



# Charter of the Travis Ranch Advisory Committee

April 2021

The Travis Ranch Advisory Board Committee (the Committee) is a functional group of concerned residents who contribute their time to promote the well-being of the community and foster fellowship and cooperation among its residents. It works to facilitate effective communication between the residents and the HOA Board of Directors, and the HOA management company, Essex Management, LLC. Under whose authority the Committee operates.

## MISSION STATEMENT

*The Committee functions in an important advisory role to the HOA and its Management Company (Essex Management, L.P.) on issues of importance to the Travis Ranch community. In addition to their own observations its members become aware of issues through information from residents. It then reviews these issues and works to resolve them, frequently through cooperation with the Management Company (Essex). The committee strives to foster a friendly, caring environment in the community while supporting meaningful neighborhood standards, usually as set forth in the governing documents (CC&R's). Where appropriate, it works with the Management Company (Essex) to help enforcement policies to be effective in their basic purpose while minimizing needless impacts on the everyday lives of its residents.*

## PRINCIPLES

The Committee accepts and monitors input from residents on all issues and communicates frequently with the entire community by available means including posting on the HOA website, HOA newsletter and, where appropriate, on social media available to the community. One aim is to publish the community newsletter on a regular basis. The Committee maintains communication with the Board of Directors through the Resident's elected Board Representative (who is a member of the committee) and by frequent attendance at its meetings by Essex personnel. The Travis Ranch Board of Directors, having established this committee and found it effective and useful in past years, desires to allow it to operate independently as long as it continues to operate in an environment of mutual respect, understanding, cooperation and teamwork shared by all members. These Rules are intended to provide necessary support and to facilitate its effective operation.



## MANNER OF ORGANIZATION

### A. ORGANIZATION

**1. Composition:** The Advisory Board Committee will consist of up to 11 homeowners. Though at times there may be fewer, every effort should be made to maintain the membership at the full optimum level.

**2. Officers:** The Committee has three regular officers: president, vice-president and secretary, typically elected by the members of the Committee to nominal one-year, renewable terms. If there is only one qualified candidate for any office, he/she may be declared the winner. The Committee may determine the date for those elections; generally recognized proper procedures will be followed. As records of the meetings of the Committee are important to maintaining its continuity, the president may, if necessary, at any time, appoint a secretary to fill that office. At an otherwise valid meeting at which the president and vice-president are both absent, the role of chairman may be filled by the resident's Board of Directors' representative.

**3. Special Members:** The president of the Social Committee and the resident's elected Board Representative are both automatic designated full voting members of the Advisory Board Committee (included in the 11 total authorized members) but they are not eligible to concurrently hold any office of the committee.

### B. MEMBERSHIP

**1. Acquiring Membership:** Committee members shall be homeowners in Travis Ranch in good standing in the HOA. Only one person at a time in a given household may be a full member of the Committee. Applicants must submit the New Application Form and if there are an opening on the Committee, that application will be placed on the agenda for the next meeting. Normally, it is expected that when there is room in the Committee membership, any qualified applicant will be accepted by the committee.

**2. Attendance:** If a member is absent for three consecutive meetings or any four meetings in the span of six consecutive official meetings, he/she will be dropped from membership except that a member is permitted one excused absence every six months but only if clear notification is given at least one day prior to that meeting. A dropped member may re-apply for membership at the next meeting.

### C. COMMITTEE OPERATION



**1. Quorum:** A quorum of the current number of full members must be present at the opening of a meeting in order to constitute a valid meeting of the Committee.

a. If the number of recorded active members at the time of the meeting is 10 or 11, the quorum shall be 6, if the number of active members is 8 or 9, the quorum requirement is 5. If the number of active members is 7 or less, the quorum requirement shall remain at 4.

b. At the start of each meeting, the Secretary (or in his/her absence, another officer) will report on the current number of active members, state the specified quorum requirement and declare if a quorum is present or not. The quorum is valid for that entire meeting until adjourned or until the number of members present drops to three at which time no business may be conducted.

**2. Meeting Day:** Regular Meetings of the Committee shall be held on a regular, recurring monthly day (i.e., "first Thursday") of each month. The committee may adopt or change this day at any valid meeting. Where an obvious conflict exists (such as national holiday) the president may select an alternate meeting day for that particular month. It is expected that the Committee will meet every month if possible.

**3. Agenda:** For the members' preparation, an Agenda of items to be noted, discussed or voted upon at the meeting will generally be made available to all members on the HOA website and/or dedicated social media at least three days before the meeting. If possible, a hard copy should be available at the meeting for each member. The absence of an Agenda or of an item on the Agenda does not necessarily prevent its discussion or taking action.

**4. Notice:** Every member will receive a Notice of every regular and special meeting of the Committee in order to qualify that meeting as valid. The Notice must be available to each individual member primarily by direct e-mail usually at least five days but not less than three days before the meeting. It must contain the time and place of the meeting, its type and purpose. It should contain an Agenda but if one is not available the meeting's purpose should be explained.

**5. Minutes and Records:** The secretary will take minutes of the meeting reporting all actions and decisions of the committee. These minutes, not considered official until approved at the next meeting, should be available to committee members as soon after the meeting as possible. Adequate records being important to the function of this committee, in the absence of the secretary at any meeting, the president must appoint someone at that meeting to fulfill the duties of the secretary including declaring a quorum and taking the minutes. The secretary must maintain the committee's records in a Records Binder containing, Minutes, Agendas, correspondence and a complete Listing of Current Members. This should be available at every committee meeting.

**6. Special Meetings:** In response to emergencies in the community or other special circumstances the president may call a special meeting of the entire committee (with Notice sent to every member) for a stated purpose; no issues other than that stated may be considered.



**7. Closed Meetings:** The meetings of this committee are closed to non-members as the unexpected presence of residents unfamiliar with the committee could easily disrupt the meeting. In special circumstances the committee may invite a person(s) in order to provide particular input in which case that person will provide that information and, with the permission of the Chairman, participate in its discussion but will usually leave the meeting when the relevant discussion is concluded.

**8. Conduct of the meeting:** The Advisory Committee functions most effectively with a minimum of formal procedures.

a. Action ideas are not usually put forth as "motions" and conventional parliamentary procedures simply aren't relevant. Mostly it's an interchange of ideas, which are reviewed then modified and adopted, postponed or rejected. Very rarely does this process ever need or benefit from a formal vote.

b. It is the primary duty of the person acting as chairman to ensure that all members are heard and no one dominates the discussion. Frequently one or two members have the best grasp of a given issue but various ideas are discussed which usually leads to a general consensus without any formal vote being taken. When the discussion is concluded, that consensus should be stated by the member most involved with that issue or by the president. It is then essential that the secretary accurately report in the Minutes any action taken or the conclusions of that issue, but need not attempt to cover all the arguments or discussion.

c. Nevertheless disagreement may occur. If consensus is not forthcoming and significant differences are not resolved, any member may request a vote. The vote must be taken (a show of hands is sufficient) once the practical effect of an **Aye or Nay** vote is clearly defined. The minutes should include a concise statement of the opposing positions and report the result of the vote.

**NOTE:** *It is intended that appropriate and effective solutions to problems brought before the Committee are found through sharing the ideas of each of the members and, by consensus, adopting an action. The members meet together using the guiding principles of simple common sense, mutual respect and courtesy toward each other. These basic principles for conducting each meeting are essential; if those qualities are absent, no rules can replace them.*

**9. Confidentiality:** The issues that come before the Committee are frequently sensitive and sometimes confidential. While it may be necessary to obtain community input on some issues through discussion with other residents, information on the Committee's actual discussions and actions are generally to be treated as confidential. Effective operation of the Committee depends upon keeping each Committee member's position confidential and the identification of any specific resident involved in complaints or violations which come to the attention of the Committee, is strictly confidential. Serious violations of confidentiality may be grounds for removal from the Committee, the authority for such action is held by the Board of Directors and exercised through Essex Management, LLC.



**10. Social Committee:** The Social Committee of the HOA has primary responsibility for planning, managing and conducting the various social events of the community during the year including the community garage sales. To keep the Advisory Committee fully aware of the activities of the Social Committee, its President is automatically a full member of the Advisory Board Committee and reports to it on the status of the activities managed by the Social Committee. The Advisory Board Committee reviews and endorses the Social Committee budget (the largest part of the budget for all resident committees) and, if necessary, may help with publicity and signage for the events.

**11. Other Community Committees:** The Advisory Committee may initiate, support, and promote other regular Committees of the HOA (e.g., Crime Watch, Landscape, etc.) as may be advisable. In its responsibility for the overall budget of the HOA committees, it will maintain oversight of the budget of all other committees.

***Note:** The one-time program to initiate both the New 2021 Advisory Board Committee and the New 2021 Social Committee is set forth in the document, “Kickoff Plan.”*

***2021 AdvisoryBdCom-Charter***

***Cc: Association File***