

**VENTANA LAKES RULES FOR VOLUNTEERS AND
ESTABLISHMENT OF COMMITTEES**

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Rule 1. What is a Volunteer

- A. Volunteers provide services to Ventana Lakes that would otherwise require the expenditure of Association funds to accomplish, or which otherwise might not be accomplished at all.
- B. All members of Committees established or approved by the Board, and the Board, are “Volunteers.”
- C. All persons who perform a service with Board approval, even if not a committee member, are “volunteers” for the purpose of this Article. The Board’s approval shall be based upon at least one of the following criteria:
 - 1. The service benefits the Association as a whole, is authorized by the Board and serves or a subdivision thereof.
 - 2. The service benefits homeowners who need assistance in maintaining their home or who are unable to provide their own transportation for necessary errands such as medical appointments or grocery shopping.
- D. Any persons who coordinate activities for social clubs or groups when the event is open to entire community.

Adopted January 20, 2010.

Rule 2. Payment and Reimbursement to Volunteers

- A. Volunteers are not paid for their services, but may be reimbursed for receipted out-of-pocket expenses when they are working under the direction of the Board through the Community Manager.
- B. Persons who are hired by the Association for pay under Rules for Homeowners (contracting) are not “volunteers.”
- C. The Board may approve parties, celebrations, or other events or items to thank volunteers for their service from Association funds. This shall not be considered payment.
- D. Volunteers requesting reimbursement for Association purchases, services or mileage will complete the appropriate form and provide receipts, unless the claim is for mileage, when a log is required. Reimbursement forms will require the following information: Name, address, telephone number; date of purchase, service or travel; and the reason for the purchase, service or travel. The form shall be signed by the homeowner or staff member requesting reimbursement. The form shall also be signed by the person authorizing the purchase on behalf of the Association.

Subsections A, B and C were formerly Resolution #2006-13, adopted November 15, 2006. Readopted January 20, 2010. Subsection D adopted December 19, 2010. Re-adopted January 20, 2010..

Rule 3. Volunteers at Ticketed Events

Volunteers who help with any event or show for which a ticket is required must purchase a ticket. Only one ticket is needed for an event/show that spans several nights. Exceptions to the purchase of a ticket may be approved only by the Activities Coordinator.

Formerly 2004-19 adopted August 14, 2004; reviewed and kept June, 2006. Re-adopted January 20, 2010.

Rule 4. Board Members on Committees

- A. Arizona law restricts the nature and function of Board member committees. Under Arizona law, the Board of Directors of a non-profit corporation may create one or more committees and appoint members of the Board to serve on them, unless the Association's articles of incorporation or bylaws provide otherwise. A committee may have one or more members, and each member serves at the pleasure of the Board of Directors.
- B. The creation of a committee and appointment of members of the Board of Directors to it must be approved by a majority of the Board. The Board may also designate one or more Directors as alternate members of any committee who may replace any absent member of any meeting of the committee.
- C. Each committee of the Board may exercise only the authority specified by the Board of Directors or the Association's governing documents.
- D. Any time a majority of the Board meets to discuss Association business, even if the meeting is a meeting of a Board committee, the meeting must be open to Association members and duly noticed under the law.

Portions taken from: Resolution #2006-13, adopted November 15, 2006. 2004-19 adopted August 14, 2004; reviewed and kept June, 2006. All re-adopted January 20, 2010.

Rule 5. Committees: Types and Authorities

- A. **Standing Committees** are appointed by the Board and perform specific functions and have specific authorities for the benefit of Ventana Lakes. Membership may be permanent or rotating as specified in the committee's governing rule. Standing Committees are:
 - 1. Architectural Committee.
 - 2. Election Committee.
 - 3. Finance Committee.
 - 4. Gardens Advisory Committee.
 - 5. Lakes Committee.
 - 6. Landscape Committee.
 - 7. Maintenance Committee.
- B. **Service Committees** may be formed by any homeowners in Ventana Lakes for the benefit of Ventana Lakes. Members of service committees are recognized by the Board as volunteers for Ventana Lakes when the Chairperson of the Committee certifies them as members. Service committees have a specific service function but have no authority unless they become Standing Committees under this Article. Recognized Service Committees are:

1. Activities, chaired by the Activities Coordinator
 2. Kitchen Committee
 3. Pool Monitors
 4. Prides
 5. Building Monitors
 6. Sound System
 7. Block Watch
- C. The Board may appoint *ad hoc* committees for specific short term assignments with defined scope and authority. Such committees shall be added to the Ventana Lakes Rules under this Article unless they have a specific time period to complete their assignment and this is recorded in the minutes of the Board.

Committees are named in #2005-01 (Update on Approved Standing Committees” which was reviewed and kept in October 2006 as an update on Policies #02-01 and 2004-16. Policy 2005-01 names three standing committees: Maintenance; Architectural; and Landscape. The others have been added since. Re-adopted January 20, 2010. Amended February 17, 2010.

Rule 6. Volunteer Committees; Coordination with Management

- A. Any committee wishing assistance or support from Management staff (which will require time or resources other than a quick and simple response) must go through the Community Manager for scheduling and assignment of personnel.
- B. Committee records generated by a committee which are important to the Association or may be needed for future operations shall be maintained by the Management office.

Adopted January 20, 2010.

Rule 7. Activity Coordination

Volunteers wishing to hold a community activity or event shall work with the management *staff* Activities Coordinator, and volunteers and staff shall use the “Activity Coordination Procedures” booklet available from the Management Office. This booklet shall address processes for the following:

1. Activity Planning – for overview and understanding of duties and responsibilities.
2. Room Scheduling Request.
3. Finance and Purchasing policies and forms.
4. Special Approval form in the event there are unusual circumstances (such as a likelihood that the event may “lose” money).
5. Engagement contract (if necessary for hiring outside entertainment).
6. Agreement on Responsibilities for Volunteer Director.
7. Communications Methods.
8. Cancellation and Refund Policy.
9. After-Event Evaluation Form.

Adopted February 17, 2010.