

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 1 (“BP 1”)

CONFLICT OF INTEREST

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Conflict of Interest must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED that the Corporation must adhere to the following policy regarding Conflict of Interest:

A conflict of interest can exist even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in that person and the organization and must be avoided.

The Board serves the Corporation in a fiduciary capacity calling for their undivided loyalty to the Corporation. The Board must therefore avoid any direct or indirect participation in activities which could result in personal or family benefit that could be perceived as a conflict of interest. The Board must avoid, as must their family members, the acceptance of gifts or favors, which might be inferred as intended to influence the performance of their duties or in any way be perceived as a conflict of interest. A conflict of interest also includes any situation in which an individual’s duty to one leads to the disregard of a duty to another. A Board of Director cannot serve on any board of a Chartered Club or green committee or golf association affiliated with RCSC golf courses.

In the event a Board of Director is unsure about whether or not a situation may be a conflict of interest, full disclosure of the situation is required. All potential, possible or probable conflicts of interest shall be reported in writing to the President or Vice-President of the Board for their review and resolve; such review shall be recorded along with the recommended compliance regarding such. The best way to handle conflicts of interest is to avoid them entirely. Violation of this policy could provide grounds for removal as a Board of Director.

All prospective Board candidate(s) must sign the [Board of Directors Conflict of Interest Form](#) before being accepted as a candidate for the Board.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 14th 1st day of December, 2025 2023 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Kat Fimmel, President

Jean Totten, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD OF DIRECTORS

CONFLICT OF INTEREST DECLARATION

1. Do you have any legal, financial, or business relationship, other than ownership of stock, bonds, or participation in the retirement/pension plan of a publicly traded company, with any individual or company or political entity which is doing business with or seeking to do business with Recreation Centers of Sun City, Inc.?

Yes No
 Self Other

If "yes", please explain in detail the nature of the relationships

2. During the past year, have you or any member of your immediate family received any gifts, gratuity, or travel from any person or entity doing business with or seeking to do business with Recreation Centers of Sun City, Inc. or the Sun City Foundation?

Yes No

If "yes", specify what was received, the approximate date, the name of the entity from which received, and why it was accepted.

3. Do you have any relationship with any individual or entity that you believe may pose a potential conflict of interest or create the appearance of a conflict of interest?

Yes No

If you do, do you wish to request a legal opinion as to whether a conflict exists?

Yes No

4. Do you have any relationship with any individual, group or other entity that creates a conflict of interest or creates the appearance of a conflict of interest?

Yes No

If you do, do you wish to request a legal opinion as to whether a conflict exists?

Yes No

Signature: _____

Printed Name: _____

Date: _____

FORM BP:1

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION NO. 2 (“BP2”)

SENIOR MANAGEMENT

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt ~~Board~~ Policies (“BP” or “Policies”) not in conflict with the ~~Arizona Nonprofit Corporation Act (ANCA), Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies shall be titled, numbered and indexed for easy reference and use.

WHEREAS the ~~ANCA, Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Board of Directors, Management & Commissions must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Senior Management

A. Senior Management:

1. Senior Management is responsible for the day-to-day operations of the Corporation.
2. Senior Management is given authority by the Board to make decisions to meet their responsibilities, to include any and all expenditures, so long as such expenditures are maintained within the guidelines of the approved annual budget and in accordance with the Corporate Documents.
3. Senior Management has the authority and responsibility to implement policies, procedures, rules and regulations covering day-to-day operations and personnel provided that such are compatible with the Corporate Documents.
4. Senior Management is responsible for maintaining the confidentiality of any and all business of the Corporation where confidentiality is required.

BE IT FURTHER RESOLVED that a copy of this resolution must be posted on the RCSC website for members and must be made available to members upon request at no cost.

Adopted and signed this ~~31st~~ ^{1st} day of ~~October, 2024~~ ~~December, 2025~~ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Tom Foster, President

~~Connie Jo Richtmyre~~ ~~Preston Kise~~, Secretary

RECREATIONS CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 3 (“BP 3”)

CORPORATE RECORDS

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board** Policies (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the **ANCA**, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Corporate Records must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policy regarding Corporate Records:

- A. The following guidelines must be followed regarding review of corporate records. The process serves to maintain the integrity of RCSC documents while providing access to Members with a legitimate basis for the examination of such records.
1. A Member wishing to examine corporate records must submit a completed [Request for Review of Corporate Records Form](#) to the Corporate Office which states the purpose to be served by the review and an itemized statement of the specific documents to be examined.
 2. The Member must be in good standing for at least six (6) months preceding the request for records.
 3. The request must be made in good faith and for a specific purpose. It shall be at the sole discretion of the Board as to whether the Member has a valid purpose for review of the corporate records requested.
 4. If the request is approved, a date, time and place will be set for the review. If the request is denied, the Member will be notified accordingly.
 5. Review of documents must take place under Board or RCSC employee supervision.
 6. No original records of the Corporation can be removed from the premises during this process. No marks, notations, erasures, or other defacements will be made on any original document(s).
 7. When information is contained in several documents, only one document at a time may be submitted for review. Return of an examined document will authorize release of the next document for inspection.

8. After completing review of documents, Members may request to have copies of a particular document and/or take a photo, which may or may not be granted by the Board.

BE IT FURTHER RESOLVED that a copy of this resolution must be posted on the RCSC website for members and must be made available to members upon request at no cost.

Adopted and signed this ~~19th~~ **1st** day of December, **2025** ~~2024~~ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Tom Foster, President

~~Connie Jo Richtmyre~~ **Preston Kise**, Secretary

RECREATION CENTERS OF SUN CITY, INC.

10626 West Thunderbird Blvd.

Sun City AZ 85351

623-561-4600

REQUEST FOR REVIEW OF CORPORATE RECORDS

I (we) request to review the following documents.

Your request must be made in good faith and for a proper purpose.

Please provide an itemized statement of the specific records requested and the specific purpose of your request. The records must be directly connected with your purpose.

Person requesting to review documents must be a Member in good standing for at least six months before the request to review.

Date

Signature

Membership Number

Address

Telephone number

Approved for review:

BOARD OF DIRECTORS

Date

By: _____

(Please allow at least five business days for processing of the request.)

DATE OF EXAMINATION: _____

WITNESSED BY:

SIGNATURE OF RCSC EMPLOYEE/DIRECTOR

FORM BP:3

1 **RECREATION CENTERS OF SUN CITY, INC.**

2 **BOARD POLICY RESOLUTION No. 5 (“BP 5”)**

3 **BOARD OFFICER DUTIES AND RESPONSIBILITIES**

4 WHEREAS Article V, of the Corporate Bylaws empowers the Board of Directors (“Board”
5 or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt
6 Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act
7 (ANCA), Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

8 WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations
9 inherent in verbal instructions, rules and regulations, the Board of Directors has established Board
10 Policies in written form. Such Policies must be titled, numbered and indexed for easy reference
11 and use.

12 WHEREAS the ANCA, Articles and Bylaws must take precedence over Board Policies and
13 the definitions in the Bylaws must apply. The following Board Policy must provide instruction,
14 direction and guidelines regarding duties and responsibilities for the RCSC Board Officers.

15 NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following
16 policies regarding duties and responsibilities for RCSC Board Officers:

17 **President**

- 18 1) Fulfilling fiduciary duty responsibilities, always act in the best interests of RCSC in
19 executing a long-term vision.
- 20 2) Represent the RCSC to Sun City and beyond.
- 21 3) Chair Board meetings, Exchange meetings, Special Board meetings, Executive session
22 Board meetings, Informational meetings and town halls as required.
- 23 4) Prepare Agendas for Board meetings.
- 24 5) Recommend Chair for standing committees.
- 25 6) Collaborate with Chair of standing committees to determine Vice-Chair selection.
- 26 7) Appoint hearing commissions to hear incident report complaints and decide hearing appeal
27 requests.
- 28 8) Responsible for open transparent communication to fellow RCSC Board Members to
29 ensure that all Board members are kept fully informed.
- 30 9) Confer with Board Directors on key decisions.
- 31 10) Work with the fellow Board Officers to set goals and objectives for the General Manager.
- 32 11) Primary supervisor of General Manager and the Board Coordinator.
- 33 12) Collaborate with GM regarding contract/litigation issues.
- 34 13) Confer on significant personnel issues.

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39 **Vice President**

- 40 1. Assist with the planning and execution of goals and objectives of the RCSC Board
41 President.
- 42 2. Assist with the planning and execution of goals and objectives of the RCSC Board.
- 43 3. Secondary supervisor of the Board Coordinator.
- 44 4. Work with the fellow Board Officers to set goals and objectives for the General Manager.
- 45 5. Responsible for open transparent communication to fellow RCSC Board Members to
46 ensure that all Board members are kept fully informed.
- 47 6. All other duties assigned by the RCSC Board President.

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49 **Treasurer**

- 50 1. Ensure good financial practices are in place to deal with revenue, expenditures and banking
51 practices.
- 52 2. Assist in preparation of annual budget and presentation to the board for approval.
- 53 3. Ensure monthly, quarterly and annual reports are presented to the board and stakeholders
54 as required.
- 55 4. Ensure tax filings are submitted on a timely basis.
- 56 5. Serve as co-signer of checks.
- 57 6. Meets with external auditor as needed to identify financial control, record keeping
58 deficiencies or problems and oversees actions to address them.
- 59 7. Ensure that the annual report contains all required data/information.
- 60 8. Be knowledgeable of bid documents, project development, and capital reserve content.
- 61 9. Keep the board informed of important financial events, trends and financial issues relevant
62 to the organization.
- 63 10. Participates in discussions to select annual auditing professionals.
- 64 11. Is informed of financial affairs including bank accounts, statement reconciliation, and cash
65 flow management.
- 66 12. Ensure there are effective internal controls in place to safeguard assets and prevent fraud
67 including separation of duties, and internal checks and balances.
- 68 13. The Treasurer will serve on or lead the Finance, Budget, & Audit committee.
- 69 14. Work with fellow Board Officers to set goals and objectives for the General Manager.
- 70 15. Responsible for open transparent communication to fellow RCSC Board Members to
71 ensure that all Board members are kept fully informed.
- 72 16. All other duties assigned by the RCSC Board President.

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Secretary

1. Roll Call for all votes at RCSC Board Meetings.
2. Meeting Minute documentation when the RCSC Board Coordinator is not available.
3. Timekeeper during RCSC Board Meetings and Exchanges.
4. Work with the fellow Board Officers to set goals and objectives for the General Manager.
5. Responsible for open transparent communication to fellow RCSC Board Members to ensure that all Board members are kept fully informed.
6. All other duties assigned by the RCSC Board President.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed on this 1st day of December, 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Thomas Foster, President

Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 6 (“BP 6”)

CORPORATE PRIVACY POLICY

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt ~~Board~~ Policies (“BP” or “Policies”) not in conflict with the ~~Arizona Nonprofit Corporation Act (ANCA), Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ~~ANCA, Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Corporate Privacy Policy must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policy regarding Corporate Private Policy:

The Recreation Centers of Sun City, Inc. is required to obtain personal information from Owners and Cardholders in order to conduct normal business. It is the Corporation’s objective to protect the privacy of that information. Only organizations that perform a recognized beneficial service to the Owners and Cardholders (i.e. Sun City Posse, Sun City Fire Department, Sun City Homeowners Association, and the Sun City Foundation) may, at the discretion of the Board or Senior Management, receive limited information.

BE IT FURTHER RESOLVED that a copy of this resolution must be posted on the RCSC website for members and must be made available to members upon request at no cost.

Adopted and signed this ~~31st~~ ~~1st~~ day of ~~December, 2025~~ ~~October, 2024~~ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Tom Foster, President

~~Connie Jo Richtmyre~~ ~~Preston Kise~~, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 7 (“BP 7”)

BID PROCEDURES & CONTRACTS

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Bid Procedures & Contracts must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Bid Procedures and Contracts:

Bidder Qualifications

1. Contractors pre-qualifying with RCSC shall submit for review by RCSC Management a resume containing trade specialty, years in business, five (5) largest contracts completed including final contract price, work performed, owner and Surety Company, if applicable. Contractor shall also provide copies of applicable licenses, copy of relevant surety bond(s) and certificates of insurance for all coverages.
2. All new pre-qualified contractors shall be submitted to the Bid Review and Approval Commission (“Bid Commission”) for approval.
3. Contractors that qualify with RCSC shall be notified in writing.

Requests for Proposal (“RFP”) and Bids

1. To protect RCSC from being inaccurately represented, the ~~Building & Infrastructure Manager~~ Director of Facilities, engineer and/or architect shall prepare a RFP based on the project’s scope of work and cost estimate prepared by a project estimator, engineer and/or architect.
2. Contractors not pre-qualified must submit required qualification documentation with bid to be considered. Bids from contractors without qualification documentation will be considered ~~non-conforming and will not be considered.~~ but will be required to conform to the qualification documentation prior to contract award.

3. RCSC shall attempt to secure three (3) competitive bids from qualified contractors and/or vendors for each project and/or capital equipment purchase. If applicable, bids for individual trades may be requested for the project.
4. In the event three (3) competitive bids are not available or sought, a Contract Bid Waiver Form (BP7:CBW Form) shall be completed and submitted to the Bid Commission in lieu of a contractor bid analysis.
5. Contractors bidding on projects of \$300,000 or greater shall submit with the bid proposal, a bid bond equal to 5% of bid plus a letter of bond ability from the surety issuing the bid bond.
6. Surety companies issuing the bid bond, and if so required, performance bond and labor and material supply bond, shall be listed on the United States Department of Treasury list of approved sureties with an A.M. Best rating of B or higher and a Class rating of XII or higher.
7. Management may include a project contingency of up to 10% of the bid proposal amount in the bid package for approval by the Bid Commission. Project contingencies may not be used for additions to scope without the approval of the Bid Commission and all uses of project contingencies must be reported to the Bid Commission at project completion.
8. In the event there is a difference between the lowest and second lowest or subsequent bidder of 10% or more and Management selects either the second lowest bidder or a higher bid, Management must include written justification for their decision within the bid packet.
9. For projects of \$300,000 or greater, the Construction Management At Risk (CMAR) process may be utilized wherein the General Contractor is designated by RCSC Management and the Board of Directors. RCSC Management and the General Contractor will then review and assign all Sub-Contractors for the project.
10. If subsequent costs exceed the original estimate or price as stated in the bid proposal, the increased costs must be submitted on a Project Change Request form. If a Project Change Request cost increase is greater than 10% of the original bid, three (3) competitive bids must be secured. Project Change Requests requiring competitive bids or result in costs exceeding those stated in the bid proposal must be submitted to the Bid Commission for review, approval and signature.
11. Except for emergency situations, Management shall submit all bids over \$25,000 for Preservation and Improvement Fund (“PIF”) projects, Capital projects, and/or Repair & Maintenance projects to the Bid Commission for approval, signature and processing.
12. Management shall approve all bids for Capital or Repair & Maintenance projects under \$25,000 without the consent, review or approval by the Bid Commission, provided that such expenditure is within the annual budget that has been approved by the Board of Directors. Management will seek to secure three (3) competitive bids on projects of \$25,000 or less and will maintain record of such bids by project.
13. Where a specific contractor is preferred due to prior performance, specialized services or quality of work, Management may designate a preferred contractor provided a periodic review of their rates and services are/have been conducted to ensure competitive performance and industry pricing. Periodic reviews shall be completed within ~~18~~ 6 months of the prior review with results maintained in the contractor file.

Contracts

1. ~~Contracts greater than \$100,000~~ All contracts shall be on an American Institute of Architects (“AIA”) form currently in use when the contract is executed, or on an alternative form that has been approved by RCSC’s legal counsel.
2. ~~For contracts less than \$100,000 Management shall attempt to use a standardized contract form that has been approved by RCSC’s legal counsel.~~
3. ~~2~~ Contracts obligating RCSC for longer than 12 months must be signed by a Board Officer.
4. ~~3~~ Contracts shall be awarded to the Contractor and/or Subcontractor within thirty (30) days of selection of the submitted bid by Management and the Bid Commission.

Bid Packet Requirements:

1. All bid packets must contain the following:

- a. Work Request
- b. Request for Proposal or Bid Request
- c. Bid Responses in order of low to high
- d. Cover sheet outlining the project proposed in the bid packet
- e. Specification documents or White Papers related to the project proposed in the bid packet
- f. Analysis and rationale of why a specific vendor was chosen
- g. Contract Bid Waiver document
- h. Contract vehicle being used for the award (not the vendor contract unless it will be used for the award)
- i. Strike throughs on vendor contract response(s) that do not comply with RCSC rules and regulations
- j. Images as applicable
- k. Award Letter
- l. Blank change request form

2. The following changes require additional review and approval by the Bid Commission:

- a. Any material change to the amount originally approved including the use of the contingency documented in the contract prior to execution.
- b. Any use that deviates from the original work

3. Project completion inspection report and acceptance documentation with any outstanding warranty issues identified

4. Final payment pending until the project completion inspection occurs

5. At completion of the project, the bid packet will be forwarded to the Bid Commission and Treasurer for final review and Bid Commission signatures.

a. All invoices must be included

b. All change requests must be documented

c. All deviations from the original bid approval must be documented

Surety Bonds

1. For contracts \$300,000 or greater, a Performance bond and Labor and Material Supply bond shall be delivered concurrently with the properly executed contract.
2. Bid bonds, Performance bonds, and Labor and Material Supply bonds, as required, shall be the AIA forms currently in use or on a form that conforms in language utilized by the AIA documents.
3. The cost of the surety bond or bonds shall be a line item in the bid submitted by the contractor or subcontractor for review by the Bid Commission.

Bid Review & Approval Commission

1. The Board President of the Corporation shall serve as Chair of the Bid Review & Approval Commission each year. In January of each year the President in January of each year, shall recommend to the Board three (3) or four (4) fellow Board Directors to serve with him/her on said the Bid Commission for that calendar year. The Board of Directors shall approve the Directors who will serve with the President on the Bid Commission by majority vote.
2. The Bid Review & Approval Commission :
 - a. Reviews bids for Preservation and Improvement Fund (“PIF”) Projects, Capital projects and Repair & Maintenance projects with a value of \$25,000 or more.
 - b. Approves, by signing the disposition of all bids for Preservation and Improvement projects, Capital projects and Repair & Maintenance projects with a value of \$25,000 or more on behalf of the Board of Directors. In the absence of a member of the Commission, another Director may sign on their behalf.

Emergency Bid Procedures

1. Within 24 hours of the emergency, the Bid Review & Approval Commission shall be notified electronically in writing by Management of the existing emergency.
2. As soon as an estimated or firm price is established over \$25,000, a bid proposal packet is to be completed. The bid proposal must state from where the funds are to be taken. Copies of the RFP and bid proposal packet shall be approved and distributed in the usual manner.
3. Under emergency conditions where life-safety and property-preservation are at issue, Management, along with the President and/or Vice President of the Board, may authorize expenditures without soliciting three (3) bids from contractors of suppliers or submitting a bid packet for project approval.
4. Under emergency conditions where life-safety and property-preservation are at issue, Management, along with the President and/or Vice President of the Board, may review a

contractor's qualifications and approve the contractor for bidding and completion of the project.

BE IF FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this ~~28th~~ ^{1st} day of ~~March, 2019~~ ^{December 1, 2025} at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

/s/

Thomas Foster, President

/s/

Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 8 (“BP 8”)

PRIVILEGE CARDHOLDERS

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board** Policies (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the **ANCA**, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Privilege Cardholders must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policy regarding Privilege Cardholders:

SECTION 1: REQUIREMENTS TO OBTAIN A PRIVILEGE CARD

Unqualified Owners and/or Non-Owners may be entitled to purchase a Privilege Card for a fee, as determined by the Board. Privilege Cardholders in good standing may join and participate in Chartered Clubs, receive discounted rates for golf and bowling, attend free RCSC events and entertainment, and use all available RCSC Facilities subject to the Corporate Documents. A Privilege Card does not entitle Privilege Cardholders the right to vote, to speak at Membership or Board meetings or to serve on the Board or Committees.

A. The documents required to obtain a Privilege Card by individuals who reside in a Property are as follows:

1. Government issued identification with picture and birth date is required for each individual requesting a Privilege Card. ~~No Privilege Card will be issued to Owners that, if the property is if the government issued identification shows an address other than the Property address within seventy five (75) miles of Sun City, Arizona.~~
2. A Non-Owner must present to the Cardholder Services Office a **signed** lease or completed **and Notarized** [Affidavit for Non-Owner Occupants Form](#) signed by the Property Owner verifying that the Non-Owner is an occupant of the Property. Only those names listed on the lease or [Affidavit for Non-Owner Occupants Form](#) may be eligible for a Privilege Card. Owners who misrepresent someone as an occupant of a Property shall be subject to suspension, as determined by the Board, of all Member and Privilege Cardholder Privileges by all Owners and occupants of all Properties owned by Owner who made the misrepresentation.

3. If a lease is presented to the Cardholder Services Office, the duration of the lease must be included in the document as the Privilege Card may only be valid from the beginning date of the lease until the expiration date (maximum one year) of the lease.
 4. If a lease should terminate prior to the year term allowed on an annual Privilege Card and a subsequent lease is obtained which has a successive time frame (whether or not Non-Owner is occupying the same Property), the Non-Owner shall be eligible to receive a new expiration date on his/her annual Privilege Card at no additional cost provided all documentation requirements are met and the term does not exceed the maximum of one year from the date of purchase of the Privilege Card.
- B. An Owner whose assessments, fees and any and all other charges against the Property are not current shall render a Privilege Card issued on that Property as suspended until such time the Owner's account is rectified and current. No refund shall be issued for a suspended Privilege Card.
- C. Provided all assessments, fees and any and all other charges against the Property are current on which the Privilege Card was issued and the Privilege Card was not issued for less than one year and has been returned to the Cardholder Services Office a pro-rata refund may be available as follows:
1. UPON THE ACQUISITION OF A PROPERTY provided the Privilege Cardholder has met the related Facilities Agreement obligations on the Property acquired and an application for a refund was filed within three (3) years from the date of acquisition. Documents showing the acquisition of the Property and that Member eligibility requirements have been met must be presented at the time the application for a refund is submitted. Refunds will be prorated from the date of acquisition to the expiration date of the card. If the assessments, fees and any and all other charges have not been paid on the Property acquired, the prorated refund amount ~~may~~ will be applied towards those unpaid assessments, fees and other charges.
 2. UPON UNDERAGE OWNER BECOMING ELIGIBLE FOR MEMBERSHIP provided that the Owner presents documentation within three (3) years from the effective date showing their eligibility at the time the application for refund is submitted. Refunds will be prorated from the date of eligibility to the expiration date of the card. If the assessments, fees and any and all other charges have not been paid on the Property, the prorated refund amount will be applied towards those unpaid assessments, fees and charges.
 3. IN THE EVENT OF DEATH an application for refund must be filed within three (3) years from the date of death. A death certificate must be presented at the time the application for a refund is submitted. Refunds will be prorated from the date of death to the expiration date of the card.

Excluding the aforementioned, no other refunds will be issued for any reason for annual Privilege Cards. Privilege Cards issued for 30-day, 60-day or 90-day are not eligible for refund under any circumstances.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this ~~14th~~ ^{1st} day of December, ~~2023~~ ²⁰²⁵ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

~~Kat Fimmel~~ Tom Foster, President

~~Jean Totten~~ Preston Kise, Secretary

**RECREATION CENTERS OF SUN CITY, INC.
10626 West Thunderbird Blvd, Sun City AZ 85351**

AFFIDAVIT FOR NON-OWNER OCCUPANTS

I, _____, being a Deeded Owner of the Sun City property
Printed Name of Owner

located at _____, Sun City AZ _____,
Street Address Zip Code

do solemnly swear that only the following person(s) occupy this address:

_____	_____
Last Name (Printed)	First Name (Printed)
_____	_____
Last Name (Printed)	First Name (Printed)
_____	_____
Last Name (Printed)	First Name (Printed)
_____	_____
Last Name (Printed)	First Name (Printed)

If a lease agreement is not connected with this affidavit which defines the length of occupancy under separate cover, I represent to RCSC that the above occupant(s) of my Sun City property will occupy this address as their primary Arizona residence until _____. *(Enter date in blank area, if applicable, or leave blank for indefinite period of time.)* I understand it is my responsibility to notify RCSC Cardholder Services Offices immediately should occupancy status change.

I understand that any misrepresentation of the facts regarding the occupancy of a Sun City property (dwelling unit) shall be subject to temporary or permanent loss of all Cardholder privileges for the Owner(s) and any occupants of any residences owned by such Owner(s) including denial of use of any RCSC facilities, as determined by the Board of Directors.

I understand that it is my responsibility to inform all occupants of my Sun City property that they are also governed by the Articles of Incorporation, Corporate Bylaws, Board Policies and/or any and all other RCSC rules and regulations.

Owner's Signature Date

ACKNOWLEDGMENT

State of _____
County of _____

On _____ before me personally appeared _____ known to me or satisfactorily proven to be the person whose name is subscribed to this instrument and acknowledged that he/she voluntarily executed the same.

Notary Public for _____
My Commission Expires:

Notary Public

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 9 (“BP 9”)

CARDHOLDER GUESTS & HOST PUNCH CARDS

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board Policies** (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the **ANCA**, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following **Board Policy on** Cardholder Guests & Host Punch Cards must provide instruction, direction and guidelines regarding such and shall remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Cardholder Guests and Host Punch Cards:

Guests of Cardholders in good standing may use RCSC Facilities for a daily guest fee, as determined by the Board, and subject to the Corporate Documents.

- A. A guest is defined as a non-resident of Sun City, Arizona friend, family member or unqualified caretaker/caregiver of a Cardholder. In order for a Cardholder to qualify for a caretaker/caregiver without a daily guest fee, the Cardholder must submit annually to the Corporate Office a completed [Physician Verification of Caretaker/Caregiver Requirement by Cardholder Form](#).
- B. Neither spouses nor any Sun City, Arizona resident, whether considered seasonal (*30 days or longer*) or permanent, can be considered guests. Guests who live within seventy-five (75) miles of Sun City, Arizona are limited to fourteen (14) guest visits per year to RCSC Facilities other than RCSC’s golf or bowling facilities which have their own respective guest rates and policies.
- C. A Guest Pass or Host Punch Card is required for guest entry to all RCSC Facilities except the Hillside Park at the Lakeview Center, the outdoor, open-air amphitheater at the Sun Bowl, and the dog park called Duffeland which are all open to Cardholders and their escorted guests at no cost. A Guest Pass or Host Punch Card is required to fish and/or boat in Viewpoint Lake, play miniature golf, and play tennis at the Lakeview Center. Bowling and golf have their own respective guest rates and guest check-in process so neither a Guest Pass or Host Punch Card is required to bowl or golf. Guests obtaining access to RCSC Facilities with a Guest Pass or Host Punch Card may be required to show a government issued, picture ID to validate their identity and residency.
- D. All guests, including immediate family, must initially be signed in by a Cardholder in person or online through the [RCSC Web Portal](#). Cardholders are not required to sign in guests in person with Guest Passes to RCSC Facilities. Guests obtaining access to RCSC Facilities with a Guest Pass may be required to show a government issued, picture ID to validate their identity and residency. Cardholders must assure that guests under age nineteen (19) are accompanied by an adult at all

times. Cardholders who misrepresent a person as a qualified guest or whose guest fails to comply with the Corporate Documents shall be subject to suspension of all privileges and may no longer be considered a Cardholder in good standing.

- E. A daily guest fee is required for each person regardless of age. Daily guest fees are paid with a Host Punch Card which is punched once for each guest. Guest Passes allow guests to visit multiple RCSC Facilities on the same day with no additional guest fees. Guest Passes may be issued no more than seven (7) days in advance and may be valid up to seven (7) consecutive days.
- F. Cardholders may purchase Host Punch Cards at RCSC Facilities check-in stations or at the Cardholder Services Office. Host Punch Cards do not expire until all blocks are punched. No refunds and no duplicate Host Punch Cards will be issued.
- G. Cardholders may purchase Guest Passes online through the [RCSC Web Portal](#). Cardholders may obtain Guest Passes at RCSC Facilities check-in stations or at the Cardholder Services Office by using a Host Punch Card to pay the daily guest fee. Guest Passes expire as per the date(s) for which they were issued. No refunds and no duplicate Guest Passes will be issued.

Those who wish to tour RCSC Facilities, not partake in activities or use RCSC Facilities, may be considered Visitors not Guests. Visitors escorted by RCSC Cardholders must check in with Facility Attendants prior to starting a tour. Visitors not accompanied by a RCSC Cardholder must complete a visitor tour form and show government issued identification prior to starting a tour. Once the tour is completed, Visitors must check-out with Facility Attendants.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 14th 1st day of December, 2023 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

~~Kat Fimmel~~ Tom Foster, President

~~Jean Totten~~ Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 10 (“BP 10”)

RCSC RULES and REGULATIONS

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws must apply.~~ that the following Board Policy on RCSC Rules and Regulations must provide instruction, direction and guidelines regarding ~~RCSC Rules and Regulations~~ such and must remain in effect until such time it is amended or removed.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding RCSC Rules and Regulations:

The following constitutes RCSC Rules & Regulations for use of RCSC Facilities by Member and Privilege Cardholders (hereinafter referred to as “Cardholder(s)”) and their guests. Cardholders who fail to comply may temporarily or permanently have their Cardholder Privileges suspended. Anyone can report a person or persons failing to comply with RCSC Rules and Regulations by completing an [Incident Report Form](#), obtained from any Facility Attendant, on the website (www.suncityaz.org) or at the Corporate Office.

Code of Conduct

1. Cardholders and guests must not ~~jeopardize~~ infringe on ~~or interfere with~~ the rights and privileges of others. Any Cardholder whose conduct is unbecoming or who breaks any RCSC rule or regulation is subject to disciplinary action. Cardholders are responsible for the conduct of their guests.
2. Cardholders and guests will refrain from loud, profane, indecent or abusive language.
3. Cardholders and guests will not harass or abuse, verbally or physically, any other person.
4. Cardholders and guests will not compromise the safety of others. Cardholders and guests will obey all safety rules and will refrain from any and all unsafe activities.
5. Cardholders will not reprimand or discipline any RCSC employee or interfere in the management of RCSC. Comments and complaints may be submitted in writing and dropped into comment card boxes located throughout RCSC Facilities or reported to Management.

Use and Rental of RCSC Facilities

Cardholders in good standing and their invited guests must present a Member or Privilege Card and/or Guest Pass/Host Punch Card and sign in for all planned activities to gain access to RCSC Facilities for themselves and their guests, except for golf and bowling where a Guest Pass or Host Punch Card is not required. Guests accessing RCSC Facilities with a Guest Pass/Host Punch Card may be required to show a valid driver's license to verify identity and residence. Cardholders in good standing and their invited guests may use RCSC golf and bowling facilities by presenting a Member or Privilege card and paying the appropriate fees. Cardholders will be held responsible for any damage to RCSC Facilities caused by the Cardholder or their guests. Cardholders are prohibited from profiting financially by charging guests for the use of RCSC Facilities. A Cardholder who failed to sign in prior to use of RCSC Facilities may be subject to suspension of Cardholder Privileges.

1. The Board and/or Management reserves the right to deny use of RCSC Facilities to any individual or organization with or without cause.
2. **RCSC Facilities are unsupervised and Cardholder and guest use is at their own risk.** It is advised that users consult a physician before starting any activity.
3. All users must wear appropriate, modest attire suitable to the activity in which they are participating or attending. Clothing with offensive language or design is not permitted. Swim attire is only permitted in aquatic facilities.
4. Except where specifically stated otherwise, anyone using RCSC Facilities with open sores, wounds, skin irritations, or any other such abnormal condition must have them completely enclosed in bandages.
5. The discretion of what is deemed appropriate shall be left to the judgment of RCSC personnel regarding safety, sanitation, clothing, footwear and interpretation of any and all rules and regulations.
6. Personal trainers or instructors, other than those contracted for or provided by RCSC or Chartered Clubs, are not allowed.
7. Groups of ten (10) or more who desire to use RCSC **reservable** Facilities, excluding golf courses or bowling centers, must submit to the Corporate Office their request for approval in writing thirty (30) days prior to the use date. **Requests with less than 30 days notice is at the discretion of management.** The request will be reviewed and the party informed whether approved. **This does not include areas which do not need to be reserved, e.g. Sundial breezeway or side room of the Grill at Riverview.**
8. Specific purposes for requested use of RCSC Facilities should be identified in the [Request for Use of RCSC Facilities Form](#) which must be submitted for review and approval to the Clubs and/or Activities Office no less than thirty (30) days prior to the event or use. Cardholders and Chartered Clubs shall receive priority over other requests.
9. RCSC shall require evidence of insurance or other permits as required.
10. Free usage, other than RCSC Organizations, will be based on whether such is of benefit to RCSC and its Cardholders at the discretion of the Board or Management.
11. Any activity, event, gathering or assembly by any group other than RCSC Organizations, whether free or paid rental, shall be pre-approved by the Board or Management.
12. Unless pre-approved by the Board, RCSC Facilities shall not be used for fund raising except for the purpose of raising funds for the Sun City Foundation, Chartered Clubs or golf associations affiliated with RCSC golf courses.

13. Unless pre-approved by the Board, RCSC Facilities shall not be used for religious organizations, ceremonies or events except for the annual Sunrise Easter Service at the Sun Bowl amphitheater.
14. Unless pre-approved by the Board, RCSC Facilities shall not be used for political campaigns, ceremonies or events except at regularly scheduled meetings of Chartered Clubs which are open to Chartered Club members and their escorted guests only.
15. Use of RCSC Facilities that involves business being conducted by anyone other than RCSC Organizations, such as: sales of any products, fees for seminars or instructional classes, or any other income producing venue to the user of RCSC Facilities, must be completely and thoroughly revealed by the user and pre-approved by the Board or Management. Sales may be subject to a percentage payable to RCSC.
16. Fees for use of RCSC Facilities shall be determined by the Board or Management. Even if sponsored by Cardholders or RCSC Organizations, Non-Cardholder rates may apply as determined by the Board or Management. Rental of RCSC Facilities in conjunction with golf tournaments on RCSC golf courses shall be at the Cardholder rate. Rental of RCSC Facilities by full-time RCSC personnel shall be at the Cardholder rate.
17. RCSC game/competitive play facilities, including but not limited to: mini golf, table tennis, tennis, racquetball/handball, shuffleboard, billiards, lawn bowling, bocce, pickleball, and competitive swimming may be rented to outside organizations as pre-approved by the Board or Management for a competitive event so long as Cardholders are allowed to participate in the event.
18. Any organization that wishes to use RCSC Facilities to freely donate their services to Cardholders (i.e. free tax preparation, Sun City Posse, Sun City PRIDES, free inoculations) may be allowed to do so with pre-approval by the Board or Management.
19. Any organization that wishes to use RCSC Facilities to inform, educate, or advise Cardholders (i.e. Sun City Homeowners Association, Sun City Community Assistance Network, Red Cross, AARP Education Programs) may be given reduced fees or free use as determined by the Board or Management.
20. All publicity and advertising regarding an activity, event, gathering or assembly at RCSC Facilities shall be pre-approved by Management or RCSC's Communication and Marketing Coordinator. Posting of such on RCSC bulletin boards, website, social media, newsletter or any RCSC Facilities shall be pre-approved by Management or RCSC's Communication and Marketing Coordinator.
21. Failure to leave RCSC Facilities in a reasonably clean and damage-free state shall result in additional fees to the user to cover cleaning and repairs as determined by Management. In an attempt to assure such fees shall be paid, a deposit may be taken for each function. Deposit amounts required for each facility shall be determined by the Board or Management.

Smoking

Smoking, including electronic cigarettes and vaping devices, shall be prohibited and banned inside all RCSC buildings. Smoking, including electronic cigarettes and vaping devices but excluding marijuana products, is allowed in designated smoking areas only and per federal, state and local laws.

Firearms and Deadly Weapons

Firearms or other deadly weapons are not permitted at any RCSC Facilities except for those authorized to carry weapons as a member of law enforcement or security services. Anyone with a Concealed Weapons Permit is not permitted to enter or remain at RCSC Facilities with a firearm or other deadly weapon. Deadly weapons include, but are not limited to, guns, knives over four (4) inches in length, blackjacks, or any weapons capable of inflicting injury or causing death. Any Cardholder who violates this policy shall be subject to immediate suspension.

Drones

Unmanned aerial systems (UAS) also known as drones, to include all unmanned aircraft systems whether registered or toy, are not allowed to be flown on, flown over, or land on RCSC Facilities unless specifically contracted to do so by RCSC.

Household Pets and Service Animals (also see Dog Parks)

1. Pets are not allowed at any RCSC Facilities, including but not limited to all buildings, golf courses, grounds, parking lots, except for dogs at RCSC dog parks, Best Friends Dog Club and/or dogs trained as service animals.
2. For RCSC Dog Parks, refer to the Dog Park(s) section in this policy.
3. The Best Friends Dog Club members, guests, instructors may bring their dogs for training, classes and events in the fenced area designated for such (must remain confined to this area) at the Fairway Recreation Center. In addition, active members of the Best Friends Dog Club whose dogs have passed the American Kennel Club's Canine Good Citizen Advanced certification evaluation, shall be permitted to participate in Best Friends Dog Club events on RCSC properties, after obtaining approval from RCSC Management.
4. When dogs are present at RCSC dog parks and Best Friends Dog Club, they must adhere to the following:
 - a. Dog owners must follow Maricopa County Animal Care and Control regulations and the Corporate Documents.
 - b. Dogs must be licensed and wear dog tags at all time.
 - c. Dogs must be on a leash not to exceed six (6) feet in length (unless in off-leash area) and directly under the dog owner's or handler's control. In off leash area, dog owner or handler must have in their possession a dog leash of not more than six (6) feet in length and be of sufficient strength to control said dog.
 - d. If a dog bites a person, the incident shall be reported to Maricopa County Animal Care and Control immediately by the person(s) having direct knowledge of the incident who shall also complete an [Incident Report Form](#) and submit it to the Corporate Office.
 - e. If a dog causes damage to RCSC Facilities, the incident shall be reported immediately by the person(s) having direct knowledge of the incident who shall also complete an [Incident Report Form](#) and submit it to the Corporate Office.
 - f. Injury to any person or animal or damage to any property by a dog shall be the full responsibility of the dog owner and/or person(s) responsible for the dog when the injury or damage occurred.
5. Dogs trained as service animals are allowed at RCSC Facilities. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals (often referred to as "emotional support animals" or "therapy animals"). Service animals must meet the requirements of Maricopa County Animal Care and Control and the following:
 - a. Must be licensed and wear a dog tag at all times.
 - b. Must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

- c. A person with a disability may be asked to remove his/her service animal from the premises if: (i) the dog is out of control and the handler does not take effective action to control it or (ii) the dog is not housebroken.
- d. If a dog bites a person, the incident shall be reported to Maricopa County Animal Care and Control immediately by the person(s) having direct knowledge of the incident who shall also complete an [Incident Report Form](#) and submit it to the Corporate Office.
- e. Injury to any person or animal or damage to any property by a dog shall be the full responsibility of the dog owner and/or person(s) responsible for the dog when the injury or damage occurs.

Minimum Age Requirements for Guests

All guests 18 years of age and younger must be accompanied by an adult 19 years of age or older (hereinafter referred to as “an adult”) at all times while at RCSC Facilities.

Children ages 4 to 15 may use swimming pools during designated children’s hours only and must be accompanied by an adult. Proof of age (birth certificate, copies or pictures are permissible) must be presented at the time of entry for children under the age of six (6). Children ages 4 through 7 must have a supervising adult in the water with them at all times. Infants or children under the age of 4 years are not allowed inside any fenced and/or walled pool or spa area at any time. Guests 16 years of age or older may use pools, except Bell and Sundial, during regular hours but must be accompanied by an adult. No one under 18 years of age is permitted in Bell or Sundial pools.

<u>ACTIVITY</u>	<u>MINIMUM AGE</u>
Basketball	8
Billiards/Snooker	14
Boating	6
Bocce	8
Bowling	4
Darts	8
Fitness Centers <i>(minimum age for Bell & Sundial Fitness is 18 years old)</i>	14
Golf - practice facilities, driving range	8
Golf - Regulation Courses	12
Golf - Executive Courses after 1pm	8
Horseshoes	12
Lawn Bowling	16
Miniature Golf	6
Pickleball	8
Racquetball/Handball	8
Shuffleboard	8
Spas <i>(minimum age for Bell & Sundial Fitness is 18 years old)</i>	16
Swimming Pools <i>(minimum age for Bell & Sundial Fitness is 18 years old)</i>	4*
Table Tennis	8
Tennis	8

Track - Indoors	14
Track - Outdoors	8

* *Proof of age (birth certificate, copies or pictures are permissible) must be presented at the time of entry to swimming pools for children under the age of six (6).*

Cardholders who misrepresent their guest’s age or provide their Member or Privilege card for others to use shall be subject to suspension of Cardholder Privileges as determined by the Board.

Aquatic Facilities (Pools and Spas)

Fairway, Oakmont, Marinette and Sundial pools have special accommodations for persons with disabilities. See Minimum Age Requirements for Guests section for aquatic facilities age restrictions.

1. No lifeguard on duty, users shall do so at their own risk.
2. Cardholders and their guests must observe posted Maricopa Health Department Rules and Regulations.
3. Eating or drinking is not permitted in or within 4 feet of a pool or spa excluding clear water in unbreakable plastic or metal beverage containers with cap. Glass containers, chewing gum and alcoholic beverages are not permitted.
4. Showers are required directly before entering all aquatic facilities. Showering after using aquatic facilities is highly recommended to remove any residual chemicals and minerals. Use of shampoos and soaps are not permitted in outdoor shower areas.
5. During rain, thunder and lightning storms or other inclement conditions, RCSC personnel may clear and close outdoor pools until such conditions pass. RCSC is not responsible for monitoring weather conditions. Each person should immediately exit the aquatic facilities if lightning is observed or thunder is heard.
6. All motorized wheelchairs and scooters are to remain at least 5 feet from the swimming pool or spa edge at all times.
7. Sitting or lounging on spa or pool steps is not permitted.
8. Lane ropes, ramps, and stair rails are to be used to assist and guide pool users only. Lane ropes are not designed to support a person’s body weight.
9. Diving is not allowed in posted “no diving” areas or spas.
10. Running and horseplay is not permitted.
11. Appropriate, modest swim attire must be worn. Cut-offs are not permitted. Aqua shoes, or shoes compatible with walking in water, are the only footwear approved for use. Such shoes are to be worn only in the pool and spa areas and shall not be worn as street shoes or outside the area.
12. Swimming pool gear, including floatation devices, may not extend more than two (2) feet from the swimmer and must be within the control of the swimmer at all times. Items that are not permitted include, but are not limited to; balls, Frisbees, rafts or other items that allow reclining or lying, inflatable items except arm floats, water guns and any metallic items. Flotation devices must be made from solid materials and items filled with loose materials are not permitted. Swimmers may be asked to remove swimming gear from the pool area if their use of such negatively affects other users or RCSC Facilities.

Billiards/Snooker

No food or drink of any kind is permitted within the billiards/pool/snooker area.

Boating (also see the Model Boats section in this policy)

Arizona boating laws and regulations apply for Viewpoint Lake. Each occupant is to have a USCG life preserver on board and any occupant under the age of 13 must wear a properly secured life preserver at all times. Boats shall not exceed 16 feet in length with a maximum of a 10 horse power motor. Paddle and row boats are available to Cardholders and their invited guests through the Lakeview Mini Golf Facility Attendant at no charge in addition to the Daily Guest Fee. Users must comply with specific rules posted at Lakeview Mini Golf Facility Attendant Station for use of RCSC boats. Use of RCSC boats are at the user's own risk.

In an effort to prevent Golden Algae and Quagga Mussels, incoming watercraft, motors, trailers, fishing equipment and oars are to be clean and disinfected with a solution of one part bleach to ten parts water prior to being placed in Viewpoint Lake. Boats and trailers being transferred from other lakes should be disinfected and allowed to dry a minimum of 72 hours before being placed in Viewpoint Lake. Launch ramp gate shall be locked at all times. See Lakeview Mini Golf Facility Attendant Station or call 623-561-4676 for access.

1. No wakes allowed.
2. No jet skis, towables, fishing float tubes or waders, or any other floatation device unless USCG approved and labeled.
3. Mushroom or ball anchors only.
4. No docking against the lake's edge.

Bocce

Only clear water in unbreakable plastic or metal beverage containers with cap are permitted around playing surfaces.

Bowling (see Board Policy No. 18)

Dog Park(s) (also see Household Pets and Service Animals)

Dog park(s) owned and operated by RCSC ("Park") are unmonitored facilities and users are at their own risk. In order to keep the Park clean and enjoyable for all who use them and the neighboring properties, the following rules must be followed:

1. Dogs must be vaccinated and licensed with Maricopa County license tag attached to a collar or harness which shall be worn at all times. No more than 3 dogs are allowed per owner/handler at any one time. Puppies under 4 months of age are prohibited. Female dogs in heat are strictly prohibited. Children under 12 must be accompanied by an adult. Small children and infants must be kept under strict supervision and not allowed to run in the area or chase after dogs.
2. All dogs must be restrained by leash of not more than 6 feet and of sufficient strength to control action of said dog during entrance and exit of the Park and in the surrounding areas outside of the Park. Dogs may run off leash while inside the Park.
3. Dogs may not be fed, given treats, or given anything to chew while in the Park, during entrance or exit, or in the area surrounding the Park.
4. Owners/handlers must be present in the Park at all times that their dogs are in the Park. Owners/handlers shall closely supervise and control their dogs. Dogs must be under voice control of their owners/handlers at all times. Owners/handlers must immediately clean up after their dogs and properly dispose of waste. Owners/handlers must stop their dogs from digging and immediately fill any holes dug.
5. Owners/handlers shall be responsible for all actions and activities of their dogs. Aggressive dog behavior is not permitted. At the first sign of aggression, dog will be leashed immediately and removed if behavior is not corrected. RCSC is not responsible for injuries to dogs, their

owners/handlers, or others at the Park.

6. If a dog bites a person, the incident shall be reported to Maricopa County Animal Care and Control immediately by the person(s) having direct knowledge of the incident who shall also complete an [Incident Report Form](#) and submit it to the Corporate Office.
7. If a dog causes damage to RCSC Facilities, the incident shall be reported immediately by the person(s) having direct knowledge of the incident who shall also complete an [Incident Report Form](#) and submit it to the Corporate Office.
8. It is unlawful for any person having custody or control of a dog in Maricopa County to permit that dog to bark excessively. Owners/handlers must quiet dogs barking excessively or leave the Park.

Events & Entertainment

Non-ticketed, free RCSC events and entertainment may require Cardholders to show their Member or Privilege card with photo (*key.fob cards not accepted*) to gain entry for themselves and their escorted guests. All guests 18 years of age and younger must be accompanied by an adult and all children under the age of 12 must be under adult supervision at all times. Running, yelling, jumping or disrupting others or the performance is unacceptable and those in violation may be asked to leave the event. If the show/performance is a ticketed event, everyone, including children, must have a ticket.

1. It is recommended that attendees bring their own lawn chair or blanket to the Sun Bowl outdoor open-air amphitheater. All seating is on a first-come first-served basis. Early reservation of vacated seating space is not allowed. To ensure safety, sitting on the walls or congregating at the stairwells is strictly prohibited. Chairs on the Sun Bowl’s concrete dance floor area are reserved for the physically challenged and attendees escorted to the event on community buses.
2. All attendees are asked to refrain from talking during the performance. Use of cell phones is prohibited during performances, except for pictures or as lights, and must be in silence mode.
3. Smoking, including electronic cigarettes and vaping devices, is prohibited in the Sun Bowl open-air amphitheater and the breezeway of the Sundial Recreation Center. Smoking, including electronic cigarettes and vaping devices, is allowed in designated smoking areas only and per federal, state and local laws.

Fishing

Viewpoint Lake is private water; no state fishing license is required. Fishing may occur from dawn to dusk with two poles or lines simultaneously. In no case are more than two lines and/or two hooks allowed to be used at the same time. No unattended fishing poles or lines are allowed. Fishing from shore is allowed from all RCSC owned shoreline property, except the RCSC boat dock area and if designated otherwise by “No Fishing” signs. Fishing from a boat should not occur closer than 25 feet from the shoreline or any dock, the screen outlet near Cameo Bridge or any other boat. Hooks caught on boats, property or other objects shall not be jerked or pulled; cut the line and tie to the object hooked and inform owner if property damage is involved.

Daily Fish Limit Allowed:

- Largemouth Bass 1 bass, 13-inch minimum length
- Catfish / Trout 3 fish (any combination)
- Bluegill / Sunfish / Common Carp 5 fish (any combination)
- White Amur (grass carp)..... Catch & Release Only

Fitness Centers

1. Refer to equipment placards or ask RCSC personnel for equipment operating instructions.
2. Only clear water in unbreakable plastic or metal beverage containers with cap are permitted.
3. Persons using fitness equipment that is provided with an automatic safety shutoff device **are responsible for the** must properly use **of** the device; i.e. safety shut off **cord** **line** on treadmill must be attached to user.
4. Users must sign in as required for fitness equipment with potential limited (*30 minutes*) use.
5. Muscle shirts, half shirts, uncovered sports bras and swim suits are not permitted. Rubber soled shoes with closed heels and toes are required.

Golf (see Board Policy No. 17)

Lawn Bowling

1. Inexperienced lawn bowlers are not allowed to play or practice without the assistance, participation and presence of an experienced lawn bowler.

Miniature Golf

1. Only clear water in unbreakable plastic or metal beverage containers with cap are permitted around playing surfaces.
2. Players may play only one ball when others are waiting.

Model Boats

1. Model boats are permitted only on Viewpoint Lake.
2. Only wind and electric powered remote-control model boats are permitted. Gas powered model boats, nitro-fueled "Glow plug," internal combustion engines, or gasoline engines are prohibited.
3. Model boats may not:
 - a. obtain speed faster than 12mph,
 - b. submerge or dive while doing tricks and/or stunts,
 - c. create engine noise that causes disturbance to other RCSC Cardholders or homeowners adjacent to Viewpoint Lake,
 - d. be operated outside the view of the owner, or
 - e. be operated after dark.
4. No wading or swimming permitted in Viewpoint Lake to retrieve a model boat. Owner is responsible for retrieval of their model boat.
5. Cardholders assume the responsibility to keep model boats away from all other watercraft and those fishing.
6. Model boat owners are responsible for their personal safety and damages to their boat.

Pickleball

1. With the exception of water, food and beverages of any kind are not allowed within the court enclosures.
2. Rubber soled shoes with closed heels and toes are required.

Pools (see Aquatic Facilities)

Racquetball/Handball

- 1. Food or beverages of any kind are not allowed within the court enclosures.
- 2. Rubber soled shoes with closed heels and toes are required.

Shuffleboard

- 1. Only clear water in unbreakable plastic or metal beverage containers with cap are permitted around playing surfaces.

Swimming Pools & Spas (see Aquatic Facilities)

Table Tennis

- 1. Food or beverages of any kind are not allowed within the playing areas.
- 2. Rubber soled shoes with closed heels and toes are required.

Tennis

- 1. With the exception of water, food and beverages of any kind are not allowed within the court enclosures.
- 2. Rubber soled shoes with closed heels and toes are required.

Tracks – Indoors & Outdoors

- 1. Only clear water in unbreakable plastic or metal beverage containers with cap are permitted.
- 2. Rubber soled shoes with closed heels and toes are required.

Viewpoint Lake (also see Boating, Fishing and Model Boat sections in this policy)

Use of Viewpoint Lake is available to Cardholders and their invited guests, ages 6 years and older. All guests under 18 years of age and younger must be accompanied by an adult. Use of Viewpoint Lake and RCSC paddle and row boats are at the user’s own risk; no lifeguard is on duty.

- 1. No swimming, wading, snorkeling, or scuba diving.
- 2. No depositing trash in or around the lake. Violators will be charged for cleanup services.
- 3. No feeding waterfowl or fish.
- 4. No disturbing or harassing waterfowl.
- 5. Refer to Boating section & Fishing sections for applicable rules and regulations regarding such.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this 28th 1st day of ~~March, 2024~~ December, 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Tom Foster, President

Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 11 (“BP 11”)

PETITION PROCEDURES

1 WHEREAS Article V of the Corporate Bylaws empowers the Board of Directors (“Board” or
2 “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt
3 Board Policies (“BP” or “Policies”) not in conflict with the Restated Articles of Incorporation
4 (“Articles”), the Corporate Bylaws (“Bylaws”), or the Arizona Nonprofit Corporation Act
5 (ANCA).

6 WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in
7 verbal instructions, rules and regulations, the Board of Directors has established Board Policies in
8 written form. Such Policies must be titled, numbered and indexed for easy reference and use.

9 WHEREAS the ANCA, Articles, and the Bylaws must take precedence over Board Policies and
10 that the following Board Policy on Petition Procedures must provide instruction, direction and
11 guidelines regarding such and must remain in effect until such time it is amended or removed by
12 the Board.

13 NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies
14 regarding Initiative, Referendum, and Removal Petitions:

15 Any initiative, referendum, or removal petition must have a total number of signers not less than
16 ten percent (10%) of the voting Members in good standing of the Corporation as of the preceding
17 July 1. All signers must have signed in person and they must provide their Property address and
18 Member Card number. The completed petition will be filed with the Secretary of the Corporation.

19 A removal petition will set forth the name of the Director whose removal is desired, the reasons for
20 the recall, and must follow the procedures in the ANCA, Articles of Incorporation and Bylaws.

21 A referendum petition must set forth the existing Article and Section of the Bylaws or Articles of
22 Incorporation that is being challenged in clear and precise language that will allow the challenge
23 to be determined by a "YES" or "NO" vote. Any petition will be subject to the requirements and
24 limitations of the ANCA and the Corporate Documents.

25 Before an initiative petition to create a new Article and Section of the Bylaws or Articles of
26 Incorporation is filed, the party or parties intending to circulate and file such a petition will submit
27 the proposal in the exact language that the initiative will contain to the Board. The Board will have
28 fourteen (14) days from the date of submission to assign a petition control number by the Secretary
29 of the Corporation.

30 SECTION 1: STEPS TO TAKE BEFORE CIRCULATING A PETITION

31 A. Consider alternatives to resolve an issue before beginning the petition process:

32 1. Bring the issue to the attention of the Board at Board Meetings or in other direct
33 communication with the Board.

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 11 (“BP 11”)

PETITION PROCEDURES

34 2. The Board will consider the issue and provide their consensus regarding such in
35 writing. If the Board approves, action will be taken accordingly. If the Board
36 disapproves, proponents may initiate the petition process.

B. To file a request to circulate a petition with the Secretary of the Corporation:

1. Submit:

- 39 a. The names, addresses, and telephone numbers of the petition organizers.
- 40 b. The organization, if any, supporting the petition.
- 41 c. The exact text of the proposed petition on the official petition form.

2. The Secretary of the Corporation will provide:

- 43 a. Written notice of receipt of petition as submitted will be within fifteen (15) business
44 days.
- 45 b. An official petition with control number within fifteen (15) business days.
- 46 c. Petition regulations.
- 47 d. Petition start and completion dates. Petitions must be completed and submitted to
48 the Corporate Office within ninety (90) calendar days.

C. Copy official, numbered petitions.

50 Copy as many copies of the official including numbered petition as needed to circulate the
51 petition.

- 52 1. No other petition form is acceptable.
- 53 2. Number each page
- 54 3. Each page should have:

- 55 a. The exact wording of the petition as approved by the Board.
- 56 b. The control number as assigned by the Corporation.
- 57 c. The Certification on the back of each page.

D. Select and orient Circulators to the regulations and procedures to follow in circulating 59 petitions.

SECTION 2: ACCEPTABLE PRACTICES DURING THE PETITION'S CIRCULATION

A. All Circulators:

- 62 1. Must be Members in good standing.
- 63 2. May not use intimidation, misleading statements or payments in securing
64 signatures.
- 65 3. Must obtain signatures of current Members only. Privilege Cardholders are not
66 eligible to vote or sign a petition.

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 11 (“BP 11”)

PETITION PROCEDURES

67 4. Must certify, as their legal obligation requires, that he/she witnessed the signatures
68 of each individual signing.

69 B. Petitions regarding RCSC matters may be circulated within or at all RCSC
70 facilities/properties while not disrupting or interfering with RCSC Member activities or
71 blocking ingress or egress at any facility.

72 C. Signers of the petition must:

- 73 1. Be Members in good standing
74 2. Be the actual person, a spouse may not sign for their husband or wife.
75 3. Legibly sign in ink. A printed "signature" is not acceptable unless that is the usual way
76 the person signs.
77 4. Indicate the date on which they signed
78 5. Legibly write their property address and Member Card number.
79 6. Legibly print their name below their signature.

80 D. Signers of the petition may withdraw their signatures at any time during the validation
81 process by written notice to the Corporate Office.

82 SECTION 3: POST-PETITION CIRCULATION PROCEDURES

83 When petition circulation is complete:

84 A. File completed petitions with the Secretary of the Corporation in book form including:

- 85 1. A cover page specifying the quantity of individual official petition forms filed, the total
86 number of signatures claimed, and the date submitted.
87 2. Number each signed official petition submitted.
88 3. A cover page to verify each group of petitions submitted and certified by each
89 Circulator.

90 B. The Corporation will:

- 91 1. Provide a dated receipt for submitted petitions.
92 2. Initiate the petition verification process.

93 C. The petition verification process will include, but is not limited to:

94 1. Investigation of Circulators:

95 a. Each Circulator must:

- 96 1) Be a current Member in good standing.
97 2) Witness every signature.
98 3) Sign the affidavit of Circulator on the reverse side of the last official petition
99 form submitted in a group.

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 11 (“BP 11”)

PETITION PROCEDURES

100 b. Irregularities, including false or misleading statements by the Circulator, in
101 obtaining, verifying and certifying signatures will result in rejection of all petitions
102 of the Circulator.

103 2. Inspection of signatures for:

- 104 a. Legibility.
105 b. Printing instead of signing.
106 c. Absence of dated signature, Property address, and Member Card number.
107 d. Duplication.

108 D. Time required for petition verification:

109 Once the completed petition is filed with the Corporation, the Corporation will have thirty
110 (30) days from the filing to determine and announce whether or not the required number
111 of signers has been obtained.

112 E. Upon completion of the verification process:

- 113 1. If the number of verified signers is insufficient, the petition is declared invalid.
114 2. If the number of verified signers is sufficient, the Board will set the date to present
115 the petition to the Members per the requirements for Special Membership Meetings
116 in the Bylaws.

117
118 BE IT FURTHER RESOLVED that a copy of this resolution must be posted on the RCSC
119 website for members and shall be made available to members upon request at no cost.

120 Adopted and signed this 1st day of December, 2025 at a duly called Board meeting by a majority
121 (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

122
123 ATTEST:

124
125 _____
126 Tom Foster, President Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 14 (“BP 14”)

POSTING OF SIGNS and DISTRIBUTION OF LITERATURE

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws must apply. T~~ that the following Board Policy on ~~must provide instruction, direction and guidelines regarding~~ Posting of Signs and Distribution of Literature must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Posting of Signs and Distribution of Literature:

No sign, literature or petition may be posted or distributed at RCSC Facilities if it contains scandalous, malicious, defamatory or libelous language. The Board and Management are authorized to police all posting of signs, distribution of literature or advertising at RCSC Facilities and to order anyone to cease and desist and vacate RCSC Facilities. RCSC may destroy any unauthorized postings or distribution.

Commercial

No commercial signs or notices may be placed on or affixed to any RCSC Facilities. No literature or advertising of a commercial nature may be distributed at RCSC Facilities, with the following exceptions:

1. When an outside entity has entered into an agreement with RCSC for the use/lease of a facility or area, signs and literature appropriate to that use may be posted or distributed at such facility or use area and/or displayed on electronic signs at that location upon Management approval;
2. When a Chartered Club has invited an outside company or vendor, for the specific purpose of promoting the Club’s activities, commercial advertising signage and literature may be posted or distributed at such facility or use area upon Management approval;
3. When a RCSC operating division, to include such as; Sun City Foundation, golf, bowling, food service or member services, has accepted sponsorship of an event/league or invited an outside company or vendor for the specific purpose of promoting a sport, activity, service or food and beverage at RCSC Facilities, commercial advertising signage and literature may be posted or distributed at such facility or use area upon Management approval.
4. Commercial advertising signage may be placed on RCSC’s softball park facilities as pre-approved by the ~~Assistant General Manager~~ Director of Operations. Such signage may be removed if not pre-approved or if adequate upkeep or replacement is not upheld as deemed suitable by Management.

5. Commercial Arizona travel and tourism literature may be displayed at the Sun City AZ Visitors Center at the discretion of the Sun City AZ Visitors Center and Marketing Manager.
6. Copies of signs and notices shall be submitted for Management approval to the Corporate Office before posting or distribution begins.

RCSC Activities

Signs and notices relating to RCSC events and activities may be posted only in those places designated for such use (i.e. bulletin boards, information easels, tent signage, brochure/flyer racks, electronic signs and etc.). Details concerning size, placement and posting duration are under the control and approval of Management, excluding signs for RCSC Elections which shall be under the control and approval of the Chair of the Election Committee.

Personal Notices

Cardholders may post approved notices (3 inches x 5 inches) of personal interest in places designated for such use which shall be under the control of Management. Cardholders may also distribute approved literature covering personal interest at RCSC Facilities which shall be under the control of Management. All such notices or literature shall carry the name of the Cardholder.

Non-RCSC Issues

The posting of signs, flyers, posters, banners, or any communications or notifications or distribution of literature concerning non-RCSC issues, events or activities is strictly prohibited by any group or individual other than RCSC organizations except at the Sun City AZ Visitors Center at the discretion of the SCVC and Marketing Manager.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this 28th 1st day of December, 2025 ~~March, 2019~~ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Thomas Foster, President

Preston Kise, Secretary

1 **RECREATION CENTERS OF SUN CITY, INC.**

2 **BOARD POLICY RESOLUTION No. 15 (“BP 15”)**

3 **INCIDENT REPORT FORMS**

4
5
6 WHEREAS Article V, of the Corporate Bylaws empowers the Board of Directors (“Board”
7 or“ Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt
8 Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act
9 (ANCA), Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

10
11 WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations
12 inherent in verbal instructions, rules and regulations, the Board of Directors has established Board
13 Policies in written form. Such Policies must be titled, numbered and indexed for easy reference
14 and use.

15
16 WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies
17 and that the following Board Policy on Incident Report Forms must provide instruction, direction
18 and guidelines regarding such and must remain in effect until such time it is amended or removed
19 by the Board.

20
21 NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following
22 policy regarding Incident Report Forms:

23
24 Incident Report Forms are used to report non-club related threats/verbal/physical abuse of a staff
25 or member, misuse or destruction of the RCSC’s property, gross or malicious behavior, or
26 substantially similar incidents requiring documentation that occur on RCSC property. They must
27 be filed within thirty (30) days of the incident. Anyone can file an Incident Report by completing
28 an Incident Report Form that can be obtained at RCSC facilities, on the RCSC website
29 (www.suncityaz.org) or at the Corporate Office. Completed Incident Reports remain confidential
30 subject to the provisions and requirements of Federal, state and local laws. Completed Incident
31 Report Forms are delivered or sent to the Corporate Office where they are processed and reviewed
32 for Cardholder notification. If necessary, the maker of the Incident Report may be asked to provide
33 additional information.

34 All Incident Reports submitted against a Cardholder will result in the subject of the report being
35 notified within seven (7) business days of the reported incident via letter from Senior
36 Management. The subject of the report will be asked to complete an Incident Report Form to be
37 returned within seven (7) business days describing their version of the incident. If the subject of
38 the report is found to be in violation, they will be sent another letter from Senior Management
39 and asked to cease and desist any actions that are contrary to the Corporate Documents. Incident
40 Reports finding the subject of the report to be in violation will remain on record for three (3)
41 years. Incident Reports finding the subject of the report to not be in violation will be shredded
42 promptly.

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 18 (“BP 18”)

BOWLING

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws must apply.~~ that the following Board Policy on ~~must provide instruction, direction and guidelines regarding Bowling~~ must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies on Bowling at Lakeview Lanes and Bell Lanes (collectively known as “Bowling Centers”):

General Bowling Rules & Regulations

Children under 4 years of age are not allowed to bowl, nor are they allowed within the bowling game areas. Regardless of age, children must be able to safely handle a bowling ball to be allowed to bowl, as determined by RCSC personnel. All guests 18 years of age and younger must be accompanied by an adult 19 years of age or older.

1. Food and beverages are not permitted in the bowling area. Alcoholic beverages may not be brought into or out of the Bowling Centers.
2. Bowling shoes must be worn at all times while in the approach area. Socks are required for renting RCSC bowling shoes. Men must wear shirts with sleeves, women cannot wear halter or tube tops and bare feet are not allowed.
3. Powders are not allowed in the bowling area or approaches.
4. Excessive bowling ball lofting is not permitted, as determined by RCSC personnel.
5. RCSC is not responsible for damage to bowling balls. No one is allowed past the foul line, excluding RCSC personnel.

The senior manager assigned ~~Director of Bowling~~ will make and publish rules and regulations in the conduct, administration, care, and maintenance of the lanes and equipment to keep them in a condition in order to comply with USBC certified play.

Use of Bowling Centers

1. Cardholders in good standing may use the Bowling Centers for Cardholder bowling rates and shall always have priority over persons without a RCSC Member or Privilege Card (hereinafter referred to as “Non-Cardholders”). Guests of Cardholders shall pay the guest rate and are not required to use a Guest Pass or Host Punch Card to bowl.

2. ~~Persons without a RCSC Member or Privilege Card (hereinafter referred to as “Non-Cardholders”); 55 years old and older may bowl, only if hosted by a Cardholder, at the Bowling Centers provided they show government issued identification, with picture, verifying their age. Such bowlers shall pay the guest rate for bowling and shall be allowed to participate in league play and may not be removed from a league/team once they have established a regular league/team status.~~
3. Guests under 55 years of age may use the Bowling Centers but their host, an RCSC Cardholder, must sign them in. Such guests shall pay the guest rate for bowling.
4. Non-Cardholders age 19 or older may participate in leagues at the Bowling Centers provided that the league has approved such and they are sponsored by a Cardholder. Any person that is on a league/team can practice during open play without being signed in by a Cardholder assuming that no Cardholders are waiting to play. The open bowl privilege of Non-Cardholders does not extend to their guests. All Non-Cardholders shall pay the guest rates for bowling.
5. ~~The Recreation Centers of Sun City West (RCSCW) and Sun City Grand (SCG) cardholders may use RCSC billiard tables located within the Bowling Centers during the annual RCSCW Sports Pavilion and SCG summer shutdown period. The Director of Bowling will issue a letter to the RCSCW Sports Pavilion and SCG Managers annually outlining the rules, policies, procedures and time period for which the approval is extended. RCSCW and SCG cardholders will be allowed to purchase RCSC host punch cards after presenting a valid RCSCW or SCG card. Unused punches on the RCSC host punch cards will not be refundable. In order to use the RCSC billiard facilities, RCSCW and SCG cardholders must present their card and an RCSC host punch card. A RCSC host punch card may be used by more than one person, but they must be valid RCSCW or SCG cardholders. The RCSC host punch card will be punched one time for each person. This privilege is not extended to guests of RCSCW or SCG cardholders. RCSC Cardholders will have priority when billiard tables are issued and during busy times, RCSCW and SCG cardholders may be asked to discontinue play in order to issue a table to a RCSC Cardholder.~~

Instruction Classes

Bowling instruction classes are open to all RCSC Cardholders and Non-Cardholders 55 years old and older and must be guests of a Cardholder, all RCSC Cardholders have first priority. Any person that is on a league/team can participate in bowling instruction classes regardless of age.

Bowling Tournaments

Only approved tournaments will be allowed at the Bowling Centers and Cardholders shall have first priority. The following is the criteria for tournament approval:

1. All tournaments shall be scheduled in advance and requests for such shall be submitted to the Director of Bowling. Upon request for a tournament, the Director of Bowling will verify the validity of the request.
2. Upon the request for a bid from a USBC sponsored event, the Director of Bowling shall determine if the lanes can accommodate the tournament on the requested dates and times.
3. RCSC Cardholders and Non-Cardholders are allowed to participate in tournament events as long as they meet the requirements listed in the tournament rules and all RCSC Cardholders shall have priority over Non-Cardholders. All tournament participants shall pay the lineage rate posted on the entry form.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this ~~26th~~ 1st day of ~~October, 2023~~ December, 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Tom Foster, President

Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 19 (“BP 19”)

PRESS and MEDIA

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws shall apply.~~ that the following Board Policy on Press and Media must provide instruction, direction and guidelines regarding Press and Media such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Press and Media:

To maintain a mutually beneficial relationship between the press and the Recreation Centers of Sun City, Inc. while protecting the interests and privacy of Cardholders and personnel, RCSC asks members of the press and media to abide by the following policies and procedures:

Press Releases and Publicity

All press releases, general publicity and press inquiries for RCSC will be handled by the Communications & Marketing Coordinator. Most RCSC press releases will be e-mailed to representatives of the relevant news provider(s) and the releases will also be posted on the RCSC web site at www.suncityaz.org.

Requests for Interviews

All requests for interviews with the Board or personnel should be directed to the Communications & Marketing Coordinator. Please provide ample time (in most cases, at least 24 hours) for the Communications & Marketing Coordinator to arrange the interview or provide the information requested.

Standard Operating Procedures for Interviews

Upon receiving a request for an interview with the media, the Communications & Marketing Coordinator will notify the applicable party of the request and the purpose for the interview. A member of Management will be present for each interview; if unavailable, ~~another~~ Board member will be present. If time is of the essence, the Board, General Manager or ~~Assistant General Manager~~, Director of Operations may grant an interview without anyone else present, however, the Communications & Marketing Coordinator will be in attendance if at all possible.

Visits to RCSC Facilities

The RCSC Facilities are private property and are only open to personnel and Cardholders and their guests. All members of the press and media, including reporters and photographers, need to contact the Communications & Marketing Coordinator and receive approval before visiting any RCSC Facilities.

This policy exists to protect personnel and preserve the privacy and comfort of Cardholders who visit RCSC Facilities for recreation and leisure.

Exceptions

1. *Board and Committee Meetings:* Press and media representatives (reporters and photographers) are welcome to attend these meetings and do not need prior approval. However, press and media representatives will restrict their activities to these meetings unless prior approval has been received from the Communications & Marketing Coordinator.
2. *Invitations from Chartered Clubs:* If a Chartered Club invites a press and media representative to interview or photograph Club members, he or she does not need to seek approval from the Communications & Marketing Coordinator. However, press and media representatives are asked to inform the Communications & Marketing Coordinator that they will be on the premises by invitation of a Club.
3. *Scheduled Events:* The press is welcome to attend and cover periodic scheduled events by the RCSC for the benefit of its Cardholders. Questions relating to the event are to be directed to the Communications & Marketing Coordinator or the sponsors of the event.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this 28th 1st day of December, 2025 ~~March, 2019~~ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Thomas Foster, President

Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC

BOARD POLICY RESOLUTION No. 20 (“BP 20”)

SUN CITY FOUNDATION

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies (“BP” or “Policies”) in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies and that the following Board Policy on the Sun City Foundation must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed.

NOW, THEREFORE BE IT RESOLVED that the Sun City Foundation (“Foundation”) is a tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The Foundation’s Articles of Incorporation and the Bylaws state that the governing body of the Foundation rests with the Board of Directors of the Recreation Centers of Sun City, Inc.

BE IT FURTHER RESOLVED that the RCSC Board must govern the Foundation as follows:

SECTION 1: SUN CITY FOUNDATION BOARD OF DIRECTORS

In an Executive Session, before the first regularly scheduled RCSC Board meeting in January of each year, ~~on the first business day after January 1~~, the RCSC Board shall appoint not less than seven (7) in or more than seventeen (17) Directors to the Sun City Foundation Board of Directors (hereinafter referred to as “Foundation Board”) for the coming year, in accordance with the Sun City Foundation Bylaws. Two Directors from the RCSC shall be appointed to the Foundation Board and serve as President and Vice President of the Foundation for that year. At least a majority of the Foundation Board of Directors at any time must be current or former members of the RCSC Board of Directors. This can be done by appointing members in accordance with the Foundation Bylaws and the following:

1. Must be a RCSC Member in good standing;
2. Must not be related to any other member of the Foundation Board by marriage or birth;
3. Must agree to adhere to the Foundation Articles of Incorporation and Bylaws, RCSC Articles, Bylaws, Board Policies and any and all rules and regulations of the Corporation.
4. The Directors of the Foundation are appointed and elected by the RCSC Board of Directors and may be removed by a vote of the RCSC Board of Directors. Foundation Board positions not filled at that time may be filled at a later date.

SECTION 2: RCSC SUPPORT SERVICES PROVIDED TO THE SUN CITY FOUNDATION

The Foundation Board must function as a civic, charitable organization whose purpose is to raise funds for charitable activities, senior programs, health, social, educational and wellness programs for the members of the RCSC, therefore the following support services are approved by the RCSC Board of Directors.

A. Accounting & Other Services:

- ~~1.~~ All financial record keeping will be performed and retained by RCSC. Financial reports and accounting will be performed by RCSC personnel and reported monthly to the Foundation Treasurer.
- ~~2.~~ Unrestricted contributions will be received at the RCSC Board Office and made payable to the Sun City Foundation. A list of unrestricted donor names and donor amounts will be submitted to the Sun City Foundation Treasurer monthly.
- ~~3.~~ Restricted contributions will be received at the RCSC Board Office and made payable to the Sun City Foundation with a written explanation as to the project that is to be funded or partially funded by the contribution. A copy of the check, written explanation of the project and the bid/quote for the project will be provided to the Sun City Foundation President and Treasurer. The Sun City Foundation will issue a check to RCSC immediately for the total amount of the contribution. Upon completion of the project, RCSC will issue to the Sun City Foundation President and Treasurer invoices that substantiate the completion of the project and that provide documentation that all restricted contributions were used for the project designated.
1. Clerical and other services may be performed by the RCSC personnel at no charge, based on the availability of RCSC personnel.
- ~~4.~~ Disbursements will be made only from Foundation funds upon approved vouchers signed by the Officers of the Foundation, and its Treasurer will report such disbursements to the Foundation Board.
- ~~5.~~ 2. Tax preparation and/or audits will be processed through RCSC sources upon approval of the Presidents of the RCSC **Board** and the Foundation **Board**. Payment for these services will be made by the Foundation and reimbursed as a contribution from RCSC.

B. Facilities: Upon approval of the RCSC Board or Senior Management, the use of RCSC Facilities is available to the Foundation at no charge.

C. Legal: All legal matters will be processed through RCSC sources upon approval of the RCSC **Board** President. Payment for these services will be made by the Foundation and reimbursed as a contribution from RCSC.

D. General: In regard to the use of RCSC resources, the Foundation shall have the same privileges as a Chartered Club.

BE IT FURTHER RESOLVED that a copy of this resolution must be posted on the RCSC website for members and must be made available to members upon request at no cost.

Adopted and signed this ~~31st~~ **1st** day of **December, 2025** ~~October, 2024~~ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Tom Foster, President

Preston Kise ~~Connie Jo Richtmyre~~, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 21 (“BP 21”)

MEMBERSHIP DOCUMENTATION REQUIREMENTS

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Membership Documentation Requirements must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Membership Document Requirements:

The requirements for documentation to prove Member eligibility must include proof of ownership, identity and age, and occupancy:

- A. Ownership: Copy of the Maricopa County recorded deed; and
 1. if a trust, a copy of the trust documents showing Trustees, Co-Trustees or Successor Trustees, the Grantors of the trust and/or contingent, remainder or non-vested beneficiaries in the event the Grantors of the trust are deceased; or
 2. if a Company, copies of documentation verifying its shareholders, partners or ownership interests; or
 3. if Owner interests are split between separate life estate and remainderman interests, documents showing those holding life estate interests in the Property and/or remaindermen interests in the event the life estate interests have been terminated.
 4. If ownership is being acquired by an estate or trust, ownership will not be changed until the estate or trust documents are processed and a new deed has been recorded.
- B. Proof of Identity and Age: Each individual listed on the recorded deed, trust documents, shareholder or partners’ documents, or life estate and remainderman documents must provide proof of identity and age with one of the following documents:
 1. valid government issued driver’s license or identification card, which includes picture and birth date; or
 2. valid passport, which includes picture and birth date; or
 3. any other documentation that appropriately verifies identity with both photo and birth date.

4. Each individual seeking a spousal exemption for the 55 year old age requirement to be a Member and receive a Member Card may also be required to provide a marriage license.
- C. Occupancy: Each individual qualified by ownership and age, must also qualify as occupying the Property as their primary Arizona residence, by providing one of the following:
1. a valid Arizona driver's license having the same address as the Property for which a Member Card is sought; or
 - ~~2. a valid Arizona driver's license having an address farther than seventy five (75) miles from Sun City, Arizona; or~~
 3. a valid out-of-state or out-of-country driver's license; or
 4. if no valid driver's license is available any government issued identification with the individual's name and address of the Property for which a Member Card is sought. An additional form of identification with a photo is required when the government issued identification does not contain a photo.

a. if an Owner is unable to provide government issued identification with the address of the Property for which a Member Card is sought then:

i. Two of the following documents that contain the name and address of the individual as prescribed in the Arizona Revised Statutes may be utilized as a satisfactory form of occupancy:

1. Bank or credit union statement dated within the last 90 days
2. Utility bill dated within the last 90 days
3. A valid AZ vehicle registration or vehicle insurance card
4. Property tax statement
5. Any mailing that is labeled as "official election material"
6. Voter registration card sent pursuant to the Arizona Revised Statutes
7. Recorder's certificate

5. Owners who misrepresent themselves as an occupant of a Property shall be subject to suspension of Member Privileges. This suspension automatically extends to all Owner(s) of said Property, as well as any occupants of any other Properties owned by such Owner(s) including denial of use of any and all RCSC Facilities, as determined by the Board.

Owners who cannot meet the Member documentation requirements shall not be issued a Member Card and shall not receive Member Privileges. Payment of assessments, fees or other charges does not constitute Membership or require issuance of Member Cards. Valid documentation of proof of ownership, identity, age and occupancy is required. A Member Card shall not be issued or activated if payment of all assessments, fees and any and all other charges against the Property and Owners is not current and the documentation requirements have not been met and verified by the Cardholder Services Office. Owners who falsify documents in order to obtain a Member Card shall be subject to suspension of all Member Privileges, including denial of use of any or all RCSC Facilities, and may no longer be considered a Member in good standing.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this ~~14th~~ ^{1st} day of December, ~~2023~~ ²⁰²⁵ at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Thomas Foster, President

Preston Kise, Secretary

1 **RECREATION CENTERS OF SUN CITY, INC.**

2 **BOARD POLICY RESOLUTION No. 22 (“BP 22”)**

3 **INVESTMENT POLICIES**

4
5 WHEREAS Article V, of the Corporate Bylaws empowers the Board of Directors (“Board”
6 or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt
7 Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act
8 (ANCA), Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).
9

10 WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations
11 inherent in verbal instructions, rules and regulations, the Board of Directors has established Board
12 Policies in written form. Such Policies must be titled, numbered and indexed for easy reference
13 and use.
14

15 WHEREAS the ANCA, Restated Articles of Incorporation, and the Corporate Bylaws must
16 take precedence over Board Policies and that the following Board Policy on Incident Report Forms
17 must provide instruction, direction and guidelines regarding such and must remain in effect until
18 such time it is amended or removed by the Board.
19

20 NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following
21 policy regarding Investment Policies:
22

23 **SECTION 1: GENERAL OBJECTIVES**

24 The primary objective of investment activities, in priority order, will be safety, liquidity, and yield:

25 A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments
26 will be undertaken in a manner that seeks to ensure the preservation of capital in the overall
27 investment portfolio. The objective will be to mitigate credit risk and interest rate risk.

28 1. **Credit Risk:** RCSC will minimize credit risk which is the risk of loss due to the failure
29 of the security issuer or backer by:

- 30 a. Limiting investments to the types of securities per the Corporate Documents; and
31 b. Diversifying the investment portfolio so that the impact of potential losses from any
32 one type of security or from any one individual issuer will be minimized.

33 2. **Interest Rate Risk:** RCSC will minimize interest rate risk, which is the risk that the
34 market value of securities in the investment portfolio will fall due to changes in market
35 interest rates by:

- 36 a. Structuring the investment portfolio so that securities mature or are available to meet
37 cash requirements for ongoing operations, thereby avoiding the need to sell
38 securities on the open market prior to the target duration strategy; and
39 b. Investing operating funds primarily in shorter-term securities, money market mutual
40 funds, or similar investment pools and limiting the average maturity of the
41 investment portfolio in accordance with the Corporate Documents.

42 B. Liquidity: The investment portfolio will remain sufficiently liquid to meet all operating
43 requirements that may be reasonably anticipated. This is accomplished by structuring the
44 investment portfolio so that securities mature concurrent with cash needs to meet anticipated
45 demands (static liquidity). Furthermore, since all possible cash demands cannot be
46 anticipated, the investment portfolio should consist largely of securities with active
47 secondary or resale markets (dynamic liquidity). Alternatively, a portion of the investment
48 portfolio may be placed in money market mutual funds or local government investment
49 pools which offer same day liquidity for short-term funds.

50 C. Yield: The investment portfolio will be designed with the objective of attaining a market
51 rate of return throughout budgetary and economic cycles, taking into account the investment
52 risk constraints and liquidity needs. Return on investment is of secondary importance
53 compared to the safety and liquidity objectives described above. The core of investments is
54 limited to relatively low risk securities in anticipation of earning a fair return relative to the
55 risk being assumed. Securities will generally be held until maturity with the following
56 exceptions:

57 1. A security with declining credit may be sold early to minimize loss of principal.

58 2. Liquidity needs of the investment portfolio require that the security be sold.

59 **SECTION 2: INVESTMENT CONTROLS**

60 Responsibility for the operation of the investment portfolio is delegated to the Director of Finance
61 who will act in accordance with established written procedures and internal controls for the
62 operation of the investment program consistent with the Arizona Revised Statutes and the Corporate
63 Documents. The Director of Finance will be responsible for all transactions undertaken and will
64 establish a system of controls to regulate the activities of subordinate officials.
65

66 A. Prudence: The standard of prudence to be used will be the "prudent person" standard and
67 the standard of care set forth in Arizona Revised Statutes for directors and officers which
68 will be applied in the context of managing the overall investment portfolio. The
69 Investment Commission, acting in accordance with Arizona Revised Statutes, written
70 procedures, the Corporate Documents. The Director of Finance and the Investment
71 Commission will exercise due diligence and will be relieved of personal responsibility for
72 an individual security's credit risk or market price changes, provided deviations from
73 expectations are reported in a timely fashion and the liquidity and the sale of securities are
74 carried out in accordance with the terms of the Arizona Revised Statutes and the
75 Corporate Documents.

76 1. The "prudent person" standard states: "Investments will be made with judgment and
77 care, under circumstances then prevailing, which persons of prudence, discretion and
78 intelligence exercise in the management of their own affairs, not for speculation, but for
79 investment, considering the probable safety of their capital as well as the probable
80 income to be derived."

81 2. The Arizona Revised Statutes state: "A director's duties, including duties as a member of
82 a committee, will be discharged:

83 a. In good faith,

84 b. With the care an ordinary prudent person in a like position would exercise under
85 similar circumstances, and

86 c. In a manner the director reasonably believes to be in the best interest of the
87 corporation."

88 B. **Ethics and Conflicts of Interest:** Officers and employees involved in the investment portfolio
89 must refrain from personal business activity that could conflict with the proper execution
90 and management of the investment portfolio, or that could impair their ability to make
91 impartial decisions. Officers and employees will disclose any material interests in financial
92 institutions with which they conduct business. They will further disclose any personal
93 financial/investment positions that could be related to the performance of the investment
94 portfolio. Officers and employees will refrain from undertaking personal investment
95 transactions with the same individual with whom business is conducted on behalf of RCSC.

96 **SECTION 3: AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND**
97 **BROKER/DEALERS**

98 A. **Authorized Financial Institutions, Depositories, and Broker/Dealers:** A list will be
99 maintained of financial institutions and depositories authorized to provide investment
100 services. In addition, a list will be maintained of approved security broker/dealers selected
101 by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five
102 years of operation). These may include "primary" dealers or regional dealers that qualify
103 under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

104 1. All financial institutions and broker/dealers who desire to become qualified for
105 investment transactions must supply the following as appropriate:

- 106 a. Audited financial statements demonstrating compliance with state and federal
107 capital adequacy guidelines;
- 108 b. Proof of National Association of Securities Dealers (NASD) certification (not
109 applicable to Certificate of Deposit counterparties);
- 110 c. Proof of state registration; and
- 111 d. Certification of having read and understood and agreeing to comply with RCSC's
112 Corporate Documents.

113 **SECTION 4: SAFEKEEPING AND CUSTODY**

114 **Internal Controls:** The Director of Finance will establish a system of internal controls, which will
115 be documented in writing. The internal controls will be reviewed by the Investment Commission
116 and with an independent auditor. The controls will be designed to prevent the loss of funds arising
117 from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial
118 markets, or imprudent actions by Officers and employees of RCSC.

119 **SECTION 5: SUITABLE AND AUTHORIZED INVESTMENTS**

120 A. **Investment Types:**

- 121 1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United
122 States government.
- 123 2. U.S. government agency and instrumentality obligations that have a liquid market with
124 a readily determinable market value.
- 125 3. Certificates of deposit and other evidences of deposit at financial institutions.

- 126 4. Bonds, debentures and notes that are issued by corporations organized and doing
127 business in the United States and that are rated "A3" or better by Moody's Investor
128 Service, "A"- or better by Standard and Poor's and/or "A"- by Fitch rating service or
129 their successors. All bonds must have at least two of these ratings.
- 130 5. Commercial paper of prime quality that is rated "A1" and/or better by Standard and
131 Poor's, and/or "P1" or better by Moody's Investor Services and/or "F1" by Fitch rating
132 service or their successors. All commercial paper must have at least two of these ratings.
133 All commercial paper must be dollar-denominated and issued by corporations organized
134 and doing business in the United States.
- 135 6. Investment-grade obligations of state, provincial and local governments and public
136 authorities.
- 137 7. Money market mutual funds regulated by the Securities and Exchange Commission and
138 whose portfolios consist only of dollar-denominated securities.

139 SECTION 6: INVESTMENT PARAMETERS

140 A. Diversification: It is the policy of RCSC to diversify its investment portfolio. To eliminate
141 risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or
142 class of securities, all cash and cash equivalent assets in all RCSC funds will be diversified
143 by maturity, issuer, and class of security. Diversification strategies will be determined and
144 revised periodically by the Investment Commission for all funds.

145 1. In establishing specific diversification strategies, the following general policies and
146 constraints will apply:

- 147 a. Portfolio maturities will be staggered to avoid undue concentration of assets in a
148 specific maturity sector.
149 b. Maturities selected will provide for stability of income and reasonable liquidity.

150 2. For cash management funds:

- 151 a. Positions in securities having potential default risk (e.g., commercial paper) will be
152 limited in size so that in case of default, the portfolio's annual investment income
153 will exceed a loss on a single issuer's securities.
154 b. Risks of market price volatility will be controlled through maturity diversification
155 such that aggregate price losses on instruments with maturities exceeding one year
156 will not be greater than coupon interest and investment income received from the
157 balance of the portfolio.

158 3. The following diversification limitations will be imposed on the portfolio:

- 159 a. Maturity: No more than 50% percent of the portfolio may be invested beyond 12
160 months, and the weighted average maturity of the portfolio will never exceed 2.5
161 years.
162 b. Default risk: No more than 5 percent of the overall portfolio may be invested in the
163 securities of a single issuer, except for securities of the U.S. Treasury.
164 c. Liquidity risk: At least 25 percent of the portfolio will be invested in overnight
165 instruments or in marketable securities which can be sold to raise cash in one day's
166 notice.

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 24 (“BP 24”)

**PRESERVATION & IMPROVEMENT FEE/CAPITAL
IMPROVEMENT FEE, & COLLECTIONS**

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board** Policies (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS **ANCA**, ~~Restated~~ Articles ~~of Incorporation~~ and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Preservation & Improvement Fee/Fund must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following Preservation & Improvement Fee/Capital Improvement Fee policy:

SECTION 1: PRESERVATION & IMPROVEMENT FEE

A Preservation and Improvement Fee (hereinafter referred to as “PIF” or “a PIF” or “the PIF”), as determined by the Board, shall be imposed on the purchase, acquisition, transfer, inheritance, gift or any change in ownership of legal or beneficial interest in the title to a Property (i) pursuant to any deed, contract for sale, will or other instrument or document transferring an interest in such property, so long as the original payor of the PIF no longer retains a majority (50% or more) ownership interest in the Property; or (ii) following the death of the last payor of said PIF for the Property resulting in Owners who have not paid said PIF for the Property owning a majority (50% or more) ownership interest; or (iii) following the death of the last original Grantor under a trust which holds title to the Property; or (iv) following the death of the last holder of a life estate.

A. A PIF will be imposed on each Property and its Owner(s) including but not limited to the following:

1. on the date any seller(s) transfers Property to any purchaser(s);
2. in the event Property is transferred to a trust, on the date of the death of the last original Grantor under a trust;
3. in the event Property is transferred from a trust, on the date when Property is transferred to persons other than the original Grantors of the trust, unless the PIF was paid at the time of the death of the original Grantors of the trust and the payor(s) retain a majority (50% or more) ownership interest;
4. in the event Property is transferred to a Company, on the date when the transferor(s) is/are no longer officers and majority (50% or more) owner(s) of record of said Company;

5. in the event Property is transferred from Company to a new Owner, on the date when the transferor(s) is no longer the Owner(s) of record;
 6. in the event Property is transferred by inheritance, including but not limited to probate proceedings and beneficiary deeds, on the date of legal transfer; or
 7. in the event the remaining Owner(s) was not original payor of PIF, unless legally married to eOwner at time of purchase. Marriage certificate may be required or marriage status proven by disclaimer deed recorded with Maricopa County.
- B. A deed or other instrument executed by Owner that holds a fee simple estate to the Property, which deed reserves a life estate to such Owner (and which may also reserve a life estate to no more than one other living person) and creates a remainder interest in another party shall not incur a PIF assessment.
- C. In no event will more than one refund be processed for any given PIF paid by the Owner(s) of a Property. All refunds for PIF must be applied for through the Cardholder Services Office. A refund of the PIF may be available if:
1. the sale/disposition/transfer of a previous primary Arizona residence in Sun City, Arizona owned for one (1) or more years by the Owner(s) is made within one (1) year of the purchase/ acquisition/ transfer/ inheritance of the another primary Arizona residence in Sun City, Arizona;
 2. no Owner(s) who paid the PIF for the previous primary Arizona residence in Sun City, Arizona retain an ownership interest in that previous property at the time of the sale/disposition/transfer;
 3. if the heir sells Property to another Owner(s) within one year of the inheritance and the related assessments, fees and any and all other charges are paid in full;
 4. if after the a death of the last remaining original payor of the PIF, a beneficiary deeded Owner or the remaining deeded Owner sells the Property within one year of the death and the related assessment and fees are paid in full;
 5. the purchaser(s) is a Member(s) in good standing;
 6. an application for a refund was made no more than three (3) years from the date of the last escrow closed; and
 7. the Member Card(s) from the property sold are returned.
- D. Projects funded from the Preservation and Improvement Fund must:
1. be approved by the Board of Directors;
 2. be a minimum of Three Hundred Thousand Dollars (\$300,000); and
 3. have a depreciable life of at least fifteen (15) years; and
 4. are not to be spent for normal operating or maintenance expenses.
- E. Income from Preservation and Improvement Fund investments will be retained in the Preservation and Improvement Fund.
- F. A quarterly report will be submitted to the Board detailing activity of Preservation and Improvement Fund income and expenditures. A detailed list of Preservation and Improvement Fund investments will be provided quarterly to the Board.

SECTION 2: CAPITAL IMPROVEMENT FEE

A Capital Improvement Fee (hereinafter referred to as “CIF” or “a CIF” or “the CIF”), as determined by the Board, shall be imposed on the purchase, acquisition, transfer, inheritance, gift or any change in ownership of legal or beneficial interest in the title to a Property (i) pursuant to any deed, contract for sale, will or other instrument or document transferring an interest in such property, so long as the

original payor of the CIF no longer retains a majority (50% or more) ownership interest in the Property; or (ii) following the death of the last payor of said CIF assessment for the Property resulting in Owners

who have not paid said CIF assessment for the Property owning a majority (50% or more) ownership interest; or (iii) following the death of the last original Grantor under a trust which holds title to the Property; or (iv) following the death of the last holder of a life estate.

A. A CIF will be imposed on each Property and its Owner(s) including but not limited to the following:

1. on the date any seller(s) transfers Property to any purchaser(s);
2. in the event Property is transferred to a trust, on the date of the death of the last original Grantor under a trust;
3. in the event Property is transferred from a trust, on the date when Property is transferred to persons other than the original Grantors of the trust, unless the CIF assessment was paid at the time of the death of the original Grantors of the trust and the payor(s) retain a majority (50% or more) ownership interest;
4. in the event Property is transferred to a Company, on the date when the transferor(s) is/are no longer officers and majority (50% or more) owner(s) of record of said Company;
5. in the event Property is transferred from Company to a new Owner, on the date when the transferor(s) is no longer the Owner(s) of record;
6. in the event Property is transferred by inheritance, including but not limited to probate proceedings and beneficiary deeds, on the date of legal transfer; or
7. in the event the remaining Owner(s) was not original payor of ~~PIF~~ CIF assessment, unless legally married to owner at time of purchase. Marriage certificate may be required or marriage status may be proven by disclaimer deed recorded with Maricopa County.

B. A deed or other instrument executed by Owner that holds a fee simple estate to the Property, which deed reserves a life estate to such Owner (and which may also reserve a life estate to no more than one other living person) and creates a remainder interest in another party shall not incur a CIF.

C. In no event will more than one refund be processed for any given CIF paid by the Owner(s) of a Property. All refunds for CIF must be applied for through the Cardholder Services Office. A refund of the CIF assessment may be available if:

1. the sale/disposition/transfer of a previous primary Arizona residence in Sun City, Arizona owned for one (1) or more years by the Owner(s) is made within one (1) year of the purchase/acquisition/ transfer/ inheritance of ~~the an~~ other primary Arizona residence in Sun City, Arizona;
2. no Owners who paid the CIF for the previous primary Arizona residence in Sun City, Arizona retain an ownership interest in that ~~previous~~ property at the time of the sale/disposition/transfer;
3. if ~~the~~ heir sells Property to another Owner(s) within one year of the inheritance and the related assessments, fees and any and all other charges are paid in full;

4. if, after the a death of the last remaining original payor of the CIF , a beneficiary deeded Owner or the remaining deeded Owner sells the Property within one year of the death and the related assessment and fees are paid in full;
5. the purchaser(s) ~~has been~~ is a Member(s) in good standing;
6. an application for a refund was made no more than three (3) years from the date of the last escrow closed; and
7. the Member Card(s) from the property sold are returned.

D. Projects funded from the Capital Improvement Fee must:

1. be approved by the Board of Directors;
2. be equal to or more than Five Thousand Dollars (\$5,000); and
3. not fit the criteria to qualify as a PIF project.

E. Income from Capital Improvement Fee investments will be retained in the Capital Improvement Fee fund.

F. A quarterly report will be submitted to the Board detailing activity of Capital Improvement Fee fund income and expenditures. A detailed list of Capital Improvement Fee fund investments will be provided quarterly to the Board.

SECTION 3: TRANSFER FEE

A Transfer Fee, as determined by the Board, shall be imposed on the purchase, acquisition, transfer, inheritance, gift or any change in ownership of legal or beneficial interest in the title to Property (collectively known as "Ownership Change") (i) pursuant to any deed, contract for sale, will or other instrument or document transferring an interest in such property, so long as the original payor of said Transfer Fee no longer retains a majority (50% or more) ownership interest in the property; or (ii) following the death of the last original Grantor under a trust which holds title to the Property; or (iii) following the death of the last holder of a life estate.

At any time when an Ownership Change has occurred for the purposes of imposing the PIF, then a Transfer Fee shall also be incurred and collected at the same time that the PIF is collected.

The Transfer Fee may be refunded if the heir sells Property to another Owner within one year of the inheritance and the related assessments, fees and all other charges are paid in full. There are no other refunds of Transfer Fees available.

SECTION 4: ACCESS FEE

A one-time Access Fee per Property, as determined by the Board, shall be paid by the builder, owner or developer desiring to have access to RCSC Facilities for any land, building or structure or portion of any building or structure which is, has been or is intended to be, for use and occupancy as a dwelling unit and is real property in Sun City, Arizona located in the area entitled "Sun City General Plan, Maricopa County, Arizona," as prepared by the Del E. Webb Development Company and dated July 1972, November 1974, August 1975, and September 1978 with subsequent amendments thereto.

Said builder/owner/developer must execute a Facilities Agreement with the Corporation. Purchasers of individual Properties are also required to execute a [Facilities Agreement](#) and pay a PIF **Fee, CIF** Fee, Transfer Fee, annual property assessment and any other and all assessments, fees and charges as designated by the [Facilities Agreement](#) and [Corporate Documents](#). There are no refunds available for access fees.

SECTION 5: LATE AND LIEN FEES, INTEREST AND COLLECTIONS

Every Owner is responsible for the total of all assessments, fees and any other and all charges against the Property and Owners. All property assessments are due annually on the date escrow closed on the property and shall be considered in arrears following that date. Other assessments, fees and charges may be assessed from time to time, at the discretion of the Board, and shall be due and payable as outlined in the billing of such and shall be considered in arrears after the due date.

Late fees and penalties, as determined by the Board, may be imposed on all assessments, fees and any and all other charges which are in arrears. Legal action to secure payment may be taken including but not limited to additional fees, liens and the enforcement of the same. Any Owner whose assessments, fees or any and all other charges are in arrears is not considered a Member in good standing and all Cardholder Privileges are suspended until all of the Owner's account(s) is/are current.

Owners are responsible for providing **and maintaining** current and accurate billing information to the Cardholder Services Offices; failure of an Owner to receive billing does not relieve the Owner of the obligation and liability to pay assessments or fees, nor does it eliminate the following collection process and fees:

- A. At thirty (30) days in arrears, Owners shall be charged a late fee, as determined by the Board and shall be sent a reminder notice regarding the unpaid balance on their account.
- B. At sixty (60) days in arrears, interest will begin to accrue on the unpaid balance on their account and a reminder notice regarding the unpaid balance on their account shall be sent. Interest equal to the interest rate charged by Maricopa County for delinquent taxes as set forth in Arizona Revised Statutes will be charged by the Corporation on any delinquent fees and/or assessments and interest shall accrue on a monthly basis until the account has been paid in full.
- C. At sixty (60) days in arrears, RCSC reserves the right to file a lien upon the Property with the office of the Maricopa County Recorder and a lien recording and release fee, as determined by the Board, shall be charged to the Owners.
- D. All accounts ninety (90) days in arrears may be reported to the Credit Bureau(s) as a delinquent account. If any assessment or fee is not paid within ninety (90) days after it becomes due, said lien may be foreclosed as set forth in the [Facilities Agreement](#). Said lien shall be subordinate to the lien of any mortgage or deed of trust now or hereafter placed on the Property.
- E. The Corporation may pursue all available legal processes or actions available to it in order to collect any unpaid assessments or fees owed to the Corporation. Owners shall be required to pay for all costs associated with such legal collection actions or processes.
- F. The Corporation may turn any unpaid accounts over to a third party for collections and Owners shall be required to pay for all costs associated with such collection processes.
- G. At such time that the account is paid in full, RCSC shall file a lien release with the office of the Maricopa County Recorder.

Owners shall not be considered Members in good standing until such time that all Properties in which the Owner has an ownership interest are current with all assessments, fees, and any and all other charges against the Properties and Owners.

If a Property has unpaid assessments or fees and the ownership changes, the new Owner(s) will not be allowed to use RCSC Facilities, obtain a Member Card or vote until such time that the unpaid assessments, fees and any and all other charges against the Property and Owner(s) have been paid in full. If any

individual has unpaid assessments or fees relating to a Property that has been previously owned, that individual will not be allowed to use RCSC Facilities or vote until such time that the unpaid assessments, fees and any and all other charges have been paid in full.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 1st day of December, 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Thomas Foster ~~Kat Fimmel~~, President

Preston Kise, ~~Connie Jo Richtmyer~~ Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 25 (“BP 25”)

FOOD AND BEVERAGE

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board** Policies (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the **ANCA**, Articles and ~~the~~ Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws must apply.~~ **that** the following Board Policy **on Food and Beverage** must provide instruction, direction and guidelines regarding **Food and Beverage** **such** and must remain in effect until such time it is amended or removed.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following Food and Beverage policy:

All the following rules, regulations and restrictions apply to all food and beverage operations on or within RCSC Facilities:

Cafes/Restaurants/~~Snack Shops~~ **Grills** (hereinafter referred to as “the food and beverage establishment(s)”) for the purposes of this policy are as follows:

Bell Café/Restaurant/Bell Lanes, 16820 N 99th Ave, Sun City, Arizona

Lakeview Café/Restaurant/Lakeview Lanes, 10502 W Thunderbird Blvd, Sun City, Arizona

Riverview ~~Snack Shops~~ **Grills**, 16401 N Del Webb Blvd, Sun City, Arizona

Lakes ~~Snack Shops~~ **Grills**, 10433 W Talisman Rd, Sun City, Arizona

North ~~Snack Shops~~ **Grills**, 12650 N 107th Ave, Sun City, Arizona South

~~Snack Shops~~ **Grills**, 11000 N 103rd Ave, Sun City, Arizona Willow

~~Snack Shops~~ **Grills**, 10600 N Boswell Blvd, Sun City, Arizona

Outside Food and Beverages

Outside food and beverages may not be permitted in the food and beverage establishments or on the contiguous patios at the golf courses or bowling center concourses so long as the food and beverage establishment is open for business.

Recreation Center Kitchens

Recreation center kitchens are not subject to regulation or inspection by Maricopa County Environmental Health Division. Therefore, RCSC does not guarantee or represent that food and beverages served from any recreation center kitchen is safe to consume. These kitchens can be used by licensed caterers to warm or cool food and beverages only. These kitchens may not be used to prepare food and beverages for cooking from a raw state. These kitchens are for use by Cardholders, and food and beverages served from them shall be available to Cardholders and their guests only for consumption and not to the public.

Catering

Food and beverages may be warmed or cooled in a recreation center kitchen just prior to service by a caterer, but shall not be prepared, originally chilled, initially cooked or heated or stored there. Only caterers with valid permits and certificates of insurance on file in the ~~Clubs & Activities~~ Accounting Office at Lakeview may provide service at RCSC Facilities. Catering is, as defined by Maricopa County Environmental Health Code, a food establishment where a pre-arranged number of meals and/or food and beverage products are prepared at one permitted premise for immediate service and consumption at another pre-arranged off-site location for a temporary event or other occurrence.

Pot Lucks

Food and beverages prepared in a kitchen of a private home or from another unapproved source may be provided at RCSC Facilities provided that such food and beverage is made available only to Cardholders and their guests. Pot lucks shall not be open to the public. If such event is held in a location where a sign is not already visible stating that the food being served is not prepared in a kitchen that is subject to regulation and inspection by the Maricopa County Environmental Health Division, a temporary sign must be prepared and posted.

If the club/organization sponsoring the event wishes to accept donations or charge a fee for a pot luck or meal they have prepared, they may be required to secure a permit from the Maricopa County Environmental Health Division.

Bake Sales

The Standard Operating Procedures for bake sales from the Maricopa County Environmental Services Department are to be followed.

Alcoholic Beverages

If the club/organization sponsoring the event/tournament wishes to accept donations or charge a fee for any alcoholic beverages, they must secure a Special Events License from the Arizona Department of Liquor or an organization with the license to sale alcoholic beverages.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this 14th 1st day of ~~October, 2019~~ December, 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

~~Jerry DeLano~~ Tom Foster, President

~~Diana Graettinger~~ Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 31 (“BP 31”)

RISK MANAGEMENT POLICY

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit Corporation Act (ANCA), ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the ANCA, ~~Restated~~ Articles of Incorporation and the ~~Corporate~~ Bylaws must take precedence over Board Policies and that the following Board Policy on Risk Management Policy must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policy regarding Risk Management:

Recreation Centers of Sun City, Inc., its successors and assigns, hereby agree to protect, defend, indemnify and hold harmless its Board of Directors and their spouses, Officers, Senior Management and Employees from and against any and all claims, demands, actions, damages, loss, and judgments arising out of or occurring in connection with any act or omission of such, including reasonable attorney fees and court costs. Such indemnification shall exclude any such liability caused by gross negligence or willful misconduct.

Risk management strategies include the transference of risk to another party, avoiding the risk, reducing the negative impact of the risk, and accepting some or all of the cost associated with a particular risk, which can never be fully avoided. The Board shall ensure risk management practices are in place to identify and mitigate potential risk factors and provide solutions to reduce financial loss relative to the Corporation. RCSC manages its risk to the following four primary exposures to loss as follows:

- A. There are two classes of property: tangible (i.e., physical) and intangible (e.g., information, legal privileges, and rights held exclusively by the organization).
 1. Tangible property can be classified as real estate – the land and attachments, including buildings, sidewalks, parking lots, pools, and landscaping; and personal property – and all property other than real estate, such as equipment, furniture, fixtures, tools and books and records of the Corporation. All tangible property risks, except books and records, are managed through commercial insurance. Inventories are updated regularly and audited annually. Books and records of the Corporation are maintained in locked, fire-proof cabinets. In addition, insurance coverage is maintained for the loss of records of the Corporation.

2. Intangible property can be classified as data – text information as well as numbers.
 - a. Data integrity: The accuracy (integrity) of the electronic data may be threatened by unauthorized or undesirable modification or destruction. All data is backed up daily and maintained for a period of time sufficient to ensure accuracy of current data.
 - b. Data Confidentiality: The confidentiality of the electronic data may be threatened by unauthorized or undesirable disclosure. All electronic data must be accessed by a unique login and ever changing password.
 - c. Data Availability: The availability of electronic data or information technology systems may be threatened. All data is backed up daily and maintained for a period of time sufficient to ensure data availability and current virus software is maintained.
- B. Liability is the possibility that an entity or person may bring, or threaten to bring, a legal claim against the Corporation. The Corporation complies with federal, state, and local laws, regulatory requirements and administrative procedures and enforces the Corporate Documents. Liability risks are managed through liability insurance and legal counsel who serves as an advisor to the Corporation in legal matters, making referrals to specialists on an as needed basis. Legal counsel advises the Board and/or Senior Management on an as needed basis.
- C. Net income exposure involves revenue decreases and/or expense increases. It is revenue minus expenses during a given time period. The Corporation has an effective collection policy and places a lien on any property that has a balance due older than ninety (90) days. The Corporation maintains a Two Million Five Hundred Thousand Dollar (\$2.5 million) cash reserve.
- D. Personnel losses may result from the death, disability, retirement, resignation, or unemployment of employees. Losses may also result from claims of sexual harassment. The Corporation enforces a written and published personnel policy. The Corporation complies with federal, state, and local laws, regulatory requirements, and administrative procedures. The Corporation has an extensive safety program and maintains workers' compensation insurance. The Corporation maintains unemployment insurance and investigates all unemployment claims and appeals any claims that are not valid. The Corporation's legal counsel advises Senior Management on personnel matters of a legal nature. The Corporation may contract for services that would otherwise be provided by personnel.

Should RCSC experience a loss, the Board and Senior Management shall examine and measure the exposure to the loss in two ways:

- A. Loss Frequency: If the loss could reoccur in the future, steps will be taken to reduce the risk in the future.
- B. Loss Severity: If the financial loss is severe, the loss will be reported to the Board immediately and steps to reduce the risk in the future will be taken.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 14th 1st day of December, 2023 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

~~Kat Fimmel~~ Tom Foster, President

~~Jean Totten~~ Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.

BOARD POLICY RESOLUTION No. 34 (“BP 34”)

RECORD RETENTION

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board** Policies (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the **ANCA**, Articles and **the** Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws must apply~~; **that** the following Board Policy **on Record Retention** must provide instruction, direction and guidelines regarding ~~Record Retention~~ **such** and must remain in effect until such time it is amended or removed.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policy regarding Record Retention:

All documents originated by RCSC will have assigned retention times and shall be destroyed at the end of this time or as soon after as practically possible. Documents may be archived offsite in a secure facility, within sixty (60) miles of RCSC Corporate Offices. Draft documents and copies of original documents shall be destroyed at the end of their useful life, which shall be no longer than the retention schedule for the original document. All RCSC documents should have an origination date, which determines the beginning of the retention period. Any revision of a document must be noted and the retention period for the revised document will start at the revision date. These requirements apply to both paper and electronic records. Hard drive information may be deleted if either paper outputs are made or electronic storage media is used (i.e. DVD, CD, flash memory), archived, and kept for the required retention period.

Destruction of paper documents shall be completed either internally via RCSC shredding machines or externally via the utilization of a reputable, sensitive material processing facility. Destruction of electronic documents shall be by data deletion from hard disks and reformatting/destruction of removable disks. Before disposal of any computer hard disk that may contain RCSC records, it must be electronically erased by using Corporate approved software, or preferably, physically destroyed by a reputable sensitive material processing facility.

If non-RCSC parties and legal agents, such as Legal Counsel, financial institutions, auditors, etc., are holding RCSC documents requiring retention, the non-RCSC parties shall be made aware of this document retention policy.

The RCSC General Manager (GM), ~~Assistant General Manager (AGM)~~ **Director of Operations (DO)** and Director of Finance (DOF) shall have the responsibility to ensure that document management procedures are in place both at the on site and off site locations where retained documents are kept to assure that the policy's intent of efficient document retrieval and effective document destruction is followed.

The RCSC Controller, Information Technology Manager, Support & Service Administrator and Corporate Executive Coordinator are the primary persons responsible for implementing this policy and must conduct an annual audit of one or more categories of records as requested and issue a written report of compliance to the GM, ~~AGM~~ **DO** and DOF. An audit may be initiated at any time by the GM, ~~AGM~~ **DO** or DOF to determine compliance with this policy.

The audit should include, as a minimum, a review that the correct documents are being retained, revisions are correct, and the document management procedures for efficient retrieval are in place. Documents not in compliance shall be scheduled for destruction as soon as practically possible.

An original document shall be defined as any final record of RCSC created in either a paper or electronic form by an employee of RCSC, the RCSC Board of Directors, RCSC Member committees, or by a legal agent of RCSC such as legal counsel, financial institutions or auditors. Documents created by companies or individuals performing other contractual service for RCSC shall not be defined as originated by RCSC.

Correspondence received by RCSC but not originating within RCSC will not be considered to be documents of RCSC. Operating manuals, third party policies and procedures, warranties, and all other documents not meeting the definition of a RCSC original document may be disposed at the end of their useful life.

Time periods may be extended for select documents by RCSC Senior Management or Board of Directors when a lawsuit is anticipated or in progress, a subpoena has been served, the Corporation has been informed that an investigation is underway or as required.

This policy is intended to comply with the legal requirements of the state of Arizona and the United States Government.

The following Retention Schedule shall be used:

Type of Record	Retention Period
<u>CORPORATE</u>	
Articles of Incorporation <i>(including amendments)</i>	PERMANENT
Audit Reports – Financial & 401(k)	PERMANENT
Board Meeting Agendas, Motions, Documents	7 YEARS
Board of Directors – Election Records	7 YEARS
Board of Directors – List Names Served	PERMANENT
Board Policy Resolutions <i>(including amendments)</i>	PERMANENT
Bylaws <i>(including amendments)</i>	PERMANENT
Cardholder Disciplinary Hearings/Action	7 YEARS

Committee Summaries	7 YEARS
Conflict Disclosures	7 YEARS after conflict has expired
Corporate Annual Reports	PERMANENT
Corporate Document Requests	7 YEARS
Deeds, Property Parcel Records, Real Estate Purchases/Exchanges	PERMANENT
Facilities Agreements, Versions of	PERMANENT
Management Reports <i>(when not part of minutes)</i>	7 YEARS
Minutes – Board Meetings	PERMANENT
Minutes – Executive Sessions	PERMANENT
Minutes – Investment Commission	7 YEARS
Minutes – Membership Meetings	PERMANENT
Motions <i>(when not part of minutes)</i>	PERMANENT
Project and Bid Commission Approval Records	PERMANENT
Proxies	7 YEARS
Tax Returns – Income	PERMANENT
Tradenames and Trademarks <i>(registered)</i>	PERMANENT
Video Recording of Annual Membership Meeting	1 YEAR
Video Recordings of Board of Director Meetings	90 DAYS
Video Recordings of Presentations Posted on Website	1 YEAR
Water Rights, Arizona Department of Water Resources	PERMANENT

GENERAL

Accident reports and claims	7 YEARS After Accident/Settlement
Construction Records <i>(including Drawings, Plans, Easements and Permits)</i>	PERMANENT
Contracts	7 YEARS After the Term
Fire Inspection and Safety Reports	7 YEARS
Incident Reports	3 YEARS
Insurance Claims	7 YEARS After Settlement
Insurance Documents and Policies	7 YEARS After the Term
Leases	7 YEARS After the Term
Newsletters and Other Marketing Material	7 YEARS
Other Agreements	7 YEARS After the Term
Standard Operating Procedures, Training Manuals - Current	PERMANENT

CARDHOLDER SERVICES

Certs - Golf	3 YEARS
Collection Files – Closed	3 YEARS
Facilities Agreement – Post Resale if not recorded	PERMANENT
Facilities Agreement – Post Resale if recorded	1 YEAR
Membership Records	PERMANENT
Ownership Records	PERMANENT
Resale Packets – Aged 2 years	3 YEARS
Transfer Files – Closed prior year	3 YEARS

HUMAN RESOURCES

5500	7 YEARS
Background Checks – Pre Employment	4 YEARS Post Separation
Benefit Election Forms	4 YEARS Post Separation
Benefits Records – Expired Plans	7 YEARS
Correspondence – Department of Labor	PERMANENT
Correspondence – Internal Revenue Service	PERMANENT
Drug Test Records	4 YEARS Post Separation
EEO-1 Reports	PERMANENT
Employment Agreements	7 YEARS Post Separation
FMLA Leave Records	4 YEARS Post Separation
Health and Benefits Beneficiary Forms	4 YEARS Post Separation
Health Care Continuation – COBRA	4 YEARS Post Separation
Help Wanted Ads and Job Opening Notices	2 YEARS
Hiring Records	4 YEARS Post Separation
HR Policies	Current + 3 YEARS
I9 Form	4 YEARS Post Date of Hire
New Hire Reports – State	3 YEARS
OSHA 300/300A	5 YEARS from Issue Date
Personnel Records – General – <i>401k Allocation, EAP, Conflict of Interest Statement, Disciplinary Records, Employment Application, Employee Development, Employee Change Action, Employee Review, Employee Policy Acknowledgements, Exit Interview, New Hire Action Form, Offer Letter, Resignation Letter, Termination Action Form</i>	4 YEARS Post Separation

Retirement Plan/401(k) Plan Information	PERMANENT
Safety Data – Occupational Injury and Illness Records	PERMANENT
USERRA Leave Records	PERMANENT
Workers’ Compensation Claim Detail	7 YEARS

FINANCE & ACCOUNTING

1099	7 YEARS
Accounts Payable Records and Reports	7 YEARS
Accounts Receivable Records & Reports	7 YEARS
Asset Acquisition, Fixed Asset Records, Bills of Sale (<i>invoices, cancelled checks, depreciation schedules</i>)	PERMANENT
Bank Statements, Deposit Slips, Reconciliations	7 YEARS
Budgets	7 YEARS
Cancelled Checks – Fixed Assets, Income Taxes	PERMANENT
Cancelled Checks – Payroll, payroll taxes, general	7 YEARS
Capital Reserve Study - Current	PERMANENT
Chart of Accounts	PERMANENT
Correspondence – Department of Labor	PERMANENT
Correspondence – Internal Revenue Service/Taxing Authorities	PERMANENT
Debt Related Documents	7 YEARS
Depreciation Schedules	PERMANENT
Electronic Payment Records	7 YEARS
Employee Expense Reports	7 YEARS
Financial Statements – Monthly	7 YEARS
Financial Statements – Year End	PERMANENT
Freight Bills and Bills of Lading	7 YEARS
General Ledger Detail	7 YEARS
Inventory Records	7 YEARS
Investment Account Statements and Confirmations	PERMANENT
Liquor Licenses, Layout of Facilities Licensed - Current	PERMANENT
Pay Records – <i>Earnings Register, Paychecks/stubs, Forms W-4, Employee Withholding, Federal & State Payroll Tax Forms</i>	7 YEARS
Payroll Journal	7 YEARS
Payroll Tax Returns includes Forms W-2	PERMANENT
Property and Equipment Records and Invoices	7 YEARS after disposal

Property Tax Records	7 YEARS
Purchase Records including Purchase Orders	7 YEARS
Statistics	10 YEARS
Subsidiary Ledgers (<i>accounts receivable, accounts payable, equipment</i>)	7 YEARS
Tax Documents Relating to Preparation of Tax Returns	7 YEARS
Tax Returns – Payroll	7 YEARS
Tax Returns – Sales & Use	PERMANENT
Time Cards/Time Sheets	4 YEARS
Trail Balance – Year End	PERMANENT
Utility Records	7 YEARS
Vendor Invoices	7 YEARS

LEGAL and INSURANCE

Accident Reports and Claims	7 YEARS post Settlement
Court Filings and Pleadings	7 YEARS
Insurance Policies - Current	PERMANENT
Insurance Policies - Expired	7 YEARS
Legal Opinions	PERMANENT
Legal Recommendations	7 YEARS
Litigation Records	PERMANENT

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 25th 1st day of June, 2020 December, 2025 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

~~Dan Schroeder~~ Tom Foster, President

~~Darla Akins~~ Preston Kise, Secretary

RECREATION CENTERS OF SUN CITY, INC.
BOARD POLICY RESOLUTION No. 35 (“BP 35”)
REASONABLE ACCOMMODATION POLICY
FOR PERSONS WITH DISABILITIES

WHEREAS Article V, ~~Section 6.3~~ of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt **Board** Policies (“BP” or “Policies”) not in conflict with the **Arizona Nonprofit Corporation Act (ANCA)**, ~~Restated~~ Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies must be titled, numbered and indexed for easy reference and use.

WHEREAS the **ANCA**, Articles and **the** Bylaws must take precedence over Board Policies and ~~the definitions in the Bylaws shall apply.~~ **that** the following Board Policy on Reasonable Accommodation for Persons with Disabilities must provide instruction, direction and guidelines regarding such and must remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation must adhere to the following policies regarding Reasonable Accommodation for Person with Disabilities:

If a Cardholder of the Recreation Centers of Sun City, Inc. ("RCSC") has a disability, the RCSC Cardholder may request a reasonable accommodation. Reasonable accommodations are changes, exceptions or adjustments to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy the facilities owned and operated by RCSC.

It is preferred that all reasonable accommodation requests be submitted in writing to the Director of Operations at the Corporate office. Request forms for reasonable accommodations are available at the Corporate office or online at www.suncityaz.org. If a RCSC Cardholder has difficulty filling out the form, the Director of Operations (or designee of the Director of Operations) may assist him or her in completing the form. Oral requests for reasonable accommodations will be recorded and processed in accordance with this policy.

The Director of Operations shall notify the requestor in writing of the decision regarding the request within fourteen (14) days of receipt of the completed written request. If the Director of Operations cannot grant the request as made, RCSC, through the Director of Operations, will engage in open discussions and/or engage in an interactive process with the RCSC Cardholder in an effort to provide an alternate accommodation that satisfies the request. In the event the interactive process is unsuccessful, resulting in a denial of the request, an explanation for the basis of such denial shall be included in the written notification.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for Members and shall be made available to Members upon request at no cost.

Adopted and signed this ~~17th~~ **1st** day of December, ~~2020~~ **2025** at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

~~Dan Schneider~~ **Tom Foster**, President

~~Darla Akins~~ **Prestn Kise**, Secretary