



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 –Prohibition for Lot Improvements Before Residence Policy
(August 2023)**

Guidelines and Principles

1. Some years ago, the Architectural Review Committee (ARC) received requests from Lot Owners to build Outbuildings or other Improvements on lots before a Lot Owner began construction on the Residence.
2. The ARC has previously approved such requests only to have the Lot Owner's circumstances and plans change, leaving an abandoned structure that falls into disrepair.
3. Based on this previous experience, the ARC has not recently approved such requests from Lot Owners to add an Improvement before the construction of a Residence.
4. Based on these experiences, the Board desires to establish a policy prohibiting approval of any Improvement on a Lot before the construction of a Residence.

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

The ARC will not approve a Lot Owner's request to add any Improvement to a Lot before the construction of a Residence.