

PECCOLE RANCH HOMEOWNERS ASSOCIATION
Resolution – 2009
Standing Committee Charters Policy

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, the bylaws of the Association (Article IX) and the CC&R’s (Section 5.2) authorize the Board of Directors to establish such committees as necessary; and

WHEREAS, THE Board of Directors has determined that the best interest of the membership would be served by the establishment of charters for all Committees for the purpose of providing direction and functioning roles to volunteers; and

Now, therefore, let it be resolved, BY THE Board of Directors that the following Committee Charters dated November 12 ,2009 be adopted;

- Design Review Committee
- Landscape Committee
- Community Awareness and Activities Committee
- Public Safety Committee
- Election Judges Committee

This resolution is adopted and made a part of the minutes of the November 12th ,2009 Board of Directors meeting.

BY _____
President

ATTEST: _____
Secretary

**PECCOLE RANCH COMMUNITY ASSOCIATION
COMMITTEE MEMBERS FIDUCIARY RESPONSIBILITY PRINCIPLES**

1. Members of any Committee of a Common Interest Community volunteer their services to the Association for numerous reasons ranging from a desire to participate more closely in making decisions that affect the community to a desire to undertake a significant challenge. Frequently, however, members accept positions on the Committee without an appreciation and understanding of the nature of the responsibility, which they have undertaken. Committee members owe a fiduciary duty to the Association, which includes a duty of loyalty, a duty of care and a duty of confidentiality. These duties begin at the time a person becomes a member, and except for the duty of confidentiality, terminate once he or she is no longer a member.
2. A violation of these duties may result in personal liability to a member. While a member may be protected by either the association's directors and officers' liability insurance policy or a personal liability insurance policy, a member must be aware of the responsibility he has and the duties he owes to the association in order to avoid potential liability. Members must also be aware of the potential for conflicts of interest to develop and the appropriate method of addressing such conflicts should they arise.
3. The Board of Directors wishes to avoid self-dealing, actual or apparent, in its administration of the Association; and to adopt requirements for Members in order to assure sound management of the Association. Therefore, the following Fiduciary Responsibilities Principles shall apply:
4. No Member shall use his or her official capacity to make or participate in making an association decision in which he or she may have a direct or indirect financial interest (other than an undivided homeowner interest).
5. A Member shall disclose to fellow members the potential for a conflict of interest as soon as it is apparent and will work to avoid even the appearance of impropriety.
6. Each Member shall exercise his or her powers and duties in good faith, to the best of each member's abilities and with the utmost loyalty to the Association and Owners.
7. Each Member shall have sufficient familiarity with the Governing Documents (Articles, CC&R's, Bylaws, Rules and Policies) N.R.S. 116 and N.A.C. 116 so that he or she can use them to assist the Committee in the procedural and substantive decision-making process.
8. Each members shall exercise reasonable skill and care with respect to a duty or obligation owed to the Association to seek out, document and rely on the advise of experts any scope of work which is outside his field of experience or competence.

9. Each Member shall seek to understand and fulfill the responsibilities of his or her position as a Member. If unable to perform these duties because of the time required or any other reason, that Member must advise the full Committee.
10. Each Member shall prepare in advance for meetings so as to make the best use of all participants' time. This includes review of relevant material received prior to meetings.
11. Each Member acknowledges that he or she may be asked to resign and/or may be removed from the Committee if he misses three (3) unexcused consecutive Committee meetings.
12. A Member shall not discuss items considered confidential business outside of Committee meetings, unless expressly authorized to do so by the Board of Directors. This duty extends even after his or her term has expired.
13. Copies of Attorney/Client communications are privileged and copies are not to be distributed beyond the Committee, unless expressly authorized to do so by the Board of Directors. This duty extends even after his or her term has expired.
14. Caution: It is not the intent of these Principles to establish a Member's standard of care for a particular situation. Rather it is intended to assist Member in acting in a manner which may well be above the standard of care in order to avoid claims or accusations having merit as well as those without merit.

I have read and understand this document.

Signature of Committee Member

Date

DESIGN REVIEW COMMITTEE CHARTER

1. The architectural character of Peccole Ranch Community Association (PRCA) was established by the developers who originally designed it. The rights of the developers passed to the elected Board of Directors of the Association pursuant to the CC&R's (section 11.2), and the PRCA Bylaws (Article IX) provide for the Board of Directors (Board) to appoint committees as deemed appropriate in carrying out the purpose of the Association, The Board sets forth the following charter for the Design Review Committee (DRC).
2. Modifications of structures and material within the community, as well as landscaping, must be compatible with the dwelling and overall architectural style and theme of each subdivision. The Board sets, or authorizes the standards and the DRC applies those standards on all exterior improvements. The DRC is responsible for preserving the architectural integrity of the community within the guidelines established in the Governing Documents. It will develop architectural control standards for approval of the Board and dissemination to the homeowners. The standards should not overly stifle the imaginative or creative desires of residents, but rather assure them that protective restrictions are in effect, which will help maintain the appearance and value of their property. The Declarant's control termination date has passed for the community of Peccole Ranch. The CC&Rs, (section 11.2) provide that the rights of the Declarant are passed to the elected Board of Directors of the Peccole Ranch Community Association, and the PRCA Bylaws (Article IX) provide for the Board of Directors to appoint committees as deemed appropriate in carrying out the purpose of the Association, the Board of Directors sets forth the following charter for the DRC.
3. The Committee shall consist of at least three (3) members; a quorum consisting of two (2) members. All members of the Committee shall reside within the development and may be owners or tenants. An alternate member will serve in an advisory role and not vote on matters, unless one of the regular members is absent or should abstain from voting, for reasons of conflict of interest or pecuniary interest. In that situation, the alternate may contribute to a quorum by his presence and shall have all of the authority of a regular member while so participating.
4. The DRC will select one of the members to function as chairperson and one member to serve as Vice Chairman.
5. The Board may also appoint one of its members to serve as a Board Liaison to the DRC. The Liaison has no voting rights on the Committee and is to serve only as a contact to facilitate communications and discussions between the Committee and the Board. The Liaison will work jointly with the Committee and the Board to take their requests through the proper Association channels. The Liaison may request the DRC to postpone the decision on an application and request that the matter be referred to the full Board of Directors for direction, clarification or variance.

6. The DRC shall meet monthly, or as needed to ensure prompt handling of all issues and responsibilities are addressed in a timely manner. At the discretion of the DRC Chairman or Vice Chairman, when a condition is present which causes an imminent threat to the health, safety or welfare of a unit, a submittal may be reviewed prior to the regularly scheduled meeting of the DRC.
7. The Committee shall review and develop architectural guidelines and standards; if different or in addition to the Governing Documents for consideration by the Board of Directors, to be distributed to all homeowners after approval by Board of Directors. The Committee shall review these guidelines and standards annually. Updates, additions and deletions shall be provided to the Board of Directors for consideration and final decision.
8. The DRC shall receive and approve or disapprove within 30 days, plans submitted by homeowners, through management, for exterior alterations. Any application shall not be deemed approved unless and until written approval is so given. (A request from the DRC for additional information or materials may be given to the applicant within thirty (30) days after the date of receipt by the DRC of all submissions for the application and the period for report of a decision shall be accordingly extended.)
9. The DRC has the authority to approve, modify, reject, or impose conditions on any matter requiring its consent. The DRC is further authorized and empowered to grant reasonable variance from the standards regularly enforced by the DRC, in order to overcome practical difficulties and to prevent unnecessary hardship in the application of the standards in certain individual circumstances. No variance granted pursuant to this authority shall constitute a waiver of any provision of the standards as applied to any other person or property.
10. The DRC may request that the Board authorize the assistance of a qualified professional to review complex plans and provide the necessary expertise in dealing with significant design and construction issues. The Board will give strong consideration to this request and approve it unless valid reasons can be given and documented as to why professional assistance may not be necessary. If the Governing Documents so require, the applicant shall be obligated to pay for, or reimburse the Association for the reasonable costs of any such consultant(s).
11. The Committee may at times be required to visit a homeowner's property to offer guidance/suggestions on the construction of a submitted improvement.
12. The Committee shall receive, through Management, comments or complaints from homeowners involving DRC matters within its jurisdiction and shall handle them according to the Association documents.
13. The DRC, within the scope of its responsibility, in addition to the scope defined in the CC&R's, may recommend projects and guidelines to the landscape committee, through

the Board of Directors and work with them to beautify and enhance the aesthetics of the community consistent with the overall environment of the Association.

14. The DRC is not separately funded, but shall provide input to the annual budget and Reserve Study as necessary for the function of the DRC as requested by the Board.
15. The Committee Chair shall have the overall responsibility and authority to coordinate all aspects of the Design Review Committee.
16. The committee chair or designate shall attend BOD meetings as needed or requested, but at least annually.
17. Committee communication to the BOD should be channeled through the designated liaison.
18. The Committee shall contact and involve all volunteers who sign up at the Annual Owners' Meeting.
19. The committee needs to realize significant lead time is required to get the information about planned activities to the community through the web site and Newsletter. The Committee shall provide regular updates to the Newsletter Committee or Editor as requested by the Board or the Association Management. Plans need to be made 3 to 6 months in advance.
20. The Committee shall provide regular written Committee updates to the Board, through Association management. A written report of any regular meetings and/or on-going issues will be provided, through the Association Management, to the Board not later than 10 days after the Committee holds their meeting. The report is to include the results of all votes taken specifically stating how each member voted. A signature on an application will indicated an approval.
21. The Committee is not separately funded, but shall provide input for the preparation of the annual budget and Reserve Study as necessary for the function of the Committee as requested by the Board.

LANDSCAPE COMMITTEE CHARTER (LC)

1. The primary responsibility of the Landscape Committee (Committee) is to advise and assist the Board of Directors (Board) in preserving and enhancing the physical landscape environment of the community, and on a yearly basis accessing the need to update or beautify entrances to non gated communities. Also to help ensure an overall coordinated approach to maintaining the common areas of the community. The Committee will work to ensure ongoing consistent maintenance and improvement of all landscaping in the Paseos and park areas within the development.
2. The Committee shall consist of at least three (3) members. A concurrence of a majority of the members at a meeting shall be necessary for any decision of the Committee. All members of the Committee shall reside within the development and may be owners or tenants.
3. The Committee will select one of the members to function as chairperson and one person as Vice Chairperson. The Chairman of the Committee shall have the overall responsibility and authority to coordinate all procedural matters within the Committee.
4. The Board may also appoint one of its members to serve as a Board Liaison to the Landscape Committee. The Liaison has no voting rights on the Committee and is to serve only as a contact to facilitate communications and discussions between the Committee and the Board. The Liaison will work jointly with the Committee and the Board to take their requests through the proper Association channels.
5. The Committee shall meet at least monthly or as necessary, to walk the site, as necessary, and to review the past months or quarterly projects of the committee.
6. The Committee shall make recommendations to the Board regarding planting projects, walkways, annual maintenance and improvement projects and other enhancements to the existing landscape, Paseo/Diversion Channels and maintenance plan.
7. The Committee shall take any input from owners and evaluate beautification programs as suggested by homeowners, delegates or Board members. If approved by the Committee, the Committee will attempt to include these recommendations in overall planning for development for presentation to the Board.
8. The Committee shall review and make recommendations on all requests to the Board for services and changes to current maintenance policies, which are not addressed under current policies.
9. The Committee shall seek to take full benefit of state, county, city, grants and/or other sources of services for our residents.

10. The Committee shall annually review the overall performance of the landscape maintenance contractor and provide input and recommendations to Management and the Board.
11. Committee communication to the Board of Directors should be channeled through the designated liaison.
12. The Committee Chair shall have the overall responsibility and authority to coordinate all aspects of the Landscape Committee.
13. The Committee Chair shall have the overall responsibility and authority to coordinate all aspects of the Recreational and Social Committee.
14. The Committee shall contact and involve all volunteers who sign up at the Annual Owners' Meeting.
15. The committee needs to realize significant lead time is required to get the information about planned activities to the community through the web site and Newsletter. The Committee shall provide regular updates to the Newsletter Committee or Editor as requested by the Board or the Association Management. Plans need to be made 3 to 6 months in advance.
16. The Committee shall provide regular written Committee updates to the Board, through Association management. A written report of any regular meetings and/or on-going issues will be provided, through the Association Management, to the Board not later than 10 days after the Committee holds their meeting. The report is to include the results of all votes taken specifically stating how each member voted. In the reports, the committee should note specific issues of concern, projects in progress, projects completed and the results of any votes taken. Also included should be documentation of meeting (formal and informal) with the landscaping company and what was discussed. The Committee shall note any corrections or additions needed to the landscaping and/or equipment maintenance and respond to any concerns of the Management or Board.
17. It is recommended the Committee Chair develop a committee large enough to be able to form sub-committees to be able to deal with the vast responsibilities given to the committee and also considering the size and scope of the community.
18. The Committee is not separately funded, but shall provide input for the preparation of the annual budget and Reserve Study as necessary for the function of the Committee as requested by the Board.

COMMUNITY ACTIVITIES AND AWARENESS COMMITTEE CHARTER (CAAC)

1. The primary responsibility of the Activities and Awareness Committee is to advise and assist the Board of Directors (Board) to create and implement social programs and activities for the community.
2. The Committee shall consist of at least three (3) members. A concurrence of a majority of the members at a meeting shall be necessary for any decision of the Committee. All members of the Committee shall reside within the development and may be owners or tenants. Ideally, the committee should strive to have a representative from each community within Peccole Ranch.
3. The Committee will select one of the members to function as chairperson and one person as Vice Chairperson. The Chairman of the Committee shall have the overall responsibility and authority to coordinate all procedural matters within the Committee.
4. The Board may also appoint one of its members to serve as a Board Liaison to the Community Activities Committee (Liaison). The Liaison has no voting rights on the Committee and is to serve only as a contact to facilitate communications and discussions between the Committee and the Board. The Liaison will work jointly with the Committee and the Board to take their requests through the proper Association channels.
5. The Committee shall meet at least monthly or as necessary to review the past month's or quarterly projects of the committee.
6. The Committee shall create an active and open community-spirit through implementation of a wide range of social and recreational activities.
7. The Committee shall establish annual events.
8. The Committee shall, where possible, attempt to utilize talents available within the community and always attempt to involve all the residents in the community including the youth and elderly.
9. The Committee shall make programs available to all residents at a minimal cost.
10. The Committee shall foster an atmosphere that helps residents to identify with the community.
11. Committee communication to the Board of Directors should be channeled through the designated liaison.
12. The Committee Chair shall have the overall responsibility and authority to coordinate all aspects of the Community Awareness and Activities Committee.

13. The committee chair or designate shall attend BOD meetings as needed or requested, but at least annually.
14. The Committee shall contact and involve all volunteers who sign up at the Annual Owners' Meeting.
15. The committee needs to realize significant lead time is required to get the information about planned activities to the community through the web site and Newsletter. The Committee shall provide regular updates to the Newsletter Committee or Editor as requested by the Board or the Association Management. Plans need to be made 3 to 6 months in advance.
16. The Committee shall provide regular written Committee Activity updates to the Board, through Association management. A written report of any regular meetings and/or on-going issues will be provided, through the Association Management, to the Board not later than 10 days after the Committee holds their meeting. The report is to include the results of all votes taken specifically stating how each member voted. In the reports, the committee should note specific issues of concern, projects in progress, projects completed and the results of any votes taken. Also included should be documentation of meeting (formal and informal) with the Association vendors and service providers and what was discussed.
17. It is recommended the Committee Chair develop a committee large enough to be able to form sub-committees to be able to deal with the vast responsibilities given to the committee and also considering the size and scope of the community.
18. The Committee is not separately funded, but shall provide input for the preparation of the annual budget and Reserve Study as necessary for the function of the Committee as requested by the Board.

PUBLIC SAFETY COMMITTEE CHARTER (PSC)

1. The purpose of the Public Safety Committee (Committee) is to investigate issues relating to traffic, vandalism, crime, walking trail safety, clubhouse, safety and alarms, or any other concerns that might cause risk or injury to residents of the Association. The Committee will, as practical, attempt to identify possible concerns and bring them to the attention of the Board of Directors (Board).
2. The Committee shall consist of at least three (3) members. A concurrence of a majority of the members at a meeting shall be necessary for any decision of the Committee. All members of the Committee shall reside within the development and may be owners or tenants.
3. The Committee will select one of the members to function as chairperson and one person as Vice Chairperson. The Chairman of the Committee shall have the overall responsibility and authority to coordinate all procedural matters within the Committee.
4. The Board may also appoint one of its members to serve as a Board Liaison to the Public Safety Committee (Liaison). The Liaison has no voting rights on the Committee and is to serve only as a contact to facilitate communications and discussions between the Committee and the Board. The Liaison will work jointly with the Committee and the Board to take their requests through the proper Association channels.
5. The Committee shall meet at least monthly or as necessary to review the past month's or quarterly projects of the committee.
6. The Committee will review the monthly report of the security vendor
7. The Committee will review concerns of homeowners submitted through Management and make recommendations of possible solutions or actions to the Board. If the issue must be resolved by Clark County or the Metropolitan Municipal Agencies or other community service agency the Committee will make this recommendation to the Board through the PRCA management.
8. The Committee will work with homeowners and the governmental entities to identify issues affecting the well-being of all Peccole Ranch residents.
9. The Committee will identify methods by which the Association can prevent vandalism to common area property.
10. The Committee will offer tips and safety information as appropriate to the residents of Peccole Ranch.
11. Committee communication to the Board of Directors should be channeled through the designated liaison.

12. The Committee Chair shall have the overall responsibility and authority to coordinate all aspects of the Public Safety Committee.
13. The committee chair or designate shall attend BOD meetings as needed or requested, but at least annually.
14. The Committee shall contact and involve all volunteers who sign up at the Annual Owners' Meeting.
15. The committee needs to realize significant lead time is required to get the information about planned activities to the community through the web site and Newsletter. The Committee shall provide regular updates to the Newsletter Committee or Editor as requested by the Board or the Association Management. Plans need to be made 3 to 6 months in advance.
16. The Committee shall provide regular written Committee Activity updates to the Board, through Association management. A written report of any regular meetings and/or on-going issues will be provided, through the Association Management, to the Board not later than 10 days after the Committee holds their meeting. The report is to include the results of all votes taken specifically stating how each member voted. In the reports, the committee should note specific issues of concern, projects in progress, projects completed and the results of any votes taken. Also included should be documentation of meeting (formal and informal) with the Association vendors and service providers and what was discussed.
17. It is recommended the Committee Chair develop a committee large enough to be able to form sub-committees to be able to deal with the vast responsibilities given to the committee and also considering the size and scope of the community.
18. The Committee is not separately funded, but shall provide input for the preparation of the annual budget and Reserve Study as necessary for the function of the Committee as requested by the Board.

ELECTION JUDGES COMMITTEE

The primary responsibility of the Election Judges Committee (Committee) is to facilitate the election of Directors in accordance with the Nevada Statutes and Administrative code.

1. The Election Judges Committee will be comprised of a minimum of two (2) volunteers from the Association and one Director appointed by the Executive Board of Directors prior to each Annual Meeting. The appointed volunteers and Director will serve for a period of one year.
2. The Board may also appoint one of its members to serve as a Board Liaison to the Community Activities Committee (Liaison). The Liaison has no voting rights on the Committee and is to serve only as a contact to facilitate communications and discussions between the Committee and the Board. The Liaison will work jointly with the Committee and the Board to take their requests through the proper Association channels.
3. The Election Judges Committee shall be responsible for reviewing all candidate's statements and that they have submitted disclosures of conflict of interest, as described in NRS 116.31034(5). Upon confirming the accuracy of the candidate forms, the committee shall prepare the ballot to be mailed to all homeowners.
4. The Election Judges Committee shall verify that all ballots have been sent First Class Mail, with a secret ballot envelope and a printed return address envelope.
5. The Election Judges Committee will be requested, as needed, to help print, collate, label and stuff envelopes with the Annual Meeting and Election materials to be sent to all homeowners.
6. At the Annual Meeting, the Election Judges Committee shall be responsible for removal of the secret ballots from the secret ballot envelopes, tallying election results, and presenting the final voting results to the presiding officer of the Association.
7. The Election Judges Committee are required to sign a verified statement that they have conducted their duties according to PRCA's Election Procedures and have, to the best of their knowledge, complied with state statutes pertaining to Election of Directors.

Additional documents concerning Procedures for the Election Judges Committee:

- Copy of the Election Procedures for PRCA as approved by the Executive Board of Directors.
- Article V, Section 1 & 2 of PRCA's By-Laws
- NRS.116.31034 of the Nevada State Statues governing election of members of an association.