

HIGH DESERT RESIDENTIAL OWNERS ASSOCIATION, INC.

VOTING MEMBER AND ALTERNATE VOTING MEMBER JOB DESCRIPTION

Approved December 9, 2009

General Job Description

A primary responsibility of Voting Members ("VM") is the election of the High Desert Residential Home Owner's Association's ("HDROA") Board of Directors. In the absence of a village's Voting Member, the Alternate Voting Member may participate in this election. Other than this one responsibility, the term "Voting Member" will also mean "Alternate Voting Member" throughout this document. Formal requirements for VMs identified in our By Laws and Covenants are listed at the end of this document.

This Board of seven Directors is elected by the VM membership and is the governing body of the Association, making all financial, policy and administrative decisions affecting the HDROA. Voting Members are welcome and encouraged to seek participation on the Nominating Committee. Voting Members also may serve in an advisory capacity to the Board on a variety of issues.

The role of the Voting Member is critical to the Association. The Association's success depends on the willingness of community-minded residents to serve their neighbors in this capacity.

Other Responsibilities

Voting Members are the eyes and ears of the Association within their Villages. They serve as informal leaders of their communities by communicating information about the Association to the residents and by providing their residents with feedback on questions and concerns.

For example, some VMs have organized regular neighborhood meetings, including formal Neighborhood Watch programs. Others have used newsletters, email distributions, or informal gatherings to get the word out. Additionally, all Voting Members are invited to use the Village News page on the HDROA website to communicate important announcements, notices, and reminders to their village residents.

While the method of communication is specific to each Village, it is important that each Voting Member find a way to communicate with the residents of their Village.

Another primary responsibility of Voting Members is to facilitate and foster positive communications between themselves, the residents of the Village that they represent and the HDROA Board. It is expected that communications will be:

- Informative,
- Timely,
- Factual,
- Balanced, presenting all sides of controversial issues, and
- Pertinent to the residents of that Village.

Examples of the types of communications that meet these expectations with Village residents are:

1. Announcements of neighborhood meetings and social events.
2. Reports on the results of Voting Member meetings or other Association activities.
3. Forwarding of security alerts or other information received from the Association.
4. Solicitation of volunteers for community projects.
5. Reminders of forthcoming events, such as Village elections.

6. Explanations of HDROA policies and rules affecting the Village.
7. Requests for community input on issues upon which the VM may be required to vote.

As an HDROA Voting Member, communications containing the following would be unacceptable:

1. Advertising, promotion, or solicitation for any commercial product or service.
2. Political advocacy for or against any candidate or public issue.
3. Personal attacks upon any individual or upon any official body of the Association.
4. Personal complaints or opinions on Association policies or issues presented without recognition of competing viewpoints.
5. Inappropriate or disparaging language.

Other responsibilities include attending the quarterly VM meeting, including the annual meeting when the Board of Directors is elected, and providing budget input to the Board for the gated communities.

Areas NOT the Responsibility of Voting Members

Voting Members should refer the following issues to the appropriate authority, committee or to the Community Manager:

- An emergency, such as fire, burglary, or missing child.
=> Tell the resident to call:
 911 for an emergency;
 242-COPS for a non-emergency;
 AND ask them to contact the patrol service's patrol officer at 362-2314
- Approving new construction and landscaping.
=> Refer the resident to the New Construction Committee.
- Approving modifications to homes, structures, walls or landscaping.
=> Refer the resident to the Modification Committee.
- Approving budget or policy matters.
=> Refer the resident to the President of the HDROA.
- Security Issues, such as an alarm, open door/window/garage door, suspicious person or car, assistance with vehicles.
=> Refer the resident to the patrol service's patrol officer at 362-2314.
- Violations of the CCRs or questions about violations, such as barking dogs, overgrown weeds, inappropriate paint color, bright lights at night.
=> Refer the resident to the Violations Coordinator at HOAMCO at 888-4479.
- Personally solving problems within High Desert, such as a broken lock on gate, irrigation problems in the open spaces.
=> Refer the resident to the Community Manager at 314-5862.

NOTE: all phone numbers and email address are located on the HDROA website at <http://www.highdesertliving.net>

Strategies to Enhance Communication within Your Village

- Establish a Neighborhood Watch Program, which is an excellent communication tool.
=> Contact the Crime Prevention Specialist with the ABQ Police Department, at 924-3600 to get

started. She will walk you through the process.

=> Seek out volunteers to expand Neighborhood Watch to other streets in your village

- Establish a Village Phone and Email list.
 - => Collect information by going door to door.
 - => Ask for help from others to help with the door-to-door task. Distribute the work of collecting information between the voting members, alternate voting members and other volunteers in your village.
 - => Ask our Community Manager to insert a note in the quarterly invoices to your village requesting your residents to call or email you with their name, address, phone and email address.

- Organize a Village Block Party where you can collect your residents' information.
 - => You and just a couple of residents can easily organize a potluck block party: pick a date, get a mailing out regarding the event, organize a few supplies (paper plates, napkins, plastic ware, garbage can), borrow a few folding tables and enjoy the crowd!

- Express an interest to the Voting Member Chairperson to brainstorm other strategies to enhance communication.

Opportunities for Involvement within the Association

Effective management of the HDROA requires that numerous responsibilities and tasks be completed to meet the needs of the organization. To accomplish much of this, committees have been or will be established. The policy entitled "Organizational Descriptions and Committee Policy" and accepted by the Board in August 2006 is available on the HDROA website and describes the opportunities available to HDROA members.

Approved: _____ date: _____

ADDITIONAL REFERENCE MATERIAL

Powers of Voting Members

<u>Reference</u>	<u>Action</u>	<u>When</u>	<u>Requirement</u>
BL 2.6	Petition for a Special Meeting of the Association.	Permitted anytime	Signed by VM's representing 5% of votes.
BL 3.5	Elect Directors at Annual Meeting	Required annually	Majority vote
BL 3.6	Remove Directors with or without cause	Permitted anytime	Majority vote
BL 3.12	Approve proposal to provide compensation for Directors	Required under circumstances	Majority vote
BL 3.14	Attend regular Board Meeting	Permitted anytime	None
BL 6.6	Amend the By-laws	Permitted anytime	75% majority vote
CCR 4.3	Repeal or modify Rules established by the Board	Permitted anytime	2/3 majority vote
CCR 10.3	Disapprove annual budget or assessments established by the Board	Permitted upon petition for Special Meeting within 10 days of notice of assessments	75% majority vote
CCR 10.6	Approve certain types of special assessments	Required under circumstances	51% majority vote
CCR 12.2	Disapprove proposed changes to the Use Guidelines and Restrictions	Permitted anytime	2/3 majority vote
CCR 12.3	Adopt, repeal, modify, limit, or expand the Use Guidelines and Restrictions	Permitted anytime	75% majority vote
CCR 18.2	Amend the CCR's	Permitted anytime	2/3 majority vote

BL = By Laws

CCR = Covenants, Conditions and Restrictions

Note: Additional approvals by High Desert Investment Corporation (who is also called Class "B" Member or the Declarant in the By Laws and CCRs), affected property owners, or mortgage-holders may be required in certain instances and other restrictions and limitations may apply. Some CCR references to formal votes that may be required under rare and unusual circumstances are omitted here.