



**2021**  
**SCOTTSDALE RANCH COMMUNITY ASSOCIATION**  
**APPLICATION FOR SRCA BOARD POSITION**

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**Please note:**

- Applications for Board positions are valid for only one election.
- All information submitted in an application for a Board position (pending election by the Membership of SRCA) is subject to disclosure pursuant to Arizona Revised Statutes. Biographical information including applicants' names, addresses and a summary of qualifications and experience will be provided to eligible voters prior to the Association's Annual Meeting on behalf of applicants for Board positions.

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**REQUIRED INFORMATION:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
First, Middle Initial, Last

**Home Address:** \_\_\_\_\_

**SRCA Subdivision:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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By my signature affixed below I declare that:

1. I am a Member<sup>1</sup> in good standing of the Scottsdale Ranch Community Association.
2. I am willing and capable of adhering to all duties and responsibilities outlined in the Board Pledge as outlined in Exhibit A.
3. I will sign and adhere to the Code of Conduct as outlined in Exhibit B.
4. I understand that I will be required to submit to a criminal background check which may be used to determine my eligibility for candidacy.
5. I understand that if I am a new applicant, I will be required to complete a minimum of four (4) hours and a maximum of six (6) hours of board training within the first six (6) months after I am elected, per Article IV, Section 2 (a) of the SRCA Bylaws. If I am an incumbent or an applicant who has served on the board within the last seven (7) years, I must complete a minimum of one (1) hour and a maximum of three (3) hours of board training every year within three (3) months of the annual meeting.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Education:** Please list your educational background and indicate your field(s) of study:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> A Member in good standing is any Member who is NOT in arrears with respect to the Member's Scottsdale Ranch Community Association annual dues.

**Experience / Qualifications:**

Please list any previous and/or current qualifications, experience, skills, education, occupational background, or civic involvement you feel make you well-suited for the Board of Directors:<sup>2</sup>

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**Interest in Participation in Board Membership:**

Please list any issues you see facing Scottsdale Ranch in the foreseeable future and your goals should you get elected to the Board of Directors:<sup>2</sup>

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**Other consideration:**

Please indicate if there is anything else that you would like the voters to know about you:<sup>3</sup>

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**Email Application and Headshot Photo to [glong@scottsdaleranch.org](mailto:glong@scottsdaleranch.org) with the subject reading “Board Application Photo – last name.”**

Please include headshot photo (color) for “Meet the Candidates” packets.

While response to these questions by candidates for Board positions is strongly encouraged, such response is not mandatory. Failure to provide answers will be noted in the election materials provided to Members and on the official SRCA website. Voters will be advised that the opportunity to provide these answers was made available to all applicants.

Thank you very much for your interest in participating in giving direction to your Association. Please return this completed document to the SRCA Administration office at 10585 N. 100<sup>th</sup> St., Scottsdale, AZ 85258 or by fax to (480) 860-8264 **no later than Monday, February 1, 2021.**

<sup>2</sup> Please use additional sheets of paper if the space provided is inadequate for your answer.

## **Scottsdale Ranch Community Association Board Member’s Annual Acknowledgement of Duties and Obligations**

Whereas, the effectiveness of the SRCA Board of Directors is enhanced when Directors know and are comfortable with each other as individuals and as volunteer professionals;

Whereas, the effectiveness of the Board is increased when Directors continuously increase their understanding of how homeowners associations work;

Whereas, Board success is improved when Directors prepare for and attend all Board meetings;

Whereas, Directors represents all Members of Scottsdale Ranch, and;

Whereas, the Directors are better able to serve all Members when the Directors actively engage with Members of the community;

Whereas, the Board has flexibility in the scheduling of its meetings to accommodate schedules of board members

Therefore, I \_\_\_\_\_ hereby recognize the  
(printed name of Board Member)

following duties and responsibilities, and pledge – to the best of my ability – to:

- Support the Vision, Mission, and Values statement of Scottsdale Ranch;
- Attend the breakfast meeting generally scheduled immediately after the annual meeting;
- Attend the Board orientation session presented by the Executive Director, general held within several weeks of the annual meeting
- Attend the Board Retreat, generally scheduled within a month or two of the annual meeting;
- Prepare for Board meetings by studying the materials provided in advance of the meeting;
- Attend at least 90% of all Board meetings (in person or by phone);
- Attend the Annual Meetings;
- Serve as chair of at least one standing Committee;
- Attend at least one meeting of (all – or at least three) other standing Committees each year;
- Be on time for Board and Committee meetings;
- Be present and visible as a Board Member during at least two major social events sponsored by SRCA (such as New Resident Welcome Party, SRCA Home and Garden Show, Spring Dinner Show, Spring Party Potluck and Egg Hunt, Fall Movie in the Park, Halloween Carnival, Family Festival, Holiday Social and Boat Parade, Scottsdale Ranch Art Show, Fishing Derby and Lake Fest, etc.);
- Attend at least two continuing education events each year, such as CAI luncheons, SCOHA luncheons, and/or Scottsdale Neighborhoods College.

Signed: \_\_\_\_\_  
(Board Member signature)

Date: \_\_\_\_\_

## **CODE OF CONDUCT FOR BOARD MEMBERS AND COMMITTEE MEMBERS**

**WHEREAS**, the Board of Directors (“Board”) of Scottsdale Ranch Community Association (“Association”) has the authority and responsibility to make decisions for the benefit of the entire community, and

**WHEREAS**, the Board wishes to ensure that it and its individual Board members and Committee members (hereinafter collectively referred to as “HOA Reps”) maintain a high standard of ethical conduct in the performance of the Association’s business, and to ensure that the Association’s members maintain confidence in and respect for the entire Board and its Committees,

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of the Association hereby adopts the following rules of conduct, standards and behavior, ethical rules, and enforcement procedures that are applicable to all HOA Reps, and to be signed by all HOA Reps, acknowledging its application:

1. **HOA Reps shall act in the best interests of the Association as a whole.** HOA Reps serve for the benefit of the entire community, and shall, at all times, strive to do what is best for the Association as a whole. HOA Reps shall not use their positions as such for private gain, for example:
  - No HOA Rep shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.
  - No HOA Rep shall seek preferential treatment by the Board, any of its committees, or any contractors or suppliers.
  - No HOA Rep shall accept a gift or favor greater than \$50.00 made with the intent of influencing a decision or action on any official matter.
  - No HOA Rep shall receive any compensation from the Association for serving on the Board.
  - No HOA Rep shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.
  - No HOA Rep shall use his/her position to enhance his/her financial status through the use of certain contractors or suppliers.
2. **HOA Reps shall comply with governing documents and relevant law.** HOA Reps shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration, Bylaws, and other governing documents of the Association, and to be familiar with all such documents. HOA Reps shall likewise comply with, and make decisions that are consistent with, all applicable laws, including, but not limited to, refraining from discriminating against any person in violation of federal or state fair housing laws.
3. **HOA Reps shall set high standards for themselves as Association members.** HOA Reps shall hold themselves to the highest standards as members of the Association, and shall in all ways comply with the provisions of the Association’s governing documents.
4. **HOA Reps shall work within the Association’s framework and refrain from unilateral action.** HOA Reps shall at all times work within the Association’s framework and abide by the system of management established by the Association’s governing documents and the Board. HOA Reps shall not state or imply that they are acting or communicating on behalf of the Association or that they represent the Association with respect to a matter, whether to owners, residents, guests, or outside third parties such as government agencies, contractors, or the media, without the express authorization of the Board or the Executive Director. HOA Reps shall conduct business in accordance with state law and the Association’s governing documents, and shall act upon decisions duly made, and no HOA Rep shall act unilaterally or contrary to such decision. Toward that end, no HOA Rep shall seek to have a contract implemented that has not been duly approved by the Board, nor promise anything not approved

by the Board to a contractor, supplier or to any other entity, nor interfere with a contract duly implemented by the Board.

5. **HOA Reps shall behave professionally when dealing with any Association matters.** HOA Reps shall conduct themselves at all meetings, including Board meetings, annual meetings of the members, and committee meetings, and in all correspondence, and in any other Association matters in a professional and businesslike manner. Personal attacks against other HOA Reps, Association members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language shall be kept professional. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.
6. **HOA Reps shall maintain confidentiality when appropriate.** HOA Reps shall, at all times, maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. HOA Reps shall also maintain the confidentiality of the personal lives of other HOA Reps, Association members, residents, and management staff.
7. **HOA Reps shall disclose conflicts of interests.** HOA Reps shall immediately disclose to the Board, or the Committee on which they serve, any perceived or potential conflict of interest, as defined by A.R.S. §10-3860 or §33-1811, regarding any aspect of the business operations of the Association.
8. **HOA Reps shall refrain from defaming anyone in the community.** HOA Reps shall not engage in defamation, by any means, of any other HOA Rep, Association member, resident, management staff member, vendor, or anyone else acting on behalf of the Association. The Association shall deem any HOA Rep who engages in defamation to be acting outside the scope of his authority as an HOA Rep.
9. **HOA Reps shall refrain from harassing Association members or residents.** HOA Reps shall not in any way harass, threaten, or otherwise attempt to intimidate any other HOA Rep, Association member, resident, management staff member, vendor, or anyone else acting on behalf of the Association. The Association shall deem any HOA Rep who violates this clause to be acting outside the scope of his authority as an HOA Rep.
10. **HOA Reps shall refrain from interfering with Management staff and contractors.** No HOA Rep shall interfere with the duties of management staff or any contractor performing a contract duly adopted by the Board. All communications with contractors must go through the President of the Board or management, or must otherwise be in accordance with Board policy.

**Acknowledgment by HOA Rep:**

The undersigned HOA Rep acknowledges that s/he has read the Code of Conduct and agrees to be bound by its terms while serving as an HOA Rep.

Name of HOA Rep: \_\_\_\_\_

Signature of HOA Rep: \_\_\_\_\_

Date: \_\_\_\_\_