2027
SCOTTSDALE RANCH COMMUNITY ASSOCIATION
APPLICATION FOR SRCA BOARD POSITION

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.

REQUIRED INFORMATION:

Name: _____ **Date:** _____
First, Middle Initial, Last

Home Address: _____

SRCA Subdivision: _____

Home Telephone: _____ **Cell phone:** _____

Fax: _____ **E-mail:** _____

By my signature affixed below I declare that:

1. I am a Member[1] 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:

_____

_____

_____

[1] 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:[2]

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:[2]

Other consideration:

Please indicate if there is anything else that you would like the voters to know about you:[3]

Email Application and Headshot Photo to kdiab@scottsdaleranch.org **with the subject reading "Board Application – 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. 100th St., Scottsdale, AZ 85258, by email to kdiab@scottsdaleranch.org
or by fax to (480) 860-8264 **no later than Monday, January 04, 2027, by 5:00 PM.**

[2] 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:_____ Date:_____
(Board Member signature)

Exhibit 'B'

CODE OF CONDUCT FOR BOARD 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 members ("Board Member") 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,

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 members of the Board:

1. **Board Members shall act in the best interests of the Association as a whole.** Board Members 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. Board Members shall not use their positions as such for private gain, for example:
   - No Board Member 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 Board Member shall seek preferential treatment by the Board, any of its committees, or any contractors or suppliers.
   - No Board Member shall accept a gift or favor made with the intent of influencing a decision or action on any official matter.
   - No Board Member shall receive any compensation from the Association for serving on the Board.
   - No Board Member shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.
   - No Board Member shall use his/her position to enhance his/her financial status through the use of certain contractors or suppliers.
2. **Board Members shall comply with governing documents and relevant law.** Board Members 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. Board Members 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 on the basis of race, color, religion, national origin, gender, family status, or mental or physical disability.
3. **Board Members shall set high standards for themselves as Association members.** Board Members 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. **Board Members shall work within the Association's framework and refrain from unilateral action.** Members 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. The Board shall conduct business in accordance with state law and the Association's governing documents, and shall act upon decisions duly made, and no Board Member shall act unilaterally or contrary to such decision. Toward that end, no Board member 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. **Board Members shall behave professionally when dealing with any Association matters.** Board Members 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 Board Members, 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. **Board Members shall maintain confidentiality when appropriate.** Board Members shall, at all times, maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. Board Members shall also maintain the confidentiality of the personal lives of other Board Members, Association members, residents, and management staff.
7. **Board members shall disclose conflicts of interests.** Board Members shall immediately disclose to the Board any perceived or potential conflict of interest regarding any aspect of the business operations of the Association.
8. **Board Members shall refrain from defaming anyone in the community.** Board Members shall not engage in defamation, by any means, of any other Board Member, Association member, resident, management staff member, vendor, or anyone else acting on behalf of the Association. The Association shall deem any Board Member who engages in defamation to be acting outside the scope of his authority as a Board Member.
9. **Board Members shall refrain from harassing Association members or residents.** Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, Association member, resident, management staff member, vendor, or anyone else acting on behalf of the Association. The Association shall deem any Board Member who violates this clause to be acting outside the scope of his authority as a Board Member.
10. **Board Members shall refrain from interfering with Management staff and contractors.** No Board Member 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.

_____

Signed

_____

Date