

Committee Charters & Monthly Reporting Template

How These Committees Work

The four points below apply to all committees unless a specific charter says otherwise.

- Chair first, then members. The Board appoints or confirms a Chair for each committee; the Chair recruits 2–4 additional members. Committees don't need their own quorum or voting rules — they operate by consensus and bring anything contested to the Board.
- No committee can spend any association dollars without prior board approval.
- Meeting cadence. Monthly at minimum, timed so the committee's written report is ready before the Board's regular monthly meeting. Committees may meet more often if a project is active.
- Recommend vs. decide. Unless a charter specifically grants a committee decision-making authority, committees recommend — the Board decides. This keeps enforcement, spending, and policy authority where the Bylaws place it.

Board members do not need to attend committee meetings after the kickoff meeting. A committee chair should have a standing 2–3 minute slot on the monthly Board meeting agenda to deliver a verbal update alongside the written report.

Roads & Easements Committee

Purpose

Supports the Board in maintaining Sun Ranch's private roads and easements, and brings members' road-building and maintenance expertise to bear on contractor selection and ongoing road conditions.

Authority & Decision Limits

- Fields member reports of potholes, drainage issues, and downed culverts, and triages which need Board/contractor attention.
- Monitors easement clearance compliance (13.5 ft vertical / 12 ft horizontal) and flags non-compliant lots to the Board for follow-up.
- Maps and recommends needed maintenance to the board.
- Spring and Fall evaluation of roads
- May not approve contracts or authorize payment.

Suggested First Priorities

- Recommend placing the Association Roads into Zones for easy planning (e.g., Zone 1 — needs gravel only; Zone 2 — needs limb trimming in the easement, grading, and gravel), sized for manageable segments.

- Walk or drive the Association's roads once before the next Board meeting and note any conditions needing attention.
- Develop a multi-year plan for road maintenance with associated costs.

Membership

Look for members with road-building, construction, or heavy-equipment backgrounds. Three to five members is a good size.

Community Standards Committee

Purpose

Helps the Board apply the CC&Rs and adopt policies consistently — building approvals, property maintenance, and hazard trees — while keeping final enforcement decisions with the Board.

Authority & Decision Limits

- May review building/improvement applications against the Lot Owner Building & Improvement Approval Checklist and recommend approval, denial, or requested changes.
- May recommend action property-maintenance concerns using the Association's adopted tiers and timelines.
- Does not have authority to issue fines, approve or deny applications outright, or place liens — those remain Board decisions under the CC&Rs and the Fee and Fine Schedule.

Suggested First Priorities

- Get familiar with the CC&Rs Section V/VI approval criteria and the Board's existing Building & Improvement Review Policy.
- Ask the Board for the current list of any open building applications to review first.

Membership

Members with building, design, or land-management backgrounds are especially useful here. Three members is enough to start. There is no limit on committee members.

Special Projects Committee

Purpose

A flexible committee for one-off initiatives that don't fit neatly under another committee — currently focused on researching shower house lock/security options.

Authority & Decision Limits

- May research options, gather quotes, and bring a recommendation to the Board for any assigned project.
- Not authorized to spend any monies without board approval.
- Does not have authority to commit the Association to a vendor, contract, or ongoing expense — that requires a Board vote.

Suggested First Priorities

- Design and build a kiosk similar to trail heads for the headquarters entrance; clean up and centralize the signage currently scattered at the entrance. Consider whether something similar could be done at each entrance to Sun Ranch.
- Clean up entry way to headquarters, refurbish old signage at headquarters, Cape LaBelle, and Lyman Lake.
- Take on the next ad hoc project the Board assigns once the shower house research is complete.

Membership

This committee's membership can flex project to project — pull in whichever members have relevant expertise for the task at hand.

Social Events Committee

Purpose

Plans and runs community events — the Annual Meeting gathering, seasonal get-togethers, and other community-building activities at Sun Ranch.

Authority & Decision Limits

- Plan and coordinate social events, including the annual meeting BBQ if held.
- May request additional budget from the Board for larger events (e.g., the Annual Meeting gathering).
- Has the most day-to-day independence of the four committees — the Board's main interest is a heads-up on dates and rough budget.

Suggested First Priorities

- Set a rough calendar of events for the coming year and share it with the Board.
- Plan the gathering tied to this year's Annual Meeting.

Membership

Open to any member who enjoys organizing — this is often the easiest committee to recruit for.

Monthly Committee Report Template

One of these per committee, per month. Keep it to half a page — the goal is a quick, consistent readout the Board can act on, not a narrative.

Committee: _____

Month / Meeting Date: _____

Chair: _____

Members Present: _____

What we did this month: _____

What we're working on next: _____

Decision or budget request needing Board action (if any): _____
