

Travis Ranch Property Owner's Association, Inc.

Charter of the New Advisory Board Committee (AC)

April 2024

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, LLC.) 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. 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.

3. Officers: The Committee has three regular officers: President, Vice president, and Secretary, typically elected by the members of the Committee to a nominal one-year, renewable term. 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.

Executive Team: The Executive Committee consists of the three elected Officers and the board of directors. It is tasked with attending a meeting at least 10 days prior to the upcoming Advisory Committee (AC) meeting to set the agenda. Officers should consult with and solicit from Committee members Agenda items based on their observations in the Community and feedback from other homeowners on pressing issues that are occurring. They should also decide what Action Items from the previous meeting need to be included for the status of completion. Members of the board may attend the executive committee meetings and have input on the AC meeting agenda.

Once a consensus has been arrived at, the President will type up the agenda and email to the Secretary for distribution to the full Advisory Committee along with the previous month's Meeting Minutes. The agenda should go out no later than 3 days after the executive meeting.

4. Rolls of Officers

President: The President is tasked with calling for the Executive Team meeting to set the agenda for the upcoming Advisory Committee (AC) meeting. He/She will also be tasked with setting the date for the executive meeting and the advisory committee meeting. In addition, he/she will write the agenda based off the executive committee meeting recommendations and send it out no later than three days after the executive meeting to the executive team. Once the executive team approves the agenda will go out to the AC along with the previous month's minutes. It is the responsibility of the President to send the agenda to the Secretary, who in turn will send it out to the AC, Travis Ranch Board and Essex at least 3 days prior to the meeting. The advisory committee, the board of directors, and the management company must have the agenda no later than the Friday morning before the meeting.

He/she will open the AC meeting (remembering to record the meeting), moderate and close the Advisory Committee meeting. The President may also, from time to time, need to interact with Constables, Essex Management, or other entities in follow-up or research on subject matter occurring during the regular meetings.

The President may delegate to the VP, or the Secretary duties associated with sending out minutes, but this must be done in writing and accepted by the appointee.

In addition, the President is also responsible for reaching out to AC members prior to the executive meeting to get ideas on meeting topics.

Vice President (VP): The Vice-President's role should consist of supporting the President with any needed tasks outside of the meeting (e.g. help with any projects the Committee is planning or looking into). The Vice-President will also cover the role of the President during Advisory Committee meetings in the President's absence. The VP can be delegated by the President to help with any of the Presidents rolls and responsibilities.

Secretary: The Secretary's role will consist of taking notes during the Advisory Committee meetings and then transcribing (type up) them. It is also recommended he/she review the recorded meeting to ensure all important items and discussion are captured in the Minutes. He/she will then email the completed minutes to the Executive Team within 10 days of the meeting, for review and feedback. The minutes will be finalized at the Executive Committee meeting, or before via email, and distributed to the full Advisory Committee, the Board and Essex, together with the President's finalized agenda, within 3 days of the meeting.

After the Minutes have been approved by the full Committee per terms in this charter, he/she will then create a PDF of the document and send to Essex (most likely the On-site Manager) to be posted on the Travis Ranch Homeowners website and Official Facebook page.

B. MEMBERSHIP

1. 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 if clear notification is given to the executive committee. A minimum of 24 hour notice is required to be excused from a meeting. A board member may grant an additional one time exemption to the one time exemption rule above with good reason. To be removed from the AC the topic must be disused at a meeting. Any member can be removed if voted off or if they violate the attendance policy. A dropped member may re-apply at the next meeting if desired.

2. Acquiring Membership: Committee members shall be homeowners in Travis Ranch in good standing in the HOA. Only one person at a time in each household may be a full member of the Committee. Applicants must submit the New Application Form on-line or mail to Essex Management.

Application Process: If there is an opening on the Committee, and there is an applicant, 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. A qualified applicant would include the following: homeowner in Travis Ranch for at least 9 months, have the time and willingness to volunteer to assist with projects, events, or other needed tasks because of the Committee's action items. The Executive Team, after considering applicant's qualifications, will be responsible for an initial contact with applicant and extending an invitation to attend the next meeting for them to observe and introduction. It is important to determine applicant's views on the current CC&Rs.

The applicant may attend one or two Committee meetings, to give opportunity for both the Committee members and the applicant to determine if it is a good fit for both. After that, the applicant will be excused for the evening and the Committee will take a verbal vote if there are objections to that applicant joining.

The Secretary will record the vote for the Minutes if a vote is required. In the event there is not a quorum the vote may take place via email after the meeting and updating the Minutes to reflect the vote. A board member may appoint a member to the committee if there have been no objections to the member joining prior to the appointment, and the member has been introduced to the committee.

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. However it is the goal for the meeting to be one hour from the time the constable report is concluded.
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 his 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 insure 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.

12. Meeting Minutes Approval: Minutes should be presented at a meeting and if there is a quorum, and no objections, the minutes will be approved. If there are objections they can be discussed and corrected before approval takes place. If the quorum is not met at the meeting, meeting minutes can be approved through email. If a majority consensus is not reached the minutes may be approved using the email process outlined in this paragraph. For minutes to be approved through email without a majority response they must be presented at a meeting, and they must also go out a minimum of twice through email to ALL advisory committee members. This is to ensure that everyone has had a chance to approve them. This process gives members three opportunities to suggest edits to the minutes before being published. If accurate, the Secretary will then edit the Meeting Minutes as requested. If no objections or corrections are submitted within 24 hours of the second email, then meeting minutes are automatically approved. The approval process will be recorded as approved by email.

Any member of the board of directors can create a committee as long as it has one member that reports to the AC.

***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."*

Last revised 04-10-2024 @6:30 AM by SRC, Board Member