

# CATALINA PUEBLO ASSOCIATION

April 20, 2023

## BOARD MEMBER GUIDELINES

The Guidelines that follow are intended to assure that all aspects of Catalina Pueblo Association business and general functioning are accomplished and completed on a timely basis.

In addition, the Guidelines will provide potential Board candidates and newly elected Board members a more complete understanding of the tasks ahead.

When possible, Board positions and the associated duties will be matched to the skill sets of the incumbents.

The assignment of tasks may vary at the discretion of the Board. Tasks may be reassigned, depending on the skills of the incumbent of the specific Board position. Tasks may also be shared by Board members with complementary skills.

Cooperation among the Board members in achieving the goals of the Association at large is of the highest priority.

All Board members are required to read and comply with all CPA Policies and Procedures, notably the policies on financial procedures and conflict of interest.

Updated 4/20/2023

## CATALINA PUEBLO ASSOCIATION

### BOARD MEMBER GUIDELINES

#### **PRESIDENT**

1. The President shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. Schedule, set agenda, and chair monthly and special meetings of the Board of Directors.
4. Oversee the nomination and election processes of Board Members.
5. Conduct the Annual Meeting of all Members of the Association and present a summary yearly activity report.
6. Review Catalina Pueblo Chronicles (Newsletters), monthly budget reports, official emails, and letters prior to dissemination.
7. Keep a permanent record of:
  - a. Articles of Incorporation and all amendments to them
  - b. Declaration (also called Protective Covenants or CC&Rs) and all amendments
  - c. Bylaws, Rules, Policies, and all amendments to them
8. Prepare a written record of the actions of all committees you chair on behalf of this Association and pass it to the Secretary for safekeeping. (10-11601.A)
  - a. Keep all permanent records in written form and all other records either in written form or in a form that can be converted into written form in a reasonable time. (10-11601.D)
  - b. Keep for three years all written communications from a member of the Association to you as a Board member or from you as a Board member to one or more members of the Association. (10-11601. E.5)
  - c. On an annual basis, using the official retention rules, review your files to purge duplicates of documents, expired documents under your purview, and documents managed by other Board members.
9. Represent the Association at seminars, external meetings, and other activities as necessary.
10. Ensure that the Association maintains adequate insurance coverage.
11. Work with the Secretary and Treasurer to assure proper collection and deposit of Annual HOA dues.

Establish committees and appoint committee chairs, as needs arise/change, for long term and short-term initiatives. As required, Committees are to be charged with soliciting and evaluating proposals by established companies or contractors to service our needs, negotiating and obtaining three bids for such work as may be required, and supervise the execution of such work as awarded to the appropriate bidder, as well as assuring proper protection for the Association in the event of breach of contract.

- a. Pools
- b. Landscape
- c. Architecture
- d. Social
- e. Roads/Drainage
- f. Lightbulbs
- g. Signage
- h. Water Resource Management

12. Annually review the agreement established with the trash removal contractor and update as necessary.
13. Actively support the enforcement of Declaration (CC&Rs), Bylaws, and Rules infractions, should conflicts arise.
14. Work with the Treasurer to establish an annual budget for anticipated expenses.
15. Prepare a report for each Catalina Pueblo Chronicle (Newsletter) as necessary.
16. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the the position.

CATALINA PUEBLO ASSOCIATION

BOARD MEMBER GUIDELINES

**VICE PRESIDENT**

1. The Vice President shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. Maintain awareness of the President's activities and be prepared to assume the President's duties during his/her absence.
4. Communicate with individual CPA members regarding non-compliance with the requirements of Declaration (CC&Rs), Bylaws and Rules.
5. Maintain a permanent written record of all Board actions regarding individual cases of non-compliance and record final satisfaction of such requirements.
6. Handle and respond to verbal and written complaints and concerns of CPA members, maintaining appropriate permanent records of these communications.
7. Prepare a written record of the actions of all committees you chair on behalf of this Association and pass it to the Secretary for safekeeping. (10-11601.A)
  - a. Keep all permanent records in written form and all other records either in written form or in a form that can be converted into written form in a reasonable time. (10-11601.D)
  - b. Keep for three years all written communications from a member of the Association to you as a Board member or from you as a Board member to one or more members of the Association. (10-11601. E.5)
  - c. On an annual basis, using the official retention rules, review your files to purge duplicates of documents, expired documents under your purview, and documents managed by other Board members.
8. In conjunction with the Secretary, handle all communications with potential owners, realtors, finance and/or title companies related to the sale and purchase of properties within the neighborhood.
  - a. **Most importantly:** When communicating with title or realty companies, request a copy of the new warranty deed and signed acknowledgment of receipt and understanding of the Association's governing documents from the purchaser.
  - b. Within ten days after receipt of a written notice of a pending sale that contains the name and mailing/email of the purchaser, forward to the title company and to the purchaser the documents and information required by Arizona law (A.R.S. 33-I 806.A).
9. Prepare a summary activity report for presentation at the annual meeting in January.

10. Work with the Treasurer to establish an annual budget for anticipated expenses.
11. Prepare a report for each Catalina Pueblo Chronicle (Newsletter) as necessary.
12. As directed by the Board, communicate with the Association's legal counsel.
13. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the position.

CATALINA PUEBLO ASSOCIATION

BOARD MEMBER GUIDELINES

**SECRETARY**

1. The Secretary shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. Perform all duties defined by Federal, State, and local laws regarding corporate activities required of the Secretary.
4. Prepare draft minutes of all meetings of the Board and submit same to Board members for approval at the next meeting. After approval at the following Board meeting, post the minutes to the CPA website.
5. Keep a written record of home sales in Catalina Pueblo:
  - a. Inform the Communications Committee Chair of each sale so he/she can keep the membership list up to date.
  - b. On this same written record of sales include pertinent information about what you did to comply with ARS 33-1806.A, and whether we received the transfer fee and a copy of the deed that we require for every home sale.
  - c. Inform the Treasurer of Transfer Fees received, so that she/he can maintain a record of Transfer Fees associated with home sales in Catalina Pueblo.
6. Keep a permanent and well-organized record of:
  - a. All actions taken by members of the Board meetings
  - b. Minutes of all meetings of the membership
  - c. All actions taken by members or the Board without a meeting
  - d. All actions taken by a committee of the Board of Directors on behalf of the Corporation. {The Board member who chairs the committee will prepare this record and pass it to the Secretary for safekeeping.}
  - e. Any other documents, correspondence, or records not maintained by the President, Vice President, or Treasurer.
7. Prepare and oversee delivery of ballots, as required, and certify all election results.
8. Assume responsibilities of the President in the event the President and the Vice President are unable to carry on these functions. This authority must be formally delegated in writing (Note that does not include the responsibility for chairing Board meetings. Section 8, Article III, of our Bylaws states "At all meetings of the Board of Directors, the President, or in his absence a Vice President, or a Chairman chosen by the Directors, shall preside."

9. At the start of each annual meeting, announce the number of members physically present and whether the total constitutes a quorum.
10. Prepare draft minutes of each annual meeting and submit them to the Board for approval. Read the approved minutes at the following annual meeting.
11. Prepare a written record of the actions of all committees you chair on behalf of this Association and maintain for safekeeping. (10-11601.A)
  - a. Keep all permanent records in written form and all other records either in written form or in a form that can be converted into written form in a reasonable time. (10-11601.D)
  - b. Keep for three years all written communications from a member of the Association to you as a Board member or from you as a Board member to one or more members of the Association. (10-11601.E.5)
  - c. On an annual basis, using the official retention rules, review your files to purge duplicates of documents, expired documents under your purview, and documents managed by other Board members.
12. In March of each year submit the report and pay the fee required by the Arizona Corporation Commission. Update the Statuary Agent as necessary. Keep a permanent record of all reports submitted to the Arizona Corporation Commission.
13. Prepare a summary activity report for presentation at the annual meeting in January.
14. Work with the Treasurer to establish an annual budget for anticipated expenses.
15. Prepare a report for each Catalina Pueblo Chronicle (newsletter) as necessary.
- 16. Oversee the Communications Committee, having the responsibility to:**
  - a. Prepare and publish the monthly Newsletter as required, with the exception of the summer months when the Board is not in session.
  - b. Maintain an up-to-date membership list (Directory):
    - i. Show the name, address, email address, and telephone number of each member, including a mailing address for those members who are not year-round residents. Coordinate with the Secretary to obtain the names of new owners.
    - ii. For Catalina Pueblo homes occupied by non-members, list the tenant's name(s), address, and telephone number, and the name of the member who owns the home.
    - iii. Publish this roster for distribution to all members each January, or as directed by the Board.
17. Update and maintain the [www.catalinapueblo.com](http://www.catalinapueblo.com) website.

18. Organize a subcommittee to call, visit if possible, and welcome new residents of the Pueblo as soon as possible after they arrive. Deliver copies of the following documents if they have not already received them.
  - a. The Association Declaration (CC&Rs);
  - b. The Association Bylaws and Rules;
  - c. A current membership list of Catalina owners and residents;
  - d. The Catalina Pueblo Home Owner's Manual.
  - e. Oversee the updating and maintenance of the Owner's Manual as needed.
19. Maintain the [CatalinaPuebloBoard@gmail.com](mailto:CatalinaPuebloBoard@gmail.com) email address and forward all pertinent emails to the appropriate Board member.
20. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the position.



CATALINA PUEBLO ASSOCIATION

BOARD MEMBER GUIDELINES

**TREASURER**

1. The Treasurer shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. Perform all duties defined by Federal, State, and local laws regarding corporate activities required to comply with the Treasurer's fiduciary responsibilities.
4. Collect the annual assessment (dues) and any special assessments that may be approved by the Board and/or Association members from time to time.
5. Manage and maintain all CPA financial records in excellent order without exception. This is to include all records associated with Association checking accounts, savings accounts, and instruments of investment, such as certificates of deposit.
6. Maintain, or arrange to be maintained, a detailed financial ledger to record all receipts, disbursements, and transfers of CPA funds.
7. Prepare the monthly Treasurer's report for each Catalina Pueblo Chronicle (Newsletter) as necessary, showing summary information covering the status of all financial accounts and instruments of investment.
8. Prepare Federal and State income tax returns. They must be completed and mailed by the required date.
9. Maintain a record of the cost of utilities (gas, electricity, and water) for each pool for every month, and compare each new bill received monthly with this record. Keep previous years as a reference. If a sudden increase in any cost occurs, alert the Pool Chairperson, and ask him/her to check for leaks or other problems.
10. Keep a record of Transfer Fees associated with home sales in Catalina Pueblo. Work with the Secretary to obtain necessary information.

11. Prepare a written record of the actions of all committees you chair on behalf of this Association and pass it to the Secretary for safekeeping. (10-11601.A)
  - a. Keep all permanent records in written form and all other records either in written form or in a form that can be converted into written form in a reasonable time. (10-11601.D)
  - b. Keep for three years all written communications from a member of the Association to you as a Board member or from you as a Board member to one or more members of the Association. (10-11601. E.5)
  - c. On an annual basis, using the official retention rules, review your files to purge duplicates of documents, expired documents under your purview, and documents managed by other Board members.
12. Prepare a summary activity report for presentation at the annual meeting in January.
13. Work with The Board and Committee Chairs to establish an annual budget for anticipated expenses.
14. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the position.

# CATALINA PUEBLO ASSOCIATION

## BOARD MEMBER GUIDELINES

### **POOL CHAIRPERSON**

1. The Pool Chairperson shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. Supervise pool facilities and activities and monitor services performed at the Adelita, Caballo, and Minera pools by the current service contractors. The Pool Chairperson is responsible for the operation, maintenance, repair, and cleanliness of the pools, ramadas and pool areas (except landscaping) out to and including the fences.
4. Periodically, or as required, solicit, and evaluate proposals by established companies or contractors to service our pool facilities. The primary objective of these periodic solicitations (every 18-24 months) is to assure continual, satisfactory, and price-competitive service.
5. The Adelita pool is serviced three times a week, year-round. The Caballo and Minera pools are serviced twice a week when heated and once a week after they are closed for the winter on or about November 1, depending on weather. They shall be re-opened on or about April 1, depending on weather, and then serviced three times a week.
6. Details of the services to be performed by the contractor at each of the three pools and spa:
  - a. Brush perimeter tiles free of debris and scum build-up
  - b. Skim surface free of leaves and bugs
  - c. Backwash filter (or clean filter cartridge) as needed
  - d. Vacuum bottom as needed
  - e. Check and clean all skimmer baskets and traps
  - f. Brush pool tiles and bottom down to the main drain
  - g. Check and maintain proper water chemistry: chlorine, pH and total alkalinity
  - h. Maintain water levels for proper operation of scuppers
  - i. Monitor pool and spa temperatures
  - j. Lubricate backwash handles and pump lids as required for proper operation
  - k. Fill in the service register sheet after each visit, recording current pool and spa temperatures
  - l. Remove all trash resulting from pool maintenance activities

7. Maintain a supply of keys for pool entry gates and bathrooms as may be needed by members and residents. Only they are entitled to keys to the pool facilities. Each property is given one set of keys with a Pool Pass that indicates the name & address of the owner/tenant. A charge is made for replacement keys. The Pool Chairperson shall delegate this task to a Pool Committee member when the Chairperson is unavailable.
8. Billing by the pool service contractor is to be sent directly to the Treasurer for payment with a copy to the Pool Chairperson for his/her information.
9. Inspect pools periodically for any maintenance needs. This includes ramadas, bathrooms, pest control issues (termites, pack rats, ants) paint, signs, fencing, gates, and lighting. Obtain bids from licensed contractors as necessary to remedy deficient conditions. Submit the bids to the Board for approval to authorize work, according to the CPA Policy and Procedure on Authorization of Work and Payment.
10. Note appropriately and respond as necessary to Pima County Health Department Annual Inspection Reports. Convey the results of these inspections to the Board.
11. Note and respond appropriately to CPA members' reasonable complaints and/or suggestions related to pool operations and activities.
12. Submit to the Board for their approval service contractors' proposals for any major change in cost and equipment replacement.
13. Gardening and landscaping chores at the pool facilities are performed by the landscaping contractor under supervision of the Landscape Chairperson.
14. Cleaning of bathrooms, furniture, decks, and shower tiles and emptying of wastebaskets is done by a contracted cleaning service.
15. The Pool Chairperson should routinely monitor and verify that the contracted services are performed in a timely and proper manner.
16. Assemble a Pool Committee to assist with these functions and to act during the absence of the Pool Chairperson.
17. Prepare a written record of the actions of all committees you chair on behalf of this Association and pass it to the Secretary for safekeeping. (10-11601.A)
18. Keep all permanent records in written form and all other records either in written form or in a form that can be converted into written form in a reasonable time. (10-11601.D)
19. Keep for three years all written communications from a member of the Association to you as a Board member or from you as a Board member to one or more members of the Association. (10-11601. E.5)
20. On an annual basis, using the official retention rules, review your files to purge duplicates of documents, expired documents under your purview, and documents managed by other Board members.

21. Work with the Treasurer to establish an annual budget for anticipated expenses.
22. Prepare a summary activity report for presentation at the annual meeting in January.
23. Prepare a report for each Catalina Pueblo Chronicle (Newsletter) as necessary.
24. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the position.

## CATALINA PUEBLO ASSOCIATION

### BOARD MEMBER GUIDELINES

#### **LANDSCAPE CHAIRPERSON**

1. The Landscape Chairperson shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies. See Section 2. Home, Lot and Landscaping Rules and Section 3. Exterior Maintenance.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. The purpose of the Landscape Committee is to ensure that Catalina Pueblo, with its residential and common area landscaping, and its unique walking paths, will maintain its distinction as of one of the most desirable residential areas in the Tucson foothills.
4. On an ongoing basis, inspect all properties to assure compliance with Association Covenants in appearance as well as in the safety of large or improper vegetation located therein, for example, the pool areas or street clearances, parking areas, or Campbell Avenue entrances to the neighborhood.
5. Be thoroughly familiar with the Catalina Pueblo Association's Landscaping and Maintenance Contract.
  - a. The Committee Chair will supervise and approve the work routinely performed by the landscaping company that has been authorized by the Board to perform these services and will assure that the landscaping services meet the Association needs.
  - b. The status of the landscaping work will be reported at the Board's monthly meetings.
  - c. Should the Board decide to change vendors, the Landscape Committee will solicit competitive bids for such services, review submissions, and submit these to the Board for a decision.
6. The Chair will establish a committee from the membership to assist with the following organized responsibilities:
  - a. A planned inspection of each property will occur on a regular basis. The inspection will note landscape appearance, maintenance and possible violations that detract from the general standard of tidiness and care as well as undesirable growth such as excessive mistletoe and desert broom, invasive African Sumac seedlings, and packrat middens.
  - b. Included in the inspection, will be a review of pathway clearance issues or improper wash drainage, particularly with regard to culvert blockage and growth of vegetation that could potentially block drainage in the event of major water runoff.
  - c. Homeowners will be notified in an official notice of the findings of the property inspection. The notice will include the list of any violations and the date requesting resolution of the issue or issues.
7. Homeowner and resident concerns regarding shrubbery growing into streets or other vegetation issues as they affect aesthetics or give rise to safety issues will be handled by this Committee.

8. Homeowners who wish to add, modify, or make landscaping changes to their property will notify the chair of this Committee. The homeowner will submit written explanations, detailed plans and seek drawings showing any impact on the surrounding area. The Chair will seek input from committee members and report to the CPA Board any action taken. If a resolution cannot be achieved, a report will be given to the Board for their review and disposition.
9. All actions of this Committee will be given in written form to the Secretary for recording in the Board Minutes.
10. Permanent Records:
  - a. Permanent records will be kept by the Chair in written form and all other records kept either in written form or in a form that can be converted into written form in a reasonable time.
  - b. All written communications from a member of the Association to the Chair or from the Chair to one or more members of the Association will be kept.
  - c. On an annual basis, using the official retention rules, the Chair should review the files to purge duplicates and expired documents.
11. The Chair, with Treasurer input, will establish an annual budget for anticipated expenses.
12. The Chair will prepare content for each Catalina Pueblo Chronicle (Newsletter) as would be valuable or helpful for the Homeowners and/or Residents.
13. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the position.

CATALINA PUEBLO ASSOCIATION

BOARD MEMBER GUIDELINES

**ARCHITECTURE CHAIRPERSON**

1. The Architecture Chairperson shall:
  - a. Thoroughly familiarize her/himself with the Corporate Declaration (CC&Rs), Bylaws, Rules, and Policies.
  - b. Discuss and clarify any question s/he might have with other Board members.
2. Comply with all Board policies, notably those related to financial procedures and conflict of interest.
3. Should architectural updates/changes be deemed required by the Architecture, Landscape, and/or Pool Committee Chairs (The Common Areas Sub-Committee of the Board) in common areas, the Architecture Committee Chair will work with the Common Areas Sub-Committee and other Board member(s), as needed, to define the update/change for presentation to the Board for authorization to solicit bids.
  - a. Upon Board approval, the Common Areas Sub-Committee shall undertake to secure competitive bids for the services required for the update/change, review submissions, and submit to the Board, with a recommendation, for a decision.
  - b. Receive applications for exterior modifications to the townhouses within CPA and work with all CPA members wishing to add, modify, or make major changes to the exterior structure their property to help them bring their applications into compliance with the Submission Standards as defined by the Architecture Committee with approval by the Board.
  - c. Obtain written explanations of the changes proposed, together with detailed plans, showing their impact on the surrounding area.
  - d. Once the application has been satisfactorily completed and submitted, provide copies of the application to the Architecture Committee Members for their review, comment, and approval.
  - e. Advise the CPA member of the action taken by the Committee and forward the result to the Board Secretary for record and distribution to the Board Members.
  - f. If resolution by the Architecture Committee and the CPA Member cannot be achieved, the Architecture Committee Chair shall submit the application and review comments to the Board for review and disposition.



4. Establish an Architecture Committee of Owners to assist with the following responsibilities:
  - a. Covenant and Rule compliance inspections
    - i. Periodically check the exteriors of homes and garages to verify that they are in compliance with the Association Covenants and Rules.
    - ii. Notify CPA members of any violations or non-compliance with the covenants and rules.
    - iii. Check to verify that remedial efforts are taken and are properly executed.
  - b. Non-compliance
    - i. Advise the Board of any non-complying situations so that enforcement action can be taken.
  - c. Review of applications for modifications to exterior of townhomes:
    - i. Review application materials and discuss among Committee Members
    - ii. Notify Chair of personal decision for approval or denial of application
5. Prepare a written record of the actions of all committees you chair on behalf of this Association and pass it to the Board Secretary for inclusion in Board Minutes or record of actions.
  - a. Keep and/or transfer to the Board Secretary all permanent records in written form and all other records either in written form or in a form that can be converted into written form in a reasonable time. (10-11601.1)
  - b. Keep and/or transfer to the Board Secretary all written communications from a member of the Association to you as a Board member or from you as a Board member to one or more members of the Association. (10-1 1601.E.5)
  - c. On an annual basis, using the official retention rules, review files to purge duplicates of documents, expired documents under the Architecture purview, and documents managed by other Board members.
6. Work with the Treasurer to establish an annual budget for anticipated expenses.
7. Prepare a summary activity report for presentation at the annual meeting in January.
8. Prepare an article or report for each Catalina Pueblo Chronicle (Newsletter) as necessary.
9. When vacating this position, provide initial orientation and ongoing guidance as needed to the new occupant of the position.