



Policy 107 NEIGHBORHOOD COMMITTEES

Date of Adoption: June 10, 2019

Effective Date June 10, 2019

Last Revised: ~~January 7,~~
~~2025~~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). This policy covers the process for Neighborhood Members to request 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 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 Introduction. DC Ranch Association's mission statement is "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."

- 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 DefinitionsPhase 3 Neighborhood Vote. Refer to Article II of the Amended and Restated Declarations of Covenants, Conditions, and Restrictions for the Ranch Association

- 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 Committee Composition, Term, Election, Term and Termination of Neighborhood Advisory Committee MembersFinal 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.

~~107.6 a Composition:~~ The Neighborhood Advisory Committee shall consist of three to five members. Any director elected to the Board from the Neighborhood shall be an *ex-officio* member of the Neighborhood Advisory Committee. The NVM representing such Neighborhood shall be the chairperson of the Neighborhood Advisory Committee, shall preside at its meetings and shall be responsible for transmitting all communication to the Board. If there is more than one NVM, reference section 107.6e.

~~107.6 b Term:~~ Neighborhood Advisory Committees shall be elected for a term of one year, or until their successors are elected, until completion of the matter under consideration (completion includes Neighborhood vote, Board action and, if approved, project implementation).

~~107.6 c Election:~~ Neighborhood Advisory Committee Members are elected by the affirmative vote of at least 51% of 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.

~~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 Association to serve as chair by a vote of the Neighborhood Advisory Committee and the other NVMs will serve as members of the committee.

~~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.

107.9 Neighborhood Committee Meetings and Operation

- ~~• 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.~~

~~107.7 a Purpose:~~ Neighborhood Advisory Committees serve one primary purpose, which is to work with their Neighborhood Members to request special services or a higher level of services be provided to their Neighborhood.

~~107.7 b Meetings:~~ All meetings shall be open to all Neighborhood Members. 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. Summary meeting minutes that are approved by the committee members shall be kept by the Committee Chair for all meetings and be available upon request from the Board of Directors or Neighborhood 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 Initial Request to Board:~~ The Neighborhood Advisory Committee Chairperson is responsible for arranging for a Neighborhood Committee request to be submitted to the DC Ranch Association Board of Directors for consideration. 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.

~~The Committee Chairman must complete the Neighborhood Advisory Committee Request for Consideration Form (Exhibit A) and submit it to DC Ranch Association staff for coordination of Board consideration. The DC 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 Vote:~~ If the Board approves the Committee's request, DC Ranch

~~Association Staff will facilitate a neighborhood vote using electronic voting over a thirty-day period. Approval requires an affirmative vote of Owners representing a majority of Units within the Neighborhood.~~

~~**107.7 f Final Board Vote and Decision:** If the Neighborhood Vote fails, the matter will not go before the DC Ranch Association Board for final approval. If the Neighborhood Vote passes, DC Ranch Association Staff will place the item on the DC 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 Advisory Committee Request for Consideration 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 DC Ranch Association Board on ~~Jan. 7, 2025~~TBD
Effective Date: ~~Jan. 7, 2025~~TBD