

**HOA Elections of California**  
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San Clemente, CA 92673  
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## **NOMINATING PROCEDURES AND CANDIDATE APPLICATION**

### ***Sun City Shadow Hills Association (Annual 2023)***

HOA Elections - Sun City Shadow Hills  
M: 1001 Avenida Pico, Ste. C-496  
M: San Clemente, CA 92673

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Dear Sun City Shadow Hills Homeowner,

This Notice is to announce the upcoming Meeting of the Members to elect the Board of Directors and to provide you an opportunity to submit your application for a seat on the Board. If you are currently a Board Member and your seat is up for re-election, you should submit a new application stating your intent to run as an incumbent candidate. Please review the Election Rules below to ensure you are eligible to run.

### **SECTION 3 - QUALIFICATION OF NOMINEES FOR DIRECTOR ELECTIONS**

3.1 Only persons who are members of the Association may be a nominee for election. If title to a Lot is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a member for purposes of being a nominee for election to the Board.

3.2 No member may be a nominee if the member, if elected, would be serving on the Board at the same time as another member who holds a joint ownership interest in the same Lot and the other member is either properly nominated for the current election or an incumbent director.

3.3 No member may be a nominee if that member discloses, or if the Association is aware or becomes aware of, a past criminal conviction that would, if the member was elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code section 5806 or terminate the Association's existing fidelity bond coverage.

3.4 A member who is more than thirty (30) days delinquent in the payment of regular and special assessments (not including nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party) is not qualified to be a nominee. A member shall not be disqualified for failure to be current in payment of regular and special assessments if either of the following circumstances is true:

3.4.1 The member has paid the regular or special assessment under protest pursuant to Civil Code section 5658.

3.4.2 The member has entered into a payment plan pursuant to Civil Code section 5665.

3.5 Prior to disqualifying any member from being a nominee, the Association must offer the member an opportunity to engage in internal dispute resolution pursuant to Civil Code section 5900 et seq.

**PLEASE SEE REVERSE SIDE FOR NOMINATION APPLICATION AND DEADLINE  
TO APPLY FOR YOUR NAME TO APPEAR ON THE BALLOT**

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*In order for your name to be listed on the official ballot your nomination form must be received by the deadline. HOA Elections cannot be responsible for failed emailed, faxed, or mailed forms. Please call or email after submitting your application to verify that it properly transmitted and was received.*





Sun City Shadow Hills®  
by Del Webb®

October 13, 2022

Dear Homeowner:

Enclosed you will find important information regarding the "Call for Candidates" for the upcoming Annual Meeting and election of Board Members. If you are interested in serving on the Board of Directors, please review the information provided as well as the Election Rules, Bylaws and CC&Rs carefully to ensure that you meet the criteria to become a member of the Board and that you are prepared to commit the required time needed to serve on the Board.

There are a total of five (5) seats on the Board. At this meeting, the membership will be electing two (2) director seats. The term of office for each of the two (2) director seats will be two (2) years. Since the Board members select the officer positions (e.g. Board President, Vice President, Secretary, Treasurer, Member at Large), candidates will run for a seat on the Board only, not for any particular office.

In order to serve on the Board of Directors you must be a member of the Association, may not serve on the Board at the same time as another Board Director who co-owns your residence, may not have a past criminal conviction that would prevent the Association from obtaining fidelity bond coverage, and may not be more than thirty (30) days delinquent in the payment of regular or special assessments (unless the member has entered into a payment plan with the Association and is current in that payment plan). If you are interested in running for election to the Board of Directors and meet the qualifications, please submit the Board Member Candidate Nomination Form no later than 12:00 p.m. noon on November 29, 2022, to HOA Elections of California, Inc. Information on how to submit the Candidate Nomination Form is included on the enclosed Candidate Nomination Form.

Additional information regarding important dates for prospective Board members to consider and information on effective Board members is also included. While this information in no way covers all of the dates that may be required or things with which Board members are faced, it will provide basic guidelines that you should consider before submitting your name as a candidate.

If you have any questions regarding the form or the additional information provided, please feel free to contact HOA Elections of California, Inc., or Vanessa Ayon, Assistant General Manager at [vanessa.ayon@associa.us](mailto:vanessa.ayon@associa.us)

Sincerely,

Cari Burleigh, CCAM.LS.AA, AMS  
General Manager  
On Behalf of the Nominating Committee  
Sun City Shadow Hills Community Association

## **SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION SO YOU WANT TO BE A BOARD MEMBER?**

As we govern the Association with a Board of Directors controlled by your fellow homeowners, the Association wanted to supply those of you interested in running for a position on the Board with an idea of what it takes to be an effective Board member. No matter what drives the person who wants to serve on the Board, it is not something that either the candidate or the owners selecting their new Board members should take lightly.

### **Do you have the time to commit to being a Board member?**

First and foremost, there are monthly Board meetings. These consist of not only the regular sessions that are open to all owners who wish to attend, but also the executive sessions where items such as contracts and legal issues are discussed. These meetings often times are long, and as a member of the Board you should plan to devote at least one day per month to attend these meetings. As is the case with meetings, you can't just show up - there is preparation for each meeting to consider in your planning. The Board member packets at Sun City Shadow Hills, which are generally distributed to Board members five to six days before the actual meeting, often include 250 to 500 plus pages of pertinent information. So, as you can see, there is a lot of time spent in preparation for these monthly meetings.

Each Board member will be assigned to at least two committees to which he/she will serve on as a liaison. While serving as the liaison, you do not have any voting power on the committee. You are there to represent the Board and to act as a conduit for the free flow of information between the Board and the committees for whom you are a liaison. Most of these committees meet at least once per month, but, as is the case with the Design Review Committee, meetings could be as often as weekly. The committees are an extremely important part of the governance of the community, and as such it is important that the Board member assigned as a liaison to the committee commits the time needed to make sure that the committee's questions are answered and that the Board is kept informed of committee actions.

### **Can you make the tough decisions when it's required?**

Being a Board member can be frustrating at times. The primary role of the Board is to conduct the business of the Association. Being a Board member does not mean you get to be "King/Queen for a Day." Being a Board member does not just mean showing up for meetings or just approving the budget. It does not mean just being a "rubber stamp" based on what someone else thinks or simply supporting a pet project or activity. It means being able to develop and enforce policies and procedures. It means being able to work well with others in a cooperative spirit to come to the decision that will be of the greatest benefit to the community as a whole. Often times these policies, procedures and decisions may not be the popular thing to do. Board members are required to step outside their immediate circle of family, friends and neighbors and make decisions based on the greater good of the community. The decisions that need to be made in the best interests of the community may not be what you as a Board member may personally prefer and usually will not please all of your friends and neighbors. While this may be difficult at times, it may also be one of the most rewarding ways you will find to volunteer your time.

### Can you do all of this and still have fun?

It isn't all about policies and tough decisions. Your community is only as good as the owners make it and establishing and maintaining a sense of community is a part of a Board member's responsibility. Planning and attending functions such as the Lifestyle events and activities produced by the various clubs and being a presence in the community are as important as any policy decision you may make. Other owners will want to talk with you about their ideas and concerns, and what better way to be in contact with them than attending a variety of events and activities.

### So what makes an effective Board member?

Board members must pay attention and be willing to make hard, and often times unpopular, decisions. When owners agree to serve on the Board they accept the responsibilities that go along with the position. There is a serious commitment of time and being accountable to the Association. Board members act on behalf of the whole community and members who do not have that vision can end up being the Association's worst nightmare. Boards, in order to be successful, have to be able to step back and see the "big picture." They have to be ready to receive information, make the tough decisions and to support the decisions of the majority of the Board members after the votes are taken. Some of the key traits of successful, productive Boards are:

- Board members have read their governing documents.
- Board members are prepared for the Board meetings.
- Board members are professional in their dealings at all times.
- Board members act in good faith and do not promote personal agendas.
- Board members keep confidential information confidential.
- Board members welcome and participate in education and training.
- Board members think before they act.
- Board members set overall policy based on their mission statement and allow management and staff to implement those policies.
- Board members constantly seek ways to improve effectiveness.
- Board members are fair and consistent and don't selectively enforce the Association's governing documents.
- Board members understand the value of professional advice.

If you are interested in serving on the Sun City Shadow Hills Board of Directors, please fill out a "Board Member Candidate Nomination Form" on our election website or return it to the address indicated on the form no later than **November 29, 2022, by noon 12:00 p.m.** Forms are also available in the Community Association office. If you would like more information about what it is really like to be a Board member, please contact one of your current Board members or Cari Burleigh, the General Manager. All of us will be happy to answer your questions.

**SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION  
KEY DATES FOR PROSPECTIVE BOARD MEMBERS TO CONSIDER**

When considering if you would like to run for election to the Board of Directors for Sun City Shadow Hills you should take into account dates already committed for all Board members to attend. The following list is the current list of dates you will be asked to be available. Please note that this is only partial list and you may be required to attend additional meetings or be available at other times.

**Prior to the Annual Meeting, here are some meetings that potential candidates should plan to attend:**

**Monday, December 19, 2022 - Nominating Committee Announcement of Candidates at General Session**

The Nominating Committee will announce the 2023 Board candidates during General Session.

**Tuesday, January 10, 2023; 2:00 PM - Candidate Informational Session**

This meeting will be conducted by the General Manager. Information will be provided to those considering candidacy regarding what to expect from a time commitment standpoint as well as general information regarding Board member responsibilities.

**Thursday, January 26, 2023; 2:00 PM - Candidates' Forum I**

**Thursday, February 16, 2023; 6:30 PM - Candidates' Forum II**

Based on member feedback from the previous years, we have scheduled two (2) Candidates' Forums open to all homeowners and will provide an opportunity for the owners to listen to the views and ideas of each candidate. There will be a moderator and a series of set questions. It is very important that a serious candidate for the Board attend this meeting as it is an opportunity for the candidate to become known by fellow owners.

**Tuesday, February 7, 2023, or February 9, 2023- Candidate Podcasts**

The purpose of the Podcast is to provide the candidates the opportunity to provide more insight into their positions on key issues.

**Tuesday, April 4, 2023; 10:00 AM - Annual Meeting**

The meeting will be called to order at 10:00 AM for the purpose of closing the polls then recessed until 2:00 PM at which time the business meeting will be conducted. During the business meeting, the results of the election will be announced by the inspector of elections, i.e., HOA Elections.

**Tuesday, April 4, 2023 - Organizational Meeting of the Board**

This meeting, while short in duration, is critical as the newly formed Board will select their Officers at this meeting. The meeting will take place immediately following the Annual meeting, but this meeting will be CLOSED to all owners. No other business is planned for this meeting. After the meeting, the Officers will be announced.

***Following the election of the Board Members, there are several key dates that the new Board MUST attend.***

### **Tuesday, April 11, 2023 - Board Symposium**

A fun filled educational day set aside for the Board Boot Camp (plan for being available for the full day) will be most important for new Board members beginning their terms. There will be various guest speakers as well as presentations by our management staff. Each of these speakers will prepare you for a critical part of your duties as a Board member, including how to most effectively function as a Board, accounting issues, legal issues and the day-to-day operations of an Association that is as large as some cities.

### **Monday, April 24, 2023 - Board Meeting**

This is the first “official” meeting of the new Board. Members should plan to be involved all day. Executive Sessions begin at 8:00 AM, and the regular open session begins at 2:00 PM. Board members should receive their Board packets during the week prior to the meeting. Staff is available after the distribution of packets to answer any questions that may come up regarding agenda items.

The current proposed schedule for Board Meetings for 2023 through March 2024 is as follows. These meetings have been scheduled in advance to assure that meeting rooms are available. They are subject to change based on the needs of the Board and the availability of space.

Monday, April 24, 2023  
Monday, May 22, 2023  
Monday, June 26, 2023  
Monday, July 31, 2023  
Monday, August 28, 2023  
Monday, September 25, 2023  
Monday, October 30, 2023  
Monday, November 20, 2023  
Monday, December 18, 2023  
Monday, January 29, 2024  
Monday, February 26, 2024  
Monday, March 25, 2024

If you have any questions or a potential conflict regarding any of the above dates or what will happen at any of the planned meetings, please feel free to contact the Assistant General Manager, Vanessa Ayon at [vanessa.ayon@associa.us](mailto:vanessa.ayon@associa.us). You may also contact the Nominating Committee at [nominating@scshca.com](mailto:nominating@scshca.com). The Nominating Committee members for the 2023 Election are as follows: *Carolyn Collins, Kathy Linkjendal, Chris McShaffrey, Geri Butler, Linda Strongin-Grant*

**HOA Election Ballot Mailing Preference**

We are getting ready for the 2023 HOA Election of Board of Directors in April. The 2023 ballots will be mailed to your **Primary Mailing** address, which you submitted to the HOA office.

If your **Primary Mailing** address is not the address where you wish to receive your ballot for the upcoming community election in April 2023, please complete the questionnaire below and submit it to the HOA Office at the address at the bottom of this page requesting the change which will allow the inspector of elections to mail your 2023 ballot to your **Alternate or Secondary Mailing** address.

**We must receive your request to mail your ballot to an alternate or secondary mailing address no later than 4:00 PM PST on Thursday, January 12, 2023**, to be able to properly mail your ballots to the address you have selected on this form.

**(1) SCSH Unit Address:**

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**(2) Alternate or Secondary Mailing Address where you would like your ballot mailed to if different than your unit address:**

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I understand this request is for the sole purpose of obtaining my 2023 Election Ballot and materials.

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**Homeowner – Print Name**

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**Homeowner #2 – Print Name**

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**Homeowner Signature**

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**Homeowner #2 - Signature**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

You can mail this form to 80-814 Sun City Boulevard Indio, CA 92203, fax to 760-345-4102 or email to [notices@scshca.com](mailto:notices@scshca.com)