



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.
- A. 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 Clubs and Committees in which you are involved (past & present):

<u>Club or Committee</u>	<u>Position (President, VP, member, etc.)</u>

15. Please provide the following information for your Candidate Resume that will be publicized with your name.
(Please limit to 150 words total).

Prior Board Experience:

Professional Experience:

Skill Highlights:

Community Service & Volunteering:

Personal (family/hobbies):

**(PLEASE PROVIDE A PHOTO TO BE INCLUDED ON E-SCREENS, IN THE FLASH
AND SENT OUT WITH THE BALLOTS)**

Candidate:

Information submitted by:

Signature

Member of Nominating Committee

Phone Number

Phone Number



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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 Zoom 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. Check your e-mail daily (year-round) for e-mails requiring your action as well as "Box" documents requiring your review/comments.
6. Probably find you spend from 10-20 hours per week as a Board member during the season.
 - a. 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.
 - b. One monthly Open Board Meeting. And three-monthly working meetings.

7. 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. A working knowledge of technology, especially computers, is required. Experience in management and people skills is also strongly recommended.