

**High Desert Residential Owners Association
Documents Review Committee Charter
Adopted June 20, 2023**

WHEREAS, pursuant to Article V, Section 5.1 of the High Desert Residential Owners Association (HDROA) By-Laws, the Board of Directors may appoint such committees as it deems appropriate to perform such tasks as to serve for such periods as the Board may designate by resolution.

WHEREAS, pursuant to Article V, Section 5.1, each Committee shall operate in accordance with the terms of such resolution.

WHEREAS, pursuant to Article V, Section 5.1, recommendations to the Board of Directors regarding the governing documents and policies shall be made by the Documents Review Committee.

WHEREAS, the Board of Directors has developed a Documents Review Committee Charter for the purpose of providing to the Documents Review Committee the purpose, responsibilities, and organization of the committee and to clarify its expectations to the Board of Directors on any issue pertinent to the Documents Review Committee.

NOW, THEREFORE the HDROA Board of Directors hereby adopts the HDROA Documents Review Committee Charter.

IN WITNESS WHEREOF, the HDROA hereby executes this Documents Review Committee Charter by and through its authorized representatives on the date and year here written.

High Desert Residential Owners Association

BY: _____
George Marsh, PRESIDENT

DATE: 06-20-2023

**High Desert Residential Owners Association
Documents Review Committee Charter**

Purpose:

The purpose of the Documents Review Committee (Committee) is to provide recommendations to the Board of Directors regarding the governing documents and policies of High Desert Residential Owners Association (HDROA) and to perform the responsibilities listed below.

Organization:

The Committee shall:

- Serve at the discretion of the Board of Directors.
- Consist of a Chairperson who shall be appointed by the Board of Directors and serve at the discretion of the Board.
- Include one member of the Board of Directors and one Voting Member.
- Consist of other members of High Desert who shall be appointed by the Board of Directors and serve at the discretion of the Board.
- Solicit information from consultants with the approval of the Board of Directors.
- Meet periodically in a manner and at a time that will allow for effective and productive outcome.

Responsibilities:

The Committee possesses no authority to make decisions or act on behalf of the Association in any manner, unless such action is authorized by the Board of Directors. Upon the formation of the Committee, the Committee shall:

- Periodically review High Desert policies to identify any that are inconsistent with the governing documents or other policies.
- Maintain a template for formatting new policies or revisions to existing policies and publish it as an attachment to this charter.
- Review proposed new policies or proposed changes to governing documents or policies to identify any conflicts with the governing documents, other policies, or any government laws.
- Assist in the preparation of proposals for new policies or changes to governing documents or policies.
- Review any comments from Voting Members and Members regarding proposed governing document or policy changes.
- Consider and recommend changes to the governing documents or policies.
- Keep a record of the Committee meetings.
- Report to the Board of Directors regularly, or as requested by the Board of Directors.
- Sign and abide by the HDROA Code of Conduct.

The Committee shall agree by majority vote on the final recommendations to be brought to the Board of Directors. The Board of Directors reserves the right to review the recommendations and require the committee to reconvene.

ATTACHMENT 1 Template for Policies

Title of Policy

Preamble

Should include the ***Basis*** and ***Authority*** to enact the policy, including citation(s) to the specific applicable Section(s) or Paragraph(s) of the HDROA By-Laws, Declaration of Covenants, Conditions, and Restrictions for High Desert Residential Properties (CC&Rs), or state statutes.

Where applicable, ***References*** should also be made to other official High Desert documents such as “Guidelines for Sustainability”, “Approved and Prohibited Plants List” and “Landscape Master Plan”.

Purpose

A succinct statement of the purpose of the policy. The purpose of the policy could also be as a supplement to another policy or extend the scope of an existing committee.

Definitions

Definitions could include terms specific to the policy or other terminology not specific to High Desert, but essential to provide clarity to the policy. Such terms could include architectural, forestry, or geological terms.

Policy

The policy should clearly state actions that are prohibited, steps that should be taken to accomplish an approved action, time frames for ceasing the prohibited action, or time frames for completing the approved action. To the extent possible the policy should be enumerated and supplemented with clarifying guidelines. If necessary, the policy could create a committee for overseeing the policy, listing the responsibilities of the committee, and the membership of the committee.

Enforcement

If applicable, the policy should include sanctions for non-compliance of actions prohibited by the policy. Prior to enacting any enforcement of the policy, the appropriate committee(s) should be consulted in conjunction with the community manager. Enforcement actions should be measured and graduated, beginning first with a written notification of the policy violation. Monetary sanctions should be the last resort.

Date Policy Adopted

The date when the Board adopted the policy and a signature from an approving Board officer.

Amendments to the Policy

Amendments to the policy should be included as an addendum to the policy, clearly indicating what has changed and when the change was approved by the Board. The text of the original and all subsequent amendments to the policy should become High Desert official documents.