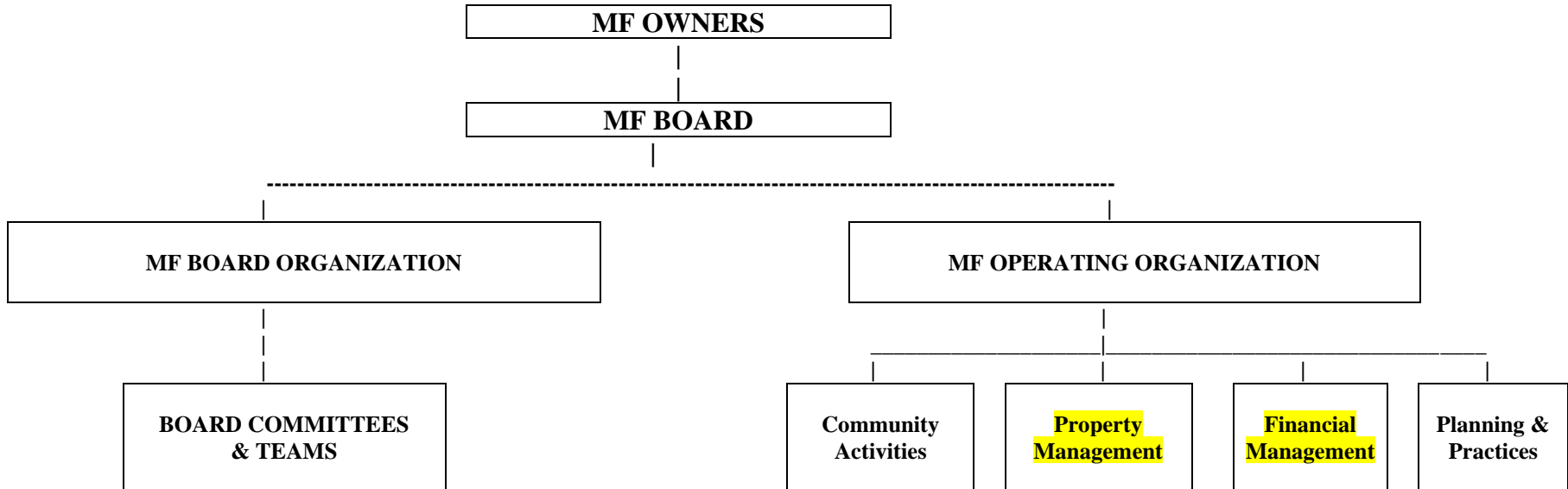


**MOUNTAIN FAIRWAYS HOMEOWNERS ASSOCIATION [MF HOA] 2023/2024 ORGANIZATION CHART**



**Committees**

- Buildings & Grounds [B&G] Committee
- Finance Committee
- Community Activities Committee

**Teams**

- Planning & Practices [P&P]
- Technology
- Outsourcing Implementation [OIT]
- Reserve Plan/Reserve Fund [RP/RF]
- Study

**Important Parameters**

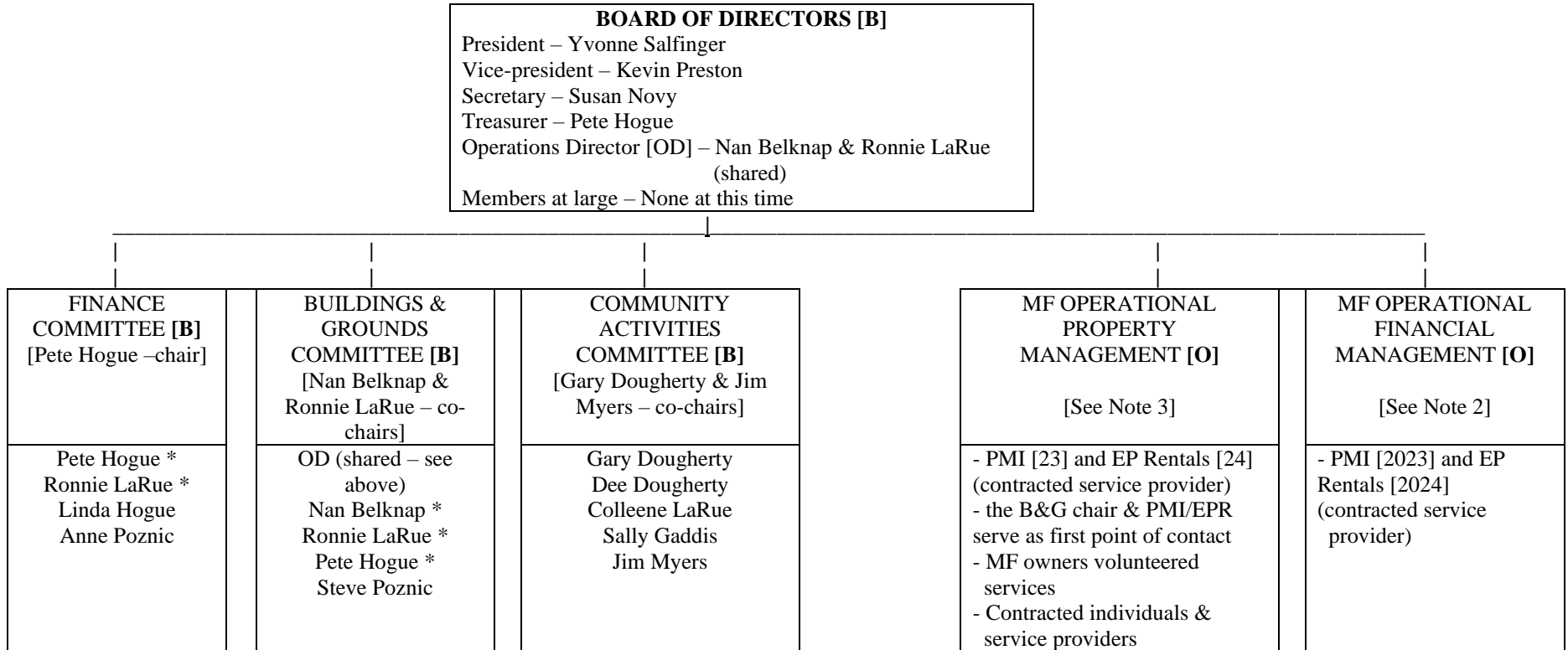
- Our committees & teams & board interact with the operating organization paid and volunteer personnel by function
- The majority of our operational personnel are both owners and members of a team or committee aligned with their operational role
- At this time the Community Activities and Planning & Practices functions are handled solely through board committees or teams

**NOTES:**

- 1) The next page provides a more detailed organization chart for the board & operating organizations.
- 2) The board publishes a schedule of its meetings each year to which all the owners are invited to attend (in addition to the two owner-oriented meetings each year)
- 3) We currently have a contracted service provider for our MF Property & Financial Management operational functions – the suite of services was phased in beginning with January 2023 business. The contracted property management company for 2023 is PMI – Estes Park. They will be replaced by EP Rentals in 2024.

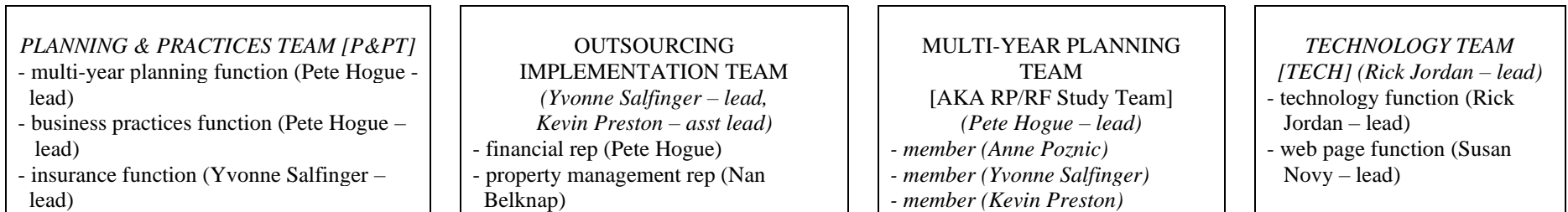
**MOUNTAIN FAIRWAYS [MF] – 2023/2024 BOARD & OPERATING ORGANIZATION CHART**

*This version is an update to the board approved (9/23/23) version which represented our organizational structure that resulted from the 2023 Annual Meeting and board meeting that followed. It will be approved by the board at the 11/4/23 board meeting.*



*The NOTES starting/found on the next page are important to an understanding of this organization chart [TBD = to be determined]*

\*\*\*\*\* TEAMS \*\*\*\*\*



## NOTES

1) The [B] or [O] designation describes where this organizational entity would be in the standard paradigm of an organization being composed of a board organization and an operating organization. All committees should be composed of a minimum of two board members (\*) and any number of non-board members. Job (role) descriptions are available for each committee. There is a job (role) description in the by-laws for each of the four standard officer positions, as well as the Operations Director position.

2) We have documented roles for treasurer (TREAS), financial secretary (FINSEC), and finance committee chair (FINAN). For the 2015/2016, 2016/2017, and 2017/2018 seasons we did not have two separate people doing the TREAS and FINSEC roles like we need and have had in the past. For the 2018/2019 and 2019/2020 seasons we were back to the desired/normal paradigm. For the 2020/2021 and 2021/2022 and 2022/2023 and 2023/2024 seasons we have had to revert back to one person having two roles (treasurer, finance chair). Effective with the 2023 business year the majority of the FINSEC work has been outsourced.

3) In 2017 we had volunteer staffing for our MF Property Asset Manager (acronym is PAM) role. In 2018 we had a MF individual in a paid role through August who continued in a transition status for the rest of the year as we brought aboard his successor to finish out 2018 and fill the role for 2019 and 2020. A work order request form is used to improve our effectiveness and timeliness in this area. We currently contract for several services (including, but not limited to): lawn and landscaping service, sprinkler system service, snow removal service, garbage service, and handyman services. The details of how the B&G chair and PAM will partner in the primary contact role are determined annually. With the resignation of the paid owner individual in the role (after the Annual Meeting in 2020) the B&G Committee made the decision to not have a paid PAM, but rather do the equivalent work as a committee. That was the situation for part of the 2020 Budget year and the 2021 Budget year. That approach was continued in the 2022 Budget year - but analysis needed to be done by B&G as to whether that needed to change. With the board decision to outsource operational property management (along with financial operational management) effective with 2023 the analysis is complete.

4) The current staffing of the organization chart (top portion of the page above) is the result of three factors

- the first factor is the election of board members at the 8/12/23 Annual Meeting and the election of a) officers and b) designation of committee chairs and team leaders either at the 8/12/23 board meeting that followed the Annual Meeting or by subsequent election by the group involved
- the second factor is the result of owners using the volunteerism worksheet at the Annual Meeting to sign up for their areas of interest
- the third factor is the committee chairs and team leaders documenting continuing members and new members of their respective groups.

5) We now have documentation on the special teams that support the board organization (the board and its committees). Each of these teams has a specific purpose as noted below and meets and conducts its business when needed. None of the teams has a permanent membership – rather, the team members are determined either annually or at the time work is commissioned for the team.

\* **Planning & Practices team** - now made up of three functions that previously were separate entities:

**Insurance function** – makes recommendations to the board on a) our periodic contracting with an insurance provider as well as b) making insurance related decisions such as the assessment within the overall Operating assessment needed to provide the needed revenue stream. Team members that now make up the functional resources are John Gaddis, Yvonne Salfinger, Susan Novy, Pete Hogue, and Rick Jordan – Yvonne Salfinger is the team leader

**Multi-Year Planning function** – the intent is to have a small group conduct the longer term planning needed to keep our organization viable in the future (not just in the short term). The initial role description and staffing were completed for the Long Range Planning [LRP] Team, with an expectation that both would evolve with time. ***The LRP Team has now been replaced by the Multi-Year Planning Team (see next page)***

**Business Practices function** – maintains our governing documents on behalf of the board, does initial drafting of documentation on many topics for completion by the entity involved, provides tools for board use such as org charts, high level timelines, etc. Team members that now make up the functional resources are John Gaddis, Susan Novy, Yvonne Salfinger and Pete Hogue (team lead).

\* **Technology team** – now made up of two functions that previously were separate entities (teams):

**Technology function** - handles the three responsibilities of technology, facilities, and equipment, with the main emphasis being technology (and the electronic equipment involved). The initial team (now function) was commissioned at the 1/28/18 board meeting following the recommendation from the LRP team that an Electronic Files Storage Project be approved, with one component being establishing this team. Team members that now make up the functional resources are Rick Jordan (team lead) and Pete Hogue and Yvonne Salfinger.

Web Page function – handles the design of the MF web site (both the initial version & the ongoing enhancements) as well as the input of, and maintenance of, the information displayed on the web page. Works with our current 2023 operational management company PMI on what should be shown on the document page of their system. Until recently only the team members, in particular Susan as the webmaster, had the access and authority to input information on the MF webpage. Currently the finance team has been given the access and authority to input the financial information. The key to the web page design is that there are some pages that are accessible to anyone accessing the site and others that are restricted to our owners through ID and PASSWORD requirements. Team members that now make up the functional resources are Susan Novy, Rick Jordan, and Leigh Dawson – Susan is team lead.

\* **Outsourcing Implementation Team** – approved by the board in 2022 (in parallel with approving the plan to outsource some of our operational management responsibilities to PMI for 2023) and currently made up of three groupings, with two levels for each group (first level is the management liaison with PMI, second level is the working transition folks):

- a) operational financial management – Pete Hogue is the management liaison and Anne Poznic and Pete Hogue are the working transition folks ***this grouping will be retained in 2024 when EP Rentals becomes our service provider***
- b) operational property asset management – Nan Belknap is the management liaison and Nan Belknap and Ronnie LaRue are the working transition folks ***this grouping will be retained in 2024 when EP Rentals becomes our service provider***
- c) operational administrative management – Yvonne Salfinger is the management liaison and Yvonne Salfinger and Susan Novy are the working transition folks ***this grouping will be eliminated in 2024 when EP Rentals becomes our service provider.***

\* **Multi-year Planning Team (also known as RP/RF Study Team)** – currently made of Pete Hogue (lead) and Anne Poznic and Yvonne Salfinger and Kevin Preston. The two key objectives of this team, commissioned by the board in 2023, are:

- a) recommend an updated version of the multi-year approved plan (which is based on local knowledge without consultation with external expertise) for board review and approval
- b) recommend an approach for getting external expertise to review our Reserve Plan/Reserve Fund planning approach and plans (currently done mostly with local knowledge only) for potential improvements. The Study Team was commissioned to work with Reserve Advisors in August 2023.

6) The working relationship and business practices used between each committee or team and the board has evolved over time. Each committee or team normally has a combination of a) responsibilities they handle directly on behalf of the board and b) responsibilities they handle through doing analysis for, and making recommendations to, the board. In the event of an issue or concern arising in the first case, the board may be requested to take a role in resolution of the issue or concern.