



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
Board Composition and Meeting Attendance (August 2023)**

Guidelines and Principles

1. As provided in the Bylaws, only Lot Owners of record can serve as a Director of the Association.
2. The Bylaws set the number of Directors at five.
3. The Association is comprised of both resident and non-resident Lot Owners.
4. It is important to have representation from both resident Lot Owners and non-resident Lot Owners to ensure the activities of the Board and its Committees reflect all Members' interests.

Meeting Attendance goals are as follows and may be amended as needed:

1. The Bylaws provide that the Directors shall determine the frequency, location, and venue of Board meetings held throughout the year as the business of the Association demands.
2. The Bylaws allow Directors to participate in a Board meeting by telephone conference or other electronic method by which all persons participating in the meeting can hear and respond to each other and that such participation in the meeting shall constitute presence in person at the meeting.
3. Directors are expected to make every effort to attend all meetings, whether in person or electronically, and to participate actively.

Board Composition goals are as follows and may be amended as needed:

1. The Board establishes a goal for the Board composition of three Directors who are resident Lot Owners and two Directors who are non-resident Lot Owners.
2. While remote attendance of Board meetings is accepted, any non-resident Lot Owner serving as a Director would be expected to attend the Association's Annual Meeting in person.