

***Sunrise Mountain Ridge Homeowners Association***  
**Duties of the Board of Directors and Committees**  
**November 2022**

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

**This summary of Duties and Responsibilities provides each homeowner doing volunteer work for SMRHOA with the scope and requirements for the Committee or Office for which they have volunteered. The original document, "Duties of the Board," was first approved in October 2002 by the Board of Directors, and revisions were approved in March 2008, November 2008, September 2013, March 2015, January 4, 2017, February 9, 2017, and November 14, 2019. In 2022, the Board Officers and Committee Chairs reviewed this document and made revisions and updates as needed to better describe the duties of the offices and committees.**

**This document is intended to provide guidance and set out expectations for all of the volunteer positions. Going forward, if Officers or Committee Chairs wish to vary from the stated Duties and Responsibilities, they need to revise the relevant section of this document and bring the revisions to the Board for approval and incorporation into this statement of Duties and Responsibilities.**

**November 2022**

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

- Comply with the CC&Rs (Covenants, Conditions, and Restrictions), By-laws and Articles of Incorporation and Arizona Statutes regarding planned communities.
- As needed, draft rules, regulations, procedures and/or guidelines to implement, interpret, and enforce the CC&Rs and By-Laws; obtain Board review and approval; and publish for SMR residents.
- Obtain Board approval for contracts and proposals for reserve expenditures greater than \$2,500 that are within budget, all reserve expenditures not budgeted for, and 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 and landscaping impact 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 organizational meeting. The Nominations Chair from the current year conducts this meeting and presents a proposed list of candidates for Board Officers and Committee Chairs for the coming year. The incoming Board Directors elect the Officers, appoint the Committee Chairs, and establish the timetable and structure for the Board meetings. At the following January meeting, all Committee Chairs present the list of their Committee members for approval by the Board.
- Committee Chairs shall call Committee meetings on a routine basis and shall produce meeting minutes for the permanent Committee files.
- Committee Chairs or their designee shall attend meetings of the Board and provide written reports for distribution to each Board member.
- Officers and Chairs shall maintain a system of records providing year-to-year historical continuity within existing Committee and SMRHOA Archive file systems.
- 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 Treasurer and 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.
- Handle violations of CC&R's, By-laws and Rules that are not resolved by Committees in accordance with Standing Policy #1: Enforcement Procedures and Penalties. Refer to the Board for Board Resolution if and when needed.

## **President**

### **Policy Statement**

The President will preside at meetings of Association's 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, ensuring compliance with all applicable Association governing documents and local, State, and Federal laws.
- 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.
- Draft EBLAST to announce the time, place and 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 and records in Dropbox Folder SMR06.

**Revised June 2022**

## **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.

**Reviewed June 2022**

## **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 on the Friday before the Board meeting (except July and August) notify the residents of the upcoming meetings by placing a sign at the top of Colorada and Bribon.
- Each month add the minutes, agenda, back-up and support documents for the Board meetings to the SMR Electronic Archive in the appropriate folders.
- Between meetings save important Board emails to the Electronic Archive such as decisions made and email votes. In addition, add all paper or electronic correspondence to the Board to the Electronic Archive along with a note stating who handled the matter.
- Also keep in the Electronic archive all minutes from open, annual, and executive session meetings, insurance contracts, and other documents relevant to the SMRHOA. Seal Annual Meeting election ballots and mark with official seal. Paper ballots should be kept for the year voted in the Secretary's files in the clubhouse.
- 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. The SMRHOA mailing address is 4474 N. Trocha Alegre and the mail box is located on Trocha Alegre just above Paseo Penoso.
- 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.
- At the first meeting of the newly elected Board following the Annual Meeting, brief

Directors and Committee Chairs regarding liability insurance coverage provided them by the association. They will fill out and sign the Fidelity Bond Indemnity Forms you provide them and return signed copies to the insurance agency keeping copies electronically in Dropbox. Also provide and have all Board members sign and date the Conflict of Interest forms and collect for electronic filing, keeping originals in the Secretary's files located in the clubhouse. Reaffirm the Board meeting dates and Annual Meeting date for the coming year.

- Each January, make Officer/Director changes with Arizona Corporation Commission. Remind the Board to review the eight Standing Board Policies.
- Assist the Nominating Committee in identifying potential successors and prepare them to take on the Secretary position.
- Carry out the Secretary's duties in coordination and cooperation with other directors and committee chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA.

Place all communications and documentation in the appropriate Dropbox Folders SMR01 – SMR07 and in SMR21.

**Revised June 2022**

## **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**

- 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 after approval by Treasurer. (Treasurer and one other officer may issue checks directly if expedited payment is necessary.)
- Review monthly financial statements from the financial management company 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 financial management company. 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, the financial management company will log onto the bank websites and print the monthly bank statements. Compare bank and credit card reconciliation statements produced by the financial management company with bank statements to confirm accuracy of accountant's entries and notify the financial management company 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 2021 so will need to be updated in 2024.
- 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.
- The financial management company will send homeowner assessment notices in December and June. Review the financial management company's notice to homeowners before the notices are mailed. Work with the financial management company 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.
- If there is a credit card, assure timely transmission of credit card rebates to Association. In the past, the Treasurer has been issued a credit card at Chase Bank in the name of the HOA. However, the Treasurer has personal liability for this card. Future Treasurers may decide that they do not want this potential liability.
- Ensure debit card expenditures remain under daily and monthly limits.
- Assist the Nominating Committee in identifying potential successors and prepare them to take on the Secretary position.

Maintain a record of financial transactions and all material required by policy or desired for normal business in Dropbox Folder SMR09.

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

##### **Monthly:**

- Send out prior month financial statements and Treasurer's report before the current month board meeting.
- Last week of the month – Log onto credit card and debit card accounts, and insure that invoices have been received for all charges.
- Ensure that the reserve fund bank account reimburses the operating fund checking account for any reserve fund expenses paid during the month. Coordinate with financial management company.

- 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:**

- Ensure assessment statements mailed by December first.
- 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, First Interstate Bank, and Chase Bank.
- At end of December, be sure that all invoices have been paid and credit card rebate has been processed.
- 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: Landscaping Services; Housekeeping Services; and Pool Cleaning Services.

**January:**

- If possible, review outstanding assessments and follow up with owners to get assessments fully paid before 10% late penalty applies.
- Prepare bank confirmations for audit.
- 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:**

- Once every 3 years, meet with Committee chairs and Reserve Study company to prepare the Reserve Study. The current study was prepared in 2021, so will need an update in 2024.

**March:**

- Sign income tax returns and file with federal government and Arizona.

**April:**

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

**May:**

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

**June:**

- Ensure assessment statements mailed by June first.
- Corporate annual report is due in June and filed by Secretary. Coordinate with Secretary for payment due with report.

**July:**

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

**August:**

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

**September:**

- Review preliminary budget at board meeting.
- Prepare Operating Funds surplus, if any, for previous year for Annual Meeting mailing.

**October:**

- Adopt Budget for following year at Board meeting.
- Prepare Treasurer's Report for Annual Meeting.

**November:**

- Confirm annual audit date for current year with CPA.
- Attend Annual Meeting.

**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.

**Revised September 2022**

## Architecture Committee

### Policy Statement

The Architecture Committee works to preserve the architectural appearance of the Properties consistent with the standards originally established by the developer and formalized in the SMR controlling documents and rules. These standards are characterized by the Mission Revival style.

### 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 §1.C. “Leasing;” all of Sections 10 and 11).
- Provide and administer a **project approval process** that clearly states requirements for applying for any change, alteration, improvement or replacement of exterior design elements.  
  
In the event that an application is not favorably considered, the committee, or its representative, will contact and work together with the Owner, as far as is practical, to modify the request in order to obtain the committee’s satisfaction and approval.
- **Advise the Board of Directors of all committee actions**, recommendations, and violations of architectural rules.  
  
If a non-compliant action persists, petition the Board of Directors for assistance with enforcement.
- **Maintain and publish annually an Architectural Design Reference (ADR)** that:
  - informs owners of the criteria used by the Architecture Committee to evaluate home improvement (modification) requests and continuing maintenance requirements
  - specifies current rules and restrictions on exterior surfaces, including a list of paints, stains, coating and finishes approved for exterior surfaces of Lot improvements
  - informs Owners of exterior projects that require Architectural Committee approval prior to commencing replacement or construction
  - respond to complaints, questions and requests for information
- Provide advisory information in the SMR Newsletter to assist the community with common issues
- Provide advisory information in response to individual requests
- Provide advisory information to resolve urgent or unique problems
- Conduct an annual street-view tour of the SMR neighborhood to determine non-compliance in order to address problems in a timely manner
- Choose a **Resale Contact** from within the committee to provide information required by Arizona statute A.R.S. 33-1806 regarding the property’s compliance with Association’s CC&Rs and the ADR.

- Chair to carry out the committee duties in coordination and cooperation with other committee chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA.
- Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position

#### **The Resale Process:**

- The property management company retained by the Association administers escrow and the transfer of ownership. However, information relative to the sale property's compliance is the responsibility of the Architecture Committee.
- When a property is to be offered for sale, the Resale Contact is notified by one or more of the following:
  - the seller; this is optimal
  - the realtor
  - the property management company
  - a committee member who notices a sale sign
- The **Resale Contact organizes an exterior inspection** done by the Architecture zone representative for the property. Additionally, the Resale Contact notifies [landscape@smrhoa.com](mailto:landscape@smrhoa.com) and [neighborhood@smrhoa.com](mailto:neighborhood@smrhoa.com). A **Resale Inspection (RSI) form** is submitted to the committee chair noting compliance or the specifics of non-compliance.
- The **Architecture Committee chair provides a Resale Inspection letter** to the owner and property management company specifying whether the property is in compliance.
 

If the property is non-compliant, the items are listed and, in most cases, are addressed by the seller/owner. Exceptions are discouraged.

The property may enter escrow once this letter is received by the property management company, whether or not the property is in compliance. The RSI is informational.

The chair creates a digital file specific to the RSI request which holds for the historical record of the property:

  - the **RSI inspection form** filled out by the zone representative
  - any remedial actions taken and/or other **documents , photos or emails relevant to compliance**
  - the **RSI letter** sent to the management company and to the owner
- The chair places **two copies of the RSI file into Dropbox**
  - One copy is put into the **RSI file for the year**, e.g. 2022 RSIs
  - One copy goes into the **SMR\_AC\_Historical\_Lot\_Data** file in under the appropriate Lot number.

Maintain a record of activities as appropriate in Dropbox Folder SMR08

**Revised April 2022.**

## **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
- Chair to coordinate volunteers for each event to ensure coverage for set up and clean up, as well as bar coverage, name tag table and food service, as necessary
- Chair to submit monthly Board report and monthly newsletter articles
- Chair to submit annual budget based on planned events and estimated costs and regularly monitor costs versus actual expenses, including any unplanned activities
- Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position
- Chair to carry out the committee duties in coordination and cooperation with other committee Chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA
- Secure space in the SMR Clubhouse for all Hospitality functions
- Arrange for entertainment, speakers, etc. that the community would find worthwhile
- Organize and supply food, beverage and other items for social events.
- Decorate the clubhouse as desired by the Chair
- Inform the SMR Board of all Hospitality functions as to the time and date
- Manage event supplies inventory and update as needed.
- Manage trash and restroom supplies and update as needed
- Secure space for new resident get togethers. Extend invitations to new residents and Board members.
- Remove trash and recyclables at both pools, restrooms and the tennis/pickleball court, put out all for pick up on trash day and return receptacles to their proper spot.
- Purchase, organize and supply all food, beverage and paper items required for SMR Annual Meeting, to be expensed to SMR Annual Meeting budget.

Maintain a record of activities as appropriate in Dropbox Folder SMR12

**Revised May 2022**

## **Information Technology**

### **Policy Statement:**

The IT Committee is a technical service organization to assist SMR Board and Committees with communications within the board and SMR community.

### **Specific Responsibilities:**

- Maintain, service and improve SMR Website
- Implement secure email communications
- Maintain and secure SMR database and archiving functions
- Maintain reliable Internet connection at community pools
- Assist with pool camera surveillance system
- Research, recommend, and implement new software and hardware as directed by the board
- Orient and train board and committee members on the use of SMR's technology
- Acclimate new members of the board the use of SMR's technology
- Assist with video conferencing of annual meetings, monthly board meetings and committee meetings
- Mass emailing to SMR community of SMR related information
- Produce, publish and post to website monthly newsletter
- Annual production of the print homeowners directory and guide
- The IT responsibilities will change as technology solutions improve or become obsolete

Maintain a record of activities as appropriate in Dropbox Folder SMR23

**Revised September 2022**

## **Archive**

### **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 SMR11

## **Database**

### **Policy Statement**

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 formatted (PDF, Excel, csv, etc.) files of mailing labels and lists for assessments, annual meeting materials and directory, etc. Forward to responsible person/organization as required.
- Save a backup copy of database in Dropbox on at least a quarterly basis. This will provide an offsite, emergency backup copy of the Association database.
- Provide updated database to Directors and Committee Chairpersons as needed.
- Update email addresses in MailChimp: remove old and insert new as properties change owners
- Prepare monthly updates for Newsletter
- Renew contract for FileMaker Pro when due
- Identify and/or recruit backup person

Maintain a record of activities as appropriate in Dropbox Folder SMR23



## **Publications**

### **Policy Statement**

The Publications Manager will publish association newsletter and directory.

### **Specific Responsibilities**

- Solicit newsletter items from board members and committee chairs. Include contributor and committee attribution. May prepare articles of general interest to the community; obtain review of specialized material by the responsible committee, director or consultant. Circulate draft issue for board review. Publish monthly if possible but quarterly at a minimum.
- Publish Homeowners Guide and Directory annually. [Interface: Database manager, for directory masters and labels; other committee chairs for content updates when needed.]
- Facilitate distribution of SMR Newsletter and annual Homeowners Guide and Directory to all residents of SMR, to nonresident owners, and other selected individuals. Support and encourage electronic distribution of newsletter. [Interface: For newsletter, provide final document to Website Manager for website posting; for annual directory, obtain labels from Database Manager, deliver directories to Neighborhood Watch Chair for distribution, mail any remaining.]
- Place SMR Newsletters in Dropbox Folder 16.
- Manage advertising for newsletter. Maintain advertiser records of billing and ad duration in Dropbox folder 16. Monitor receipts. [Interface: SMR Treasurer and management company.]
- Place Annual Homeowners Guide and Directory in Dropbox Folder 16.
- Chair to assist the Nominating Committee and Volunteer Liaison in identifying potential Chair successors and preparing them to take on the Chair position.
- Chair to carry out the committee duties in coordination and cooperation with other committee chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA

Maintain a record of activities as appropriate in Dropbox Folder SMR16

**Revised September 2022**

## **Landscape Committee**

### **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 and uses 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.
- Chair to assist the Nominating Committee and Volunteer Liaison in identifying potential Chair successors and preparing them to take on the Chair position.
- Chair to carry out the committee duties in coordination and cooperation with other committee Chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA.
- 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, ensure that 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, ensure that 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.
- Take action to ensure common area trees and plants are appropriately trimmed away from roads and walkways to avoid interference with vehicular and pedestrian traffic.

- 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, and 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).
- When requested, participate in 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, including all committee minutes, in Dropbox Folder 13.

Maintain a record of activities as appropriate in Dropbox Folder SMR13.

**Revised June 2022**

## **Neighborhood Watch Committee**

### **Policy Statement**

The SMR Neighborhood Watch Chair will conduct the Neighborhood Watch program, monitor security issues & make recommendations to Board for improved security. It will welcome new residents, verify the information for HOA Resident Information Form, and enroll them as Neighborhood Watch Participants. It will maintain communication with Residents via monthly SMR Newsletters 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. Recruit and select Block Captain Leaders for each street.
- Welcome all new owners and renters with a Block Captain visit as soon as possible after moving in, present Neighborhood Watch Information, Harried Homeowner Helpers Guide, and other information that the Board deems helpful to new owners and renters. The primary objective of this visit is to welcome our new residents, provide helpful information to help them integrate into our remarkable community, and to complete the New Resident Information and Emergency Contact Form and send it to the SMR Database Administrator.
- Recruit and select a set of volunteers to monitor the video camera recording at our two pools and tennis pickleball court. Evaluate all intrusions during the 10 PM – 5 AM period when the pools and court are closed. Report serious intrusions to the Committee Chair and Board for appropriate action.
- 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 a required minimum of one Neighborhood Watch meeting per year, with reports to Sheriff's Dept.
- Make the Sheriff's Dept. aware of any Security breaches, vandalism or other security issues or problems. Advise the Board of Directors and alert homeowners when appropriate.
- Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position.
- Chair to carry out the committee duties in coordination and cooperation with other committee chairs whenever there is reason to believe inter-committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA.
- 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. The committee Chair will keep the board advised regarding any unusual requests/situations. Notify violators of association vehicular rules.

Maintain a record of activities as appropriate in Dropbox Folder SMR14.

**Revised September 2022**

## **Nominating Committee**

### **Policy Statement**

The Nominating Committee shall obtain, interview and submit to the 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 the 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 the Secretary and ensure that the Board receives regular reminders of these dates.
- Publicize annual vacancies, By-laws covering election process and need for volunteers to participate in SMR-HOA
- Involve all committee members in the active recruitment of Director candidates, including candidate selection, interviewing of potential candidates, etc.
- Conduct meetings of the Committee and record minutes. Ensure a quorum of the committee (two plus the Chair) is in attendance for any committee vote on potential candidates. All votes are to be recorded in the minutes
- Submit a final slate of Director candidates at the September Board of Directors meeting for approval. Publish the slate in the October and November SMR newsletters
- Obtain from each candidate a brief biographical sketch outlining their qualifications and a picture to be published in the SMR newsletter and the Annual Meeting notice.
- Conduct the Organizational meeting for the incoming Board at the first scheduled meeting, which directly follows the regular Board meeting in December. The agenda for the meeting should include:
  - A proposed list of candidates for Board Officers and Committee Chairs for the year. A vote should be taken by the incoming Board to appoint the Officers and Chairs
  - The timetable and structure for the Board meetings
  - Action items for the incoming committee Chairs
- Chair to carry out the committee duties in coordination and cooperation with other committee Chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA

Place all appropriate working materials and the slate of candidates in Dropbox Folder SMR15

**Revised May 2022**

## **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.
- Chair to carry out the committee duties in coordination and cooperation with other committee chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA.

- Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position

Maintain a record of activities as appropriate in Dropbox Folder SMR17

**Reviewed June 2022**

## **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 and ensure they are 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.
- Chair to carry out the committee duties in coordination and cooperation with other committee chairs whenever there is reason to believe inter committee collaboration is necessary or otherwise advisable to promote and protect the interests of SMRHOA.
- Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position

Maintain a record of activities as appropriate in Dropbox Folder SMR19.

**Revised April 2022**



## **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.

Maintain a record of activities as appropriate in Dropbox Folder SMR22.

**Reviewed June 2022**