

HOA Governance Documents Summary Table

Document Type	Purpose	Authored by	Amending	Hierarchy
Plat/Maps	Identifies the specific location of lots, blocks, common areas, easements, etc.	Developer	May be amended by 67% of allocated votes and then recorded with the County	1 - Trumps all other documents
Declaration	Elaborates on the broad HOA powers, duties, and administrative authority granted by the Articles of Incorporation	Developer	Per CCIOA, may be amended by the vote of 50% - 67% of Lot and Unit Owners. RVR's is 50%	2 - Trumps all other documents except the Plat
Articles of Incorporation	Legal framework bringing the corporation into existence and describing the Association's purpose, authority and powers. Filed with the Secretary of State	Developer	The Articles of Incorporation can be amended by a simple majority of Directors at a duly noticed meeting.	3 - Trumps all other documents except the Plat and Declarations
Bylaws	Broad business procedures for the administration of the Association	Developer	Per Non-Profit Act, 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. Board cannot amend quorum requirement or terms of office or qualifications of Board members. This is RVR's requirement too.	4 - Trumps all other documents except the Plat, Declarations and Articles of Incorporation
Resolutions: Policies and Procedures	Provide details and means for executing the business of the Association	Executive Board	May be established or amended by a majority of a quorum of the Executive Board following a 30-day community comment period.	5 - Trumps all other documents except the Plat, Declarations, Articles of Incorporation, and Bylaws
Design Guidelines	The rules, procedures, standards, guidelines, and requirements that ensure orderly and attractive development of the Common Interest Community.	Developer	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.
Rules and Regulations	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