

**FOUR HILLS VILLAGE  
HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS  
STANDING RULES**

**Section I: General.** The guidelines contained in *Robert's Rules of Order*<sup>1</sup> shall govern the proceedings of the Board of Directors of the Four Hills Village Homeowners' Association ("Association") in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Association.

**Section II: Authorities.** All adult members of the Association who have paid current annual dues are, by the Bylaws, active members who are entitled by right to participate in public debate concerning neighborhood matters and to cast votes reflecting their own judgment on public issues arising before the Association. Because the right of an individual to do as he or she pleases is incompatible with the collective interest of the Association, there must be some rules that to some degree restrain the individual for the betterment of the Association—these are the parliamentary standards published in *Robert's Rules of Order*.

In accordance with the Bylaws of the Association, the Board of Directors<sup>2</sup> "shall manage the affairs of the Association and may only act as a Board." The active members of the Association have thereby delegated to the Board of Directors all their authority to be exercised between the Association's general membership meetings.<sup>3</sup>

The Association reserves the right to not publish, print, or distribute material deemed not suitable including advertising. The Association does not promote or recommend commercial products or services, and advertisements that appear to endorse commercial vendors' products or services are deemed not suitable.

**Section III. Meetings.** The President shall chair a regular monthly meeting of the Board of Directors, unless exigencies preclude a specific meeting, on the first Thursday of each calendar month at a place to be arranged for by the Secretary. The President and the Secretary shall, prior to each meeting, prepare and distribute an agenda including (1) introduction of visitors or observers, (2) Unfinished Business, including review of the Treasurer's monthly Report and the Minutes of the last meeting, and (3) New Business. Members of the Board of Directors who are unable to attend a meeting may designate another member of the Board to execute the absent member's proxy vote on any agenda item that comes before the Board. Such proxy designation shall be in writing, stating the specific issue(s) for which it applies, and made prior to the meeting being called to order. The Secretary shall take careful note of all actions by the Board, compile those into Draft Minutes within a reasonable time after the meeting, forward the Draft Minutes to the President for review, and distribute final Minutes to members of the Board and such others as approved by the Board on a timely basis.

**Section IV. Duties and Responsibilities.** Duties of the four elected Officers are summarized in the Bylaws of the Association. The duties and responsibilities of those Officers, the Immediate Past President, and the elected Directors are enumerated in the attachment to these Standing Rules. The Board shall review those job descriptions annually to ensure that they are current, relevant, and comprehensive. Duties and responsibilities of each of the appointed Directors shall be established by the President.

**Section V. Business Procedures.** Daily business of the Association shall be referred to the responsible Officer or Director for consideration when it arises and for action as required. If the contemplated

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<sup>1</sup> The first publication of *Robert's Rules of Order*, authored by Henry M. Robert in 1876, has been almost universally accepted as the standard manual of parliamentary procedure. That edition was meticulously reviewed, modified, and adopted as *Robert's Rules of Order Revised* in 1915. The latest "current and authorized edition," by Henry M. Robert III, et al., is titled *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*.

<sup>2</sup> The Board of Directors consists of four elected officers (President, Vice President, Secretary, and Treasurer); up to ten elected Directors; the immediate Past President *ex officio*; and not more than four Directors appointed by the President with majority approval of the Board of Directors.

<sup>3</sup> This delegation complies with guidance in Section 50 of *Robert's Rules of Order*.

action would require review or approval by the Board, the responsible Officer or Director shall inform the President at the earliest opportunity with a recommendation for appropriate action. If urgency requires, and the situation cannot await the next monthly meeting of the Board, the responsible Officer or Director shall distribute a concise explanation of the situation and proposed action to all of the other Board members by phone, personal contact, or e-mail; urgent actions may be voted on in a virtual meeting initiated by the President (e.g., verbal discussion and informal recording of votes given by phone or in person, archiving of e-mail messages). If a question (essentially a Motion and Second) is put before the Board by e-mail by the President, a reasonable time for response will be set, and the e-vote shall be taken at the end of that reasonable time.

If the situation is of an immediate nature that precludes consultation with the entire Board, the President shall act for the Association in the role of Chief Executive Officer. The President shall inform all of the members of the Board as soon as feasible of the situation, considerations applied, and actions taken.

Written substantiation of actions taken between regular meetings by either procedure shall be submitted at the next monthly meeting for attachment to the minutes of that meeting.

**Section VI. Financial Approvals.** The Board shall comply with the limitations contained in the Bylaws (e.g., annual limit on obligation of Legal fees). The Treasurer is authorized to approve reasonable and documented reimbursements and expenditures up to \$300 so long as only one reimbursement or expenditure applies—expenses exceeding that amount, even if divided or split, shall require additional review and approval. The President is authorized to approve (a) reasonable and documented reimbursements and expenditures up to \$500, within the caveat above, and (b) all legal expenses. The Treasurer and the President may refer individual invoices or other bills to the Board for consideration. The Board reserves the authority to approve reimbursements and expenditures in excess of \$500.

**Section VII. Committees.** Each Officer and Director shall consider the need for and value of an advisory committee of volunteers from among the active membership of the Association to assist him or her in performing the business of the Board and the Association for which he or she is responsible. The Officer or Director who concludes that an advisory committee is needed shall prepare a concise statement of purpose, proposed solicitation of committee members, and suggested scope of activities for review and approval by the Board. Advisory committees approved by the Board shall be chaired by the responsible Officer or Director, include the President (or designee) as a Member *ex officio*, and be either temporary (e.g., single event support) or of longer duration (e.g., Manzano Open Space Committee, MOS Adoption Committee). Advisory committees shall not act for or in the name of the Board or the Association, but only in support of an elected Officer or Director for the approved purpose.

**Section VIII. Nominations and Candidates.** The Nominating Committee provided for in the Bylaws shall solicit active member volunteers for positions on the Board of Directors to ensure that there is at least one active member candidate for each position; interview all such volunteers and self-nominated candidates to ensure their willingness to serve and their understanding of the relevant responsibilities under the Bylaws and of the duties under the Standing Rules; select one best-qualified candidate for each position on the Board; and provide a slate of nominees to the Board of Directors at the December Board Meeting for publication in the Winter Edition of the official quarterly publication of the Association. In addition, each self-declared candidate may announce his or her candidacy between the October and the December Board Meetings, verifying willingness to serve, good standing as an Active Member, and position-specific qualification for the position for which he or she is a candidate. Nominees and self-declared candidates may submit a written summary of qualifications, less than 100 words, to the President prior to December 1 for publication in the Winter Edition of the official quarterly publication of the Association. The Nominating Committee shall receive and count the ballots delivered via the official mailing address of the Association, ensuring protection of the privacy of personal information (e.g., phone number, e-mail address) and recording the number of votes for each candidate on the ballot to determine which candidates have been elected. Results of the election shall be provided to the President at least one week prior to the Annual Membership Meeting at which time the results of the election will be reported.

**Section IX. Web Site and e-Mail.** The Four Hills Village Homeowners' Association shall maintain a public access web site (currently [www.four-hills-village.com](http://www.four-hills-village.com)) to post information relevant to the Association. The President shall approve all postings of such information, with the exception that any Officer or Director may approve specific postings directly relevant only to his or her assigned responsibilities; the President may direct the withdrawal of such specific postings for cause. The appointed web master shall be responsible for the general appearance and functioning of the web site.

E-mail addresses of active members shall not be published in the Annual Directory except at a member's request and shall not be provided to any requester. From time to time, the President may approve sending information to all of those Active members who provided e-mail addresses on their membership applications. This use of all e-mail addresses is reserved to the President and shall require that such broadcast distributions must be made in such a manner as to preserve the privacy of their addresses from others (e.g., by using the bcc: function to hide addresses).

**Section X. Official Quarterly Publication.** A newsletter shall be prepared and published in March, June, September, and December to inform Association members of major activities. The December newsletter may be distributed to all residents of Four Hills Village in support of a membership campaign. The deadline for inputs shall be set by the Publications Director; articles, letters to the editor, advertisements, or other written material received after that date shall be rejected to ensure the timely reporting of information in each edition. Material of a partisan political nature, reflecting personal attacks, offensive to the average reader, irrelevant to the community at large, or exceeding one page in length shall be deemed unsuitable and may be rejected or severely edited in consultation with the author.

**Section IX. Suspension, Amendment, or Revision.** Any provision of the Standing Rules may be (1) temporarily suspended by a majority vote (only during that Board meeting), (2) amended by a two-thirds vote of the Board, or (3) rescinded by a two-thirds vote of the Board at any formal monthly Board meeting. If notice of the proposed action is given at a previous monthly meeting or in the call for the current monthly meeting, they may be amended or rescinded by a majority vote of the Board.

## **Attachment to the Standing Rules**

### **DUTIES AND RESPONSIBILITIES OF THE MEMBERS OF THE BOARD OF DIRECTORS**

#### **PRESIDENT**

1. Presides at all Annual, Special, and Board of Directors meetings.
2. Ensures that the affairs of the organization are conducted in accordance with the Bylaws of the organization.
3. Executes and delivers documents in the name of the Association, as approved by the Board of Directors.
4. Reviews the Bylaws for any required changes and presents such changes to the Board of Directors and the Membership for approval.
5. Oversees the operation of the organization, providing guidance and assistance as required, while maintaining an effective, efficient, and enthusiastic Board.
6. Plans the agenda for all Annual, Special, and Board of Directors meetings. The agenda shall cover all matters reported by the various Officers and Directors and may include presentation by invited guests on matters of general interest.
7. Subject to Board approval, makes necessary appointments.
8. Serves as the Association's primary contact and spokesman with outside organizations such as the City Council, County Commission, Environmental Planning Commission, Office of Neighborhood Coordination, other neighborhood associations, the District 9 Coalition, and other such groups. Other Officers and Directors are always welcome at such meetings and the President, from time to time, may delegate responsibility and authority to an Officer or Director to handle specific matters with such outside organizations.
9. Keeps current on all matters before the Board.
10. Makes an orderly transition of duties and information to her or his successor.

#### **VICE PRESIDENT**

1. Fulfills the duties of the President in his or her absence or resignation.
2. Undertakes special studies or activities as may be assigned by the President.
3. Assists the President in developing appropriate topics for the various meetings.
4. Assists the President in ensuring a smooth running operation of the Board of Directors.
5. Keeps current on all matters before the Board.
6. Makes an orderly transition of duties and information to her or his successor.

#### **SECRETARY**

1. Records the proceedings of all Annual, Special, and Board of Directors meetings in formal minutes.
2. Prepares a draft agenda for each Annual, Special, and Board of Directors meeting for review and approval by the President; publishes final agenda at least one day prior to each meeting.
3. Provides a copy of all minutes compiled to each Board member prior to the next monthly Board meeting.
4. Maintains the Association's central files.
5. Provides all necessary meeting notices.
6. Notifies, at the beginning of the year, all required City and County organizations of the names, addresses and phone numbers of each member of the Board.
7. Files the Annual Report Form (Neighborhood Association Recognition Ordinance, 0-92) with the Office of Neighborhood Coordination.
8. Files the nonprofit annual corporate report with the State Corporation Commission of New Mexico. (FHVHA's NMCC Certificate of Incorporation Authority number is **0686550**)
9. Coordinates the preparation of articles for and supervises the publication of the quarterly newsletter.
10. Keeps current on all matters before the Board.
11. Makes an orderly transition of duties and information to her or his successor.

### **TREASURER**

1. Serves as custodian of all funds, financial records, and accounts of the Four Hills Village Homeowners' Association.
2. Receives all dues and other revenues and deposits such revenues in a bank account approved by the Board.
3. Follows a bookkeeping system approved by the Board.
4. Disburses money upon receipt of an appropriate bill or an authorized expenditure claim describing the nature of the expense.
5. Provides a current financial report to each Board member at each regularly scheduled Board meeting.
6. Submits a written financial report for the Annual meeting.
7. At the end of the fiscal year, submits a proposed Annual Budget for the following year to the Board of Directors for approval.
8. Submits an audited Annual Financial Report for approval by the Board.
9. Secures the signatures of the Treasurer and Alternate Treasurers (if appointed) on bank cards and completes all other business arrangements with the Bank.
10. Serves as primary contact with the U. S. Postal Service on such matters as Post Office Box rental and bulk mailing.
11. Keeps current on all matters before the Board.
12. Makes an orderly transition of duties and information to her or his successor.

### **IMMEDIATE PAST PRESIDENT**

1. Ensures continuity of all unfinished business of the Association with the incoming Board.
2. Assists the Board in the orderly transition of all Association business.
3. Provides background, advice, and counsel on unfinished business affairs.
4. Participates in new business affairs.
5. Keeps current on all matters before the Board.

### **ARCHITECTURAL CONTROL DIRECTOR**

1. Chairs the Architectural Control Committee of three to seven members; appoints members to the committee; and establishes operating rules for the committee.
2. Maintains surveillance of the community to ensure that any new construction, remodeling, addition to or alteration of any building, swimming pool, wall, fence, tank, or any other structure whatsoever, on any lot, follows the approval procedures contained in the restrictive covenants.
3. Reviews and approves or disapproves submitted preliminary plans and final plans and specifications. Ensures that no construction work commences until written approval has been provided.
4. Ensures that disapproval of plans and specifications results from such plans and specifications not being in accord with the requirements of the Comprehensive Zoning Code, restrictive covenant, incomplete information provided, or deemed contrary to the intent of the restrictive covenant.
5. Collects a review fee of \$100 for all new construction or additions estimated to cost more than \$50,000. Such fees also entitle the applicant(s) to one year's membership in the Association. Fees are turned over to the Treasurer for deposit in the general fund. There is no charge for review of applications for all other type work.
6. Keeps current on all matters before the Board.
7. Makes an orderly transition of duties and information to her or his successor.

### **COVENANTS DIRECTOR**

1. Cooperates and coordinates with the Architectural Control Director and City officials in the effective enforcement of the Comprehensive Zoning Code and restrictive covenants covering all deeded property.
2. Maintains an up to date file of all covenants applicable to Four Hills Village installments and supporting maps showing installment boundaries.
3. Provides a copy of a requested installment covenant to any individual at a rate of three dollars per copy. Revenues received are turned over to the Treasurer.

4. Responds to each complaint of FHVHA's members or residents if the complaint is deemed so serious as to affect the overall environment or character of the community as follows:
  - a. Evaluates the complaint to determine if it is in fact a violation of the zoning code or a legally binding covenant.
  - b. If a violation exists, attempts to gain compliance through discussions with all parties concerned.
  - c. Advises the complainant and violator of the legal basis of the zoning code or restrictive covenant and, if discussions fail to resolve the violation, sends a letter to the violator instructing compliance within a reasonable time frame.
  - d. If the violator fails to comply, the Covenant Director will determine if the complainant desires to take legal action and present the case to the Board to determine if the Board will provide the complainant any financial support of legal fees.
5. Provides the Board written or verbal monthly reports of complaints and results.
6. Keeps current on all matters before the Board.
7. Makes an orderly transition of duties and information to her or his successor.

#### **MEMBERSHIP DIRECTOR**

1. Maintains alphabetical and street master files of all FHVHA members.
2. Verifies that full name, address, telephone number and spouse's name of each FHVHA member is correctly recorded in the database file.
3. Obtains information on new residents from the Real Estate Director and the Four Hills Neighbors Hostess Chairperson.
4. Mails a welcoming letter (including a copy of the most recent newsletter and a FHVHA membership application form) to all new residents.
5. Informs all residents by letter in December that membership dues for the next year are due.
6. Mails a follow-up letter in February urging all residents who have not yet joined the FHVHA to do so.
7. Coordinates the compilation, printing, and distribution of the annual Resident Directory.
8. Collects mail from the Post Office Box and makes appropriate distribution to Board members.
9. Keeps current with all matters before the Board.
10. Makes an orderly transition of duties and information to her or his successor.

#### **PARKS AND OPEN SPACE DIRECTOR**

1. Maintains liaison with the Director of the City's Open Space Division and the Parks and Recreation Department concerning open space and park planning and projects in the vicinity of Four Hills Village.
2. Maintains liaison with the City's Open Space Advisory Board. Checks the monthly agenda of the Advisory Board to ensure that the FHVHA Board is aware of any activity that may affect Four Hills Village.
3. Coordinates complaints from members and residents concerning the Open Spaces adjacent to FHVHA boundaries and other vacant land in the vicinity and reports such complaints to the Open Space Division or other appropriate City/County Division or Department.
4. Organizes and supervises a Community effort, as required, to pick up litter and pull weeds within the Manzano Open Space, along Four Hills Road, and other public areas in Four Hills Village. This includes the annual city-wide cleanup campaign.
5. Maintains the medians at the intersection of Stagecoach Road and Four Hills Road (the Y-intersection); a services contract may be negotiated to ensure an attractive appearance of that area.
6. Prepares draft letters for the Association President's signature to any government entity or individual, when necessary, to express Four Hills Village Homeowners' Association's views, concerns, and suggestions in regards to the Open Spaces in the vicinity of Four Hills Village.
7. Keeps current on all matters before the Board.
8. Makes an orderly transition of duties and information to her or his successor.

#### **PLANNING AND DEVELOPMENT DIRECTOR**

1. Becomes thoroughly familiar with the Albuquerque/Bernalillo County Comprehensive Plan, the City of Albuquerque Comprehensive City Zoning Code, and other City/County land use and development directives and processes. Maintains a current copy of the Albuquerque/Bernalillo County Comprehensive Plan and the City of Albuquerque Comprehensive City Zoning Code.
2. Coordinates with the Albuquerque Planning Department, Bernalillo County Zoning and Planning Department, Office of Neighborhood Coordination, and other related agencies and offices.
3. Reviews proposed zoning, planning, and development actions and makes recommendations for any changes; argues the case before the appropriate authorities.
4. Understands the development process outlined in the Handbook for Neighborhood Associations or other guidelines produced by the City Planning Department.
5. Monitors all proposed and planned developments in the vicinity of Four Hills Village.
6. Recommends appropriate actions to the President concerning planned development of vacant lands in the vicinity of Four Hills Village.
7. Keeps current on all matters before the Board.
8. Makes an orderly transition of duties and information to her or his successor.

#### **PUBLICATIONS DIRECTOR**

1. Solicits, collects, and edits material for the Official Quarterly Publication, aka The Chronicle, and prepares it for printing and distribution.
2. Prints and distributes the Resident Directory after preparation by the Membership Director.
3. Before any publication is printed, a proof shall be reviewed by the Secretary or a person or persons appointed by the Board.
4. All costs shall be reviewed by the Treasurer and included in the Treasurer's monthly report to the Board.
5. Keeps current on all matters before the Board.
6. Makes an orderly transition of duties and information to his/her successor.

#### **REAL ESTATE AND PUBLIC RELATIONS DIRECTOR**

1. Reports on the current real estate market generally and especially in the vicinity of Four Hills Village by providing a monthly sales and listing activity report to the Board.
2. Provides a quarterly report for the Newsletter reflecting comparison sales and values of past years to the current market.
3. On a monthly basis, provides to the Membership Director the names, addresses and telephone numbers of all new Four Hills Village residents.
4. Provides other pertinent information on real estate matters such as property tax values, City and County tax initiatives, and property evaluations in the vicinity of Four Hills Village.
5. Promotes the desirability of Four Hills Village as the premiere residential area in Albuquerque through newspaper, magazine, television, and radio media and in articles in the Chronicle and monthly newsletters.
6. Prepares news articles, messages, and other media releases; initiates discussions with Association members and media representatives concerning positive aspects of living in Four Hills Village.
7. Coordinates with the Covenants and Parks and Open Space directors concerning the appearance of Four Hills, complaints from active members, and resolution of unsightly property issues through the assistance of a committee to advise and to assist members with the appearance of their residential properties.
8. Informs and advises the Board of Directors concerning notable improvements or characteristics of the community and situations that detract from the appearance of the community.
9. Plan and coordinate the Annual Community –wide Garage Sale
10. Keeps current on all matters before the Board.
11. Makes an orderly transition of duties and information to her or his successor.

### **SECURITY, AIR FLIGHTS, AND ROADS DIRECTOR**

1. Maintains liaison with Albuquerque Police Department, City Traffic Engineering, Street Maintenance, and City Airport Director so as to be aware of any new developments that might affect members.
2. Notifies the Albuquerque Police Department Foothills Substation and Albuquerque Police Department Officers assigned to patrol in the vicinity of Four Hills Village of specific problems or concerns of residents regarding crime, and requests additional patrols, investigations, tactical plans, and other actions.
3. Through personal inspection or resident's complaints investigates needed improvements to the streets, including surfacing, snow plowing, overhanging trees, traffic, and street signs. Works with the City Airport Director to ensure prescribed take-off and landing procedures are followed. Brings issues to the attention of the responsible City representative or office.
4. Coordinates with the Albuquerque Police Department, Crime Prevention Council and Albuquerque Office of Neighborhood Coordination in organizing and conducting an effective Neighborhood Patrol Program for Four Hills Village. Manages the Neighborhood Patrol Program, promotes the Neighborhood Watch program, and keeps current on government and private security activities.
5. Reviews plans for any proposed new roads and makes recommendations for any changes. With the President as official spokesman, argues the case before the appropriate authorities.
6. Obtains and analyzes information on crime trends and traffic accident or violations information in the vicinity of Four Hills Village and provides this information to the Board at the monthly meetings.
7. Reports quarterly in the Newsletter various statistics including traffic accidents, traffic violations and burglaries issues in the vicinity of Four Hills Village. Reports quarterly on any Four Hills Village road and air traffic issues.
8. Keeps current on all matters before the Board.
9. Makes an orderly transition of duties and information to her or his successor.