

## HOA Governance Documents Summary Table

Document Type	Purpose	Authored by	Amending	Hierarchy
<b>Articles of Incorporation</b>	Legal framework bringing the corporation into existence and describing the Association’s purpose, authority and powers.	Developer	The Articles of Incorporation can be amended by a simple majority of Directors at a duly noticed meeting.	2 - Trumps all other documents except the CC&R’s
<b>Declaration</b>	Elaborates on the broad HOA powers, duties, and administrative authority granted by the Articles of Incorporation	Developer	May be amended only by the vote of Lot and Unit Owners to which more than 50% of the votes in the Master Association are allocated. <i>(Read the First Amendment to the CC&amp;Rs, Item 7 for exceptions)</i>	1 - Trumps all other documents
<b>Bylaws</b>	Broad business procedures for the administration of the Association	Developer	Bylaws may be amended by a majority of a quorum of the Executive Board, or by a vote of Members, holding at least 67 percent of the votes in the Master Association.	3 - Trumps all other documents except the CC&R’s and Articles of Incorporation
<b>Design Guidelines</b>	The rules, procedures, standards, guidelines, and requirements that ensure orderly and attractive development of the Common Interest Community.	Design Review Committee	The Design Guidelines may be amended and supplemented by the DRC with ratification of the RVRMA Executive Board.	In the event of conflict between the Design Guidelines and other documents or authorities, the more restrictive shall govern and control.
<b>Resolutions: Policies and Procedures</b>	Provide details and means for executing the business of the Association	Executive Board	May be amended by a majority of a quorum of the Executive Board following a 30 day community comment period.	4 - Trumps all other documents except the CC&R’s, Articles of Incorporation, and Bylaws
<b>Rules and Regulations</b>	Provide a framework of behavior within which members can live in harmony in a community setting.	Association Management staff	Rules and Regulations are generally established, enforced, and amended by Association Management staff with direction from the Executive Board as needed.	5 – Doesn’t trump any other document