



**DC Ranch Association
Board Report 6-1-2020 #3**

Subject Matter: Appointment of Committee Members and Charter Approval

Background: Each year the Board appoints members to its three standing committees, which are 1) Budget and Finance Committee, 2) Modifications Committee and 3) Policy Committee.

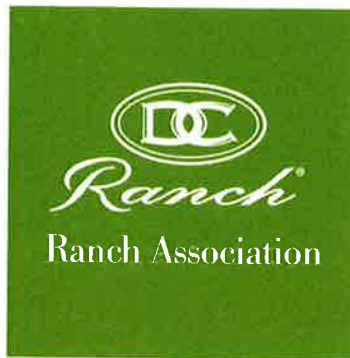
Accompanying this report are the 2019/2020 committee rosters, and proposed committee appointments for the 2020/2021 year, expiring June 2021.

The existing charters for each of the committees are also provided with this report. Revisions are proposed for the Budget and Finance Committee and Modifications Committee charters, which each of the committees endorse. No revisions are proposed for the Policy Committee charter.

Recommendation: Approve the proposed slate of committee members for one-year terms and the proposed revisions to the Budget and Finance Committee and Modifications Committee charters; approve the existing Policy Committee charter.

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

Darren Shaw, Executive Director



**CHARTER OF THE BUDGET AND FINANCE COMMITTEE
OF THE DC RANCH ASSOCIATION
BOARD OF DIRECTORS**

As appointed and approved by the DC Ranch Association (Association) Board of Directors (Board), the Budget and Finance Committee (Committee) of the Board is hereby ratified with the following:

MISSION: The Mission of the Committee is to ensure that the Association is adequately budgeted, and that financial records and reporting processes meet expectations set by the Committee, as well as associated policy requirements.

GUIDELINES: The Committee will:

- Be chaired by the Treasurer of the Board who will facilitate communications between the Committee and Board
- Serve at the pleasure of the Board
- Assure that all financial policy decisions recommended by the Committee are presented to the Board for consideration
- Decide to hold closed meetings to discuss confidential or privileged information that should be shared only with the Committee and the Board when deemed necessary

CHAIR GUIDELINES: The Budget and Finance Committee Chair will:

- Preside over Committee proceedings
- Coordinate meeting schedules, set agendas and assign tasks to subcommittees
- Fully share information with the Committee and the Board

AUTHORITY: The Committee is authorized to review and obtain information relevant to all fiscal matters of the Ranch Association. This includes copies of all current contracts. The Committee may make comments and recommendations to Ranch Management and the Board.

PURPOSE: The Committee should be familiar with the financial operations of the Association to help provide timely and understandable financial information to the Board. In the event there are significant financial concerns, the Committee will work with the Director of Financial Operations and the Executive Director to recommend potential solutions.

GOALS:

1. Review the Association's financial operations, including the annual budgets, monthly and quarterly financial statements reserve spending and cash flows. Review the Annual Audit Report and Auditors Management Letter prepared by the independent accountants.
2. Evaluate Reserve Fund balances to ensure they appear reasonable and have been reviewed annually as part of the budget development process. Ensure that reserve funds are appropriately invested in accordance with the Board's approved Investment Policy.
3. Work with the Director of Financial Operations and Executive Director in preparing any financial analyses requested by the Board.
4. Review investment results on a quarterly basis with third-party consultant make recommendations as needed to Management or the Board.
5. Report significant financial concerns to the Board and help to develop corrective actions.
6. Develop and maintain a professional working relationship with the Director of Financial Operations and the Executive Director, as well as the Association members of DC Ranch Association.
7. Review the annual budget during the preparation process and discuss with the Director of Financial Operations and the Executive Director areas and line items that do not appear reasonable or require further evaluation before presenting to the Board.
8. Review the impact to Association Neighborhood assessments as part of budgeting process.
9. Review the Association Accounts Receivable balances and aging report.

GENERAL: Committee meetings are open to any DC Ranch resident except for periods when confidential or privileged information will be discussed. The meeting schedule will be published on the DC Ranch web site. Financial review meetings will be held as the Chair deems necessary and appropriate, but at minimum, on a quarterly basis.

COMPOSITION of the COMMITTEE: The committee will consist of the Board Treasurer (the Chair of the committee) and may also include one additional Board member (Vice Chair), and up to five resident members. -Having representatives from each of the four Ranch Villages is highly desirable. The Board will review and approve the committee charter and membership annually (typically during the first or second Board meeting after an election of new Board members).

COMMITTEE PRODUCTS: The Committee will provide the Board with reports as necessary. The Committee will work on the annual budget process and make recommendations and priorities for the annual budget. The Committee will also review the DC Ranch Reserve Report to ensure that all reserves are adequate.

Approved by the DC Ranch Association Board of Directors on -----



**DC RANCH ASSOCIATION
MODIFICATIONS COMMITTEE CHARTER**

- I. **General Purpose** – The purpose of the Modifications Committee is to provide review of modification submittals for existing homes in the following four villages: Desert Camp, Desert Parks, Country Club, and Silverleaf (Covenant Commission in limited role). Those reviews pertain to the following categories:
 - Non-custom and custom home landscape review and inspections.
 - Architectural Modifications under 100 sq. ft. on existing homes.
 - Compliance relating to landscape installation and unapproved modifications.
 - Transfer and disclosure compliance inspections.

- II. **Leadership and Membership** – The Modifications Committee shall consist of at least three and not more than five members **approved** by and serving at the Board's discretion. One member **of the Modification Committee** shall be an Association Board director. The Board of Directors will elect the committee's chairperson. Other committee members may include architects or similar professionals who may not be members of the Association.

- III. **Specific Duties**
 - Review submittals for modifications that fall under the Ranch Association's area of responsibility in strict compliance with the Covenant, all Community Design Books and the Community Standards.
 - Adopt and maintain detailed application and review procedures and design standards governing the area of responsibility consistent with the Covenant and all the Community Design Books, subject to approval by the Covenant Commission.
 - Render decisions regarding modification requests within 30 days from time of submission.
 - Provide Certificates of Compliance (Final Inspection) stating work was completed as approved, with no violations.
 - Per approval from the Association Board, establish and charge reasonable submittal fees for review of modification requests.

IV. **Objectives** – Ensure the aesthetic integrity of the Covenant, all Community Design Books, and the adopted Community Standards, are maintained regarding modifications within the Ranch Association’s area of responsibility.

V. **Meetings** – The Modifications Committee meetings are scheduled on the 2nd and 4th Tuesday of every month to ensure compliance with the 30-day review requirement (CC&Rs Section 4.3).

- Meeting dates can be altered to accommodate a member’s schedule so that the in order to obtain the required quorum can be achieved. Any change of meeting dates shall be approved by at least 3 members of the Modification Committee.
- ~~An annual meeting schedule shall be prepared by the Director of Modifications for the committee to review and approve. The schedule shall provide the dates, time, and location of the meetings. Copies shall be distributed to all committee members and the appropriate Ranch Communication team.~~

VI. **Committee Appointments and Resignations Reporting Requirements**

- The Board will review and approve the committee charter and membership annually (typically during the first or second Association board meeting after an election of directors).
 - If the committee is seeking a new member, all applications shall be sent to the Director of Modifications. The Director of Modifications shall prepare the applications for members to review and an opportunity to vote. A quorum of the committee three (3) members must be obtained shall be present.
 - ~~The resignation of a member shall be submitted in writing to both the Director of Modifications and the Chair of the Committee.~~
 - The Modification Committee’s ~~recommendation~~ election results shall be communicated sent to the DC Ranch Association Executive Director ~~and the Chair of the Committee~~. The DC Ranch Association Board shall review and consider the appointment recommendation approve the results at their its next meeting.
 - Committee member resignations shall be submitted in writing to both the Director of Modifications and the Chair of the Committee.

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VII. **Reporting Requirements**

- Provide a written report of modifications on a quarterly basis to both the Ranch Executive Director and the Chair of the Committee. These reports are to be provided at Board meetings on a quarterly basis.
- Notify Declarant and Covenant Commission in writing of all reviews and decisions within three business days, unless either entity waives such obligation in writing.

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VI.VIII. Spending Authorities – With Association Board approval, the Committee may employ architects, engineers or other professionals deemed necessary to assist or perform reviews. Expense related to this may be included in the Association’s Operating Budget.

Approved by the DC Ranch Association Board of Directors on -----

Proposed Revisions



DC RANCH ASSOCIATION MODIFICATIONS COMMITTEE CHARTER

- I. **General Purpose** – The purpose of the Modifications Committee is to provide review of modification submittals for existing homes in the following four villages: Desert Camp, Desert Parks, Country Club, and Silverleaf (Covenant Commission in limited role). Those reviews pertain to the following categories:
- Non-custom and custom home landscape review and inspections.
 - Architectural Modifications under 100 sq. ft. on existing homes.
 - Compliance relating to landscape installation and unapproved modifications.
 - Transfer and disclosure compliance inspections.
- II. **Leadership and Membership** – The Modifications Committee shall consist of at least three and not more than five members approved by and serving at the Board’s discretion. One member of the Modification Committee shall be an Association Board director. The Board of Directors will elect the committee’s chairperson. Other committee members may include architects or similar professionals who may not be members of the Association.
- III. **Specific Duties**
- Review submittals for modifications that fall under the Ranch Association’s area of responsibility in strict compliance with the Covenant, all Community Design Books and the Community Standards.
 - Adopt and maintain detailed application and review procedures and design standards governing the area of responsibility consistent with the Covenant and all the Community Design Books, subject to approval by the Covenant Commission.
 - Render decisions regarding modification requests within 30 days from time of submission.
 - Provide Certificates of Compliance (Final Inspection) stating work was completed as approved, with no violations.
 - Per approval from the Association Board, establish and charge reasonable submittal fees for review of modification requests.
- IV. **Objectives** – Ensure the aesthetic integrity of the Covenant, all Community Design Books, and the adopted Community Standards, are maintained regarding modifications within the Ranch Association’s area of responsibility.
- V. **Meetings** – The Modifications Committee meetings are scheduled on the 2nd and 4th Tuesday of every month to ensure compliance with the 30-day review requirement (CC&Rs Section 4.3).

- Meeting dates can be altered to accommodate a member's schedule so that the required quorum can be achieved. Any change of meeting dates shall be approved by at least 3 members of the Modification Committee.
An annual meeting schedule shall be prepared by the Director of Modifications for the committee to review and approve. The schedule shall provide the dates, time, and location of the meetings.

VI. Committee Appointments and Resignations

- The Board will review and approve the committee charter and membership annually (typically during the first or second Association board meeting after an election of directors).
 - If the committee is seeking a new member, all applications shall be sent to the Director of Modifications. The Director of Modifications shall prepare the applications for members to review and an opportunity to vote. A quorum of the committee shall be present.
 - The Modification Committee's recommendation shall be communicated to the DC Ranch Association Executive Director. The DC Ranch Association Board shall review and consider the appointment recommendation its next meeting.
 - Committee member resignations shall be submitted in writing to both the Director of Modifications and the Chair of the Committee.

VII. Reporting Requirements

- Provide a written report of modifications on a quarterly basis to both the Ranch Association Executive Director and the Chair of the Committee. These reports are to be provided to the Board on a quarterly basis.
- Notify Covenant Commission in writing of all reviews and decisions within three business days, unless either entity waives such obligation in writing.

VIII. Spending Authorities – With Association Board approval, the Committee may employ architects, engineers or other professionals deemed necessary to assist or perform reviews. Expense related to this may be included in the Association's Operating Budget.

Approved by the DC Ranch Association Board of Directors on -----



**DC Ranch Association
Policy 101
Policy Committee Charter**

Policy 301

Effective Date: August 4, 2018

Revised: June 10, 2019

Objective: The purpose of the Policy Committee is to provide advice to the Board of Directors on all policy related matters.

Policy Statement: The Board of Directors will appoint and maintain a standing Policy Committee.

Reporting Structure: The Policy Committee reports directly to the Board of Directors.

Composition: The Committee shall be composed of three (3) to five (5) members, two of which shall be sitting directors on the Board and one member will be the Executive Director. Past directors may also serve on this committee. The committee's chairperson shall be appointed by the Board of Directors.

The Board will review and approve the committee charter and membership annually (typically during the first or second Association board meeting after an election of directors).

Member-Term: The term is one-year. The Board shall appoint members of this committee on an annual basis at its June board meeting.

Meeting Schedule: The Committee shall meet as required to fulfill its responsibilities.

Responsibilities:

- Review all existing board policies on an annual basis and recommend changes as applicable as it relates to practical application, changes in legal requirements, etc.
- Assist the Board of Directors as requested to interpret policy language and intent.
- Develop new policies for Board consideration that address areas of governance and operations within the Board's purview and realm of responsibilities.

Approved by the DC Ranch Association Board of Directors on -----

Committee Appointments 2020/2021

Updated 5-18-2020

Budget and Finance Committee

Charter - The Board will review and approve the charter and membership annually, usually at the first or second meeting after the election of officers. Membership to include Board Treasurer as Chair, one additional Board member and up to five residents, preferably representative of each Village.

The following slate was approved by the Board on June 10, 2019 for a one-year term.

2019-2020 Proposed

Mike Esparza – Chair – Board Treasurer (Desert Camp)
David Peterson (Desert Parks)
Tom Grace (Desert Camp)
Scott Horsley (Country Club)
Elaine Cottey (Silverleaf)
Ed Swanson (Desert Camp)

2020-2021 Proposed

Sam Hawkins - Chair - Board Treasurer (Desert Parks)
David Peterson (Desert Parks)
Tom Grace (Desert Camp)
Dave Underwood (Desert Camp)
Scott Horsley (Country Club)
Ed Swanson (Desert Camp)
Elizabeth Keparitus - Board President (Desert Camp)

Modifications Committee

Charter - The Modifications Committee shall consist of at least three and not more than five members approved by and serving at the Board's discretion. One member of the Modification Committee shall be an Association Board director. The Board of Directors will elect the committee's chairperson. Other committee members may include architects or similar professionals who may not be members of the Association.

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2019-2020 Proposed

Don Matheson (Chair)
Vince Durocher
Jane Andrews
Sam Hawkins
Kay Chaney Nadel

2020-2021 Proposed

Don Matheson (Chair)
Pam Kacir
NEED ONE
Sam Hawkins
Dina Hudson

Policy Committee

Charter - Membership to include three to five members, two of which are sitting directors of the Board and one which is the Executive Director. One-year term.

The following slate was approved by the Board on June 10, 2019 for a one-year term.

2019-2020 Proposed

Phil Geiger (Sitting Director) Chair
Stephen Koven (Sitting Director)
Vince Durocher (Sitting Director)
Tom Headley (Past Director)
Darren Shaw - Executive Director

2020-2021 Proposed

Vince Durocher (Sitting Director) Proposed Chair
Phil Geiger (Sitting Director)
Stephen Koven (Sitting Director)
Tom Headley (Past Director)
Darren Shaw - Executive Director

Committee Appointments 2020/2021

Updated 5-23-2020

Budget and Finance Committee

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Sam Hawkins - Chair - Board Treasurer (Desert Parks)
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Tom Grace (Desert Camp)
Dave Underwood (Desert Camp)
Scott Horsley (Country Club)
Ed Swanson (Desert Camp)

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2020-2021 Proposed

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Scott Whitmire
Sam Hawkins
Dina Hudson

Policy Committee

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2019-2020

Phil Geiger (Sitting Director) Chair
Stephen Koven (Sitting Director)
Vince Durocher (Sitting Director)
Tom Headley (Past Director)
Darren Shaw - Executive Director

2020-2021 Proposed

Vince Durocher (Sitting Director) Proposed Chair
Phil Geiger (Sitting Director)
Stephen Koven (Sitting Director)
Tom Headley (Past Director)
Darren Shaw - Executive Director