



High Lonesome Ranch Estates Property Owners Association Common Area Committee Charter

19 June 2025

This Common Area Committee Charter is subordinate to the Declaration, the Articles of Incorporation, and the Bylaws. This charter supersedes any previous charters, resolutions, or other decisions by the Board of Directors pertaining to the mission, authority, membership, responsibilities, duties, meetings, and reporting of the Common Area Committee.

1. **Mission Statement.** The committee's purpose is to comply with the Declaration and Bylaws regarding the general maintenance, repair, and improvements to the Association's common areas and those roads that are right-of-way easements across private properties.
2. **Defined Authority.**
 - 2.1. **Expenditures.** The committee is authorized to schedule and direct road work only if it meets both conditions of being 1) within the scope of a signed contract and 2) not exceeding the level of remaining budgeted funds in the current budget. The committee is NOT authorized to otherwise commit, obligate, or spend any funds on behalf of the Association unless previously approved by the board. The committee is authorized to make inquiries, collect information, and make recommendations regarding maintenance/repair/improvement actions and their cost.
 - 2.2. **Liability.** Per Declaration 5.4, Committee members are in no way liable for the conditions of the roads, driving habits of the people or vehicles that travel the roads, and act in good faith in the scope of their assignment. Committee members are not acting in their professional capacity as engineers or construction contractors. The committee does not carry professional or liability insurance in the execution of their duties and solely act as a support committee.
3. **Membership.** The committee quorum is reached when more than half of the committee members are present. The committee member is a voluntary position. Members do not have to be on the board of directors or be an officer of the association. Members of the committee should have skills or knowledge that contribute to the operation of the committee. Members of the committee should be able to participate in scheduled road committee meetings.
4. **Responsibilities and Duties.**
 - 4.1. **Planning.** The committee will coordinate an immediate-action response plan that it can execute after a major weather event; and will recommend long-term solutions for maintenance and improvements.

4.2. **Evaluating Conditions.** The committee will evaluate all common areas and easements to enable the committee to create or revise plans for maintenance/repair/improvements.

4.3. **Budget Inputs.** The committee will submit budget requests for roadway maintenance, repair, and improvements.

4.4. **Maintenance.**

4.4.1. **Coordination.** The committee will notify property owners through the POA Secretary of scheduled maintenance and repairs. The committee will contact the contractor performing the maintenance, repairs, or improvements to make appropriate advance arrangements.

4.4.2. **Execution.** The committee will oversee maintenance, repair, emergency repair, and improvement, and will direct those performing maintenance.

5. **Meeting and Reporting Structure.**

5.1. **Committee Meetings.** Hold committee meetings in accordance with A.R.S. 33-1804. Meeting minutes or meeting notes will be submitted to the Secretary.

5.2. **Reporting.**

5.2.1. **Reports to the Board of Directors.** Provide meeting minutes or meeting notes to the board of directors.

5.2.2. **Reports to the Members.** The committee will communicate with the members through the Association Secretary.