

***Sunrise Mountain Ridge Homeowners Association***  
**Duties of the Board of Directors and Committees**  
**Revision of November 14, 2019**

**Table of Contents**

<b>Introduction.....</b>	<b>2</b>
<b>General Responsibilities.....</b>	<b>3</b>
<b>President and Vice-President .....</b>	<b>4</b>
<b>Secretary.....</b>	<b>5</b>
<b>Treasurer and Budget &amp; Finance Committee.....</b>	<b>7</b>
<b>Architecture Committee .....</b>	<b>11</b>
<b>Archive Manager .....</b>	<b>13</b>
<b>Database Manager .....</b>	<b>14</b>
<b>Hospitality Committee .....</b>	<b>15</b>
<b>Information Systems .....</b>	<b>16</b>
<b>Landscape Committee .....</b>	<b>17</b>
<b>Neighborhood Watch Committee .....</b>	<b>19</b>
<b>Nominating Committee .....</b>	<b>20</b>
<b>Publications Committee .....</b>	<b>21</b>
<b>Recreation Facilities Committee .....</b>	<b>22</b>
<b>Roads Committee .....</b>	<b>24</b>
<b>Sunrise Associations Council Representative.....</b>	<b>25</b>
<b>Volunteer Liaison .....</b>	<b>26</b>

**To: Board of Directors, Committee Chairpersons and Committee Members**

**Each homeowner doing volunteer work for SMRHOA needs to have an understanding of the scope and duties of the job the homeowner has accepted. This document is intended to provide that guidance, and it is the expectation of the Board of Directors that it be followed. Any material variance from this guidance should not be initiated without prior Board approval.**

**The original document, *Duties of the Board* was first approved in October 2002 by the Board of Directors of Sunrise Mountain Ridge Homeowners Association. Revisions were approved in March 2008, November 2008, September, 2013, March 2015, January 4, 2017, February 9, 2017, and November 14, 2019.**

**The 2019 revisions include changes created by the addition of a financial management company to Treasurer and Resale Manager duties and the addition of an Information System Manager to the Board. Committee Chairs have also updated duties.**

**November 14, 2019**

## **General Responsibilities for All Directors, Committee Chairpersons and Committee Members:**

- Comply with CC&Rs (Covenants, Conditions, and Restrictions), By-laws and Articles of Incorporation and Arizona Statutes regarding planned communities.
- Prepare and publish rules, regulations, procedures and/or guidelines to implement, interpret, and expand upon CC&Rs and By-Laws; obtain Board review and approval.
- Approve contracts and proposals for reserve expenditures greater than \$2,500 that are within budget, all reserve expenditures not budgeted for, all operating expenditures greater than \$2,500 outside a contract approved by the Board. Obtain the President or Vice President's signature following Board approval; provide one fully executed copy to the Secretary; assure compliance with contract requirements.
- Contract only with contractors with proper licensees when licenses are required by law. In some cases, the Association may require liability insurance or a fidelity bond greater than that required by law, and it also may require the contractor to add the Association as an additional insured on the contractor's liability policies. Assure contractors become knowledgeable about any underground utility property before any excavation is done.
- Promptly review and approve invoices and bills for payment; sign, date, and enter appropriate account number; submit to Treasurer for processing.
- In December following the Annual Meeting, the Board serving the next year holds an organization meeting. New officers and Committee chairpersons are then chosen as if the entire Board had changed. All Committees are dissolved and must be reconstituted by the newly chosen chairpersons subject to Board approval.
- Committee chairperson shall call committee meetings on a routine basis and shall produce meeting minutes for the permanent Committee files.
- Committee chairperson or committee designee shall: attend meetings of the Board; provide written reports for distribution to each Board member.
- Maintain a system of records providing year-to-year historical continuity within existing Committee and SMR HOA file systems. Place records appropriate to your duties in the SMR Archive.
- Use approved SMRHOA letterhead format for Board-external correspondence.
- Submit project/development plans to Board for review and approval; present recommendations for resolving problems.
- Prepare annual budgets for the Finance and Budget Committee; operate within approved budget.
- Obtain prior Board approval for any out of budget reserve expenditure and for any controllable and material out of budget operating expenditure.
- Refer all violations of CC&R's, By-laws and Rules that are not resolved by Committees to the Board for Board Resolution.
- Place records appropriate to your duties in the SMR Archive.

## **President**

### **Policy Statement**

The President will preside at meetings of Association Board of Directors and of Association Members.

### **Specific Responsibilities**

- Provide leadership to the Association, the Board and Association Committees on all major issues confronting the Association, insuring compliance with all applicable corporate documents and law. Assign ad hoc committees for special issues as approved by the Board.
- Conduct meetings of the Board and Association members in a manner that reflects a position of fairness and impartiality and that keeps the meeting focused and moving forward on the issues at hand.
- Prepare the agenda for every Board and Association meeting.
- Call special meetings of the Board as required.
- Oversee the orderly transition from each Board to the next. Arrange an orientation for new board members after the annual meeting.
- Maintain regular contact with Board members and Committee chairpersons as required to remain sufficiently informed.
- Comply with and operate through the chain of command established by the Board through the Board's election of Officers and selection of Committees.
- Review, approve, and sign contracts.
- Place all appropriate communications defined by policy in Dropbox Folder 06.

## **Vice President**

### **Policy Statement**

The Vice-President shall act in the place and stead of the President in the event of his (her) absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him (her) by the Board.

## **Secretary**

### **Policy Statement**

The Secretary will maintain and safeguard the official records and documents of the Association. Minutes, contracts, and ballots need to be in paper and in electronic form.

### **Specific Responsibilities**

- Prepare Board Meeting, Executive Session, New Board Organization and the Annual Meeting minutes. Include all written reports as part of the minutes as well as motions, and aye and nay votes. Obtain Board approval, sign, and obtain President's signature.
- Each month add the minutes, agenda, and back-up and support documents for the meeting to SMR Electronic Archive in the appropriate folder.
- Each month post approved minutes at the East Recreation facility bulletin board.
- Between meetings save important Board emails to the Archive such as decisions made and email votes. In addition, add all paper or electronic correspondence to the Board to the Archive along with a note stating who handled the matter.
- Also keep in paper form all minutes for open, annual, and executive session meetings, contracts, and ballots. Seal Annual Meeting election ballots and mark with official seal.
- The Secretary is the custodian of the corporate seal and the sole authorized user.
- Upon request by the Board serve notice of special open meetings to the homeowners.
- Upon request by Owners provide copies of selected documents for their inspection during reasonable business hours. Access to records dealing with personnel, including ballots and election results, is limited to Board Officers.
- Collect mail each week in a timely manner and distribute to responsible Committee chairs and officers.
- With assistance of the President, make arrangements for Annual Meeting: reserve meeting facilities, select volunteers for sign-in and ballot counting, initiate the preparation of mailings consistent with agenda, specify and assign required services (podium, lectern, functional audio/visual systems, snacks/beverages, set-up and clean-up), collect Absentee Ballots. [Interface: Database Manager, Publications Chair, Nominating Chair, Treasurer, and Hospitality Chair]
- Upon request from the Board, obtain membership review and approval of proposed revisions of CC&Rs; once approved by the membership, execute with President, cause to be recorded, and then provide Publications Committee a copy of the recorded document for distribution to each Member.

- Each January, brief Directors and Committee Chairs regarding liability insurance coverage provided them by the association, renew eight Standing Board Policies, make Officer/Director changes with Arizona Corporation commission, obtain Fidelity Bond forms from new Board members, have Board sign conflict of interest forms, and confirm date for annual meeting.
- Review and confirm payment of Rural Metro and SMR Liability Insurance with Treasurer.
- Place all communications and documentation defined by policy in the appropriate Dropbox Folders 01 – 07 and 21.

## **Treasurer and Budget & Finance Committee**

### **Policy Statement**

The Treasurer and Budget & Finance Committee will maintain the financial viability of the Association through analyses, planning and reporting.

### **Specific Responsibilities of Treasurer**

- Review invoices, debit and credit card charge receipts for approval by appropriate officer or committee chair and for appearance of regularity and budget conformance. Invoices may have been received by the financial management company (such as utility bills), or may come directly to Treasurer from a committee member. Invoices should be paid by financial management company (Cadden) after approval by Treasurer. (Treasurer and one other officer may issue checks directly if expedited payment is necessary.)
- Review monthly financial statements from Cadden for regularity and accuracy. Provide electronic copies of final statements to Board and Committee Chairs before Board meeting following the end of a month. The voting members of the Board should be sent the full packet from the Cadden. Other Committee members should be sent the summary financial statements.
- Prepare Treasurer's Report to the Board outlining HOA's cash position, reserve fund status, and information on any other finance related matters of significance, such as dues collection, status of yearly audit, and investment of reserve funds. Provide electronic copies of financial statements.
- At every month end, Cadden will log onto the bank websites and print the monthly bank statements. Compare bank and credit card reconciliation statements produced by Cadden with bank statements to confirm accuracy of accountant's entries and notify Cadden if any changes are necessary. Manage accounts to ensure adequacy of funds in checking account and appropriate transfers to reserve fund.
- Manage the HOA's actions in connection with the annual audit, ensuring accuracy of draft audits and negotiating differences between HOA and auditors. Bank confirmation forms will need to be prepared and signed by the Treasurer to confirm year-end cash balances. Provide electronic copies of final audits to Board, Committee Chairs, and Budget Finance Committee members.
- Review tax returns prepared by outside preparer and insure filing by appropriate deadlines. Discuss with tax preparer what tax form should be filed. The HOA is allowed to file either Form 1120-H, or Form 1120.
- Manage the annual budget preparation process, insuring sufficient time for initial submissions and revisions and finalization in time for appropriate notice to SMR residents before annual meeting. Manage in particular the reserve assessment and reserve budgets, analyzing any differences from reserve study. In the past, an Excel schedule has been prepared by the Treasurer showing several years historical data for budgeted items. This schedule is provided

to each Committee chair to complete for next year's budget. It is likely that the Treasurer will need to meet with each Committee chair to help them with their Committee's budget.

- Oversee preparation of triennial reserve study, ensuring that appropriate officers and committee chairs have reviewed and agreed to matters they are responsible for. It is likely that the committees affected by the reserve study will need several meetings to prepare for their interaction with the company that will complete the reserve study. A reserve study was completed in 2019 so will need to be updated in 2022.
- Manage Association financial assets in a way that maximizes return but with protection of principal. No more than \$250,000 may be held in a single bank. This will necessitate holding balances at several banks.
- Chair the Budget Finance Committee.
- Cadden will send homeowner assessment notices in December and June. Review Cadden's notice to homeowners before the notices are mailed. Work with Cadden to manage collections from delinquent homeowners. Arrange payment plans when appropriate. If possible, contact owners that have outstanding balances a few weeks before assessments become delinquent so that these owners will avoid the 10% late payment penalty. For seriously overdue accounts, discuss procedure with President and HOA's attorney. The financial manager has a collection division, which may also be brought into the conversation.
- Prepare quarterly reserve fund reports to the Board in accordance with HOA policy to provide for transparency of reserve fund assets and expenditures.
- Assure timely transmission of credit card rebates to Association. In the past and currently, the Treasurer has been issued a credit card at Chase Bank in the name of the HOA. However, the Treasurer has taken personal liability for this card. Future Treasurers may decide that they do not want this potential liability. The HOA earns about \$1,000 each year in rebates.
- Place all material required by policy or desired for normal business in Dropbox Folder 09.

### **Specific Timeline for Treasurer Duties:**

Monthly:

1. Send out prior month financial statements and Treasurer's report before the current month board meeting.
2. Last week of the month – Log onto credit card and debit card accounts, and insure that invoices have been received for all charges. For credit card, transfer payment to pay balance of card. (Debit card is replenished by management company after all invoices have been received.)
3. Ensure that the reserve fund bank account reimburses the operating fund checking account for any reserve fund expenses paid during the month. Coordinate with Cadden.



4. Keep a log of all Reserve Fund expenses. This will assist in the 3-year Reserve Fund and maintaining a list of all Reserve Fund expenditures.

December:

1. Ensure assessment statements mailed by December first.
2. After new board members are elected at the HOA annual meeting in November, prepare new bank signature cards for all bank accounts. Currently, our banks are Alliance Association Bank, Great Western Bank, Chase Bank, and Goldwater Bank.
3. At end of December, be sure that all invoices have been paid and credit card rebate has been processed.
4. Request copies of all annual contracts for the following year from Committee Chairs. These should be sent to the management company so that they can prepare monthly checks for vendors. These include: 1) Landscaping Services; 2) Housekeeping Services; and 3) Pool Cleaning Services.

January:

1. If possible, review outstanding assessments and follow up with owners to get assessments fully paid before 10% late penalty applies.
2. Prepare bank confirmations for audit.
3. Board must approve all HOA policies and each Board member must sign a Conflict of Interest Statement. (Not specifically a Treasurer responsibility, but the Treasurer must review the Finance policy.)

February:

1. Once every 3 years, meet with Committee chairs and Reserve Study company to prepare the Reserve Study. The current study was prepared in 2019, so will need an update in 2022.

March:

1. Sign income tax returns and file with federal government and Arizona.
2. Transfer credit card rebate to reduce credit card balance.

April:

1. Rural Metro bill is due in May. Policy should be reviewed with the Secretary and paid via credit card.

May:

1. Publish Budget Preparation schedule for following year.
2. State Farm insurance coverage is due in July. Policy should be reviewed with the Secretary and submitted to management company for payment.

June:

1. Ensure assessment statements mailed by June first.
2. Corporate annual report is due in June and filed by Secretary. Coordinate with Secretary for payment due with report.
3. Transfer credit card rebate to reduce credit card balance.

July:

1. Review outstanding assessments and follow up with owners to get assessments fully paid before 10% late penalty applies.
2. Prepare budget worksheets for Committee Chairs to use to prepare next year's budget.

August:

1. Meet with committees to discuss budget priorities for the following year.
2. If possible, meet with Budget Finance Committee to review preliminary budget for following year.

September:

1. Transfer credit card rebate to reduce credit card balance.
2. Review preliminary budget at board meeting.

3. Prepare Operating Funds surplus, if any, for previous year for Annual Meeting mailing.

October:

1. Adopt Budget for following year at Board meeting.
2. Prepare Treasurer's Report for annual meeting.

November:

1. Send bank statements for Chase, Goldwater, and Great Western to management company
2. Attend annual meeting.
3. Confirm annual audit date for current year with CPA.

### **Specific Responsibilities of Budget and Finance Committee**

- Supervise the budget preparation process.
- Supervise the preparation of reserve studies every three years.
- Review financial statements, audit reports, and other financial matters to identify any problems or areas for improvement.
- Approve any proposal before presentation by the Treasurer to the Board, including any proposal for bank accounts and investment of Association assets.
- Generally, advise and guide the Treasurer in the performance of his responsibilities and in assuring a strong financial structure for the Association.

## **Architecture Committee**

### **Policy Statement**

The Architecture Committee will work to preserve the architectural appearance of the Properties consistent with the standards originally established by the developer and formalized in our controlling documents and rules.

### **Specific Responsibilities**

- Ensure exterior architectural changes, additions, or modifications to any Lot improvement, including landscape architecture, are in compliance with CC&Rs, Article X “Architecture Committee” (all sections) and Article XII “Use Restrictions” (All of Sections 1 through 5, except §1C “Leasing”; all of Sections 10 and 11.)
- Maintain and publish annually, an Architectural Design Reference that:
  - informs Owners of the criteria used by the Architecture Committee to evaluate home improvement (modification) requests and continuing maintenance requirements, and
  - specifies current rules and restrictions on exterior surfaces, including a list of paints, stains, coatings and finishes approved for exterior surfaces of Lot improvements and
  - informs Owners of all exterior projects that require Architectural Committee approval prior to beginning project.
- Respond to complaints, questions and requests for information.
- Provide advisory information in the Newsletter to assist with common issues and by private communication to resolve urgent or unique problems.
- Annually, or quarterly tour neighborhood to discover noncompliant activities, as viewed from the street, in order to address problems in a timely manner.
- In the event a request to the Committee is not favorably considered, contact and work with Owner, as far as is practical, to modify that request and achieve approval.
- Advise Board of Directors of all Committee actions, recommendations, and violations of architectural rules.
- If noncompliant activity persists, petition Board of Directors for enforcement action.

Committee will choose a Resale Manager from within the committee who will provide the information required of the Association by Arizona statute from the time an SMR residence is offered for sale until sale is complete and new deed received.

### **Specific Responsibilities of Resale Manager**

- When an SMR property is offered for sale, if notified by the realtor or homeowner, complete the Seller's HOA Information form for the property and send the form to the seller's broker; respond to broker's questions as needed.
- Notify Architecture Chair that property is going on the market and ask for a Resale Inspection. Upon request by Resale Manager, an Architecture Zone Representative will conduct a full-exterior property inspection of for-sale homes for compliance with statutory requirements (A.R.S. 33-1806), and compliance with Architectural Design Reference requirements and provide a written report of findings to Architecture Chair.
- When a Resale Inspection has been completed, the Architecture Chair will send it to the homeowner and the Resale Manager. Resale Manager will create a PDF copy for the Archive Folder SMR18 - Resale Manager file - and forward a copy of it to management company.
- If management company notifies Resale Manager that a property has entered escrow without a Resale Inspection, the Resale Manager will notify the Architecture Chair that an inspection is required, then forward the inspection to management company on completion.

Place all material required by policy or desired for timely operations in Dropbox Folder 8.

## **Archive Manager**

### **Policy Statement**

The Archive Manager will support SMR Homeowner Association's electronic record of their acts and corporate affairs.

### **Specific Responsibilities**

- Serve as a resource and technical support for SMR's Electronic Archive (currently Dropbox)
- Update access and sharing permissions for new and retiring board members and committee chairs
- Conduct an Electronic Archive orientation and training for new board members and committee chairs
- Audit the Electronic Archive annually according to SMR's record retention schedule

Maintain a record of activities as appropriate in Dropbox Folder 11

## **Database Manager**

### **Policy Statement**

The Database Manager will maintain a computerized database of information required by Association, Board and by Committee members

### **Specific Responsibilities**

- Update database with input provided by homeowners, Neighborhood Watch Committee, and real estate transactions to reflect current owner information for all properties in the Association.
- Maintain the Association computerized homeowner database from which lists, forms, reports, directories, mailing labels and other documents may be obtained.
- Prepare PDF files of mailing labels for newsletter, assessments, annual meeting packets and directory, etc. Forward to Publications Chair.

Place relevant documents in Dropbox Folder - 10

## **Hospitality Committee**

### **Policy Statement**

The Hospitality Committee will plan periodic Board-approved Social functions for all residents of Sunrise Mountain Ridge.

### **Specific Responsibilities**

- Chair to select committee members for the Hospitality Committee and submit to the Board for approval in January.
- Secure space in the SMR Clubhouse for all Hospitality functions.
- Arrange for entertainment, speakers, etc that committee finds worthwhile.
- Organize and supply food, beverages and other items for social events.
- Decorate clubhouse as desired by the chair.
- Inform the SMR Board of all Hospitality functions as to the time and date.
- Update supplies as needed.
- Secure space for new resident get-together. Extend invitations to new residents and Board members.
- Purchase, organize and supply all food, beverage and paper items required for SMR Annual Meeting.
- Chair to submit monthly Board Report and monthly newsletter articles.
- Chair to submit annual budget based on planned events and estimated costs.

Place all appropriate records per policy in Dropbox Folder 12.

**Information Systems Manager:****Policy Statement:**

The Information Systems Manager will use technology to improve communications within the SMR community and the Board

**Specific Responsibilities:**

- Maintain SMR website as needed.
- Manage audio/visual system for Board meetings.
- Manage e-mail addresses for SMR Board members.
- Set up and monitor sound system for annual meeting.
- Work with individual Committee Chairs to coordinate electronic communication to residents.



## **Landscape Committee (Landscaping and Maintenance)**

### **Policy Statement**

The Landscape Committee will ensure that Landscaped Common Areas are maintained in an attractive, low maintenance status; ensure that Natural Common Areas are preserved and protected to requirements of Pima County Code Title 18, Chapter 18.09, Section 040, Cluster Development Option. SMR is responsible for the **perpetuation, maintenance and function of all common lands, uses, and facilities within the HOA.** (See Section 18.09.040J 3b, d, and e.) (Note: Capitalized terms in the document have the meanings assigned in the SMR CC&Rs).

### **Specific Responsibilities**

- Implement and maintain a Board approved master landscaping plan. Suggest and carry out improvements consistent with master landscaping plan and budget, taking into account the needs of all landscape zones. Oversee activities of landscape contractors as necessary to ensure efficient, cost effective and professional work.
- Monitor and maintain the irrigation system and monitor water usage to maintain plantings and optimize efficiency, effectiveness, and economy. Identify and implement ways to reduce water usage by planting drought tolerant flora and replacing water hungry plants as appropriate with an emphasis on desert natives.
- Examine Landscaped and Natural Common Areas and Lots for erosion and potential erosion problems. Initiate corrective and preventative measures as required.
- Preserve and protect Natural Common Areas as required by Pima County Code 18.09.040. Except by the Landscape Committee in carrying out its duties under Section 7 below, no plants, trash, construction debris or other materials of any kind shall be placed in any Natural Common Area and no Natural Common Area shall be denuded, defaced, or otherwise disturbed.
- Except by the Landscape Committee in carrying out its specific duties, no plants, trash, construction debris or other materials of any kind shall be placed in any Landscaped Common Area, and no Landscaped Common Area shall be denuded, defaced, or otherwise disturbed.
- Inform Board of any unusual Common Area landscape conditions.
- Take action to inhibit growth of weeds and to remove existing weeds in Landscaped Common areas. Take action to reduce and remove invasive grasses and other dangerous or harmful items in Natural Common Areas and to rehabilitate if appropriate.
- Monitor Lots for compliance with CC&Rs and published Landscape Committee Rules and Regulations; contact Owner to encourage correction of noncompliant conditions. If noncompliance persists, take action as outlined in Standing Policy 1 – Monetary Penalty
- Remove Common Area tree roots that pose a potential threat to structural integrity of curbs, sidewalks, walls, roadways, or utilities.

- Eliminate vegetation growing in crevices between curbs, sidewalks fronting Common Areas and roadways; eliminate undermining processes threatening curbs, sidewalks, and roadways; and prevent structural uplifting caused by trees/shrub roots.
- Review written owner requests for removal or significant pruning of Landscaped Common Area trees and listen to owner concerns. Consider such requests with the master landscape plan, owner and entire community in mind. Carry out appropriate removal or pruning as approved by a simple majority vote of the Landscape Committee (verbal, written or emailed).
- Complete a twice a year Adopt-A-Road Program clean-up on Tanuri Drive and part of North Via Velazquez from North Calle Vista Ciudad at Tanuri Drive north to North Via Velazquez at East Valle di Cadore.
- Place Committee documents in Dropbox Folder 13.

## **Neighborhood Watch Committee**

### **Policy Statement**

The Neighborhood Watch Committee will conduct the Neighborhood Watch program, monitor security issues & make recommendations to Board for improved security. It will welcome new residents, verify information for HOA Resident Information Form, and sign them up as Neighborhood Watch Participants. It will maintain communication with Residents and promote the need for community awareness and participation.

### **Specific Responsibilities**

- Maintain an approved Neighborhood Watch Program as defined by Pima County Sheriff's Office. Select Block Leaders for each street.
- Welcome all new owners and renters with a visit as soon as possible after move in, and present Neighborhood Watch Information, Harried Homeowner Helpers Guide, and any other information that the Board deems helpful to new owners and renters; and offer to place Neighborhood Watch Placard in visible location in window. During this welcome visit, complete SMR HOA Resident Information Form and verify all phone numbers as well as emergency data for submission to Database Manager.
- Remind newcomers of the importance of the Post Lamp dusk to dawn requirement, and that the inside switch for the post lamp should always be on. (Suggest taping the post lamp switch in the on position so that it does not get turned off in error.)
- Monitor street side post lamps on a regular basis. If the post lamps continue to malfunction (off at night or on during the day) after due oral and written notification from the Committee Chair, solicit further action from the Board of Directors.
- Conduct required minimum of two Neighborhood Watch meetings per year, with reports to Sheriff's Dept.
- Make the Sheriff's Dept. aware of any Security breaches, vandalism or any other security issues or problems. Advise the Board of Directors and alert homeowners when appropriate.
- Per SMR CC&Rs, Article XII, USE RESTRICTIONS. Section 8. Vehicle Parking Storage and Traffic Regulation. Paragraph E. Special Parking Permits: Issue exception parking permits to accommodate residents or their invitees. Committee Chair will keep the board advised regarding any unusual requests/situations. Notify violators of association vehicular rules.

Place Rosters, records required by policy, and other desired material in Dropbox Folder 14.

## **Nominating Committee**

### **Policy Statement**

The Nominating Committee shall obtain, interview, and submit to Board of Directors for approval a slate of eligible candidates for election to Board vacancies in accord with Association By-laws, Article 4, Section 2, and Article 5, section 1. According to approved By-Law Change in 2016, Section 3, Article 4, the nominating committee may also submit candidates for appointment to complete unfinished terms created by early resignations.

### **Specific Responsibilities**

- Establish a committee with at least two participants who are NOT members of Board of Directors. The committee chair must be a member of the Board, but may not be the President. A committee of no fewer than three participants other than the chair is recommended.
- Verify the expiration date of the term of office of all Directors with Secretary, and ensure that Board receives regular reminders of these dates.
- Publicize annual vacancies, By-laws covering election process, and need for volunteers to participate in SMR-HOA.
- All Committee members should participate in active recruitment of candidates, to the best of their abilities, whether it be candidate selection, interviewing of potential candidates, etc.
- Conduct regular meetings of the Committee, record minutes, which are then to be submitted to the Board of Directors. Ensure a quorum of the committee (two plus the chairperson) is in attendance for any committee vote on potential candidates. All votes are to be recorded in the minutes.
- Obtain from each eligible candidate a brief biographical sketch outlining qualifications, to be published in SMR newsletter and Annual Meeting notice.
- If possible, submit final slate of candidates at the September Board of Directors meeting for approval, so that results may be published in October and November SMR newsletters.
- During evaluation process place appropriate working material in Drobox Folder 15.

After publication of Slate, place appropriate documentation in Dropbox Folder 15.

## **Publications Committee**

### **Policy Statement**

The Publication Committee will publish Association Newsletter and Association Documents, notices of membership meetings and directory.

### **Specific Responsibilities**

- Solicit newsletter items from Board members and Committee chairs. Include both contributor and Committee attribution. Prepare articles of general interest to the owners/lessees. Obtain review of specialized material by the responsible Committee, Director or consultant. Publish monthly if possible but quarterly as a minimum.
- Distribute newsletters and Member directories to all residents of SMR, to nonresident owners, to SMR HOA Counsel and other selected individuals. Support and encourage electronic distribution of Newsletter [Interface: obtain directory masters and labels from Database Manager.]
- Publish Homeowners Guide and Directory annually. [Interface: obtain directory masters and labels from Database Manager.
- Obtain advertisers for the newsletter.
- Maintain a standard MS-Word template of SMRHOA letterhead for use by Directors and Committees.
- Place newsletters in SMR HOA Dropbox Folder 5.
- Place Annual Homeowners Guide and Directory in Dropbox Folders 5 and 16

Maintain advertiser records of billing, payment, and ad duration in Dropbox folder 16

## **Recreation Facilities Committee**

### **Policy Statement**

The Recreation Committee will ensure pools, spas, tennis court, clubhouse and related equipment and facilities are maintained in a neat, safe, clean working condition and available for use by residents on an approved schedule.

### **Specific Responsibilities**

- Prepare and maintain a long range plan for scheduled maintenance and replacement of facilities.
- Monitor gas and electricity usage to ensure efficient and proper use (83°F + \ - 1 degree for pool and 103°F + \ - 1 degree for spa) [Interface: water supply is shared with landscape irrigation and monitored by Landscape Committee].
- Monitor and maintain a rigid, safe control of pool/spa chemicals and monitor pool service contractor's use of chemicals; maintain an accountability system to document actions taken by contractor on each visit.
- Maintain clubhouse schedule and access key log; issue Loma del Bribon cul-de-sac gate lock key with clubhouse key to provide supplemental parking space for guests at large functions [Interface: Landscape Committee requires cul-de-sac gate lock keys for landscape service contractors.] [Interface: Publications Editor provides clubhouse schedule in Association Newsletter.]
- Distribute Recreation Facility access keys to owners/lessees. Maintain records of keys distributed and reclaimed. Periodically update the key list with the Database Manager. Collect fees for extra keys, lessee keys and/or lost keys. Transfer moneys from key transactions to the Treasurer.
- Provide Resale Manager with the key number(s), if any, when a lot is listed for sale.
- Obtain and display required signage, permits and pool service contractor licenses.
- Accompany the Pima County Health officials for the periodic inspections of the pool facilities. Promptly remediate any adverse findings discovered during such inspections.
- Post facility rules on the outdoor bulletin boards of the West and East facilities, clubhouse rules/checklist on interior clubhouse bulletin board and tennis rules at the tennis court.
- Replace lamps as required in and around the Recreation Facilities.
- Maintain strict access control of mechanical equipment spaces to prevent unauthorized personnel access to corrosive and toxic chemicals, rotating equipment, heaters and heater stacks, thermostats, exposed electrical circuits, and other industrial hazards.

- To conserve energy and manage costs, reduce pump run periods and heater cycles when pool and/or spa facilities are secured for extended periods.

Place appropriate records per policy and desired working material in Dropbox Folder 17.

## **Roads Committee**

### **Policy Statement**

The Roads Committee will ensure roads, sidewalks, curbs, and road signs are maintained in a safe and acceptable condition .

### **Specific Responsibilities**

- Annually inspect all roads to ensure they are in good condition. Advise Board of Directors of any major maintenance required. When resealing, recoating, or repaving is needed, advise Board of Directors and obtain Board's concurrence prior to getting bids for work to be performed. Notify Publications Editor and affected residents of planned work schedule and any changes.
- When road projects occur, notify residents of planned work schedule and any changes. Provide alternate parking and transportation for affected residents.
- Routinely inspect sidewalks and curbing to ensure they remain in good repair and safe condition.
- Contract for street cleaning as needed.
- Ensure that all road signs are installed and maintained properly and that they meet county requirements.
- Monitor repairs to ensure all aspects of contracts are fulfilled.

Place working material and all records required by policy in Dropbox Folder 19.



## **Sunrise Associations Council Representative (SAC)**

### **Policy Statement**

The SAC Representative will maintain a proactive liaison with the other HOAs of the Council.

### **Specific Responsibilities**

- Attend meetings to learn of other member activities.
- Raise SMR concerns to the other member HOAs.
- Report activities of SAC to the SMR Board.
- Ensure that SMR Board has current contact list for all SAC representatives.

Place working material and all records required by policy in Dropbox Folder 20.

## **Volunteer Liaison**

### **Policy Statement**

The Volunteer Liaison is charged with encouraging and supporting volunteerism within the Sunrise Mountain Ridge community.

### **Specific Responsibilities**

- Work with the Directors and Committee Chairs to help recruit volunteers.
- Promote volunteer recognition and extend thanks via newsletter articles.
- Extend individual volunteer thanks through e-mail or thank you cards, when appropriate.
- Attend new neighbor welcoming events scheduled by the Hospitality Committee.
- Consider possibility of a volunteer appreciation event. This would require a budget request.
- Place want ads in newsletters, as needed.
- Offer a volunteer sign up sheet at the annual meeting.
- Present a monthly report to the SMR Board, when appropriate.
- Provide an annual report to be sent out before the association annual meeting.

Place working material and all records required by policy in Dropbox Folder 22.