where there is no NVM or Alternate NVM in place, an NVM election can take place at any time of the year to fill the vacancy. If there is a member who volunteers to serve as an NVM, an election will take place in that neighborhood's voting-block.

**106.8.o:** NVMs and Alternate NVM can be removed from office, with or without cause, upon the vote or written petition of owners of a majority of the total number of units owned by Members in the Neighborhood which the NVM represents (CC&Rs 6.4.b).

**106.8.p:** Each NVM from each Neighborhood will be encouraged to sign the Policy 103-Ethics and Harassment Policy for each year in which they serve by January 15.

**106.8.q:** Capitalized words herein shall have the definitions set forth in the Association governing documents.