

As directed in the Ruby Ranch Subdivision 2018-2020 Strategic Plan, the Boards and committees shall work together to maintain and improve common assets, and achieve the communities Strategic Vision.

**Charter Our Community Vision**

We envision a community of neighbors working together to achieve a higher quality of life. This includes the provision of reliable and efficient services, well-maintained common areas, and protection of the Ranch’s wildlife and native rural setting. We envision a unique equestrian neighborhood that is considered by residents and non-residents alike to be one of the most desirable rural residential subdivisions in Colorado.

**Our Boards Mission**

Together, our mission is to oversee the efficient governance of The Ruby Ranch subdivision in accordance with the recorded Covenants, Conditions, Restrictions, Laws and this Strategic Plan. To enhance the quality of life in our neighborhood through;

- the effective management of common areas and assets
- improving physical and environmental security
- promoting our agrarian environment
- supporting initiatives that strengthen community bonds among residents, and
- investing in capital improvements for the benefit of all residents

**Our Boards Values and Guiding Principles**

Both Ruby Ranch Boards value honesty, ethics, transparency, democracy, equity, common sense, participation, cooperation, maximizing individual freedom and respectfulness in all our actions.

- Make responsible decisions and provide ethical, objective, and fiscally responsible solutions
- Promote a sense of community and communicate with respect, professionalism, and timeliness
- Identify potential risks and remediate issues that impact quality of life and investments
- Ensure prioritization and improvement focus reflects the desires of the majority of own

**Committee Mission Statement**

To support the Boards in the attainment of operational and infrastructure goals, the achievement of their Mission, and realization of the communities Vision.

**Committee Goals and Desired Outcomes**

- ✓ Increase owner awareness and involvement in the collaborative stewardship of Ranch assets, achieving operational objectives, and building healthy relationships
- ✓ Drive collaboration across the community on the exploration and vetting of improvement ideas, the development of robust Project Charters, and proposals that lead to improvements in services, amenities, spending, experiences or achieve strategic goals
- ✓ Leverage our residents’ special talents for the greater good, encouraging participation on boards, committees, projects, operational tasks, social events, and work days
- ✓ Provide additional resources and useful information from the community at large for decision-making, establishment of policy, management of infrastructure, and improvement project work

## Membership Size & Terms

The RROA Board will collaborate with the WBMD Board to determine the number of committees needed and their structure. The number, size, structure and focus areas of the committees will be based on the personality and needs of our community

- each committee has a Chair, appointed by the RROA Board, and 3-6 volunteer members
  - the ARC is the only committee required by the Covenants and must have at least 3 members at all times
- minimum of 1-year terms, with the ability to serve additional terms on the recommendation of the Committee

## Current Committees, Members & Priorities [\[See RUBYRANCH.COM For a current version of this table\]](#)

Security	Rental	Architectural	Infrastructure (Water, Roads, Dumpsters & Trails)	Fire & Weed Mitigation	Stable, Irrigation & Hay	Communications, Technology & Social
Mark Nadeau (Chair)	Matt Sherwood (Chair)	John Longhill (Chair)	EJ Olbright (Chair)	John Drake (Chair)	Rebekah Barrington (Chair, Hay)	Rebekah Barrington (Chair)
Matt Sherwood (VC)	Chris McGadden (VC)	David Robbins (VC)	Matt Sherwood (VC)	Ken Cremer (VC)	John Longhill (VC)	John Drake (VC)
EJ Olbright	Dean Settje	Jon Rovik	John Drake	David Radlauer	Marilyn Nadeau	Holly Adnan
Don Meinhold	EJ Olbright			Lisa Lewis	Jon Rovik	Carl Oppedahl
	David Radlauer			Michael Good	Becky Richmond	
					Jane Peterson	
					EJ Olbright	
<b>COMMITTEE PRIORITIES- Projects</b>						
Improve Boundary Security (Mark N.)	Refine Rental Policy (David R.)	Update Architectural Guidelines & Procedures (John L.)	Water Line Replacement Project (EJ O)	Hazardous Fuel Reduction (John D.)	Irrigation System & Improvements (Rebekah B.)	Rubyranch.com Website Re-platform / Uplift (?)
Gate & Access Technology (Matt S.)	Establish a Dispute Resolution Process (Matt S.)		Road Improvements (EJ O)	Emergency Water Supply (Ken C.)	Equestrian Common Area Reclamation & Improvements (Jane P.)	Picnic Area Project (Holly A.)
Smith Ranch Development - Coordination (EJ O)			Add New Trails / Access (John D.)	Emergency Preparedness (David R.)	Equestrian Center Model & Re-Open Plan (?)	Assist Security w/Gate Access Technology Project (Carl O.)
			Gatehouse Remodel (EJ O)	Weed Mitigation & Forest Health (Lisa L.)	Meadow Health & Hay Improvements (?)	Assist Security w/Gatehouse Technology Improvements (Carl O.)
			US Postal Hub (John D.)	Burn Policy Amendment		
			Asset Reserve Study (Randy L.)			
<b>Maintenance Responsibilities</b>						
Gate Operations & Maint. (Michael G.)	Rental Policy Enforcement (?)	Arch. Reviews & Approvals (John L.)	Wells, Common Water System, Meter Maint. (?)	Liaison's with authorities	Stable Operations & Maint. (Jane P.)	Newsletter (John D.)
Non-Meadow Boundary Fencing Maint. (Mark N.)			Road Maint. (EJ O)		Hay Operations & Meadow Maint. (Rebekah B.)	rubyranch.com Website Admin (Rebekah B.)
Ranch Signage Maint. (?)			Gatehouse Maint. (EJ O)		Irrigation Operations & Maint. (Becky R., Jon R.)	Owner Data / Distribution / Contact List Maint. (Carl O.)
			Trail Maint. (John D.)			RROA Surveys (John D., Rebekah B)
			Dumpsters (Michael G.)			Social Events (Holly A.)
						Gatehouse Technology Maint. (Carl O)
						Owner Work Day Coordination (Rebekah B.)
						WLR Project Blog (Carl O.)

## Meetings

At a minimum, quarterly meetings should be held, either virtual or face to face. Meetings can be held at the Ruby Ranch Gatehouse or at a location of the memberships choosing.

## Delegation of Authority

Committee members are volunteers so the Boards retain the responsibility of making final decisions on material operational and **improvement** items. Some committee members have ongoing operational responsibilities on the Ranch and should execute those tasks as directed by the governing bodies. **Board approvals of the project and funding must be obtained from the WBMD Board prior to work starting and implementation.** **The Boards may take the following actions upon review;**

- **approve a Charter and Proposal to achieve the specific goal together with a preferred implementation strategy;**
- **indicate that the Board is not willing to approve a proposal to achieve the specific goal and additional actions/questions provided; or**
- **reject the Charter and Proposal**

The **RROA Board** is responsible for;

- implementing and managing the committee process and structure
- appointing committee chairs
- recruiting members
- removing committee chairs, members, or project leads
- supporting the committee chairs as needed
- sponsoring projects
- review, update, and approval of committee project charters, proposals, project leads, and board sponsorship
  - Committee should identify project for the RROA Board to approve. The Project Leads does not have to be a member of the sponsoring committee or board and should remain with a project from approval through to completion.

The **WBMD Board** is responsible for;

- review, comment, and approval of committee project charters and proposals
- sponsoring projects
- funding projects
- tracking project spend to budget
- ensuring that liability, compliance and regulatory requirements are met

## Communications & Reporting

- Minutes with actions should be produced and available upon request. Minutes can also be posted on the rubyranch.com website if desired
- Committee Chairs should submit committee updates and accomplishments into the monthly newsletter and accomplishment reporting

- Committee Chairs should submit written updates to the RROA Chair sufficiently in advance (ideally, a minimum of one-week) of meetings to allow for adequate review, inclusions;
  - Committee Name
  - Updates on maintenance responsibilities and tasks
  - Updates on projects
  - Accomplishments, Accolades & Asks
  - Proposals and Recommendations
- Committees should prepare a report for the Annual Homeowners Meeting each September that provide a snap shot of the previous year and a glimpse into the year to come. Reports should be submitted into the RROA Chair each August for review, refinement, and inclusion in the annual packet, inclusions;
  - Committee Name
  - Vision
  - Membership (call out the Chair and responsibility areas)
  - Goals/Focus Areas
  - Accomplishments and Accolades
  - The Year Ahead (Goals, Project Ideas, New Deliverables, Asks & Needs...)

### **Project Initiation & Approval**

Anyone can raise a project idea and work with the appropriate committee to research and evolved it into a written Project Charter and proposal. Viable project proposals should solve infrastructure and owner issues, improve efficiencies, and help realize the community's vision. The process for evolving a project idea, reviewing, commenting, and completing a Project Charter/proposal is iterative, with multiple points for collaboration between owners, Boards, Committees, and service providers prior to finalization.

Any idea or project can be Chartered but those that meet the following criteria must follow this process for consideration;

- Requires RROA and WBMD approval and/or funding
- Requires voter approval either at the Ruby Ranch Owners Association RROA) Annual Meeting or through a ballot measure,
- Results in any material change to ranch amenities, policy, or culture

The Charter template is a tool that helps capture relevant information in a standard format on what will be done, who will do it, and what will be needed. It should be used to further develop the project proposal and plan. The project proposal should be used to explain the overall merits and approach to the project to Stakeholder, and to obtain feedback and approval. It should include;

- all means of achieving the specific goal with cost, time parameters, and required resources that were considered by the project team
- specific results of surveys or other communications from property owners concerning the specific goal of the proposed project
- specific recommendation to the Boards on approach, risks, and countermeasures

## The Charter Template

PROJECT CHARTER	
<b>Project Name</b>	Irrigation System and Operations Improvement Project
<b>Sponsoring Committee &amp; Board</b>	Stable, Irrigation & Hay, RROA Board
<b>Project Lead</b>	Rebekah Barrington
<b>Project Team / Critical Resources</b>	EJ Ollright, Jon Rovic, Becky Richmond, Rich Alquist, Mike Bohrer, USDA NRCS, DARCA
<b>What are we solving for? What is the Problem Statement?</b>	Ruby Ranch has the benefit of certain irrigation rights on the Swamit, Ruby, and Ruth ditches. These ditches provide water to flood irrigate the ranch and must be actively managed for approximately 6 months out of the year. Currently, the flood irrigation system is in need of a new Ditch Rider / Irrigator, more active day to day management, and more proactive maintenance to improve the overall condition and effectiveness of the system. If the irrigation system is not improved and its ongoing management secured, water flows will continue to decline, under/overwatering will promote undesirable grasses and weeds, fire hazards will increase, erosion will proliferate, and less quality hay will be produced. The flood irrigation system (main ditches, laterals, gates, culverts) on Ruby Ranch is in poor condition and the Ditch Boss resigned in 2018. If the irrigation system is not improved, and its ongoing management secured, water flows will continue to decline, under/overwatering will promote undesirable grasses and weeds, fire hazards will increase, erosion will proliferate, and less quality hay will be produced.
<b>Goal(s)</b>	*maximize water right usage *protect water rights *increase hay yield *improve meadow health
<b>Benefit(s)</b>	*Healthy meadows, beautiful common areas, reduced fire risks, efficient use of water/ rights, increased hay production, improved hay quality *Documentation of historical knowledge on the irrigation system, operations, and considerations/unique factors *Documentation for knowledge sharing and collaboration across stakeholders (Owners, Boards, Ditch Rider / Irrigator, other Service Providers)
<b>Deliverable(s)</b>	1. Update/Implement the Ditch Rider / Irrigator Business Model 2. Contract a qualified Ditch Rider for the 2019 Season 3. Create/Implement New Strategic Documents (a. Ruby Ranch Irrigation Management Plan (IMP); b. Ruby Ranch Meadow Management Plan (MMP)) 4. Develop and initiate a 3 year Irrigation Improvement Strategy
<b>Funding Method</b>	WBMD Budget
<b>Total Cost</b>	TBD (current budget set at \$25K for irrigation and ditch improvements)
<b>Timeline (Start/Stop Dates)</b>	2/26/19 - 9/1/19
<b>Key Performance Indicators (Measurements)</b>	# of meadows irrigated; # of laterals and ditches improved; water measurements and delivery rates; hay meadow health, hay harvest by meadow
<b>Any Constraints, Risks, or Considerations</b>	Ditch Rider must have formal knowledge/working experience with flood irrigation systems & be physically fit; the irrigation improvements and actual watering will need to be coordinated with the Water Line Replacement project while construction is in progress.



*\*Project Leads should track and be able to update the RROA Board on this information at meetings or ad-hoc.*

Milestone Name	Start Date	Activity / Outputs / Deliverables	Owner	Spend	Notes
Establish Project Priorities and Goals	26-Mar	Prioritized list of goals and improvements	Committee	\$0.00	Complete
Complete Project Charter	1-Apr	Create, review, update the Project Charter	RB	\$0.00	Complete

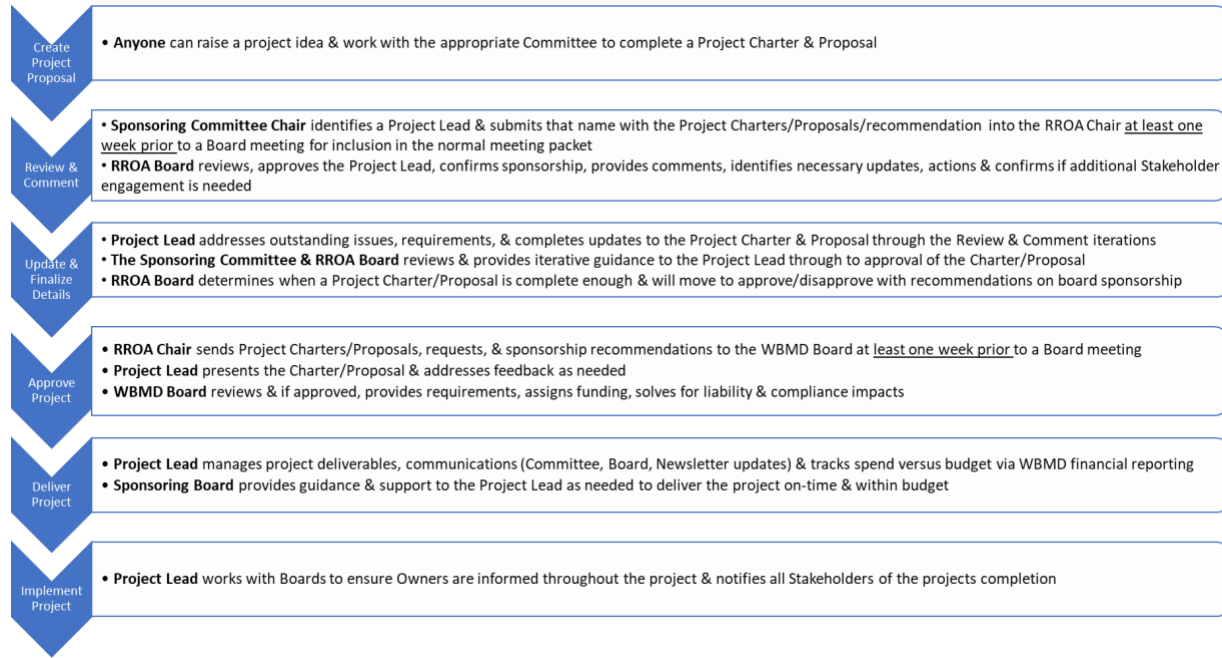
Committee items that require Board review and decision making should be submitted into the normal Board packets at least one-week (deadlines can be modified at the discretion of the Boards) prior to a standing or special meeting to the RROA Chair, to be included in the Agenda and Notice of Meeting. The RROA Board is the default sponsor for improvement projects and will determine on a case by case basis if a project should continue to be sponsored by the RROA or transitioned over to the WBMD once approved. Board sponsorship can change upon project approval but the Project Lead should not. The Project Lead will remain in place and provide consistency and a smooth transition over to the new governing body.

### Funding Requests

Committees can submit detailed, written requests for funding into the RROA Board at any time. The Board will review the request and determine if it should be forwarded to the WBMD for approval. Large requests for project funding should be planned for the following budget year and must be submitted to the RROA Board by the August meeting annually (deadlines can be modified at the discretion of the Boards). They will review it and submit approved requests into the WBMD Board for review and possible inclusion in the next annual budget planning.

## APPENDIX

### The Improvement Project Process Flow



### Project Idea Project Charter/Proposal



## **Operational Definitions, Roles & Responsibilities**

**Project Charter (PC)** is a formal, typically short document that summarizes a project in its entirety. It is a statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines who has authority. The most important role of a PC is to set out exactly what the project will achieve and what it will require for decision makers before investing too much time and resources on an idea. The information included in a PC should be evolved into a formal project proposal that

**Project Proposal** expands upon the details in a PC as a means of explaining the merits of the project, what will be accomplished, and how it will be done to Stakeholders. It is typically created during the early phase of a project (before detailed plans are made and resources are allocated) as a tool to design approaches, finalize requirements, make decisions, and obtain approvals. Financials are still estimating that focus on benefits, avoidances, and resources required. Project proposals do not follow the 'one size fits all' principle.

**Committee Chair** is a board member or homeowner who volunteers to chair a committee for a one-year period and is appointed by the RROA board. The Chair leads the committee through the business of managing responsibilities, planning, reviewing proposals, creating Project Charters and proposals, and sponsoring projects that help achieve community goals. They schedule meetings, drive communications on changes or needs across stakeholders, ensure committee representation at board meetings, resolve issues that impact their committee, and delegate work to individual members. They determine what the board's mandate is for the committee, as well as setting goals and timetables to accomplish the work. They are the champion for the committee, providing input into board ideation, prioritization, budgeting, and project implementation.

**Committee Secretary** is a board member or homeowner who volunteers for a one-year period to take minutes of all meetings, record material changes, and publish those minutes in a timely fashion. The minutes trigger action items that committee members have devoted themselves to accomplishing and the secretary keeps track of and informs the community of the work that is being done by the committee.

**Committee Vice Chair** is a board member or homeowner who volunteers to stand in for the Committee Chair as needed for a one- year period and is appointed by the members of the impacted committee.

**Committee Members** are homeowners and service providers who volunteer for a minimum of a one-year period. They are re-appointed at the discretion of the impacted committee members. They support the work of the committees as needed.

**Project Lead** is a board, committee member, or homeowner who is responsible for the end to end project management of approved projects. They utilize approved resources to manage the deliverables, issue resolution, budget, and communications from approval through to completion. A Project Lead does not need to be on a committee or board to be the Project Lead. This is role is self/committee/board appointed set of responsibilities for a defined period of time, and is disband after the project is deemed complete.

**Project Team Resources** are volunteers and resources on a project that help complete the deliverables, activities, or support deliver on a project. They are only used for a defined period of time and are disbanded after the project is deemed complete.

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**Mission Statement** is a broad statement that explains your organization’s purpose. An effective mission statement is both memorable and easy to understand. The most basic mission for a community association is to “maintain, enhance and protect the value of the property.”

**Vision Statement** provides a broad picture of what the community will look and feel like in the future. It can be used to communicate, organize and inspire. It is a simple, clear and concise description of what is important to the community, describing the communities’ direction, values, and essence of the association in its desired state. It can project a well-managed community, a place where owners’ needs are met and a community where residents have a sense of involvement

**Strategic Plan:** A living document used by the Association to determine where to spend time, human capital and money. It considers changing demographics, local economic conditions, capital improvement priorities, and the needs and wants of the individual community members. It normally includes RROA priorities, budgets, and short to long range improvement projects. It stimulates ideas to make good use of association resources, identifies responsibilities, assigns work, coordinates efforts, reveals obstacles, identifies opportunities and guides decisions. The plan is based on the community vision and the board’s mission to achieve it as quickly and efficiently as possible.

**Document Update Log**

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ACTIVITY	DATE	BY	NOTES
Document Updated	8/18/19	Rebekah B	
Document Updated	7/23/19	Rebekah B	
Document Updated	7/18/19	Rebekah B	
Document Updated	5/16/19	Rebekah B	
Document Updated	12/4/2018	Rebekah B	
Document Created	11/15/2018	Rebekah B	

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