Ken-Caryl Ranch Master Association
Committee Appointment and Operating Procedure

Adopted - August 2012, Amended July 8, 2014, Amended October 18, 2016, Amended May 15, 2018

Committees have been created by the authority of the Bylaws Article VII to form and enforce rules and policies as defined by the governing documents. The creation and job description of each committee is approved by Board resolution, with the exception of the Architectural Committee, which is a standing committee established through the Declarations and Covenants.

Some committees are limited in number of members; others are open to many volunteer members. Each committee has a Board member representative who attends the meetings and reports committee news to the Board, and a staff member liaison who ensures that meeting minutes are produced and available for Board review. All Committee members are subject to re-appointment on an annual basis.

KCRMA Committees are:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Membership</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td>3 or 5</td>
<td>Per Art VIII of Master Dec and Art VIII of Bylaws: To review and approve all plans and specifications from an aesthetic standpoint. Establishes guidelines and Ranch standards.</td>
</tr>
<tr>
<td>Community Planning</td>
<td>5-11</td>
<td>To develop a long-range Community Master Plan, monitor the implementation of the Plan and ensure regular updates at least annually.</td>
</tr>
<tr>
<td>Covenants</td>
<td>An odd number up to 7</td>
<td>To uphold the governing documents and to enforce the rules implemented by the Architectural Committee in a fair and timely manner.</td>
</tr>
<tr>
<td>Election</td>
<td>3-7</td>
<td>Per Bylaws IV.10.A, to administer the annual election of Board members.</td>
</tr>
<tr>
<td>Historical Society</td>
<td>Unlimited *</td>
<td>Promote awareness of and appreciation for the historical aspects of the Ranch. Protect and preserve historic sites as well as make them more accessible and usable to Ranch residents.</td>
</tr>
<tr>
<td>Open Space</td>
<td>7</td>
<td>Advise staff and Boards regarding open space management and maintenance practices.</td>
</tr>
<tr>
<td>Parks Advisory</td>
<td>Unlimited Currently on hiatus</td>
<td>Develop plans for modifications of the ranch signage, irrigation systems, plantings, turf areas and playgrounds to provide recommendations to the MA &amp; MD Boards and staff. The activities of the Committee should be proactive vs. reactive to achieve the best results within the existing budgetary constraints.</td>
</tr>
</tbody>
</table>

*Prospective members of this Committee do not need to apply to the Board. Interested volunteers will work with the Committee Chair to join the Committee.
Board and / or staff liaisons also attend and report on the following related organizations’ activities:

- Office Park Architectural
- Office Park Association
- Plains District
- Metropolitan District

Board liaisons to Committees, Organizations and Task Forces are assigned annually, typically at the first meeting following the Board election.

**Committee Appointments and Operational Reviews**

The following annual process will be used by the Board to identify and appoint committee members.

**September – Annual Committee Assessments.**

Committee Board Liaisons report to the Board on the committee activities, effectiveness and achievements as well as recommendations for change. Based on this report Board and staff liaisons then make recommendations for any structural or operational Committee changes to improve effectiveness. The Board reviews these recommendations and makes any necessary changes.

**October – Review of current membership and recommendations for reappointment.**

Current committee members are asked to indicate interest in continuing to serve. This information will be reviewed by the Board President, Board liaison, Staff liaison and Executive Director. This group will make recommendations of current members to be reappointed to the Board to determine the number of vacancies that will exist for the new year. Consideration shall be given for attendance at Committee meetings during the past year, contributions or potential ability to help achieve the Committee’s goals, broad and diverse representation of the overall community’s interests on the Committee, and other factors benefiting the Committee’s operation. Committee members must attend at least 50% of meetings and committee events during a year in order to be a member in good standing. Any member that does not meet this requirement will not be recommended for re-appointment unless there are mitigating circumstances.

**November – Solicitation of new members**

Job descriptions for all vacancies and specific committee application forms are published in Life at Ken-Caryl and posted on the web site, and new applicants submit application forms. The application form shall include qualifications and reasons for wanting to serve on the Committee.
December – Committee appointments

Committee applications are reviewed by the Board President, Board liaison, Staff liaison and Executive Director and recommendations for appointment made to the Board. Committee appointments are made by the Board at the December Business meeting, effective January 1. Committees appoint their volunteer Chairperson at the first Committee meeting following January 1.

Committee Member Replacement

If a member resigns or is removed by the Board prior to the end of the year a replacement member may be appointed by the Board to complete the term. If qualified applicants for that Committee exceeded the number of available spots during the most recent Committee appointment process, the top-ranked unselected applicant for that Committee may be appointed. However, the Board could also choose to publicize the vacancy through Life at Ken-Caryl and the KCR website (following the Communications Procedure in the Communications Protocol), applications collected and the appointment process shall proceed the same way as for the annual Committee appointments.

New Committees

A new Committee may be created by approval of the Board of Directors. The Committee structure shall be defined to include, at a minimum, a purpose description, operating rules, size range or specific number of members, desired qualifications of members, and, if applicable, desired Community representation and/or diversity of members.

Task Forces

Task Forces are formed by approval of the Board of Directors to carry out specific projects that need more time and focus than a current Committee can provide. The size of the Task Force should be established at the time of formation and can be defined with either a specific limited number of members or an “open membership” Task Force. A Task Force is disbanded upon completion of the defined objective.