



44th Street & McDonald Drive, Phoenix
CamelbackCanyonEstates.org

ADMINISTRATIVE POLICIES

I. BOARD CODE OF CONDUCT

The following policy has been adopted by the Board of Directors of Heritage Hills Home Owners Association, d/b/a Camelback Canyon Estates (the "Association") as a part of the rules of the Association pursuant to the provisions of A.R.S. Section 33-1803 of the Arizona Revised Statutes and the Articles of Incorporation, Bylaws, CC&Rs, Rules and Policies of the Association.

The Board of Directors has adopted the following ethics policy for its Directors and committees. This policy is intended to provide guidance regarding ethical issues for new and current board members.

A. Board Responsibilities

The general duties for Directors are to enforce the Association's governing documents, collect and preserve the Association's financial resources, insure the Association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, Directors must:

- regularly attend Board meetings,
- review material provided in preparation for Board meetings,
- review the Association's financial reports, and
- conduct reasonable inquiry before making decisions.

B. Professional Conduct

In general, Directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the Association.

1. *Self-Dealing.* Directors shall recuse themselves from voting on issues with which they, or a member of their family, may have a personal interest to avoid real or perceived preferential treatment.
2. *Confidential Information.* Directors and committee members are responsible for protecting the Association's and homeowner's confidential information. Except when disclosure is duly authorized or legally mandated, no Director or committee member may discuss or disclose confidential information including:
 - private personal information,
 - assessment collection information, and/or
 - legal disputes in which the Association is or may be involved.
3. *Homeowner Contact Information.* Directors and committee members shall not use homeowner contact information for any purpose not directly related to Association business as authorized by the Directors. Homeowner emails, phone numbers and other personal information shall be protected.
4. *Misrepresentation.* All Association data, records and reports must be accurate and truthful and prepared in a proper manner.

CAMELBACK CANYON ESTATES HOA ADMINISTRATIVE POLICIES, continued

ADOPTED AND APPROVED by the Board of Directors, on the 2nd day of August, 2023.

II. AGENDA DEVELOPMENT AUTHORITY DELEGATION

The following policy has been adopted by the Board of Directors of Heritage Hills Home Owners Association, d/b/a Camelback Canyon Estates (the "Association") as a part of the rules of the Association pursuant to the provisions of A.R.S. Section 33-1803, 33-1804(C) and 33-1248(C) of the Arizona Revised Statutes and the Articles of Incorporation, Bylaws, CC&Rs, Rules and Policies of the Association.

The Board of Directors has adopted the following agenda development authority delegation policy. This policy is intended to comply with relevant statutes and court rulings regarding Association agendas.

A. Open (Regular) Board Meeting

The president of the board of directors shall have the authority to develop the agenda for the open meeting. In the absence of the president the property manager and/or the vice president shall have the authority to develop the agenda for the open meeting.

B. Closed (Executive) Board Meeting

The president of the board of directors shall have the authority to develop the agenda for closed meetings. In the absence of the president the property manager and/or the vice president shall have the authority to develop the agenda for closed meetings.

ADOPTED AND APPROVED by the Board of Directors, on the 21st day of May, 2026.

III. RECORDS RETENTION POLICY

The following policy has been adopted by the Board of Directors of Heritage Hills Home Owners Association, d/b/a Camelback Canyon Estates (the "Association") as a part of the rules of the Association pursuant to the provisions of A.R.S. Section 33-1803 of the Arizona Revised Statutes and the Articles of Incorporation, Bylaws, CC&Rs, Rules and Policies of the Association.

As the Association was incorporated in 1970, and whereas it is not reasonable or cost effective to maintain all records permanently, the following records retention schedule shall be utilized.

A. Permanent Records. The following Association Records are permanent records and shall be **retained indefinitely:**

1. The Governing Documents, and any amendments thereto;
2. Plat map(s), other dedicatory instruments and any amendments to the same;
3. Board Resolutions (including policies);
4. Minutes of all meetings of the Members and Board;
5. Records of all actions taken by the Members or Board without a meeting;
6. Records of all actions taken by a committee of the Board on behalf of the Association;
7. Architectural approvals/denials, to be kept in Unit files.

B. Seven-Year Retention. The following Association Records shall be **retained for at least seven (7) years:** Financial books and records, including, but not limited to:

- (8) Annual budgets;
- (9) Reserve studies;
- (10) Monthly financial statements and bank statements;
- (11) Tax returns; and
- (12) Any audit records.

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- C. **Six-Year Retention.** The following Association Records shall be **retained for at least six (6) years:**
1. Payroll and personnel documentation (to be kept for at least 6 years after employment ceases);
 2. Account records of Members; and
 3. Vendor contracts and any substantive communications related thereto.
- D. **Three-Year Retention:** The following Association Records shall be **retained for at least three (3) years:** Written communications from the Association to its Members, including, but not limited to:
1. Meeting notices and other notices;
 2. Informational letters; and
 3. Newsletters.
- E. **One-Year Retention:** The following Association Records shall be **retained for at least one (1) year:**
1. **Elections.** All documents pertaining to an election, including but not limited to:
 - a. Ballots;
 - b. Envelopes;
 - c. Sign-in sheets; and
 - d. Other election-related materials.
 2. **Removal.** Documents and other records relating to the proposed removal of a member of the Board and any election or other action taken for that director's replacement.
 3. **Annual Report.** The most recent Annual Report filed with the Arizona Corporation Commission.
- F. **Discretion.** Any Association Records not described above may be retained for the duration deemed appropriate, in the discretion of the Board. Unless otherwise required by law, upon expiration of a retention period listed above, the Association Records shall no longer be considered records of the Association and may be discarded in a manner deemed appropriate by the Board.
- G. **Place of Business Records.** In addition to the retention requirements set forth herein, the following Association Records shall be available at the principal place of business **at all times:**
1. **Articles of Incorporation and Bylaws** of the Association, including all amendments thereto currently in affect;
 2. **Any Board Resolutions** relating to the characteristics, rights, limitations and obligations of members;
 3. **Membership meeting minutes** and records of all actions taken without a meeting for the last 3 years;
 4. **Written communications** from the Association to its Members, including any financial statements furnished for the past 3 years;
 5. **A list of the Board of Directors** and Officers and their business addresses; and
 6. **Annual Report.** The Association's most recent Annual Report filed with the Arizona Corporation Commission.

ADOPTED AND APPROVED by the Board of Directors, on the 28th day of September, 2023.

CAMELBACK CANYON ESTATES HOA ADMINISTRATIVE POLICIES, continued

IV. POLICY GOVERNING EMERGENCY HEALTH AND SAFETY RESPONSE AUTHORITY

WHEREAS, Heritage Hills Homeowners Association d/b/a Camelback Canyon Estates (the "Association") is governed by the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Heritage Hills Home Owners Association, recorded as Document No. 2006-0813231, records of Maricopa County, Arizona, and all amendments thereto (the "Declaration"), and the By-Laws of Heritage Hills Homeowners Association (the "Bylaws"), which provide that the Association shall be governed by a Board of Directors (the "Board");

WHEREAS, Article 1, Section 5 of the Bylaws provides: "The Board of Directors shall have the general management and control of all the property and affairs of the corporation, and shall exercise all of the powers of the corporation except such as are conferred by law or by these Bylaws upon the members";

WHEREAS, Article V, Section 1 of the Declaration provides, in relevant part: "The Association, or its duly delegated representative, shall maintain and otherwise manage all property up to the lot lines, including, but not limited to the landscaping, parking areas, streets and recreational facilities, roofs, common elements and exteriors of the buildings located upon the above described common properties";

WHEREAS, Article XV, Section 9 of the Declaration provides: "The Association and Board of Directors shall have the power to pass reasonable rules and regulations regarding the use of Association Common Area";

WHEREAS, to provide for efficient management and maintenance of the Common Area, and to properly address emergency situations, the Board wishes to delegate to the Association's Managing Agent, the authority to make certain expenditures to address emergencies pertaining to the Common Area, as set forth herein;

NOW, THEREFORE, based on the power authorized to the Board, the Board hereby adopts this Policy Governing Emergency Health and Safety Response Authority.

I. Policy Governing Emergency Health and Safety Response Authority

- A. **Health and Safety Risk.** In the event that the Managing Agent becomes aware of an event or imminent threat that involves Association Common Area property and poses an immediate health or safety risk to residents or the public and/or a risk of property damage to property within the Association, the Managing Agent shall do the following:
 - 1. ***Emergency Services.*** Call emergency services, public first responders and/or public health officials as appropriate, to prevent or mitigate the impacts of the event.
 - 2. ***Board Notification.*** Immediately contact the Board members to apprise them of the situation and any recommended actions to take.
- B. **Managing Agent Authority.** In responding to an emergency event, the Managing Agent shall have the following authority to make emergency expenditures reasonably necessary to protect the health, safety and property of residents within the Association:

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1. Expend up to \$750 without any Board approval.
 2. Expend up to \$5,000 upon approval of at least one (1) officer on the Board.
 3. Expend up to \$10,000 upon approval of at least two (2) officers on the Board.
 4. Expend over \$10,000 only upon approval of the Board.
- C. Example Emergencies.** Examples of potential imminent or real-time emergency events subject to this Policy include, but are not limited to:
1. A report of a sink hole forming in a street owned by the Association.
 2. Breakage of a sewer line resulting in sewage flowing into the Common Areas or private property in the community.
 3. A brush fire igniting in or near the Common Area.
 4. A lamp post falling down in the community, leaving electrical wires exposed.
 5. Common Area storm water infrastructure failing during a storm and flood water threatening to damage property or injure residents.
- D. Resolution Modification.** The Board may revoke or modify this Resolution at any time by adopting a subsequent Board Resolution.

The Board of Directors adopted the above Resolution at a duly held Board meeting on March 10, 2020.