



Policy 107

NEIGHBORHOOD COMMITTEES

Date of Adoption: June 10, 2019

Effective Date June 10, 2019

Last Revised: October 2026

107.1 Purpose. The purpose of this policy is to define the role, responsibilities, composition, and election process for Neighborhood Advisory Committees (herein "Committees") within the DC Ranch Association governance system, in accordance with Article V Section 5.3 of the Ranch Association Bylaws.

107.2 Scope. The Committees serve one primary purpose, which is to work with their neighborhood owners to request special services or a higher level of services be provided to their neighborhood whether those services are a one-time basis or an ongoing basis and whether or not such services cost more to the neighborhood. The Committees are only for neighborhoods that do not have another homeowner's association in addition to the Ranch Association. The Committee is advisory only, and any decision that comes from the Committee needs to be approved by the DC Ranch Association Board of Directors (Association Board).

107.3 Responsibility/Authority. The responsibility and authority for this policy rests with the Board of Directors of the DC Ranch Association.

107.4 Procedure. Refer to Attachment 1 for a flow chart on the procedure. Refer to Attachment 2 for the Neighborhood Advisory Committee Request Form.

107.5 Phase 1 – Initial Approval

- When a member has an idea for improved services to their neighborhood they should ask for a Neighborhood Advisory Committee Request Form from the receptionist at the Ranch Office, fill out Part 1 and return it to the Ranch Office, attention the Chief Administrative Officer.
- The Chief Administrative Officer will put the request on the agenda of the next regularly scheduled meeting of the Association Board.
- The member who has the idea will present the proposal to the Association Board. The Association Board will either approve or modify the proposal to move to Phase 2 Committee Formation or reject it.

107.6 Phase 2a – Committee Formation, Life, and Activity

- The Association and all the Neighborhood Voting Members (NVMs) of the neighborhood will send an email to all the owners in the neighborhood telling them of the Committee and its purpose. The same communication will ask if the owners are interested in running for the Committee.
- When two weeks have passed, the Association will create a candidates list of those owners that expressed interest in the Committee and send out an

electronic ballot for the owners to vote.

- To be selected to be on the Committee a candidate must:
 - Get at least 51% of the votes of the entire neighborhood
 - Be one of the the top 3 to 5 vote recipients
 - Be in Good Standing (Association Bylaws Section 3.1)
 - Be a property owner in the neighborhood
- The results of the vote and the members of the Committee will be announced by e-mail.
- The NVM is automatically a member of the Committee. If there is more than one NVM, the Association Board will appoint one of them to be the Chairperson and the other NVM to be the Assistant Chairperson.
- Any Association Board member residing in that neighborhood shall be an ex-officio member of the Committee.
- Committee members shall be elected for a term of one year, until their successors are elected, or their work is completed.
- The Committee meets (see Section 107.9 below) and decides what services it wants and estimates the price of providing them.
- The NVM fills out Part 2 of the "Neighborhood Advisory Committee Request Form" and submit it to the Ranch Office to be placed on the agenda for the next regularly scheduled Association Board meeting.
- The Association Board will either approve the proposal to move to Phase 3 Neighborhood Vote or reject it.

107.7 Phase 3 Neighborhood Vote.

- The Association will send out an electronic ballot explaining what a "yes" vote and what a "no" vote will mean for the neighborhood. The timing of the vote will be two weeks.
- At the end of two weeks, the Association will tally the votes. For the proposal to pass, the "yes" vote must be greater than 51% of the owners of the neighborhood otherwise it is rejected.

107.8 Final Approval.

- The NVM fills out Part 3 of the "Neighborhood Advisory Committee Request Form" and submits it to the Ranch Offices to be put on the agenda of the next regularly scheduled Association Board meeting.
- The Association Board considers the proposal and the vote of the neighborhood and votes to approve it or reject it. The Association Board decision will be final.
- The decision of the Association Board is announced to the neighborhood by e-mail.

107.9 Neighborhood Committee Meetings

- All meetings shall be open to all the members of the neighborhood. At least a four-day notice of the meeting time and place shall be e-mailed to all owners in the neighborhood.
- The Chairperson will designate a member of the Committee to take

the notes of the meeting. The minutes of the meeting will be available by request by an owner in the neighborhood or by the Association Board.

- The sole purpose of the Committee is to come up with a specific recommendation for the services and the cost of those services. In doing so, it will listen all the comments and plans offered by the owners.
- The final recommendation requires a majority vote of all members of the Committee.

Approved by DC Ranch Association Board on TBD Effective Date:
TBD

Attachment 1

Neighborhood Advisory Committee Process Chart

1. Request a "Request for Consideration Form" and fill out Part 1.
2. The Association Board considers the request and votes to accept or reject it.

Decision Point: Association Board accepts it, go to number 3.

Or Association Board rejects it.

3. Poll the neighborhood for candidates.
4. Neighborhood vote. To be selected to serve on the Committee, an owner must:
 - a. Receive votes from at least 51% of the owners in the neighborhood.
 - b. Be one of the top 3 to 5 vote recipients.
 - c. Own property in the neighborhood.
 - d. Be in Good Standing.

Note:

1. Any Association Board member from the neighborhood is an ex-officio member of the Committee.
2. The NVM shall be the chairperson of the Committee.

5. The Committee meets and decides what it wants to propose and gets quotes or estimates of the price.
6. The NVM fills out Part 2 of the "Request for Consideration Form".
7. The Association Board considers the request and votes to accept or reject it.

Decision Point: Association Board accepts it, go to the next Decision Point.

Or Association Board rejects it.

Decision Point: Vote of the neighborhood.

- a. 51% of the owners in the neighborhood must vote in favor of the proposal for it to be recommended to the Association Board for approval.
8. The NVM fills out Part 3 of "Request for Consideration Form".
9. The Association Board considers the proposal and votes to approve it or reject it.

Decision Point: Association Board votes for final approval or votes for final rejection of the proposal.

Attachment 2

Neighborhood Advisory Committee Request Form

Part I: Request for DC Ranch Association Board consideration

Neighborhood(s):

NVM(s):

Detailed description of the additional neighborhood service requested:

Submitted by:

Phone:

Email:

Internal use – To be completed by DC Ranch Association Staff:

Date form received:

Date considered by DC Ranch Association Board:

DC Ranch Association Board decision:

Staff point of contact:

Part II: To be completed by the NVM after the Committee has a finished proposal

Proposal:

Rationale for proposal:

Bid results (if applicable):

Neighborhood Committee members:

Other relevant information:

Internal use – To be completed by DC Ranch Association Staff:

Date form received:

Date considered by DC Ranch Association Board:

DC Ranch Association Board decision:

Staff point of contact:

Part III: To be completed by NVM after Neighborhood Vote

Proposal:

Rationale for Request:

Vote Results:

Internal use – To be completed by DC Ranch Association Staff:

Date form received:

Date considered by DC Ranch Association Board:

Staff point of contact:

DC Ranch Association Board final decision: