

**THE DOBSON ASSOCIATION, INC.**  
**POLICY DOCUMENT**

Revised by the Board of Directors of the Association on

March 26, 2025

# Table of Contents

<b>DEFINITIONS:</b> .....	<b>4</b>
<b>INTRODUCTION:</b> .....	<b>5</b>
<b>MISSION</b> .....	<b>5</b>
<b>VISION</b> .....	<b>5</b>
<b>BOARD OF DIRECTORS RESPONSIBILITIES</b> .....	<b>5</b>
<b>SECTION 1 RECORDS REQUESTS</b> .....	<b>5</b>
<b>1.1 ACCESS TO RECORDS</b> .....	<b>5</b>
<b>SECTION 2 BUDGET AND FINANCE</b> .....	<b>6</b>
<b>ANNUAL ASSESSMENT</b> .....	<b>6</b>
<b>2.1 ASSESSMENT AND COLLECTION POLICY</b> .....	<b>6</b>
<b>COLLECTION PROCESS:</b> .....	<b>7</b>
<b>2.2 FEE SCHEDULE</b> .....	<b>9</b>
<b>2.3 LIEN FEES</b> .....	<b>9</b>
<b>2.4 RESALE AND DISCLOSURE FEE</b> .....	<b>9</b>
<b>2.5 ASSOCIATION FUNDS</b> .....	<b>9</b>
2.5.1 CAPITAL ASSET FUND POLICY .....	10
2.5.2 RESERVE FUND POLICY.....	11
<b>2.6 INVESTMENT POLICY</b> .....	<b>12</b>
<b>2.7 PURCHASING POLICY</b> .....	<b>14</b>
<b>2.8 CAPITALIZATION POLICY</b> .....	<b>15</b>
<b>2.9 EMERGENCIES</b> .....	<b>16</b>
<b>SECTION 5 BOARD OF DIRECTORS</b> .....	<b>17</b>
<b>5.1 CONFLICT OF INTEREST POLICY</b> .....	<b>17</b>
<b>5.2 SPONSORSHIP POLICY</b> .....	<b>17</b>
<b>5.3 MEETINGS</b> .....	<b>18</b>
5.3.1 COMMITTEE MEETINGS.....	18
5.3.2 ALL MEETINGS OF THE MEMBERS AND BOARD OF DIRECTORS.....	18
5.3.3 GUIDE TO CONDUCT MEETINGS OF THE BOARD OF DIRECTORS.....	19
5.3.3 MEMBER PARTICAPATION .....	19
5.3.4 RECORDING OF OPEN MEETING .....	20
<b>5.4 GOVERNMENT RELATIONSHIPS</b> .....	<b>20</b>
<b>5.5 PERIMETER WALL MAINTENANCE POLICY</b> .....	<b>20</b>
<b>SECTION 6 FACILITIES</b> .....	<b>21</b>
<b>6.1 CHARGES</b> .....	<b>21</b>
<b>6.2 EQUIPMENT</b> .....	<b>21</b>
<b>6.3 RULES AND REGULATIONS</b> .....	<b>21</b>
<b>SECTION 7 COMMUNICATIONS POLICY</b> .....	<b>22</b>

**SECTION 8      DESIGNATION OF ASSOCIATION FACILITIES, MEMORIALS AND DONATIONS**  
**POLICY          28**

**APPENDIX ..... 29**

**. CODE OF ETHICS ..... 30**

**DEFINITIONS:**

“Agent / Manager” means a designated representative of the legal owner.

“Association” means The Dobson Association, Inc.

“Base Assessment” means the annual assessment of Homeowner's approved by the Board of Directors.

“Board” means the Association's Board of Directors.

“Capital Asset” means an asset that has an expected useful life greater than one year. Personal property assets have a value of \$5000 or greater. Real property assets have a value of \$10,000 or greater and generate an income

“Capital Improvement Project” means a project that may include Capital Assets as well as engineering, design, construction, installation and other such services, involving the acquisition of new or repair to existing Capital Assets.

“CC&Rs” means the restrictions applicable to a particular residential subdivision in the Association.

“Declaration” means the Dobson Ranch Common Area Declaration of Covenants, Conditions and Restrictions.

“Dwelling” means a house, condo, town home or other place of residence within the Association.

“Governing Documents” include the Declaration, the CC&Rs applicable to the individual residential subdivisions, the Articles of Incorporation, the Bylaws of the Association, the Amended Residential Architectural Guidelines, and the Common Area Guidelines, and this Policy Document, in which all may be amended from time to time. The above listed Governing Documents take precedence over this Policy Document should there be any policy conflict.

Other capitalized terms used in this Policy Document shall have the meaning provided in the section defining same or the meaning provided in the Declaration and/or the Bylaws.

## **INTRODUCTION:**

### **MISSION**

Our mission is to make Dobson Ranch the best place to live, work and play. We seek to build a strong sense of community, maintain and raise property values and provide quality activities and amenities for all of our members to enjoy.

### **VISION**

Dobson Ranch, one of Arizona's first planned communities, has a proud and established reputation. With classic neighborhood charm and a vibrant atmosphere, it is a beautiful sustainable community located in the heart of the East Valley. The Association will continue to lead the way by making Dobson Ranch a premier community of choice.

### **BOARD OF DIRECTORS RESPONSIBILITIES**

The Board has adopted this Policy Document to set forth in additional detail how it intends to fulfill certain of its obligations under the Governing Documents. The Board reserves the authority to change the following policies from time to time (subsequent to normal public meeting and notification processes) and / or appoint an ad hoc committee to review and make recommendations regarding changes to the following policies.

## **SECTION 1 RECORDS REQUESTS**

### **1.1 ACCESS TO RECORDS**

Any member of the Association, or by any person designated by the member in writing as the member's representative, may examine the records of the Association under the following conditions as stated in ARS 33-1805:

- a. The books, records and papers of the Association shall at all times, at the Association's business office during regular business hours, be subject to inspection by any member within ten (10) business days of a request for examination. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost, not to exceed fifteen cents per page. The Association shall have ten (10) business days to provide copies of the requested records.
- b. A request to examine the records shall be submitted in writing and shall identify the documents to be examined.
- c. The Association reserves the right to withhold certain books and records kept by or on behalf of the Association and the Board to the extent that the portion withheld related to any of the following:
  1. Privileged communication between an attorney for the Association and the Association.
  2. Pending litigation.

3. Meeting minutes or other records of a session of a board meeting that is not required to be open to all members pursuant to section ARS 33-1804.
4. Personal, health or financial records of an individual member of the Association, an individual employee of the Association or an individual employee of a contractor for the Association, including records of the Association directly related to the 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.
5. Records 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.

d. The Association shall not be required to disclose financial and other records of the Association if disclosure would violate any state or federal law.

## **SECTION 2 BUDGET AND FINANCE**

### **ANNUAL ASSESSMENT**

The Board will approve the amount of the annual assessment for the following calendar year no later than the regular October meeting. The Board will give notice to Association members of the new annual assessment amount prior to November 30 of each year. The annual assessment will be collected on a quarterly basis, with one quarter of the total amount becoming due and payable on the first of every quarter (January 1, April 1, July 1 and October 1 of each year). An assessment payment is considered past due if not received within 30 days of the date on which it is due, and a late fee of \$15.00 will be levied at that time.

### **2.1 ASSESSMENT AND COLLECTION POLICY**

This policy is not intended to punish homeowners, but to be fair to all homeowners who pay their assessments on time. If late assessments are allowed to accrue, homeowners who paid on time and in good faith would be forced to subsidize those who do not pay.

No owner may, for any reason, exempt themselves from liability for such assessments. The quarterly payments of the annual assessment must be paid as indicated and on time.

If, for any reason, you are unable to pay your assessments by the due date, please contact the Association. We would prefer to amicably work out a payment plan rather than begin legal proceedings. Any owner who is unable to pay assessments may submit a request for a payment plan to be considered by the Association. An owner may also request to meet with the staff or the Board of Directors in closed executive session to discuss a payment plan. The Association staff will review and decide on payment plan requests on a case-by-case basis at the direction of the Board of Directors and is under no obligation to grant payment plan requests.

The Association intends to enforce collection of all amounts due by any and all methods available for enforcement of contractual and statutory obligations or liens, including judicial and non-judicial foreclosure of lien and legal action against the person or persons responsible for the amounts

owed. The Board reserves the right to use any other lawful means which may now or hereafter be available for the collection of amounts due the Association.

## **COLLECTION PROCESS:**

### **A. Obligation to Pay Assessment**

Each assessment or charge is an obligation of the owner at the time the assessment or other charge is levied.

### **B. Notice of Assessments**

The Association will give the owners notice before any increase in the annual assessment or any special assessment. Notice will be posted in the official newsletter of the Association, the Ranchers' Roundup and also sent by first-class mail to the address of record.

It is the responsibility of each owner to advise the Association of any mailing address changes in writing by sending such notice to the Association at:

The Dobson Association, Inc.  
2719 S. Reyes  
Mesa, Arizona 85202

The Board of Directors will provide additional periodic statements of assessments and charges as required by law, but lack of such statements does not relieve the owners of the obligation to pay assessments.

### **C. Due Date/Delinquency Date of Assessments**

Unless otherwise specified by the Board, an assessment is due on the first day of each quarter for which it is due (January 1, April 1, July 1 and October 1 of each year). An assessment or any portion thereof is delinquent if it is not received as directed by the Board or its designated agent thirty (30) DAYS after it is due. Owners that are set up to pay monthly either through automatic bill pay through the owners' bank account or through our payment portal, located on our website, are not considered late for their regular quarterly assessment as long as all incremental monthly payments for a particular quarter are received within thirty (30) days of that quarterly assessment's due date.

### **D. Charges on Delinquent Amounts**

At the time a quarterly assessment payment, or any portion thereof, is deemed delinquent, the Association shall levy a late charge of \$15.00.

### **E. Designation of Agent**

The Board of Directors may designate an agent or agents to collect assessment payments and administer this Collection Policy. Such designated agent may be an officer of the Association, Association staff, banking institution, law firm, or other appropriate agent to collect the debt on behalf of the Association.

### **F. Delinquency Notices**

Owners delinquent thirty (30) DAYS may be sent a Notice of Delinquent Assessment, "Past Due Notice".

Owners delinquent sixty (60) DAYS may be sent a Notice of Delinquent Assessment, "Reminder Letter," stating an intent to lien if assessment is not paid in full. Phone calls and email may be attempted to notify owner, should the Association have such contact information from owner.

Owners delinquent ninety-one (91) DAYS may be sent a Notice of Pre-Lien action letter if assessment is not paid in full or arrangement for payment is not made within fifteen (15) days.

#### G. Collection Charges

Any costs and fees incurred in processing and collecting delinquent amounts, including, without limitation, late charges, charges for preparation of delinquency notices or referral to collection, postage and copies, and attorney's fees and costs, shall become an additional charge against the owner and the owner's lot and shall be subject to collection pursuant to the Association's Governing Documents, Arizona law, and this Policy.

#### H. Application of Payments

Pursuant to ARS 33-1807(J), unless the owner directs otherwise, all payments received on an owner's account shall be applied first to any unpaid assessments, unpaid charges for late payment of those assessments, unpaid reasonable collection fees and unpaid attorney fees and costs incurred with respect to those assessments, in that order, with any remaining amounts applied next to other unpaid fees, charges and monetary penalties or interest and late charges on any of those amounts.

#### J. Address of The Association

Owners should make payments to the address as directed by the designated agent. If no address is given, payments, request for payment plans, written correspondence including responses and changes to mailing address should be sent to the Association at the following address:

The Dobson Association, Inc.  
2719 S. Reyes  
Mesa, Arizona 85202

#### K. Payment Plans

Payment plans to resolve delinquent assessments may be considered by the staff or the Board of Directors on an individual basis. Late fees will be frozen so long as a monthly payment is received through credit card auto pay. The owner must make arrangement to pay the current quarterly assessments plus the delinquent amount. Delinquent amounts must be paid within thirty-six (36) MONTHS of the start date of the payment plan or sooner depending on the circumstances. Waiving some portion of late fees, but not legal fees, may be considered at the discretion of the Finance Manager or Executive Director with the approval of the Board of Directors upon establishing a history of consistent payments under the payment plan for at least six (6) months.

#### L. Alternative Collections

Under certain circumstances, on the decision of the Board of Directors, the Association may forego the regular collection process and proceed to foreclose of the owner's property, pursuant to the Association's governing documents and Arizona law. Whether to pursue foreclosure will be determined on a case-by-case basis, recognizing ARS 33-1807 limits when an Association can foreclose upon an owner's property with unpaid assessments.

#### M. Uncollectible Debt from Previous Owners

Delinquent accounts of previous Owners with balances that do not exceed \$1000, and which are determined by the staff to be uncollectable, will be reviewed by the Executive Director to decide, in the Executive Director's discretion, whether the delinquency should be written off as bad debt or if further collection efforts should be taken. Any delinquent accounts of Owners with balances that exceed \$1000, and which are determined to be uncollectable, will be reviewed by the Treasurer, and one additional member of the Board of Directors to decide whether the delinquency should be written off as bad debt or if further collection efforts should be taken. The Treasurer shall notify the Board of Directors of all written off bad debt.

#### N. Void Provisions

If any provision of this Collection Process is determined to be null and void, all other provisions shall remain in full force and effect.

### **2.2 FEE SCHEDULE**

For fees and charges established by the Association please see the Appendix; subject to change and updating annually.

### **2.3 LIEN FEES**

A lien fee shall be charged for any property where a notice of lien has been recorded against it due to delinquency, as outlined in the Collection Process above. The fee is required to pay the recording and releasing fee, and the extra administrative requirements in processing the account, and the liens. If legal charges are incurred, the legal costs shall be added to the lien fee.

### **2.4 RESALE AND DISCLOSURE FEE**

An aggregate fee of \$400.00 shall be charged for each property that is sold by an Association member to another buyer to cover the Association's administrative expenses in fulfilling its obligations under ARS 33-1806 relating to resale disclosure, lien estoppel and any other services related to the transfer or use of the property.

### **2.5 ASSOCIATION FUNDS**

In addition to the Association's account to pay for its yearly operating expenses (i.e., maintenance, service, and repairs to Common Area improvements, leases, miscellaneous operating supplies, service agreements, etc.), one or more separate accounts shall be maintained for the purpose of acquiring or constructing new Capital Assets (the "Capital Asset Fund") and performing renovations or major repairs to or replacements of existing Capital Assets included in the Association's reserve study (the "Reserve Fund").

## 2.5.1 CAPITAL ASSET FUND POLICY

### A. Purpose

This policy provides guidelines for the Association's expending of money in the Capital Asset Fund for Capital Improvement Projects to acquire or construct new Capital Assets, as authorized in an annual budget adopted by the Board specific to the Capital Asset Fund (the "Capital Asset Budget").

### B. Implementing and Administering

The Association's staff shall be responsible for implementing and administering this policy under the Board's supervision.

### C. The Policy

Use of money in the Capital Asset Fund shall be pursuant to the current Capital Asset Budget. This budget shall set forth a list of proposed expenditures based on a priority list of projects developed by the Association staff, reviewed by the Master Plan Committee and Budget and Finance Committee, and approved by the Board. Additions or substitutions to the approved list during a calendar year shall follow the same review and approval process. A five-year forecast of Capital Asset Improvement Projects should be developed as part of the annual Association budget planning process to guide the establishment of each year's Capital Asset Budget.

Annual Contributions: Contributions to the Capital Asset Fund will be from a budgeted part of the annual assessments and/or from any excess operating funds, as determined by the Board of Directors.

Expenditures from the Fund: Recommendations to the Board involving use of the Capital Asset Fund must be supported by cost-benefit analyses reviewed by the Master Plan Committee and Budget and Finance Committee or by additional analyses as may be required by these Committees.

Any year-end balance in the Capital Asset Fund will be carried over to the next year, unless transfer of funds is authorized by the Board of Directors. Requests for expenditures will also be reviewed and approved in accordance with the Association's Purchasing Policy. Purchases or contracts will be accomplished in accordance with the Association's Purchasing Policy.

### D. Financial Records

The Finance Department shall hold the monies for the Capital Asset Fund in journal accounts separate from the operating journal accounts of the Association. The Association financial records shall reflect this segregation of accounts and be structured in accordance with the recommendations of the Association's CPA and/or auditor.

### E. Investment of Capital Asset Fund

Fund monies shall be invested in accordance with the Association's Investment Policy. All investment earnings shall be reinvested in the Capital Asset Fund and be used only for purposes described in this policy. The timing of the maturity of investments may require that temporary advances be made from the operating account to timely proceed with a Capital Asset acquisition

or Capital Improvement Project. If so, once sufficient liquid funds are available in the Capital Asset Fund, the operating account shall be immediately and automatically reimbursed by Association staff without further approvals.

#### F. Communications

The Association shall annually make all Capital Asset Fund disclosures necessary to its members as required by the Association's Governing Documents and any government requirements.

### 2.5.2 RESERVE FUND POLICY

#### A. Purpose

This policy provides guidelines designed to help ensure the Association establishes, implements and manages its Reserve Fund for the orderly replacement of and major repairs, refurbishment and/or renovation of existing Capital Assets included in the Association's reserve study.

#### B. Scope

This policy establishes the general parameters and requirements for all reserve contributions, expenditures, and funding requirements for the Association.

#### C. Responsibility; Annual Contributions

The Budget and Finance Committee shall recommend to the Board the annual contribution to the Reserve Fund needed to satisfy current and long-term requirements. The Board of Directors shall seek to maintain a minimum of 75% of the fully funded balance listed in the most recent reserve study for each calendar year. However, it is understood that expenditures out of the Reserve Fund could be higher or lower than the contributions to the fund in any particular one-year period. Therefore, the actual percentage of the fully funded balance present in the Reserve Fund at any point in time may fluctuate above or below the target level.

#### D. Implementing and Administering

The Executive Director, Director of Finance, or other staff designees shall be responsible for implementing and administering this policy under the Board's supervision.

#### E. Types of Charges to the Reserve Fund

Money from the Reserve Fund may be expended only for major repairs to and the replacement, renovation or refurbishment with updates of existing Capital Assets included in the most recent reserve study and is subject to the following restrictions:

1. Stand Alone. The project must stand-alone and cannot include multiple projects.
2. Reserve Project Value. The project should have a minimum value of \$5000.
3. Repairs. Projects of lesser cost and/or shorter life shall be considered routine repair and maintenance and charged to the Association's operating accounts.
4. Expenditures. Expenditures from the Reserve Fund must only be made for replacement, major repairs, refurbishment and/or renovation with updates of existing Association Capital Assets listed in the most recent reserve study, not for new facilities or new equipment acquisitions, additions or expansions to existing facilities, or to replace previously leased assets or property or for routine maintenance items. New facilities and

equipment and additions or expansions to existing facilities should be funded from budgeted Association operating accounts, by special assessments, the Capital Asset Fund, or by other means as determined by the Association's Board of Directors.

#### F. Financial Accounting for Reserve Funds

The Finance Department shall hold the monies for the Reserve Fund in journal accounts separate from the operating journal accounts of the Association. The Association financial records shall reflect this segregation of accounts and be structured in accordance with the recommendations of the Association's CPA and/or auditor.

#### G. Reserve Studies

In order to determine the desired level of funding of the Reserve Fund, the Association will cause a full reserve study to be performed by outside professional services every third year. The Executive Director or designee shall arrange for the appropriate type of reserve study to be performed by a qualified company. Between each full reserve study, the Board may decide to have a non-site visit updated reserve study performed by outside professional services or by the Association.

#### H. Reserve Fund Expenditure Approvals

All expenditures from the Reserve Fund must be approved in accordance with the Association's current Purchasing Policy.

#### I. Investment of Reserve Funds.

The Reserve Fund will be invested in accordance with the Association's current Investment Policy. Investments will be laddered annually to help ensure liquid cash will be available when reserve projects are scheduled to be funded.

#### J. Reserve Fund Earnings

All earnings of the invested Reserve Fund shall be reinvested in the Reserve Fund and used only for the purposed expenditures described in this policy.

#### K. Communications

The Association shall annually make all Reserve Fund disclosures available upon request to its members as required by the Association's Governing Documents and applicable law. The Association members shall be advised in their annual statement that a portion of the annual assessments will be contributed to the Reserve Fund and will be transferred, held, and expended pursuant to the terms of this policy, a copy of which shall be on file at the office of the Association for inspection by any Association member.

## **2.6 INVESTMENT POLICY**

### A. Objectives:

1. Objective One - The primary objective shall be to maintain the safety of all funds on deposit.
2. Objective Two – The second objective shall be to ensure the preservation of principal; no investment shall be subject to market fluctuation or speculation.

3. Objective Three –
  - a) No **individual** investment shall exceed three (3) years in duration.
  - b) No **individual** investment shall have a value greater than 10% of the Association's Balance Sheet Total Cash Assets (considered to include ALL investments, cash equivalents and cash). (Example: If sum of Balance Sheet Cash Assets is \$4,500,000, then maximum individual investment cannot exceed \$450,000.)
  - c) No **individual** investment shall have a value greater than 25% of the sum of all investments. (Example: For 10 different individual CDs and Treasury Bills laddered for different maturities with a total investment value of \$1,600,000, then the maximum individual investment cannot exceed \$400,000.)

B. To achieve these objectives, the following restrictions shall apply:

1. All investments shall be purchased in the name of The Dobson Association, Inc.
2. All funds on deposit shall be with a financial institution that is insured either by the Federal Deposit Insurance Corporation (FDIC), the Securities Investor Protection Corporation (SIPC), or by means of a surety bond.
3. Any investments exceeding the maximum FDIC/SIPC coverage shall be insured.

C. Strategy:

1. Asset laddering may be acceptable if appropriate.
2. A minimum of three full months, preferably four months, of total projected expenses shall be maintained in checking/savings accounts (one-fourth to one-third of the annual budgeted expenses)

D. Approved Investment Classes

Approved investment classes are limited to savings accounts; money market accounts; certificates of deposit with the intent to hold to maturity; and Treasury bills or Treasury notes with the intent to hold to maturity.

E. Implementing and Administering

Staff, the Treasurer, and the Budget and Finance Committee will oversee the management of individual investment portfolios; engage the services of investment professionals; develop investment objectives, asset allocation strategies and performance guidelines; and to develop, review and revise as needed investment policies to be approved by the Board of Directors.

F. Budget and Finance Committee

It is not the function of the Budget & Finance Committee to predict or attempt to predict interest rates or economic changes for the sake of the investment of these funds. The Committee may make recommendation to the Board of Directors regarding investments.

## **2.7 PURCHASING POLICY**

### **A. Purpose**

This policy is designed to help ensure that the Association pays competitive, market rate prices for all acquisitions of goods and services, regardless of the methods established in this policy under which they can be procured.

### **B. Scope**

This Policy establishes the general parameters and requirements for all purchases, leases, consulting contracts, receipts, and accounting for goods, supplies and contracted services by the Association.

### **C. Responsibility**

Staff shall be responsible for implementing and administering this policy.

### **D. Payment Documentation**

All invoices, vendor statements, sales slips, contracts, and other similar vendor payment requests shall be processed by the Finance Team.

### **E. Pricing**

Except as expressly authorized in advance by the Board, individuals or entities that provide (or offer to provide) goods and/or services to the Association will do so under a fixed price agreement or a not-to-exceed ("NTE") pricing agreement. For example, prior Board approval is required for any cost-type contracts, such as cost plus a fixed fee or cost plus an incentive fee, or any time-and-materials type contract. Under no circumstances shall a Board-directed NTE authorization be exceeded without first obtaining additional Board approval.

### **F. Competitive Bidding**

Except for lower-cost items as outlined in the table below, most purchases of goods and services by the Association shall be done by means of competitive bidding using at least three (3) bids to help ensure that a fair market price is paid. If three (3) competitive bids cannot be obtained, the Executive Director will provide written justification to the Board.

The Board of Directors has the authority to approve expenditures related to personnel, employment consultants, engineering consultants, legal consultants or specialty contractors without the requirement of three competitive bids.

When requests for proposal ("RFPs") are received from vendors, they should be evaluated for both quality and price to determine which vendor's proposal is best for the Association. The Board of Directors will select the bid representing the best combination of service and value from the group of qualified bidders. The Board of Directors is under no obligation to select the lowest bid. The Board of Directors shall approve all bids related to budgeted operating or reserve expenses. Expenditures for unbudgeted projects may be referred to the budget finance committee for review and recommendations if the expenditure exceeds \$10,000. The Board of Directors may pre-approve sole sourcing of a project if it is not practical or feasible to seek more

than one bid.

<b>Expense Amount</b>	<b>Budgeted</b>	<b>Unbudgeted</b>
<b>\$0 - \$10,000</b>	<ul style="list-style-type: none"> <li>- Competitive bidding not required.</li> <li>- Approval by Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>- Competitive bidding not required.</li> <li>- Approval by Executive Director.</li> </ul>
<b>\$10,000 - \$20,000</b>	<ul style="list-style-type: none"> <li>- No formal RFP if operating expense.</li> <li>- Board president and treasurer to sign off.</li> <li>- Put on consent agenda at next board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- RFP ;and/or description of work required to at least two vendors quotes obtained</li> <li>- May be recommended to Budget Finance if expenditure exceeds \$10,000</li> <li>- Approval by Board of Directors.</li> </ul>
<b>\$20,000+</b>	<ul style="list-style-type: none"> <li>- Formal RFP if operating expense with at least 3 written responses.</li> <li>- Approval by Board of Directors.</li> </ul>	<ul style="list-style-type: none"> <li>- Formal RFP required with at least 3 written responses.</li> <li>- Budget and Finance review required.</li> <li>- Approval by Board of Directors.</li> </ul>

**G. Contract Terms**

Contracts can be entered on behalf of the Association for goods, services, consulting or leases. It is recommended that the term of contracts not exceed one year, when possible. Any contract in excess of one year or \$5,000 shall be signed by the President of the Association. Contracts will be competitively bid every three years or less.

**H. Legal**

All contracts will contain, if possible, an indemnification ("hold harmless") provision in favor of the Association. The Executive Director may have the Association's legal counsel review proposed service, construction, and remodeling contracts prior to approval for, among other things, adequacy of insurance, performance bonds, labor and materials bonds, liquidated damages, and termination clauses.

**2.8 CAPITALIZATION POLICY**

This policy establishes a capitalization policy for fixed assets in accordance with the American Institute of Certified Public Accountants Accounting and Audit Guide for Common Interest Realty Associations.

Real Property – Real property purchased with Association funds, or real property donated to the

Association, to which the Association holds title, with a cost or donated value of \$10,000 or more will be capitalized at cost. Property costing less than \$10,000 will not be considered material enough to warrant capitalization and will be expensed in the year of purchase. Real property will be capitalized only in the event that the property is severable and saleable by the Board of Directors without member approval, or if the property produces significant income to the Association. Real property will be depreciated (if it is depreciable property) over the estimated useful lives of items purchased. Where tax depreciation guidelines are substantially similar to the estimated useful lives, the tax depreciation guidelines may be used in lieu of estimated useful lives. The Auditor and Finance Team (or other Board member designee by the Treasurer), shall establish straight-line depreciation life for each asset that is consistent with the depreciable life of past similar assets.

Personal Property – Personal property purchased with Association funds, or personal property donated to the Association, to which the Association holds title, with a cost of \$5,000 or more will be capitalized at cost. Property costing less than \$5,000 will not be considered material enough to warrant capitalization and will be expensed in the year of purchase. Personal property will be depreciated over the estimated useful lives of items purchased. Where tax depreciation guidelines are substantially similar to the estimated useful lives, the tax depreciation guidelines may be used in lieu of estimated useful lives. The Finance Manager, with oversight from the Executive Director and Treasurer (or other Board member designee by the Treasurer), shall establish straight-line depreciation life for each asset that is consistent with the depreciation life of past similar assets. Association staff is instructed to adhere to this policy of capitalizing personal property, to maintain depreciation records of items capitalized, and record as necessary any additions, deletions or modifications to previously capitalized property.

## **2.9 EMERGENCIES**

Notwithstanding the other expenditure policies in this Policy Document, in the event there is an emergency due to a catastrophic failure of facilities or equipment, the need to avoid a significant disruption in operations, the need to avoid a significant loss in revenue to the Association, or otherwise necessary to avoid or remediate a situation that poses an imminent threat to the health, safety or welfare of the Association residents and/or members of the public, the Executive Director shall have the authority to contract for services or repair work required to address the emergency for an amount not to exceed \$25,000. The Executive Director shall make reasonable efforts to contact the Association's president for consultation prior to implementing any emergency repairs or services. Once emergency repairs or services within the Executive Director's authority are commenced, the Executive Director shall promptly notify the Board of Directors in writing about the emergency and the action taken. The Board of Directors shall acknowledge expenditure on consent agenda at the next scheduled meeting. Emergency remedies in excess of \$25,000 in cost shall require the prior approval of the Board of Directors.

## **SECTION 5 BOARD OF DIRECTORS**

### **5.1 CONFLICT OF INTEREST POLICY**

In accordance with applicable law, any member of the Board of Directors with a conflict of interest as defined in the law shall disclose the conflict in an open meeting of the Board before the Board discusses or takes action on that issue.

After disclosure, that director may still legally vote on that issue. However, to help avoid any appearance of impropriety, the Association strongly encourages directors to recuse themselves from voting on that issue. Furthermore, pursuant to Arizona law, a majority of the disinterested directors must vote in favor of the action for it to be approved.

### **5.2 SPONSORSHIP POLICY**

The following shall apply to all sponsorships agreed to by the Association.

1. The Association may agree to sponsor an event, activity, or organization financially or through the provision of products or services. Money spent on a sponsorship is a business expense, not a donation, and is expected to provide a benefit to the Association and its members. The sponsorship of an organization in return for placing an Association logo on a product, such as a team jersey, as a means of marketing the Association could be an example where a sponsorship would be in the best interest of the members of Association.
2. Any and all sponsorships must be requested by a Dobson Ranch resident attending a regularly scheduled meeting of the Board of Directors. A majority vote of the Board members present is required to approve any and all sponsorships. The request shall include identification of the investment the Association will make and what the Association will receive as a benefit for the sponsorship.
3. Sponsorships shall be considered only for events, activities or organizations that, in the judgment of the Board of Directors, are in the best interest of the members of the Association. If sponsorship of a club is approved, the club is expected to provide a benefit to Dobson Ranch including:
  - a. The sponsored club must be willing to volunteer in at least one annual Association event.
  - b. At Association Annual Meeting at least one club representative will staff information table.
  - c. Clubs are encouraged to contribute articles to Ranchers' Roundup.
4. Sponsorships shall be an operations budget item within the Board of Directors budget line item for Public Relations that shall not exceed 0.2% of the operations budget.
5. Sponsorships shall not be made to any religious group, any political party or to any political candidate.
6. No event or activity shall be considered for sponsorship unless it is open to the members of the Association.
7. Sponsorship requests will be in the Board package prior to approval. Included will be status of current year's sponsorship budget and annual sponsorship report. (see #9)
8. Event tracking will be the responsibility of the Recreation Director. If there is no participation as outlined in Item 5.2.3 during the sponsorship year, subsequent years will be forfeited/denied.

9. Annual sponsorship report shall show the following:
  - a. Club Names, number of participants
  - b. Business Expense
  - c. Event participation, table at events to inform and recruit new club members.

SPONSORSHIP FORM – SEE APPENDIX

## **5.3 MEETINGS**

### **5.3.1 COMMITTEE MEETINGS**

All regularly scheduled committee and subcommittee meetings shall be open to any member of the Association or any person designated by a member in writing as the member's representative.

### **5.3.2 ALL MEETINGS OF THE MEMBERS AND BOARD OF DIRECTORS**

Board of Directors meetings are scheduled the fourth Thursday of each month, subject to change at the Board of Directors discretion. All meetings of the members and Board of Directors of the Association are open to all members of the Association, or any person designated by a member in writing as the member's representative.

Members or their designated representatives may speak at appropriate times during meetings, generally after the Board has discussed a specific agenda item but before the Board takes formal action on that item. While members are encouraged to participate in meetings, the Board of Directors retains the authority to place reasonable time restrictions on those persons speaking during the meeting, and limit to a reasonable number the number of persons who may speak on each side of an issue. See Section 5.3.4 below for more information on the time restrictions generally applied during meetings.

In accordance with ARS 33-1804, the Board may hold a closed meeting or close a portion of a meeting if considering matters for which a closed meeting can be conducted under Arizona law, which, at present, includes:

1. Legal advice from an attorney for the board or the association. On final resolution of any matter for which the board received legal advice or that concerned pending or contemplated litigation, the board may disclose information about that matter in an open meeting except for matters that are required to remain confidential by the terms of a settlement agreement or judgment.
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, including records of the association directly related to the 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.

5. Discussion of a member's appeal of any violation cited or penalty imposed by the association except on request of the affected member that the meeting be held in an open session.

Before entering into any closed portion of a meeting of the Board of Directors, or on the notice of a meeting that will be closed, the Board shall identify the specific paragraph under ARS 33-1804(A) that authorizes the Board to close the meeting.

Directors have a responsibility to act in the best interest of the Association. Part of that responsibility is to hold information developed in closed meetings in confidence. Such information, therefore, may not be disclosed, in part or in whole, to anyone except another director.

### 5.3.3 GUIDE TO CONDUCT MEETINGS OF THE BOARD OF DIRECTORS

The Board conducts its meetings in accord with the guidelines contained herein. These guidelines are generally based on parliamentary procedure as defined in *Robert's Rules of Order*. The Board has not formally adopted Robert's Rules and is not obligated to abide by all of its procedures; rather, it functions under the rules listed herein.

Our procedures for the conduct of meetings should be used to *help* and not *hinder* decision-making. To that end, therefore, the rules contained herein are promulgated and will be followed during all our meetings.

The Presiding Officer shall rule on all parliamentary issues. The Presiding Officer may be assisted by a designated Parliamentarian who shall serve as the chief advisor on parliamentary matters.

No policy changes will be acted upon at the meeting where they are introduced.

New issues may be introduced to the Board under "Committee Reports" or "New Business" or "Discussion"

The decisions of the Board will be conveyed via the minutes or the President to the Executive Director.

The Presiding Officer may vote, debate issues and is free to make motions.

The Board of Directors will not limit debate normally. The Board of Directors may limit the length of time homeowners or others who are appearing before the Board may have to present information to the Board.

### 5.3.3 MEMBER PARTICAPATION

At in-person Board meetings, there are comment cards that are available if a member or their designated representative would like the opportunity to speak to the Board of Directors during the "Homeowner Comments" portion of the meeting. Comment cards can be submitted to the Board President or Executive Director. During meetings conducted electronically, such as a Zoom webinar, members or their designated representatives can email their comments to the Executive

Director prior to the meeting or use the raise hand option within the webinar. The following are guidelines for homeowners speaking at regular meetings.

- Members or their designated representatives may speak to the Board on any issue they deem relevant under the agenda item titled “Homeowner Comments.” Speakers may be limited to three (3) minutes.
- Members or their designated representatives may speak during any other item on the agenda prior to the Board taking final action on the item, but only after the Board has discussed the issue and when the Board president advises Members that they may speak on the item Speakers may be limited to three (3) minutes.
- Requests to speak on agenda items are taken on a “first come, first served” basis.

#### 5.3.4 RECORDING OF OPEN MEETING

According to ARS 33-1804, persons attending an Association meeting may record those portions of the meetings of the Board of Directors and meetings of the members that are open. The Board of Directors of the Association may record open meetings and make them available on the Dobson Ranch website.

#### 5.4 GOVERNMENT RELATIONSHIPS

The Association shall actively promote favorable relationships and interaction with the City of Mesa and other units of local and state government; however, no Association funds will be expended directly to support a candidate for political office.

#### 5.5 PERIMETER WALL MAINTENANCE POLICY

The Association shall maintain the aesthetic appearance of perimeter walls to the benefit of all Association members. These walls are identified in a separate document and shall be approved by the Board of Directors. Maintenance of the identified perimeter walls is limited to regular painting and stucco repair. The structure and integrity of the wall is the responsibility of the homeowner whose Lot the perimeter wall is located on including repair, waterproofing, and maintenance. Wrought iron fencing in perimeter walls will be painted by the Association periodically. The structure and repair of the wrought iron fences in perimeter walls will be the responsibility of the homeowner whose Lot the wrought iron fence is located. Staff has the authority to seek professional opinions should there be any dispute of the condition of the perimeter wall. Homeowners will be subject to the violation policy should their perimeter walls (including wrought iron fencing) fall into disrepair.

## **SECTION 6 FACILITIES**

### **6.1 CHARGES**

The Board of Directors shall set the fees to be charged for use of the community facilities. A cleaning and damage deposit shall be required for all reservations. No rental shall last later than 12:00 midnight (special use).

### **6.2 EQUIPMENT**

Equipment and vehicles used for administration, maintenance, repair and general operation of the Association may not be given, loaned or rented to any person for private use. Recreational equipment owned by the Association will be made available to Association members in good standing on a first come, first served basis.

### **6.3 RULES AND REGULATIONS**

Appropriate rules and regulations are approved by the Board of Directors.

## SECTION 7 COMMUNICATIONS POLICY

### A. Communication Channels

The Association's communication channels are to inform the community about upcoming events, community announcements and vital information to the community and to ensure clear, open and transparent communication between residents, the Board, and staff in matters of relevance and importance to the community. All communications channels shall be designed to further the best interests of the Association's members, with emphasis on positive and favorable aspects of the community.

Effective communication helps to establish harmony in the community. The more effective the communication, the more successful the Association will be. The Association's commitment is to build a sense of community by fostering two-way communication, presenting accurate information in a timely and convenient manner and to maintain a high degree of ethical standards.

Guidance given within this policy covers verbal and written communication. Written communication is defined as hard copy or communication by electronic mail. Electronic means are defined as communication by fax, e-mail, web page and social media. Verbal is interpersonal communication through spoken word. Communication includes letters, memoranda, newsletters, procedures, notices, reminders, event calendars, official documents such as ballots, various forms of marketing materials and other documents as deemed necessary by the Association.

Staff members must adhere to the policies set forth in The Dobson Association Employment Manual, specifically: Ethics, Conflict of Interest and Communication Equipment Use, with regards to all communication channels. In addition, all directors, staff, Board and committee members must adhere to the guidelines set forth in The Dobson Association Board Policies Book.

This Policy may be repealed, supplemented, or amended by the Association Board of Directors.

### B. Website

In an effort to keep the community informed, the Association provides a website, [www.dobsonranchhoa.com](http://www.dobsonranchhoa.com), which functions as a service, platform and marketing tool to distribute information to Association members and the general public.

It shall be the expressed goal of the website to exclusively promote the benefits and improvements of the Association, while developing a high level of interest to keep members informed of Association events, matters and current business by ensuring prompt updated information. The website will strive to promote a sense of community and encourage increased support of members for the concept of common interest living.

The Association staff is responsible for ensuring the Association website is operational, maintained, and that terms and conditions of use are adhered to by users and administrators. The Association recognizes that users of this website have an expectation of reasonable privacy regarding information sent to the Association. Members requesting logins, providing information and releasing email addresses are for the private use of the Association for business only, and

will not be distributed, sold or otherwise, to any entity outside the Association.

### C. Ranchers' Roundup

The Ranchers' Roundup is authorized as the official publication of the Association and functions as a service to Association members to promote the interest and wellbeing of the Association by informing the community about upcoming Association events, Association announcements and vital information. As such, it is considered a necessary cost and is not expected to be self-sufficient or self-supporting.

It shall be the expressed goal of the Ranchers' Roundup to promote the benefits and improvement of the Association, develop a high level of interest in the Association and community affairs, work for a broad appeal to all members and a high level of readership, keep members informed of Association matters and current business, promote a sense of community, and strive for increased support of members for the concept of common interest living.

The Association will make a reasonable effort to deliver a copy of the Ranchers' Roundup to every member by the 15th of each month using the United States Post Office as the means of delivery.

Content will be based on relevance, timeliness, and usefulness to Association members. Articles will be in good taste, un-offensive, professional, and reported in a positive writing style. Content will be edited for correctness, style, readability, and length. Overall content should enlighten, inform, remind, and encourage members. While space limitations will usually exclude unsolicited submissions, they may be included at the discretion of the Executive Director or the President of the Board of Directors.

### Advertising

The Ranchers' Roundup will sell advertising to help offset the operating cost of production and mailing. It will not however, become the primary objective to make a profit. The total number of advertisements sold and printed should follow the best practices of the Community Association Institute Association Communications of no more than 30% advertising in a monthly publication.

All ads must comply with any applicable laws. All unlicensed persons advertising they perform contracted services must state they are unlicensed in their ads, and all licensed contractors must place their license number in any advertising, preceded by the acronym "ROC."

Any ad may be refused based on the opinion of the Editor and review of the Executive Director. The Executive Director or designee shall determine the advertising rates in accordance with rate guidelines approved by the Board of Directors.

The Ranchers Roundup will not allow local or national political advertising of any type. The purpose of the Roundup is to communicate information and activities regarding Dobson Ranch to its residents. Political clubs (i.e. Dobson Ranch Democrats and Dobson Ranch Republicans) can advertise meetings in the RoundUp but cannot endorse any candidate or referendum.

#### D. Social Media

The Association has determined it is beneficial to use social media, such as Facebook and other similar platforms, for the purpose of providing information concerning and supporting Association events, governance, meetings, announcements, and other similar information.

It shall be the expressed goal of the use of social media to promote the benefits of the Association, develop a high level of interest in the Association and community affairs, work for a broad appeal to all members and a high level of readership, keep members informed of Association matters and current business, promote a sense of community, and strive for increased support of members for the concept of common interest living.

The Association staff is responsible for monitoring all posts and ensuring consistency in the treatment of posts in all social media content and are authorized to create new pages, feeds, groups, posts, comments etc., on Association social networks. with the approval of the Executive Director. Posts and comments will be reviewed by the Association staff for profanity, name-calling, taunting, threats, personal attacks, or the posting of any other statement or statements that may reasonably be considered offensive, inflammatory, or illegal and offending content will be deleted in a timely manner. The Association staff, Executive Director and Board of Directors do not verify or endorse as true any information posted by third parties and shall not be liable for the content of any posts or comments made by third parties.

##### 1. Terms of Use for Social Media

- Posts and comments may not contain any of the following: foul/vulgar language, referral links, name-calling, taunting, threats, personal attacks, political views, inappropriate images, such as, but not limited to, pornography, personal attacks of any kind against any person, comments or content that promotes or perpetuates discrimination, advocates illegal activity, promotes services, products, or political organizations, infringements on copyrights or trademarks, personally identifiable medical information, information that may compromise the safety, security, or proceedings of any legal action pertaining to the Association, or the posting of any other statement or statements that may reasonably be considered offensive, inflammatory, or illegal.
- Posts containing viruses, Trojan horses, time bombs, Spam or links to other sites, or any other harmful programs or elements are prohibited.
- Impersonating another user and/or accessing or attempting to access another user's account is prohibited.
- Users are expected to demonstrate respect for others.
- The Association staff is authorized and reserves the right to edit or remove comments contained in a post, remove an entire post, decline posting an entire message, deny access or prohibit a user's access when its content violates any of the conditions above.
- The Association reserves the right to limit or disable comments on its social media posts.
- Use of Dobson Ranch social media applications (Facebook, Dobson Ranch website, etc.) for political reasons or endorsements is prohibited.

## E. Written Communication

In the interest of ensuring strong communications, the Association has determined that clear, effective written communication is a vital component to promote the benefits of the Association, by keeping members informed of Association matters and current business. The Association will periodically send out relevant written communication in the form of letters, flyers, postcards, email, and other formats as deemed necessary by the Association.

### 1. Written Protocol:

- Appropriate language and tone should be used at all times. The message should be conveyed clearly, courteously and succinctly.
- All written communication must contain The Association logo and contact information, name of the originator, be dated and include a signature.
- Use of unprofessional fonts and text abbreviations should be avoided and the final document proofread before being sent.

### 2. Email Blasts

The Association utilizes email blasts in order to send mass emails to the community. The content for these emails is administered by the Association staff and include important Association announcements, safety, and event information.

Association members subscribe to the lists and always have the option to unsubscribe if they prefer to not receive emails from the Association. The Association considers the email addresses to be the personal information of Association members. Therefore, the email addresses of Association members are prohibited from being shared with any outside company or any other member at any time.

### 3. Email Blast Protocol

- Appropriate language and tone should be used at all times. The message should be conveyed clearly, courteously and succinctly.
- All email blast communication must contain the Association logo and contact information, name of the originator, be dated and include a signature.
- Professional fonts shall be utilized and text abbreviations should be avoided.
- Email blast content should be exclusive to Association business. All email blasts will be proofread for correctness, style, readability, relevance, timeliness and usefulness to Association members.
- The email blast should not be used as a "lost and found" resource.

## F. Verbal Communication

The Association is dedicated to ensuring strong verbal communications. Clear, effective verbal communication, with attention to detail, is vital to creating an environment that is friendly, courteous and professional.

All verbal communication will be conducted in a professional and civil manner. If disagreements occur, all parties will conduct themselves in a professional manner to allow for productive dialogue.

## G. Marketing

It shall be the expressed goal in marketing the Association, to exclusively promote the benefits and improvements of the Association, showcase the Association's distinctive characteristics and highlight the Association amenities and curb appeal. Communication channels may include but are not limited to photography, social media, brochures, booklets, flyers, website, Ranchers' Roundup and more. Logos will be included in branded materials to identify the Association. The logo standards/guidelines are delineated below:

- Use of the Association logo by non-Association employees without the prior consent of the staff of the Association is prohibited.
- Changes of any kind to the logos or the typographic style are prohibited unless deemed necessary by the Association.
- The logo may be reproduced in any one color or grayscale for special events or situations deemed necessary by the Association. Multi colors, patterned themes, digital effects or filters may not be used within or on the logos.
- The logo must be resized proportionately. Minimum usable size is .5 inches.
- Printed materials may contain one or both approved logos. Department names or other text deemed necessary by the Association may be added to the logo for use on printed material.
- All branded Association materials, both internal and external, should contain one or both of the approved logos to present a unified, consistent image.
- The optional tag line is "the best place to live!", lower case Freestyle Script font or similar and may be used in conjunction with the approved logos.
- The primary font for the logo is Garamond.
- The logo colors are Pantone Matching System (PMS)
  - Lighter shade: PMS 874U.
  - Darker shade: PMS 4695C.
- For situations that do not allow for PMS, the following may be substituted:
  - RGB: Lighter shade: 174, 143, 111, Darker shade: 91, 52, 39.
  - CMYK: Lighter shade: 26, 44, 56, 3, Darker shade: 24, 85, 100, 76.



Logo

DOBSON ♦ RANCH

Horizontal Logo

#### H. Privacy

Privacy guidelines set forth in The Dobson Association Board Policies Book, specifically, Access to Records, will be adhered to in all communication channels. The Association will not, without express consent, supply personal information to any third party or another Association member, resident or tenant for the purpose of their or any other third party's direct communication, unless required under Arizona law.

Please be advised, the Association may disclose personal information to the extent required to do so by law; in connection with any ongoing or prospective legal proceedings; in order to establish, exercise or defend the Association's legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); to any person of a court or other competent authority for disclosure of that personal information wherein such court or authority would be reasonably likely to order disclosure of that personal information. The Association will not disclose any information to outside journalists or news media, unless approved by the Association's Executive Director or Board of Directors.

The Association will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of personal information. The Association acknowledges that the transmission of information over the internet is inherently insecure, so cannot guarantee the security of data sent over the internet.

Members are responsible for keeping their password for accessing the Association website confidential; the Association will not ask for passwords.

The Association membership list will not be used to solicit money or property, used for any commercial purpose, sold to or purchased by any person, or used for any other purpose prohibited by law.

#### I. Political Stance

The Association takes no political stance on political candidates.

## **SECTION 8 DESIGNATION OF ASSOCIATION FACILITIES, MEMORIALS AND DONATIONS POLICY**

### **A. Purpose**

The purpose of this policy is to stipulate the rules under which the Association will authorize memorials to be erected or planted in the community Common Area and will accept any donations to the Association.

### **B. Scope**

This policy applies to all Association Common Areas and structures of all kinds.

### **C. Responsibility**

The staff or committee may be responsible for reviewing, updating and recommending to the Board of Directors changes and amendments to this policy for review and approval including answering questions of interpretation.

The Executive Director designee shall be responsible for implementing, enforcing and administering this policy.

### **D. The Policy**

All memorials will be in the form of a memorial brick to be placed in the Sunset Plaza area only.

The Board of Directors, having approved this policy, may delegate to the staff and/or committee the authority to make all decisions pertaining to memorials on Association property.

As a general guideline, memorials must have a direct relationship to a resident or group of residents of Dobson Ranch. Individual memorials will not be approved.

Memorials that have been placed in the Common Areas of Dobson Ranch will be retired as they deteriorate. If the person who had the memorial installed is known or becomes known, they will have the opportunity to purchase a brick to be inscribed and placed in the Sunset Plaza at a discounted cost.

### **G. Other Memorials**

The Association may consider other memorials, if such memorials are consistent with this policy, site aesthetics, and the character of the Association and do not place an undue financial burden on the Association. All variations outside the memorial bricks will need Board of Director approval.

## APPENDIX

### Fee Schedule

The Dobson Association, Inc.

Standard Collection Policy Steps to be completed by CPMC Collection Department

Charges are applied to individual accounts at time of processing. Management Company will invoice Association as per Contract.

30 Days Delinquent	Late Fee	\$15.00
60 Days Delinquent	Pre-Demand Letter	\$15.00
75 Days Delinquent	Demand Letter	\$50.00
90 Days Delinquent	Lien/Lien Release includes Recording Fee	\$300.00
105 Days Delinquent	Account to Small Claim plus Costs	\$350.00

FOLLOWING Small Claim Judgment Award:

\*If owner cannot be served Small Claim, Skip Trace if not found Dismiss Case and Forward to Attorney. The Board of Directors understand that the Association will be billed for costs associated with Lien Recording and Lien Release Recording. Cost is the Current County Recorder Charge.

The Board of Directors understand that the Association will be billed for costs associated with small claims. Cost include: Court Filing Fee, Process Server fee for Service. Charges will be posted to homeowner account at the time Small Claim is filed and at the time process server fee is noticed.

#### Account to Attorney - Foreclosure

Attorney will send Demand/Foreclosure Letter If no response to demand – Attorney is authorized by Board to proceed with foreclosure suit beginning with Litigation Guarantee.

Attorney has permission to enter into payment arrangements with homeowner – These arrangements must include current and be completed within 6 to 12 months. If owner proposes a longer plan it will be sent to board for review. If Payment Plan is breached proceed with suit.

Attorney will provide monthly status reports to Account Services Department to be logged and made available to Manager and Board.

### Sponsorship Form

Available upon request at the La Casita Recreation Center.

## **. CODE OF ETHICS**

### **CODE OF ETHICS AND BOARD CONDUCT POLICY**

Board members should:

1. Always strive to serve the best interests of the Association regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances, and resources.
3. Act within the boundaries of their authority as defined by law and the Governing Documents of the Association.
4. Provide opportunities for residents to comment on decisions facing the Association.
5. Perform their duties without bias for or against any individual or group of Owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Conduct open, fair, and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted Board decisions—even if the Board member was in the minority regarding actions that may not have obtained unanimous consent.

Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another Owner or non-owner resident.
5. Spend unauthorized Association funds for their own personal use or benefit.
6. Accept or solicit any gifts—directly or indirectly—from Owners, residents, contractors, or suppliers.
7. Misrepresent known facts in any issue involving Association business.
8. Divulge personal information about any Association Owner, resident or employee that was obtained in the performance of Board duties.
9. Make personal attacks on colleagues, staff, or residents.
10. Harass, threaten, or attempt through any means to control or instill fear in any Board member, Owner, resident, employee, or contractor.
11. Reveal to any Owner, resident or other third party the discussions, decisions and comments made at any meeting of the Board properly closed or held in executive session.