



Canyon Ridge Springs Property Owners Association
Policy and Procedures Advisory Committee
Board Member Roles and Responsibilities (August 2023)

Welcome to the Canyon Ridge Springs POA Board of Directors. While the formal roles and responsibilities of the POA Board are defined in the Canyon Ridge Springs POA By-Laws, there are some practical rules we should follow to ensure meaningful service to the community.

1. **Commit your Time.** As a Board member, make your service a priority. Participate actively. Prepare for meetings and make every effort to attend them all.
2. **Know your rules, budget, and community.** Read, reread, and be well-versed in your governing documents. Read all relevant agenda materials before a meeting to prepare to discuss issues and make sound decisions. Be familiar with Canyon Ridge Springs physically and drive around periodically. Know what it takes to maintain the community landscaping, roads, and infrastructure.
3. **Always comply with the governing documents and relevant laws.** The Canyon Ridge Springs POA is a 501c3 corporation. As such, there are certain governing and legal requirements we must follow. Be familiar with these and hold other Board members accountable.
4. **Remember your fiduciary duties.** Recognize that Board members operate in a fiduciary capacity. This means you are entrusted with the association's operation and doing what is in the community's best interest, not in the interest of individual lot owners. You take off your hat as a property owner. You wear your hat as an officer and director and use your best business judgment.
5. **Confidentiality.** Confidentiality is a fiduciary responsibility. Maintain confidentiality of association matters when appropriate. While transparency is essential and Board meetings are open to all lot owners, there is a confidentiality aspect of being a fiduciary. If the Board decides a subject is to be treated confidentially, as a Board member, you must abide by that. Information in the Board minutes is public; details not included should be treated as confidential.



**Canyon Ridge Springs Property Owners Association
Policy & Procedures Advisory Committee
Architectural Review Committee – Notification of Approvals Policy (August 2023)**

Guidelines and Principles

1. Section 5.02 d) of the CCRs states:
d) Approvals granted by the ARC will be delivered to the Lot Owner(s) in writing and the Board will be notified of the approval.
2. The ARC is an independent committee operating without Board oversight.
3. The Board cannot influence an ARC decision except on appeal.
4. The Board shall refer any Lot Owner making a direct inquiry regarding an Improvement to the ARC.
5. To facilitate timely, informed communication between the ARC and the Board, it is preferable that the Board be informed of an approval by the ARC in writing when the Lot Owners are notified.

Architectural Review Committee Policy is as follows and may be amended as needed:

Approvals granted by the ARC will be delivered in writing to the Lot Owner(s) and the Board simultaneously.