



F I R E S I D E
AT NORTERRA • BY DEL WEBB

September 28, 2018

Dear Fireside at Norterra Homeowner,

The Fireside at Norterra Community Association will be holding the Annual Election to select representatives for the Fireside at Norterra Community Association Board of Directors.

There are currently three director positions open for election. Please review the attached information which outlines the qualifications to run for office, as well as a timeline for the election.

If you wish to be a candidate for one of the open board positions, please complete the enclosed Candidate Application Form, and follow the instructions listed on the form. All submissions must be received at the Fireside at Norterra Community Center, 28185 N. Melvern Trail, Phoenix, AZ. 85085, by **Monday, October 22nd, 2018 at 5:00 p.m.** We ask when you drop off your application that you also take a few moments to have your picture taken by the Community Center Staff so that it can be posted with your biography.

As part of the election process, a "Meet the Candidates" forum will be held at the Fireside at Norterra Community Center on **Wednesday, November 7th, 2018 at 6:30 p.m.** Candidate biographies will be posted on the community website at www.ourfiresidenorterra.net prior to the meeting for residents to review.

You will receive a second mailing that will include the instructions for voting and information pertaining to the Annual Meeting date and time where election results will be tallied.

Sincerely,

Dawn Talley

Community Manager
Fireside at Norterra Community Association



2019 Board of Directors Election Information

Board Responsibilities and Candidate Qualifications

Board Responsibilities

The Fireside at Norterra Community Association Board of Directors oversees the homeowners' association for the 1,410 homes within Fireside at Norterra. The Board of Directors is composed of five elected volunteer directors. There are three (3) open positions available. In accordance with Article 4, Section 4.5 of the Fireside at Norterra Community Association Bylaws, the elected Directors will serve a two-year term from the date of election.

The Board of Directors contracts a management company, Associated Asset Management (AAM, LLC), to assist in managing the day to day operations of the Community Association. The main areas of Association responsibility include:

- Policy review and implementation
- Budget and financial oversight and management
- Management of the Community Center operations
- Maintenance and upkeep of common area amenities including: the community center facility, exercise facility, swimming pool, private streets for benefitted parcels and sub-associations, common area landscaping, community park, tennis courts and basketball courts.
- Personnel management
- Vendor management

Candidate Qualifications

Any homeowner interested in serving as a member of the Fireside at Norterra Board of Directors must:

- Be at least 18 years of age.
- Be a homeowner in good standing and current on their Fireside at Norterra Community Association assessments.
- Have no unresolved or current violations of the governing documents.
- Have no pending legal claims with the Association, Developer or Management Company.
- Be listed on the deed as legal owner of the property.
- Willingness to sign and abide by the Code of Conduct policy.

All Candidate Application Forms will be reviewed by Management to ensure that they meet the aforementioned qualifications. Any exceptions will be forwarded to the Board of Directors for their review.

Additional Important Election Information

- Number of lots in the Community: 1410
- Quorum Requirement for election: 10%
- Participation needed to fulfill quorum requirement (including mail-in ballots): 141
- One ballot per household.

Please contact the community manager, Dawn Talley at 623-434-6411 or dtalley@AssociatedAsset.com for any questions.



BOARD OF DIRECTORS CANDIDATE APPLICATION FORM

Return Candidate Application Form to
Fireside at Norterra Community Center
28185 N. Melvern Trail, Phoenix, AZ. 85085

By signing below, I hereby certify that I meet the qualifications for office as noted in this information packet.

Name (Print): _____

Address: _____

(Check preferred mode of contact.)

Daytime Telephone No. _____

Evening Telephone No. _____

Cellular Telephone No. _____

E-mail Address: _____

This form must be completed and returned to the Fireside at Norterra Community Center no later Monday, October 22nd, 2018 at 5:00 p.m. Please remember to have your photo taken at the front desk when you drop off your application. Photos will be posted with biographies on the community website.

Please provide a few sentences about why you feel you would be a benefit to the community by serving on the Board of Directors. Please limit your response to 250 words or less. The information you provide will be shared with the Fireside at Norterra homeowners, and will be typed verbatim when added to the on-line Candidate Biographies page.

Reason for running for FAN Board of Directors seat:

Qualifications for this Seat (you may continue on the back).

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Signature (Required)

Date

**Fireside at Norterra Homeowners Association
Board of Directors and Committee Members
CODE OF CONDUCT**

The Fireside at Norterra Homeowners Association (the “Association”) Board of Directors (the “Board”) and Committee Members are representatives of the community and as such should follow a high standard of conduct and cooperation with other board members, committee chairs and members, staff, and residents during all meetings, events and deliberations. The Board has approved the following code of conduct for its Board Members and Committee Members in order to guide and maintain this high standard of ethical conduct and performance in Association business, and to ensure that the residents maintain confidence in and respect for the entire Board:

1. All Board Members and Committee Members shall use their best efforts at all times to make decisions that are consistent with high principles, and to maintain, protect, and enhance the value of the Association’s assets and quality of life.
2. All Board Members and Committee Members shall participate and attend all meetings and timely respond to any communications to the best of their ability. To that end, three (3) unexcused consecutive absences by a Board or Committee Member shall constitute an automatic resignation from the Board and/or Committee in accordance with the Bylaws at Article 4, Section 4.6.
3. All Board Members and Committee Members shall respect parliamentary procedure at all meetings, participate in a business-like manner, refrain from speaking out of turn, and will treat other board members, audience, committee members and staff with courtesy and respect at all times.
4. All Board Members shall keep all "executive session" meetings, discussions, and communications strictly confidential.
5. No Board Member or Committee Member shall discuss or post any Association information, documents and/or other records on social media websites or any other internet website, unless approved in writing by the Board of Directors.
6. Each Board Member and Committee Member shall accept the Board’s decisions, even if he or she disagrees, and understands that there may not be unanimous support for every action taken.
7. All Board Members and Committee Members shall champion the goals and interests of the Association in a constructive manner, rather than create unnecessary conflict among the members or within the Board.
8. All Board Members and Committee Members shall attend Board Training provide by the Management Company.
9. All Board Members and Committee Members shall immediately disclose to the Board any financial or other conflicts of interests.
10. All Board Members and Committee Members shall enforce the community documents in a fair and uniform manner.
11. All Board Members and Committee Members shall place the interests of the Association above their own interests, the interests of a particular homeowner, or the interests of a faction of homeowners.

12. All Board Members and Committee Members shall bring member ideas, concerns or other comments to the meetings, but not speak to members about those concerns unless expressly authorized by the Board or Committee to do so.
13. Each Board Member and Committee Member shall remain current in all assessments and understands and agrees that a delinquency of more than thirty (30) days in the payment of any assessment shall automatically constitute his or her resignation from the Board and/or Committee pursuant to Article 4, Sections 4.1 and 4.6 of the Association's Bylaws.
14. Each Board Member and Committee Member shall cure or resolve any outstanding violations on their respective lot within thirty (30) days of notice being sent by the Association. Failure to bring the lot into compliance within those thirty (30) days shall automatically constitute their resignation from the Board and/or Committee. pursuant to Article 4, Sections 4.1 and 4.6 of the Association's Bylaws
15. All Board Members and Committee Members shall immediately resign from the Board or committee if they find that they can no longer maintain this Code of Conduct in serving the Association. Each Board Member and Committee Member also understands and agrees that if he or she does not follow this Code of Conduct, the Board may remove a Board Member from his or her position in accordance with the procedures set forth in the Association's governing documents.
16. All Board Member and Committee Members shall alert the Board of Directors and community manager about any and all pertinent issues and requests prior to an open meeting, to be approved as an agenda item.
17. No Board Member or Committee Member shall misrepresent facts to residents of the community for any reason, including but not limited to advancing a personal cause or influencing the community to place pressure on the Board to advance a Board member's personal cause.
18. No Board Member or Committee Member shall engage in writing, publishing or any other form of speech that defames any other member of the Board, committee member, resident, community manager, or staff.
19. No Board Member or Committee Member shall request reimbursement for out-of-pocket expenses, fees, mileage, or any other expenses without the prior approval of the Board.
20. No Board Member or Committee Member shall receive any compensation from the Association other than pre-approved reimbursement of expenses on behalf of the Association.
21. No Board Member or Committee Member shall assume authority to direct a member, contractor, agent or employee of the Association. All Board Members and Committee Members will, at all times, subsequent to a vote, support the decisions of the majority of the Board regardless of the position that Board Member may have taken at the time of the vote.
22. No Board Member or Committee Member shall interfere with the duties of any staff Member of the Association.
23. All Board Members and Committee Members shall safeguard all attorney/client communications and confidential information of any Member of the Association. This duty extends to all Board Members and Committee Members even after their term has expired.
24. All Board Members and Committee Members shall be loyal to the Association and conform to the Association's approved policies.

Except as otherwise specified in Paragraphs 2, 13, and 14 above, any Board Member or Committee Member who violates this code of conduct shall be subject to a written reprimand for each violation to be recorded in the meeting minutes of the Board or Committee. After two (2) such reprimands, the remaining Board Members may request that the Board Member resign or may initiate removal proceedings as provided for in the Association's governing documents, A.R.S. § 33-1813, or any other applicable laws.

No provisions of this Code of Conduct may be rescinded, altered, and/or amended without a majority vote of the Members of the Board.

By signing below, I _____, acknowledge that I have received a copy of the Code of Conduct and understand my obligations as a Board Member and/or Committee Member.

Signature: _____

Date: _____

ANNUAL MEETING TIMELINE SCHEDULE

2019 Election Information Timeline and Additional Election Information

Timeline

Sept 28 th	Official mailing of Call for Candidates, election process and key election information to be sent out
Oct. 22 nd	Deadline to file candidacy. Candidates are asked to have the Community Center Staff take their photo when filing for candidacy. Candidate biographies and photos will be included on Candidate Biography page of the community website and will be email blasted to the Fireside at Norterra residents
Oct. 25 th	Candidate Application Forms reviewed by Management to ensure that they meet the pre-approved Candidate Qualifications
Nov. 2 nd	Initiate election process, mail ballots, biographies and meeting notice
Nov. 2 nd	Post biographies and photos online and link in email blast
Nov. 7 th	Meet the Candidates Night at Community Center - 6:30pm to 8:00 pm
Nov. 29 th	Election ends at close of business for mail in ballots
Dec.3 rd	Mail-In Ballots counted and election verified by CPA firm
Dec. 12 th	Fireside at Norterra Annual Meeting and election of board members. Meeting held at the Norterra Canyon Elementary School. Ballots will be available at sign-in table for homeowners who have not already voted but wish to do so in person at the meeting. Tallies will be finalized at this meeting, and the winners will be announced and seated on the Board of Directors at the end of the meeting
Dec. 12 th	Organizational meeting will be held directly after the annual meeting to determine Board positions