

As you are aware, there is currently one (1) Spring Creek Association Committee of

Architecture vacancy. Any Record owner of property in the Spring Creek Association, that is in good standing can be appointed from any tract. Below you will find additional information on filing, open meeting, law, and general responsibilities. Commitment wise, meetings of the Committee are held once a month on the 2nd Tuesday of every month starting at 5:30 pm.

Applying: Spring Creek Association Property Owners can apply for a Committee of Architecture position by submitting the Board/Committee Application Form at the Association offices.

Selection Process: Each person wishing to run for the Committee is interviewed for selection and appointment at a Board of Directors meeting. The term of appointment runs from time of appointment until December 31st, thereafter January 1 – December 31.

Open Meeting Law: A unique aspect of our Association is that we are subject to Open Meeting Law which many Counties and Cities follow. Many homeowners associations are not subject to this. You can find additional information regarding Open Meeting Law here:

http://ag.nv.gov/About/Governmental_Affairs/OML/

A summary of the duties that will be expected of a COA Member follow:

- Fully read and understand the Declaration of Reservations, and the COA Rules & Regulations.
- Weekly plan signing every Thursday. (Time commitment: 15 to 30 minutes a week)
 - Members will sign up at the monthly COA meeting for the following month;
 - Members are responsible for keeping track of the days they are signing;
 - Members will responsible to call the COA Secretary Thursday morning to see if there are plans to sign.
- Attend monthly COA Meetings, Special Meetings or Workshops (Time commitment: 2.5 hours a month max)
 - Members are responsible for contacting the COA Secretary or the COA Chairperson if they are running late or will be absent.
- Any member of the COA who is absent, regardless of cause; from three (3) regular COA meetings, within a six (6) month period will be considered to have voluntarily resigned from the COA.
- Conduct Annual Tract Surveys (Time commitment: approx. 3.5 – 4.5 hours per year)
 - Members will be responsible to conduct surveys of each tract to help the COA Secretary with enforcement of the SCA DOR's and COA R&R's.
 - Each tract is divided between the five (5) COA Members. Each Member will be provided a packet at the February COA Meeting, the packet will include maps highlighted with their specific section of each tract, violation log sheets and a mileage reimbursement form.

- Members may either conduct the surveys on their own, or schedule with the COA Secretary and/or one (1) other COA Member to conduct the surveys together to help save time in processing.
 - ✱ *Three (3) COA Members would constitute a quorum and is not permitted when conducting surveys.*
- Be fully prepared for each meeting
 - Schedule yourself to be present for the full 2.5 hours of any meeting.
 - Review/survey any properties listed on the agenda in reference to violations, livestock or any other permits prior to the meeting.
 - Contact the COA Secretary with any questions prior to the meeting.
 - Be on time; meetings start at 5:30 pm.
 - If you think you will be late for any reason, please call the COA Secretary or the COA Chairperson before 5:00pm.
 - Have full attention at the meeting, no distractions.

If you are interested in becoming a member of the Committee of Architecture this is a good opportunity to become more involved in the community, and good preparation for becoming a future Board of Director.