



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.

6. **Conflicts of interest.** A conflict of interest can breach your fiduciary duty. If there is a matter before the Board in which you or a family member has an interest, you should recuse yourself immediately. You need to avoid even the appearance of impropriety.
7. **Beware of other breaches.** You can also breach your duties by failing to do the regular tasks involved in overseeing the POA. Board members can breach their duty when they don't hold regular meetings, don't pass budgets properly, or treat some lot owners differently than others.
8. **Work together.** Work within the association's framework and refrain from unilateral action. Discuss Board matters only at Board meetings and not at ad hoc meetings. Remember, the Board speaks with one voice. Each director brings different life experiences and perspectives. While acting in good faith, we may have differences of opinion in interpreting the By-Laws or the CCRs, or we may disagree on the best approach for a situation. A difference of opinion, a different perspective, or another point of view does not make us enemies. Differences should be discussed respectfully and professionally. If you disagree with a Board decision, once it is made, support it.
9. **Exhibit professional behavior.** Treat your fellow Board members and property owners with respect and decency.
10. **Present a positive attitude.** When speaking to other lot owners about your participation on the Board, let them know what a good experience it is and how much you enjoy being able to serve the community. Please encourage them to serve.