

Santa Fe Trail Ranch Property Owners Association (SFTR POA) Policy 2024-03

Title: Working Sessions	Date of Issue: December 7th, 2024
Approved By: <i>TL EOL</i>	Review/Revise Date:
This policy shall remain in effect until it is no longer needed or incorporated into other SFTR governing documents.	
Policy Statement/Purpose	

The purpose of the working sessions of the Santa Fe Trail Ranch Property Owners Association Board of Directors is to provide a focused and collaborative environment for Board members to discuss and develop strategies, policies, and solutions for the effective management and operation of the Association. These sessions are designed to facilitate in-depth analysis and deliberation on key issues affecting the community, allowing the Board to address complex matters with greater attention and efficiency.

Applicability

This policy is applicable to the Santa Fe Trail Ranch Property Owners Association (SFTR POA) Board of Directors.

Process/Procedures

During these working sessions, the Board may discuss:

1. **Strategic Planning:** Develop and refine long-term goals and strategic plans to ensure the sustained growth and improvement of the community.
2. **Policy Development:** Draft and review policies and procedures that promote the welfare, safety, and quality of life for all residents.
3. **Problem Solving:** Address specific challenges and concerns raised by members or identified by the Board, seeking practical and effective solutions.
4. **Budget and Financial Planning:** Conduct detailed reviews of the Association's financial status, prepare budgets, and plan for future financial needs and expenditures.
5. **Project Management:** Oversee and manage ongoing projects and initiatives, ensuring they are completed on time, within budget, and to the satisfaction of the community.
6. **Communication and Coordination:** Enhance communication and coordination among Board members, committees, and the community to ensure transparency and effective governance.
7. **Compliance and Legal Matters:** Ensure all activities and decisions of the Board are in compliance with the CCRs, Bylaws, and applicable local, state, and federal laws.

Working sessions are not formal meetings of the Board; therefore, no official decisions or votes will be taken during these sessions. Instead, these sessions serve as a preparatory platform for the Board to gather information, analyze data, and formulate recommendations to be presented and voted on at the regular Board meetings.

By engaging in these dedicated working sessions, the Board of Directors aims to foster a proactive and responsive governance structure that effectively addresses the needs and aspirations of the Santa Fe Trail Ranch Property Owners Association community.

The term Work Session is used to describe any meeting of five (quorum) or more directors that is not a regular or special meeting. There is no opportunity for an executive session at a work session.

Work sessions may be scheduled at any time and may occur in the Metro District Operations Center (MOC), or at any other location designated on the agenda.

Agenda:

Agendas for work sessions will be prepared and posted at least 24 hours in advance of the session

Amended agendas may be posted less than 24 hours when necessary.

Agendas are posted in the following locations: <https://santafetrailranch.com>

Owner Participation:

Owners may attend work sessions.

There is no Owner comment component to work sessions.

Any Owners attending who makes comments or otherwise interrupts the proceedings shall be asked to refrain and if refusing to do so, shall be asked to leave the meeting.

Failure to leave when asked shall result in an adjournment (temporary or permanent) of the working session.

Format:

Work sessions are informal and do not require adherence to Robert's Rules of Parliamentary Procedure.

The Chair of the Board shall chair the work session. If the Chair is unavailable, the Vice Chair shall chair the work session.

The Chair may delegate session leadership to any other Director.

Work sessions will be either virtual, in person or a virtual/in person hybrid.

Minutes are not kept during work sessions and recording of the sessions is not required.