

# SCVCAI Board Policy

## Fine Policy & Enforcement Procedure (ADM-007)

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Fine Policy &amp; Enforcement Procedure</b> | <b>Policy Number</b>    | <b>ADM-007</b>  |
| <b>Category</b>  | <b>Administration</b>                          | <b>Current Revision</b> | <b>REV-007</b>  |
| <b>Staff OPR</b> | <b>Community Services Coordinator</b>          | <b>Effective Date</b>   | <b>03-27-12</b> |

### **0.0 Reason for Changes**

The requirement for a tree in the front yard was removed as part of Development Standard changes approved at the February 28, 2012 Board meeting. Because of this, the fine for not having a tree in the front yard is being removed from this policy to bring the two documents into alignment. Additionally, the deposit for the PreApproved Common Area Landscaping Program is \$200 thus the fine for unapproved common area work will be the same for the first violation (\$200) and \$300 for the second.

### **1.0 Background**

The Board of Directors is authorized to develop various policies and procedures (including fines) which enforce provisions of the Governing Documents of the Association (See State Law A.R.S. 33-1803, B., CC&R Articles V, Section 3, XI, Section 6 and XI, Section 9, and Bylaw Article 6.1). To assist the Association in obtaining compliance of various Association Governing Documents (CC&Rs, Bylaws, Development Standards, Rules and Regulations, etc.), voluntary compliance and fine methods will be used.

### **2.0 Objective**

An objective of the Association is to insure that all facilities, as well as membership activities and actions, shall be directed toward the positive enhancement and character, quiet enjoyment thereof and general welfare of the Sun City Vistoso community. The cooperation and support of all Members is essential to achieve this objective.

Many Members may not be aware of possible infractions of Association Governing Documents on their property. For this reason, the Association initially takes an educational approach to a first contact with Members.

### **3.0 Application**

Board of Directors, Members, Management on an ongoing basis

### **4.0 Policy**

In conformance with Arizona Revised Statute §33-1803, the CC&Rs (Article V, Section 3 and Article XI, Section 9) and the Bylaws (Article VI, Section 6.1 and Article II, Section 2.5), the Board of Directors has adopted the following policy and fine schedule with respect to the enforcement of SCVCAI's Governing Documents.

1. **REMINDER NOTICE** If the Association determines that a violation of the Association's Governing Documents exists (excluding nonpayment of assessments), the Association shall provide the Owner with a written Reminder Notice informing the Owner of the violation(s) of the Governing Documents and requesting that the violation(s) be corrected by a date that is no less than ten (10) business days from the date of the Reminder Notice.

The Owner is responsible for notifying the Association that the violation has been corrected.

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2. NOTICE OF VIOLATION Should the Owner fail to correct the violation(s) by the date set forth in the Reminder Notice, the Association shall provide the Owner with a Notice of Violation which shall set forth the violation, inform the Owner that fines or other sanctions may be imposed for the violation, and offer the Owner the opportunity to request a hearing before the Board of Directors before any fine or other sanction is imposed.

3. HEARING

REQUEST FOR HEARING The Owner is responsible for notifying the Association in writing of his/her request for a hearing. If an Owner requests a hearing and intends to present personal, health or financial information for consideration at the hearing, he/she may request that the hearing be held in executive session.

NOTICE OF HEARING If an Owner requests a hearing before the Board of Directors, the Owner shall be sent written notice of a hearing date which shall be no less than fifteen (15) days after the date of the Notice of Hearing.

HEARING PROCEDURE At a violation hearing before the Board, an Owner (or his/her designated representative) shall be permitted to present evidence and witnesses on his/her behalf. Hearings shall be open to Association members unless the Owner has requested in writing that the hearing be held in executive session pursuant to Section 3, paragraph 1.

4. FINES In determining whether or not to impose fines, consideration of any or all of the following:

- Seriousness of the violation;
- Effect of violation on other residents;
- Owner's previous violations;
- Whether Owner is making good faith efforts to abate the violation; and
- Other considerations deemed relevant by the Board

Fines shall be imposed according to the Fine Schedule (Addendum A) and may be imposed on a recurring basis for continuing violations; provided, however, that the Board reserves the right to waive fines if it determines that the Owner is making good faith attempts to correct the violation(s).

5. NOTICE OF FINE If the Board imposes a fine against an Owner, the Owner shall be provided with written notice of the amount of the fine and the date by which the fine shall be paid. Collection of delinquent fines may be enforced by seeking a personal judgment against the Owner and upon obtaining a judgment, recording a lien against the Owner's Lot.

Payment of a fine does not constitute a variance for the violation; all violations must be corrected regardless of the fines imposed.

6. OTHER SANCTIONS OR ACTION AGAINST OWNER If the Association is considering taking action against an Owner other than the imposition of fines (e.g., suspension of membership privileges, initiating litigation) and the violation at issue concerns the condition of the Owner's Lot, the Association shall provide the Owner with written notice of the following:

- description of the alleged violation(s) and the provision(s) of the Governing Documents that has (have) been allegedly violated;
  - date of the alleged violation or the date that it was observed;
  - name of the person or persons who observed the alleged violation;

## **SCVCAI Board Policy**

- action required to restore the property to a conforming condition and the date by which such corrective action must be taken (no less than ten (10) business days from the date of the notice); and
- that the Owner may contest the violation by providing a written response to the Association via certified mail within ten (10) business days of the date of the Notice.

7. **TENANTS AND GUESTS** Owners are responsible for violations of the Governing Documents by their invitees, tenants and guests. Any notice sent by the Association to an Owner in conformance with this Policy may also be sent to the tenant(s) residing in the Owner's Lot at the discretion of the Association.

8. **NOTICES** Any notice sent by the Association pursuant to this Policy shall be sent to the Owner's address on record with the Association by U.S. mail, postage prepaid, or by certified mail, or both, at the discretion of the Association.

*The implementation of this policy shall be delegated to the office of the General Manager and the Community Services Coordinator, with the assistance of the Architectural Review and Neighborhood Pride Committees. This Policy is intended to serve as a guideline for the Association with respect to general enforcement matters. Nothing contained in this Policy shall be interpreted as prohibiting the Association from employing procedures other than those outlined herein or referring an enforcement matter to legal counsel at any time if the Association, in its sole discretion, determines that the nature of the violation warrants such action. Owners shall be responsible for the attorney's fees and costs incurred by the Association with respect to an enforcement matter to the extent allowed by the Governing Documents.*

### **5.0 Revision Record**

| <b>Policy History/Predecessors</b> | <b>Board Approval Date</b> | <b>Written/Revised by</b>         |
|------------------------------------|----------------------------|-----------------------------------|
| REV 0: 06012401                    | 01-24-06                   | Unknown                           |
| REV 1: 06092601                    | 09-26-06                   | Unknown                           |
| REV 2: ADM-007.002                 | 04-25-09                   | Bob Mariani                       |
| REV 3: ADM-007.003                 | 08-25-09                   | Robin Coulter                     |
| REV 4: ADM-007.004                 | 11-17-09                   | Robin Coulter                     |
| REV 5: ADM-007.005                 | 07-27-10                   | Wendy Ehrlich, Attorney           |
| REV 6: ADM-007.006                 | 11-16-10                   | ARC/Jerry Van Brunt/Robin Coulter |
| REV 7: ADM-007.007                 | 03-27-12                   | Bob Mariani                       |

# SCVCAI Board Policy

## Addendum A

### SCHEDULE OF FINES FOR GOVERNING DOCUMENT VIOLATIONS

#### Architectural Review Committee (ARC) & Neighborhood Pride

#### Violations Fine Schedule

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All fines are due immediately and are not accumulative.

|                      |       |   |
|----------------------|-------|---|
| 1 <sup>st</sup> fine | \$25  | Due immediately   |
| 2 <sup>nd</sup> fine | \$100 | Due 30 days from first letter if violation not corrected    |
| 3 <sup>rd</sup> fine | \$300 | Due 60 days from first letter if violation is not corrected |
| 4 <sup>th</sup> fine | \$500 | Due 90 days from first letter if violation is not corrected |

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#### Neighborhood Pride Violation Fines

Include, but are not limited to:

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|                         |                      |                       |                          |
|-------------------------|----------------------|-----------------------|--------------------------|
| Air Conditioning Units  | Debris               | Post Light & Exterior | Trash Container          |
| Ancillary Equipment     | Driveway Coatings    | Lighting              | Tree - Overhanging       |
| Artifacts in Front Yard | Exterior Home Repair | Prohibited Structure  | Trellis                  |
| Awnings, Screens,       | Flag Pole            | Sidewalk              | Wall, Fence & Gate       |
| Screen Doors, Security  | House Painting       | Signage               | Weeds                    |
| Doors, Shutters, Patio  | Landscape            | Signage - For Rent or | Wild Flowers             |
| Covers                  | Lawn Furniture       | For Lease             | Other General Violations |
| Bare Ground             | Lighting             | Signage - For Sale    | Not Included in this     |
| Building Repair         | Mailbox              | Storage - Exterior    | Schedule                 |

#### Architectural Review Violation Fines

Include, but are not limited to:

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- Failure to obtain ARC approval in advance of performing any additions, changes, or alterations to SCV property of a member
- Failure to follow ARC approved plans
- Failure to apply for ARC approval, and initiation of construction, modification, addition or changes in violation of CC&Rs or Development Standards

#### Other Fines Not Included Above

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The Board of Directors reserves the right to levy additional fines of appropriate amounts for other violations not outlined above.

**Member Code of Conduct Violations** - First Violation, \$100 plus possible loss of membership privileges; Additional Violations, \$200 plus loss of membership privileges

**Unapproved Common Area Work** - First Violation, \$200 plus possible loss of membership privileges; Additional Violations, \$300 plus loss of membership privileges

#### **Yard and Garage Sales**

\$250 per infraction

# SCVCAI Board Policy

## Fraud Prevention & Risk Management Plan (ADM-008)

|                  |  |                         |                   |
|------------------|--|-------------------------|-------------------|
| <b>Title</b>     | <b>Fraud Prevention &amp; Risk Management Plan</b> | <b>Policy Number</b>    | <b>ADM-008</b>    |
| <b>Category</b>  | <b>Administration</b>                              | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Bob Mariani</b>                                 | <b>Effective Date</b>   | <b>07-27-2010</b> |

### 0.0 Reason for Changes

New policy, no changes.

### 1.0 Background

The Association’s auditor recommending this policy in their 2008-2009 audit.

### 2.0 Objective

To provide an overview for fraud prevention and risk management.

### 3.0 Application

This policy applies to Association management and staff.

### 4.0 Policy

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# SCVCAI Board Policy

## ***Risk Management Philosophy***

SCVCAI aspires to operate in a way that protects the health, safety and security of community members and staff members while supporting the Association's mission and safeguarding assets needed for mission-critical programs and activities.

## ***Risk Management Goals***

SCVCAI seeks to involve appropriate personnel at all levels of the Association in the identification of risks and creation of practical strategies in order to make certain that the Association's approach to risk management considers diverse perspectives and staff understand their roles and responsibilities in protecting the mission and assets of the Association.

## ***General Safety Principles***

SCVCAI strives at all times to operate in compliance with local, state, and federal laws and regulations. Safety and risk management activities are multi-faceted and include:

- Thoughtful screening, selection and training of employed staff
- Creation and enforcement of policies
- Maintaining safe and secure facilities
- Establishing procedures to be followed in the event of an emergency
- Maintaining clear communications channels
- SCVCAI purchases insurance coverage as a financing mechanism for certain risks, but recognizes that insurance is not a substitute for vigilance in planning and implementing programs

## ***Responsibility for Risk Management***

### **Board of Directors & Board Committees**

- Adopts annual goals and budget with risk management in mind
- Adopts annual capital budget with risk management in mind
- Adopts and establishes policies (i.e. Employee policies; Investment Management policies)
- Reviews the Association's insurance program periodically
- Reviews the Association's risk management plan with annual revisions as needed and as provided by management

### **Legal Counsel for the Association**

- Serves as advisor to the board of directors in legal matters, making referrals to specialists on an as needed basis
- Advises senior staff on the contracts, agreements, forms, etc.; reviews contracts on an as needed basis; makes referrals to specialists on an as needed basis

### **General Manager**

- Assigns staff to design and carry out safety and risk management activities.
- Assigns staff to perform annual review of the safety and risk management activities.
- Executes contracts for the Association.
- Keeps the board apprised of emerging threats and opportunities facing the Association.
- Gives annual report to Board of any revisions needed to the risk management plan
- Gives annual insurance report to Finance & Budget Committee.

## ***Governance Structure***

### **Articles of Incorporation**

SCVCAI was incorporated in the State of Arizona. The articles of incorporation will be reviewed by legal counsel periodically to ensure compliance with state laws. The corporate status has been maintained by filing with the state as required by law. The Board will periodically review the articles for compliance with the current mission and vision of the Association.

### **Bylaws**

The bylaws are reviewed on a periodic basis by management and/or the Board of Directors to ensure compliance with the law and to best serve the community's operations.

### **Indemnification**

SCVCAI maintains a Directors' & Officers' liability insurance policy. The policy limit of liability is \$2,000,000.

### **Non-Profit Status**

The Controller and independent auditor assesses SCVCAI's compliance with issues including internal processes, excess business holdings and jeopardizing investments through review and approval of the IRS Form 990.

### **Conflict of Interest Policy**

The board adopted a conflict of interest policy. All Board Members are given a copy of the policy and are expected to abide by the policy.

## ***Board Operations***

SCVCAI Board has established policies that are reviewed and amended periodically to best serve the community.

### **Board Orientation**

To ensure that the members of the Board of SCVCAI are properly trained and prepared for their service, the Association conducts orientation training for all new board members. Experienced board members share their insights and coach the new members in fulfilling their board duties.

### **Board Development**

The SCVCAI Board is dedicated to improving the skill and knowledge of its members by continually educating the members on the legal, financial, and operational aspects of governing a nonprofit Association. A significant portion of this education is gained through Study Session and Board Meeting discussion plus meetings with management on a request basis. CAI classes/seminars are also available to Board Members.

### **Board Assessment**

To become a more effective board, the Board will conduct an annual self-assessment. The Board will use the self-assessment as a tool to improve its performance and energize the Association to achieve its mission.

### **Board Recruitment and Nomination**

To ensure a well-balanced and talented Board, SCVCAI has a process for recruiting and nominating future Board Members.

## **Board Minutes**

SCVCAI recognizes the importance of the board meeting minutes and each Board Member is aware of his/her responsibility for ensuring the accuracy of the minutes. The minutes are maintained in a safe location to preserve their integrity.

## **Risk Financing Strategy**

To safeguard the assets and resources of SCVCAI, the Association purchases insurance for those insurable risks of major importance to mission-critical operations and the financial health of the Association. The General Manager is charged with the responsibility to oversee the Association's insurance program and provide an annual insurance report to the Finance & Budget Committee.

## **Human Resources**

### **Personnel Policies / Manual**

SCVCAI maintains an Employee Policy Manual that spells out personnel policies and procedures that are approved by the Board of Directors and administered by the General Manager. Included are employment conditions, benefits, and policies such as Non-Discrimination, Code of Ethics, Code of Conduct, Conflict of Interest, Employee Protection/Whistleblower, and Confidentiality. All employees sign an acknowledgement that they have received, understand, and will comply with the policies contained in the manual.

The Association's policy is to review the manual carefully prior to taking any disciplinary action against an employee to ensure that the Association's policies have been followed. Employees who have questions or concerns about any of the policies contained in the manual are encouraged to speak with their direct supervisor, the Human Resources Director or the General Manager.

### **Communicating Policy Changes**

All new policies are communicated in writing to staff through the use of memos and other appropriate policy documents. In addition, new policies are incorporated in the Employee Policy Manual when that manual is updated periodically.

SCVCAI reviews its Employee Policy Manual periodically in order to ensure that policies remain suitable for the Association and in compliance with state and federal employment laws. The Association obtains assistance from an employment attorney in this effort.

### **Duties of Key Personnel / Associational Chart**

Job descriptions are created for every position and updated as needed. Information includes principal responsibilities, who the position reports to, and other positions that are supervised by the employee. Job descriptions are created/updated by the department manager and filed electronically. New hires are given a hard copy of their job description, and job descriptions of other staff members are shared with the new hire as appropriate. An Associational chart including Board Members and staff is filed electronically. A hard copy is given to all Board Members and is updated as needed.

### **Employee Orientation**

The Human Resources Director is responsible for conducting an initial orientation session for all new employees on the first day of employment. During this session key provisions of the Employee Policy Manual are discussed, the employee may be asked to provide any additional information necessary for benefits enrollment, and the employee is encouraged to ask questions about any aspect of employment policy or operations. Employees are also introduced to other staff and provided with an overview of equipment and systems they will be required to use. Additional orientation by other staff members is conducted as appropriate for the new employee's position.

### **Performance Appraisal Process**

SCVCAI annually performs reviews for all employees. Supervisors are responsible for scheduling review meetings. The Board of Directors conducts a semi-annual performance review of the General Manager.

### **Reference Checks**

SCVCAI screening process includes checking references of finalists for salaried positions and for hourly positions when deemed appropriate.

### **Payroll Register**

The standard payroll register and other payroll reports from ADP include employee name, check number, gross pay, withholding, and net pay information

### **Personnel Files**

Personnel files are maintained for each employee and include a job description, personnel change notice with starting salary information, withholding documentation, salary change information, termination information, and other pertinent documents. The files are kept in the Human Resource Director's office in a cabinet that is locked each night.

### **Accrued Time**

Employee pay stubs and direct deposit tickets show the number of accrued hours of PTO, number of hours taken, and balance remaining. SCVCAI also keeps copies of each payroll record in individual employee files. These records are maintained according to SCVCAI's Document Retention policy.

### **Timesheets**

Hourly employees turn in a signed timesheet at the end of each pay period certifying that the hours indicated are true and accurate. The timesheet is approved and signed by the manager and forwarded for payroll processing.

### **Pay Checks Issued in Person**

Payroll checks are given out by Department managers bi-weekly. Employees are required to personally pick up checks or vouchers and sign a register twice a year. The person overseeing the register should be unrelated to the setting up or preparing payroll checks.

## ***Financial Management***

### **Financial Responsibilities and Objectives**

The Board of Directors is responsible for approving financial policies and reviewing the operations and activities of SCVCAI on a periodic basis. The Board delegates this oversight responsibility to the Finance & Budget Committee. The Controller of the Association acts as the primary fiscal agent, with responsibility for implementing all financial management policies and procedures on a day to day basis. The Controller may delegate, to qualified professional staff, responsibility for managing various aspects of financial management.

The financial management objectives of SCVCAI are to:

- Preserve and protect financial assets needed for mission critical activities;
- Exercise appropriate care in the handling of any incoming funds and the disbursement of outgoing funds;
- Strive for transparency and accountability in fiscal operations.

## **Budgeting Process**

The General Manager and Controller are responsible for developing a proposed budget. The budget is reviewed by the Finance & Budget Committee and presented to the Board prior to the beginning of the new fiscal year. The budget contains detailed projections for revenues and expenditures including applicable balance sheet items. Refer to the Bylaws for further budgeting guidelines.

## **Financial Statements**

SCVCAI's financial statements are prepared in accordance with Generally Accepted Accounting Principles ("GAAP").

The Controller prepares the Financial Statements and presentation of these statements to the Finance & Budget Committee and the Board.

## ***Financial & Accounting Administration Internal Controls***

### **Bank Deposits**

SCVCAI's bank deposits are made only to accounts that are FDIC insured. Currently SCVCAI maintains operating and payroll accounts with Bank of the West and reserve/capital accounts with UBS and funds are also placed with Community Association Banc.

### **Bank Account / Investment Account Authorization**

The President, Treasurer, General Manager and Administration/Communication Director are typically the authorized signers on all accounts. Any change in bank or investment accounts is approved by the Treasurer upon recommendation of the Finance & Budget Committee.

### **Incoming Cash Control System**

Incoming checks are stamped "For Deposit Only; SCVCAI....." upon receipt by the Accounting Department and deposited in person or by mail within 3 days with the exception of holidays. Until the check is deposited, it is contained in a fire-proof safe in the accounting department office. The safe is locked each night. Pro Shop and Café cash, checks and credit card charges, along with POS records, are compiled and submitted to the accounting department each business day. These revenues are reconciled against the POS reports, Gift Shop revenues and cash registered tapes are compiled and submitted to the accounting department each business day and reconciled by the accounting department staff. Cash and check payments made at the front desk of the Vistoso Center are logged in on a Daily Cash Report and pre-numbered receipts are issued for each cash payment. The cash and checks are given to the accounting department each business day and the accounting staff reconciles the cash and checks against the daily cash report.

### **Lockbox Service**

Payment of dues may be physically made at the Association office. Payments that are mailed will be sent directly to a bank lockbox. These payments will be credited to the Association's bank account and to the individual members' account through a link the bank has with the Association's database software.

### **Accounts Payable Check Stock**

Accounts Payable check stock is kept in locked file in the accounting office.

### **Void Checks**

Void Accounts Payable and Payroll checks are clearly marked "VOID" and filed in the accounting office.

### **Verification of Paid Checks**

The General Manager opens monthly bank statements containing cancelled checks and reviews and initials the statements prior to the Controller receiving the statements.

### **Reconciliation of Records**

Bank and financial asset statements are reconciled with the SCVCAI's Accounting system and the Controller and reviewed by the General Manager.

### **Authority Over Financial Transactions**

SCVCAI has implemented risk management procedures that prevent one person from handling more than 3 incompatible functions. These functions include:

- Set up new vendors and new employees
- Approving the payment of accounts payable for goods and services received
- Recording the liability for accounts payable
- Preparing checks to pay the respective accounts payable
- Signing checks to pay the respective accounts payable
- Forwarding payments to the payee
- Bank account reconciliations

### **Financial Regulations & Guidelines**

SCVCAI stays current on government regulations such as federal and state tax reporting. Files are maintained with pertinent information.

### **Investments and Investment Policies**

SCVCAI adheres to all Board policies related to financial matters to best assure the Association's assets are protected.

### **Operating Budget Process / Approval**

The Association's annual budget is prepared by the General Manager and Controller with the oversight of the Finance & Budget Committee. The budget is presented to the Board by the Finance & Budget Committee for final approval. Evidence of approval is included in the Board minutes along with a copy of the approved budget.

### **Budget Evaluation / Reporting**

Each month an analysis is performed to compare actual and budgeted expenses. Accounting reports show all expenditures, current and year-to-date, along with the budget, current and year-to-date, so that any variances are known on a monthly or as needed basis.

### **Cost Control**

When current cost information is needed for large purchases SCVCAI will get quotes from more than one vendor. SCVCAI is conscientious about budget restrictions and therefore tries to anticipate and plan for out-of-the-ordinary needs when preparing the annual budget.

### **Asset Handling / Accountability**

Asset purchases (other than the investment portfolio) are approved by the Board. They are paid through the Accounts Payable system by the Controller. Assets are included on the SCVCAI's Balance Sheet. The totals are reported annually to the IRS with the Association's 990 filing.

### **Set Up & Maintenance of General Ledger/Chart of Accounts**

A detailed chart of accounts was created by the SCVCAI's controller for use with the Accounting software, and is used for SCVCAI's accounts payable, receivable, and payroll systems. Account number ranges are specified for various categories, and there are separate general ledger accounts for outgoing expenditures and incoming revenue. When new account numbers are needed they

are created within the pre-established category ranges. Inactive account numbers are purged from the system. All accounts are easily tracked and reported through the Accounting system.

### **Accounting Entries & Approval Authority**

Accounting entries are completed by the Controller or accounting staff, depending on entry type. SCVCAI uses a double entry bookkeeping system. Entries are sufficiently explained with occasional input from legal or accounting advisors as needed. "Project" references are applied to specific items for ease of tracking. Financial and accounting transactions are reviewed and approved each month by the General Manager during the account reconciliation process.

### **Authorization of Accounting Records**

Summaries of Visa Card charges and electronically transmitted checks are analyzed each month and signed off by the General Manager. These authorizations are filed by the Controller and maintained in compliance with the Association's Document Retention policy.

### **Security of Accounting System & Records / Backup Security**

SCVCAI's accounting software and investment tracking software are available only to the Controller and to General Manager and accounting staff on a restricted level and are password protected. All computer programs and data are backed up each night.

### **Contract Files / Approved Contracts / Applicable Correspondence**

A contract file is maintained by the Controller and Administration and Communications Director. Past year contracts may be stored in offsite storage and are destroyed according to the Association's Document Retention policy.

### **Source Documentation**

Hard copies of Accounts Payable and Receivable records, including original invoices and check copies or stubs, are filed in the accounting office and/or archive room and are destroyed according to the Association's Document Retention policy.

### **Insurance Review**

Liability, property and worker's compensation insurance policies are maintained by SCVCAI and reviewed annually by the General Manager. Director's & Officers insurance and a Fidelity Bond are included. Insurance agent is consulted as needed.

### **Expense Reimbursement / Per Diem**

Employees are reimbursed for out of pocket SCVCAI-related expenses. A receipt is required where appropriate and the employee's immediate supervisor signs off on the expense. Mileage for Association-related business is reimbursed at the U.S. Government approved rate.

### **Audit**

The Finance & Budget Committee will recommend a CPA firm to conduct an annual audit and the Board will approve the CPA firm to conduct the audit. The Finance & Budget Committee will review the audit and recommend to the Board that the audit be accepted. A copy is provided to all Board Members.

## ***Facility Risks***

SCVCAI seeks to utilize its resources and assets fully in achieving its mission. The prudent use of facilities and resources is required to protect the safety and well-being of all personnel—including staff and volunteers—while safeguarding the Association's financial assets.

## **Facility Design**

To protect the Association, SCVCAI seeks to design and construct its premises to support the operations and the needs of its occupants. Steps are taken to ensure that the Association complies with all codes and regulations applicable to each premise, and compliance is reviewed on a regular basis.

To ensure the safety of operations, SCVCAI's Properties Committee and Facilities Superintendent inspects its facilities on a regular basis to ensure compliance with regulations and SCVCAI's principles.

## **Preventive Maintenance**

In order to avert accidents, injuries and property damage and be in position to establish that the Association has fulfilled its duty of care, SCVCAI ensures that appropriate maintenance is scheduled for key areas of the premises (e.g., roofs and floors).

The General Manager and Facilities Superintendent are responsible for monitoring proper preventative maintenance of the facilities.

## ***Technology and Information Management***

### **Technology Policy**

Employee Manual includes information about Computer Set Up/Software, Personal Use of Phones/Fax, Confidentiality of Voice Mail/E-Mail, and Acceptable Use of the Internet.

### **Access Security**

SCVCAI maintains numerous files containing personal data, financial information, and other confidential or proprietary information. These files may be in paper or electronic form. The systems administrator limits access to certain files based upon individuals' responsibilities and job tasks. Confidential documents are secured in locked filing cabinets. Any employee whose work requires access to confidential documents should ensure that files are returned to their secure location. Persons who knowingly obtain unauthorized access to confidential information will be subject to discipline, up to and including termination. All incoming employees receive an Employee Policy Manual which includes a Confidentiality Policy concerning access to and use of confidential information.

### **Use of Passwords as a Security Measure**

Information is a valuable asset necessary to the delivery of services and mission fulfillment. The use of passwords is essential to protecting computer systems and data. Use of a password enables the Association to ensure accountability for all transactions.

Each individual with access to computer systems is responsible for the selection, security and changing of their passwords in accordance with the following guidelines:

Passwords must:

- Be memorized, not written down
- Be changed by the system administrator

Passwords must not contain:

- Personally identifiable information of the user

Staff has also been instructed to adhere to the following additional considerations:

- Do not use the "Remember Password" feature of applications and do not create a "hot key" for password use.

- If an employee suspects that their password has been compromised, they must report this fact to their supervisor or the system administrator as soon as possible.

### **Systems Backup**

SCVCAI understands the importance of maintaining computer operations in order to deliver services and programs. A major tool to mitigate damage to computer systems is to adopt procedures for creating and storing system backups to enable the Association to quickly restore any lost files or systems.

- Backup Guidelines
  - Employees will log off their computer each night.
  - Daily backup of files is conducted.
  - Testing—The system administrator performs a test of the backups on a quarterly basis.

## ***Managing Internet and World Wide Web Risks***

### **Internet Security**

Due to the critical nature of the Association's information systems and network, stringent yet appropriate security measures are implemented to protect the information.

### **Website Content**

Administration and Communications Director is responsible for ensuring that content meets the Association's quality standards, and that due diligence has been completed to ensure that the Association is within its rights to use any material it posts. This responsibility may be delegated to another qualified staff member.

### **Website Disclaimer**

SCVCAI's website features a disclaimer that helps mitigate the risk of misuse of the site's legally protected content. In addition, the disclaimer provides notice to users that the Association is not responsible for harm or loss that results from use of the site.

## ***Transportation***

SCVCAI's Employee Policy Manual includes information on the Use of Private Vehicle for SCVCAI Business.

## ***Crisis Management***

### **Vital Records, Data and Documents Backup Policy**

In order to ensure the continuity of mission-critical services, SCVCAI duplicates and stores off site all information identified as essential to fulfilling its business continuity plan.

### **Crisis Communications Policy**

SCVCAI's Employee Policy Manual includes information about representing SCVCAI and speaking to the media.

SCVCAI is committed to taking a preemptive approach to public relations crises, using disclosure whenever possible as the preferred strategy for preventing or minimizing a crisis. No one is authorized to speak to the news media during a crisis without clearance from the General Manager. The General Manager or his or her designee is responsible for developing crisis communication strategies.

When a crisis unfolds, the General Manager's designee will gather and verify information about the crisis and with the General Manager will assess the severity of the matter and determine how information is to be released, who should speak for the Association (unless a spokesperson has been named and trained) and who is to be notified.

**General Evacuation Policy**

SCVCAI assures appropriate fire detection systems, warning systems, exit doors and pathways are in place, maintained and operational to facilitate vacating the premises in the event of an emergency. The Association refers to standards and recommendations provided by the U.S. Department of Labor, Occupational Safety & Health Administration and the local fire and police departments in order to comply with legislation and regulations.

**5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by              |
|-----------------------------|---------------------|---------------------------------|
| ADM-008.000                 | 01-28-2010          | Bob Mariani                     |
| ADM-008-001                 | 07-27-2010          | Bob Mariani & Ruth Gitzendanner |

# SCVCAI Board Policy

## Political Education and Candidate Forums (ADM-001)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Political Education and Candidate Forums</b> | <b>Policy Number</b>    | <b>ADM-001</b>    |
| <b>Category</b>  | <b>Administration</b>                           | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>                          | <b>Effective Date</b>   | <b>01-27-2009</b> |

**0.0 Reason for Change:**

To remove any ambiguity about the Association's role in political activities sponsored by sanctioned committees or groups and occurring within the Sun City Vistoso Community.

**1.0 Background:**

The Sun City Vistoso Community Association, Inc. (SCVCAI) is organized as a 501c(4) organization. Rules governing such organizations do not preclude participation by SCV residents in local, state and national political processes to the extent that such participation does not conflict with or adversely affect the Association's non-profit status.

**2.0 Objective:**

To ensure our functions and processes are compliant with the principle of non-partisanship for those activities that are strictly and undeniably under the control of the Association.

**3.0 Application:**

The Government Affairs Committee will generally be responsible for arranging programs of a political nature; however, neither the SCVCAI Board of Directors, nor any of its committees, chartered clubs nor any organization affiliated with SCVCAI may endorse or disparage any particular candidate.

**4.0 Policy:**

SCVCAI will provide facility access for educational purposes to inform residents in a factual, non-biased and non-partisan manner about government-related issues of potential concern. Facility access will be available for candidate forums prior to an election provided that a documented, good-faith effort is made to include all candidates vying for the same position with the understanding that only personal representation will be acceptable. In the case of an initiative and/or referendum, a similar good-faith effort will be made to present both proponents and opponents of the issue and/or to limit the presentation to an explanation of the issue itself.

**5.0 Revision Record:**

| Policy History/Predecessors | Board Approval Date | Written/Revised by         |
|-----------------------------|---------------------|----------------------------|
| REV 0: ADM-001              | 01-27-2009          | Sharyn Rafieyan/Hal Linton |

# SCVCAI Board Policy

## Open House Sign (ARC-001)

|                  |                                       |                         |                   |
|------------------|---------------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Open House Sign</b>                | <b>Policy Number</b>    | <b>ARC-001</b>    |
| <b>Category</b>  | <b>Architectural Review</b>           | <b>Current Revision</b> | <b>REV-003</b>    |
| <b>Staff OPR</b> | <b>Community Services Coordinator</b> | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Formatting

### **2.0 Background**

Bylaws, Article VI

### **2.0 Objective**

Establish reasonable standards for Open House signs in an effort to allow marketing of homes without unreasonable impact to the community.

### **3.0 Application**

Community Services Coordinator, Neighborhood Pride committee members, realtors, Board of Directors and General Manager on an ongoing basis.

### **4.0 Policy**

1. **TERMS:** It is absolutely necessary that the Realtors and Homeowners cooperate and abide by these rules for the policy to succeed.
2. **SIGNS:** Signs will be "generic" and approved by the Board. They shall be of a standard size (18"X24"), and of approved colors (background shall be a desert tan or beige, and the lettering shall be white on a dark brown arrow to blend into the desert surroundings). The sign will be a single metal sheet mounted on a wrought iron base.
3. **WORDING:** Wording will be limited to "OPEN HOUSE" within a directional arrow. Small letters in the lower corner will say "Sun City Vistoso", and, in addition, will contain the words "registered and owned by (stamped serial number)".
4. **LOCATION:** Only **ONE** sign will be permitted on any one street corner; and only **one sign** where there is a necessary change of direction to an open house. These signs will be placed by agreement among the Real Estate Agents and "For Sale By Owner" properties, and will serve all Open Houses in a particular area.

This "Piggyback" procedure is for the purpose of keeping the number of signs to a minimum. No other "logo" or other signs will be permitted, except that the "Open House" signs in front of the subject home may be the logo sign of the company holding the open house. No "attention getters" such as flags, balloons, or other devices are permitted on signs.

5. **HOURS:** Open House directional signs may be displayed seven days a week from 10 AM to 5 PM.
6. **SIGN PERMITS:** Proper sign permits must be obtained as required by the Town of Oro Valley Sign Ordinance.
7. **"FOR SALE BY OWNER":** Houses that are For Sale by Owner must meet the same sign standards as stated in Paragraphs 1 through 5. **Special note:** Home owners holding an open house

# SCVCAI Board Policy

while selling their home without the presence of a licensed agent must comply with the Town Sign Ordinance and obtain the required permit from the Town Public Works Department.

8. **PROCEDURES:** These regulations are available in the Association Office and from local Realtors to inform residents of their responsibilities when homes are placed on the market.

All residents are requested to notify the Association Office when their home is placed on the market. **The homeowner is responsible for informing the listing agent of the Association Signage Rules.**

9. **VIOLATIONS:** When violations occur, the offending signs will be confiscated and held for redemption. The signs that have been confiscated will be stored in a designated location, and the **agent responsible must retrieve the sign.** A service charge of \$20.00 will be assessed prior to retrieval by the responsible party. The Posse may, at some point, be asked to monitor this program, and check for multiple signs or time violations. Realtors that are working and living in Sun City are asked to assist in this program. The Covenants Compliance Committee will notify the responsible Resident when violations occur and inform them of the corrective action, i.e., notifying their listing agent. The Association will, in turn, notify the resident Realtors of **all** infractions that occur and the identity of the violator. This will aid the Realtors in policing this program.

10. The Association General Manager will approve the street corner location of signs on Association property. Any placement of signs on other Private Property or Town property must meet the requirements of the Town Sign Ordinance.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 96112601             | 11/26/96            | Unknown            |
| REV 1: 98092201             | 09/22/98            | Unknown            |
| REV 2: 07042401             | 04/24/07            | Scott Devereaux    |
| REV 3: ARC-001.003          | 04/28/09            | Bob Mariani        |

# SCVCAI Board Policy

|                  |                                       |                         |                   |
|------------------|---------------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Estate Sale Rules</b>              | <b>Policy Number</b>    | <b>ARC-002</b>    |
| <b>Category</b>  | <b>Architectural</b>                  | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Community Services Coordinator</b> | <b>Effective Date</b>   | <b>02-22-2011</b> |

## **0.0 Reason for Changes**

Improve on the process by destroying the deposit check rather than returning it.

## **1.0 Background**

In March 2010 the Board of Directors submitted to the Association a vote to allow estate sales to be held within the Association. Section 4.0 is the rules that were developed by the attorney and included in the vote.

## **2.0 Objective**

To provide a central location for the Estate Sales Rules to be kept and maintained.

## **3.0 Application**

The rules in section 4.0 are presented to the applicant along with a section for their signature.

## **4.0 Policy**

The following rules are presented to the applicant along with a section for their signature:

- 1. Submittal for Estate Sale.** The Owner or resident of the Lot wishing to conduct a sale shall submit to the Association at least 14 days prior to the intended date of the sale. The request shall be made in writing through the Association office and shall include the proposed date and time of the sale.
- 2. Deposit.** A \$250 deposit must be paid to the Association prior to any sale. This deposit is refundable only if these rules are fully adhered to. If the rules are adhered to the deposit will be shredded three weeks following the sale.
- 3. Display and Timing.** A sale shall be for one day only between the hours of 8:00 am and 4:00 pm. One additional day will be permitted for pick up of purchases. Set up may begin one week prior to the sale and clean up may take up to one week following the sale. All items for sale must be kept inside the house and/or garage.
- 4. Parking Responsibility.** The Lot Owner, resident or representative of a company conducting the sale shall be on site on the Lot at all times to help direct parking and traffic. Parking is only allowed in guest parking spaces and on main streets and must be in conformance with all local ordinances. Parking shall not be permitted to impede access or egress from any garage, driveway or cul-de-sac.
- 5. Signs.** All signs posted by the Owner, resident or representative of a company conducting the sale shall be in accordance with Oro Valley ordinances. Any sign that is not in compliance and does not have a Town permit if required may be removed by the Town or Association.
- 6. Items from Off-Site Prohibited.** Sales shall be confined to the personal property on the

# SCVCAI Board Policy

premises at the time permission for the sale is granted. It is specifically prohibited to transport other objects onto a Lot for sale purposes.

7. **Damage Repair and Replacement.** Damage to walks, driveways, curbs, landscaping, fixtures, etc. on any Lot or Common Area is the responsibility of the Owner or resident that requested approval to conduct the sale and any resulting damage shall be repaired or replaced at his/her sole expense.
  
8. **Signed Rules.** Two copies of these rules shall be signed by the Lot Owner or resident conducting the sale, and any representative of a company conducting the sale. One of the signed copies shall be kept on file in the Association office.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by      |
|-----------------------------|---------------------|-------------------------|
| REV 0: ARC-002              | 12-21-2010          | Wendy Ehrlich, attorney |
| REV 1: ARC-002.001          | 02-22-2011          | Robin Coulter           |

# SCVCAI Board Policy

## Annual Meeting (BOD-001)

|                  |                           |                         |                 |
|------------------|---------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Annual Meeting</b>     | <b>Policy Number</b>    | <b>BOD-001</b>  |
| <b>Category</b>  | <b>Board of Directors</b> | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>General Manager</b>    | <b>Effective Date</b>   | <b>04/28/09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Currently the Sun City Vistoso Community Association conducts semi-annual membership meetings (November and May). Each meeting offers a recap of past accomplishments, a review of current issues, and future goals. The November meeting presents an update of the current budget while the May meeting reviews the recently approved budget.

The semi-annual membership meetings were designed to accommodate the diverse population within the community; some of whom are away for extended periods of time. Over the past several years attendance at these membership meetings has steadily declined.

According to Arizona Law (ARS Title 10-3701, Annual and regular meetings; exceptions) a non-profit corporation shall; “A. Unless otherwise provided in the articles of incorporation or bylaws, a corporation with members shall hold a membership meeting annually at a time stated in or fixed in accordance with the bylaws.” Sun City Vistoso Community Association, Inc. governing documents are silent regarding Annual membership meetings

### **2.0 Objective**

Abide by State statues by having one annual meeting of the members per year.

### **3.0 Application**

Board of Directors, Members, staff on an ongoing basis.

### **4.0 Policy**

Commencing in the 2007 calendar year and thereafter, the Association will hold one annual meeting of the membership. This meeting will be held on the fourth Tuesday of March in conjunction with the March meeting of the Board of Directors and Election of Directors at a time specified by the Board.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 06110901             | 11-09-06            | Unknown            |
| REV 1: BOD-001.001          | 04-28-09            | Bob Mariani        |

# SCVCAI Board Policy

|                  |                                       |                         |                   |
|------------------|---------------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Estate Sale Rules</b>              | <b>Policy Number</b>    | <b>ARC-002</b>    |
| <b>Category</b>  | <b>Architectural</b>                  | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Community Services Coordinator</b> | <b>Effective Date</b>   | <b>02-22-2011</b> |

## **0.0 Reason for Changes**

Improve on the process by destroying the deposit check rather than returning it.

## **1.0 Background**

In March 2010 the Board of Directors submitted to the Association a vote to allow estate sales to be held within the Association. Section 4.0 is the rules that were developed by the attorney and included in the vote.

## **2.0 Objective**

To provide a central location for the Estate Sales Rules to be kept and maintained.

## **3.0 Application**

The rules in section 4.0 are presented to the applicant along with a section for their signature.

## **4.0 Policy**

The following rules are presented to the applicant along with a section for their signature:

- 1. Submittal for Estate Sale.** The Owner or resident of the Lot wishing to conduct a sale shall submit to the Association at least 14 days prior to the intended date of the sale. The request shall be made in writing through the Association office and shall include the proposed date and time of the sale.
- 2. Deposit.** A \$250 deposit must be paid to the Association prior to any sale. This deposit is refundable only if these rules are fully adhered to. If the rules are adhered to the deposit will be shredded three weeks following the sale.
- 3. Display and Timing.** A sale shall be for one day only between the hours of 8:00 am and 4:00 pm. One additional day will be permitted for pick up of purchases. Set up may begin one week prior to the sale and clean up may take up to one week following the sale. All items for sale must be kept inside the house and/or garage.
- 4. Parking Responsibility.** The Lot Owner, resident or representative of a company conducting the sale shall be on site on the Lot at all times to help direct parking and traffic. Parking is only allowed in guest parking spaces and on main streets and must be in conformance with all local ordinances. Parking shall not be permitted to impede access or egress from any garage, driveway or cul-de-sac.
- 5. Signs.** All signs posted by the Owner, resident or representative of a company conducting the sale shall be in accordance with Oro Valley ordinances. Any sign that is not in compliance and does not have a Town permit if required may be removed by the Town or Association.
- 6. Items from Off-Site Prohibited.** Sales shall be confined to the personal property on the

# SCVCAI Board Policy

premises at the time permission for the sale is granted. It is specifically prohibited to transport other objects onto a Lot for sale purposes.

- 7. Damage Repair and Replacement.** Damage to walks, driveways, curbs, landscaping, fixtures, etc. on any Lot or Common Area is the responsibility of the Owner or resident that requested approval to conduct the sale and any resulting damage shall be repaired or replaced at his/her sole expense.
  
- 8. Signed Rules.** Two copies of these rules shall be signed by the Lot Owner or resident conducting the sale, and any representative of a company conducting the sale. One of the signed copies shall be kept on file in the Association office.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by      |
|-----------------------------|---------------------|-------------------------|
| REV 0: ARC-002              | 12-21-1964          | Wendy Ehrlich, attorney |
| REV 1: ARC-002.001          | 02-22-2011          | Robin Coulter           |

# SCVCAI Board Policy

## Board Evaluation of GM Performance (BOD-002)

|                  |   |                         |                |
|------------------|---|-------------------------|----------------|
| <b>Title</b>     | <b>Board Evaluation of GM Performance</b> | <b>Policy Number</b>    | <b>BOD-002</b> |
| <b>Category</b>  | <b>Board of Directors</b>                 | <b>Current Revision</b> | <b>REV-001</b> |
| <b>Staff OPR</b> | <b>General Manager</b>                    | <b>Effective Date</b>   | <b>4/28/09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Bylaws, Article VII, 7.11

### **2.0 Objective**

The General Manager oversees the daily operation of the Association and reports directly to the Board. The Board is responsible for conducting an annual evaluation of the GM. To accomplish this goal, the Board needs to establish well defined and measurable performance objectives and goals.

### **3.0 Application**

Board and General Manager on an ongoing basis.

### **4.0 Policy**

Prior to December 31 each year the Board, with the concurrence of the GM, will develop and establish new performance objectives and goals and/or modify past objectives/goals for the coming year. In addition to the annual Board evaluation in December, the Board will conduct reviews with the GM in April and November to evaluate performance status. These reviews will be documented with a written report distributed to the Board and GM. If the GM has disputes with the evaluation summary, a written rebuttal must be submitted within seven calendar days of receipt. Rebuttals will be included with all other evaluation documentation in the GM file. This evaluation and review process is a vital part of establishing annual GM compensation.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 0808268              | 09-26-2008          | Unknown            |
| REV 1: BOD-002.001          | 4/28/09             | Bob Mariani        |

# SCVCAI Board Policy

## Board Liaison (BOD-003)

|                  |                           |                         |                   |
|------------------|---------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Board Liaison</b>      | <b>Policy Number</b>    | <b>BOD-003</b>    |
| <b>Category</b>  | <b>Board of Directors</b> | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>    | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Article VIII of the Association's Bylaws outlines the structure for selection of various committees to assist the Board in efficiently carrying out the affairs of the Association. This same Article authorizes the Board to appoint a Director as a Board Liaison to each committee

### **2.0 Objective**

The purpose of having Board liaisons with committees is to provide an additional level of communication between committees and the Board. A Board liaison should keep their committee informed about Board policy concerning items being considered by the committee, about associated issues before the Board and about the general consensus of the Board relating to any matter the committee may be considering for evaluation.

### **3.0 Application**

Board of Directors, Committees

### **4.0 Policy**

- In accordance with the Association Bylaws, the Board will appoint one Director as a Board Liaison to each Association committee.
- The Board Liaison will be an ex-officio, non-voting member of the committee. As such, the liaison will sit with the committee, receive the same information as other committee members and be able to participate in the discussion of committee matters.
- Liaisons may express their own opinion about issues being considered in a committee meeting, but they must be very careful to make clear that opinions they express as individuals are not represented as opinions of the whole Board.
- Agenda topics suggested by the Board Liaison shall be placed on a future committee meeting agenda.
- The Board Liaison shall carry official instructions and requests from the Board of Directors to the committee.
- The Board Liaison shall carry specific questions and concerns of the committee to the Board of Directors.
- While the Committee Chair is normally responsible for giving the committee's report at the monthly Board meeting, this duty can be delegated to the Board Liaison from time to time. The Board Liaison is also free to add additional details to a committee report for clarification.
- When a disagreement cannot be resolved within a committee, with another committee or between members of a committee and Staff, the liaison to that committee and the committee chair should decide the approach to the issue. Other members of the Board

# SCVCAI Board Policy

should not become involved unless requested by the liaison to that committee or by the Board President.

- Board Liaisons and committees serve at the pleasure of and report to the Board of Directors.
- Board liaisons should make certain that all recommendations from standing committees receive a hearing by the Board.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 99081201             | 09-23-2008          | Unknown            |
| REV 1: 08092309             | 09-23-2008          | Unknown            |
| REV 2: BOD-003.001          | 04-28-2009          | Bob Mariani        |

# **SCVCAI Board Policy**

## **Club Participation Disclaimer (BOD-004)**

|                  |                                      |                         |                |
|------------------|--------------------------------------|-------------------------|----------------|
| <b>Title</b>     | <b>Club Participation Disclaimer</b> | <b>Policy Number</b>    | <b>BOD-004</b> |
| <b>Category</b>  | <b>Board of Directors</b>            | <b>Current Revision</b> | <b>REV-001</b> |
| <b>Staff OPR</b> | <b>Activities Director</b>           | <b>Effective Date</b>   | <b>4/28/09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Bylaws, Article IX

### **2.0 Objective**

#### **Background**

Members of Sun City Vistoso participate in a number of activities including those involving Chartered and non-chartered Clubs as well as groups. It is presently difficult for members to know in what category their activity belongs.

The Board of Directors intends to revamp the Chartered Club rules to make chartering a club easier and encompass more non-chartered clubs and groups. This process will take a certain amount of time and clarification of insurance issues is necessary. In addition, the existing Chartered Club Rules discuss insurance coverage provided to Chartered Clubs. No such coverage extends to non-chartered clubs and groups.

Furthermore, the requirement for Chartered Clubs to obtain release of liability forms for activities outside of Sun City Vistoso has been difficult for clubs to manage and for the Association to track.

The Board of Directors, therefore, wishes to adopt the following policy and disclaimer.

### **3.0 Application**

Board of Directors, Club Members, staff on an ongoing basis.

### **4.0 Policy**

Sun City Vistoso Community Association, Inc. (HOA), an Arizona non-profit corporation, sponsors Chartered Clubs and other groups (Clubs/Groups). HOA does not monitor or supervise the activities of the Clubs/Groups and hereby disclaims any and all liability and responsibility with respect to such activities. Any person who participates in such activities does so at his or her own risk, for himself/herself and other persons for whom such person may be responsible, is deemed to have waived and released HOA and its members, directors, officers, employees, representatives and agents from and against any and all liability, claims, expenses, damages or injuries that may be suffered or incurred by such person arising out of the participation in such activities.

# SCVCAI Board Policy

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 07111301             | 11-13-2007          | Unknown            |
| REV 1: BOD-004.001          | 4/28/09             | Bob Mariani        |

# SCVCAI Board Policy

## Committee Operations (BOD-005)

|                  |                             |                         |                   |
|------------------|-----------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Committee Operations</b> | <b>Policy Number</b>    | <b>BOD-005</b>    |
| <b>Category</b>  | <b>Board of Directors</b>   | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>      | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Bylaws, Article VII

### **2.0 Objective**

Best assume committees receive clear direction from the Board.

### **3.0 Application**

Board of Directors, Committees, Management on an ongoing basis.

### **4.0 Policy**

All committees operate according to clearly defined guidelines established by the Board. Directives to all committees should include written guidelines addressing desired action(s), expectations, timelines and budget considerations. Within the framework of their mission statement, every committee is allowed the opportunity to make its own decisions about the content of recommendations to be presented to the Board. When a committee has a project under consideration, Board members and Staff may give their opinion regarding the project in the committee meeting or in private conversations with committee members. However, Board members and Staff should not take a public position for or against projects under consideration until the committee makes its report to the Board.

When a committee makes a recommendation to the Board for an action, the committee will submit a written report stating the action they recommend, pertinent background information and the reasons for their recommendation. Committees invest considerable time and effort in reaching decisions. Therefore, the Board should give careful consideration to all committee recommendations. After the Board takes action on committee recommendations, the Board will send a written report to the committee stating what action it has taken and the reasons for that action.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 08092311             | 09-23-08            | Unknown            |
| REV 1: BOD-005.001          | 04-28-09            | Bob Mariani        |

# SCVCAI Board Policy

## Distribution of Written Materials at Association Functions (BOD-006)

|                  |   |                         |                |
|------------------|---|-------------------------|----------------|
| <b>Title</b>     | <b>Distribution of Written Materials at Association Functions</b> | <b>Policy Number</b>    | <b>BOD-006</b> |
| <b>Category</b>  | <b>Board of Directors</b>   | <b>Current Revision</b> | <b>REV-001</b> |
| <b>Staff OPR</b> | <b>Admin &amp; Communication Director</b>                         | <b>Effective Date</b>   | <b>4/28/09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

CC&R's, Article V, Section 3

### **2.0 Objective**

The Board of Directors is interested in improving communications within the community and members have expressed a desire to distribute information directly to other members at Association functions and,

The Board believes it is important that members know where such written material is coming from.

### **3.0 Application**

Board of Directors, Members

### **4.0 Policy**

- All material will be dated and will include the name of the authoring member.
- All material will, to the extent possible, be factually and accurately correct.
- All material will refrain from making derogatory or slanderous comments.
- Materials may be placed at a location approved by management.
- Solicitations will not be made except where approved under a separate solicitation policy.
- Management reserves the right to remove any material it believes does not conform to the policy outlined above.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: Unknown              | Unknown             | Unknown            |
| REV 1: BOD-006.001          | 4/28/09             | Bob Mariani        |

# SCVCAI Board Policy

## Gift Acceptance Policy (BOD-008)

|                  |                               |                         |                   |
|------------------|-------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Gift Acceptance Policy</b> | <b>Policy Number</b>    | <b>BOD-008</b>    |
| <b>Category</b>  | <b>Board of Directors</b>     | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>        | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Bylaws, Article

### **2.0 Objective**

Provide a process by which the Board may accept or reject gifts offered to the Association.

### **3.0 Application**

Board of Directors, potential donors, organizations associated with the Association, members of the Association on an ongoing basis.

### **4.0 Policy**

It shall be the responsibility of the SCVCAI Board of Directors to accept or reject any gifts offered to the Association.

As at present, the Board may delegate its authority to accept modest monetary gifts for specific purposes to groups responsible for such community activities as Friends of the Library, Community Assistance Committee, etc.

However, for gifts of a monetary value of \$500 or more, the Board will consider each separately. The Board's actions will be based on the use to be made of the gift, its value to the community, and any prospective costs to the Association (space, maintenance, operational, safety, etc.) that acceptance of the gift might entail.

The Board will similarly be responsible for acceptance decisions related to all proposed in-kind donations which could result in similar significant costs to the Association.

(All future use decisions regarding donations of any value shall remain the prerogative of the then-current Board.)

The Sun City Foundation with its tax-saving and other potential advantages should be mentioned to any prospective donor of a major gift for Association use.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 991116               | 12-16-1999          |                    |
| REV 1: BOD-008.001          | 04-28-2009          | Bob Mariani        |

# SCVCAI Board Policy

## HUD Verification of Occupancy Procedures (BOD-010)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>HUD Verification of Occupancy Procedures</b> | <b>Policy Number</b>    | <b>BOD-010</b>    |
| <b>Category</b>  | <b>Board of Directors</b>                       | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Admin./Comm. Director</b>                    | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

The initial policy was created to develop a plan to collect required information to maintain an age restricted community. The second revision is to reformat the policy.

### **1.0 Background**

Information requested as a result of this policy is mandated by HUD (Department of Housing and Urban Development.)

### **2.0 Objective**

Sun City Vistoso Community Association, Inc. was developed as an age restricted community (55+) and, therefore qualifies as a senior housing facility under guidelines established by HUD (Department of Housing and Urban Development). As such, the community is exempt from family status discrimination as outlined in the Fair Housing Act.

To remain eligible for this qualification the Association must demonstrate that at least 80% of its occupied units are occupied by at least one person who is age 55 or older. Regulations require community associations to verify that they meet or exceed this requirement. Furthermore, community associations must re-verify this information no less than every two years.

The Affidavit of Occupancy form states that all homeowners are required to complete and return the form listing the birth date of each occupant of the unit. The occupants are required to sign the Affidavit under penalty of perjury.

### **3.0 Application**

This applies to all residents, the Director of Administration & Communications & Community Services Coordinator on a biannual basis or as homes are sold.

### **4.0 Policy**

On the even years (such as 2004, 2006, etc.), the Association includes an Affidavit of Occupancy form (see attached) in the annual dues information packet which is sent to every Lot in Sun City Vistoso.

When the Affidavit is returned (either by mail or in person) the birth dates of all occupants in the unit are entered into the Sun City Vistoso computer database. The database calculates the age of occupants. After the information is entered into the database the form is then scanned into the computer by year, unit and lot number. Once scanned the paper Affidavit of Occupancy form is destroyed.

If the Association does not receive the Affidavit of Occupancy form staff will send a letter which includes an Affidavit of Occupancy form stating that the information is required in order to

# SCVCAI Board Policy

comply with HUD regulations; failure to return the form could lead to disciplinary action by the Board.

Association Resales: When a Lot is sold the new occupants are mailed an Affidavit of Occupancy form. The same procedures as outlined above are followed. If the new resident(s) does not return the form a membership card will not be issued until such time that the Association receives the completed form.

## **Census Policy:**

The HUD Fair Housing Act requires that age restricted communities maintain an occupancy that is comprised of 80% or more residents at the age, or older than, the age requirement stated in the governing documents. If an age restricted community such as ours fall short of the 80% occupancy requirement we risk losing our exemption. Once lost this exemption can not be reinstated. In order to remain in compliance with the HUD Fair Housing Act we would like to instate a Census policy. The following procedures would be mandated to ensure we are aware of our occupancy at all times:

1. Every two years an age verification form will be included with the annual assessment bill. Residents will be instructed to complete the form (one per household listing all occupants with birth date and signatures) and return it to the Administration office.
2. Upon notice from a title company all new homeowners will be sent an Age Verification form to complete and return to the Administration offices.
3. The Administration office is not advised when renters occupy a home, therefore they will be asked to complete the Age Verification form if they come to the Administration offices and identify themselves as renters, or want to purchase a renters membership card.
4. Membership cards will only be issued to residents that have an Age Verification form already received or bring the form with them to the Administration offices. Should it be in the mail we will ask the resident to complete a new form, as a duplicate form is better than none.
5. The data compiled from the Age Verification forms by Sun City Vistoso Community Association, Inc. will only be shared with HUD for census verification or under court order.
6. Sun City Vistoso Community Association, Inc. may rely on the data when needed to make an informed decision regarding the community.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 06092402             | 09-26-2006          | Scott Devereaux    |
| REV 1: BOD-010-001          | 04-28-2009          | Robin Coulter      |

# **SCVCAI Board Policy**

## **RV Recreational Vehicle Parking (BOD-011)**

|                  |  |                         |                   |
|------------------|--|-------------------------|-------------------|
| <b>Title</b>     | <b>RV Recreational Vehicle Parking</b> | <b>Policy Number</b>    | <b>BOD-011</b>    |
| <b>Category</b>  | <b>Board of Directors</b>              | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Community Services Coordinator</b>  | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Reformatting policy.

### **1.0 Background**

### **2.0 Objective**

### **3.0 Application**

This applies to all RV owners and the Community Services Coordinator.

### **4.0 Policy**

These Rules and Regulations govern parking of a Member's Recreational Vehicle (RV) in Sun City Vistoso.

1. For the purposes of these rules, an R/V is defined as - any motor vehicle classed by manufacturer rating as exceeding 3/4 ton, recreational vehicle, mobile home, travel trailer, tent trailer, camper, camper shell, detached camper, boat, boat trailer, or similar equipment.
2. All R/V shall be registered with SCVCAI by the Member owner at the SCVCAI business office. Each registered R/V shall be identified with a serial numbered sticker, applied to the left rear side of the R/V so as to be readily visible from the street. Each individual vehicle or component (such as trailer or camper shell) will require a separate registration. Failure to display the registration sticker will be an immediate violation (recorded, dated & mailed) and subject to the SCVCAI fine schedule. The registration shall be a "one time" act, effective for the duration of the Member's residence in Sun City Vistoso, or the term of Member ownership of the R/V. A small fee may be charged for this Registration to cover SCVCAI costs.
3. Each member owner of an R/V will be provided with and required to maintain a Parking Log for each Registered R/V. A Parking Log entry is required for each separate parking occurrence. The Parking Lot shall be made available immediately for inspection by any representative of the CCC should a suspected infraction arise. Failure to comply or notice of infraction will be an immediate violation (recorded, dated & mailed) and subject to the SCVCAI fine schedule. The Parking Log shall contain, as a minimum, the R/V Registration Serial Number, date and time the R/V was parked at the Member residence, date and time the R/V left the residence parking place and the Member's signature after each entry.
4. In any calendar month R/V parking will be limited to a total of 72 hours, cumulative, and only for purposes of cleaning, loading or unloading and short term parking. An R/V may



# **SCVCAI Board Policy**

## **Rules of Order for SCVCAI Board of Directors (BOD-012)**

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Rules of Order for SCVCAI Board of Directors</b> | <b>Policy Number</b>    | <b>BOD-012</b>    |
| <b>Category</b>  | <b>Board of Directors</b>                           | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>                              | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Reformatted policy.

### **1.0 Background**

### **2.0 Objective**

The objective is to establish recognized rules of order to be followed during a meeting of the Board of Directors.

### **3.0 Application**

This applies to all Directors on an ongoing basis.

### **4.0 Policy**

1. Members will obtain the floor by addressing the President (Chair) before making motions or speaking. Members also may only address each other through the President.
2. Motions will be stated in the affirmative and require a second in order to be placed in discussion/consideration.
3. There is hereby established a maximum ten (10) minute time limit on individual presentations or motions (this rule is to encourage brevity and conciseness). Deviations, however, can be allowed by consent of a majority of the Board. Any Member may “call the question” after reasonable discussion; if approved by a majority of the Board, debate/discussion ends.
4. The President may permit informal discussion of a subject while no motion is pending.
5. “Laying on the Table” – The object of this motion is to postpone a subject so that it may be taken up at a future time. It may be used to suppress a question for the current session of the Board, and may also be used to delay consideration of a question while acquiring additional information on the matter. This motion must be seconded, requires a majority vote, and is not debatable.
6. The President or other presiding officer may speak in discussion and he/she may make motions and vote on all questions other than those in which he may recluse him/her self.
7. Point of Order: Each member has the right to insist on the enforcement of the rules by raising a “point of order.” Such questions must be raised in a timely manner.

# SCVCAI Board Policy

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP... (In cases where a board is constituted so that a specific portion of its membership is chosen periodically (as for example, where one third (1/3) is elected annually for three (3) year terms), it becomes, in effect a new board. Consequently, ALL UNFINISHED BUSINESS existing when the outgoing portion of the board vacates membership “falls to the ground,” i.e., must be reintroduced if action is to be taken on these matters.

The individual replacement of persons who may occasionally vacate the board membership at any other time, however, does not have the above effect.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #96082701            | 08-27-1996          | Unknown            |
| REV 1: BOD - 012.001        | 04-28-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Scrivener Errors (BOD-013)

|                  |                                      |                         |                   |
|------------------|--------------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Scrivener Errors</b>              | <b>Policy Number</b>    | <b>BOD-013</b>    |
| <b>Category</b>  | <b>Board of Directors</b>            | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Corporate Recording Secretary</b> | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

Approval has been postponed on various documents due to a Scrivener error.

### **1.0 Background**

Roberts Rules of Order.

### **2.0 Objective**

Roberts Rules of Order, Section 41. Clerk or Secretary and the Minutes, states, “After approval, however, without a reconsideration, it is in order at any future time for the society to further correct them, regardless of the time that has elapsed and the number of times they have already been amended.”

Definition: SCRIVENER ERROR - A minor error in notation that, upon correction, would not affect the intent and therefore not require the consent of the signatories or reconsideration.

### **3.0 Application**

This applies to the Board of Directors, Board Secretary and Corporate Recording Secretary on an ongoing basis.

### **4.0 Policy**

Before Document Approval: Approval for a document containing Scrivener’s errors may be given with the understanding the error will be corrected before it is filed in corporate records.

After Document Approval: A document containing Scrivener’s errors will be corrected as needed.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 06121201             | 12-12-2006          | Scott Devereaux    |
| REV 1: BOD-013.001          | 04-28-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Taxes on Excess Benefit Transactions

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Taxes on Excess Benefit Transactions</b> | <b>Policy Number</b>    | <b>BOD-014</b>    |
| <b>Category</b>  | <b>Board of Directors</b>                   | <b>Current Revision</b> | <b>REV-002</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>                      | <b>Effective Date</b>   | <b>05-26-2009</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

During the Association’s audit of financial statements for the year ending June 30, 2006, a note was made in the management report relative to the Association’s review of the compensation package of key employees. It was noted that the Association had conducted a review but had not documented this review in the Board’s minutes. It was recommended the Board adopt procedures to comply with IRS requirements.

- In 1996, IRC 4958 – “Taxes on Excess Benefit Transactions” was added to the IRS Codes. In 1998, Proposed Intermediate Sanctions were adopted and final regulations came out in 2002.
- This section of the IRS Codes affects certain IRS 501(c) organizations including (c) (4) organizations such as Sun City Vistoso.
- The section defines and applies to any “Disqualified” persons in the organization.
- The section defines and applies to “Excess Benefits” transactions of any “Disqualified” persons.
- The section indicates that compensation (including reportable benefits) are not excess if “Reasonable”.
- The section outlines a type of safe harbor referred to as a “Rebuttable Presumption of Reasonableness” which includes the following:
  - The transaction must be approved by the authorized body of the organization (Board of Directors); which is composed of individuals who do not have a conflict of interest in the transaction.
  - Prior to making its determination the Board of Directors shall obtain and rely upon appropriate comparable data (industry surveys, documented compensation of persons holding similar positions in similar organizations, expert compensation studies and/or other comparable data).
  - The Board of Directors must document the basis for its determination; such documentation to include:
    - The terms of the approved transaction and the date approved.
    - The members of the Board present during discussions on the transaction that was approved and those who approved it.
    - The comparable data reviewed by the Board and how it was obtained.
    - Any member(s) of the Board having a conflict of interest.
  - Said documentation must be prepared and approved by the Board of Directors within 60 days after the final actions of the Board are taken.

# SCVCAI Board Policy

## **2.0 Objective**

The General Manager oversees the daily operation of the Association and reports directly to the Board. The Board is responsible for conducting an annual evaluation of the General Manager. To accomplish this goal, the Board needs to establish well defined and measurable performance objectives and goals.

## **3.0 Application**

General Manager and Board of Directors on an ongoing basis.

## **4.0 Policy**

To comply with the IRS code, the Association adopts the following policy and procedure to be completed annually in conjunction with the annual evaluation of any “Disqualified” individuals.

- As of November 1, 2006, the Board of Directors has identified (with the assistance of the Association’s audit firm) that the only “Disqualified” person is the General Manager. Future Boards (with the assistance of the audit firm) will, at least annually, review the Association’s structure and determine if any additional persons should be classified as “Disqualified.”
- The Board will undertake the following “Rebuttable Presumption of Reasonableness” procedure:
  - This procedure will be conducted during the Board’s annual evaluation of the General Manager and any other “Disqualified” persons.
  - The Board President will identify and appoint one to three current or past Directors to obtain necessary information.
  - The individual(s) appointed will present the Board of Directors with a minimum of five comparison compensations from any of the following sources:
    - Compensation information from Community Associations Institute’s most recent Compensation Survey covering Community Managers of Large-Scale Associations with budgets similar to the current SCVCAI budget. Such information will be adjusted annually (from the date of the data used in the survey) by a cumulative inflation factor equal to the cost-of-living adjustment(s) used by the Social Security Administration.
    - Compensation information from the Community Managers International Association’s most recent Compensation Report covering managers with budgets in a range comparable to SCVCAI’s current budget. Such information should be adjusted to the present time from the date of the data in the survey as outlined in the above bullet.
    - Compensation information for General Managers from other appropriate surveys as may be available in the future.
    - Compensation information from job postings of General Managers of comparable size and complexity to SCVCAI available from various sources over the past twelve months.
    - Compensation information from direct contact of communities comparable in size and complexity to SCVCAI, identifying the specific community, the level of compensation and any material factors that differ from SCVCAI.
    - Any other method that would provide comparable compensation data.

# SCVCAI Board Policy

- Compensation data will be reviewed by the Board of Directors (in Executive Session) and be used as a foundation to establish a new “reasonable” compensation packet for the General Manager (or other “Disqualified” person) along with other performance review factors.
- Once a revised compensation package is determined, the Board will complete a Rebuttable Presumption Checklist (see Attachment I).
- The Rebuttable Presumption Checklist will be approved by the Board of Directors at a meeting of the Board taking place no later than 60 days from the date the Checklist is completed. Detailed information contained in the Checklist is confidential and will not be disclosed. Board action and meeting location will be recorded in the Association corporate records; however the checklist will be retained in confidential corporate records.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 061212               | 12-12-06            | Unknown            |
| REV 1: BOD-014.002          | 05-26-09            | Robin Coulter      |

# SCVCAI Board Policy

## Elections of Board Officers (BOD-015)

|                  |                                    |                         |                   |
|------------------|------------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Elections of Board Officers</b> | <b>Policy Number</b>    | <b>BOD-015</b>    |
| <b>Category</b>  | <b>Board of Directors</b>          | <b>Current Revision</b> | <b>REV-002</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>             | <b>Effective Date</b>   | <b>04-28-2009</b> |

### **0.0 Reason for Changes**

A procedure was developed to elect the officers to the newly elected Board thereby enabling them to be ready to lead when their term begins.

### **1.0 Background**

Article VII, Section 7.1 of the Association's Bylaws outlines that Officers are to be elected prior to the first regular Board meeting in May. To give sufficient time for the Board President to organize committee assignments and members the Board wishes to establish a uniform procedure for the election of its Officers.

### **2.0 Objective**

### **3.0 Application**

This applies to the newly elected Board and General Manager on an annual basis following the April Study Session.

### **4.0 Policy**

- A special meeting of the incoming Board (those Directors whose term is not expiring plus any newly elected Directors whose term has not yet begun) will be held immediately following the April Board Study Session (or at such other date and time as the Board may designate) for the express purpose of electing Officers for the upcoming year.
- The General Manager will conduct the meeting assisted by one of the retiring Directors.
- Directors will elect Officers individually and in the following order, President, Vice President, Treasurer, Secretary.
- Elections will be conducted by written ballot with the General Manager and the retiring Director tabulating and announcing each result.
- As each office comes up for a vote, those Directors having an interest in the office may express their desire and make a brief statement (not to exceed two minutes) supporting their candidacy.
- Written ballots will be handed out, completed and returned to the General Manager. The candidate receiving a majority of those present will be declared the winner.
- If no candidate receives a majority of the Directors present, then the top two vote getters will have a runoff election. In the case of a tie for the second highest, all tied candidates will be allowed in the runoff.
- The candidate receiving the highest vote in the runoff will be declared the winner.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 03022501             | 02-25-2003          | Scott Devereaux    |
| REV 1: 05092701             | 09-27-2005          | Scott Devereaux    |
| REV 2: BOD-015.002          | 04-28-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Heroes Among Us (BOD-016)

|                  |                           |                         |                   |
|------------------|---------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Heroes Among Us</b>    | <b>Policy Number</b>    | <b>BOD-016</b>    |
| <b>Category</b>  | <b>Board of Directors</b> | <b>Current Revision</b> | <b>REV-004</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>    | <b>Effective Date</b>   | <b>03-23-2010</b> |

### **0.0 Reason for Changes**

Guidelines were added to assist in the selection process.

### **1.0 Background**

Governing Documents

### **2.0 Objective**

The SCVCAI Board of Directors adopted the Heroes Among Us award program, effective July 1, 2001, to honor residents who make remarkable contributions to our community. One or more community members are to be honored annually. Honorees usually, but not exclusively, have not held prominent SCVCAI roles and have not received formal recognition for their efforts.

### **3.0 Application**

Members, Board of Directors, General Manager

### **4.0 Policy**

1. The Board of Directors should encourage residents to identify possible nominees.
  - December: Tipster article introducing the award program
  - January:
    - ListServ mailing (with link to online nomination form)
    - Hard copies of nomination forms available in Administration Office
    - Tipster insert of the nomination form (Appendix A)
    - Email message to club presidents
2. The Board of Directors shall select the honoree(s) and the Board President should confirm their acceptance.
3. Guidelines for selection are:
  - Nominee is a resident of SCV.
  - Nominee has demonstrated extraordinary volunteer service for the betterment of SCV.
  - Consideration should be given to the length of service provided.
  - The service should have had a significant impact on SCV (i.e., saved money, saved time, etc.)
  - The service creates a benefit that was not present before the nominee began the work.
  - The benefit of the service is long-range and sustainable.
  - The efforts may be on long or short duration, but if short duration, the impact must be significant.

## SCVCAI Board Policy

- Special consideration will be given to unsung heroes, whose contributions may otherwise go unrecognized. This consideration does not preclude an award to an individual who has previously received recognition for significant contributions
4. The honoree's name(s) will be added to the Heroes Among Us plaque, which is displayed in the Vistoso Center. Each honoree will receive public recognition at the March annual meeting with a framed resolution and a Café gift certificate. The plaque should be brought to the meeting and the names of previous honorees should be read aloud.
  5. A Tipster article should be written about the honoree(s) for the April Tipster by the Board member presenting the award at the annual meeting.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by             |
|-----------------------------|---------------------|--------------------------------|
| REV 0: 01052201             | 05/18/2001          | Scott Devereaux                |
| REV 1: 07121801             | 12/18/2007          | Scott Devereaux                |
| REV 2: BOD-016.003          | 03/24/2009          | Bob Mariani                    |
| REV 3: BOD-016.004          | 11/17/2009          | Heroes Policy Ad Hoc Committee |
| REV 4: BOD-016.005          | 03/23/2010          | Robin Coulter                  |

# SCVCAI Board Policy

## Appendix A

### Heroes Among Us – Nomination Form

The “Heroes Among Us” award is designed to honor residents who make remarkable contributions to our community. Nominations should be submitted by January 15 to the Administration Office. The Sun City Vistoso Board of Directors will review nominees and select the recipient(s). The award will be presented at the Sun City Vistoso Association Annual Meeting in March.

Previous Winners: Bob Wynne (2001); Joan Martin (2002); Gay Russell (2003); John Greenway (2004); Jinnie Wilson (2005); John Allen (2006); Carol Wittels (2008); Carolyn Lerch (2010); Richard Golombek (2010)

|          |
|----------|
| Nominee: |
| Address: |
| Phone:   |

1. Is the nominee a resident of SCV?
2. How has nominee demonstrated extraordinary volunteer service for the betterment of SCV?
3. What is the impact of this service on SCV (i.e., saved money, saved time, etc.)?
4. Is the benefit of the service long-range and sustainable?
5. Is the service this nominees provides a new service?
6. How long has nominee provided this service to SCV?
7. What is the spectrum of volunteer services to the community?

Please write a short synopsis of this nominee’s contributions to our community and why you believe the nominee should be considered for the “Heroes Among Us” award.

Submitted by: \_\_\_\_\_ Unit/Lot: \_\_\_\_\_

# SCVCAI Board Policy

## Conflict Of Interest for Volunteer Board Members (BOD-017)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Conflict Of Interest for Volunteer Board Members of Sun City Vistoso Community Association</b> | <b>Policy Number</b>    | <b>BOD-017</b>    |
| <b>Category</b>  | <b>Board of Directors</b>   | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>  | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Adoption of policies and procedures to be followed by the Board of Directors of the Sun City Vistoso Community Association (the "Association") as suggested by the Association's auditing firm.

### **1.0 Background**

The Declaration of Covenants, Conditions, and Restrictions; Articles of Incorporation; and Bylaws of the Association; and Arizona law.

### **2.0 Objective**

Directors, who serve the Association, have a fiduciary responsibility to the Association and its members, which carries with it a broad and unbending duty of loyalty and fidelity. The Board has the power and the responsibility to make decisions for the entire Sun City Vistoso Community. Coupled with this power and responsibility is their duty to administer the affairs of the Association honestly and prudently, and to exercise proper business judgment for the sole benefit of the Association. The purpose of this policy is to ensure that all Directors maintain a high standard of ethical conduct in the performance of the Association's business, and to ensure that the property owners maintain confidence in and respect for the entire Board.

### **3.0 Application**

This applies to the Board of Directors on an ongoing basis.

### **4.0 Policy**

**PROCEDURE:** Upon taking office as a Director, each Director will be given a copy of this document, and will be required to sign a statement to the effect that he/she has been given a copy, has read it, and agrees to abide by it.

**POLICY:** The Board of Directors hereby adopts the following principles and guidelines that constitute the Conflict of Interest Policy:

**1. Statement of General Duty.** The Board of Directors shall use their best efforts, at all times, to make decisions that are consistent with high principles, and to protect and enhance the value of properties of the members and the Association. All Directors shall exercise their power and duties in good faith and in the best interests of and with utmost loyalty to the Association. All Directors shall comply with all lawful provisions of, the Declaration of Covenants, Conditions, and Restrictions, and the Association's Articles, Bylaws, and Rules and Regulations, as well as the laws of the State of Arizona.

# SCVCAI Board Policy

## 2. Conflict of Interest Policy.

### 2.1. Definitions.

2.1.1. "Conflicting interest" or "conflict of interest" means the interest a Director of the Association has with respect to a transaction effected or proposed to be effected by the Association as follows:

(a) Whether or not the transaction is brought before the Board of Directors of the Association for action, the Director knows at the time of commitment that the Director or a related person either: (i) is a party to the transaction; or (ii) has a beneficial financial interest in, or is so closely linked to the transaction, that the interest would reasonably be expected to exert an influence on the Director's judgment if he/she were called on to vote on the transaction.

(b) The transaction is brought, or is of such character and significance to the Association that it would in the normal course be brought before the Board of Directors for action, and the Director knows that any of the following is either a party to the transaction, has a beneficial financial interest in the transaction, or is so closely linked to the transaction; that the interest would reasonably be expected to exert an influence on the Director's judgment if the Director were called on to vote on the transaction:

(i) An entity of which the Director is a director, general partner, agent or employee;

(ii) A person that controls one or more of the entities specified in item (i) immediately above, or an entity that is controlled by or is under common control with one or more of the entities specified in item (i) immediately above.

(iii) An individual who is a general partner, principal or employee of the Director.

2.1.2. "Director" means a member of the Association's Board of Directors.

2.1.3. "Related person" of a Director" means either:

(a) The spouse of the Director, or a parent or sibling of the spouse; a child, grandchild, sibling, or parent of the Director; or the spouse of a child, grandchild, sibling or parent of the Director; an individual having the same home as the Director, or a trust or estate of which an individual specified in this Section is a substantial beneficiary.

(b) A trust, estate, incompetent, conservatee or minor of which the Director is a fiduciary.

2.1.4. "Required disclosure" means disclosure by the director who has a conflicting interest of both:

(a) The existence and nature of the conflicting interest; and

(b) all facts known to the director about the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction.

### 2.2. Policies.

2.2.1. No individual will use his/her position as a Director, for private gain. For example: No Director, will solicit or accept, directly or indirectly any gifts, gratuity, favor,

# SCVCAI Board Policy

entertainment, loan, or any other things of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.

2.2.2. No Director will accept a gift or favor made with the intent of influencing decisions or actions on any official matter.

2.2.3. No Director will receive any compensation from the Association for acting as such, except for reimbursement of expenses incurred in Association business, which have been pre-approved by the Board.

2.2.4. No Director or employee of a Director, may use his/her position to enhance is/her own financial status through recommendation of vendors, suppliers, or contractors, who may then pay a gratuity to a Director, or an employee of a Director.

2.2.5. A Director, who is also engaged in the practice of another profession, will not perform such professional services for the Association while serving as a Director, if the performance of such services is likely to result in a perceived or real conflict of interest.

2.2.6. No Director may use his/her position in order to achieve any measure of personal gain for him or herself, or any affiliated company from which he/she may benefit. All decisions and representations must be made with the best interests of the Association in mind.

2.2.7. No loans shall be made by the Association to its Directors. Any Director who assents to or participates in the making of any such loan shall be liable to the Association for the amount of the loan until it is repaid.

2.3. Disclosure of Conflict. Required disclosure of any conflict of interest on the part of any Director or related person, shall be verbally disclosed to the other Directors at the next open meeting of the Board of Directors at which the interested Director is present. The required disclosure shall take place prior to any discussion or vote on the conflicting interest transaction. After disclosure, the Director may participate in the discussion, but may not vote on the matter. The minutes of the meeting shall reflect the disclosure made, the composition of the quorum and a record of who voted for or against the action.

2.4. Conflicting Interest Transactions. A conflicting interest transaction may be challenged by an Owner or by any other person acting on behalf of the Association, unless:

2.4.1. All pertinent facts about the conflicting interest transaction are disclosed to the Board and a majority of the disinterested Directors in good faith approves the conflicting interest transaction;

2.4.2. The facts about the conflicting interest transaction are disclosed to the Owners who may be entitled to vote on the matter, and the conflicting interest transaction is authorized in good faith by a vote of the requisite number of Owners entitled to vote on the matter; or

2.4.3. The conflicting interest transaction is fair to the Association.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV O: BOD-017.000          | 02-24-2009          | Bob Mariani        |

# SCVCAI Board Policy

|                  |                           |                         |                   |
|------------------|---------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Board Newsletter</b>   | <b>Policy Number</b>    | <b>BOD-018</b>    |
| <b>Category</b>  | <b>Board of Directors</b> | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>Board Secretary</b>    | <b>Effective Date</b>   | <b>03-24-2010</b> |

## **0.0 Reason for Changes**

Original policy.

## **1.0 Background**

As a way to improve Board of Director communications with the membership a Board Newsletter was implemented and has proven effective over the past few years.

## **2.0 Objective**

The objective of the Board Newsletter is to communicate to the membership what has transpired at the Study Sessions and Board Meetings in a concise and timely manner.

## **3.0 Application**

The Board will assure that the Board Newsletter is written and distributed after each Study Session and Board Meeting.

## **4.0 Policy**

The Secretary of the Board shall be responsible for seeing that a Board Newsletter will be written and distributed through a list serve notice after each Board Study Session and Board Meeting. The Newsletter will be produced and distributed in a timely manner (2 to 4 days after the meeting), will be objective and will briefly summarize each agenda item.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: Original Policy      | 03-24-2010          | Bob Mariani        |
| REV 1:                      |                     |                    |

# SCVCAI Board Policy

|                  |                                  |                         |                   |
|------------------|----------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Artifacts in Common Areas</b> | <b>Policy Number</b>    | <b>BOD-019</b>    |
| <b>Category</b>  | <b>Board of Directors</b>        | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>           | <b>Effective Date</b>   | <b>06-22-2010</b> |

## **0.0 Reason for Changes**

Original policy.

## **1.0 Background**

The Development Standards are restrictive in artifacts allowed on residential lots. While the Board does not desire to adopt these restrictions for the Common Area, there is a desire to limit artifact displays to those approved by the Board.

## **2.0 Objective**

Only allow artifact displays in the common areas approved by the Board.

## **3.0 Application**

Applies to anyone who wants to install an artifact display in the common area.

## **4.0 Policy**

Anyone or any group who desires to place an artifact display of any kind in a common area must provide the Board of Directors with a detailed presentation at a Board Study Session. This presentation and installation of the artifact display must be approved by the Board at a Board of Directors Meeting.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: Original Policy      | 06-22-2010          | Bob Mariani        |
| REV 1:                      |                     |                    |

# SCVCAI Board Policy

|                  |  |                         |                   |
|------------------|--|-------------------------|-------------------|
| <b>Title</b>     | <b>Committee Liaison, Chair and Membership Establishment</b> | <b>Policy Number</b>    | <b>BOD-020</b>    |
| <b>Category</b>  | <b>Board of Directors</b>                                    | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>General Manager</b>                                       | <b>Effective Date</b>   | <b>06-22-2010</b> |

## **0.0 Reason for Changes**

Original policy.

## **1.0 Background**

A newly elected Board takes office May 1. The newly elected Board president then begins the process of selecting Board liaisons, committee chairs and members for the Election & Nomination Committees which will be presented to the Board for approval. With the exception of the Nominating and Election Committees, the committee chairs will select their membership which will be submitted to the Board for approval. Those individuals who were not selected for membership will receive a letter of thanks for volunteering for committee membership. See Bylaws, Article VIII (Committees), Section 8.1, Organization.

## **2.0 Objective**

To establish a procedure whereby the Committee Board liaisons, Chairs and membership is presented to the Board for consideration and approval. To set out the transitional timeline for committees meeting in May and their Board liaisons. To create a process to thank individuals who volunteered, but were not selected to serve on committees.

## **3.0 Application**

Applies to the Board of Directors, General Manager, Committee Chairs and Members.

## **4.0 Policy**

|   |  |
|---|--|
| April Tipster   | Call to serve on SCV Committees (Application in Tipster)   |
| April Special BOD Meeting<br>(held after the April Study Session) | Board Officers elected   |
| After Board Officers elected                                      | Newly elected President:<br>1. Selects Committee Chairs<br>2. Selects Board liaisons to committees<br>3. Selects members for Nominating Committees |
| April Board Meeting   | Board considers President's recommendations for Liaisons for approval  |
| May   | Newly appointed liaisons attend their newly appointed committees   |
| May Board Meeting   | Board considers President's recommendations for Chairs for approval  |
| Following May Board Meeting                                       | Newly appointed Chairs begin selection process of committee members  |
| June Study Session  | Committee Chairs submit membership roster for Board discussion   |
| June Board Meeting  | Board approves Committee membership list   |
| After June Board Meeting  | Staff will send out a thank you via an email to all those who applied, but were not selected for committee membership.                             |
| July 1  | New committees begin their work  |
| July Board Meeting  | Approve members of the Election Committee  |

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: Original Policy      | 06-22-2010          | Bob Mariani        |
| REV 1:                      |                     |                    |

# SCVCAI Board Policy

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Committee Organization and Management</b> | <b>Policy Number</b>    | <b>BOD-022</b>  |
| <b>Category</b>  | <b>Board of Directors</b>                    | <b>Current Revision</b> | <b>REV-000</b>  |
| <b>Staff OPR</b> | <b>General Manager</b>                       | <b>Effective Date</b>   | <b>03-27-12</b> |

**0.0 Reason for Changes**

Attract more candidates for the Board of Directors by lessening the time required in committee meetings as liaison.

**1.0 Background**

Report and recommendation of the Strategic Projects Committee.

**2.0 Objective**

Attract more candidates for the Board of Directors by lessening the time required in committee meetings as liaison.

**3.0 Application**

Applies to all Association committees.

**4.0 Policy**

Committees are to be realigned as follows with those being changed noted by an astrick.

Standing - ARC, Finance and Budget, Golf Advisory, Properties and Government Affairs (requires Bylaw VIII,8.2(d) to be changed)\*---The Strategic Projects Committee recommends changing the Government Affairs Committee to a SAS committee at the next election.

Other - Nominating and Elections committees are formed by governing documents and both of have specific rules under which they are required to function.

Advisory (function to research and make recommendations to the Board) – Communications, Landscape, Marketing, Strategic Projects

Ad hoc (created by Board action for a specific, short range purpose)

Service and Support (SAS) (serve the community and administration in a support function) - Ambassadors\*, Active Health, Community Assistance\*, Consumer Referral\*, Emergency Preparedness, Food and Beverage, Gift Shop\*, Green Energy\*, Neighborhood Pride\*, Posse\*, Telephone Directory, Tipster Editorial\*

**Basic functions of committees**

1. Provide designated ongoing operational support to Association.
2. Develop policy recommendations for Board consideration
3. React to specific requests from Board or staff.

**Definitions of committees**

1. Standing Committees are designated in the Bylaws except for the ARC which is empowered in the CC&Rs.

# SCVCAI Board Policy

2. Ad hoc and advisory committees are created by Board action which will provide a charter to define their roles.
3. Service and support (SAS) committees are formed by Association staff/administration, using suggestions from the Board or other entities at their option. They are typically operated without specific Board direction.

## Formal liaisons

- Required for Standing, Advisory and Ad Hoc Committees and optional for all others.
- Liaisons' responsibilities and behavior designated under policy #BOD-003.
  - a. Is non-voting member.
  - b. Sits with committee and receives same correspondences.
  - c. May request an agenda item be placed on future agenda.
  - d. Will function as official, bilateral communications link with Board.
  - e. May offer opinions, but they must be clearly understood to be personal, and not of the Board.
  - f. Must insure that all standing committee recommendations receive a Board hearing.
  - g. As stipulated in Bylaw VII.7.5(f), the treasurer is an ex-officio member of the Finance-Budget Committee. Accordingly, the above rules may not apply to this position.

## Informal liaisons

1. Ad hoc and advisory committees will have a designated contact person on the Board for the purpose of:
  - a. Responding to Board-related inquiries from the committee chair.
  - b. Communicating Board decisions and requests to the committee.
2. Informal liaisons may, but are not required to attend their assigned committee's meetings.

## SAS committees

1. Will be formed and coordinated by staff including the appointment of the chair.
2. Will report to the Board through the General Manager who will include such information as appropriate in his/her monthly report.
3. May appeal disputes over reporting or related issues by the chair stating the issue in writing with copies to the General Manager and the President of the Board.
4. Will be recognized in a manner commensurate with Standing, advisory, and ad hoc committees.

## Reporting (for Standing, ad hoc, and advisory committees)

1. Normally requested quarterly.
  - a. Written preferred.
  - b. Verbal should be used where Board/committee interaction is necessary.
2. Matters of special significance must be highlighted using the report, contact person, or liaison and reported more frequently as necessary.

## Leadership

New leadership always brings new ideas and different ways of doing things. It also presents the possibility of a pathway for new people to become leaders in the Association. It is a relatively low threshold to become a committee member, followed by a chairmanship, and then possibly a Board position. Accordingly, the committee feels it is VERY important to limit the

# SCVCAI Board Policy

terms of all committee participants so as to maximize the opportunity for new people to get involved.

1. As provided in Bylaw VIII, the chair and members of Standing Committees are limited to two and three consecutive years, respectively.
2. This same guideline shall apply to advisory committees as well.
3. SAS committee membership and leadership should be determined by staff but should follow the same guidelines as to duration.
4. For committees with large membership (e.g. Neighborhood Pride, Consumer Referral) these duration guidelines are meant to apply only to the guidance (executive) committee that manages the larger committee.

## **5.0 Revision Record**

| <b>Policy History/Predecessors</b> | <b>Board Approval Date</b> | <b>Written/Revised by</b>    |
|------------------------------------|----------------------------|------------------------------|
| REV 0: Original Policy             | 03-27-2012                 | Strategic Projects Committee |
| REV 1:                             |                            |                              |

# **SCVCAI Board Policy**

## **Common Area Maintenance (CAM-001)**

|                  |                                |                         |                   |
|------------------|--------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Common Area Maintenance</b> | <b>Policy Number</b>    | <b>CAM-001</b>    |
| <b>Category</b>  | <b>Common Area</b>             | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>Common Area Supervisor</b>  | <b>Effective Date</b>   | <b>01-27-2009</b> |

### **0.0 Reason for Changes**

The following is a statement of Board policy concerning the control of vegetation in Common Areas.

### **1.0 Background**

Sun City Vistoso is situated within a densely vegetated area of the Sonoran Desert. Preservation of native vegetation and protection of wildlife in Common Areas is intentional and was planned as an environmental enhancement to our community. The Sun City Vistoso community encompasses approximately 1,000 acres of land. Of this total, 250 acres is devoted to Common area. Common area includes all land owned by Sun City Vistoso Community Association Incorporated (SCVCAI), recreational amenities, open spaces and natural open spaces, golf course property, landscaping, flood control and drainage easement areas, and all other common areas identified on the subdivision plats and Tract Declarations.

Sun City Vistoso has been in existence for over twenty years. The original landscaping and natural vegetation have in many cases become overgrown. It is the responsibility of SCVCAI staff to maintain the health and appearance of common areas. Only the association can improve and enhance common areas.

### **2.0 Objective**

To establish definitions, guidelines and procedures with regard to the maintenance of Common Areas by SCVCAI staff and other authorized individuals as specified. SCVCAI Rules and Regulations prohibit the planting, trimming and/or removal of vegetation by homeowners in any Common Area. Under certain conditions, however, and following the guidelines established by SCVCAI, homeowners may contract with bonded and licensed landscapers registered by SCVCAI to undertake approved landscaping projects. These landscapers will be paid by the homeowner.

### **3.0 Application**

Applies to the Common Area Maintenance staff and supervisor and Golf Course Maintenance on an ongoing basis and authorized landscapers contracted by Owners for approved projects.

### **4.0 Policy**

I. Definition of vegetative Common Areas:

- A. Landscaped Common Areas: Areas where the natural features have been changed to improve visual character by adding one or more of the following: turf, native and non-native vegetation, decorative rock, irrigation, and pavement.
- B. Modified Common Areas: Natural desert and wash areas modified to accommodate views of the golf course, drainage and access.
- C. Natural Common Areas: Unimproved, non-landscaped desert areas and washes; and, those areas graded by the developer which have been revegetated (naturally or by the developer) with native plants.

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D. Golf Course: contains areas of all three types.

Note: Certain washes and riparian areas are a shared responsibility with Oro Valley and the Town will determine work that "may be done in the wash, work that should be done, and what is prohibited." The floor of the wash proper is regulated by the Army Corps of Engineers. Residents who perform unauthorized and/or illegal work in the regulated areas may be subject to disciplinary action by the appropriate authority.

## II. Areas of SCVCAI responsibility:

A. Fire Hazard: Native vegetation posing a fire hazard will be trimmed, thinned, removed within five feet (5') of the owner's property line facing the Common Area.

B. Erosion Control: Common Areas experiencing significant erosion will be maintained by introduction of plants and/or rock spillways.

C. Weed Control: Weed infestations in Common Areas that impact an owner's property will be removed.

## D. Golf Course View:

1. Definition: A view of the Golf Course from a lot or parcel bordering the Golf Course. The view lies over a general extension of the lot or parcel and should balance playability of golf with either:

a. undue obstruction of a Golf Course view by landscaping OR

b. creation, improvement or maintenance of a Golf Course view that is unduly obstructed by native vegetation.

2. Originally designed visual appearance and playability on the golf course takes precedence over owner view rights.

3. View Control: SCVCAI governing documents reserve an owner's right to preserve views of the golf course (refer to Article IV, Section 4, of the CC&Rs). These views are maintained by SCVCAI under the general operations budget.

## III. Views:

There are no provisions in the SCVCAI governing documents preserving any views other than of the golf course as defined in D above. There are no provisions in the SCVCAI governing documents preserving views of mountains; however, an owner or group of owners may submit a request of modification to a Common Area. If approved, the homeowner, at his/her cost, may contract with licensed, insured and bonded landscapers, which have been pre-approved by SCVCAI, to have the work done. The homeowner (s) and contractor shall follow guidelines set forth by SCVCAI.

## IV. Penalties:

Property owners or tenants found to be in violation of this policy may be fined and required by the Board to restore and/or replace damaged common areas including plants and trees. If the parties fail to restore, and/or replace plants and trees after reasonable notice to do so, the Association may perform the work and bill the property owner for the full cost. If necessary, the Association will take appropriate steps to collect payment and/or limit SCVCAI privileges. Landscape contractors who enter SCVCAI Common Areas at a homeowner's request but without SCVCAI written approval may be subject to civil and/or criminal action.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| Policy created              | 01-27-2009          | Sharyn Rafieyan    |

# SCVCAI Board Policy

## Vistoso Tipster (COM-001)

|                  |                                   |                         |                 |
|------------------|-----------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Vistoso Tipster</b>            | <b>Policy Number</b>    | <b>COM-001</b>  |
| <b>Category</b>  | <b>Communications</b>             | <b>Current Revision</b> | <b>REV-005</b>  |
| <b>Staff OPR</b> | <b>Communications Coordinator</b> | <b>Effective Date</b>   | <b>11-17-09</b> |

### **0.0 Reason for Changes**

Add speakers names and topics to items that can be published in the Tipster.

### **1.0 Background**

### **2.0 Objective**

The SCVCAI Board of Directors:

1. Designates the Vistoso Tipster as the official instrument for disseminating information to residents of Sun City Vistoso from the SCVCAI Board of Directors, General Manager, staff, standing, advisory and ad hoc committees, study groups, and on other matters approved by the Board of Directors;
2. Creates the Vistoso Tipster Editorial Committee which shall be responsible for the editorial review of all articles as defined in its mission statement in accordance with the policy of the Board and the guidelines set forth below; and
3. Assigns production of the Vistoso Tipster, any inserts and advertising sales to the General Manager and staff.

### **3.0 Application**

This applies to the Tipster Editorial Committee, General Manager and staff on an ongoing basis.

### **4.0 Policy**

1. Articles shall be news of the Association, its organizations and selected outside sources. Club, group, recreation and craft activities shall be published on a regular basis. The Vistoso Tipster shall publish those items that promote the general welfare of the residents of Sun City Vistoso.
2. Items of a political nature (excepting simple notices of meeting times, dates and locations within Sun City, **speakers names and topic**) WILL NOT be published in the Vistoso Tipster. At no time will personal attacks be permitted. The Vistoso Tipster or any approved insert may only be used to introduce Association candidates; it cannot be used to endorse or denigrate candidates.
3. The Vistoso Tipster Editorial Committee and staff reserve the right to reject any item which is not considered to be in the best interest of the publication or its readers. They also reserve the right to retain any item which is considered in the best interest of the publication or its readers.
4. Publication of the Vistoso Tipster and/or inserts shall be managed within the allocated budget and staff constraints unless otherwise approved by the Board.
5. Paid advertisements are encouraged from businesses serving the greater Tucson area. Staff reserves the right to review in their completed form all advertising copy,

## SCVCAI Board Policy

supplements containing advertising and editorial material, as well as product samples prior to publishing and/or distribution and to reject any item which is not considered to be in the best interest of the Association or its readers. The Association cannot guarantee or be held responsible for the quality of the goods and/or services produced by its advertisers in the Vistoso Tipster. Staff reserves the right to refuse or cancel any advertisement at any time.

6. Items of an editorial nature will not be published in the Vistoso Tipster.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: Created #95112802    | 11-28-1995          | Unknown            |
| REV 1: Revised #07240701    | 08-26-2003          | Scott Devereaux    |
| REV 2: Revised #04032401    | 03-24-2004          | Scott Devereaux    |
| REV 3: Revised #03082601    | 07-24-2004          | Scott Devereaux    |
| REV 4: COM-001.004          | 04-28-2009          | Robin Coulter      |
| REV 5: COM-001.005          | 11-17-09            | Robin Coulter      |

# SCVCAI Board Policy

|                  |                                   |                         |                 |
|------------------|-----------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Records Retention Schedule</b> | <b>Policy Number</b>    | <b>FIN-011</b>  |
| <b>Category</b>  | <b>Finance</b>                    | <b>Current Revision</b> | <b>REV-000</b>  |
| <b>Staff OPR</b> | <b>Controller</b>                 | <b>Effective Date</b>   | <b>11-17-09</b> |

## **0.0 Reason for Changes**

N/A

## **1.0 Background**

Documents have been retained for extended periods of time yet not in accordance with a specific policy. The Association's auditing firm noted this and advised in the 2008-2009 Audit Management letter that a document retention policy should be developed and implemented.

## **2.0 Objective**

This policy will best assure that specific documents are retained and/or disposed of in accordance with IRS and other legal requirements

## **3.0 Application**

The Controller and General Manager with assistance from other staff will assure that the appropriate documents are retained and/or purged on an annual basis.

## **4.0 Policy**

Documents included on Exhibit A will be reviewed for retention or purging on an annual basis by the Controller and General Manager or staff assigned to perform such task.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by  |
|-----------------------------|---------------------|---------------------|
| REV 0: FIN-011.000          | 11-17-09            | Bob Mariani/Auditor |
| REV 1:                      |                     |                     |

# SCVCAI Board Policy

## Exhibit A

### RECORDS RETENTION SCHEDULE

|    | DOCUMENT   | RETENTION PERIOD |
|----|--|------------------|
| 1  | Accident reports and claims (settled cases)  | 7 yrs            |
| 2  | Accounts payable ledgers and schedules   | 7 yrs            |
| 3  | Accounts receivable ledgers and schedules  | 7 yrs            |
| 4  | Audit reports of accountants   | Permanently      |
| 5  | Bank reconciliations   | 1 yr             |
| 6  | Cash books   | Permanently      |
| 7  | Charts of accounts   | Permanently      |
| 8  | Checks (canceled but see exception below)  | 7 yrs            |
| 9  | Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]). | Permanently      |
| 10 | Leases (expired)   | 7 yrs            |
| 11 | Leases still in effect   | Permanently      |
| 12 | Contribution receipts  | 3 yrs            |
| 13 | Correspondence (routine) with customers or vendors   | 1 yr             |
| 14 | Correspondence (general)   | 3 yrs            |
| 15 | Correspondence (donation acknowledgment letters)   | 3 yrs            |
| 16 | Correspondence (legal and important matters only)  | Permanently      |
| 17 | Deeds, mortgages, and bills of sale  | Permanently      |
| 18 | Depreciation schedules   | Permanently      |
| 19 | Duplicate deposit slips  | 1 yr             |
| 20 | Employee personnel records (after termination)   | 3 yrs            |
| 21 | Employment applications  | 3 yrs            |
| 22 | Expense analyses and expense distribution schedules  | 7 yrs            |
| 23 | Financial statements (end-of-year, other months optional)  | Permanently      |
| 24 | General and private ledgers (and end-of-year trial balances)   | Permanently      |
| 25 | Grants and contracts (Federal and State - expired)   | 3 yrs            |
| 26 | Grants and contracts (still in effect)   | Permanently      |
| 27 | Insurance Policies (expired)   | 3 yrs            |
| 28 | Insurance records, current accident reports, claims, policies, etc.  | Permanently      |
| 29 | Internal audit reports (in some situations, longer retention periods may be desirable)   | 3 yrs            |
| 30 | Internal reports (miscellaneous)   | 3 yrs            |

## SCVCAI Board Policy

|    |   |             |
|----|---|-------------|
| 31 | Inventories of products, materials and supplies   | 7 yrs       |
| 32 | Invoices to customers   | 7 yrs       |
| 33 | Invoices to grantors  | 7 yrs       |
| 34 | Invoices from vendors   | 7 yrs       |
| 35 | Journals  | Permanently |
| 36 | Minute books of directors and stockholders, including by-laws and charter   | Permanently |
| 37 | Notes receivable ledgers and schedules  | 7 yrs       |
| 38 | Option records (expired)  | 7 yrs       |
| 39 | Payroll records and summaries, including payments to pensioners   | 7 yrs       |
| 40 | Petty cash vouchers   | 3 yrs       |
| 41 | Physical inventory tags   | 3 yrs       |
| 42 | Plant cost ledgers  | 7 yrs       |
| 43 | Property appraisals by outside appraisers   | Permanently |
| 44 | Property records-including costs, depreciation, reserves, end-of-year trial balances, depreciation schedules blueprints and plans   | Permanently |
| 45 | Purchase orders (except purchasing department copy  | 1 yr        |
| 46 | Purchase orders (purchasing department copy)  | 7 yrs       |
| 47 | Receiving sheets  | 1 yr        |
| 48 | Requisitions  | 1 yr        |
| 49 | Sales records   | 7 yrs       |
| 50 | Savings bond registration of employees  | 3 yrs       |
| 51 | Scrap and salvage records (inventories, sales, etc.)  | 7 yrs       |
| 52 | Stenographer's notebooks  | 1 yr        |
| 53 | Stockroom withdrawal forms  | 1 yr        |
| 54 | Subsidiary ledgers  | 7 yrs       |
| 55 | Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability   | Permanently |
| 56 | Time books  | 7 yrs       |
| 57 | Trade mark registrations  | Permanently |
| 58 | Voucher register and schedules  | 7 yrs       |
| 59 | Vouchers for payments to vendors, employees, grant sub recipients, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses) | 7 yrs       |

# SCVCAI Board Policy

## Tipster Advertising – Relation with Consumer Referral Committee (COM-002)

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Tipster Advertising – Relation With Consumer Referral Committee</b> | <b>Policy Number</b>    | <b>COM-002</b>  |
| <b>Category</b>  | <b>Communications</b>  | <b>Current Revision</b> | <b>REV-003</b>  |
| <b>Staff OPR</b> | <b>Communications Coordinator</b>                                      | <b>Effective Date</b>   | <b>11-17-09</b> |

### **0.0 Reason for Changes**

Regarding section 4.0, remove ambiguity, clarify what merits removal from Tipster and rework language.

### **1.0 Background**

### **2.0 Objective**

The objective is to create a consistency between the vendors removed from the Consumer Referral List and those allowed to advertise in the Tipster.

### **3.0 Application**

This applies to all vendors removed from the Consumer Referral List for cause who advertise in the Tipster.

### **4.0 Policy**

A mission of the Consumer Referral Committee is to update and purge a list of licensed contractors that have performed satisfactory work for the members. The Consumer Referral Committee is authorized by the Board of Directors to remove vendors that have generated complaints from residents which have not been resolved to the satisfaction of the homeowner.

Any vendor who is removed for cause from the approved list of the Consumer Referral Committee will not be allowed to advertise in the Tipster. This does not include removal from the Tipster for lack of license, bonding and insurance as work may be performed legally by a vendor in this manner and thus not prohibiting them from advertising.

### **5.0 Revision Record**

| <b>Policy History/Predecessors</b> | <b>Board Approval Date</b> | <b>Written/Revised by</b> |
|------------------------------------|----------------------------|---------------------------|
| REV 0: COM-002.001                 | 11-09-2004                 | Scott Devereaux           |
| REV 1: COM-002.002                 | 04-28-2009                 | Robin Coulter             |
| REV 2: COM-002.003                 | 11-17-2009                 | Robin Coulter             |

# SCVCAI Board Policy

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Pre-Qualified Commercial Landscaper Plan</b> | <b>Policy Number</b>    | <b>CAM-002</b>    |
| <b>Category</b>  | <b>Common Area Maintenance</b>                  | <b>Current Revision</b> | <b>REV-003</b>    |
| <b>Staff OPR</b> | <b>CAM, Administration</b>                      | <b>Effective Date</b>   | <b>01-24-2012</b> |

## **0.0 Reason for Changes**

The definition of Golf Course View Guidelines required clarification regarding the lot lines.

## **1.0 Background**

Pre-Qualified Commercial Landscaper Plan was originally implemented by the Landscape Committee and Staff. It has been implemented for a couple of years, but needed some changes to be more effective and user friendly.

## **2.0 Objective**

Pre-Qualified Commercial Landscaper Plan has been placed in policy format to track content.

## **3.0 Application**

Applies to residents who wish to have work done on Association owned land in the common area or golf course area behind their homes.

## **4.0 Policy - SCVCAI COMMON AREA PRE-QUALIFIED COMMERCIAL LANDSCAPER PLAN**

### **4.1 BACKGROUND**

Sun City Vistoso Community Association Incorporated (SCVCAI) has responsibility for the maintenance of more than 250 acres of common area property. As the community has aged it has become more costly and labor intensive to maintain this property in a manner that reflects both the wishes of the community and adjacent homeowners. The Association Board of Directors (BOD) understands that an attractively maintained environment enhances home values and promotes marketability. Our home values can also benefit by regaining the views lost over the years due to overgrown vegetation. In order to further this objective and to facilitate maintenance of common areas adjacent to Sun City Vistoso (SCV) homes, the BOD wishes to establish a program with mandatory guidelines to govern the process of permitting licensed and bonded commercial landscapers to contract to perform work at the request of Sun City Vistoso homeowners.

### **4.2 PROGRAM**

**A. Landscapers** - SCVCAI will solicit licensed commercial landscapers (listed by Arizona Registrar of Contractors) to apply to become "Pre-Qualified" to work in identified common areas. Residents may also have landscaper contractors of their choice, who are insured and fulfill the pre-approved landscape contractor requirements as stated below thus becoming "Pre-Qualified", perform landscape work in the common areas. Landscapers would agree to the following:

1. Proof of liability, certification of insurance listing SCVCAI as additional insured and workers compensation insurance per state regulation.
2. Contractors will be asked to read and sign a statement that they understand and will follow the guidelines. Qualified landscapers are prohibited from deviating from the guidelines without written SCVCAI staff approval. Landscapers violating the guidelines will lose their privilege to perform this work. (First Offense- 30 day suspension, Second offense- 1 year suspension.)

# SCVCAI Board Policy

3. Landscaper must commit to removal and disposal of all cuttings and debris. No debris is to be disposed of on SCVCAI property.
4. Landscaper must request specific staff approval for access to common area with any vehicle or trailer to remove debris, and proof of comprehensive and liability vehicle insurance as state required must be provided.

## **B. Homeowner**

1. Selects landscaper from pre-qualified list available in Administration Office. The homeowner may use a landscape firm that has not already been pre-approved if the landscape firm completes the guidelines under 4.2.A to become a pre-qualified landscaper.
2. Submits a request using the SCVCAI form for Pre-Qualified Landscaper work (including a complete description and location of the work, a picture of the area to be landscaped, name of the pre-qualified landscaper who will perform the work, and the time when the work is projected to be done). A \$200 refundable deposit is required. No work is to begin until permission is obtained. If work is completed as promised, the deposit will be refunded.
3. The permit request is submitted to the Community Service Desk and the permit will be issued by the Community Service Desk.
4. The homeowner prominently posts permit cards in front and back yards.
5. The homeowner will negotiate a contract price and give instructions to the landscaper for the work to be done, following SCVCAI guidelines.
6. Photographs of the completed landscaping will be submitted to the Community Service Desk and will become part of the record.
7. The homeowner pays the pre-qualified commercial landscaper.
8. An individual application must be submitted for each project.
9. Projects must be behind the homeowner's lot in an area that is defined by an extension of the side lot lines at 90 degrees to the back lot line and extend no further than the fairway or the cart path for golf course lots. For other lots, the project size will be determined on a case by case basis.
10. Neighbors may submit together as a group.
11. Homeowners and/or landscapers violating these guidelines will fall within the enforcement policy approved by the BOD as part of its Common Area Maintenance Policy. Common Area Maintenance (CAM) staff will review work in progress and at completion will verify that the finished work meets the requested work. A final written report will be completed and included in the individual homeowners records.
12. **Homeowners may not perform or have landscape work performed in the common area or golf course area. Homeowners who perform landscape work or have work performed in the common area without permission may be fined, AND, required by the BOD, to restore and/or replace damaged common areas including plants and trees. If the parties fail to restore, and/or replace plants and trees after reasonable notice to do so, the association will perform the work and bill the property owner for the full cost. If payment is then not made by the homeowner, the SCVCAI BOD will take appropriate steps to collect payment and/or limit SCVCAI privileges. Landscape contractors who enter SCVCAI common areas at a homeowner's request but without SCVCAI written approval may be subject to civil and/or criminal action.**

# SCVCAI Board Policy

## **C. Administration**

- Ongoing administration will rest in the hands of SCVCAI staff.
- Advertises for licensed commercial landscapers (listed by Arizona Registrar of Contractors) to apply to become “Pre-Qualified” to work in identified common areas.
- Publishes and promotes, through the Tipster, website and Consumer Referral Desk, the list of certified landscapers to help market the program and inform residents how other licensed landscape contractors may become pre-qualified to perform landscape maintenance in the common area.
- Require the landscape contractor to read and sign a statement that the contractor will abide by the common area landscape guidelines and instructs landscapers in application of guidelines if and when needed.
- If the Community Services Coordinator determines there is a need for a final inspection of the project, he/she will request the Common Area Supervisor to inspect the work and submit a report to the Community Services Coordinator.
- Maintains liaison with Oro Valley staff to assure SCV compliance with all relevant guidelines
- Assists in training homeowner volunteers who assist in the program, if the homeowner program is implemented.
- Refund deposits to homeowners if work is completed as promised or retain deposits if work has not been completed properly.

## **D. Common Area Maintenance (CAM) Landscape Responsibilities**

On behalf of SCV, CAM staff maintains:

- The five foot fire barrier around each lot
- Golf course views only for those homes listed by SCVCAI as having a golf course view  
**Golf Course View Guidelines:** Unless neighbors join together, the area covered by this program is defined to be that within an extension of the side lot lines at a 90° angle to the rear lot line of a lot. Thus it may be that the golf course view of any given homeowner may not include green grass, if, for example, their view is of an area where there is no green grass, such as between the tee boxes and the fairway. The view to be considered is that from the lot line at eye level when standing. Within the guidelines stated above and with the goal of providing an aesthetic natural landscape for all who walk or play the golf course, trimming of vegetation will be done in such as way as to try to provide at least a 50% unobstructed view of the golf course for those homeowners with legal view rights that want such a view.
- No mountain view trimming will be undertaken by SCVCAI staff.
- SCVCAI staff will follow the policy and landscape guidelines that are applicable to the Pre-Qualified Commercial Landscaper Program.

## **E. BOD**

- Adopts guidelines for landscaping in common areas.

## **F. Necessary Forms:**

1. Registration document qualifying commercial landscaper
2. Homeowner project application request
3. Permits for front and backyard display
4. Work completion sign/off form (include on #2 above)

## **G. Homeowner Participation (not yet implemented)**

Participation by trained homeowners may be undertaken after the success of the commercial landscaper program can be evaluated. We anticipate that will be in 6-9 months. Homeowner participation will be based on completion of a 3-4 hr class that emphasizes desert vegetation and the proper landscaping methods to employ. Homeowners will not be allowed to use power tools or chemicals in working on common property.

# SCVCAI Board Policy

## 4.3 MAINTENANCE GUIDELINES FOR MODIFIED AND NATURAL COMMON AREAS UNDER THE PRE-QUALIFIED COMMERCIAL LANDSCAPER PLAN

The following common area maintenance guidelines were developed by the Landscape Committee and revised by the SCVCAI Administration to maintain the Sonoran Desert environment in which SCV is located. These guidelines exclude all areas designated “Wash Area” by the US Corps of Engineers under section 404 of the Federal Clean Water Act and Oro Valley Overlay Zoning and General Plan Significant Resource Areas (“OV-regulated” areas) which include all “Wash Areas”)surrounding riparian areas, and certain adjacent “scenic” lands. Oro Valley is developing guidelines for HOA maintenance of OV-regulated areas. SCVCAI will determine the demarcation of OV-regulated areas and common areas based on maps provided by Oro Valley and the Corps of Engineers.

### A. GENERAL GUIDELINES

- New plantings will be allowed only with the approval of the Landscape Committee. This only applies to situations where trees have been removed in improved landscape areas and a decision must be made if the trees should be replaced at the cost of the homeowner who requested removal of the trees.
- No irrigation systems may be installed on common property.
- Cuttings and debris created by this work must be removed from SCVCAI property.
- Use of chemicals by landscape contractors is prohibited.
- The removal and pruning of plants will be done in such a manner as to replicate the look of the natural desert environment.
- Dead and broken branches on the ground may be removed.
- Heavy raking of the desert floor is not permitted.
- Rock may be used to control erosion in heavy run-off areas.
- Plants may be removed to prevent damage to surrounding hardscape or if they are prohibited by SCVCAI or other applicable authorities.
- The eradication of Buffelgrass, Fountain Grass, Desert Broom, Ragweed (both *A. artemisifolia* and *A. trefida*), African Sumac and Tamarisk is encouraged.

### B. TREES

- Trees over 25” in circumference (measured 36” above the ground or at the lowest point where branches extend from the trunk) are NOT to be removed from common areas until approved by the Community Services Coordinator. Unless there is a significant over-riding issue, such as an area becoming denuded as a result of the removal of a larger tree or trees, permission will generally be granted for removal of a tree or trees for the purpose of creating a view.
- Pruning of a tree is permissible for the health of the tree. Dead and broken branches should be removed.
- No more than 30% of any tree may be trimmed until approved by the Community Services Coordinator.
- Trees may be branched to 36” above the ground.
- Trees removed from improved common areas shall be replaced if deemed necessary by the Community Services Coordinator.
- Homeowners may request removal of trees in a common area that are directly behind the homeowner’s lot in an area that is defined by an extension of the side lot lines at 90 degrees to the back lot line.
- Homeowners may also apply for removal of trees behind other homeowners lots. In cases such as this, the homeowner who has the tree located behind his/her lot will have the opportunity to object to the tree removal by submitting a letter of objection to the Community Services Coordinator. As a general guideline, views will take precedence over other issues when a disagreement arises regarding removal of a tree. This stipulation generally applies to lots that are an angle to each other such that the

# SCVCAI Board Policy

views from the respective lots are, at least, partially shared. It also applies to trees that are on or very near the common lot line of the two lots in question.

## **C. CACTUS**

- All cactus and succulents are to remain, unless there is a safety issue. (Safety issues would include cactus too close to sidewalks, paths, roads and/or homeowners property.)
- Cactus may be trimmed as necessary.
- Dead Pads may be removed.

## **D. OTHER PLANTS**

- Native grasses are not to be removed except as noted under general guidelines above.
- Brittlebush and other native plants may be trimmed as necessary.

## **5.0 Revision Record**

| <b>Policy History/Predecessors</b> | <b>Board Approval Date</b> | <b>Written/Revised by</b> |
|------------------------------------|----------------------------|---------------------------|
| REV 0: CAM-002.000                 | 03-21-2011                 | Landscape Committee       |
| REV 1: CAM-002.001                 | 11-10-2011                 | Bob Mariani               |
| REV 2: CAM-002.002                 | 12-19-2011                 | Scrivener                 |
| REV 3: CAM-002.003                 | 01-24-2012                 | Bob Mariani               |

# SCVCAI Board Policy

## Mail Votes (ELE-001)

|                  |                        |                         |                 |
|------------------|------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Mail Votes</b>      | <b>Policy Number</b>    | <b>ELE-001</b>  |
| <b>Category</b>  | <b>Elections</b>       | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>General Manager</b> | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

The Board of Directors wishes to encourage the greatest level of participation by members voting in elections and, past elections conducted by mail votes have produced larger percentages of members voting,

### **1.0 Background**

The Sun City Vistoso Bylaws outline a voting by mail procedure (Section 4.7) if approved by a majority of Directors and, past election conducted by mail votes have produced larger percentages of members voting.

### **2.0 Objective**

The objective is to have a higher voter response.

### **3.0 Application**

This applies to the Board of Directors, Election Committee and Administrative staff.

### **4.0 Policy**

Future elections and voting of the membership shall be conducted by mail votes as outlined in Section 4.7 (b) of the Sun City Vistoso Bylaws. The Board of Directors may conduct an election by another method outlined in the Bylaws if so approved by a majority of Directors voting at a duly called meeting.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 02082701             | 08-27-2002          | Scott Devereaux    |
| REV 1: ELE-001.001          | 03-24-09            | Robin Coulter      |

# SCVCAI Board Policy

## Election Guidelines for Association Matters (ELE-002)

|                  |  |                         |                   |
|------------------|--|-------------------------|-------------------|
| <b>Title</b>     | <b>Election Guidelines for Association Matters</b> | <b>Policy Number</b>    | <b>ELE-002</b>    |
| <b>Category</b>  | <b>Election</b>                                    | <b>Current Revision</b> | <b>REV-004</b>    |
| <b>Staff OPR</b> | <b>Admin./Comm. Director</b>                       | <b>Effective Date</b>   | <b>10-26-2010</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

### **2.0 Objective**

To establish consistent guidelines for the Association’s election process, broaden ownership of the elections and involved as many groups and individuals as possible.

### **3.0 Application**

Election Committee, Nominating Committee, relatives of Board members, Board candidates, advocates of issues and Board of Directors

### **4.0 Policy**

Appointments to the Election Committee will exclude spouses and relatives of sitting Board Members.

Principals (i.e., Board Members (except those running for re-election), Nominating and Election Committee Members, and Residents who assist in any aspect of the election process) will not participate in campaign activities which benefit a specific candidate or ballot issue.

Candidates and advocates supporting or opposing ballot issues may begin active campaigning on the date of distribution of the February Tipster and will conclude by 9:00 p.m. election eve.

No campaigning shall be conducted in club meetings or events and no use shall be made of club email lists for campaigning purposes.

Candidate Forums conducted in a “moderator format” will be scheduled and managed by the Election Committee. The Forums are to be scheduled prior to the ballot mailing. Candidates cannot be represented by proxy.

Paid advertising will not be available in the Tipster, but candidates may insert a flyer in the February issue at no cost. The Association will provide candidates with 3,000 one-side flyers on white paper (candidate will furnish paper if they request something other than white) of which 2700 will be inserted into the Tipster. Flyers are to be prepared by the candidates and presented for duplication in camera ready format. In the event a candidate withdraws from the race, the candidate will reimburse the Association for the cost of printing their flyers. Additionally, space in the February issue will be allotted for a photo and response to Board Candidate questions devised by the Board of Directors and Election Committee (maximum word count 250). Candidates will provide responses and a photo (digital format preferred) prior to January 10<sup>th</sup>.

The Election Committee will submit voter turnout strategies to the Board.

Ballot counting will be conducted solely by Election Committee members.

# SCVCAI Board Policy

Election results will be published no later than the day following the election on the Association bulletin boards and SCVCAI web site; results will also be published in the April issue of the Tipster. The Election Committee Chair will contact the candidates with results immediately following the tabulation of votes.

The SCVCAI Bylaws should be consulted for further information.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 05052401             | 05-24-05            | Scott Devereaux    |
| REV 1: 06102401             | 10-24-06            | Scott Devereaux    |
| REV 2: 08052701             | 05-27-08            | Scott Devereaux    |
| REV 3: ELE-002.003          | 03-24-09            | Robin Coulter      |
| REV 4: ELE-002.004          | 10-26-10            | Election Committee |

# **SCVCAI Board Policy**

## **Facilities Rental & Use Policy (FAC-001)**

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Facilities Rental &amp; Use Policy</b> | <b>Policy Number</b>    | <b>FAC-001</b>    |
| <b>Category</b>  | <b>Facilities</b>                         | <b>Current Revision</b> | <b>REV-003</b>    |
| <b>Staff OPR</b> | <b>Facilities Coordinator</b>             | <b>Effective Date</b>   | <b>05-26-2011</b> |

### **0.0 Reason for Changes**

Brought policy into align with the Club Rules, Regulations & Procedures regarding reservations up to one year in advance with no charge. Removed unit parties and state parties (as they are required to become a club in order to receive no charge) and added Rancho Vistoso HOA and the discretionary ability for the GM to approve usage at no charge.

### **1.0 Background**

There were instances when different groups wanted the same room at the same time. Guiding principles were needed to determine the priority level of those requesting rooms.

### **2.0 Objective**

The Board of Directors desires to create a Facility Rental Policy outlining use of Association facilities by members and non-members,

### **3.0 Application**

This applies to the Facilities Coordinator, residents, non-members and commercial organizations on an ongoing basis.

### **4.0 Policy**

Rental of Association facilities will be done in the following order of priority:

- Reservations up to three years in advance for “regular and recurring” events or those with contractual obligations, with no charge, is limited to:
  - Board of Directors
  - Association Management Staff (for Association-related business)
  - Committees of the Board of Directors
  - Association sponsored activities
  - Chartered Clubs (for related Club business)
  
- Reservations up to one year in advance on an “as available” basis, with no charge, is limited to:
  - Sub-Associations within SCV (Ember Ridge & Green Tree)
  - Rancho Vistoso HOA
  - Others as approved by the General Manager
  
- Reservations/rental up to six months in advance on an “as available” basis, at SCVCAI group rates, is limited to:
  - SCV members for their private, non-commercial functions.

Members will be required to sign a Rental Agreement on an SCVCAI form which holds SCVCAI harmless, places responsibility on the renter for damages and conduct of guests and, where appropriate, requires evidence of insurance with suitable limits.

# SCVCAI Board Policy

- Reservations/rental up to three months in advance on an “as available” basis, at commercial rates, is limited to:
  - SCV members for commercial purposes (as may be approved by SCVCAI)
  - Non-member and commercial organizations conducting seminars, demonstrations, lessons, etc. as a direct benefit to SCV residents (as may be approved by SCVCAI)

Rental of facilities by non-member and commercial organizations on a long-term reoccurring basis (daily, weekly, monthly, etc.) shall be prohibited except with the express written consent of the SCVCAI Board of Directors.

Renter will be required to sign a Rental Agreement as described above. Sales of products shall not be permitted at such meetings. With prior approval of the General Manager, or his/her designee, a commercial renter who charges an admission fee or a rate for services rendered to SCV residents and their guests may be allowed to pay a rental rate equal to 20% of the gross revenue generated from such fees or services in lieu of the published rental rates.

- Exceptions to the policies listed above may be submitted, in writing, to the Board of Directors for consideration.

In addition to the above rules, the following information is provided to assist renters.

- **Set-up** – Set-up of the facility is included in the rental rates, except when tables, chairs and other equipment are required to be moved outside the facilities or from another facility. In these cases an additional charge will be assessed.
- **Clean Up** – Normal teardown of the facility following the event is included in the rental rate. If clean up or repair of the facility is required upon completion of the event, an additional charge will be assessed on a time and material basis.
- **Cleaning Deposit** – At the discretion of the General Manager or his/her designee, a cleaning deposit may be required at the time of rental. This deposit will be returned following the event provided the facility is left in pre-rental condition.
- **Use of Facility Equipment** – Some facility equipment is available as part of the rental rate; other equipment has an extra charge. Please check with staff at the time of booking the event for required equipment and any extra charges.
- **Rental Beyond Normal Building Hours** – An additional fee, over and above the base rental rate, will be charged for events that occur before or after the scheduled hours for operation of a particular facility. Fees charged are in one-hour increments.
- **Renter Provided Furniture and Equipment** – Set-up and teardown of equipment or furniture provided by the renter may be available for an additional charge.
- **Linens** – Linens are available for an extra charge and should be arranged for at time of booking.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 03102801             | 10-25-2003          | Scott Devereaux    |
| REV 1: FAC-001.001          | 01-27-2009          | Coco Sullivan      |
| REV 2: FAC-001.002          | 03-24-2009          | Robin Coulter      |
| REV 3: FAC-001.003          | 05-26-2011          | Robin Coulter      |

# SCVCAI Board Policy

## Audio Visual System Usage – Auditorium (FAC-002)

|                  |   |                         |                 |
|------------------|---|-------------------------|-----------------|
| <b>Title</b>     | <b>Audio Visual System Usage – Auditorium</b>                           | <b>Policy Number</b>    | <b>FAC-002</b>  |
| <b>Category</b>  | <b>Facilities</b>   | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>Director of Communications, Activities &amp; Facilities Director</b> | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Reformatting

### **1.0 Background**

To establish guidelines and provide training for use of the AV system.

### **2.0 Objective**

Residents needed to have access to the AV system and needed training on how to use it.

### **3.0 Application**

This policy applies to the Association monitors, residents, Director of Administration & Communication and Activities and Facilities Director.

### **4.0 Policy**

- Training
  - All users of the projection system must have training from the Association per a class offered at various times a year and be able to demonstrate the ability to use each element of the system. These individuals will then be placed on an Approved Access list.
- Level of Equipment Usage
  - There are several elements to the A/V system including the stand alone projector, the two ceiling mounted projectors (and remote) and the Canon camcorder.
  - Use of the stand alone with a computer will require the club/group to provide its own computer.
    - Level 1 – Includes access to:
      - Projectors (ceiling and stand alone)
      - Screens
      - Camcorder (small, hand-held)
      - Tri-pod (light-weight)
      - Remote
      - Rack
        - Projectors
        - Sound
      - TV/DVD/VHS in Kachina Lounge
    - Level 2- Level 1, plus access to Canon camera and staging.

# SCVCAI Board Policy

- Access
  - The Sound Booth and the cabinet containing the stand alone projector, cables, remote and instruction manuals will be locked at all times when the system is not in use.
  - Monitors and approved individuals will have access to the booth and cable cabinet.
- Security Procedures
  - The Program Director will maintain an Approved Access list.
  - When using the A/V system the monitors will be given authorization by the Program Director on the accessibility to the system for which the user has been cleared.
  - A Membership Card is required to have access to the stand alone projector, cables, remotes, etc. which will be checked out by the monitor and checked back in before the Membership Card is returned.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 04120901             | 12-09-2004          | Robin Coulter      |
| REV 1: FAC-002.001          | 03-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Accounting Method (FIN-001)

|                  |                          |                         |                   |
|------------------|--------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Accounting Method</b> | <b>Policy Number</b>    | <b>FIN-001</b>    |
| <b>Category</b>  | <b>Financial</b>         | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Controller</b>        | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

For Generally Accepted Accounting Principles and IRS purposes the accrual accounting method is recommended.

### **2.0 Objective**

This policy will establish a formal statement declaring the Association's accounting method.

### **3.0 Application**

This applies to the Controller on an ongoing basis.

### **4.0 Policy**

Accounting method used for the Association shall be the accrual method.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042608            | 04-26-05            | Unknown            |
| REV 1: FIN-001.001          | 02-24-09            | Robin Coulter      |

# SCVCAI Board Policy

## Asset Reserve (FIN-002)

|                  |                      |                         |                   |
|------------------|----------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Asset Reserve</b> | <b>Policy Number</b>    | <b>FIN-002</b>    |
| <b>Category</b>  | <b>Financial</b>     | <b>Current Revision</b> | <b>REV-002</b>    |
| <b>Staff OPR</b> | <b>Controller</b>    | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

As outlined in Article V, Section 2 (j) of the CC&Rs, the Board of Directors is empowered to create and fund an Asset Reserve Fund. The Finance-Budget Committee conducted a study of the asset reserve fund and recommends the current format of the Asset Reserve Summary be retained as well as continuing the process for developing the Asset Reserve Projection Summary and procurement of items.

### **2.0 Objective**

To ensure the staff prepares an asset reserve schedule and the Board reviews, approves and properly funds for repair and replacement options on the asset reserve schedule.

### **3.0 Application**

This applies to the Controller, General Manager and Board of Directors on an annual basis.

### **4.0 Policy**

1. The Asset Reserve Projection Summary will be a 30-year document.
2. Staff will prepare and review an asset reserve schedule listing each individual Association asset to be replaced including a description of the asset, replacement life, cost and next year(s) of replacement on an annual basis. It will allow each item contained in the schedule to be replaced at least once.
3. The Board will determine, on an annual basis, an amount to be contributed to the Fund. In making this determination, the Board will review the schedule paying particular attention to upcoming expenditures. The Board should adopt a funding method that assures a sufficient balance in the Fund (over the length of the schedule) to be able to replace assets when their useful lives are finished or when replacement becomes necessary.
4. The Board of Directors receives and reviews the One Year and the 30 Year Asset Reserve Projection Summaries each year in the Final Draft of the Budget. After reviewing the income and expenditures of the Asset Reserve Projections any questions, concerns or criticisms from the Board will be presented in writing to the General Manager within 10 working days from the date a draft budget is provided to the Board of Directors.

# SCVCAI Board Policy

5. After resolving any conflicts and recognizing that the list is only a projection based on item viability, the General Manager will have the authority to replace, as he deems necessary, any item on the One Year Asset Reserve Projection Summary. Board of Directors approval is required to replace any item, on the One Year Asset Reserve Projection Summary, with a replacement cost greater than \$50,000.
6. If the replacement of any item not on the One Year Asset Reserve Projection Summary needs to be moved forward from its proposed future replacement date, the General Manager will have the authority to replace the item if its cost is less than \$50,000. If the item's replacement cost is greater than \$50,000 the General Manager will seek approval from the Board of Directors before replacing the item or initiating a contract.
7. To be considered for inclusion in the asset reserve an item must have a useful life greater than one year and a unit replacement cost equal to or greater than \$1,000. The Asset Reserve Projection Summary may contain items with an individual value less than \$1,000 when generally purchased in groups of the same or related items.
8. Once an SCVCAI Club/Group has acquired the necessary equipment to support its mission and is operating within the SCV rules, regulations and procedures, items with a useful life greater than one year and a unit replacement cost equal to or greater than \$1,000 will be considered for placement on the Asset Reserve Projection Summary by the General Manager. Replacement of items added to the Asset Reserve Projection Summary becomes the responsibility of the Association.
9. Periodically two members of the Finance and Budget Committee will participate, with the General Manager and Controller, in the on-site review of the items on the Asset Reserve Projection Summary.

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by       |
|-----------------------------|---------------------|--------------------------|
| REV 0: #05042607            | 04-26-2005          | Unknown                  |
| REV 1: FIN-002.001          | 02-24-2009          | Robin Coulter            |
| REV 2: FIN-002.002          | 02-24-2009          | Finance-Budget Committee |

# SCVCAI Board Policy

## General Manager's Spending Authority (FIN-003)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>General Manager's Spending Authority</b> | <b>Policy Number</b>    | <b>FIN-003</b>    |
| <b>Category</b>  | <b>Financial</b>                            | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Controller</b>                           | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

Pursuant to the Bylaws Article VII, 7.10 (g), as a matter of policy, the General Manager's authority to expend Association funds without specific Board approval shall be capped.

### **2.0 Objective**

Provide a reasonable limitation on the General Manager's expenditure authority with exception for emergencies.

### **3.0 Application**

This applies to the General Manager on an ongoing method.

### **4.0 Policy**

The General Manager's authority to commit and/or expend Association funds will be limited to unbudgeted capital or operating expenses of \$10,000 per incident.

In the case of an emergency, the limit on the General Manager's authority is expressly waived.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042609            | 04-26-05            | Scott Devereaux    |
| REV 1: FIN-003.001          | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Inspection of Association Books & Records (FIN-004)

|                  |  |                         |                   |
|------------------|--|-------------------------|-------------------|
| <b>Title</b>     | <b>Inspection of Association Books &amp; Records</b> | <b>Policy Number</b>    | <b>FIN-004</b>    |
| <b>Category</b>  | <b>Financial</b>                                     | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Controller</b>                                    | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

Inspection of the Association's financial records are limited and governed by Arizona State Law, specifically Title 10, Chapter 39 and Title 33, Chapter 16.

### **2.0 Objective**

Provide a policy/procedure whereby members may request inspection and inspect records in an organized manner.

### **3.0 Application**

This applies to Association members, Controller and accounting staff on an ongoing basis.

### **4.0 Policy**

Inspection of the Association's financial records is limited to members and any person designated by the member in writing as the member's representative.

The member or member's representative will give the Association no fewer than five (5) days written notice of his/her request to inspect records. Such written notice shall include the records to be inspected and the purpose of the inspection.

If the Association determines that the request is in order and for a proper purpose, it will arrange a convenient time for the records to be reviewed at the Association's place of business.

Records to be reviewed are limited to those outlined in the State Statutes and will not include those records that are specifically withheld from inspection by a member according to Title 10, Chapter 39 and Title 33, Chapter 16.

The Association is permitted to charge a reasonable fee for copying and research involved with assembling the records for the member. Such fees will be paid for by the member before the records are reviewed or before copies are made as is appropriate.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042604            | 04-26-2005          | Scott Devereaux    |
| REV 1: FIN-004.001          | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Association Check Signatures (FIN-006)

|                  |                                     |                         |                   |
|------------------|-------------------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Association Check Signatures</b> | <b>Policy Number</b>    | <b>FIN-006</b>    |
| <b>Category</b>  | <b>Financial</b>                    | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Controller</b>                   | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format and to update the staff positions able to sign checks.

### **1.0 Background**

No process existed defining those able to sign checks for the Association.

### **2.0 Objective**

To define those individuals who have check signing authority in order to control and protect the Association funds.

### **3.0 Application**

This applies to all checks signers until replaced by other individuals who assume the positions noted in the policy.

### **4.0 Policy**

Officers and staff authorized to sign bank drafts on behalf of the Association are the President, Treasurer, General Manager and Administration & Communications Director.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042606            | 04-26-2005          | Scott Devereaux    |
| REV 1: FIN-006.001          | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Capital Fund (FIN-007)

|                  |                     |                         |                   |
|------------------|---------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Capital Fund</b> | <b>Policy Number</b>    | <b>FIN-007</b>    |
| <b>Category</b>  | <b>Financial</b>    | <b>Current Revision</b> | <b>REV-002</b>    |
| <b>Staff OPR</b> | <b>Controller</b>   | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

The Board of Directors has the duty to establish such cash reserves as it deems necessary (CC&Rs, Article V, Section 2(j)) and believes it is prudent to have a Capital Fund for future capital items.

The Capital Fund, established May 25, 1999, does not fit the present needs of the community and the Board of Directors wishes to clarify and modify the definition of the Capital Fund.

### **2.0 Objective**

Provide specific funds for the purpose of renovating or constructing new items of a real property nature.

### **3.0 Application**

Applies to management, appropriate Committees and Board of Directors on an ongoing basis.

### **4.0 Policy**

The Capital Fund is hereby defined as follows:

The Capital Fund shall be a fund available to receive monies so designated by the Board of Directors with the following specifics:

- Monies deposited will be so approved and directed by the Board of Directors or as outlined in the Governing Documents.
- Expenditures shall be limited to items of a real property capital nature including new purchases as well as renovation of existing real property.
- Withdrawals, for purposes listed above, will be subject to approval of the Board of Directors.

This policy replaces and supersedes all other policies pertaining to the Capital Fund.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05050502            | 05-05-05            | Scott Devereaux    |
| REV 1: #05082301            | 08-23-05            | Scott Devereaux    |
| REV 2: FIN-007.002          | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Association Funds & Checks Control (FIN-008)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Association Funds &amp; Checks Control</b> | <b>Policy Number</b>    | <b>FIN-008</b>    |
| <b>Category</b>  | <b>Financial</b>                              | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Controller</b>                             | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

### **2.0 Objective**

Provide for a check signing control system to help assure accurate and legitimate disbursements are made.

### **3.0 Application**

Applies to Controller and authorized check signers on an ongoing basis.

### **4.0 Policy**

All Association funds are to be deposited in Association accounts and all checks and other instruments of withdrawal shall be manually signed by at least two (2) authorized signatories.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042603            | 04-26-2005          | Scott Devereaux    |
| REV 1: FIN-008.001          | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Contingency Fund (FIN-009)

|                  |                         |                         |                   |
|------------------|-------------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Contingency Fund</b> | <b>Policy Number</b>    | <b>FIN-009</b>    |
| <b>Category</b>  | <b>Financial</b>        | <b>Current Revision</b> | <b>REV-003</b>    |
| <b>Staff OPR</b> | <b>Controller</b>       | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

The Board of Directors has the duty to establish such cash reserves as it deems necessary (CC&Rs, Article V, Section 2(j)) and believes it is prudent to establish and maintain a Contingency Fund.

The Contingency Fund, established May 25, 1999, does not fit the present needs of the community and the Board of Directors wishes to clarify and modify the definition of the Contingency Fund.

### **2.0 Objective**

Provide funds for unforeseen or unexpected expenses.

### **3.0 Application**

Applies to Controller, General Manager, Board of Directors on an ongoing basis.

### **4.0 Policy**

The Contingency Fund is hereby defined as follows:

The Contingency Fund shall be a fund available to receive monies so designated by the Board of Directors with the following specifics:

- Funds received by the community through Architectural Review Fees, fines, penalties and other monies as may be approved and directed by the Board of Directors shall be placed in the Contingency Fund.
- Expenditures will be subject to approval of the Board of Directors.
- The Contingency Fund is designed to provide funds to be available to cover unforeseen community expenses, shortfalls in yearly budgets, and/or unexpected capital requirements.
- Although not a requirement, the Board of Directors believes that a goal is to maintain the Contingency Fund balance at 5% of the community's total revenue.

This policy replaces and supersedes all other policies pertaining to the Contingency Fund.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042601            | 04-26-2005          | Scott Devereaux    |
| REV 1: #06012401            | 01-24-2006          | Scott Devereaux    |
| REV 2: #06022802            | 02-28-2006          | Scott Devereaux    |
| REV 3: FIN -009.003         | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Support to Chartered Clubs & Community Activities (FIN-010)

|                  |  |                         |                   |
|------------------|--|-------------------------|-------------------|
| <b>Title</b>     | <b>Support to Chartered Clubs &amp; Community Activities</b> | <b>Policy Number</b>    | <b>FIN-010</b>    |
| <b>Category</b>  | <b>Financial</b>   | <b>Current Revision</b> | <b>REV-001</b>    |
| <b>Staff OPR</b> | <b>Controller</b>  | <b>Effective Date</b>   | <b>02-24-2009</b> |

### **0.0 Reason for Changes**

Place original policy in new format.

### **1.0 Background**

### **2.0 Objective**

Provides a process whereby clubs may request purchase of major equipment through the budgeting process and defines the clubs' responsibilities regarding expendable items.

### **3.0 Application**

Applies to clubs, Controller & Board of Directors on an ongoing basis.

### **4.0 Policy**

SCVCAI chartered clubs and community activities are supported by the provision of space, utilities, furniture and regular maintenance of facilities and major equipment. Major equipment may be requested in writing and purchased by the Association if approved by the Board of Directors as an element of the budgeting process.

Each organization will be financially responsible for expendable items and highly specialized items benefiting only club members.

Organizations are advised to establish a dues structure adequate to accumulate funds for the purchase of expendables and specialized items.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: #05042605            | 04-26-2005          | Scott Devereaux    |
| REV 1: FIN -010.001         | 02-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Golf Course – After Hours Play (GLF-001)

|                  |                                       |                         |                 |
|------------------|---------------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Golf Course – After Hours Play</b> | <b>Policy Number</b>    | <b>GLF-001</b>  |
| <b>Category</b>  | <b>Golf</b>                           | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>Golf Pro</b>                       | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Policy was changed to the new format.

### **1.0 Background**

People were playing the course after 5 PM without paying.

### **2.0 Objective**

The intent of this policy is to control unauthorized golf after 5 PM.

### **3.0 Application**

The policy applies to the Golf Pro and rangers on an ongoing basis.

### **4.0 Policy**

1. Resident rangers will be recruited to patrol the course randomly after 5 p.m.
2. The Pro Shop will issue receipts to all daily players and will inform them they must carry a receipt and show it to a ranger if asked to do so.
3. Rangers will patrol the course as described above and will challenge any player they have reason to suspect. If the person is unable to produce an annual permit or daily fee receipt, his/her name will be taken and reported to the pro-shop for further action; and the person will be asked to leave the course. If they are unwilling to give their name, the ranger will note the cart permit and license number.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 05042611             | 04-26-2005          | Scott Devereaux    |
| REV 1: GLF-001.001          | 03-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Refund & Proration of Annual Pass (GLF-002)

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Refund &amp; Proration of Annual Pass</b> | <b>Policy Number</b>    | <b>GLF-002</b>  |
| <b>Category</b>  | <b>Golf</b>                                  | <b>Current Revision</b> | <b>REV-002</b>  |
| <b>Staff OPR</b> | <b>General Manager, Controller</b>           | <b>Effective Date</b>   | <b>08-24-10</b> |

### **0.0 Reason for Changes**

Reformatting.

### **1.0 Background**

Requests for refunds and prorations were being received. Guidelines were needed to provide a consistent response.

### **2.0 Objective**

This policy provides guidelines for the refunding and proration of annual passes.

### **3.0 Application**

This applies to prospective and annual pass holders and Administration staff.

### **4.0 Policy**

#### **REFUNDS:**

A request for a partial refund of an annual golf pass may be made, by a member or an authorized representative, in the event of an illness, injury or medical condition that physically prohibits the member from playing golf for an extended period of time or in the event of a member's death. Such a request must be made in writing to the Administration Office within 60-days of the medical condition but in no event beyond any particular June 30 (end of fiscal year). Additional medical documentation may be requested.

If a refund is authorized, it will be calculated by the amount of the annual golf pass divided by twelve months times the number of full months remaining in the fiscal year.

#### **PRORATION:**

A resident or nonresident who has not previously purchased an annual golf pass may apply for a pro-rated annual golf pass on a one time basis. The pro-rated amount will be calculated by taking the current cost of the annual golf pass divided by 12 months multiplied by the number of full months remaining in the fiscal year including the month the request is made. The golf pass fee must be paid in full at the time that the pass is issued.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 05042612             | 04-26-2005          | Scott Devereaux    |
| REV 1: GLF-002.001          | 03-24-2009          | Robin Coulter      |
| REV 2: GLF-002.002          | 08-24-2010          | Bob Mariani        |

# SCVCAI Board Policy

## Golf Course – Pedestrians (GLF-003)

|                  |                                  |                         |                 |
|------------------|----------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Golf Course – Pedestrians</b> | <b>Policy Number</b>    | <b>GLF-003</b>  |
| <b>Category</b>  | <b>Golf</b>                      | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>Golf Pro</b>                  | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Reformatting.

### **1.0 Background**

Two concerns prompted the creation of this policy; one is the presence of nongolfers on the course during play times, the second is the use of bicycles and/or the presence of pets on the course.

### **2.0 Objective**

To establish a policy regarding use of the golf course by pedestrians and prohibit the presence of bicycles and/or pets.

### **3.0 Application**

This applies to the Golf Pro, Rangers and residents.

### **4.0 Policy**

For safety and liability reasons no walkers, joggers, or sightseeing carts will be allowed on the golf course except during posted walking hours. Hours will change seasonally.

No bicyclists or pets are allowed on the course at any time.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 05042610             | 04-26-2005          | Scott Devereaux    |
| REV 1: GLF-003.001          | 03-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Golf Course View Lots (GLF-004)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Golf Course View Lots</b>              | <b>Policy Number</b>    | <b>GLF-004</b>    |
| <b>Category</b>  | <b>Golf</b>                               | <b>Current Revision</b> | <b>REV-000</b>    |
| <b>Staff OPR</b> | <b>Common Area Maintenance Supervisor</b> | <b>Effective Date</b>   | <b>03/24/2009</b> |

### **0.0 Reason for Changes**

To define the golf course view lots to be maintained by the Association.

### **1.0 Background**

There was a discrepancy between the maps from which Del Webb sold and the Ownership Map regarding what is defined as a golf course lot.

### **2.0 Objective**

To define by unit/lot what is an approved golf course view lot.

### **3.0 Application**

This applies to common area maintenance staff that is responsible for the maintenance of golf course view lots.

### **4.0 Policy**

The lots listed below, a combination of the Del Webb and Ownership maps, are the lots to be defined as lots with a golf course view. Common Area Maintenance staff will maintain the landscaping in the common area/golf course to avoid undue obstruction of golf course views. The Board of Directors shall be the final authority as to whether a view is unduly obstructed. Golf views will be attended to through a scheduled, systematic method, discontinuing the view request process previously used.

## Golf Course Lot Designations

|          |                           | 306           | 301          | 199           | 12                    |
|----------|---------------------------|---------------|--------------|---------------|-----------------------|
| Unit/Lot | Address                   | Combined Maps | Del Webb Map | Ownership Map | Ownership Map Partial |
| 001019   | 13900 N. Desert Butte Dr. | 1             | 1            | 1             |                       |
| 001020   | 13910 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001021   | 13920 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001022   | 13930 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001023   | 13940 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001024   | 13950 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001025   | 13960 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001026   | 13970 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001027   | 13980 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001028   | 13990 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001029   | 14000 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001036   | 14080 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001037   | 14081 N. Desert Butte Dr  | 1             | 1            | 1             |                       |
| 001069   | 14005 N. Green Tree       | 1             | 1            | 1             |                       |
| 001070   | 14011 N. Green Tree       | 1             | 1            | 1             |                       |
| 001071   | 14017 N. Green Tree       | 1             | 1            | 1             |                       |
| 001072   | 14023 N. Green Tree       | 1             | 1            | 1             |                       |

# SCVCAI Board Policy

|        |                         |   |   |   |  |
|--------|-------------------------|---|---|---|--|
| 002012 | 14343 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002013 | 14337 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002014 | 14331 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002015 | 14325 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002016 | 14321 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002017 | 14315 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002018 | 14309 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002019 | 14305 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002020 | 14299 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002021 | 14295 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002022 | 14289 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002023 | 14283 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002024 | 14277 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002025 | 14271 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002026 | 14265 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002027 | 14259 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002028 | 14253 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002029 | 14247 N. Copperstone Dr | 1 | 1 | 1 |  |
| 002081 | 1760 E. Pennystone Dr   | 1 | 1 | 1 |  |
| 002082 | 1770 E. Pennystone Dr   | 1 | 1 | 1 |  |
| 002083 | 1780 E. Pennystone Dr   | 1 | 1 | 1 |  |
| 003147 | 1329 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003148 | 1341 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003149 | 1353 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003150 | 1365 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003151 | 1377 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003152 | 1389 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003153 | 1401 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003154 | 1413 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003155 | 1425 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003156 | 1437 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003157 | 1449 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003158 | 1461 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003159 | 1473 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003160 | 14635 N. Del Webb Blvd. | 1 | 1 | 1 |  |
| 003161 | 14645 N. Del Webb Blvd. | 1 | 1 | 1 |  |
| 003162 | 14680 N. Del Webb Blvd. | 1 | 1 | 1 |  |
| 003163 | 14670 N. Del Webb Blvd. | 1 | 1 | 1 |  |
| 003166 | 1570 E. Sunup Court     | 1 | 1 | 1 |  |
| 003172 | 1575 E. Bright Angel Dr | 1 | 1 | 1 |  |
| 003173 | 14640 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003174 | 14630 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003175 | 14620 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003176 | 14610 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003177 | 14600 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003178 | 14590 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003179 | 14580 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003180 | 14580 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003181 | 14560 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003182 | 14550 N. Chalk Creek Dr | 1 | 1 | 1 |  |
| 003183 | 14540 N. Chalk Creek Dr | 1 | 1 | 1 |  |

# SCVCAI Board Policy

|        |                            |   |   |   |  |
|--------|----------------------------|---|---|---|--|
| 003184 | 14530 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003185 | 14520 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003186 | 14510 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003187 | 14500 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003188 | 14490 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003189 | 14480 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003190 | 14470 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003191 | 14460 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003192 | 14450 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003193 | 14440 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003194 | 14430 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003195 | 14420 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003196 | 14410 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003197 | 14400 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 003198 | 14390 N. Chalk Creek Dr    | 1 | 1 | 1 |  |
| 004033 | 14331 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004034 | 14337 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004035 | 14343 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004036 | 14353 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004037 | 14359 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004038 | 14365 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004039 | 14371 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004040 | 14427 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004041 | 14433 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004042 | 14441 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004043 | 14447 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004044 | 14453 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004045 | 14459 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004046 | 14467 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004047 | 14473 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004048 | 14479 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 004049 | 14485 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 005215 | 14290 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005216 | 14300 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005217 | 14310 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005218 | 14320 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005219 | 14330 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005220 | 14350 N. Choctaw Dr.       | 1 | 1 | 1 |  |
| 005221 | 14360 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005222 | 14370 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005223 | 14380 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005224 | 14390 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005225 | 14400 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005226 | 14410 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005227 | 14420 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005228 | 14430 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005229 | 14440 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 005230 | 14450 N. Choctaw Dr        | 1 | 1 | 1 |  |
| 006233 | 14573 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 006234 | 14565 N. Spanish Garden Ln | 1 | 1 | 1 |  |
| 006235 | 14557 N. Spanish Garden Ln | 1 | 1 | 1 |  |

# SCVCAI Board Policy

|        |                             |   |   |   |  |
|--------|-----------------------------|---|---|---|--|
| 006236 | 14459 N. Choctaw Dr         | 1 | 1 | 1 |  |
| 006072 | 1448 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006073 | 1432 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006074 | 1416 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006075 | 1400 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006076 | 1384 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006077 | 1368 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006078 | 1352 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 006079 | 1336 E. Mule Train Dr       | 1 | 1 | 1 |  |
| 007110 | 14633 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007111 | 14627 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007112 | 14621 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007113 | 14615 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007114 | 14607 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007115 | 14599 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007116 | 14589 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007117 | 14579 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007118 | 14569 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007119 | 14559 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007120 | 14549 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007121 | 14537 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007122 | 14525 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007123 | 14513 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007124 | 14501 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007125 | 14489 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007126 | 14477 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007127 | 14465 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007128 | 14453 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 007129 | 14441 N. Lost Arrow Dr      | 1 | 1 | 1 |  |
| 008044 | 14054 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008046 | 14070 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008053 | 14156 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008054 | 14170 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008055 | 14184 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008056 | 14198 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008057 | 14212 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008060 | 14254 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008061 | 14268 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 008062 | 14282 N. Fawnbrooke Dr      | 1 | 1 | 1 |  |
| 012066 | 2124 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012067 | 2116 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012068 | 2108 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012069 | 2100 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012070 | 2092 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012071 | 2084 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012072 | 2076 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012073 | 2068 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012074 | 2060 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 012075 | 2052 E. Bighorn Mountain Dr | 1 | 1 | 1 |  |
| 014011 | 14000 N. Clarion Way        | 1 | 1 | 1 |  |
| 014016 | 1820 E. Somnolent Way       | 1 | 1 | 1 |  |

# SCVCAI Board Policy

|        |                             |   |   |   |   |
|--------|-----------------------------|---|---|---|---|
| 014017 | 1800 E. Somnolent Way       | 1 | 1 | 1 |   |
| 014018 | 1701 E. Mellow Trail        | 1 | 1 | 1 |   |
| 014025 | 1813 E. Mellow Trail        | 1 | 1 | 1 |   |
| 014026 | 1829 E. Mellow Trail        | 1 | 1 | 1 |   |
| 014027 | 1845 E. Mellow Trail        | 1 | 1 | 1 |   |
| 014028 | 1861 E. Mellow Trail        | 1 | 1 | 1 |   |
| 014029 | 1877 E. Mellow Trail        | 1 | 1 | 1 |   |
| 014030 | 1893 E. Mellow Trail        | 1 | 1 | 1 |   |
| 018015 | 1930 E. Stratus Way         | 1 | 1 | 1 |   |
| 018016 | 1980 E. Stratus Way         | 1 | 1 | 1 |   |
| 018017 | 1990 E. Stratus Way         | 1 | 1 | 1 |   |
| 018020 | 14191 N. Cirrus Hill Dr     | 1 | 1 | 1 |   |
| 11b001 | 13698 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b002 | 13690 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b005 | 13666 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b006 | 13658 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b007 | 13650 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b008 | 13642 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b009 | 13634 Pima Spring Way       | 1 | 1 | 1 |   |
| 11b010 | 13626 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b014 | 13590 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b015 | 13580 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b016 | 13570 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 11b017 | 13560 N. Pima Spring Way    | 1 | 1 | 1 |   |
| 001068 | 13999 N. Green Tree         | 1 | 1 |   | 1 |
| 003165 | 1561 E. Sunup Court         | 1 | 1 |   | 1 |
| 008047 | 14080 N. Fawnbrooke Dr      | 1 | 1 |   | 1 |
| 008050 | 14114 N. Fawnbrooke Dr      | 1 | 1 |   | 1 |
| 008058 | 14226 N. Fawnbrooke Dr      | 1 | 1 |   | 1 |
| 008059 | 14244 N. Fawnbrooke Dr      | 1 | 1 |   | 1 |
| 012065 | 2132 E. Bighorn Mountain Dr | 1 | 1 |   | 1 |
| 012076 | 2044 E. Bighorn Mountain Dr | 1 | 1 |   | 1 |
| 014014 | 1860 E. Somnolent Way       | 1 | 1 |   | 1 |
| 018014 | 14215 N. Silkwind Way       | 1 | 1 |   | 1 |
| 018021 | 14181 N. Cirrus Hill Dr     | 1 | 1 |   | 1 |
| 11b018 | 13550 N. Pima Spring Way    | 1 | 1 |   | 1 |
| 003146 | 14555 N. Crown Point Dr     | 1 | 1 |   |   |
| 005214 | 14280 N. Choctaw Dr         | 1 | 1 |   |   |
| 007096 | 14733 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007097 | 14725 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007098 | 14717 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007099 | 14709 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007100 | 14701 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007101 | 14693 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007102 | 14685 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007103 | 14677 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007104 | 14669 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007105 | 14663 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007106 | 14657 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007107 | 14651 N. Lost Arrow Dr      | 1 | 1 |   |   |
| 007108 | 14645 N. Lost Arrow Dr      | 1 | 1 |   |   |

# SCVCAI Board Policy

|        |                             |   |   |  |  |
|--------|-----------------------------|---|---|--|--|
| 007109 | 14639 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 007130 | 14429 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 007131 | 14417 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 007132 | 14405 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 007133 | 14393 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 007134 | 14381 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 007135 | 14369 N. Lost Arrow Dr      | 1 | 1 |  |  |
| 008045 | 14062 N. Fawnbrooke Dr      | 1 | 1 |  |  |
| 008048 | 14090 N. Fawnbrooke Dr      | 1 | 1 |  |  |
| 008049 | 14100 N. Fawnbrooke Dr      | 1 | 1 |  |  |
| 008051 | 14128 N. Fawnbrooke Dr      | 1 | 1 |  |  |
| 008052 | 14142 N. Fawnbrooke Dr      | 1 | 1 |  |  |
| 012062 | 2156 E. Bighorn Mountain Dr | 1 | 1 |  |  |
| 012063 | 2148 E. Bighorn Mountain Dr | 1 | 1 |  |  |
| 012064 | 2140 E. Bighorn Mountain Dr | 1 | 1 |  |  |
| 014001 | 14092 N. Clarion Way        | 1 | 1 |  |  |
| 014002 | 14082 N. Clarion Way        | 1 | 1 |  |  |
| 014003 | 14072 N. Clarion Way        | 1 | 1 |  |  |
| 014004 | 14062 N. Clarion Way        | 1 | 1 |  |  |
| 014005 | 14052 N. Clarion Way        | 1 | 1 |  |  |
| 014006 | 14042 N. Clarion Way        | 1 | 1 |  |  |
| 014007 | 14032 N. Clarion Way        | 1 | 1 |  |  |
| 014008 | 14022 N. Clarion Way        | 1 | 1 |  |  |
| 014009 | 14012 N. Clarion Way        | 1 | 1 |  |  |
| 014010 | 14006 N. Clarion Way        | 1 | 1 |  |  |
| 014012 | 1900 E. Somnolent Way       | 1 | 1 |  |  |
| 014013 | 1880 E. Somnolent Way       | 1 | 1 |  |  |
| 014015 | 1840 E. Somnolent Way       | 1 | 1 |  |  |
| 014019 | 1717 E. Mellow Trail        | 1 | 1 |  |  |
| 014020 | 1733 E. Mellow Trail        | 1 | 1 |  |  |
| 014021 | 1749 E. Mellow Trail        | 1 | 1 |  |  |
| 014022 | 1765 E. Mellow Trail        | 1 | 1 |  |  |
| 014023 | 1781 E. Mellow Trail        | 1 | 1 |  |  |
| 014024 | 1797 E. Mellow Trail        | 1 | 1 |  |  |
| 015042 | 13941 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015043 | 13949 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015044 | 13957 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015045 | 13965 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015046 | 13973 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015047 | 13981 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015048 | 13989 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015049 | 13997 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015050 | 14005 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015051 | 14013 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015052 | 14021 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015053 | 14029 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015054 | 14037 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015055 | 14045 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015056 | 14053 N. Cirrus Hill Dr     | 1 | 1 |  |  |
| 015057 | 14061 N. Cirrus Hill Dr.    | 1 | 1 |  |  |
| 015058 | 14069 N. Cirrus Hill Dr     | 1 | 1 |  |  |

# SCVCAI Board Policy

|        |                          |   |   |   |  |
|--------|--------------------------|---|---|---|--|
| 015059 | 14077 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015060 | 14085 N. Cirrus Hill Dr. | 1 | 1 |   |  |
| 015061 | 14093 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015062 | 14101 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015063 | 14109 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015064 | 14117 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015065 | 14125 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015066 | 14133 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 015067 | 14141 N. Cirrus Hill Dr  | 1 | 1 |   |  |
| 018001 | 14339 N. Silkwind Way    | 1 | 1 |   |  |
| 018002 | 14329 N. Silkwind Way    | 1 | 1 |   |  |
| 018003 | 14319 N. Silkwind Way    | 1 | 1 |   |  |
| 018004 | 14309 N. Silkwind Way    | 1 | 1 |   |  |
| 018005 | 14299 N. Silkwind Way    | 1 | 1 |   |  |
| 018006 | 14289 N. Silkwind Way    | 1 | 1 |   |  |
| 018007 | 14279 N. Silkwind Way    | 1 | 1 |   |  |
| 018008 | 14269 N. Silkwind Way    | 1 | 1 |   |  |
| 018009 | 14259 N. Silkwind Way    | 1 | 1 |   |  |
| 018010 | 14251 N. Silkwind Way    | 1 | 1 |   |  |
| 018011 | 14245 N. Silkwind Way    | 1 | 1 |   |  |
| 018012 | 14235 N. Silkwind Way    | 1 | 1 |   |  |
| 018013 | 14225 N. Silkwind Way    | 1 | 1 |   |  |
| 018023 | 1999 E. Mellow Trail     | 1 | 1 |   |  |
| 11a019 | 13540 N. Pima Spring Way | 1 | 1 |   |  |
| 11b003 | 13682 N. Pima Spring Way | 1 | 1 |   |  |
| 11b004 | 13674 N. Pima Spring Way | 1 | 1 |   |  |
| 11b011 | 13618 N. Pima Spring Way | 1 | 1 |   |  |
| 11b012 | 13610 N. Pima Spring Way | 1 | 1 |   |  |
| 11b013 | 13600 N. Pima Spring Way | 1 | 1 |   |  |
| 06a001 | 14460 N. Choctaw Dr      | 1 |   | 1 |  |
| 06a002 | 14470 N. Choctaw Dr      | 1 |   | 1 |  |
| 06a003 | 14480 N. Choctaw Dr      | 1 |   | 1 |  |
| 06a004 | 14486 N. Choctaw Dr      | 1 |   | 1 |  |
| 006080 | 14621 N. Flagstone Dr    | 1 |   | 1 |  |

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: GLF-004.000          | 03/24/2009          | Robin Coulter      |
| REV 1:                      |                     |                    |

# SCVCAI Board Policy

## Employee Health Insurance (HR-001)

|                  |                                  |                         |                 |
|------------------|----------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Employee Health Insurance</b> | <b>Policy Number</b>    | <b>HR-001</b>   |
| <b>Category</b>  | <b>Human Resource</b>            | <b>Current Revision</b> | <b>REV-003</b>  |
| <b>Staff OPR</b> | <b>Human Resources</b>           | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Bylaws

### **2.0 Objective**

To provide a quality health insurance product to those staff members eligible as a means of attracting quality employees to the organization and facilitate a change in hospitalization coverage based on switching from Aetna to UnitedHealthcare.

### **3.0 Application**

HR, Staff

### **4.0 Policy**

- Employee will be responsible for the first \$500 worth of hospitalization charges (deductible & co-payment) not covered by UnitedHealthcare (per person).
- SCVCAI will reimburse employee up to the next \$1,300 worth of hospitalization expenses (co-payment) that are the responsibility of the employee (per person/2 person maximum).
- Employee will cover any additional costs as well as those charges not approved by the insurance company.
- Employee is responsible for providing SCVCAI with copies of all insurance documents pertaining to the hospital coverage and copies of the hospital bills showing the balances owed.
- This policy is effective on July 1, 2003 for claims made under the UnitedHealthcare plan.
- This policy shall be effective through June 30, 2007 unless the Board authorizes a new health plan.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 040622               | 06-22-04            | Unknown            |
| REV 1: 05062801             | 06-28-05            | Unknown            |
| REV 2: 06052301             | 05-23-06            | Unknown            |
| REV 3: HR-001.003           | 03-24-09            | Bob Mariani        |

# SCVCAI Board Policy

## Whistle Blower (HR-002)

|                  |                                |                         |                 |
|------------------|--------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Whistle Blower</b>          | <b>Policy Number</b>    | <b>HR-002</b>   |
| <b>Category</b>  | <b>Human Resources</b>         | <b>Current Revision</b> | <b>REV-002</b>  |
| <b>Staff OPR</b> | <b>Human Resource Director</b> | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Bylaws and Auditing Firm

The Association's auditing firm, DeVries CPA's of Arizona, has recommended the Board of Directors adopt a written policy whereby employees, contractors and volunteers understand the Association's position on this subject.

### **2.0 Objective**

The Board of Directors desires to offer protection to any individual who reports concerns regarding actions taken by Sun City Vistoso Community Association, Inc., its Board of Directors and/or its employees.

### **General**

Sun City Vistoso Community Association, Inc. (SCVCAI) is committed to high standards in business conduct for its Board Directors and employees. As representatives of SCVCAI, each must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws. It is the responsibility of all Board Directors and employees to report suspected violations in accordance with this policy.

### **3.0 Application**

Board, Members, Staff

### **4.0 Policy**

#### **No Retaliation**

No Board Director, employee or individual who in good faith reports a suspected violation of this policy shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A Board Director who retaliates against someone who has reported a violation in good faith is subject to a review by the Board of Directors and may be subject to actions for removal from the Board as outlined in the Bylaws.

#### **Reporting Violations**

This policy establishes an open door mode of communication and suggests that employees of SCVCAI first share their questions, concerns, suggestions or complaints with their immediate supervisor. Non-employee individuals should contact the Human Resource Director, General Manager or an individual Board Director. If an employee is not comfortable approaching his or her immediate supervisor, he or she should contact the Human Resource Director or General Manager. Supervisors should take down the relative information and immediately report the violation to the Human Resource Director for further investigation.

# SCVCAI Board Policy

## Compliance Responsibility

All reported violations will be investigated to the fullest extent possible. The Human Resource Director and/or General Manager are responsible for resolving reported violations where they are able and informing the SCVCAI Board of Directors. At their discretion, the Human Resource Director and/or General Manager may forward such matters to the Board of Directors for additional assistance. The Board may conduct an investigation itself or, if the situation warrants, appoint another person or entity to handle the investigation.

## Accounting and Auditing Matters

Reported violations regarding corporate accounting practices and internal controls will be handled in a manner similar to the procedure outlined above with involvement of the SCVCAI auditing firm where necessary and appropriate.

## Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of ethical conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegation proved not to be substantiated and/or to have been made maliciously or knowingly to be false will be viewed as a serious offense. A malicious or knowingly false accuser cannot rely on this policy as protection against other actions and remedies under the law. In the case of an employee, such action could include, but not be limited to, termination and, in the case of a Board Director, such person may be subject to actions for removal from the Board as outlined in the Bylaws.

## Confidentiality

Reports of suspected violations may be submitted on a confidential basis by the complainant and will be kept confidential to the extent possible, consistent with the requirement to conduct an adequate investigation. Anonymous reports may be filed; however, complainants should recognize that adequate investigation may be hampered.

## Handling of Reported Violations

The appropriate person (Human Resource Director, General Manager or Board Director) will notify the complainant and acknowledge receipt of the suspected violation report within five business days. All reports will be promptly investigated and appropriate action will be taken once an investigation has been completed.

This policy has been adapted from the Sample Whistleblower Policy, Copyright 2004, National Council of Nonprofit Associations, [www.ncna.org](http://www.ncna.org).

## 5.0 Revision Record

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 07102301             | 10-23-2007          | Scott Devereaux    |
| REV 1: 07121801             | 12-18-2007          | Scott Devereaux    |
| REV 2: HR-002.002           | 03-24-2009          | Bob Mariani        |

# SCVCAI Board Policy

## Legal Counsel Contact (LGL-001)

|                  |                              |                         |                 |
|------------------|------------------------------|-------------------------|-----------------|
| <b>Title</b>     | <b>Legal Counsel Contact</b> | <b>Policy Number</b>    | <b>LGL-001</b>  |
| <b>Category</b>  | <b>Legal</b>                 | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>General Manager</b>       | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Reformatting.

### **1.0 Background**

Clarification was needed to determine who could contact legal counsel.

### **2.0 Objective**

To establish guidelines for communications with the Association's legal counsel.

### **3.0 Application**

President of the Board, General Manager and staff members authorized by the General Manager

### **4.0 Policy**

Only the following persons are authorized to contract the law firm and incur billable time on behalf of SCVCAI: President of the Board, the General Manager, members of the General Manager's staff when authorized to do so by the General Manager.

If legal advice is provided to a board member, other than the President, it must be sent at the same time to all of the other board members.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 05052402             | 05-24-2005          | Scott Devereaux    |
| REV 1: LGL-001.001          | 03-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Age Verification under the Fair Housing Act (OPR-001)

|                  |   |                         |                 |
|------------------|---|-------------------------|-----------------|
| <b>Title</b>     | <b>Age Verification Under The Fair Housing Act</b>  | <b>Policy Number</b>    | <b>OPR-001</b>  |
| <b>Category</b>  | <b>Operational</b>                                  | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>Director Administration &amp; Communications</b> | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Reformatting.

### **1.0 Background**

The corporate auditor recommended an official record to address age verification under the Fair Housing Act

### **2.0 Objective**

Sun City Vistoso operates as housing for residents fifty-five (55) years of age or older in compliance with applicable law. A limited number (15% or less) of dwelling units may be occupied by persons under fifty-five years of age so long as one member is at least forty-five (45) years of age.

To continue to qualify as a community for persons fifty-five (55) years of age or older, we must be able to demonstrate that at least eighty percent (80%) of our occupied units are occupied by at least one member fifty-five (55) years of age or older. In addition, periodic updates must take place at least every two years.

### **3.0 Application**

This applies to Director of Administration and Communications and all residents.

### **4.0 Policy**

To meet the legal requirements stated in the objective, staff has developed the “Sun City Vistoso Affidavit of Occupancy” form. This form lists the occupants of each unit along with their dates of birth. Once complete, it is filed in the unit’s master file.

The “Sun City Vistoso Affidavit of Occupancy” form will be completed by each new owner upon the purchase of a dwelling unit in the community. All owners will be required to provide updated information every even year by completing a new form that will be mailed along with the annual homeowner dues statement.

Membership cards will not be issued until a fully completed form is on file and members will lose membership privileges until such a time as a completed form is returned to the administrative offices.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 02042301             | 04-23-2002          | Scott Devereaux    |
| REV 1: OPR-001.001          | 03-24-2009          | Robin Coulter      |

# **SCVCAI Board Policy**

## **Appointment of Committee Chairs and Members (OPR-002)**

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Appointment of Committee Chairs and Members</b> | <b>Policy Number</b>    | <b>OPR-002</b>  |
| <b>Category</b>  | <b>Operational</b>                                 | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>General Manager</b>                             | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Reformatting.

### **1.0 Background**

Bylaws, Article VIII, Section 8.1 and to establish a procedure for selecting committee chairs, committee members and board liaisons so that they will be prepared to conduct business when their term begins.

### **2.0 Objective**

WHEREAS, Article VIII, Section 8.1 of the Association's Bylaws outlines the organization of committees and,

WHEREAS, This Article authorizes the Board to select members to serve as chairpersons of various committees and,

WHEREAS, This Article authorizes the Board to approve other members of various committees presented by the chairperson and,

WHEREAS, The President of the Board, subject to approval of the Board of Directors, shall designate a Director to serve as liaison to each committee and,

WHEREAS, The Board of Directors wishes to establish a written policy supplementing Article 8.1 and,

WHEREAS, The Board of Directors believes the corporation and its members are best served by establishing a procedure allowing committees to begin their work on the first day of the new fiscal year and,

WHEREAS, it is often difficult to recruit potential committee chairs and members if the Board waits until after July 1 of each year,

THEREFORE, a procedure will be established to select committee chairs, committee members and board liaisons.

### **3.0 Application**

This applies to the President-Elect of the incoming board and newly appointed committee chairs.

### **4.0 Policy**

- The President-elect of the incoming Board of Directors shall submit to the Board, for approval at their April meeting, a list of proposed chairs for each committee.
- Such approved committee chairs shall, after consulting with the President-elect, submit to the Board, for approval at their June meeting, a list of proposed committee members for each committee.
- The President-elect shall submit to the Board, for approval at their April meeting, a list of proposed Directors to serve as liaison to each committee.
- All such appointments, as outlined above, shall begin service on June 1.
- The new Board at their first meeting conducted after June 1, as outlined above, shall ratify all such appointments.

# SCVCAI Board Policy

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 04052501             | 05-25-2004          | Scott Devereaux    |
| REV 1: OPR-002.001          | 03-24-2009          | Robin Coulter      |

# SCVCAI Board Policy

## Mailing List (OPR-004)

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Mailing List Policy</b>                         | <b>Policy Number</b>    | <b>OPR-004</b>  |
| <b>Category</b>  | <b>Operational</b>                                 | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>Administration &amp; Communication Director</b> | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

Governing Documents (CC&Rs)

### **2.0 Objective**

Maintain privacy of members and assure use of this information for Association purposes only.

### **3.0 Application**

Administrative staff and members

### **4.0 Policy**

The record of SCVCAI member resident addresses, phone numbers and known e-mail addresses is strictly reserved for uses authorized by the Board of Directors of SCVCAI. These uses are intended for SCVCAI matters only. Distribution of this information to any outside agency, business or group is strictly prohibited unless otherwise required by law.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 5082201              | 08-25-2005          | Unknown            |
| REV 1: OPR-004.001          | 03-24-2009          | Bob Mariani        |

# SCVCAI Board Policy

## Rental Fee Policy (OPR-006)

|                  |   |                         |                 |
|------------------|---|-------------------------|-----------------|
| <b>Title</b>     | <b>Rental Fee Policy</b>                            | <b>Policy Number</b>    | <b>OPR-006</b>  |
| <b>Category</b>  | <b>Operational</b>                                  | <b>Current Revision</b> | <b>REV-001</b>  |
| <b>Staff OPR</b> | <b>Administration &amp; Communications Director</b> | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

CC&Rs

### **2.0 Objective**

Assure renters are identified and use privileges are transferred to renter if authorized by owner when home is rented.

### **3.0 Application**

Administration staff, members & renters

### **4.0 Policy**

- 1) The owner must be current and in good standing.
- 2) The renters must present a copy of their lease agreement.
- 3) Any owner delegating membership privileges to a tenant, as described in the CC&Rs, Article III, Section 2, must relinquish their membership cards prior to the issuance of renter cards. The owner's cards will be retained in the Administration Office for the term of the lease. If the owner wishes to use the facilities when visiting Sun City Vistoso (during the delegated period), the owner must purchase a guest card at the designated fee.
- 4) At least one tenant must meet the age requirement of 45 years or older.
- 5) A fee will be charged to renters for membership cards. Renters with cards have all membership facility use privileges.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 01052201             | 06-21-1994          | Unknown            |
| REV 1: OPR-006.001          | 03-24-2009          | Bob Mariani        |

# SCVCAI Board Policy

## Smoking Policy (OPR-007)

|                  |                       |                         |                   |
|------------------|-----------------------|-------------------------|-------------------|
| <b>Title</b>     | <b>Smoking Policy</b> | <b>Policy Number</b>    | <b>OPR-007</b>    |
| <b>Category</b>  | <b>Operational</b>    | <b>Current Revision</b> | <b>REV-003</b>    |
| <b>Staff OPR</b> | <b>General Manger</b> | <b>Effective Date</b>   | <b>05-25-2010</b> |

### **0.0 Reason for Changes**

Added the Vistoso Center patio to the designated nonsmoking areas.

### **1.0 Background**

The Sun City Vistoso CC&Rs state that the Association has the right to adopt rules and regulations (Article XVII, Section 6, Rules and Regulations);

The Sun City Vistoso Bylaws state that the Board has the power to develop and enforce rules (Article VI, Section 6.1, Powers).

### **2.0 Objective**

It is the intent of the Board to provide a smoke free environment for SCVCAI members and guests.

### **3.0 Application**

This applies to all Board members, staff & residents.

### **4.0 Policy**

The Board of Directors of SCVCAI will implement a non-smoking policy which will ban smoking in the interior of all Association facilities as well as the swimming pool and tennis court areas of the Sports Complex, Desert Oasis and the patio areas of the Café and Vistoso Center.

### **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 030826301            | 08-26-2003          | Unknown            |
| REV 1: 06071801             | 07-18-2006          | Unknown            |
| REV 2: OPR-007.002          | 03-24-2009          | Bob Mariani        |
| REV 3: OPR-007.003          | 05-25-2010          | Robin Coulter      |

# SCVCAI Board Policy

## Merchandise and Service Sales on SCVCAI Property (OPR-008)

|                  |   |                         |                   |
|------------------|---|-------------------------|-------------------|
| <b>Title</b>     | <b>Merchandise and Service Sales on SCVCAI Property</b> | <b>Policy Number</b>    | <b>OPR-008</b>    |
| <b>Category</b>  | <b>Operational</b>                                      | <b>Current Revision</b> | <b>REV-004</b>    |
| <b>Staff OPR</b> | <b>Gift Shop/Controller</b>                             | <b>Effective Date</b>   | <b>08-25-2009</b> |

### **0.0 Reason for Changes**

Clarification was needed concerning several documents including: 1) Merchandise and Service Sales on SCVCAI Property; 2) Sale of Non-Gift Shop Merchandise; 3) Sale of Non-Gift Shop Paintings and Photographs Procedure Agreement; 4) Procedures for Artists; and 5) Arts & Crafts Sales policy. The first three items mentioned have been combined in this policy as the policy and attachments A & B. The Procedures for Artists is a duplication of the Sale of Non-Gift Shop Merchandise and has thus been removed from the policy manual. The Arts & Craft Sales policy has also been removed from the policy manual as it is also a duplication of both the Sales of Non-Gift Shop Merchandise and the Procedures for Artists.

### **1.0 Background**

#### **2.0 Objective**

It is the intent of the Board of Directors of SCVCAI to limit the sale of merchandise and services on SCVCAI common property.

The reason for limiting such action is to protect SCVCAI members from high pressure sales tactics.

The purpose of allowing vendors and proprietors on site is to provide residents with an opportunity to search out information on opportunities and products available in the market place.

#### **3.0 Application**

This applies to the Gift Shop, artists both selling goods within the Gift Shop and in other Association display areas.

#### **4.0 Policy**

- Commercial vendors: Sales efforts for merchandise or services will not be allowed on SCVCAI common property. Programs will be limited to the distribution of information and demonstration of merchandise or services only. No monies may be exchanged on site. Vendors may contract or schedule arrangements for merchandise or services off site.
- Association or Club Sponsored Classes: The sale of merchandise, materials, supplies, etc. must be limited and related to the particular class or event authorized.
- Association or Club Sponsored Concerts and Programs: The sale of merchandise or services must be limited and related to the concert or program being presented unless otherwise authorized.

# SCVCAI Board Policy

- Sale of Member Merchandise falls into three categories:
  - 1) Members' merchandise on display in the Gift Shop. Members selling items in the Gift Shop will be bound by the procedures outlined in the Sun City Vistoso Gift Shop Manual, Procedures and Commitments for Consignors section. A consignment fee of 10% (not to exceed \$50 per item) will be paid to the Association.
  - 2) Members' merchandise, other than two dimensional art (paintings and photographs), on display at various community buildings not including the Gift Shop. Members selling items in this category are bound by the procedures outlined in the Sun City Vistoso Gift Shop Manual, Sale of Non-Gift Shop Merchandise\* section which includes paying a fee of 10% (not to exceed \$50 per item) to the Association.
  - 3) Members' merchandise involving two dimensional art (paintings and photographs) on display at various community buildings not including the Gift Shop. Members selling items in this category are bound by the Sale of Non-Gift Shop Paintings and Photographs Procedures Agreement\*\* which includes paying the Association a 10% commission (not to exceed \$50 per item) on any work sold within 30 days of being on display.

\*Attachment A-Sale of Non-Gift Shop Merchandise

\*\*Attachment B-Sale of Non-Gift Shop Paintings and Photograph Procedures Agreement

## **5.0 Revision Record**

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| 00032801                    | 03-28-2000          | Unknown            |
| 06042501                    | 04-25-2006          | Scott Devereaux    |
| OPR-008.003                 | 03-24-2009          | Robin Coulter      |
| OPR-008.004                 | 08-25-2009          | Robin Coulter      |

# **SCVCAI Board Policy**

## **Attachment A**

### **to Merchandise and Service Sales on SCVCAI Property**

#### **Sale of Non-Gift Shop Merchandise**

When artwork is sold in conjunction with being displayed in Association facilities, such sales are subject to the same fee as attributed to items sold in the Gift Shop.

Artists displaying, for sale, works of art (excluding paintings and photographs) in any Sun City Vistoso facility, excluding the Gift Shop, shall adhere to the following procedures:

- Artists must be residents of Sun City Vistoso
- Artists must register with the Gift Shop and obtain their unique identification number. This number is used to credit sales to individual vendor accounts. Checks are typically issued around the 15<sup>th</sup> of each month.
- If an item is eligible for sale, a sales tag must be affixed to the item. This tag shall be obtained from the Gift Shop and shall adhere to the standard Gift Shop format.
- Artists selling their work which has been on display in a Sun City Vistoso facility will pay the Association a fee equal to 10% of the price of the item sold (not to exceed \$50). Artists should factor this amount when establishing a price for their work.
- Any person wishing to purchase an item on display shall remove the sales tag and take it to the Gift Shop. Once the item has been purchased, the person should return with the paid receipt to the facility where the item is and with the monitor's assistance, remove the item.
- The Gift Shop will process each sale in the same manner as Gift Shop procedures, charging sales tax and entering the sale on the Daily Sales Sheet, listing the number of the item, a brief description and the artist's identification number to ensure proper payment to the artist.
- Artists and Crafters to whom this procedure applies are welcome and encouraged to work in the Gift Shop.

# SCVCAI Board Policy

## Attachment B

### to Merchandise and Service Sales on SCVCAI Property

#### **Sale of Non-Gift Shop Paintings and Photograph Procedures Agreement**

This Agreement shall govern the sale of all Member Merchandise in the form of paintings or photographs that is sold while on exhibit in any of the public spaces in Sun City Vistoso (excluding the Gift Shop) or within 30 days thereof.

As a member of the \_\_\_\_\_ Club of Sun City Vistoso, I hereby acknowledge that I have read and understand the following:

If I should sell one or more pieces of artwork while on exhibit in any of the public spaces in Sun City Vistoso (excluding the Gift Shop), or within 30 days following an exhibition, I understand and agree to the following:

- 1) I will within thirty (30) days of such sale remit to SCVCAI a commission payment equal to 10% of the sale price but not to exceed \$50. Such payment will be given to my club President for recording and transmittal to the Sun City Controller.
- 2) I understand further that I am obligated to pay local sales tax(es) on the sale of artwork and that fulfillment of any such obligation is my responsibility.
- 3) I understand further that SCVCAI is not liable for theft or damage to artwork while on exhibit.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_

# **SCVCAI Board Policy**

## **Solicitation on SCVCAI Property (POL-001)**

|                  |  |                         |                 |
|------------------|--|-------------------------|-----------------|
| <b>Title</b>     | <b>Solicitation on SCVCAI Property</b> | <b>Policy Number</b>    | <b>POL-001</b>  |
| <b>Category</b>  | <b>Political</b>                       | <b>Current Revision</b> | <b>REV-002</b>  |
| <b>Staff OPR</b> | <b>General Manager</b>                 | <b>Effective Date</b>   | <b>03-24-09</b> |

### **0.0 Reason for Changes**

Formatting

### **1.0 Background**

CC&R, Article XVII, Section 6

### **2.0 Objective**

To protect the privacy of the members from unreasonable solicitation and assure that members are solicited in an appropriate manner for Association related matters.

### **3.0 Application**

This applies to Board members, General Manager, members and employees.

### **4.0 Policy**

As used herein, the word "solicitation" refers to all forms of petitions, surveys, polls and other similar documents as well as distribution of political literature and fund-raising activities.

The Sun City Vistoso Community Association is a non-profit corporate entity and, as such, does not take corporate positions on matters of a political nature or matters of a controversial nature which are beyond the purview of the Association.

Individuals or groups may proceed on their own to circulate a solicitation; however, use of Association facilities or property is not permitted without Association approval.

1. A request for any type of solicitation within SCVCAI facilities or on SCVCAI property may only be made by a resident or resident group. Requests must be received in writing with sufficient information to allow for a proper review by the Board of Directors. When requesting Board approval for such action, the request must designate a resident who will be in charge of the activity and be responsible for the group's action. No organization or group from outside the Association will be allowed to solicit within SCVCAI facilities or on SCVCAI common property.
2. Solicitations for the purpose of defaming or criticizing employees of the Association or residents of Sun City Vistoso will not be approved or allowed to be placed on SCVCAI property.
3. The Board of Directors is the reviewing/approving authority for these requests, and will take action during regularly scheduled monthly meetings. Requests must be submitted seven (7) days prior to a scheduled Board meeting to ensure an Agenda position. The Board's decision in these matters shall be final, and the requester shall be notified, in writing, of the action taken.
4. If a request for solicitation is approved, the time and location authorized for such solicitation shall be determined by the Board
5. Solicitation may not be placed in any building or other Association property without

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written approval of the Board, and may be located only in areas that will not constitute a safety hazard for pedestrians or vehicle operations. Solicitations left without the petitioner or a petitioner's representative in attendance or which exceed the approved/established time limit will be removed by Staff. Violations of these procedures or disruptive and/or unacceptable behavior may result in cancellation of the solicitation permission.

6. ELECTIONEERING or other partisan solicitations during Government Elections must be conducted in accordance with Arizona State Statutes. The authorized location will exclude any space inside SCVCAI buildings.
7. No Association or Staff assistance is authorized for these endeavors. Any furnishings, supplies, or labor assistance required by the requesters shall be their responsibility.
8. The Board may, on occasion, approve the conducting of a poll, survey, etc. under the auspices of the Association.

This policy supersedes previous Association policies on these matters, and shall be posted and disseminated by Staff.

## 5.0 Revision Record

| Policy History/Predecessors | Board Approval Date | Written/Revised by |
|-----------------------------|---------------------|--------------------|
| REV 0: 970624-01            | 06-24-97            | Unknown            |
| REV 1: 06102403             | 10-24-06            | Unknown            |
| REV 2: POL-001.002          | 03-24-2009          | Bob Mariani        |