



Roadhaven Resort
of Apache Junction

Policies and Procedures
NOMINATING COMMITTEE PROCEDURES

A. Selection of Candidates

All Board incumbents who are eligible to serve another term shall be contacted by the Committee. If the incumbents declare themselves as candidates, their names shall automatically be placed on the ballot. No incumbent shall serve more than two (2) consecutive full terms.

Each candidate shall be provided the document titled, "Roadhaven Board Job Description" and shall have signed a document certifying they have read and understand the job expectations with a committee member present, and committee member will then sign the form to validate.

Upon completion of the list of candidates, the Chairperson shall submit a list to the Board Administrative Assistant the 2nd week of January.

Any homeowner wishing to run for a position on the Board of Directors, but not nominated by the Committee, may be placed on the ballot by presenting a petition to the Committee containing a minimum of sixty (60) signatures of qualified lot owners before the end of the 2nd week in January. Any petition from a homeowner to have their name be placed on the ballot shall be turned in to the Board Administrative Assistant immediately.

The Nomination Committee will then ask the Board Administrative Assistant to:

- A. Check the candidates' property ownership deeds against Pinal County records to assure that the candidates are, in fact, the owners of their property.
- B. Check that the candidates are members in good standing in the Association.

These will need to be validated prior to any announcement of candidates' names being made.

The Board Administrative Assistant will then notify the Board and Nomination Chair of the candidates who are eligible for being placed on the ballot.

ELECTION VACANCIES		
<i>ELECTION YEAR</i>	<i>VACANCIES</i>	<i>TERM</i>
2018	2	3 YEARS
2019	2	3 YEARS
2020	3	3 YEARS
2021	2	3 YEARS
2022	2	3 YEARS
2023	3	3 YEARS
2024	2	3 YEARS
2025	2	3 YEARS
2026	3	3 YEARS

ELECTION VACANCIES		
<i>ELECTION YEAR</i>	<i>VACANCIES</i>	<i>TERM</i>
2027	2	3 YEARS
2028	2	3 YEARS
2029	3	3 YEARS
2030	2	3 YEARS
2031	2	3 YEARS
2032	3	3 YEARS
2033	2	3 YEARS
2034	2	3 YEARS
2035	3	3 YEARS

B. Candidate Campaign Information

Absolutely no campaign literature of any kind will be allowed to be physically placed in the mail boxes.

Candidates being sponsored or supported by any individual or citizens group is permissible, however, said individual or group shall identify themselves as such to alleviate any misunderstanding that might occur.

C. Preparation for the Ballot

Each candidate shall submit to the committee a resume not to exceed one hundred fifty (150) words and a photo which will be included with the ballot. Said resume may include home address, Roadhaven experience, former occupation and work experience, special skills, education, public service, etc.

After all resumes have been obtained by the committee, all candidates' names will be drawn at random for placement on the ballot.

D. Meet the Candidates

An introduction of the candidates shall take place at Tuesday Coffee & Donuts, the 3rd Tuesday in January. No speeches will be given.

E. Candidates Forum

The Nominating Committee shall be responsible for the random drawing of candidate speaking order at the Roadhaven Annual "Candidates Forum".

The Candidates Forum shall be held in the Rec Hall, in early-February, and/or prior to the mailing of ballots. The Nominating Committee shall ensure the following arrangements are made:

- Reserve Rec Hall
- Set up Chairs
- Set up lectern and tables on stage for moderator, timekeeper & candidates
- Set up lectern microphone and two remote microphones for candidates
- Microphone in aisle for lot owners
- Table name cards for each candidate
- Notify candidates of date, time and place of the Candidates Forum.

The Nominating Committee chairperson, or a committee member, shall act as moderator. Shown below is a suggested format for use at the Candidates Forum:

AGENDA ITEMS	COMMENTS
1. Welcome lot owners to the session.	
2. Identify any incumbents who are completing their terms in office, and introduce additional candidates.	
3. Candidates are allowed three (3) minutes for their initial presentations. Questions are held until all presentations have been made.	Speaker selection has been drawn.


<p>4. Question and Answer session will be conducted through the moderator. Lot owners will be allowed to ask one question at a time. Questioners will be required to use a microphone, stating their name and lot number/address.</p> <p>Questions may be directed at one or all candidates. When a question is directed at all candidates, the first candidate to answer will be rotational so that the same candidate shall not have to always be the first to answer the question.</p> <p>A corrective question is allowed when a misrepresentation of governing documents is made.</p> <p>Lot owners will be allowed additional questions after other lot owners waiting have had an opportunity to ask their first questions.</p>	<p>Ample time should be allowed to field all questions.</p> <p>Discussion of the following subjects is not permitted.</p> <ol style="list-style-type: none"> 1. legal advice from an attorney for the board or the association; 2. pending or contemplated litigation; 3. personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association; 4. matters relating to the job performance of, compensation of, health records of, or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association; and 5. discussion of a unit owner's appeal of any violation cited or penalty imposed by the association.
<p>5. Dialogue between lot owners in the audience is restricted during the session.</p>	
<p>6. Candidates present a one (1) minute closing statement.</p>	<p>After questioning has concluded.</p>
<p>7. Thank the candidates for their participation.</p>	
<p>8. Thank lot owners for their interest and participation in session.</p>	
<p>9. Adjourn.</p>	

F. Nominating Committee Event Schedule

TIME FRAME	ACTIVITY
2 nd Week in January	Nominations Close – Complete list of candidates posted throughout the park and electronically communicated directly to homeowners.
3 rd Week in January (generally after coffee & donuts)	Meet the Candidates -- Candidates are introduced. No speeches given. Pictures on big screen.
Mid-January	Deadline for completion and Board approval of official ballot for posting and submission to Elections Committee
Early-February (prior to mailing of ballots)	Candidates Forum -- Open session with agenda. Speeches (up to 3 minutes) given.
2-3 days prior to Mailing Date	Create Mailings [Election Committee]
At least 30 days prior to Annual Meeting	Ballots Mailed [Election Committee]
Day before Annual Meeting	Voting Closed at 3:00 PM (AZ time) [Election Committee]
Mid-March	ANNUAL MEETING
Within 10 days of Annual Meeting	Nominating Committee membership list submitted to Board for approval Chairperson nominated and approved by Board

Approvals:

Gerald Melvin
Board Secretary



Roger Haines
Board President

Date: March 28, 2017



Roadhaven Resort
of Apache Junction

BY LAW INFORMATION FOR COMMITTEES

Article 5, Committees of the Board

- A. A Chairperson must be a member of the Association.
- B. The Board of Directors shall appoint and or re-assign a Chairperson for each committee at the March HOA meeting or whenever there is a resignation.
- C. A Committee Chair term is for three consecutive years.
- D. A Committee Chair term may be granted a waiver for an addition three year term.
 - 1. Committee input is required before extending the three year term.
- E. The Chairperson is responsible for maintaining and updating the following Committee information (with input from the committee members).
 - 1. Committee Charter
 - 2. Mission Statement
 - 3. Committee members
 - 4. Committee officers
 - 5. Recording of Committee minutes and correspondence
 - 6. Posting of meetings times and location
 - 7. Communication with the Board Liaison
 - 8. Provide the above current Committee information to the Executive Administrative assistant for placement on the website annually
- F. A Committee Chair may serve on no more than two Committees. Ad Hoc Committees are not counted towards this provision.
- G. A Board member may serve as a Committee Chair. The Architectural Committee Chair is required to be a Board member by Arizona Law.
- H. A Committee member may petition for a Committee Chair term to not be extended.



Roadhaven Resort
of Apache Junction
 HOMEOWNERS ASSOCIATION

BOARD MEMBER CANDIDATE QUESTIONNAIRE

1. Name: _____
2. Roadhaven Address: _____
3. Roadhaven Phone Number: _____
4. Email Address: _____
5. Number of years you have been a member of the Association? _____
6. Number of months normally residing at Roadhaven per year? _____
7. Why do you want to serve on the Board of Directors? _____

8. Should you become a member of the Board, are you prepared to devote the time required to resolve issues brought to the Board's attention? Yes No
9. I have read the Roadhaven Board Job Description and understand the job expectations? Yes No
10. Are you willing to sign the Board of Directors Code of Conduct and abide by its principles? Yes No
11. Have you ever been convicted of a felony? Yes No
12. Are you willing to submit to a background check if required? Yes No
13. Are you knowledgeable of, or have you read, the Governing Documents of the Association? (CC&R's, Bylaws, General & Architectural Rules and Regulations) Yes No

14. List the Roadhaven activities in which you are, or have been, involved:

<u>Activity</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____



Roadhaven Resort
of Apache Junction
HOMEOWNERS ASSOCIATION

ROADHAVEN BOARD JOB DESCRIPTION

As with any commitment, it is important to know what will be expected of you as a Roadhaven Board member. Before you make that final commitment, you need to understand the functions you will be performing, the time commitment required, and the skills you will need to be successful. The purpose of this document is to provide such information to a prospective Board member.

First, it is advisable that any prospective Board member be familiar with Roadhaven's Governing Documents. In the By-laws, Section 3.11, you will find a list of the Board's "Powers and Duties". It is important to understand the difference between the two. Powers are those things the Board can do, and Duties are those things the Board must do. In reviewing those 15 areas listed in Section 3.11, you need to understand you could become involved in any or all of them.

In General, as a Board member you will:

1. Be assigned as liaison to one or more Roadhaven Committees. The seven-member Board has liaison assignments for 15 committees.
2. Be a potential candidate for one of four different officer positions.
3. Be assigned special tasks as they arise.
4. Attend meetings:
 - a. One monthly open Board meeting.
 - b. Three monthly Board working meetings.
 - c. The committee meetings for your liaison assignments.
 - d. Special meetings as required – you can probably plan on an average of one a week.
 - e. Occasional teleconferences and Skype meetings during the summer months.
 - f. Occasional meetings with other resorts, our attorney, and city/county officials.
 - g. You will need to do the necessary "homework" to prepare for the meetings and conferences.
5. Probably find you spend from 10-20 hours per week as a Board member during the season.
6. As a Board member, you are part of a team, this can be accomplished by working, speaking and being supportive of the team and the resort. Agendas must be for the benefit of the Resort and the homeowners.

The Board job has changed over the recent years. Roadhaven is a \$2,000,000 a year business and our homeowners expect it to be run as such. To that end, we have introduced policies, procedures, processes, technology, long range planning, new committees – all of which have changed the expectations of the Board members. We have to use technology, such as computers, to do our jobs. A Board member without computer skills will not be able to function effectively. Of course, it goes without saying that some management skills and the ability to deal with people are also prerequisites for the job.



Roadhaven Resort
of Apache Junction
HOMEOWNERS ASSOCIATION

LETTER TO THE CANDIDATES

TO: The Candidates for the Board of Directors of Roadhaven

Please review the following rules for all candidates for the Board of Directors of Roadhaven:

1. Absolutely no campaign literature of any kind will be allowed to be physically placed in the mail boxes.
2. Candidates being sponsored or supported by any individual or citizens group is permissible, however, said individual or group shall identify themselves as such to alleviate any misunderstanding that might occur.
3. There will be a "Candidates Forum" in the Recreation Hall at 7:00 PM on _____.
All homeowners are invited to attend and participate.
 - A. Each candidate will be allowed three minutes for an initial presentation.
 - B. After all initial presentations, homeowners will have a chance to ask questions of the candidates.
 - C. Question and Answer session will be conducted through the moderator. Lot owners will be allowed to ask one question at a time. Questioners will be required to use a microphone, stating their name and lot number/address.
 - D. Questions may be directed at one or all candidates. When a question is directed at all candidates, the first candidate to answer will be rotational so that the same candidate shall not have to always be the first to answer the question.
 - E. Lot owners will be allowed additional questions after other lot owners waiting have had an opportunity to ask their first questions.
 - F. Discussion of the following subjects is not permitted:
 1. legal advice from an attorney for the board or the association;
 2. pending or contemplated litigation;
 3. personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association;
 4. matters relating to the job performance of, compensation of, health records of, or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association; and
 5. discussion of a unit owner's appeal of any violation cited or penalty imposed by the association.
 - G. When homeowner questions are completed, each candidate will have an opportunity to present a closing statement. Closing statements are limited to one minute long.

Thanks and good luck.

Sincerely,
The Roadhaven Nominating Committee



Roadhaven Resort
of Apache Junction
HOMEOWNERS ASSOCIATION

BOARD CANDIDATE CAMPAIGN INFORMATION

- Absolutely no literature of any kind will be allowed to be physically placed in the mail boxes.
- Candidates being sponsored or supported by any individual or citizens group is permissible. However, said individual or group shall identify themselves as such to alleviate any misunderstanding that might occur.
- There will be a Meet the Candidates session during the Tuesday morning coffee and donuts in January.
 - Your picture and name will be shown on the big screens as you are introduced.
 - No speeches will be given.
- There will be a Candidates Forum, with agenda, in early-February, prior to mailing of the ballots.