

RESOLUTION OF THE
COPPERLEAF HOMEOWNERS ASSOCIATION, INC.
REGARDING THE DESIGN GUIDELINES UPDATE COMMITTEE AND CHARTER

ESTABLISHMENT: The DESIGN GUIDELINES UPDATE COMMITTEE (“the Committee”) is established by and serves at the direction of the Board of Directors of the Association, per Article X of the Association’s Bylaws authorizing the creation of committees by the Board of Directors. Note that the governing documents of the Association refer to the Design Review Committee. This resolution clarifies this Committee’s title as the Design Guidelines Update Committee and role as distinct from any other committees, and that it does not perform the architectural review or approval functions delegated to the Design Review committee as outlined in the Declaration, Bylaws, or other documents of the Association.

Liaison to the Committee: The Board of Directors will appoint one Director to act as liaison to the Committee, to assist the Committee with questions for the Board of Directors. This Director liaison (“Liaison”) will not be part of the Committee.

The Committee shall consist of at least three members, one of whom will be elected as the chairperson. The Board will approve all members of the Committee and the elected chairperson.

PURPOSE AND DUTIES OF THE COMMITTEE: The Committee is to assist the Board of Directors in the vetting and approval of Owner, management company, and Board of Directors’ requests for updates to the Residential Improvement Design Guidelines for Copperleaf Homeowners Association (“Design Guidelines”) and architectural related matters to the Declaration. This work to be undertaken in a manner which will actively foster, promote, and advance the common interests of the Owners while maintaining compliance with superseding provisions of the Declaration, Arapahoe County ordinances and regulations, building codes, and Colorado State law.

The Committee shall:

1. Collect input from the Board of Directors, the Design Review Committee, and the community at large regarding the Design Guidelines, and the provisions in the Declaration that pertain to Owner improvements on their Lots.
2. Keep informed of changes in Arapahoe County ordinances and regulations, Colorado State law, and building best practices.
3. Meet at the direction of the Liaison, the Board of Directors, by majority vote of the Committee, or by request of the Design Review Committee to review the Copperleaf Design Guidelines document for changes, clarifications, and updates based on the above.
4. Recommend changes to the Design Review Committee and Board of Directors for their approval.
5. Provide a point of contact for the Board of Directors who can report on the Committee’s activities to the Board of Directors, either in person at the regular Directors’ Meeting or through the assigned Liaison (if the chairperson cannot attend the Board meeting.)
6. The Committee does not have a budget, and the members of the Committee do not have authority to expend Association funds on behalf of the Association, or any Owner.

QUALIFICATION FOR COMMITTEE MEMBERSHIP: Members of the Committee must be Owners, or designated representatives of Owners, and residents in the Copperleaf Community. The Committee members may not be a member of the Board of Directors.

TERM OF COMMITTEE MEMBERSHIP: The Committee is a standing committee with members serving with no fixed term, so long as the member is willing and approved by the Board.

DUTY OF CARE: Each member of the Committee shall discharge the member’s duties as a Committee member as follows:

1. In good faith;
2. With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and,
3. In a manner the member reasonably believes to be in the best interests of the Association.

DUTY OF LOYALTY: Each member of the Committee has the following duties of loyalty:

1. To avoid conflicts of interest; and
2. To avoid use of their position or information about the Association or Community to gain personal advantage.

RESIGNATION: Any member may resign at any time by informing the chairperson and Liaison, stating the effective date of the resignation. Acceptance of a resignation shall not be necessary to make the resignation effective.

REMOVAL OF MEMBERS: By majority vote the Board of Directors, members of the Committee may be removed at any time with or without cause.

COMPENSATION: No Committee member shall receive compensation for any service they may render as a Committee member to the Association.


OBLIGATION TO INDEMNIFY: The Association shall indemnify each member of the Committee, whether currently serving or having previously served, to the same extent as Board members and Officers of the Association are indemnified.

AMENDMENT OF THIS CHARTER: This Charter may be amended by the affirmative vote of a majority of the Board of Directors. The Board may deviate from the procedures set forth herein if, in its sole discretion, such deviation is reasonable under the circumstances.

Member acknowledgment of Charter: Committee members need to sign the attached acknowledgment form.

BOARD CERTIFICATION: The undersigned officers of the Copperleaf Homeowners Association, Inc., a Colorado nonprofit corporation, certify that the foregoing Resolution was approved and adopted by the Board of Directors of the Association at a meeting of the Board of Directors of the Association on June 11, 2024.

COPPERLEAF HOMEOWNERS ASSOCIATION, INC.,
a Colorado non-profit corporation

By: 

President

Attest: 
Brian Sowl (Jul 15, 2024 11:39 MDT)

Secretary

COPPERLEAF HOMEOWNERS ASSOCIATION, INC.
COMMITTEE MEMBER ACKNOWLEDGMENT OF DESIGN GUIDELINES UPDATE COMMITTEE
AND CHARTER

I, Heather Lamberson, hereby acknowledge and confirm that I have read the
Copperleaf Homeowners Association, Inc. Design Guidelines Update Committee and Charter and
agree to abide by the charter in my actions taken while serving on the Design Guidelines Update
Committee.

Heather Lamberson
Heather Lamberson (Jul 15, 2024 11:41 MDT)

Signature

Heather Lamberson

Printed Name

15/07/2024

Date










6.4.2024 CPL-OCHH Clean Design Guidelines Update Committee Charter -Board Draft (02112486xBEEAF)


Final Audit Report

2024-07-15


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