

## **Member Relations Committee for CMRHOA Inc.**

### Activities and Guidelines

1. The purpose of this committee is two-fold; first, to review written member comments, concerns, and suggestions about Cedar Mesa Ranches and discuss the best strategy to take in advising the President for responding. Second, the committee is to gather ideas and suggestions from the membership for activities and neighborhood events throughout the year that will develop the neighborhood spirit.
2. Member comments come in many forms and will be logged; however anonymous comments and the like will not be addressed.
3. The committee will generate a set of processes to follow in order for the members to understand that their concerns will be heard, reviewed, addressed, and escalated to the President, and if necessary, to the Board.
4. The committee will develop through experience a set of FAQ's that will be sent to the Secretary to be added to the appropriate area of the CMRHOA Inc. website for members to use when they have a concern. This can include the contact information for the local authorities and the county management departments for issues that are under the purview of local law enforcement.
5. The committee will develop a calendar of events that they recommend to have for Cedar Mesa Ranches and will send recommendations to the Board for approval and appropriate funding, if needed, setting up line items in the annual budget
6. The committee will have the ability to send surveys to the members to discover new activities that they desire, and to receive feedback on activities that the committee is considering. The Secretary will conduct all surveys for the committee.
7. The committee may add / modify to these guidelines as they deem necessary with the approval of the president.

### Structure and Rules

1. The committee will consist of no less than five members of CMRHOA Inc.
2. The chairperson will be selected by the President.
3. All committee members are volunteers.
4. The committee will be assembled of members that are not current Board members; only the president will attend as an ex-officio member, but only when invited by the chairperson.
5. The committee will meet at least every three months; must announce their meeting time, date, and place and will be available to members who wish to observe. Video capability will be announced and allowed at all meetings.
6. Committee meetings will follow the practice guidelines for Colorado Title 7 non-profit organizations.
7. A confidential folder will be maintained by the chairperson of the member concerns that are forwarded and addressed by the committee.
8. A calendar of community events and activities will be created and maintained by the committee, and kept on the CMRHOA website.