

Book of Policies & Procedures

Sunbird Golf Club Inc.
Chandler, Arizona

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POLICY #1 GENERAL OPERATIONS

Revised 2/8/2016

SunBird is a semi-private golf club. Policies are designed to control the pace of play, protect the course and create harmony among the players.

POLICY #1A DRESS CODE

- 1) Golfing attire is a reflection of SBGC Inc. All golfers shall have appropriate golfing attire when on the golf course, practice green or driving range. Footwear must not cause damage to the greens.

- 2) The SunBird Golf staff shall determine what constitutes appropriate attire.

POLICY #1B GOLF CARTS

Revised 10/22/2020

- 1) Carts must remain on the cart paths on all par threes, with the exception of Hole #3. Carts must remain at least 50 feet from any green. Carts with handicap flags must stay at least 20-feet from any green. Continued violation of the distance from the green may result in a written reprimand, or possible short-term suspension of golf privileges. Carts must avoid any areas where there is an accumulation of water or that appear soft, all hazards and desert areas. Occupancy in a cart is limited to two persons and two golf bags. You must have a valid driver's license to drive a golf cart.
 - a) Rental: A limited number of rental golf carts are available. Prices are per individual seat. Please inform the Pro Shop when making your tee time if any are needed. This is especially important during the high season. All rental carts shall be subject to the applicable Cart Rental Fee, including when used during tournaments. The person renting the cart is responsible for any damage to the cart and/or other property.
 - a) Private: Privately owned electric golf carts are permitted on the golf course during a round of golf. Effective January 1, 2021, an annual golf cart path fee of \$50/year/cart shall be paid by non-members who use their cart(s) on the golf course. Member golf carts are exempt from this fee. All member and non-member golf carts that are used on the golf course must display a current sticker, available from the Pro Shop.

b) Parking:

- (1) No carts shall be parked on any playing surface of the golf course or gravel areas around the course.
- (2) If it is necessary to park a cart in the vicinity of a hole, the location should be chosen on a street so as not to interfere with any traffic.
- (3) All carts shall be parked in their designated staging areas for shotgun starts.
- (4) When parking around the clubhouse, park in identified spaces and observe posted speed limit signs. This is a congested area, so be alert and avoid accidents.

POLICY #1C SAFETY

- 1) A golfer may be held responsible for any damage to the golf course property and equipment. Please leave your name and phone number if an accident occurs. Do not trespass on a homeowner's private property.
- 2) Golfers under the age of 14 must be accompanied by an adult, unless approved by management.
- 3) The golf course is for use by golfers only. No pets allowed on the golf course. For your safety, no jogging, walking, biking or skating is allowed. No fishing in golf lakes except in the lake on Hole #9.

POLICY #1D DRIVING RANGE

Revised 10/22/2020

- 1) Practice clubs are limited to those that restrict shots to 140 yards from the forward tees to 170 yards from the back tees of the range.
- 2) Balls used on the driving range are restricted to those balls dispensed by the machine or sold in the Pro Shop. Range balls are dispensed from the machine at the bottom of the stairs near the cart storage area. Packages of 12 range balls are available in the Pro Shop. Range cards are available at the Pro Shop or you may use your credit card. Contact the Pro Shop if you experience problems with the ball dispenser. Do not take range balls or baskets away from the driving range for later, or personal, use.
- 3) Range balls will be provided free of charge to members in good standing prior to their round, on day-of-play only.
- 4) The range will be closed periodically for maintenance and mowing (check with the Pro Shop for schedules). Baskets for range balls are not to leave the practice areas.

POLICY #1E RAIN CHECKS

- 1) The Pro Shop staff will authorize Rain Checks at their discretion.

POLICY #1F FOOD AND BEVERAGE

Approved 12/15/16

Beverage Services

- 1) All players and guests are expected to comply with Arizona State liquor laws which currently prohibit the consumption of alcoholic beverages anywhere on SunBird Golf Club Inc. properties.
- 2) Tournaments/Events:
 - a) It is against state liquor laws to provide alcoholic beverages in conjunction with tournaments and events anywhere on golf club property. On course drink stations are not permitted to provide beer or liquor, whether sold or complimentary.
 - b) An exception to this rule may be approved by the Board of Directors with evidence that all special event liquor licenses and approvals have been obtained from the State of Arizona and from the City of Chandler. It will be the tournament or event organizer's responsibility to comply with all relevant liquor laws by presenting evidence of compliance to the SBGC Board of Directors.

Food Services

- 1) SBGC does not have the facilities or ability to provide on-course tournament or event food services.

POLICY #2 TEE TIMES

POLICY #2A BOOKINGS

Revised 01/21/2016

Revised 12/11/2017

Revised 10/22/2020

- 1) Non-members may book 7 days in advance.
- 2) Members may book 8 days in advance.
- 3) Members who have reclassified their membership to Non-redeemable and Non-transferable may book 9 days in advance.
- 4) 21ers may book 10 days in advance.
- 5) The member who qualifies for the 9- or 10-day advance booking must make the booking and must play in the foursome for whom the booking was made. Failure to do so will result in loss of privilege. Hole assignment shall be at the discretion of the pro shop manager who will assign groups to holes to accommodate golf course flow.
- 6) In special circumstances, such as a unique family event, and at the discretion of management, other foursomes may be accommodated.
- 7) Tee times cannot be made prior to the established days as listed above. Tee times may be made at the counter, through a phone call, or by booking online. When booking a hole for a shotgun start, the member may reserve both A and B slots on that hole. Additional bookings must be made separately. The member making the booking must ensure the Pro Shop has the names of all players prior to the day of play.
- 8) Repeated failure to show up for your tee time will be reviewed by management; possible suspension of golf privileges may result.

POLICY #2B BLOCKED BOOKINGS

Approved 3/11/16

Revised 10/22/2020

- 1) Blocked Bookings allow your group to book regular tee times a year in advance. They require a minimum of 4 tee times for 16 players.
- 2) A chit fee of \$3.00 may be assessed for each player when 18 holes are scheduled. A chit fee of \$2.00 may be assessed each player when 9 holes are scheduled. Applicable green fees will be assessed to all players in the blocked tee time group. Annuals or Punch Cards may be used for green fees.

POLICY #3 TOURNAMENTS

Revised 2/08/2016

Revised 11/09/17

Revised 10/22/2020

- 1) The Golf Club will allocate all 18 holes to a tournament when the field consists of 72 players or more. If the tournament consists of fewer than 72 players, the Golf Club has the option to insert additional players.
- 2) For nine hole tournaments, the club will allocate all 9 holes to the tournament when there are 36 players or more. If the tournament consists of fewer than 36 players, the Golf Club has the option to insert additional players.
- 3) Tournament rates are \$25 + \$1 Activity Fee per player during the months of October through April and \$15 + \$1 Activity Fee per player during the months of May through September. The Board shall have the right to change fees from time to time or when special circumstances are applicable. Range balls will be provided for each tournament. The club may assist with tents, sponsor signs, and KP markers.
- 4) Tournaments will be booked in the following order:
 - a) Sanctioned clubs
 - b) Social clubs
 - c) Outside groups
- 5) For Home & Home play, a fee of \$10.00 +\$1.00 Activity Fee will be assessed to visiting golfers. Rental cart fees will apply to players using SunBird Golf Club carts.

POLICY #4 MEMBERSHIPS

POLICY #4A PURCHASE OF ANNUALS

Approved 1/21/2016

Revised 2/6/17

Revised 10/22/2020

- 1) Annuals must be purchased prior to play in any new calendar year.
- 2) There are no refunds for Annuals. Exceptions may be made at the discretion of the Board of Directors under the following circumstances:
 - a) A member may receive a refund on an Annual purchased for the coming year, provided the request is made prior to January 1st of the new year.
 - b) In exceptional circumstances such as long term illness, credit may be given toward the purchase of an Annual or Punch Card for the following year based on fair value which has been determined to be 50 rounds per year.
 - c) In the case of the death of a member, the unused portion of an Annual, may be pro-rated and converted to a Punch Card in the name of the surviving spouse.

POLICY #4B MEMBER/GUEST RATES

Approved 3/11/16

- 1) A guest of a Member is entitled to the same rates as a member. These rates do not include a golf cart. The Member must identify the guest to the Pro Shop in order to take advantage of these rates. The Member is not required to golf with the guest. However, each time the guest signs up to play, the Member must advise the Pro Shop. A Resident of SunBird may not be a guest of a Member.
- 2) A guest of a Resident is entitled to the same rates as a Resident. These rates do not include a golf cart. The Resident must identify the guest to the Pro Shop in order to take advantage of these rates. The Resident is not required to golf with the guest. However, each time the guest signs up to play the Resident must advise the Pro Shop.
- 3) A tenant of a Member is entitled to the same rates as a Member, only if the tenant is occupying a home for which the Member has a membership. This would normally apply if the Member has a membership in two or more homes or the tenant is occupying the Member's home. If the Member has only one membership and is actively using that membership and the tenant is in a house other than the home of the Member then the Member rates do not apply.

POLICY #4C MEMBERSHIP REDEMPTIONS

Approved 4/13/2014

Revised 12/17/2015

- 1) Requests for redemptions in full will be added to the redemption waiting list and maintained by SBGC Inc. As new memberships are sold and funds become available, these requests will be redeemed in the order received, and at such time as all other prior submissions have been redeemed, with the following exception:

As stated in Article II 2.D of the bylaws, "The Board of Directors, at their discretion, may offer to reimburse the owner one-half of the original purchase price of the membership without the sale of any new memberships".

- 2) Members may offer to donate any portion of their original purchase price of membership. In the event funds necessary to redeem the discounted membership are not available from the sale of new memberships, the funds will be taken from General Operating Funds. An account receivable will then be established for the purpose of repaying General Operating Funds from the next new membership sale, prior to payment of any full redemption.
- 3) A processing fee, as determined by the Board from time to time and established at \$350.00 on January 1, 2010, will be deducted from redemption proceeds.
- 4) To redeem an eligible membership, obtain a redemption form from the Pro Shop. When the form is properly completed and returned, the time and date will be recorded on the document and the member will be provided with a copy as a receipt.
- 5) All outstanding redemption requests will retain the rights, responsibilities, and privileges of membership. Approved assessments will remain a responsibility of the member until the membership is redeemed and may be recovered separately from the member or from redemption proceeds.

POLICY #4D MEMBERSHIP TRANSFERS

Approved 1/14/2016

Revised 2/6/17

Revised 10/22/2020

- 1) A redeemable membership will only be transferred to the new owners of a house upon presentation of a definitive transfer statement, such as a HUD settlement. A transfer fee shall be charged. On January 1, 2010, fees were established at

\$350.00. Fees will be determined by the Board from time to time. This fee will be recovered from the new member prior to Membership Certification.

- 2) Redeemable memberships may only be transferred with the sale of the member's home in SunBird. Memberships transferred after February 13, 2013, shall be non-redeemable and non-transferable.
- 3) Memberships cannot be transferred to another family member living in the same house. However, under Article 11 1. A. c. of the Bylaws, that family member is entitled to member rates.

POLICY #5 FINANCES

POLICY #5A RESERVE FUND

Approved 1/21/2016

- 1) The purpose of the Reserve Fund is to ensure that the net working capital of the Club (current assets less current liabilities) shall not be reduced below \$100,000.00. The primary funding of this account comes from Operating Income, the amount to be determined each year by cash flow requirements. The amount in excess of \$100,000.00 shall be designated in a schedule for future major asset replacement and/or repair. Major assets include buildings, well, pump station, irrigations system, lake pylons etc.
- 2) The schedule will specify what items should be refurbished or replaced and when this should happen. The schedule will also outline the anticipated costs so a funding plan for each of these items can be met. Repairs and replacement items are major assets that the Club is obligated to maintain. These funds shall be deposited in a separate account with an FDIC Insured institution and invested in different CD amounts with varying terms to maximize interest.
- 3) Proposals exceeding \$90,000.00 in cost must first be approved by a majority of the Members before any contract is awarded.

POLICY #5B CAPITAL IMPROVEMENT FUND

Approved 1/21/16

- 1) The purpose of the Capital Improvement Fund is to accumulate funds for golf course projects and/or the restoration or replacement of equipment. Capital Improvements include the replacement of machinery, golf carts, computer systems and physical property on the golf course as approved by the Board of Directors, subject to funds being available.
- 2) The primary funding of this account is from 50% of the Activity Fee charged to members for each round of golf played and through contribution from Tournaments (either donated or raised). These funds shall be deposited in a separate account with an FDIC Insured institution.

- 3) Proposals exceeding \$10,000.00 shall be accompanied by detailed plans and/or specifications.

POLICY #5C PUBLISHING FINANCIAL INFORMATION

Approved 11/30/2011

Revised 12/17/2015

Revised 2/6/2017

- 1) The Board of Directors will receive a detailed copy of the monthly and year-to-date Income Statement and the monthly Balance Sheet.
- 2) A summary of the monthly and year-to-date Income Statement and the monthly Balance Sheet will be presented to the membership at each monthly business meeting and posted on the Members Website thereafter.
- 3) The budget for the upcoming year will be presented at the December meeting.
- 4) At the Annual General Meeting in February, the audit report and a summary of the monthly and year-to-date Income Statement and the monthly Balance Sheet will be reviewed.
- 5) Members and Prospective Members may receive a copy of the most recently audited Financial Statement for a fee of \$5.00 to cover printing costs.
- 6) Upon request, members may receive detailed financial statements for personal information. The member must sign a disclaimer to that effect and bear the cost of producing the copies.

POLICY #6 CODE OF CONDUCT

Approved 1/21/2016

- 1) Board meetings give the membership a place to participate in Club business in a proper and consistent manner, namely they:
 - a) Encourage members to bring concerns, ideas and suggestions for appropriate consideration and/or action.
 - b) Permit members the freedom to respectfully voice opposition and/or praise.
 - c) Establish an atmosphere that does not create unnecessary strife, ill will or divisiveness among the membership and/or staff.
- 2) All Members will conduct themselves in a manner of respect and consideration for other members and the Board.
- 3) No member, guest, director or employee shall confront another by physical contact, verbal or written threats, aggressive gestures or offensive language or actions or any other form of harassment when at meetings or on or in any common area of SunBird Golf Club.

PROCEDURE FOR VIOLATIONS

- 1) If any member, guest, director or employee engages in such behavior, and the behavior is observed it should be reported in writing to the Board of Directors. After a hearing before the Board of Directors and if there is a finding of guilt, the Board may impose sanctions against the accused. These may include, but are not limited to, suspension of privileges and imposing fines on the person for their actions.
- 2) If a member or guest does not approve of any service or lack thereof, activity, or treatment by any Director, Committee member, employee or other member he/she should make a report in writing to the Board of Directors. The report must contain full details of the matter and include the complainant's signature and contact information. Any such complaint shall be dealt with by the Board in an Executive Session with a written report to the complainant.

POLICY #7 STANDING COMMITTEES

Approved 3/11/16

Revised 2/6/17

- 1) SBGC Inc. has standing committees to assist and support the Board of Directors. They may include but shall not be limited to: Greens, Marketing and Membership, HOA, Pro Shop, Finance, and Communication.
- 2) Committee membership is open to all SBGC members in good standing depending upon each committee charter. SBGC supports diverse representation from its membership and committee composition such that members have varying lengths of service on each committee. Committee meetings are open to all SBGC members.
- 3) Any member of the Board of Directors may attend but shall not vote in committee meetings except for the appointed Board of Director liaison assigned to that specific committee.
- 4) Each committee shall elect its own chair.
- 5) Minutes of each meeting shall be maintained and copies distributed to the Board of Directors; posted on the website; and filed in the Committee Minutes Book by the Pro Shop Manager.
- 6) Recommendations for action must be presented to the Board of Directors in writing and include all information related (benefits, concerns, plans, cost, committee consensus and other relevant information).
- 7) The Board after respectfully hearing concerns, ideas and suggestions will discuss, agree, disagree, seek further information, solicit advice from professionals in a particular discipline and gather as much information as possible about issues. The Board will then make a motion on an issue and vote after everyone has been heard.
- 8) Once a vote is taken, all Directors and staff are expected to support the decision when presenting to the membership and conduct themselves as a unified body. Decisions of the Directors should always keep in mind the question, "What is in the best interest of SBGC and the entire membership?"

#1 GENERAL PROCEDURES

PROCEDURE #1A CHECKING IN/CANCELLATIONS

Revised 10/22/2020

- 1) Golfers with assigned tee times are not required to check in prior to teeing off at their assigned tee time. Golfers who have assigned tee times must call the pro shop only if canceling their tee time. All golfers must start at the 1st tee, or assigned hole for shotgun start, unless otherwise authorized by the Pro Shop. To provide maximum play during peak periods, it shall be the goal of the Pro Shop to have only foursomes in any group.
- 2) Cancellations shall be made by calling the Pro shop as soon as possible. Repeated failure to do so will be reviewed by management; possible suspension of golf privileges may result. Groups showing up without giving adequate notice of vacancies may be subject to delay while efforts are made to make up a foursome.

PROCEDURE #1B FROST DELAYS

- 1) During frost season golfers may call the Pro Shop (480-883-0820, Menu Option 1) or check the website for information regarding delays. For those with later tee times, call 30-45 minutes ahead of your scheduled time; cancellation and changes can often make up some of the earlier delay. It is the golfers' responsibility to be present for their tee time.

PROCEDURE #1C PRO SHOP SALES

Revised 11/09/17

- 1) Payouts from regularly booked playing groups are given in the form of chits. Chits are a credit in the Pro Shop which may be used to purchase merchandise including special order merchandise, range balls, activity fees, green fees, and member services such as re-gripping and spike changes.
- 2) Members will receive a 20% discount on soft goods in the Pro Shop, including when using their chits.
- 3) All members and guests may special order merchandise through the Pro Shop at a cost as established by the Pro Shop Manager.

PROCEDURE #1D PLAYER ASSISTANT

Revised 10/22/2020

- 1) Duties of Player Assistant will be established and managed by the Pro Shop Manager. They are available to aid players on the course. They will be responsible for maintaining the appropriate pace of play.

PROCEDURE #1D HANDICAP FLAGS

Revised 10/22/2020

- 1) Handicap flags are available for purchase to those with authentic handicap tags. Drivers with such flags are required to remain a minimum distance of 20-feet from the greens.
- 2) Handicap flags are to be mounted on the cart in a manner to be clearly visible, preferably above the roof line of the golf cart.

PROCEDURE #1E REST ROOMS

Revised 10/22/2020

- 1) Rest rooms are on the course for the convenience of golfers only. When using the rest rooms be considerate of the next person that may use it. Report any problems to the Player Assistant or the Pro Shop.

PROCEDURE #1E DONATION LIST

- 1) The Greens Committee will develop a prioritized list of necessary purchases or actions required for the course. This list will be posted on the website for the information of potential donors. Together with the Greens Committee, an appropriate donation will be determined.
- 2) A thank you letter will be sent to the donor(s) once the project is completed.

#2 TEE TIME PROCEDURES

PROCEDURE #2A PACE OF PLAY

Approved 3/11/16

Revised 10/22/2020

- 1) SunBird Golf Club is committed to providing an enjoyable Pace of Play for all golfers. To enhance your experience, the following Pace of Play goals were developed.
- 2) The Golden Rule: Groups shall keep up with the groups in front of them. If a group falls behind, they should step up play, bypass a hole or let the group behind play through. The Player Assistant is authorized to enforce such action as deemed necessary to create an appropriate pace of play. Tournament Pace of Play shall be monitored by the respective tournament committees.
- 3) Groups are "in position" if:
 - a) they are caught up to the group in front, or
 - b) if they have completed their last hole in the time allocated to that particular hole.
 - c) Golfers should complete 18-holes on the SunBird Golf Course in a maximum of 3 hours and 35 minutes.
- 4) You may only retrieve your own golf ball from the lakes during play. All other balls are the property of the golf course.
- 5) Play "ready golf". Limit practice swings, take your shot if no one else is hitting, be prepared to putt when it's your turn, and write down scores at the next tee box.

PROCEDURE #2B COURSE CARE

- 1) Repair divots and ball marks. Use sand & seed containers. Don't forget the practice green.
- 2) Rakes are to be placed in the bunkers and aligned with the fairway.
- 3) Use trash cans to discard any debris, including cigarette butts.
- 4) Practice your swing off the tee area. Stay out of roped off areas and ground under repair.
- 5) Keep off frosty areas as much as possible.

#4 MEMBERSHIP PROCEDURES

PROCEDURE #4A NEW MEMBERSHIPS

Approved 3/11/16

Revised 2/6/17

Revised 10/22/2020

- 1) New members are valued in a vital, active golf club. They replace those who leave, provide the funds for membership redemptions; and stabilize our budget through the purchase of Annuals.
- 2) The following process guides our active recruitment of new memberships:
 - a) RESIDENTS:
 - (1) Prospective Member packages will be available in the Pro Shop, online, and by mail.
 - (2) All new homeowners will be contacted by the Pro Shop Manager or his designate. The new homeowner will be welcomed to SunBird and offered information about our course particular to their interest level.
 - (3) The Pro Shop will provide monthly reports on non-members with high green fee costs. Pro Shop staff will provide these golfers with a Prospective Member package.
 - (4) A Director of the Board will contact the Prospective Member to ensure they understand the Benefits of Membership and current financial plan purchase structures.
- 3) Prospective members may convert their Flex Pass or Punch Card to an Annual upon purchase of a membership at any time during the year.
- 4) New members will receive a copy of the agreement, signed and dated by the President of SBGC Inc. or his designate. The new member's name will be entered on the membership list and into the accounting system.
- 5) The new member will be introduced to Pro Shop staff and welcomed at the following business meeting.

PROCEDURE #4B MEMBERSHIP DONATIONS, ABANDONMENTS, REDEMPTIONS, AND RECLASSIFICATIONS

Approved 2/6/17

Revised 10/22/2020

- 1) Members requesting redemptions, abandonments, donations, or reclassifications require an agreement to be completed, signed by the member and acknowledged by an SBGC representative. A copy of the agreement should be provided to the

member and an additional copy must be provided to the Recording Secretary of the golf club for the maintenance and updating of the club's membership list. The Recording Secretary's copy can be delivered via e-mail or a paper copy placed in the Recording Secretary's mailbox in the Pro Shop office.

- 2) Access to the original agreements shall be restricted.

PROCEDURE #4C MEMBER DUES AND DELINQUENT MEMBERSHIPS

Approved 10/22/2020

- 1) Dues. To remain in good standing, members shall pay annual dues as set by the Board of Directors. The annual dues is \$300 per member, one-half (\$150) payable by January 1st of each year and the second half (\$150) payable by July 1st of each year.
- 2) For first half dues (\$150):
 - a. Payment due on January 1st of each year.
 - b. Member can pay by February 10th without penalty.
 - c. If not paid by March 10th, membership privileges are suspended.
 - d. If indebtedness is not discharged by April 10th, membership is forfeited.
- 3) For second half dues:
 - a. Member can pay by August 10th without penalty
 - b. If not paid by September 10th, membership privileges are suspended.
 - c. If indebtedness is not discharged by October 10th, membership is forfeited.
- 4) Membership Reactivation.
 - a. Redeemable Memberships. If the member has not met the deadline date and has been dropped off the membership roles, the membership may be reactivated by the following procedures:
 - i. The membership will now be non-redeemable.
 - ii. All past dues must be paid in full.
 - iii. There will be a \$50 administration fee.
 - b. Non-Redeemable Memberships. If the member has not met the deadline date and has been dropped off the membership roles, the membership may be reactivated by the following procedures:
 - i. All past dues must be paid in full.
 - ii. There will be a \$50 administration fee.

PROCEDURE #4C MEMBERSHIP DONATION, REDEMPTION, RECLASSIFICATION, AND FORM

Sunbird Golf Club, Inc. ("Club") Membership Donation/Redemption/Reclassification

I would like to (redeem) (donate) (reclassify) my membership.

REDEMPTION: Requests for eligible redemptions will be added to the redemption waiting list and maintained by the Club. As new memberships area sold and funds become available, these requests will be redeemed in the order received, and at such time as all other prior submissions have been redeemed, with the following exception (discounted redemptions will receive priority: As stated in Article II 2. D. of the bylaws, "*The Board of Directors, at their discretion, may offer to reimburse the owner one-half of the original purchase price of the membership without the sale of any new memberships.*")

A processing fee of \$350 will be deducted from redemption proceeds.

All outstanding redemption requests will retain the rights, responsibilities, and privileges of membership. Approved assessments will remain a responsibility of the member until the membership is redeemed and may be recovered separately from the member or from redemption proceeds.

RECLASSIFICATION: For value received and subject to your election as indicated below, your signature acknowledges that all parties understand this contract, and agree to immediately allow the Club to reclassify your existing redeemable/transferable membership as a non-redeemable/non-transferable membership with all other rights and obligations of membership remaining.

DONATION: Donated memberships are no longer affiliated with the Club in any way. All existing rights, responsibilities, and privileges of membership are extinguished upon the donation of a membership.

I CHOOSE TO:

- Redeem my membership at the original purchase price of \$_____.
- Redeem my membership at the discounted price of \$_____ (must be 50% or more for priority).
- Donate my membership back to Sunbird Golf, Inc.
- Reclassify by membership

<hr style="border: 1px solid black;"/> Member Signature
<hr style="border: 1px solid black;"/> SBGC Representative
Date: _____
<hr style="border: 1px solid black;"/> Phone Number
<hr style="border: 1px solid black;"/> Email

<hr style="border: 1px solid black;"/> Date Received	<hr style="border: 1px solid black;"/> Time Received
Payable to: _____	
Mail to: _____	
Date of Redemption: _____	
Amt Redeemed: _____	
Check # _____	

#5 FINANCIAL PROCEDURES

PROCEDURE #5A BUDGET

Approved 2/8/2016

- 1) Management will develop a budget for the forthcoming year to be presented to the Finance Committee in October. Management, along with the Finance Committee, will present the budget to the Board for approval. The Board then will study and discuss the budget and may make final revisions to be approved by the majority of the SBGC Board. Once the Board approves this budget, it shall remain in effect for the entire year without any changes. It is recognized that the actual income and expense may differ from the specific line items; however, efforts should be made to keep all line items as close to the operational budget as possible.

PROCEDURE #5B RECORD RETENTION

Approved 02/08/2016

- 1) Financial records of the SunBird Golf Club generally shall be stored for a period of seven years. Specific records shall be stored according to the following schedule:
 - a) Seven (7) Years
 - (1) Accounts Payable
 - (2) Accounts Receivable
 - (3) Bank Statements
 - (4) Employee Files
 - (5) Payroll Records
 - (6) W-2s, 1099s
 - b) Permanent
 - (1) Tax Returns
 - (2) Fixed Asset Purchases/Records
 - (3) Board Minutes
 - (4) Bylaws
 - (5) Audit Reports
 - c) Life + Three (3) Years
 - (1) Insurance Policies
- 2) After the expiration period, the records will be destroyed using a bonded shredding company.

PROCEDURE #5C ANNUAL REVIEW OF PROPERTY TAXES

Approved October 17, 2016

- 1) Golf Course (17 parcels) and Common Area (89 parcels) property taxes are assessed each year for tax payments due in the following year.
- 2) July - The fiscal year begins on July 1st.
- 3) September – Current year tax statements are received.
- 4) October – First half taxes are due October 1st, delinquent after November 1st. Taxes are paid through the Maricopa County Treasurer Corporate Services System (CSS) website www.treasurermaricopa.gov/css/ (see instructions).
- 5) February – The Assessor will mail the Notices of Value for the following year. The Secretary/Treasurer along with the Finance Committee reviews the assessed values. If it is determined that any of the parcels have been improperly valued the Secretary/Treasurer will petition the Assessor’s Office for review.
- 6) March – Second half taxes are due March 1st, delinquent after May 1st. Taxes are paid through the Maricopa County Treasurer Corporate Services System (CSS) website www.treasurermaricopa.gov/css/ (see instructions).
- 7) April – Deadline to file an Appeal is 60 days from the Notice Date (see Appeal procedures).

#6. ELECTION PROCEDURES

PROCEDURE #6A ELECTION TIMELINE

Revised 10/22/2020

- 1) 15 weeks prior:
 - a) Nominating/Election committee appointed.

- 2) 14 weeks prior:
 - a) Call for volunteer committee members posted (Nov. 21 deadline) on Golf Board Bulletin Board (GBBB).
 - b) Copies to Men's, Ladies and 9ers captains/liaisons.
 - c) Call for nominees article to SunBird News before Nov. 10 for Dec. 1 paper.

- 3) 12 weeks prior:
 - a) Committee meets to review guidelines and develop plan to fill the slate.
 - b) Call for nominees posted on GBBB.
 - c) Nomination Form available in Pro-Shop.

- 4) 8 weeks prior:
 - a) Last date for Nomination Form to be submitted to Chair.

- 5) 6 weeks prior:
 - a) Names of candidates submitted to Board.
 - b) List of candidates (with credentials) posted on GBBB.
 - c) Candidates credentials to paper for publication Feb. 1.

- 6) 3 weeks prior:
 - a) Last date to submit nominations from petitions.
 - b) Candidate list updated to include names of those from petitions.

- 7) 2 weeks prior:
 - a) Absentee ballots available.

- 8) 1 weeks prior:
 - a) Candidates speak to clubs.

- 9) Annual meeting:
 - a) Voting at the annual meeting; Election of Directors.

PROCEDURE #6B DUTIES OF THE NOMINATING COMMITTEE

NOMINATING PROCEDURES

- 1) The Chairperson of the Nominating Committee shall:
 - a) Serve notice of the committee formation.
 - b) Call for volunteers by posting such notice on the Golf Bulletin Board (GBB). Such notice should allow volunteers at least three weeks to submit their name.
 - c) Serve notice that the Board will be seeking candidates for the open positions on the Board of Directors by posting such notice on the GBB and in the SunBird News.
- 2) At the first meeting in December, the Committee shall:
 - a) Discuss the methods they will use to seek nominees for the available positions.
 - b) Review the election process.
- 3) All nominees will be required to complete a Nomination Form stating their vision for the golf course, the strengths and experiences they would bring to the Board and their understanding of issues and goals of the current Board.
- 4) Names of the nominees will be presented at the January Board meeting. Within 3 weeks of the Annual Meeting the names of the nominees will be posted on the GBB along with their credentials.

NOMINATIONS BY PETITION

- 1) Nominations by petition from the members will be posted on the official bulletin board within one (1) day of receiving the name.

VOTING PROCEDURES

- 1) Absentee ballots will be drawn up and available at the Pro-shop to shareholders, on their signature, two (2) weeks prior to the election. The ballots will be placed in a locked box in the Pro-shop and brought to the election by the Chairperson of the Committee.
- 2) The Chairperson will appoint 3 members to register voters at the Annual Meeting. Each shareholder will register and receive a ballot as they enter.

- 3) The Chairperson will introduce the candidates at the meeting. Each will be given the opportunity to address the shareholders. The Chairperson will recognize the outgoing Board members.
- 4) Following the speeches, the ballot boxes will be set out and voting will take place.
- 5) The Chairperson will appoint 2 judges and 2 tellers to count the votes.
- 6) The Chair will announce the new Board members.
- 7) The ballot count of each candidate will be published.

PROCEDURE #6C SBGA INC. NOMINATION FORM

I REQUEST THAT MY NAME BE SUBMITTED AS A CANDIDATE FOR THE BOARD OF DIRECTORS:

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

My vision for SBGA: _____

The strengths/experiences I would bring: _____

My understanding of current issues, goals, innovations of the current Board:

I understand that the information provided on this form will be published in the SunBird News.

Please return to the Pro Shop or any member of the Nominating Committee by _____

PROCEDURE #6D BOARD OF DIRECTOR DUTIES

(For distribution to each candidate)

- 1) “The business of the corporation shall be managed by the Board of Directors, subject to the bylaws of the corporation and as such mandates may be expressed at the regular annual meeting or any special meeting of members.” (Article VI Board of Directors 1 A. SBGC Inc. Bylaws).

- 2) Directors will:
 - a) Establish, review and/or revise a plan of measureable goals based on the recommendation of each of the Committees, the needs of the membership, and funding requirements.

 - b) Establish, review and/or revise the Book of Policies and Procedures.

 - c) Serve on a minimum of one of the SBGC Inc. Standing Committees.

 - d) Attend and participate in Agenda meetings, monthly Board meetings, committee meetings, and in-camera sessions. (SBGC Inc. Bylaws explain permissible meeting absenteeism in Article 6, Sec. 5 D).

 - e) Review and be informed on financial and budget matters to ensure sound financial resources with a 5-year outlook.

 - f) Participate in the annual performance reviews of the Golf Course Superintendent and Pro Shop Manager.

 - g) Have the ability to communicate electronically.

PROCEDURE #6E ABSENTEE VOTING PROCEDURES

Approved 3/8/16

- 1) Absentee voting is the process that enables Members, who cannot attend the Annual General Meeting (AGM), to vote at another location in advance of the election date.

- 2) Absentee voting requires special administrative arrangements to ensure the privacy and legitimacy of the ballots cast. All ballots will show the SBGC Inc. seal. There will be one master Member’s Voters List (MVL) to which all absentee ballot information will be recorded. This list will also serve as the MVL for voting on the night of the Annual General Meeting.

- 3) Members who are residing in the community but are unable to attend the AGM may vote at the Pro Shop. Ballots will be available two weeks prior to the meeting. The Member must come to the Pro Shop, sign for the ballot, vote at the site, put the ballot in an envelope and deposit it in the ballot box in the Pro Shop. The attendant will initial the MVL to verify the member has cast a ballot. Ballots are sealed and kept in the lockbox until the meeting night. At that time, they are turned over to the election officials.
- 4) Members who are away from the community may make a written request for a ballot. The ballot is then sent to them and the ballot must be returned by 5:00 p.m. the day before the AGM. Ballots may be mailed out two to four weeks prior to the meeting. An envelope marked *Ballot* will be included when mailed. The ballot is placed inside the *Ballot* envelope and that envelope is then inserted in a return envelope. This ensures the ballot is sealed when it is returned and placed in the lockbox. The Member's name on the MVL is initialed by the attendant when the ballot is sent and again when the Club receives the ballot.
- 5) All absentee ballots cast will be counted and then compared to the number signed for on the Member's Voters List. The ballots will be turned over to the election officials the day of the Annual General Meeting.

PROCEDURE #6F NOMINATION BY PETITION FORM

I REQUEST THAT MY NAME BE SUBMITTED AS A CANDIDATE FOR THE BOARD OF DIRECTORS:

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Signatures of 20 voting membership certificate holders:

_____	_____
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