



**Canyon Ridge Springs Property Owners Association
 Bylaws Review Committee
 Ballot Distribution and Communication Process for Proposed Changes to Bylaws and
 CCRs (Updated October 2022)**

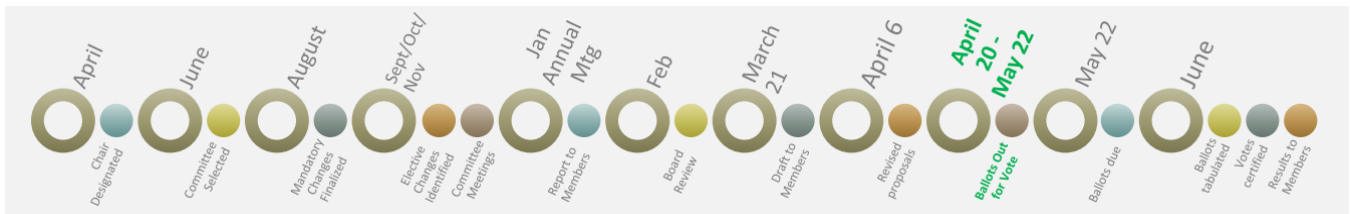
Committee Purpose

The Bylaws Review Committee will consist of a Chairman, who will be a member of the Board of Directors, and two (2) or more members of the Association. Its purpose is to critically review and evaluate current CRS POA Bylaws and CCR/Deed Restrictions in context of the current and future needs of our growing community, and recommend to the CRS Board of Directors drafts of proposed changes that shall be discussed and brought before the CRS POA membership for consideration and vote. Current governing documents will prevail until such time as a 51% vote of the membership approves revisions.

Committee Members - 2023

Kendra Lindly	Chair
Nubia Devine	Member
Jeff Miller	Member
Linda Rose	Member
Sam Wattinger	Member
Lynda Wright	Member
Jennifer Garcia	Strategic Advisor
Larry Baldwin	Strategic Advisor

Timeline - 2023



Committee functions are as follows and may be amended as needed:

1. Review state legislation and modifications to the Texas Property Code to ensure compliance where applicable;
2. Review current CRS POA bylaws to appraise their abilities to effectively guide the governance, preservation of property, and future growth of the CRS community and its POA;
3. Accept and vet change requests from membership;
4. Draft revisions for each section and item under review;
5. Present drafts to CRS POA Board of Directors for review and comment;
6. Revise drafts and re-distribute them for final review;
7. Recommend to the Board the presentation of proposed revisions to the CRS POA membership in advance of any year's forthcoming Annual Meeting;
8. Offer proposed revisions to the membership for comment; revise as needed;
9. Perform related ballot mailing activities;
10. Secure returned ballots, supervise third party tellers, receive certification of the vote;
11. Prepare document revisions as needed following vote by the membership;
12. Present the Board with the final form of approved revisions as a new body of Bylaws ready for recording in County offices;
13. Submit monthly reports to the CRS POA Board of Directors and otherwise when requested; and,
14. Submit an annual report, when requested, in advance of the CRS POA Annual Meeting.

Comment Period – 60 days

Communication #1

- Current and Proposed Language
- No interpretation, no rationale
- Determine if language is strong enough to stand on its own without “Cliff’s Notes”
- Elicit comments to identify “hot buttons”; quantify numbers of comments and level of member interest

Communication #2

- Update proposed language based on comments and recommendations; clarity
- Provide background on what the change means
- Share any meaningful statistics
- Do not share individual comments or language that could drive voting bias

Communication #3

- Current language, proposed language (hopefully final) and rationale for change
- Describe ballot distribution and voting process (not tabulation process)

Ballot Distribution – 4 weeks

Communication #1

- Final Ballot, Intro Letter, Return Envelope
- Thanks for comments, encourage voting, date & sign/lot #, deadline for receipt

Communication #2 – 2 weeks

- Thanks to those who have responded
- Encourage others to respond, exercise right to vote, remind them of receipt deadline
- Include link to committee process, how proposals are submitted and developed

Communication #3 – 3 weeks+

- Final call for ballots
- Introduce ballot tabulation process

Communication #4 – close of ballot submission

- Date for ballot tabulation; link to tabulation process; name tabulation participants?

Communication #5 – Tabulation Results

- Percent of total ballots/votes received
- Comparison of returned ballots by residents/non-residents
- Proposal by proposal results (pass/fail)
- Timeline for document update and filing
- Schedule for next round of updates

Process Revision

- Do process post-mortem to determine if changes are needed to improve efficiency, success
- Survey residents and non-residents for input