

High Desert Residential Owners Association
Organizational Description and Committee Policy
Adopted October 18, 2022

I. Authority

This policy is adopted in accordance with Section III C, Paragraphs 3.15 and 3.16, of the HDROA By-Laws, which set forth the general powers and duties of the Board of Directors with respect to the administration of the Association’s affairs, and Article V, Paragraph 5.1 of the By-Laws, which empowers the Board of Directors to appoint committees as it deems appropriate to perform such tasks and to serve for such periods as it may designate by resolution.

II. Purpose

The purpose of this document is to describe the current relationships and responsibilities of the various components that make up the HDROA organization and to officially recognize and sanction their participation in the variety of functions and activities in which the Association is engaged.

III. Board of Directors

The Board of Directors is the governing body of the Association and is granted by its Articles of Incorporation, By-Laws, and Declaration of Covenants, Conditions, and Restrictions (collectively, the “Governing Documents”) all of the powers and duties necessary for the administration of the Association's affairs, except those powers and duties that may be expressly reserved to the Voting Members and/or the Statutory Committees named below.

IV. Voting Member Group

The specific powers and responsibilities of individual Voting Members are described in various provisions of the Governing Documents. While those Documents do not contemplate the development of a formal organization of Voting Members and Alternate Voting Members within the Association, an informal organization has evolved over the years through regular meetings held to discuss issues of mutual interest and a collective desire to participate in the betterment of the community. The Board of Directors recognizes the value of receiving regular input from the Voting Members and encourages the continuation of quarterly informational meetings of Voting Members and Alternates under the direction of a Chairperson elected annually by the membership at the first meeting following the election of Voting Members. It should be noted, however, that such meetings do not constitute official “meetings of the Association” within the meaning of the Governing Documents, unless so designated by the President. Members of the Voting Member Group, collectively and/or individually, possess no authority to make decisions or act on behalf of the Association in any matter.

Additional information may be found in the Voting Member Election policy and in the position descriptions for Voting Members and the Chairperson of Voting Members, which have been adopted by the Board.

V. Statutory Committees

Statutory committees are set forth in the By-Laws or CC&R's of HDROA. Statutory committees are controlled by the definitions in these governing documents and must follow the rules laid out in the governing documents and the accompanying policies that are established by the Board. These governing documents and policies specify operating details such as membership, elections, terms of office, officers, responsibilities, and authority for action. The Board is responsible for recruiting, screening and appointing the Chairpersons and all members of the Statutory Committees but may delegate the responsibility for recruitment of new members to the Committee Chair where appropriate. All committee members are required to sign and adhere to the HDROA Code of Conduct for Committee Members.

The Statutory Committees are:

- A. Nominating
- B. Modifications
- C. New Construction
- D. Covenants (not currently active)

VI. Advisory Committees

Advisory Committees are established by the Board of Directors to make recommendations to the Board on various subjects of interest to the Association and the community. No financial, contractual or other authority is granted to any committee unless explicitly delegated by the Board. The specific duties and scope of responsibilities for each Advisory Committee are set forth in individual Committee Charters approved by the Board. The Board is responsible for screening and appointing the committee Chairpersons, who in turn are responsible for recruiting and recommending the appointment of as many committee members as they deem necessary subject to Board confirmation. All committee members are required to sign and adhere to the HDROA Code of Conduct for Committee Members.

The Advisory Committees that have been established and are active as of the date of this policy adoption are:

- A. Contracts
- B. Landscape
- C. Gated Villages

- D. Communications
- E. Community Events
- F. Welcome
- G. Natural Resources

VII. Electronic Recording and Sharing of High Desert Meetings

The host or chair of any of the following meetings may request the High Desert Manager make a recording (to include chat comments) of specified virtual (e.g., Zoom) meetings.

- 1) Voting Member Quarterly Informational meetings
- 2) Meetings Chaired by the Voting Member Chair
- 3) Special Voting Member Meetings chaired by Board
- 4) Annual Meeting Chaired by Board
- 5) Special Board Meetings
- 6) Regular Board Meetings
- 7) Nominating Committee's Meet and Greet of Board Candidates
- 8) Other Meetings with Board President's approval
 - a. For example, Townhall meetings, Bylaw reviews, etc.

The High Desert Manager must make available the recording to the meeting's host within 2 working days.

Any High Desert member may request access to the recordings of interest by contacting the High Desert Manager within 1 week of the meeting and with notification to the host by the High Desert Manager.

The High Desert Manager must provide the recording to the member within 2 working days of receiving the request.

The High Desert Manager working with the host is responsible for disposal of the recordings after a specified time, but not to exceed 10 calendar days of the meeting, unless requested or required by statute.

Adopted by the Board of Directors on August 8, 2006

Revised and adopted by the Board of Directors on December 18, 2013

Revised and adopted by the Board of Directors on October 18, 2022

Signed: _____
Officer of the Board