



ROADHAVEN RESORT

## ROADHAVEN RECREATIONAL COUNCIL

# CLUB DUTIES AND RESPONSIBILITIES

The purpose and intent of these duties and responsibilities is to provide consistency for all Clubs and to meet the requirements given by the Roadhaven HOA Board of Directors in the Recreational Council Committee Charter. Each Club may add other duties and/or responsibilities in their own By-laws.

### CLUBS:

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The Roadhaven Clubs provide a vital dimension of organized activities and recreational facilities to be enjoyed by the residents of Roadhaven. It is important that each Club recognize its role in fostering the overall spirit and activity opportunities that play such an important role in the lifestyle unique to Roadhaven.

To this end the following general rules apply to all Roadhaven Clubs:

1. Membership in any Roadhaven Club is open and restricted to all residents (owners and renters) of the Roadhaven Resort.
2. Groups wishing to become a Club must apply through the Activity Office on Form W and be approved by the Rec Council.
3. Physical assets acquired by Clubs become the common property of the Roadhaven HOA but are dedicated to the use of those Clubs.
4. Whenever it is feasible, clubs are encouraged to share their facilities and equipment with members of other clubs in ways that contribute to Roadhaven. Members of other clubs are subject to the same rules as the club members.
5. All Clubs must submit the names of their officers for the next season to the Activity Office by the third Monday of March on Form A. The Activity Office will provide a listing of Club Officers to the Rec Council.
6. The Rec Council shall provide a copy of the Charter and this document to all Club Presidents, the Activity Director, and the HOA Board President at the beginning of each season.

### GENERAL DUTIES:

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Each Club must run their own internal affairs and abide by their By-laws. To this end:

- Officers need to be elected.
- Club By-laws/Charter are to be published on the Roadhaven website and updated as needed.
- Regular meetings must be announced and held.
- Minutes are to be prepared for all meetings.
- Clubs are not subject to the "Arizona Open Meeting Law", therefore, executive sessions need not be posted nor open to all Club members. In addition, minutes of Club meetings are not required to be posted, but posting is convenient for Club members.



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- Membership rosters need to be maintained.
- The Club President, or his/her designate, must attend Rec Council meetings.
- A roster of Officers and Directors (Form A) for the next season must be submitted to the Activity Office by the third Monday of March. (or otherwise noted)
- Information about the Club needs to be continually updated on the Roadhaven website.
- The Club needs to be responsive to requests from the Roadhaven HOA Board and Committees for information concerning actions that may impact the Club.
- Clubs may hold 50/50 drawings at meetings or other functions. 50% of all funds collected will be given to the winner and the Club will retain the other 50%.
- Clubs may hire instructors, trainers, etc. for the benefit of its members and Roadhaven residents. Fees for the class may be paid by the Club or members benefiting from the class as each Club elects. Clubs wishing to hire instructors to conduct classes to include nonresidents will need to go through the Activity Office as an activity function. Instructors hired for an activity function will submit 10% of their income to the Activity Office.

### REC COUNCIL REPRESENTATIVE:

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Each Club will be assigned a Rec Council Representative. The representative will be the liaison for the Club and will be the contact for each Club.

### FUNDRAISERS:

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1. Clubs cannot use Roadhaven facilities to raise funds for private gain by any means (including donations), unless authorized by the Rec Council.
  2. Fundraisers are restricted to Clubs or for special projects authorized by the Rec Council.
  3. One major fundraiser is allowed per Club per season, but exceptions may be granted if extraordinary circumstances warrant. This does not preclude Clubs from raising funds by providing services for additional remuneration (for example—recycling aluminum, setting chairs, providing craft show lunches, etc.)
  4. All Clubs must submit their requests for "next-season" fundraisers to the Activity Office prior to the second Monday of December each year for presentation and discussion at the December Rec Council Workshop (this date allows for needed time to coordinate the various fundraisers and secure appropriate entertainment.) Requests must be on the appropriate "fundraiser request" Form B, (including date, room, projected income and expenses, and specific object for which the funds are needed.)
  5. All proceeds from fundraisers authorized by the Rec Council shall be used solely for relevant program activities, equipment, maintenance, or special projects that benefit Roadhaven.
  6. Except for donations to local Apache Junction charities, the Rec Council must approve the recipients of all funds raised within the Resort (by any means, including donations) for a purpose or cause external to the Resort before such funds are raised.



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7. Multi Fund Raisers may be held for a particular project. Tickets for fundraisers may be sold anytime by Club members, but only two weeks prior to the event at Coffee and Donuts on Tuesday mornings and at the Activity Office.
8. Clubs may request a Cash Box from the Activity Office. The Cash Box will be cash requested for the use of selling tickets for a Fundraiser. The Activity Office will complete the CASH BOX FORM (Form C) with the amount of cash requested which is withdrawn from the Club's account. This Form shall be completed and returned to the Activity Office as soon as possible after the Fundraiser. NOTE: The cash box is intended to make change for participants purchasing tickets. Expenses are not to be paid out of the cash box.
9. A CLUB FUNDRAISER SUMMARY REPORT (Form D) shall be completed for each Fundraiser. This form will be used to review the financial results. The report should be filed with the Activity Office within one week of the event. A copy of the form should be submitted to the Rec Council Treasurer.

### SCHEDULING FACILITIES/ROOMS:

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Space for social and recreational events is at a premium within the resort. Each year the Activity Office handles hundreds of requests for rooms and facilities. Requests are filled according to the following priorities:

- A. Board Activities
  - B. Committees
  - C. Club Fundraisers
  - D. Activity Office Events
  - E. Clubs
  - F. Roadhaven Residents
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1. Clubs requiring rooms for next season for ongoing activities or meetings must submit a Club Room Scheduling Request (Form E-1 and/or Form E-2) to the Activity Office no later than the first week of January of each year for the next season. Reservation requests are not confirmed until approved by the Activity Office.
  2. Occasional use of rooms or other Resort facilities during the year must be reserved through the Activity Office on the appropriate form provided by the Activity Office. Reservation requests are not confirmed until approved by the Activity Office.
  3. Anyone who reserves facilities and finds they do not need them must immediately inform the Activity Office to free the space for someone else. The Activity Director will monitor room usage and may reallocate reservations, if deemed necessary, to maximize utilization of available space.
  4. The Activity Office arranges for the set-up of chairs for Activity Office functions only. All other groups must set up their own chairs and tables, sweep the floors when done, and return the chairs to the same location in which they were found, unless specifically authorized otherwise.
  5. Clubs using Resort facilities need to leave those facilities thoroughly clean before leaving the premises and must request Roadhaven Security to make a final inspection.



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6. Clubs may schedule their own Club space and post it prominently at their locations, indicating the time available to their members and time available for non-members to use the Club facilities.
7. Clubs such as Woodshop, Ceramics, Lapidary, Computer Lab, Glass Crafters, Creative Crafts, etc., may permit use of their equipment only under direct supervision of Club monitors.
8. If Audio/Visual assistance is required, an Audio/Visual Request is required (Form F-1). Instructions for completing this form are provided on Exhibit F-2.

### ROADHAVEN CONTRACT OR LEASE APPROVAL THRESHOLDS:

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The Roadhaven Resort HOA Board has adopted a new policy for all Roadhaven organizations (including Clubs) to assure that all contracts or leases over a value of \$5,000 achieve proper review and approval before they are executed. The Policy is recreated below.

#### POLICY:

Policy: To ensure that all contracts and leases (hereafter known as CLs) over a value of \$5,000 are reviewed and approved by the Board President or delegate. A memo for the record shall be generated indicating the approval.

#### PROCEDURE:

When large CLS over the value of \$5,000 are negotiated and ready for signature, even if the amount has been approved via the yearly budget process, the President of the Board or his/her delegate shall sign as well as the General Manager. This is an internal control to prevent questions regarding the disbursement of large sums of money.

#### 1. Project and Contract Management

- a. Board must approve all new projects.
- b. Board must approve CL awards over \$25,000, in writing, signed by the Board President.
- c. For construction contracts over \$25,000, select a professional consultant to review, supervise and interact with the selected contractor throughout the project.
- d. All CLS over \$5,000 shall have three bids, or approval of the Board President. Contracts may be renewed with 3 bids upon a majority vote of the Boards.
- e. When a CL specifies retainage, final payment over \$5,000 must be approved by the Board.
- f. The CL shall:
  - Identify any additional costs not covered under the total quote.
  - Clearly identify the parties involved and the requirements of each party.
  - Identify a start time frame after the contract is signed.
  - Identify a completion date, i.e. X number of days after the start date.
  - Clearly define the payment schedule.
  - Identify how disputes will be handled between the contracting parties.



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- Identify how negligence will be addressed.
  - Identify who is responsible for accidents.
  - Provide an insurance bond for the contract performance as determined by the Board.
  - Define the provisions for termination by each party.
- g. All entertainment contracts shall be reviewed by the Activity Director or the General Manager before approval is given to the club to proceed with the contract.

### CLUB PURCHASES AND CONTRACTUAL COMMITMENTS:

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The Rec Council shall coordinate all capital improvements and contract agreements (service, entertainment, etc.) requested by Clubs. Capital improvements include resurfacing, improvements to current equipment, additions and/or replacement of equipment or courts, changes to structures (buildings), etc. with a general guideline of expenses greater than \$1,000 and all electronic equipment. Such requests shall include estimated costs and amounts of funds the Club can provide and any additional amount, if any, required to complete the project. The Rec Council shall forward all requests to the Finance Committee for further handling, including forwarding the request to the HOA Board and General Manager. All requests shall be returned to the Rec Council as soon as possible to report back to the requesting Club. All operating expenses such as supplies, services, catering, etc. incurred by Clubs do not require any authorization other than the requirements for requests for reimbursements covered under Financial Responsibilities.

The following shall be used to conform to the HOA Policies and Procedures (Exhibits G and H).

Clubs may execute and administer contracts if the Club funds the total cost for

1. contracts/agreements under the value of \$1,000
2. new equipment under the value of \$500
3. supplies or disposable equipment
4. maintenance of equipment such as saw blades, music, glass, etc.

For any Club looking to expand the facilities and/or complete a major renovation of the facilities will use the Board Policy "Club Facility Expansion Procedure" (adopted 4/24).

A Renovation/Changes of Club Facilities or Purchases of Equipment (Form I) should be submitted to the Club Rec Council Representative for the following items:

1. Purchases that are greater than the limits mentioned in the prior paragraph.
2. Projects to modify facilities.
3. Projects or contracts requiring financial assistance.



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This form is designed to have a system that is uniform and ensures all rules and regulations are met, coordinates all parties that need to be involved, and obtains all approvals needed. If financial assistance is needed, a Request for Funding (Form J) needs to be submitted with this request. Please note this request is just the first step and is used to determine if the project is possible to obtain the final approval.

Make sure to provide enough information, description, cost estimate, etc., to get the approval for the General Manager to proceed with the Club Project Work Order. If the General Manager is given the approval to proceed, he will work with the Club to complete the work order for the final approval.

Depending on the amounts of additional funding that is required for Club projects, submission due dates vary to get the project appropriately included in the HOA budget cycle as follows:

- (a) Requests 100% funded by requesting Club.  
The deadline for submitting these requests is February 15<sup>th</sup>.
- (b) Requests funded by requesting Club and/or Rec Council funds, if available. The deadline for submitting these requests is January 15<sup>th</sup>.
- (c) Requests funded by requesting Club and/or Rec Council funds and/or HOA funds.  
The deadline for submitting these requests is January 15<sup>th</sup>.  
Note: Projects requesting funds from HOA are for projects previously submitted on the five year budget/financial report unless the project is due to an emergency situation. See Budget Information on page 8 for information on budget/financial reporting.

The Rec Council will coordinate the approval process as follows:

- 1) Forward the request to the Finance Committee who makes sure the project is consistent with other projects considered for the HOA. This Finance approval authorizes the additional effort to
- 2) Proceed to obtain the final approval.
- 3) The Rec Council will notify the Club of either the approval or disapproval to proceed to obtain final approvals (Form K) with an explanation from the Finance Committee.
- 4) If the request is approved to obtain final approvals, the request will be forwarded to the General Manager and Architectural Committee. The General Manager will prepare a Club Project Work Order (Form L) attached, with all the necessary information to do the project. The General Manager may contact the Club for more information or assistance in completing the Work Order.
- 5) Once the approvals are completed and approved by the General Manager, the Architectural Committee Chairman, and the Finance Committee Chairman, the Rec Council shall forward the approvals to the HOA Board of Directors for their approval, if needed.



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- 6) The Council will notify the Club with the final decision. Directions will be provided to the Club on how to proceed with the project.
- 7) A Completion Report (Form M) shall be completed by the Club and submitted to the Activity Office and the Rec Council Treasurer.

### PROPERTY PURCHASED:

Invoices for all tangible assets must be paid by the HOA. Club funds used for all or part of the purchase of tangible assets must be transferred to the HOA using the Club Transfer Request, Exhibit R. Tangible assets are generally defined as property that has a value over \$1,000 or greater and has an estimated life of more than one year. The reasons for this provision are to concentrate the documentation in the HOA Accounting Office so that the asset can be recorded in the Asset Inventory List, insurance coverage can be added, and the data exists for tax returns and financial statements. Further guidance can be provided by the Finance Committee in determining if any property belongs in this category.

**Property Disposal:** Whenever an asset that has been assigned to the Club is disposed of or removed from service, it is important to remove that asset from the HOA asset inventory and also remove it from tax rolls and insurance coverage. Form N should be used to show the information about the disposed asset. The form should be signed by the President of the Club and submitted to the Activity Office. If the property is replaced, any proceeds received or any trade-in value must be applied to the new property. If the sold property is not replaced and the Club purchased the old property, the Club may retain any proceeds.

**Asset Inventory:** Each Club will be provided an inventory listing periodically. This listing is to be verified and returned to their Council Representative by the deadline date given with the listing.

### FINANCIAL RESPONSIBILITIES:

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#### BUDGET INFORMATION:

Annually the Finance Committee will be requesting Budget information from each club as to the projections of Club revenues and expenses plus facilities and asset needs for the next five years. Please use the format shown on Form(s) O, O/1 and O/2. This process of generating this information aids each Club in planning for the future. The Finance Committee uses this data for generating the annual HOA Five Year Plan. These forms are due to your Rec Council Representative by the 15<sup>th</sup> of January.

#### CLUB FINANCIAL REQUIREMENTS:

Club funds are restricted funds. These funds are administered by the Activity Office at the direction of the Clubs and are not available for allocation by the Rec Council or the HOA Board for other purposes or projects unless the Club specifically chooses to donate for such purposes.



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Funds carried by Clubs derived from dues, fundraisers or other sources MUST BE submitted in total (not netted of expenses) to the Activity Office by the Club Treasurer or President. The only exceptions to this rule are 50/50 fundraisers where the 50% payment is made immediately and the net funds are submitted on the appropriate form. Similarly, receipts such as golf league payouts and bowling payments to the bowling alley can be reported on a net basis but the amount of the payment should be documented for audit purposes.

Requests for payments, reimbursements (or repayment) of Club expenses must be submitted to the Activity Office by the Club Treasurer or President on the appropriate form with the required signatures and original receipts. Requests submitted on Mondays will normally be processed by late Thursday or early Friday of the same week.

During the park season (October through April) the Activity Office provides monthly printouts of Club income and expenses to all Club Presidents and Treasurers.

Each Club shall be responsible for all their financial matters, including maintaining accurate and up-to-date financial records in conjunction with the Activity Office and as required by their Club By-Laws.

1. Clubs will be accountable to the Activity Director and Rec Council for deposits and withdrawals of funds.
2. All monies collected by the Clubs along with a DEPOSIT FORM (Form P) must be turned into the Activity Office. The Activity Office will issue a receipt for the funds received which should be maintained by the Club. It is an unacceptable practice to "Net" out monies received with expenses and only deposit the net proceeds. It is important to know total receipts and details of expenses.
3. Clubs are to use the five year plan to establish goals that will require major expenditures. A plan for the accumulation of funds for those projects through dues and fundraisers is encouraged.
4. CHART OF ACCOUNTS-Exhibit Q  
The chart of accounts is used to code all receipts and disbursement. This provides the information needed for the contracted Auditor for Annual Reports and to provide financial statements for the Clubs.
5. Requests for payments of Club Expenses are to be submitted to the Activity Office by completing one of the following forms which are available at the Activity Office.
  - A) CLUB PAYMENT REQUEST-Form R





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This form is to be used for payment of invoices to be remitted directly to a vendor. Invoices from the vendor must be attached to the payment request. A statement or request from a vendor for a down payment or advance will be considered an invoice.

B) CLUB REIMBURSEMENT REQUEST- Form S

This form is to be used for reimbursements for payments made to one or more vendors by a Club member. The reimbursement is made directly to the Club Member. Original receipts are required.

C) CLUB TRANSFER REQUEST- Form T

This form is to be used to transfer funds from the Club's account to another Club Account, Committee or to the HOA.

D) CLUB PETTY CASH Request-Form U

A petty cash fund may be established when there is evidence that a continuing cash advance should be kept on hand to permit the purchase of low-volume supplies and services. This form is to be used to set up a petty cash fund which is withdrawn from the Club's account. A Petty Cash Fund shall not be any greater than \$300 and limited to one fund per Club.

Receipts are required to replenish the fund or close out the account. All petty cash accounts must be closed out by the end of each season year.

E) CLUB PETTY CASH REIMBURSEMENT OR CLOSE OUT REQUEST-Form V

This form is to be used to replenish an existing petty cash fund or to close out an existing fund. Petty cash funds must be closed out prior to the end of season.

F) ADVANCES-Form X and XI

Clubs may request an Advance when cash of over \$300 is needed (Petty Cash requests are used for amounts of \$300 or less) with a limit of \$2,000.00. Clubs are encouraged to purchase items or services needed and get reimbursed (see item B above with Form S). Advances must be completed and be closed within two weeks of the issue date. Advances will be closely monitored.

All the above forms require two Club Officer signatures (The Payee of the check cannot be one of the approval signatures) and proper documentation must be attached. Please note all disbursements are subject to audit by the Homeowners Association Audit Committee. Forms are available at the Activity Office and on the Roadhaven website under the Recreational Council Section. (HOA Members Section-Committees-Re. Council-Form)

The Activity Office will issue a monthly General Ledger Trial Balance and Financial Statement during the Park Season (October through April) to the Club President and Treasurer. This report will be sent out as soon as possible which should be by the fifth working day of the following month. If you do not receive your report contact your Recreational Council Representative. Do not go to the Main Office or the Activity Office. This report should be reviewed. Any discrepancies are to be reviewed with the Rec Council Treasurer.



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Approvals:

*Cindy Weingart*

Cindy Weingart  
Board Secretary

*Sherri Stewart*

Sherri Stewart  
Board President

Date:

3-25-2025