



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 – Outbuilding Policy (August 2023)**

Guidelines and Principles

1. As provided in the Covenants, Conditions, and Restrictions (CCRs) Section 2.15: “Outbuilding” means a structure distinguished from a Residence or Secondary Structure by being less than or equal to 150 square feet (e.g., a storage or utility shed).
2. The Architectural Review Committee (ARC) has seen a trend toward larger storage and utility sheds.
3. Section 5.02 of the CCRs provides: f) When an Improvement does not meet the requirements put forth in this document the Lot Owner may apply to the ARC for a variance.
4. As required in this circumstance, the variance request process places an administrative burden on the Lot Owner to submit additional paperwork.
5. The Board desires to streamline the process for requests for both the Lot Owner and the Architectural Review Committee.

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

1. The Architectural Review Committee may approve requests for an “Outbuilding” structure measuring 250 square feet or less (e.g., a storage or utility shed) when the ARC deems the proposed improvement compliant with the CCRs in all other aspects.
2. When approved by the ARC, the Outbuilding shall meet the requirements of the CCRs and not require the submission of a variance request.