

1 ***Sunrise Mountain Ridge Homeowners Association***
2 **Duties of the Board of Directors**
3 **Revision of February 9, 2017**

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

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

29 **The original document, *Duties of the Board* was first approved in October 2002 by the**
30 **Board of Directors of Sunrise Mountain Ridge Homeowners Association. Revisions were**
31 **approved in March 2008, November 2008, September, 2013, March 2015, January 4, 2017**
32 **and February 9, 2017. A correction was made to page 16 (Nominating Committee) on**
33 **February 15, 2016 to reflect the change made to Article V, Section 1 of the bylaws. This**
34 **bylaw change was approved by the board in November 2014.**

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

- 37 ▪ Comply with CC&Rs (Covenants, Conditions, and Restrictions), By-laws and Articles of
38 Incorporation and Arizona Statutes regarding planned communities.
- 39 ▪ Prepare and publish rules, regulations, procedures and/or guidelines to implement, interpret,
40 and expand upon CC&Rs and By-Laws; obtain Board review and approval.
- 41 ▪ Approve contracts and proposals for reserve expenditures greater than \$2,500 that are within
42 budget, all reserve expenditures not budgeted for, all operating expenditures greater than
43 \$2,500 outside a contract approved by the Board. Obtain the President or Vice President's
44 signature following Board approval; provide one fully executed copy to the Secretary; assure
45 compliance with contract requirements.
- 46 ▪ Contract only with contractors with proper licensees when licenses are required by law. In
47 some cases the Association may require liability insurance or a fidelity bond greater than that
48 required by law, and it also may require the contractor to add the Association as an additional
49 insured on the contractor's liability policies. Assure contractors become knowledgeable
50 about any underground utility property before any excavation is done.
- 51 ▪ Promptly review and approve invoices and bills for payment; sign, date, and enter
52 appropriate account number; submit to Treasurer for processing.
- 53 ▪ In December following the Annual Meeting, the Board serving the next year holds an
54 organization meeting. New officers and Committee chairpersons are then chosen as if the
55 entire Board had changed. All Committees are dissolved and must be reconstituted by the
56 newly chosen chairpersons subject to Board approval.
- 57 ▪ Committee chairperson shall call committee meetings on a routine basis and shall produce
58 meeting minutes for the permanent Committee files.
- 59 ▪ Committee chairperson or committee designee shall: attend meetings of the Board; provide
60 written reports for distribution to each Board member.
- 61 ▪ Maintain a system of records providing year-to-year historical continuity within existing
62 Committee and SMR HOA file systems. Place records appropriate to your duties in the SMR
63 Archive.
- 64 ▪ Use approved SMRHOA letterhead format for Board-external correspondence.
- 65 ▪ Submit project/development plans to Board for review and approval; present
66 recommendations for resolving problems.
- 67 ▪ Prepare annual budgets for the Finance and Budget Committee; operate within approved
68 budget.
- 69 ▪ Obtain prior Board approval for any out of budget reserve expenditure and for any
70 controllable and material out of budget operating expenditure.
- 71 ▪ Refer all violations of CC&R's, By-laws and Rules that are not resolved by Committees
72 to the Board for Board Resolution.
- 73 ▪ Place records appropriate to your duties in the SMR Archive.

74 ▪ **President**

75 **Policy Statement**

76 Preside at meetings of Association Board of Directors and of Association Members

77 **Specific Responsibilities**

78 ▪ Provide leadership to the Association, the Board and Association Committees on all major
79 issues confronting the Association, insuring compliance with all applicable corporate
80 documents and law. Assign ad hoc committees for special issues as approved by the Board.

81 ▪ Conduct meetings of the Board and Association members in a manner that reflects a position
82 of fairness and impartiality and that keeps the meeting focused and moving forward on the
83 issues at hand.

84 ▪ Prepare the agenda for every Board and Association meeting.

85 ▪ Call special meetings of the Board as required.

86 ▪ Oversee the orderly transition from each Board to the next. Arrange an orientation for new
87 board members after the annual meeting.

88 ▪ Maintain regular contact with Board members and Committee chairpersons as required to
89 remain sufficiently informed.

90 ▪ Comply with and operate through the chain of command established by the Board through
91 the Board's election of Officers and selection of Committees.

92 ▪ Review, approve and sign contracts.

93 ▪ Place all appropriate communications defined by policy in Archive Folder 06.

94 **Vice President**

95 **Policy Statement**

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

99 **Secretary**

100 **Policy Statement**

101 Maintain and safeguard the official records and documents of the Association. Minutes,
102 contracts, and ballots need to be in paper and in electronic form.

103 **Specific Responsibilities**

- 104 ▪ Prepare Board Meeting, Executive Session, and the Annual Meeting minutes. Include all
105 written reports as part of the minutes as well as motions, and aye and nay votes. Obtain
106 Board approval, sign, and obtain President's signature.
- 107 ▪ Each month add the minutes, agenda, and back-up and support documents for the meeting to
108 SMR Electronic Archive in the appropriate folder.
- 109 ▪ Each month post approved minutes at the East Recreation facility bulletin board.
- 110 ▪ Between meetings save important Board emails to the Archive such as decisions made and
111 email votes. In addition, add all paper or electronic correspondence to the Board to the
112 Archive along with a note stating who handled the matter.
- 113 ▪ Also keep in paper form all minutes for open, annual, and executive session meetings,
114 contracts, and ballots. Seal Annual Meeting election ballots and mark with official seal.
- 115 ▪ The Secretary is the custodian of the corporate seal and the sole authorized user.
- 116 ▪ Upon request by the Board serve notice of special open meetings to the homeowners.
- 117 ▪ Upon request by Owners provide copies of selected documents for their inspection during
118 reasonable business hours. Access to records dealing with personnel, including ballots and
119 election results, is limited to Board Officers.
- 120 ▪ Collect mail three times per week minimum and distribute to responsible Committee chairs
121 and officers. In the absence of the responsible Committee chair, all bills should go to the
122 Treasurer. Give mail addressed to the Board to the President or in his/her absence, to the
123 Vice President.
- 124 ▪ With assistance of the President, make arrangements for Annual Meeting: reserve meeting
125 facilities, select volunteers for sign-in and ballot counting, initiate the preparation of mailings
126 consistent with agenda, specify and assign required services (podium, lectern, functional
127 audio/visual systems, snacks/beverages, set-up and clean-up), collect Absentee Ballots.
128 [Interface: Database Manager, Publications Chair, Nominating Chair, Treasurer, and
129 Hospitality Chair]
- 130 ▪ Upon request from the Board, obtain membership review and approval of proposed revisions
131 of CC&Rs; once approved by the membership, execute with President, cause to be recorded,

132 and then provide Publications Committee a copy of the recorded document for distribution to
133 each Member.

134 ▪ Assure that the HOA has adequate property and liability insurance as well as a fidelity bond.

135 ▪ Ensure timely filing of annual reports and officer/director/shareholder change form to the
136 Arizona Corporation Commission.

137 ▪ Assure fire protection for HOA facilities is maintained.

138 ▪ Each January, arrange for the HOA insurance agent to brief Directors and Committee Chairs
139 regarding liability insurance coverage provided them by the association.

140 ▪ Place all communications and documentation defined by policy in the appropriate Archive
141 Folders 01 - 07.

142 **Treasurer and Budget & Finance Committee**

143 **Policy Statement**

144 Maintain financial viability of the Association through analyses, planning and reporting

145 **Specific Responsibilities of Treasurer**

- 146 ▪ Review invoices and credit card charge receipts for approval by appropriate officer or
147 committee chair and for appearance of regularity and budget conformance. Transmit to HOA
148 accountants for payment and booking on company financial records.

- 149 ▪ Review draft financial statements from accountants for regularity and accuracy. Provide
150 electronic copies of final statements to Board, Committee Chairs and members of Budget
151 Finance Committee before Board meeting following the end of a month.

- 152 ▪ Prepare Treasurer's Report to the Board outlining HOA's cash position, reserve fund status,
153 and information on any other finance related matters of significance, such as dues collection,
154 status of yearly audit, and investment of reserve funds. Provide electronic copies of financial
155 statements.

- 156 ▪ As soon as available, provide electronic copies of bank and credit card statements to
157 accountants. Compare bank and credit card reconciliation statements produced by
158 accountants with bank statements to confirm accuracy of accountant's entries and return to
159 accountants. Manage accounts to insure adequacy of funds in checking account and
160 appropriate transfers to reserve fund.

- 161 ▪ Manage the HOA's actions in connection with the annual audit, insuring accuracy of draft
162 audits and negotiating differences between HOA and auditors. Provide electronic copies of
163 final audits to Board, Committee Chairs, and Budget Finance Committee members.

- 164 ▪ Review tax returns prepared by outside preparer and insure filing by appropriate deadlines.

- 165 ▪ Manage the annual budget preparation process, insuring sufficient time for initial
166 submissions and revisions and finalization in time for appropriate notice to SMR residents
167 before annual meeting. Manage in particular the reserve assessment and reserve budgets,
168 analyzing any differences from reserve study.

- 169 ▪ Oversee preparation of triennial reserve study, insuring that appropriate officers and
170 committee chairs have reviewed and agreed to matters they are responsible for.

- 171 ▪ Manage Association financial assets in a way that maximizes return but with protection of
172 principal.

- 173 ▪ Chair the Budget Finance Committee.

- 174 ▪ Manage the semi-annual process of sending dues notices and collections from delinquent
175 homeowners. Arrange payment plans when appropriate.

- 176 ▪ Prepare quarterly reserve fund reports to the Board in accordance with HOA policy to
177 provide for transparency of reserve fund assets and expenditures.
- 178 ▪ Assure quarterly transmission of credit card rebate to Association.
- 179 ▪ Place all material required by policy or desired for normal business in Archive Folder 09.
- 180 **Specific Responsibilities of Budget and Finance Committee**
- 181 ▪ Supervise the budget preparation process.
- 182 ▪ Supervise the preparation of reserve studies every three years.
- 183 ▪ Review financial statements, audit reports, and other financial matters to identify any
184 problems or areas for improvement.
- 185 ▪ Approve any proposal before presentation by the Treasurer to the Board, including any
186 proposal for bank accounts and investment of Association assets.
- 187 ▪ Generally advise and guide the Treasurer in the performance of his responsibilities and in
188 assuring a strong financial structure for the Association.

189 **Architecture Committee**

190 **Policy Statement**

191 Preserve the architectural appearance of the Properties consistent with the standards originally
192 established by the developer and formalized in our controlling documents and rules.

193 **Specific Responsibilities**

194 ▪ Ensure exterior architectural changes, additions, or modifications to any Lot improvement,
195 including landscape architecture, are in compliance with CC&Rs, Article X “Architecture
196 Committee” (all sections) and Article XII “Use Restrictions” (All of Sections 1 through 5,
197 except §1C “Leasing”; all of Sections 10 and 11.)

198 ▪ Maintain and publish an Architectural Design Reference that

199 ▪ informs Owners of the criteria used by the Architecture Committee to evaluate home
200 improvement (modification) requests and continuing maintenance requirements, and

201 ▪ specifies current rules and restrictions on exterior surfaces, including a list of paints,
202 stains, coatings and finishes approved for exterior surfaces of Lot improvements.

203 ▪ Respond to complaints, questions and requests for information.

204 ▪ Provide advisory information in the Newsletter to assist with common issues and by private
205 communication to resolve urgent or unique problems.

206 ▪ Periodically tour neighborhood to discover noncompliant activities in order to address
207 problems in a timely manner.

208 ▪ In the event a request to the Committee is not favorably considered, contact and work with
209 Owner, as far as is practical, to modify that request and achieve approval.

210 ▪ Advise Board of Directors of all Committee actions, recommendations, and violations of
211 architectural rules.

212 ▪ If noncompliant activity persists, petition Board of Directors for enforcement action.

213 ▪ Upon request by Resale Manager, inspect for-sale homes for compliance with statutory
214 requirements (A.R.S. 33-1806), and provide Resale Manager written report of findings.

215 ▪ Place all material required by policy or desired for timely operations in Archive Folder 08.

216 **Archive Manager**

217 **Policy Statement**

218 Support SMR Homeowner Association's electronic record of their acts and corporate affairs.

219 **Specific Responsibilities**

220 ▪ Serve as a resource and technical support for SMR's Electronic Archive (currently Dropbox)

221 ▪ Update access and sharing permissions for new and retiring board members and committee
222 chairs

223 ▪ Conduct an Electronic Archive orientation and training for new board members and
224 committee chairs

225 ▪ Audit the Electronic Archive annually according to SMR's record retention schedule

226 ▪ Write/Update Archive Manual

227 Maintain a record of activities as appropriate in Archive Folder 11

228 **Database Manager**

229 **Policy Statement**

230 Maintain a computerized database of information required by Association, Board and by
231 Committee members

232 **Specific Responsibilities**

- 233 ▪ Update database with input provided by homeowners, Neighborhood Watch Committee, and
234 real estate transactions to reflect current owner information for all properties in the
235 Association.
- 236 ▪ Maintain the Association computerized homeowner database from which lists, forms,
237 reports, directories, mailing labels and other documents may be obtained.
- 238 ▪ Prepare PDF files of mailing labels for newsletter, assessments, annual meeting packets and
239 directory, etc. Forward to Publications Chair.
- 240 ▪ Provide a backup copy of database to Publications Chair on at least a quarterly basis. This
241 will provide an offsite, emergency backup copy of the Association database.
- 242 ▪ Provide updated database to Directors and Committee Chairpersons as needed.
- 243 ▪ Notify the Publications Chair of residents' changes to newsletter mailing options.
- 244 ▪ Place public reports, labels history and other material defined by policy in Archive Folder 10.

245 **Hospitality Committee**

246 **Policy Statement**

247 Arrange periodic Board-approved Social function for all residents of Sunrise Mountain Ridge.

248 **Specific Responsibilities**

249 • Purchase, organize and supply all food, beverage and paper items required for SMR Annual
250 Meetings.

251 • Select committee members for the Hospitality Committee and submit to the Board for
252 approval in January.

253 • Secure space in the SMR Clubhouse for all Hospitality functions.

254 • Write and submit a monthly SMR newsletter article.

255 • Inform the SMR Board of all Hospitality functions as to the time and date.

256 • Update supplies as needed.

257 • Select two co-chairmen to oversee the Welcoming Committee.

258 • Select a chairman for the Keeping in Touch program.

259 Place all appropriate records per policy in Archive Folder 12.

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

261 **Policy Statement**

262 Ensure that Landscaped Common Areas are maintained in an attractive, low maintenance status;
263 ensure that Natural Common Areas are preserved and protected to requirements of Pima County
264 Code Title 18, Chapter 18.09, Section 040, Cluster Development Option

265 **Specific Responsibilities**

- 266 ▪ Maintain and implement a Board approved master landscaping plan.
- 267 ▪ Oversee activities of landscape contractors to degree necessary to ensure efficient and
268 professional work.
- 269 ▪ Monitor and maintain the irrigation system and monitor water usage to maintain plantings
270 and optimize efficiency, effectiveness, and economy.
- 271 ▪ Examine Landscaped and Natural Common Areas and Lots for erosion and potential erosion
272 problems. The Association is responsible for providing lateral support to Lot site-walls where
273 they border Landscaped Common Areas. Initiate corrective and preventive measures as
274 required.
- 275 ▪ Preserve Natural Common Areas as required by Pima County Code 18.09.040. No trash or
276 other materials of any kind shall be placed in Landscaped or Natural Common Areas. Report
277 all cases to Board of Directors.
- 278 ▪ Inform Board of any unusual Common Area landscape conditions.
- 279 ▪ Take action to inhibit growth of weeds and to remove existing weeds in Landscaped and
280 Natural Areas – as recommended by Pima County.. Maintain narrow Landscaped Common
281 Areas (those between Lots) weed and noxious plant free—as Association requires of Lot
282 landscaping.
- 283 ▪ Monitor Lots for compliance with CC&Rs and published Rules of Yard Appearance; contact
284 Owner to encourage correction of noncompliant conditions. If noncompliance persists, notify
285 the Board of Directors for further action.
- 286 ▪ Remove Common Area trees whose roots pose a potential threat to structural integrity of
287 curbs, sidewalks, walls, roadways, or utilities.
- 288 ▪ Eliminate vegetation growing in crevices between curbs, sidewalks, and roadways; eliminate
289 undermining processes threatening curbs, sidewalks, and roadways; and prevent structural
290 uplifting caused by trees/shrub roots.
- 291 ▪ Review owner requests to plant or maintain trees and shrubbery in Common Areas adjacent
292 to their property. Refer requests for Board approval.

- 293 ▪ Review owner requests for removal/pruning of Common Area trees blocking views.
- 294 ▪ Maintain and replace lamps in and around the Entry Monuments.
- 295 ▪ Complete a twice a year Adopt-A-Road Program clean-up on Tanuri Road from Via
296 Velasquez / Via Colorada south to Calle Vista Ciudad.
- 297 • Place all material defined by approved policy in Archive Folder 13.

298 **Neighborhood Watch Committee**

299 **Policy Statement**

300 Conduct Neighborhood Watch program. Monitor security issues & make recommendations to
301 Board for improved security. Welcome new residents, verify information for HOA Resident
302 Information Form, & sign them up as Neighborhood Watch Participants. Maintain
303 communication with Residents and promote the Neighborhood Watch program and need for
304 community awareness and participation.

305 **Specific Responsibilities**

- 306 ▪ Maintain an approved Neighborhood Watch Program as defined by Pima County Sheriff's
307 Office. Select Block Leaders for each street.

- 308 ▪ Welcome all new owners and renters with a visit as soon as possible after move in, and
309 present Neighborhood Watch Information, Harried Homeowner Helpers Guide, and any
310 other information that the Board deems helpful to new owners and renters; and offer to place
311 Neighborhood Watch Placard in visible location in window. During this welcome visit,
312 complete SMR HOA Resident Information Form and verify all phone numbers as well as
313 emergency data for submission to Database Manager.

- 314 ▪ Remind newcomers of the importance of the Post Lamp dusk to dawn requirement, and that
315 the inside switch for the post lamp should always be on. (Suggest taping the post lamp switch
316 in the on position so that it does not get turned off in error.)

- 317 ▪ Monitor street side post lamps on a regular basis. If the post lamps continue to malfunction
318 (off at night or on during the day) after due oral and written notification from the Committee
319 Chair, solicit further action from the Board of Directors.

- 320 ▪ Conduct required minimum of two Neighborhood Watch meetings per year, with reports to
321 Sheriff's Dept.

- 322 ▪ Make the Sheriff's Dept. aware of any Security breaches, vandalism or any other security
323 issues or problems. Advise the Board of Directors and alert homeowners when appropriate.

- 324 ▪ Per SMR CC&Rs, Article XII, USE RESTRICTIONS. Section 8. Vehicle Parking Storage
325 and Traffic Regulation. Paragraph E. Special Parking Permits: Issue exception parking
326 permits to accommodate residents or their invitees. Committee Chair will keep the board
327 advised regarding any unusual requests/situations. Notify violators of association vehicular
328 rules.

- 329 ▪ Place Rosters, records required by policy, and desired working material in Archive Folder 14.

330 **Nominating Committee**

331 **Policy Statement**

332 The Nominating Committee shall obtain, interview, and submit to Board of Directors for
333 approval a slate of eligible candidates for election to Board vacancies in accord with Association
334 By-laws, Article 4, Section 2, and Article 5, section 1.

335 **Specific Responsibilities**

- 336 ▪ Establish a committee with at least two participants who are NOT members of Board of
337 Directors. The committee chair must be a member of the Board, but may not be the
338 President. A committee of no fewer than three participants other than the chair is
339 recommended.
- 340 ▪ Verify the expiration date of the term of office of all Directors with Secretary, and ensure
341 that Board receives regular reminders of these dates.
- 342 ▪ Publicize annual vacancies, By-laws covering election process, and need for volunteers to
343 participate in SMR-HOA.
- 344 ▪ All Committee members should participate in active recruitment of candidates, to the best of
345 their abilities, whether it be candidate selection, interviewing of potential candidates, etc.
- 346 ▪ Conduct regular meetings of the Committee, record minutes, which are then to be submitted
347 to the Board of Directors. Ensure a quorum of the committee (two plus the chairperson) is in
348 attendance for any committee vote on potential candidates. All votes are to be recorded in the
349 minutes.
- 350 ▪ Obtain from each eligible candidate a brief biographical sketch outlining qualifications, to be
351 published in SMR newsletter and Annual Meeting notice.
- 352 ▪ Submit final slate of candidates at the September Board of Directors meeting for approval, so
353 that results may be published in October and November SMR newsletters. If that schedule
354 cannot be met, a special meeting of the Board shall be scheduled and the October newsletter
355 shall be delayed to gain the broadest coverage possible.
- 356 ▪ During evaluation process place appropriate working material in Archive Folder 15.
- 357 ▪ After publication of Slate, place appropriate documentation in Archive Folder 15.

358 **Publications Committee**

359 **Policy Statement**

360 Publish Association Newsletter and Association Documents, notices of membership meetings
361 and directory

362 **Specific Responsibilities**

- 363 ▪ Solicit newsletter items from Board members and Committee chairs. Include both contributor
364 and Committee attribution. Prepare articles of general interest to the owners/lessees. Obtain
365 review of specialized material by the responsible Committee, Director or consultant. Publish
366 monthly if possible but quarterly as a minimum.
- 367 ▪ Distribute newsletters and Member directories to all residents of SMR, to nonresident
368 owners, to SMR HOA Counsel and other selected individuals. Support and encourage
369 electronic distribution of Newsletter [Interface: obtain directory masters and labels from
370 Database Manager.]
- 371 ▪ Edit and publish Annual Meeting Materials. [Interface: Secretary and other Directors]
- 372 ▪ Publish Homeowners Guide and Directory annually. [Interface: obtain directory masters and
373 labels from Database Manager.]
- 374 ▪ Maintain SMR web site, including approved Association business email addresses and
375 variable forwarding to the email addresses of appropriate committee chairs or directors.
- 376 ▪ Maintain and manage an SMR FAX-to-Email service that provides variable forwarding to the
377 email addresses of appropriate committee chairs or directors.
- 378 ▪ Obtain advertisers for the newsletter.
- 379 ▪ Maintain a standard MS-Word template of SMRHOA letterhead for use by Directors and
380 Committee Chairs for external correspondence.
- 381 ▪ Place newsletters in SMR HOA archive folder 5.
- 382 ▪ Place Annual Homeowners Guide and Directory in archive Folders 5 and 16
- 383 ▪ Maintain advertiser records of billing, payment, and ad duration in Archive folder 16

384 **Recreation Facilities Committee**

385 **Policy Statement**

386 Ensure pools, spas, tennis court, clubhouse and related equipment and facilities are maintained in
387 a neat, safe, clean working condition and available for use by residents on an approved schedule.

388 **Specific Responsibilities**

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

- 416 ▪ To conserve energy and manage costs, reduce pump run periods and heater cycles when pool
417 and/or spa facilities are secured for extended periods.
- 418 ▪ Place appropriate records per policy and desired working material in Archive Folder 17.

419 **Resale Manager**

420 **Policy Statement**

421 Provide the information required of the Association by Arizona statute from the time an SMR
422 residence is offered for sale until sale is complete and new deed received.

423 **Specific Responsibilities**

- 424 ▪ When an SMR property is offered for sale, complete the Seller's HOA Information form for
425 the property and send the form to the seller's broker; respond to broker's questions as
426 needed.
- 427 ▪ Obtain required disclosure information regarding the property from appropriate SMR HOA
428 Directors and Chairs, including: lot compliance with CC&Rs requirements (Architecture
429 Chair); status of dues payment, board actions, and liens (Treasurer); and assignment of SMR
430 recreation keys (Recreation Chair).
- 431 ▪ When an SMR property enters escrow, complete the HOA Resale Disclosure Statement and
432 send it to the title/escrow agency; also send HOA documents required by A.R.S. 33-1806 to
433 the buyer.
- 434 ▪ Provide buyers' names to Database Manager, Recreation Chair, and Neighborhood Watch
435 Chair.
- 436 ▪ Provide copies of resale documents, including copies of warranty deeds, to SMR lot files,
437 maintained by the Resale Manager. [Interface with all Officers of the Board who create
438 documents appropriate to Lot Files]
- 439 ▪ Place such resale documents required by policy and related working material in Archive
440 Folder 18.

441 **Roads Committee**

442 **Policy Statement**

443 Ensure Common Area roads, sidewalks, curbs, and road signs are maintained in a safe and
444 acceptable condition

445 **Specific Responsibilities**

- 446 ▪ Periodically inspect all roads to ensure they are in good condition. Advise Board of
447 Directors of any unexpected maintenance required. When resealing or recoating is needed,
448 advise Board of Directors and obtain Board's concurrence prior to getting bids for work to be
449 performed. Notify Publications Editor and affected residents of contract schedule as well as
450 changes.
- 451 ▪ Routinely inspect sidewalks and curbing to ensure they remain in good repair and safe
452 condition.
- 453 ▪ Replace lamps on Via Colorada.
- 454 ▪ Contract for street cleaning at least twice a year.
- 455 ▪ Ensure that all road signs are installed and maintained properly and that they meet county
456 requirements.
- 457 ▪ Monitor repairs to ensure all aspects of contracts are fulfilled.
- 458 ▪ Place working material and all records required by policy in Archive Folder 19.

459 **Sunrise Associations Council Representative**

460 **Policy Statement**

461 Maintain a proactive liaison with the other HOAs of the Council.

462 **Specific Responsibilities**

- 463 ▪ Attend meetings to learn of other member activities.
- 464 ▪ Raise SMR concerns to the other member HOAs.
- 465 ▪ Report activities of SAC to the SMR Board.
- 466 ▪ Ensure that SMR Board has current contact list for all SAC representatives.
- 467 ▪ Place working material and all records required by policy in Archive Folder 20.

468 **Volunteer Liaison**

469 **Policy Statement**

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

472 **Specific Responsibilities**

- 473 ▪ Work with the Directors and Committee Chairs to help recruit volunteers.
- 474 ▪ Promote volunteer recognition and extend thanks via newsletter articles.
- 475 ▪ Extend individual volunteer thanks through e-mail or thank you cards, when appropriate.
- 476 ▪ Attend new neighbor welcoming events scheduled by the Hospitality Committee.
- 477 ▪ Consider possibility of a volunteer appreciation event. This would require a budget request.
- 478 ▪ Place want ads in newsletters, as needed.
- 479 ▪ Offer a volunteer sign up sheet at the annual meeting.
- 480 ▪ Present a monthly report to the SMR Board, when appropriate.
- 481 ▪ Provide an annual report to be sent out before the association annual meeting.
- 482 ▪ Place working material and all records required by policy in Archive Folder 22.