



## Policies and Procedures

### NOMINATIONS AND ELECTIONS 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 three (3) 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 Executive Administrative Assistant the 1st 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 1st week in January. Any petition from a homeowner to have their name be placed on the ballot shall be turned in to the Board Executive Administrative Assistant immediately.

The Nominations and Elections Committee will then ask the Board Executive 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 Executive Administrative Assistant will then notify the Board and Nominations Chair of the candidates who are eligible for being placed on the ballot.

ELECTION VACANCIES			ELECTION VACANCIES		
ELECTION YEAR	VACANCIES	TERM	ELECTION YEAR	VACANCIES	TERM
2026	3	3 YEARS	2033	2	3 YEARS
2027	2	3 YEARS	2034	2	3 YEARS
2028	2	3 YEARS	2035	3	3 YEARS
2029	3	3 YEARS			
2030	2	3 YEARS			
2031	2	3 YEARS			
2032	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 **bio** not to exceed one hundred fifty (150) words and a photo which will be included with the ballot. Said **bio** may include home state, Roadhaven experience, former occupation and work experience, special skills, education, public service, etc.

After all bios 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 3<sup>rd</sup> Tuesday in January. No speeches will be given.

**E. Candidates Forum**

The Nominations and Elections 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 Board Executive Administrative Assistant shall ensure the following arrangements are made:

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

The Nominations and Elections Committee chairperson, or designate, 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.
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.	Ample time should be allowed to field all questions.  Discussion of the following subjects is not permitted.

AGENDA ITEMS	COMMENTS
<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><b>Ask questions only, please refrain from personal comments, campaigning, or opinions.</b></p>	<ol style="list-style-type: none"> <li>1. legal advice from an attorney for the board or the association;</li> <li>2. pending or contemplated litigation;</li> <li>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;</li> <li>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</li> <li>5. discussion of a unit owner's appeal of any violation cited or penalty imposed by the association.</li> </ol>
5. Dialogue between lot owners in the audience is restricted during the session.	
6. Candidates present a one (1) minute closing statement.	After questioning has concluded.
7. Thank the candidates for their participation.	
8. Thank lot owners for their interest and participation in session.	
9. Adjourn.	

#### F. Committee Event Schedule- Provided by Board Executive Administrative Assistant

TIME FRAME	ACTIVITY
1 <sup>st</sup> Week in January	Nominations Close – Complete list of candidates posted throughout the park and electronically communicated directly to homeowners.
2 <sup>nd</sup> Week in January	Meet the Candidates -- Candidates are introduced. No speeches given. Pictures on big screen.
3 <sup>rd</sup> Week in January (generally after coffee & donuts)	Deadline for completion and Board approval of official ballot for posting and submission to Elections Committee
Early-February (prior to distribution of ballots)	Candidates Forum – Held in Rec Hall, Open session with agenda. Speeches (up to 3 minutes) given.
2-3 days prior to Mailing Date	Create Mailings

TIME FRAME	ACTIVITY
At least 30 days prior to Annual Meeting	Ballots Mailed
Day before Annual Meeting	Voting Closes at 3:00 PM (AZ time)
Mid-March	ANNUAL MEETING

### **Ballot Preparation**

The Board Executive Administrative Assistant shall:

1. Prepare election announcement postcard for all residents.
  - a. Create address labels. The names of joint owners will be included on the mailing label. If there are more than two owners, only two will be included on the mailing labels. In the event there are more than two owners, the owners would have to provide Roadhaven with the voting member's name and address as stated in CC&R's Article 5, Section 5.1. The mailing label will be mailed to that listed member. Should the property be held in a trust/s and the names are too long for the label, the name/s of the trustees will appear.
  - b. For homeowners who are currently in Roadhaven, place their postcard announcement in their Roadhaven mailboxes in the mail room.
2. Determine the number of paper ballots and electronic ballots needed.
3. Check the postage meter to ensure enough funds are available to mail ballots to the absent homeowners (estimate based on current occupancy numbers).
4. Check supply of 3 envelope sizes needed for paper ballots.
  - No. 9 envelope with just the word "BALLOT" stamped on it.
  - No. 10 envelope with the "ELECTION COMMITTEE ADDRESS" stamped in the center, Lot owner's legal lot number and signature line to be included in the lower left-hand corner on an address label. Stamp with the "ELECTION COMMITTEE RETURN ADDRESS" in the upper left-hand corner.
  - No. 11 envelope shall be stamped with the "ELECTION COMMITTEE RETURN ADDRESS" in the upper left-hand corner and the lot owner's address label for mailing.
5. Gather ballot information and prepare cover letter, candidate bios, candidate ballot, and any proposed amendments to governing documents & rationale.
6. Upon approval of ballot information by Board President (and attorney if amendments to governing documents), Board Executive Administrative Assistant will coordinate ballot documents for printing.
7. Create electronic ballot in Election Buddy.
  - Upload all ballot information.
  - Upload homeowner email addresses.
8. Obtain a listing of property owners generated from the **front office database** the day prior to the ballots being mailed out.
9. Create address labels by lot number. The names of joint owners will be included on the mailing label. If there are more than two owners, only two will be included on the mailing labels. In the event there are more than two owners, the owners would have to provide Roadhaven with the voting member's name and address as stated in CC&R's Article 5, Section 5.1. The mailing label will be mailed to that listed

member. Should the property be held in a trust/s and the names are too long for the label, the name/s of the trustees will appear.

**Assembly & Mailing of Paper Ballots**

1. Insert each set of ballot documents into the #11 envelope along with #9 and #10 envelopes. Continue until appropriate number of envelopes have been stuffed.
2. Separate envelopes with Canadian addresses from the USA addresses. The Canadian envelopes being mailed will require more postage than the USA envelopes being mailed.
3. For homeowners who are currently in Roadhaven, place their ballot envelopes in their Roadhaven mailboxes in the mail room.
4. For absent homeowners, mail their ballot envelopes no later than one month prior to the annual meeting.

#### **E. Collection of Returned Ballots**

1. The Ballot Box shall remain in the Administrative Office in front of counter in a visible spot for insertion by lot owners during office hours. The Ballot Box will be locked in Board Executive Administrative Assistant's office at night. Ballots mailed-in shall be directly deposited in the ballot box by Board Executive Administrative Assistant or two staff members upon Board Executive Administrative Assistant's absence.
2. The Locked Ballot Box shall remain in the Administration Office until counting time and be brought to the counting location by Security. The Board Executive Administrative Assistant will have the room ready.

#### **F. Preparation for Counting Ballots:**

1. Board Executive Administrative Assistant will reserve a room for the ballot preparation work session.
2. The Board of Directors shall appoint at least one (1) Board member and the Nominations and Elections Committee Liaison to act as observers on the day the ballots are counted. The observers shall sit near the doors keeping all unauthorized people out and be available for any type of assistance requested by the Nominations and Elections Committee Chairperson.
3. The Board Executive Administrative Assistant shall provide the Nominations and Elections Committee Chairperson a list of ineligible voters so their ballots will not be counted.

For New Lot Owners to qualify as eligible voters, all warranty deeds shall be recorded prior to December 31<sup>st</sup> of the prior year.

#### **G. Counting of Ballots**

1. The ballots shall be counted on the day of the Annual Meeting in a prearranged meeting area.
2. On the day the ballots are counted, the Nominations and Elections Committee shall consist of four (4) members minimum:
  - Board Executive Administrative Assistant to check legal lot numbers on envelope with list provided to ensure none are duplicate, ineligible, and signed to remain valid
  - One (1) person to open the envelope, remove ballots by placing in appropriate piles, discarding envelopes
  - One (1) person to read and tally results for board candidates
  - One (1) person to read and tally results for governing documents
  - One (1) person to observe for accuracy
3. Ballots will be counted or disqualified in accordance with CC&R's Article 2, Section 2.1.b; Articles of Incorporation, Article VII; Bylaws Article 2.10; and in the Rules and Regulations Section II, E.2. All fees, whether assessments or penalties, will be considered in rendering a ballot invalid.
4. Ballots will be disqualified for the following, but not limited to:
  - a) Delinquent Assessment
  - b) Directions for voting not followed:
    - No signature on legal lot envelope
    - Legal lot envelope not used
    - Official ballot envelope not used
    - Official ballot not used
    - More candidates marked than vacancies to be filled
    - Late filing
    - Ballots for another property in the same envelope
    - Duplicate lot numbers submitted

5. Any questions concerning voting issues will be discussed among the Nominations and Elections Committee. The General Manager will not be involved in the decisions concerning the elections.
6. If any two (2) candidates or issues are within 20 votes, an automatic recount is to be done before any further steps are taken. Any candidate or their representative may request a recount if they wish.
7. After completion, use tally sheets and record the vote total on the list of the candidates and/or issues under consideration. Upon completion, this tally sheet shall be given to the Nominations and Elections Committee Chairperson.
8. The Nominations and Elections Committee Chairperson shall inform committee members not to announce results of the paper ballots.

#### **H. Finalizing Election Results**

1. Upon completion of the counting process of paper ballots, the Nominations and Elections Committee Chairperson will meet in the Board Executive Administrative Assistant's office to obtain the electronic voting results. The observing board member and board liaison may observe the electronic tally recording.
2. The Nominations and Elections Committee Chairperson will sign as approval along with the board liaison.
3. The Nominations and Elections Committee Chairperson shall visit all candidates as soon as possible after counting is completed to inform them if they have been elected or not.
4. The Nominations and Elections Committee Chairperson shall announce the results of the election at the Annual Meeting.
5. The Board Executive Administrative Assistant shall place all records of the election results in a sealed box and store in a secure spot for 7 years.

#### **Approvals:**

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*Board Secretary*

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*Board President*

**Date:** February 27, 2025



## **BYLAWS 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.



## 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?  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):

Club or Committee

Position (President, VP, member, etc.)

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

**Prior Board Experience:**

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**Professional Experience:**

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**Skill Highlights:**

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**Community Service & Volunteering:**

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**Personal (family/hobbies):**

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

**Candidate:**

**Information submitted by:**

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*Signature*

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*Member of Nominating Committee*

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*Phone Number*

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*Phone Number*



## **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 \$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.



## **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. Candidates are introduced to the membership at Coffee and Donuts and will be presented a Candidate Badge to wear through the election season.
4. 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. **Please refrain from personal comments, campaigning, or opinions.**
  - 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 Nominations and Elections Committee*