

North Ranch Advisory Committee

Policies and Procedures

July 15, 2024

Table of Contents

POLICIES

New Member Orientation	4
North Ranch Advisory Committee	4

RESPONSIBILITIES

Committee Chairperson	6
Vice Chairperson	7
Recording Secretary	7
Corresponding Secretary	8
Lot Plan Review Coordinator	8
File Clerk	9
Treasurer	9
Green Space Coordinator	9
Welcome Chairperson	10
ENRCAMA Notification Coordinator	11

PROCEDURES

Officer Procedures	11
Area Representative	12
Lot Plan Review	13
CC&R Enforcement Policy	14
CC&R and/or Subdivision Rules Violation Corrective Action	14
Lot Owner Transfers	17
CC&R Temporary Variance Request	18

Motions and Observations Index Procedures	19
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North Ranch Advisory Committee

New Member Orientation Program

PURPOSE: To help new Advisory Committee members to get comfortable with their duties and become effective members

The Advisory Committee Vice Chairperson will help new members understand Committee procedures and operating routines in the following areas:

1. Written procedures
2. Meeting routine
3. Officer responsibilities
4. Individual responsibilities: To be an active participant in Committee activities and discussions; to become conversant in both the CC&Rs, Park Rules, and County Rules; and to encourage compliance with same.
5. Operating Philosophy
6. Filing system
7. Communication with Rainbow Parks, Inc. (the “Declarant”)

North Ranch Advisory Committee

MISSION STATEMENT: The Mission of the North Ranch (Volunteer) Advisory Committee is to encourage and build good community relations with lot owners by using the principles of respectful communication and problem solving that will provide workable solutions for lot owners while remaining within the requirements and guidelines of North Ranch .

MAKE-UP OF COMMITTEE: Up to 15 members.

TENURE OF COMMITTEE MEMBERS: A three-year term, with a limit of two consecutive terms, with an opportunity to return only after a period of one year off the committee, unless the committee has less than ten (10) members.

MEMBER SELECTION PROCEDURE:

1. Candidate letters of application (see Forms section) are submitted to the Advisory Committee.
2. Candidates may be interviewed by the current Advisory Committee members at an executive meeting if a one-on-one feel has already been established. After the interview, the candidate will be dismissed. The Advisory Committee will vote on the applicant's acceptance orally and inform the NR lot owners in the next public meeting, and RPI by their regular email.
3. Any person re-applying for a position on the Advisory Committee will submit a new letter.

MEETINGS:

1. Regular meetings, including executive meetings, will usually be scheduled monthly if a quorum is present or, as matters dictate.
2. Special meetings can be called by the Chairperson notifying all available members. If the Chairperson is unavailable, the chain of command, in the following order, will be: Vice-Chairperson, Recording Secretary, Corresponding Secretary, Lot Plan Coordinator, File Clerk, Treasurer, Green Space Coordinator, Welcome Coordinator. A quorum must be present to take any formal action.
3. If circumstances require an immediate vote on an issue, a phone or email vote may be taken when the Chairperson feels it is required. This situation will only apply during the off-season, typically May through October; a minimum of five votes must be obtained.

QUORUM FOR MEETINGS: Five Members

LOT PLAN APPROVALS: All Lot Plan approvals require the signature of two Advisory Committee members.

REASONS FOR DEPARTURE FROM COMMITTEE:

1. Term expiration.
2. Resignation

NORTH RANCH ADVISORY COMMITTEE

CHAIRPERSON

RESPONSIBILITIES:

1. Develop the meeting agenda (see Forms section) and provide copies to each committee member prior to the meeting. Include: items from previous meetings which require additional discussions and resolutions and new items that arise which require consideration by the committee.
2. Advise Park Office who the current Chairperson is so faxes and questions about North Ranch Lots can be channeled to that person.
3. If matters seem to require attention before the next scheduled meeting, contact all committee members to see if a special meeting would be beneficial. A quorum of 5 is necessary for formal action.
4. Pick up mail and faxes from Park Office.
5. Make copies of pertinent faxes and correspondence for each committee member.
6. Conduct the scheduled meeting, per the agenda, and maintain order, generally in accordance with Roberts Rules of Order.
7. Appoint committee members for Committee responsibilities and Area Representatives.
8. Request the Recording Secretary to maintain and post a committee roster with their Areas of Responsibilities, the next meeting notice with agenda on the NRBB and in the entry way of the Activity Center.
9. Attend ENRCAMA meetings as the spokesperson for Advisory Committee concerns and bring back to the Advisory Committee concerns of ENRCAMA. This is intended to improve monthly communication between the two committees.

NORTH RANCH ADVISORY COMMITTEE

VICE-CHAIRPERSON

RESPONSIBILITIES:

1. Help new members understand Committee procedures and operating routines.
2. Assist the Chairperson as needed.
3. Assume the responsibilities of the Chairperson in her/his absence.
4. Assume the responsibilities of the Corresponding Secretary when that position is vacant.

NORTH RANCH ADVISORY COMMITTEE

RECORDING SECRETARY

RESPONSIBILITIES:

1. Take minutes of all Advisory Committee meetings using previous minutes as a guide.
2. Write up minutes of the regular meeting, using a separate set of minutes for an Executive session.
3. Provide draft copies of minutes to members for review and revision, as soon as possible by email.
4. Revise minutes from suggested changes; send revision to each Advisory Committee member by email, as soon as possible.
5. Submit revised draft minutes to next Advisory Committee meeting for approval. After approval, either give it to File Clerk or place one set in the Advisory Committee file with pertinent attachments and one set in the Lot Owners Minutes book.
6. Keep Motions & Observations Index current. Update monthly, and make copies for the Chairperson, for the file and for the Minutes book.
7. Executive session minutes DO NOT GO into the Lot Owners Regular Meeting Minutes book or on the lot owner's information billboard in the AC.

NORTH RANCH ADVISORY COMMITTEE CORRESPONDING SECRETARY

RESPONSIBILITIES:

1. Acknowledge/reply, as directed by the committee, to lot owners submitting letters to the Advisory Committee.
2. Respond to other inquiries about North Ranch matters from RPI or others as deemed necessary by the Advisory Committee during meetings.
3. Present reply to the Advisory Committee for approval before mailing or presenting to the addressee, unless previously released by Committee. Such letters must be reviewed by at least two (2) members.

NORTH RANCH ADVISORY COMMITTEE LOT PLAN REVIEW COORDINATOR

RESPONSIBILITIES:

1. Review Lot Plans submitted.
 - a. Coordinator picks up plans from AC entrance.
 - b. See “Lot Plan Approval Procedure”
 - c. Report essence of plan to Advisory Committee by personal email or by the Advisory Committee’s official email, ASAP.
2. Photocopy all Lot Plans and approved/unapproved forms.
3. File original form and copy of Lot Plan in file cabinet for that individual lot.
4. Place original form and copy of Lot Plan in AC Hallway for pickup by lot owner or personally return to lot owner. Refer lot owner to the “Lot Owners Information Package and Architectural Guidelines”, now available on the CAMA Bulletin Board under ‘Advisory Committee’.
5. Any Lot Plans not approved shall be returned to the applicant, with an explanation of why it wasn’t approved.

NORTH RANCH ADVISORY COMMITTEE FILE CLERK

RESPONSIBILITIES:

1. Maintain Master Meeting Minutes binder, adding copies after approved by committee.
2. Establish new folders as needed.
3. Keep a list of Committee members, with current addresses and phone numbers.
4. Keep track and replenish office supplies, i.e. file folders, labels, name tags, keys, etc. as needed or requested.

NORTH RANCH ADVISORY COMMITTEE TREASURER

RESPONSIBILITIES:

1. Maintain Committee Petty Cash, distributing as required, and keeping appropriate records. A Financial Report (Disbursements and Receipts) will be made at the Advisory Committee meeting. Petty Cash will be made available for auditing at each committee meeting.
2. Maintain a master file of consecutive financial reports.
3. Collect monies from the sale of the North Ranch Residence Guide and/or the sale of the Lot Owner's Information Guide and disburse approved expenses as needed. All transactions are to be recorded.

NORTH RANCH ADVISORY COMMITTEE GREEN SPACE COORDINATOR

RESPONSIBILITIES:

1. Maintain listing of adoptive Green Spaces.

2. Review Green Space Adoption requests, ensuring applicants fully understand the responsibilities of maintaining designated space.
3. Monitor the adopted spaces periodically to ensure they are maintained in accordance with Green Space Adoption procedures contained in the Lot Owners Information Guide.

NORTH RANCH ADVISORY COMMITTEE

WELCOME CHAIRPERSON

PURPOSE: To welcome new lot owners to North Ranch and to present them with a package of pertinent information.

RESPONSIBILITIES:

1. Solicit Welcome Carrier Bags from a local merchant to hold the following items:
 - a. A copy of the “Lot owner’s Information Package and Architectural Control Guidelines” provided by the North Ranch Advisory Committee.
 - b. Local Phone Book.
 - c. Information provided by the Wickenburg Chamber of Commerce.
 - d. North Ranch Welcome pamphlet provided by the RV Park.
 - e. Local information such as banks and insurance companies, doctors, etc.
2. Deliver the Welcome Bags to the new lot owner.
3. Make them aware of:
 - a. Owner’s Photobook and information needed to be included in the book.
 - b. Helping Hands.
 - c. North Ranch Resident’s Guide and the form to enter their information.
 - d. Lot Sitter and Guest information.
 - e. Sunday Ice Cream Social and invite them to participate.
 - f. The monthly calendar of activities located in the office, the information table in the Red Room. North Ranch News, North Ranch Yahoo group, etc.
4. Keep a yearly sheet of lot #, seller and buyer name, and date sale was finalized. ENRCAMA provides this information.

NORTH RANCH ADVISORY COMMITTEE ENRCAMA NOTIFICATION COORDINATOR

RESPONSIBILITIES:

1. Whenever notice of a finalized lot transfer is received from the ENRCAMA Board, the Notification Coordinator will then notify the other committee members for which this information is needed for numerous tasks which they have responsibility.
2. Complete a new Lot Ownership Form for the lot file. Information includes lot number, date of transfer, physical address, new Lot owner name, mailing address, telephone number, SKP number, etc.
3. Notify ENRCAMA when a change is made as to who holds this position.
4. When insufficient Advisory Committee members prevents this position from being filled, the current Lot Plan Review Coordinator will cover both assignments.

NORTH RANCH ADVISORY COMMITTEE OFFICER PROCEDURES

Officers: Chairperson; Vice Chairperson; Recording Secretary; Corresponding Secretary; Lot Approval Coordinator; File Clerk; Treasurer; Green Space Coordinator; Welcome Coordinator; ENRCAMA Notification Coordinator. A backup may be appointed for each office.

Office Terms: All office terms will normally be for a season. For purposes of this procedure, a “season” is from January 1st through December 31st (twelve months). This may result in some members not serving as an officer as there can be more than ten members on the Committee.

Volunteers: Volunteers will be called for each office. If there is only one volunteer for each office, they may serve in those offices for as many terms as they like or until someone else volunteers for an office later in the season. If, during a season, a volunteer decides not to continue in an office, new volunteers will be called for at that time. However, excepting emergencies, a volunteer will keep an office for a whole term (12 months) once started.

NORTH RANCH ADVISORY COMMITTEE

AREA REPRESENTATIVE PROCEDURE

PURPOSE: To provide a procedure to have every resident of the park represented by a member of the Advisory Committee.

ADMINISTRATION:

1. The residential part of North Ranch will be broken into 15 sections, each to be represented by a member of the Committee.
2. Where possible, small lot owning Advisory Committee members will represent a small lot section and large lot owning members will represent large lot sections.
3. If a committee member is going to be out of the park, a backup member will be asked to cover his/her areas.
4. If there is not a full 15-member committee at any time, members will be asked to cover more than one area.
5. Summer Coverage: The Advisory Committee members in residence during the summer will be asked to be available to assist lot owners.
6. Operation:
 - a. If circumstances appear favorable to do so, an Advisory Committee member may visit lot owners in his/her assigned section. The visit can be meant to establish that the member is available to represent them to the full Committee and to encourage a free exchange of ideas and information. However, the representative should never make promises or speak for the whole committee without consent of the Committee.

NORTH RANCH ADVISORY COMMITTEE

LOT PLAN REVIEW PROCEDURE

PURPOSE: To provide guidelines for the Advisory Committee members to review proposed lot plans in a fair and consistent manner.

1. The listed items below are for quick reference only. The CC&Rs, **“Lot Owners’ Information Package and Architectural Guidelines”**, County Rules and Park rules are the ultimate authority and should be referenced to clear up any questions not covered by this check list.

Lot dimensions must be indicated.

Utilities must be shown.

Easements and setbacks must be indicated.

Structure dimensions must be indicated (i.e. width, length, height).

Total square feet of covered structures must be indicated and cannot exceed:

- a. A maximum space of 1070 sq. ft. on small lots.
- b. A maximum space as recorded on page 16 & 17 of the **“Lot Owners’ Information Package and Architectural Guidelines”** and as recorded on the plat map of North Ranch.

Small lot patio covers can be no higher than 12 feet.

18 ft maximum height for any structure on large lots.

Unattached structures must be at least ten feet apart, as required by county rules.

Structure colors must be indicated.

Small lot Arizona rooms must comply with the **“Lot Owner’s Information Package and Architectural Control Guidelines”**.

Antenna height indicated (if applicable).

House floor plan provided.

Preliminary landscape plans must be indicated.

2. If plans are lacking information, a “Lot Plan Review” sheet (see Forms section) will be attached indicating the item(s) needed. If the plans are in violation of a rule the same sheet will be filled out indicating the violation in the “comments” section.

NORTH RANCH ADVISORY COMMITTEE

CC&R ENFORCEMENT POLICY

1. The Committee communicates to Lot owners that they are an integral part of the process and are the first step in the process.
2. If something concerns a lot owner that may be a violation, they should talk to the offending lot owner first. A group of lot owners talking to the offender would be even better.
3. If the above step #2 does not resolve the issue, then the lot owner(s) may submit the matter in writing to the Advisory Committee for consideration. After reviewing the complaint, the committee will determine if the complaint falls within the duties of the committee and will advise the complainant accordingly. The Committee will not disclose the complainant(s) name(s), nor will the Committee respond to anonymous complaints.
4. The Committee will respond to the lot owners' written complaints.

CC&R AND/OR SUBDIVISION RULES VIOLATION

CORRECTIVE ACTION PROCEDURE

PURPOSE: To establish procedures for action to be taken by the Advisory Committee, if a violation of the CC&Rs and/or Park Rules occurs.

SCOPE: This procedure covers all lots at North Ranch. This procedure is intended to provide consistent guidelines and apply the principle of due process in the handling of all violations. The spirit of "LEAST FORCE NECESSARY" will apply in all cases.

GUIDELINES:

1. If the violation is borderline or so minor that formal action may not be warranted, a member of the Advisory Committee may bring it to the Resident's attention in a low-key, friendly manner. The documentation of this action should be included in the individual Lot Folder.

2. If the Committee is notified of a violation, or one or more members observes a violation, there shall be the option to proceed in one of two manners, as described in A and B below. If the violation is reported by a non-Committee member it must be physically verified by an Advisory Committee member before any action is taken.
 - A. A Courtesy Letter may be written to the offending lot owner. The Courtesy Letter shall conform to the following guidelines:
 - a. The letter shall be explicitly labeled as a “Courtesy Letter”.
 - b. The letter shall be written in a friendly and non-confrontational manner.
 - c. The letter shall explicitly state: “This is not a formal notice of violation”.
 - d. The letter shall clearly state the nature of the violation and cite the document which governs the particular issue.
 - e. The letter will ask the lot owner to come into compliance within a reasonable amount of time. This may vary according to circumstances- 30 days is suggested.
 - f. The letter will state that if the violation is not remedied, the Advisory Committee may issue a Written Violation Notice.
 - g. The letter shall be signed by the Advisory Committee Chairperson, and one additional Committee member.
 - h. Contact information shall be provided so that the lot owner is easily able to contact an Advisory Committee member to discuss the issue. Suggested: the email address and/or phone numbers of the 2 members signing the letter.
 - i. The letter shall thank the lot owner for their cooperation.
 - j. The letter shall be delivered by USPS, Return Receipt Requested. Unless the Advisory Committee member knows for certain that the resident is present at North Ranch, the letter shall be sent to their local address, as well as any known alternate address. The letter shall also be sent to any known email address of the lot owner. A copy of the Courtesy Letter shall be placed in the lot file.

B. If it is decided not to issue a Courtesy Letter, or a Courtesy Letter is written and delivered without a positive outcome, the violation will be brought to the attention of the entire Committee. If the violation is reported by a non-Committee member it must be physically verified by an Advisory Committee member before any formal action is discussed. The report of violation must be submitted in writing and signed by the complainant.

3. If the Advisory Committee decides that formal action is appropriate, the following steps will be taken.

WRITTEN VIOLATION NOTICE

A written violation notice shall be mailed to the resident, via USPS, as well as by email. An expected date of compliance will be assigned. 30 days is suggested, but the Committee may decide on the expected date of compliance according to the circumstances and nature of the violation(s). Contact information for the Advisory Committee shall be provided to the violator. The violator shall be given the opportunity to appeal the violation or to ask for an alternate date of compliance. If an appeal is upheld by the Committee, no further action will be taken. A copy of this notice shall be placed in the lot file.

On or about the expected date of compliance, a Committee member shall determine if the issue has been satisfactorily corrected. If it has been corrected, a note to that effect will be placed in the lot file. If the issue has not been corrected, all relevant documents shall be sent to the Declarant, along with the recommendation of the Committee. The Declarant shall be asked to make a decision regarding the violation. If the Declarant decides that the violation does need to be corrected, or if the Declarant does not respond within 60 days, the violator shall be notified that corrective action is still required. An additional amount of time, not to exceed 30 days, shall be allowed for corrective action to be completed.

If the violation is still not corrected by the expected date of compliance, the Committee shall have the option of filing a complaint in the appropriate civil court.

4. If, after time, the same violation by the same resident reoccurs on the same lot, the WRITTEN VIOLATION Notice step is reinitiated. The fact that this is a repeat of a former violation will be noted on the second written notice.

PROCESS FOR NORTH RANCH LOT OWNERSHIP TRANSFERS

1. ENRCAMA sends a North Ranch Advisory Committee Escrow Review form to a Advisory Committee Representative assigned to process ownership transfers. The notification contains the Title Company Name, escrow number, buyer and seller names, lot number, and the buyer's SKP membership number.
2. Committee Representative obtains a lot owner Change of Ownership form from the file and records the Escrow information
3. Committee Representative reviews the Lot File and current CC&R violation file to determine if a CC&R violation is current. This information is recorded on the Change of Ownership form.
4. Committee Representative signs, dates, and enters a contact phone number on the form and returns it to the ENRCAMA Representative. The ENRCAMA Representative returns the form to the Title Company.
5. A copy of the completed Change of Ownership form is filed in the Lot Folder and the Advisory Committee is notified at the next regular meeting for recording in the meeting minutes.

NOTE: The Committee Representative does not make recommendations on the Change of Ownership Form. Only derived information is recorded as shown on the form. The Title Company may make additional requirements for consummation of the sale based on the information provided. If no SKP membership number is provided, ENRCAMA must contact RPI to determine membership status of the buyer. If the buyer is not a member, such information should be highlighted on the form indicating that sale to a non-member constitutes a violation of the North Ranch CC&R's.

CC&R TEMPORARY VARIANCE REQUEST PROCEDURE

PURPOSE: To establish procedures for applying for a CC&R Temporary Variance

SCOPE: This procedure covers all lots at North Ranch. It is intended to provide consistent guidelines and apply the principle of due process in the handling of variance requests.

GUIDELINES:

1. Submit a written request explaining in detail why you are requesting a temporary variance from the published CC&R's, and the requested duration of the variance.
2. The Advisory Committee will review the request considering factors such as locations, size, alternatives, etc. A Temporary Variance Form will be completed as approved or not approved.
3. If a rejected variance request is asked to be forwarded to Rainbow Parks, Inc., it will be forwarded along with the Committee's response and reason for rejection.
4. Copies of requested variances, approved or rejected, will be maintained in the lot owner's file.

MOTIONS AND OBSERVATIONS INDEX PROCEDURE

1. Motions and observations, old and new, will be on the meeting agenda immediately prior to adjournment.
2. If a motion or observation was voted to be included in the index at the prior meeting the person responsible or his/her representative shall be asked to read what was added to the index.
3. The Chairperson will then ask if any motions or observations from this meeting should be added to the index. If there are none, it should be recorded in the minutes and no further action is required.
4. If an item or items are recommended for the list, the recording secretary will read back the motion or observation. If the wording and meaning are acceptable, a motion should be made to include the item under a particular heading in the Motions and Observations Index.
5. When making these recommendations a consideration should be made as to whether or not it should also be added to the Lot's Information Package.
6. The Recording Secretary shall be responsible for the upkeep of this index.