



AGENDA

Board Affairs Committee

Tuesday, May 13, 2025

1:30-3:00pm MST

West Center Room 2 / Zoom

GVR's Mission Statement: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives."

Committee: Candy English, Chair, Beth Dingman, Bart Hillyer, Ed Knop, Nellie Johnson, Pat Reynolds, Kathi Bachelor (ex-officio), Scott Somers (CEO), Nanci Moyo (Administrative Supervisor/Liaison)

Agenda Topic

- 1. Call to Order / Roll Call – Establish Quorum**
- 2. Approve or Amend Agenda**
- 3. Approve Meeting Minutes:** March 11, 2025
- 4. Chair Comments**
- 5. Business**
 - A. Committee Member Introductions
 - B. Committee Action Plan
 - C. Bylaw Ideas for the 2026 Ballot
 - D. Guest Pass Policy
- 6. Member Comments**
- 7. Adjournment**

Next Meeting: Tuesday, July 8, 2025, West Center, Room 2/Zoom, 1:30-3:00pm



MINUTES

Board Affairs Committee

Tuesday, March 11, 2025, 1:45pm
WC Room 2 / Zoom

Committee: Bart Hillyer, Chair, Beth Dingman, April Hasson Hillard, Ed Knop, Joe Magliola, Pat Reynolds, Lanny Smith, Jodie Walker, Marge Garneau (ex-officio), Scott Somers (CEO), Nanci Moyo (Administrative Supervisor/Liaison)

Board Attendees: Kathi Bachelor, Dave Barker, Candy English

Visitors: 3

1. Call to Order / Roll Call – Establish Quorum

Chair Hillyer called the meeting to order at 1:45pm MST. Roll call / Quorum established.

2. Approve or Amend Agenda

MOTION: Walker moved / Hillard seconded to move B before A in business.

Passed: unanimous

3. Approve Meeting Minutes: January 14, 2025

MOTION: Walker moved / Magliola seconded to approve January 14, 2025, Meeting Minutes as presented.

Passed: 7 yes / 1 abstain (Reynolds)

4. Chair Comments:

- Last meeting of the Board year.
- Thanked the Committee members for being on the Committee.
- Gail Vanderhoof resigned from the BAC.

5. Business

A. Member Code of Conduct CPM Changes

BAC consensus is to keep the language presented in the attachments with these amendments in red:

- Add to 1.2.4.A.9 Any person refusing to comply with the Code of Conduct and other policies and rules of the organization may be asked to leave GVR property. A member or guest who is asked to leave GVR property is expected to leave **peacefully** and immediately. **For lack of compliance**, GVR staff is authorized to contact the Sherriff's Department to report any person for trespass.
- Add to 1.3.2.B.1: Minor Violations include, but are not limited to, not presenting a **valid** member card...
- Include in Minor and Major: **A member knowingly aiding or abetting**

unauthorized persons to use GVR facilities or services...

- Move from 1.3.2.B.1 Minor Violations to 1.3.2.B.2 Major Violations: Major Violations include, but are not limited to, abusive language,...

BAC asked staff to come up with clear definition for code of conduct violations major and minor for the upcoming BAC meeting in May.

B. Guest Pass Policy

CEO Somers and Kris Zubicki, Members Service Director, reviewed the Guest Pass Policy with these highlights:

- Currently the Guest Pass is limited to 4 guests at a time. Limiting to four has helped some abuse of the Guest Pass.
- Guest pass, abuse, and temporary need to be defined in the CPM.
- The reports show there is excessive abuse by a limited amount of people; many abuses are reported to the Membership Department by the COAs in the field; some abuse is discovered when a person (non-member) brings a card to the West Center Box Office and the card is not being used legitimately; some members may use their Guest Pass or Complimentary Pass when they have lost their member pass; owners of rentals (whether member owned or AirBnb or VRBO) allow Guest Pass use; and others have expired cards and members let them in the facilities since they present a card.
- Questions asked: 1) Should the Guest Pass be based on how many times the card is scanned into a facility (considering some facilities more scans are required vs. other facilities) or for how many days of use with unlimited scanning of the card; 2) should it be limited to consecutive days or a limited amount of days for the year per card.
- Suggestions offered: 1) See if there is software and scanners that can count the number of times a card is scanned; 2) Need to have a punishment that helps prevent the issues (possibly a financial impact); 3) Make a general rule for people with a guest card regarding limiting time and the card will stop working after the time is up; and 4) Put information in the eBlast for members to call the COA (number at the Facilities) when they see abuse of the Guest Cards.
- The abuse of the Guest Pass is across all facilities.

Consensus of the BAC is for staff to bring forth a proposed Guest Pass policy at a future meeting of the BAC with a fresh, bold approach, providing definition to address problems above.

C. Year-End Report

MOTION: Knop moved / Walker seconded to approve the Year-End Report and present to the Board at the March Regular Meeting.

6. Member Comments: Comments were made during the meeting.

7. Adjournment

MOTION: Walker moved / Smith seconded to adjourn the meeting at 3:08pm. Passed: unanimous

Next Meeting: Tuesday, May 13, 2025, West Center, Room 2/Zoom, 1:30 – 3:00pm



Green Valley Recreation, Inc.
Board Affairs Committee
Committee Action Plan

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: May 13, 2025

Presented By: Candy English, Chair

Originating Committee / Department: Board Affairs Committee (BAC)
Action Requested: Develop and approve Committee Action Plan for the Board approval at the June 25 Regular Meeting of the Board.
Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation
Background Justification: The proposed Committee Action Plan was prepared by staff, and to be reviewed by the Committee to add to, change, or take away. Once agreed upon by the Committee through a motion the final Committee Action Plan will be presented to the Board for approval.
Committee Options: 1) Develop the plan and approve for Board approval.
Staff Recommendation: Option #1
Recommended Motion: Move to approve the Committee Action Plan and submit to the Board for its approval at the June 25 Regular Meeting of the Board.
Attachments: 1) Committee Action Plan



Committee Action Plan

2025-2026

Board Affairs Committee

Chair: Candy English

Staff Liaison: Nanci Moyo

Committee Members: Beth Dingman, Bart Hillyer, Ed Knop, Nellie Johnson, Pat Reynolds

Committee Responsibilities:

3.2.2 Responsibilities

- A. Recommend modifications in organizational policies and governing values to help guide the Board in achieving its strategic goals. Assist the Board in effectively carrying out its governing functions in such a manner so as to clearly delineate the roles and responsibilities between governance and management.
- B. Review and recommend revisions, when appropriate, to the governing documents of The Corporation.
- C. Forward all BAC proposed revisions of the Articles of Incorporation or Bylaws to staff for submission to legal counsel for appropriate action. Any BAC approved change to the CPM which staff determines needs legal review will also be submitted. Should legal counsel recommend a revision to a governing document, it will be returned to the Committee for final review before being presented to the Board for appropriate action.
- D. If a committee, member or staff would like to have the BAC review a change to the CPM or other governing documents before it is taken to the Board, the requested change and rationale should be sent to the chair and staff liaison of BAC at least a week prior to the next BAC meeting.

Priorities and Timelines Established for 2025-2026:

- Review and Discuss Guest Pass Policy Prepared by Staff and finalize a Guest Pass Policy to move forward for Board approval.
 - ✓ May and July 2025
- Review Member Conduct changes to the CPM and move forward for Board approval.
 - ✓ July 2025
- Review possible Bylaw changes: Membership definition, Committees, and term limits
 - ✓ May – December 2025

- Review possible CPM changes.
 - ✓ May 2025 – March 2026

Resources Needed:

- Attorney review of possible bylaws changes and policy proposals
-



Green Valley Recreation, Inc.
Board Affairs Committee

Proposed Bylaw Changes for 2026 Election

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: May 13, 2025

Presented By: Candy English, Chair

Originating Committee / Department: Board Affairs Committee (BAC)
Action Requested: Hold a discussion on possible bylaw changes for the 2026 ballot. Staff is proposing to review: Article VIII Committees – proposing to take out standing committees in the bylaws or reduce the number of standing committees.
Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation
Background Justification: <p>The previous BAC put in the 2024-25 Year-End Report tasks for 2025-26 BAC: 1) Continue reviewing Guest Pass policy; 2) Continue reviewing Member Code of Conduct policy; and 3) Consider adding bylaw changes to the 2026 Ballot: Possibly Membership definition, committee structure, raising check signing limit; and term limits. These are suggestions for this 2025-26 BAC to consider.</p> <p>The Board of Directors have approved adding to the 2026 Ballot the bylaw change for raising the check signing limit at the March 19, 2025, Board meeting. The 2025-26 BAC will discuss and consider making changes to the bylaws regarding committee structure, along with any small changes that may arise.</p>
Fiscal Impact: If added to the ballot the cost would be included in the election cost.
Committee Options: 1) Hold discussion and decide what the current BAC would like to focus on for the 2026 Election ballot.
Staff Recommendation: Option #1
Attachments: 1) Highlighted Proposed Changes to the Current Bylaws

Bylaws of Green Valley Recreation, Inc.

Amended by GVR Membership – March 14, 2024

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ARTICLE I— GENERAL

Section 1: Name of the Corporation

The name of the corporation shall be **GREEN VALLEY RECREATION, INC.**, hereinafter referred to as “The Corporation” or “GVR.” The Corporation has been organized, and exists, as a non-profit corporation under the laws of the State of Arizona.

Section 2: Business of the Corporation

The Corporation shall provide recreational, cultural and educational programs for the enjoyment of the GVR members and their guests. The Corporation shall purchase,

lease, own and maintain recreational facilities in support of the programs stated above.

Section 3: Operation of the Corporation

The Corporation shall be governed by an elected Board of Directors, which at its discretion, may delegate specific duties to the Chief Executive Officer.

Section 4: GVR Clubs

Any group of members interested in pursuing a particular field of interest may join together for the purpose of pursuing such interest and may request that the Board grant them "Club status." The Board shall establish policies and procedures for creating and revoking club status and set forth rules and regulations governing the operation of clubs including a club's relationship with The Corporation.

Section 5: Jurisdiction of the Corporation

- A. The Jurisdiction of The Corporation shall include only the real property designated within The Corporate Boundary Document kept on file at the office of The Corporation. The initial boundaries for this document shall be the boundaries defined in the Bylaws in place on January 1, 1994.
- B. Additional real property may be brought within the jurisdiction of The Corporation by a majority affirmative vote of the GVR members voting and the amendment to The Corporate Boundary Document shall be certified by the President or Secretary.

Section 6: New Housing Development Criteria

The jurisdictional boundaries of GVR, after January 1, 1996, may be expanded for additional subdivision development of new residential homes in conformance with the following criteria:

- A. Each subdivision must agree to place a Master Deed Restriction to GVR within their CCRs requiring perpetual membership in The Corporation.
- B. Each subdivision must verify a commitment to "age restriction" with regard to familial status exemptions as outlined by Housing and Urban Development (HUD).
- C. Each owner and developer must give guaranty through financial assurances that it will make contributions to GVR in terms of front-end cash or donation of land and contribution of recreational and social facilities to be built and dedicated to GVR free of encumbrances, whichever serves the best interest of the membership as determined by the Board of Directors. Any cash contributions shall be made up front, in advance. Both cash contributions and donations of land and improvements shall be based, at a minimum, upon the grand total of the Initial Fees and Land Equivalency Fees charged in connection with potential homes in each development. In the case of the donation of land and improvements, adequate security shall first be furnished to GVR in the form of a letter of credit, certificate of deposit, bond, or other commercially reasonable and adequate security.
- D. The Board of Directors will negotiate on behalf of the membership with each new development and uniquely bind each developer with independent contracts.

- E. Each new development must be adjacent/contiguous to the existing GVR boundaries at the time of entry.
- F. The Board of Directors is granted the power to develop policy to implement the New Housing Development Criteria.

Section 7: Fiscal Year

The Fiscal Year and Membership Year of The Corporation shall be January 1 through December 31, namely, the Calendar Year.

ARTICLE II — MEMBERSHIP PROPERTY AND MEMBERS

Section 1: GVR Property

A GVR Property includes any of the following: (1) residential real estate located within the Corporate Jurisdiction against which a deed restriction agreement has been recorded requiring perpetual membership in The Corporation; (2) residential real estate located within a subdivision that requires GVR Membership by virtue of recorded covenants or a recorded master deed restriction; or (3) any commercial/residential real estate located within the Corporate Jurisdiction.

Section 2: Qualified Member

- A. The record holder(s) of legal title to the fee interest of a GVR Property, including each person who has legal title of a GVR Property in joint tenancy, tenancy in common, or as community property, is a Member of The Corporation (“GVR Member”). A GVR Member may be a corporation, trust or other legal entity. Unless stated in writing in the trust, the trustee shall be the regular member.
- B. GVR Members may surrender their right to use GVR’s facilities and assign such right to occupants of their GVR Properties “Assigned Members” and “Tenants”.

Section 3: Definitions

- A. Additional Card Holder is an individual who shares a common household with a GVR Member and, with payment of a fee established by the Board of Directors, has the right to use GVR’s facilities.
- B. Assigned Member is an individual who occupies a GVR Property without paying rent and has been assigned the right to use GVR’s facilities by the GVR Member owning such GVR Property, pursuant to Article II, Section 2.
- C. Tenant is an individual who leases and pays rent for the use of a GVR Property from a GVR member and may not be an Assigned Member.
- D. Commercial Residential/Care Facility (CRCF) is a commercial property that leases residential units and/or provides its residents with care related services.
- E. Commercial Residential/Care Facility Resident (CRFC Resident) is a resident of a Commercial Residential/Care Facility.
- F. Guest is a temporary visitor of a GVR Member, Assigned Member, CRCF Resident, Life Care Member or Tenant who lives more than twenty (20) miles outside GVR’s Corporate Jurisdiction.
- G. GVR Member is an individual who holds Membership in GVR as set forth in Article II, Section 2.

- H. GVR Property is residential property as set forth in Article II, Section 1.
- I. Life Care Member is a former GVR Member residing in a residential care facility in the greater Green Valley area who has been extended privileges to use GVR facilities by the Board of Directors.

Section 4: Use of Facilities

A. Member Privileges

1. GVR identification shall be issued to GVR Members, Assigned Members, Life Care Members, CRCF Residents and Tenants. Identification may be obtained for Additional Card Holders pursuant to policies established by the Board of Directors. GVR identification shall be returned to The Corporation upon termination of GVR Membership.
2. Use of GVR facilities with valid identification is subject to the then current rules and regulations established by the Board of Directors.
3. GVR Members, Assigned Members, CRCF Residents, Life Care Members and Tenants may have Guests use all GVR facilities subject to the then current rules, regulations, and fees established by the Board of Directors.

B. Life Care Privileges

Life Care Members shall be entitled to use GVR facilities in accordance with policies established by the Board of Directors.

Section 5: Suspension of Privileges

The right to use GVR's facilities of any GVR Member, Assigned Member, Life Care Member, CRCF Resident, Guest or Tenant may be suspended for any infraction of these Bylaws, policies, and/or rules and regulations of The Corporation. The procedure for such suspension and the duration of suspension shall be as determined by the Board of Directors. Suspension of the right to use GVR's facilities shall not in any way affect a GVR Member's obligation to pay dues, assessments, fees, penalties and accrued interest to GVR during the period of suspension.

Section 6: Voting Rights

- A. A GVR Member in good standing is entitled to one (1) vote for each GVR Property owned; provided, however, that there shall be only one (1) vote per GVR Property. If any GVR Member casts a vote representing a certain GVR Property, it will thereafter be conclusively presumed for all purposes that such individual was acting with the authority and consent of all other owners of the same GVR Property. In the event that more than one (1) vote is cast for a particular GVR Property, only the first vote cast shall be counted.
- B. It shall be the duty of each GVR Member to keep The Corporation advised of his/her current mailing address.
- C. All voting by GVR Members shall be by written ballot or electronic voting, consistent with Arizona Nonprofit Corporation Act. See Article XI. No proxies are permitted.
- D. The right to vote and serve on the Board of Directors on behalf of a GVR Property may be assigned to one (1) or more Assigned Members occupying such GVR

Property in writing and signed by all owners of such property. Additional rights may be determined by the Board of Directors.

E. A Tenant shall not have the right to vote or serve on the Board of Directors.

F. A GVR Member in good standing has the right to serve on the Board of Directors provided no other member of the household (whether related by marriage, cohabitation, or otherwise) is on the Board during the same time period.

Section 7: Initial Fees; Member in Good Standing

A. Each GVR member, upon becoming a member, shall pay any applicable initial fees as established by the Board of Directors.

B. A GVR member current in the payment of all GVR dues, fees, assessments, and other charges shall be deemed in good standing. The privileges and rights of a GVR member to use GVR facilities, vote, and be nominated in an election of directors shall be suspended during any period in which such GVR member is not in good standing.

ARTICLE III— DUES AND ASSESSMENTS

Section 1: Establishment of Membership Dues and Operating and Capital Budgets

Membership dues and the operating and capital budgets shall be established by the Board of Directors. All membership dues shall be based on a 12-month period, but will be prorated monthly for members joining in the 12-month period.

Section 2: Procedure

In establishing membership dues and the Operating and Capital Budgets, the Board of Directors shall be guided by the actual expense of operating the recreational facilities of The Corporation, including a reasonable reserve for Capital Replacements with the objective of operating the facilities on a self-sustaining basis.

Section 3: Standard of Service

The Board of Directors shall establish and maintain a standard of service for the recreational facilities of The Corporation which best serves the overall good of the organization. There shall be no decrease of services presently provided nor addition of any new services, either of which should exceed 5 percent (5%) of the existing Operating Budget except as approved by a majority of the members voting. The only exception to the above shall be services relating to new facilities provided by and at the expense of a developer.

Section 4: Announcement by the Board of Directors

On or before December 10th of each year, the Board of Directors shall announce the schedule of membership dues and the Operating and Capital Budgets for the next calendar year.

Section 5: Assessments

The Board of Directors is not authorized to impose a special assessment for any purpose, unless such an assessment is approved in advance, by a majority of the

members voting. No special assessment or other levy shall be made against Fairfield-Green Valley, Inc.

ARTICLE IV— BOARD OF DIRECTORS

Section 1: Number of Directors

The affairs of GVR shall be governed by a Board of Directors consisting of nine (9) voting members who shall be elected from the members of The Corporation who have voting rights as defined in Article II - Section 6.

Section 2: Regular Meetings

Regular meetings of the Board shall be held at least quarterly on a schedule determined by the Board.

Section 3: Special Meetings

Special meetings of the Board may be called by the President or the Vice President or shall be called by the President or Vice President when requested by any two (2) Directors. Two (2) days' written notice shall be given to each Director of any special meeting.

Section 4: Quorum to Conduct Business

The presence, in person, by video conference, or by telephone conference, of a majority of the directors in office shall constitute a quorum for the transaction of business at a meeting. Except as otherwise specified in these Bylaws, the vote of a majority of directors present at any meeting at which a quorum is present shall be the act of the Board of Directors.

Section 5: Open Meetings

All meetings of the Board at which official business of The Corporation is transacted, with the exception of meetings limited to personnel and/or legal matters, shall be open to all members of The Corporation. The time and place of all such meetings shall be made available to the membership of The Corporation.

Section 6: Indemnification

The Corporation shall indemnify and hold harmless the Officers, Directors, employees, and agents of The Corporation to the extent permitted by Arizona law.

Section 7: Employment

Nothing contained in these Bylaws shall be construed to prohibit the employment of any member of The Corporation except that Directors or members of their immediate families are prohibited from such employment.

Section 8: Compensation

Directors shall not receive compensation for their services but may be reimbursed by The Corporation for authorized expenses and disbursements made on behalf of The Corporation.

ARTICLE V — ELECTION OF DIRECTORS

Section 1: Term of Office

- A. The term of office of a Director elected by the membership shall be for three (3) years. Each year the term of office of three (3) Directors shall expire and three (3) Directors shall be elected for a term of three (3) years to succeed those Directors whose terms expire. No Director may serve more than two (2) consecutive terms including time served as an appointed Director. A former Director may be re-elected after one (1) or more years' absence from the Board.

Section 2: Nominating Process

- A. The Nominations & Elections Committee shall conduct a search of regular members and select for nomination a slate of Directors. As part of its search, the Nominations & Elections Committee shall request names of possible nominees from members. The slate of nominees shall be posted and be available to all regular members at least 90 days prior to the Annual Meeting.
- B. Any regular member of The Corporation may make additional nominations by filing a nomination petition containing the name of any regular member who agrees to be a nominee, and the signatures of at least two hundred (200) of the regular members in good standing. Such nomination petitions shall be filed with the Secretary not less than 60 days before the Annual Meeting. The Secretary shall then add the names of these nominees to the slate of nominees previously posted and shall prepare ballots to be mailed to the membership.

Section 3: Election of Directors

The Board of Directors shall establish specific election procedures, include those procedures in the Corporate Policy Manual, and communicate the voting procedures to all members who have the right to vote. The election of Directors shall be conducted pursuant to Article XI herein. Cumulative voting shall not apply in the election of Directors.

ARTICLE VI — POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section 1: Powers and Duties

The Board of Directors shall have power:

- A. To call special meetings of The Corporation whenever it deems necessary or upon written request of one-tenth of the voting membership as provided in Article IX, Section 2.
- B. To take the following actions with the approval of a majority of directors in office:
1. Appoint and remove, at its pleasure, all officers, agents and the Chief Executive Officer and prescribe their duties, fix their compensation and require of them such security of fidelity bond as may be deemed expedient;
 2. Establish initial fees, dues, and assessments and collect same; and
 3. Adopt annual operating and capital budgets which shall include a contribution to financial reserves consistent with Board policy.

- C. To adopt and publish rules and regulations governing the use of the properties and facilities owned by The Corporation and the personal conduct of all persons thereon.
- D. To exercise for The Corporation all powers, duties and authority vested in, or delegated to, The Corporation except those reserved to the members.
- E. In the event that any member of the Board of Directors of The Corporation shall be absent from three (3) regularly scheduled meetings of the Board of Directors in any one-year period, the Board may, by action taken at the meeting during which a third absence occurs, declare the office of said absent Director to be vacant.
- F. Any vacancy in the office of a Director shall, if possible, be filled by the unsuccessful candidate of the most recent Directors' election, who, of those willing to fill the vacancy, received the greatest number of votes. If none of said unsuccessful candidates is willing and able to serve, the remaining Directors by affirmative vote of a majority of the Board, shall elect a successor, who shall serve for the unexpired term of the vacant office.

Section 2: Limits of Authority and Indebtedness

The Board of Directors is not authorized to enter into any contract for new or initiative-type capital projects that exceeds twelve percent (12%) of the latest audited approved annual net revenue (does not include investments). Any contract for new or initiative-type capital projects that exceeds this figure, shall only be valid if approved, in advance, by the affirmative vote of regular members representing a majority of the total votes cast, provided that the total number of votes cast equals at least twenty percent (20%) of the total votes in The Corporation. Contracts for unique projects may not be broken up so as to avoid the requirements of this section.

ARTICLE VII — OFFICERS AND CHIEF EXECUTIVE OFFICER

Section 1: Positions

Elected officers of The Corporation shall be the President, Vice President, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer. This sequence of officers determines their seniority. In addition, the Chief Executive Officer shall serve as an ex-officio, non-voting member of the Board.

Section 2: Eligibility and Terms of Office

Officers are elected for a term of one year or until successors are elected, or at the pleasure of the Board. All officers must be regular members of The Corporation and members of the Board of Directors.

Section 3: Election of Officers

Officers shall be elected by a majority vote of the Board within thirty days after the Annual Meeting.

Section 4: Responsibilities of Officers

- A. **President.** The President shall preside at all meetings of the Board of Directors and at meetings of the membership and shall carry out all orders and resolutions of the Board of Directors and shall sign all formal written instruments such as notes, leases, mortgages, deeds, and contracts other than recurring operational contracts which the Board by appropriate resolution has exempted from this requirement. Contracts signed by the President must receive prior legal review and Board approval. The President shall nominate chairpersons of the Board Committees, submit these nominees for Board approval, and in cooperation with the Chief Executive Officer, ensure effective work of these committees. In the absence of the President, the Vice President shall perform all the duties of the President. Should the Vice President also be absent, the duties of the President shall be performed by the Senior Officer present.
- B. **Vice President.** The Vice President shall carry out duties as assigned by the President. In the absence of the President, the Vice President shall perform the duties of the President and, when so acting, shall have all the powers of the President.
- C. **Secretary.** The Secretary shall ensure that minutes are kept of meetings of the Membership and the Board of Directors. The Secretary shall cause to be given all notices in accordance with provisions of these Bylaws or as required by law. The Secretary shall see that all records of The Corporation are properly kept and preserved and that the names and addresses of all members of The Corporation are on file in the office of The Corporation. In the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary.
- D. **Treasurer.** The Treasurer shall exercise an oversight role of the financial affairs of The Corporation to ensure that financial records are kept in accordance with generally accepted accounting standards. The Treasurer shall ensure that timely, accurate financial statements are presented to the Directors and that the financial records of The Corporation are audited in accordance with the provisions of these Bylaws. In the absence of the Treasurer, the Assistant Treasurer shall perform all the duties of the Treasurer.
- E. **Signing of Checks.** Any check in the amount of \$2,500.00 or more shall be signed by two (2) officers of The Corporation or by one (1) officer and the Chief Executive Officer. Any check in an amount of less than \$2,500.00 may be signed by the CEO with the stipulation that a log is kept reflecting the two (2) department heads that reviewed the checks prior to its execution. Month-end statements shall be reviewed by two (2) officers of The Corporation as soon as practicable after their completion.

Section 5: Responsibilities of the Chief Executive Officer

The Chief Executive Officer shall be accountable to the Board and shall serve as the Chief Operating Officer of The Corporation responsible for the management of the day-to-day operations of The Corporation. The Chief Executive Officer shall work cooperatively with the Board to ensure that the policies established by the Board are carried out effectively. The Chief Executive Officer shall not exceed the limits of

authority delegated by the Board of Directors and shall ensure that operations are in conformance with the Bylaws and The Corporate Policy Manual.

ARTICLE VIII – COMMITTEES OF THE BOARD OF DIRECTORS

Section 1: Standing Committees

The Board of Directors shall establish the following Standing Committees: Board Affairs, Fiscal Affairs, Nominations & Elections, Planning and Evaluation, and Investments. The duties of the Committees shall be as defined within the Corporate Policy Manual. The Committees shall make policy recommendations to the Board of Directors for approval.

Section 2: Special Committees

- A. Special or Ad Hoc committees may be established by the President from time to time to assume specific, short-term responsibilities. When established, the duties and responsibilities of the committee along with a deadline for its completion of assigned tasks are to be approved by the Board.
- B. Audit Committee. The Audit Committee shall occupy an oversight role of the financial structure, internal controls, etc. of The Corporation with access to the books and records and the activities of Management and Staff personnel. The Chairman, a member in good standing, shall be neither an officer of The Corporation nor a member of the Fiscal Affairs Committee. The detailed duties and responsibilities are to be included within The Corporate Policy Manual. The financial records of The Corporation shall be audited following the close of each fiscal year by an independent auditing firm.

Section 3: Composition of Committees

The Chairperson of the Audit Committee shall be nominated by the President of the Board and the Finance Director of the Corporation with Board approval. The Chairperson of each Standing and other Special Committee(s) of the Board shall be a member of the Board nominated by the President with Board approval. Committee members shall be members of The Corporation and/or members of the operations staff. Committee members shall be selected by the Chairperson of the committee. The President shall be an ex-officio member of all committees excluding Nominations & Elections, and Audit Committees.

Section 4: Subcommittees

Except for the Nominations & Elections and the Audit Committees, each committee shall have the power to appoint subcommittees from among GVR members and may delegate to such subcommittee any of its duties and powers.

Section 5: Open Meetings

All Committee meetings, subcommittee meetings and working session meetings are closed or open meetings at the discretion of each such Committee.

ARTICLE IX — MEETINGS OF THE CORPORATION

Section 1: Annual Meeting

The Annual Meeting of The Corporation shall be held within ninety days (90) after the end of the fiscal year, and shall include a report of the outside auditor.

Section 2: Special Meetings

Special meetings of The Corporation for any purpose may be called at any time by either the President or by a majority of the members of the Board, and shall be called upon a written request to the Secretary of ten percent (10%) of the membership of The Corporation. The meeting must be held within ninety days (90) of the request.

Section 3: Notice of Meetings

Notice of the Annual or Special Meetings shall be given to each member by mail. Notice of any meeting shall be mailed at least thirty days (30) in advance of the meeting and shall set forth, specifically, the nature of the business to be transacted.

Section 4: Quorum to Conduct Business

Achievement of a quorum will be established by the number of ballots returned.

ARTICLE X – BYLAW AMENDMENTS

Amendments to these Bylaws may be proposed by GVR Members representing at least ten percent (10%) of the eligible votes in The Corporation as evidenced by their signatures or two-thirds (2/3) of the total number of directors. Amendments proposed by members must be submitted to the Secretary more than sixty (60) days before the Annual or Special Meeting. Bylaw amendments shall require the approval of GVR Members representing at least two-thirds (2/3) of the eligible votes cast or a majority of the voting power, whichever is less. Once approved by the GVR Membership, amendments to these Bylaws shall be signed by the President and Secretary of The Corporation.

ARTICLE XI — MEMBERSHIP VOTING

The election of Directors, the amendment of bylaws and any matter that requires approval of the members, and any action, including proposed amendments to these bylaws or the election of Directors, which can be taken by the members of GVR at an Annual or Special Meeting of said members, shall be taken by written ballot communicated to and received from every GVR Member entitled to vote by either mail, email, or other written form of communication as the Board of Directors shall determine from time to time, including online electronic voting, with the same force and effect as though acted upon at an Annual or Special Meeting.

ARTICLE XII – MISCELLANEOUS

Section 1: Operations and Policy Manuals

The Corporation shall maintain a Corporate Policy Manual containing the Articles of Incorporation, Bylaws, Minutes of meetings of The Corporation and of the Board, resolutions passed by the members and/or the Board, the Strategic Plan of The Corporation, and other such documents as might be appropriately kept in such a manual. The Corporation shall maintain a Corporate Policy Manual containing rules,

regulations and policies adopted by the Board, Board operating procedures, Board standing committee descriptions, and other items of importance to the effective operation of the Board.

Section 2: Availability of Records

The books, records and papers of The Corporation shall, for specific and proper purpose, and consistent with the applicable provisions of the Arizona Nonprofit Act, at all reasonable times during business hours be subject to examination by any GVR Member or any Assigned Member that has been given voting rights, upon written demand to The Corporation at least five (5) business days before the requested examination date.

Section 3: Conflict

In case of any conflict between the Articles of Incorporation and these Bylaws, and the Arizona Non-Profit Corporation Statute, the Statute shall control. In the conduct of a meeting, Roberts Rules of Order shall prevail unless otherwise determined by the Board of Directors.

1. Green Valley Recreation Bylaws were adopted on October 8, 1978.
2. Amended Bylaws: 1979, 1981, 1982, 1984, 1985, 1988, 1990, 1993, 1995, 1996, 1997, 1999, 2000, 2003, 2004, 2005, 2006, 2007, and 2008.
3. Amended and Restated Bylaws: 2009
4. The GVR Board rolled back the Bylaws on August 24, 2010 to December 31, 1998 to be in compliance with the January 1, 1999 Arizona Non-Profit Corporation Act, which required all amendments to be approved by 2/3 majority of voting members. The rolled back Bylaws include all amendments legally approved for the following years: 2003, 2004, 2005, 2006, 2007, and 2008.
5. Amended Bylaws after the roll back: 2011, 2014, 2015, 2019, 2020, and 2024



Green Valley Recreation, Inc.
Board Affairs Committee Meeting
Review Guest Pass Policy

Prepared By: Kris Zubicki, Member Services **Meeting Date:** May 13, 2025

Presented By: Scott Somers, CEO

Originating Committee / Department:

Administration

Strategic Plan:

Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities

Action Requested:

Hold a discussion on CPM 1.2.2 Guest Policy by reviewing the history, CPM and Bylaws.

Bylaw Article II, Section 3: Definitions F. Guest is a temporary visitor of a GVR Member, Assigned Member, CRCF Resident, Life Care Member or Tenant who lives more than twenty (20) miles outside GVR's Corporate Jurisdiction. The **CPM 1.2.2.A** states: Guest privileges are intended for temporary visitors of a Regular Member, Assigned Member, Tenant, CRCF Resident, or Life Care Member of GVR and who live outside a twenty (20) mile distance from established GVR boundaries.

Background Justification:

GVR is a private membership organization, therefore, we should be committed to protecting the interests of our members by ensuring they have proper access to the facilities and amenities they fund through their initial investment and annual dues. The misuse of Guest Cards threatens this commitment by increasing facility wear and tear and reducing availability for rightful members.

Members have voiced strong frustration over non-members having unregulated access to facilities they have financially supported. Left unchecked, this issue risks further diminishing the value of GVR membership and eroding confidence in our policies.

GVR has long-faced challenges with Guest Card misuse. Despite previous attempts to revise the policy, past efforts have been insufficient, and misuse—as well as member complaints—continues to grow. While a large portion of our membership is aware of the policy and adheres to it, there is an increasing number that do not. This misuse has continued to intensify with improperly using Guest Cards for tenants/Airbnb and VRBO rentals as well as local friends and neighbors. The misuse is predominantly found with Annual Guest Cards and Complimentary Guest Cards.

To protect member benefits and ensure fair access, we recommend revising our Guest Card policy to reduce opportunities for misuse. These changes should be made to help preserve the integrity of GVR membership while maintaining an enjoyable experience for all members.

Legal Counsel and Insurance Guidance Regarding Guests & Liability Waivers

GVR's legal counsel and insurance provider have both provided input on how to best manage liability related to guest use of GVR facilities. Their guidance reinforces the importance of balancing proactive risk management with insurance compliance.

The attorney emphasized that reducing liability involves two key strategies:

- Active risk mitigation, including signage, maintenance, training, and appropriate use of waivers.
- Following insurer guidance, as liability policies are contracts and insurers' loss control consultants often provide specific recommendations that should be followed.

GVR's current use of waivers for clubs and off-site trips is appropriate. Expanding waivers to cover guests—who have no formal contract with GVR—is also advisable. They provided a sample waiver, but suggest customizing it to reflect GVR's specific activities (e.g., fitness facilities, swimming, racket sports). Legal counsel also notes that Arizona courts may scrutinize waivers but that clearly written, voluntary waivers that state the consideration (use of facilities) can be effective in protecting against liability for negligent acts.

The insurance provider additionally highlighted that every fitness center they are aware of requires guests to:

1. Be accompanied by a member,
2. Show valid identification, and
3. Register and sign a waiver.

These common practices may serve as a useful benchmark for GVR's guest access procedures and policy revisions.

Attachments:

- 1) Guest and Complimentary Guest Card Policy Considerations
- 2) Guest Pass Policy Information

Guest and Complimentary Card Policy Considerations

All considerations below assume the following aspects of the Guest Policy will remain in place:

- Guest privileges are intended for friends and family of a Regular Member, Assigned Member, Tenant, or Life Care Member of GVR.
- Guests must reside outside a twenty (20) mile distance from established GVR boundaries.
- Members cannot purchase Guest Cards for tenant-occupied properties.
- Guests who are 17 or younger may use the facilities (when facilities are open to minors), when accompanied by an adult member or guest with a valid guest card.
- Regular Members, Assigned Members, Tenants, and Life Care Members are responsible for making guests aware of GVR's Code of Conduct, policies, and rules. Members/Tenants are liable for any penalties resulting from guest violations.

The following items are not currently specified in our Guest Policy, but staff recommends adding them:

- Family who resides in the property (e.g. spouse, sister) and non-member neighbors do not qualify as guests.
- Renters are not guests, this includes AirBnB and Vrbo renters. Renters must acquire a Tenant Card if they intend to use the facilities.
- Guests may be asked to present an ID along with the Guest Card.
- Regular Members, Assigned Members, Tenants, and Life Care Members are responsible for making guests aware of GVR's Code of Conduct, policies, and rules. Members/Tenants are liable for any penalties resulting from guest violations.
- Violations of the guest card policy may result in suspension of the guest card, suspension of the Member card, and/or suspension of further Guest Card privileges. This includes loaning Guest and Complimentary Cards to unauthorized individuals.



The options below were drafted using Guest Card policies from similar communities, the primary focus here is on safety and security.

Most Effective

- Guests of Members must provide a state issued ID at the time of purchase, and sign a waiver; Guest names and picture will appear on the Guest Card.

AND/OR

- Members are limited to purchasing 30 Guest Cards per year.
- Guest Cards may be purchased in a maximum of five-day increments and may not exceed 30-days in the calendar year. No additional Guest Passes will be issued for the guest once the 30-day threshold has been met.
- Members will be limited to a maximum of six Guest Cards per household on any given day.
- Fees for the Guest Card could be reduced to \$5 per day per Guest.
 - Consider a card deposit fee (\$5). This fee would be assessed during the initial purchase, if the member returns the guest pass to GVR, we will refund the \$5 card deposit fee. This will help reduce the number of inactive cards available for misuse.
 - Alternatively, consider an initial card fee (\$5), this will encourage members to reuse the cards. If they do not bring the card back to be renewed, an additional card fee will be added to the cost. This will help GVR with the cost of the cards, but will not reduce the number of inactive cards out in the community.

- Complimentary Guest Cards will be transitioned to traditional Guest Cards. The same rules will apply with the following exception: single member owner accounts will be noted and there will be no fee assessed at the time of purchase. These accounts will be eligible for one free card at a time, any additional guests would require a Guest Pass.



These alternative options were drafted using feedback from prior meetings. These will shift the focus from security to convenience.

Punch Pass

- GVR Members may purchase a ten (10) day punch pass for \$75 which allows for one (1) adult per day.
- Members will be limited to a maximum of six Guest Cards per household on any given day.

GVR Guest Cards

Key Observations Regarding Guest Card Misuse 🚨

- Annual Guest Cards (AGC) and Complimentary Guest Cards (CGC) provide the most opportunity for misuse
- 1 guest card was used 574 times in a year
- 10+ guest cards were used over 100 times
- 1 AGC was used 56 out of the last 60 days

GVR Guest Policy

Per the Corporate Policy Manual (CPM)

SECTION 2 - USE OF GVR FACILITIES

1.2.2 Guest Policy

A. Guest privileges are intended for temporary visitors of a Regular Member, Assigned Member, Tenant, CRCF Resident, or Life Care Member of GVR and who live outside a twenty (20) mile distance from established GVR boundaries.

Guest Policies at Other Communities

Saddlebrook

- Guest cards may be obtained by a member/owner, associate member or renter at the SBHOA#2 Administration Office. These cards are issued for a maximum of 15 days and can be renewed for an additional 15 days during any 12-month period. No further cards will be issued to that guest during that period.

Saddlebrook Two

- Guest cards are \$5.00 per person, payable by cash, check, credit card or member charge. Guest Cards apply to those 18 years of age or older. Guest Cards can ONLY be issued for 30-days in a 12-month period. You can have up to six cards activated at once.

Quail Creek

- Guest cards are issued to guests over 18 and can be issued for 30 days maximum per calendar year.
- Guest Pass cards are issued for a maximum of fifteen (15) days and can be renewed for an additional fifteen (15) days during any twelve (12) month period.

Festival Sun City

- Guests must be sponsored by a Member in any Association facility and must adhere to all rules and regulations, including restrictions for health and safety.
- When sponsoring a guest, the Member must sign the guest in to the facility on the first day that the guest will be using the facility.
- Guest passes may be purchased in a maximum of five-day increments. Multiple day guest passes (either three or five visit guest passes) will be issued an expiration date of seven days from the date of purchase, enabling the guest to use the purchased day visits any day prior to the expiration date of the guest pass.
- Guests must show valid identification and the guest pass each time they enter the facility. There is no requirement for the Member to remain in the company of the guest.
- Guest use of facilities is limited to a maximum of six guests per household.

- Guest fees will be charged on a per day basis. Such fees will be established and updated from time to time by the Board of Directors.

Sun City West

- Your guests are welcome here, however as all facilities are private and for the exclusive use of Association members, your guests are required to follow all Association rules. Their presence shall not interfere with the peaceful enjoyment of the facilities by the members.
- Sun City West residents who are not members of the Association may NOT use the facilities as guests. If they are living in the household of a member, they may purchase an Associate Membership.
- **All guests must be checked in by a member when visiting facilities.** The appropriate fee will be deducted from the host's Member Credit account. With this payment, the guest will receive a printed receipt from the monitor. The receipt must be retained for the remainder of the day and will serve as evidence of payment for that guest(s), who may then use other facilities for the remainder of the day at no additional charge.

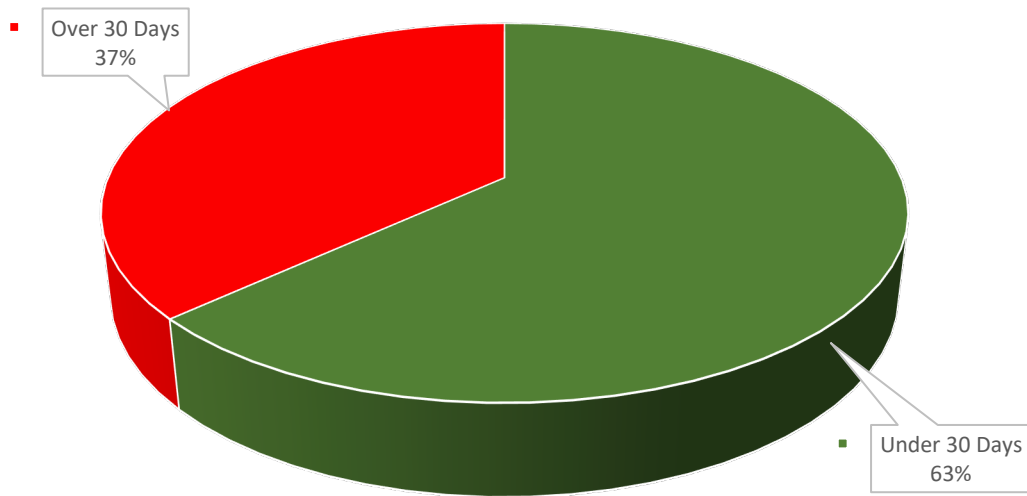
Rancho Sahuarita

- Memberships to use Rancho Sahuarita amenities are never sold to non-Rancho Sahuarita residents.
- Residents may purchase guest passes for non-residents to use Rancho Sahuarita amenities. Guest passes must be purchased for all guests, and residents are limited to five guests per household per day.
- Guest Pass Pricing:
 Single Adult Day Pass (age 13+): \$10
 Single Child Day Pass (age 4-12): \$5
 20 Adult Pass Package: \$75
 20 Child Pass Package: \$37.50
 10 Adult Pass Package: \$50
 10 Child Pass Package: \$25
 (Passes expire 6 months after purchase)

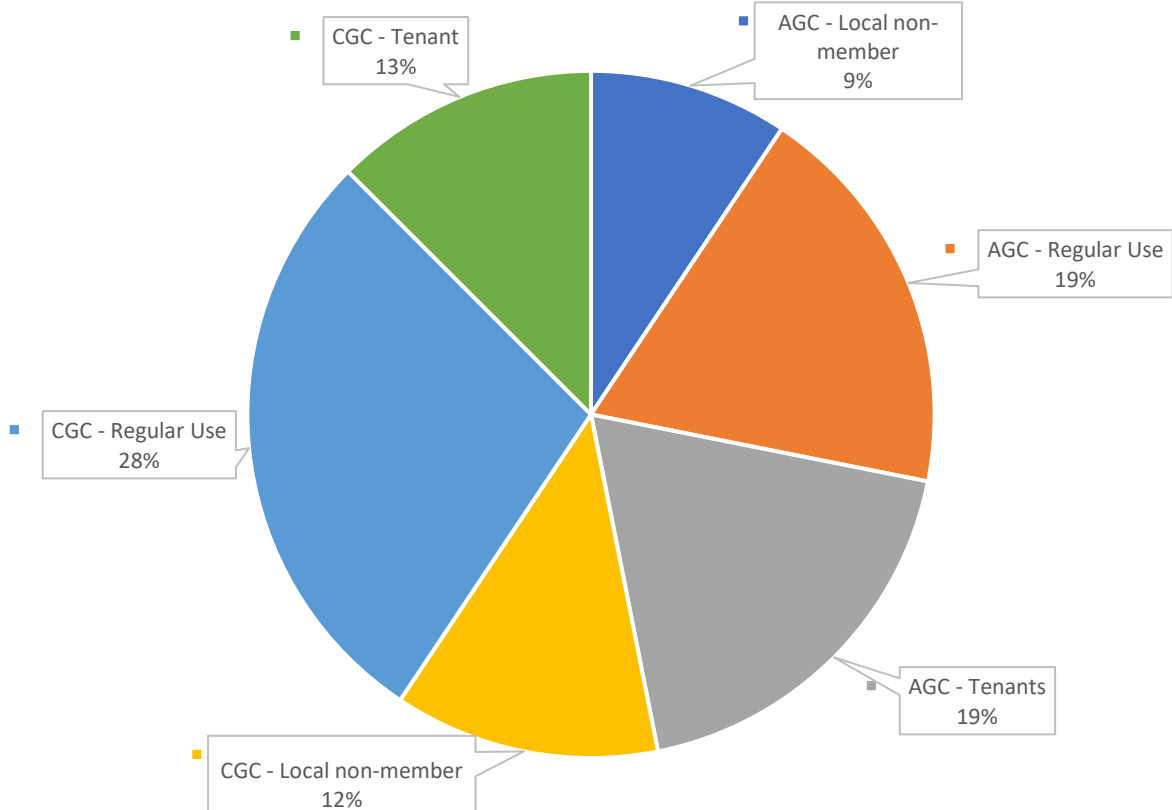
Purchase History

	Annual		Daily	
	# Purchased	\$ Collected	# Purchased	\$ Collected
2024	1191	\$89,325	344	\$3,440
2023	1043	\$73,010	414	\$4,410
2022	1148	\$80,360	393	\$3,390

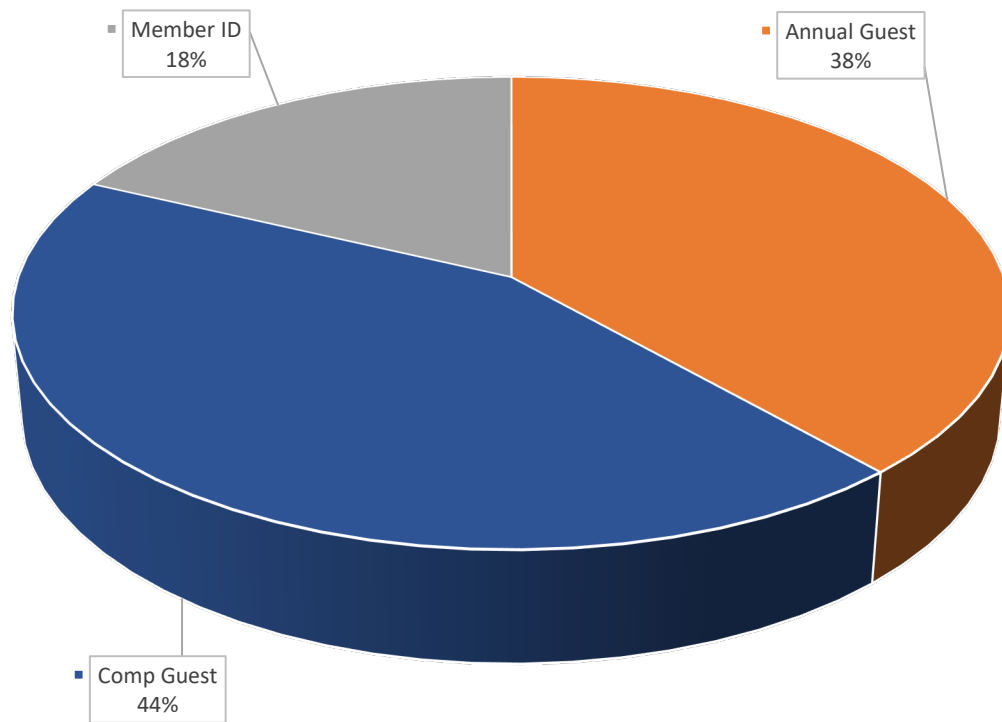
Annual Guest Card Use



Reported Incidents - Most Common Misuse



Percentage of Reported Misuse



Annual Guest Card Stats for Cards Purchased in January 2024

The following is a list of the AGCs that were purchased in January of 2024. In many cases, the 30+ day use can be linked to Tenants who have not purchased a Tenant Pass because the member has left a card in the property for the renters (including AirBnB and Vrbo shorter term rentals). Alternatively, they are local residents who do not have a GVR property yet they are regularly using GVR facilities.

326 Annual Guest Cards purchased in January of 2024

Filtered out replacement cards, leaving us with 317

Of the 317 AGC's:

44 were not scanned/used at all	3 were used 43 times
15 were used 1 time	2 were used 44 times
15 were used 2 times	2 were used 45 times
6 were used 3 times	2 were used 46 times
9 were used 6 times	3 were used 47 times
7 were used 7 times	3 were used 48 times
8 were used 8 times	1 was used 49 times
6 were used 9 times	2 were used 50 times
10 were used 10 times	1 was used 52 times
6 were used 11 times	2 were used 53 times
7 were used 12 times	1 was used 55 times
3 were used 13 times	1 was used 56 times
7 were used 14 times	2 were used 58 times
5 were used 15 times	1 was used 59 times
3 were used 16 times	2 were used 60 times
7 were used 17 times	1 was used 61 times
6 were used 18 times	2 were used 64 times
4 were used 19 times	2 were used 69 times
5 were used 20 times	1 was used 70 times
2 were used 21 times	3 were used 71 times
2 were used 22 times	1 was used 72 times
3 were used 23 times	2 were used 74 times
1 was used 24 times	1 was used 75 times
4 were used 25 times	2 were used 76 times
6 were used 26 times	2 were used 77 times
1 was used 27 times	2 were used 79 times
6 were used 28 times	2 were used 81 times
4 were used 29 times	1 was used 87 times
4 were used 30 times	1 was used 92 times
3 were used 31 times	1 was used 105 times
3 were used 33 times	1 was used 138 times
2 were used 34 times	1 was used 143 times
1 was used 35 times	1 was used 190 times
2 were used 36 times	1 was used 203 times
1 was used 37 times	1 was used 234 times
4 were used 38 times	1 was used 260 times
4 were used 39 times	1 was used 264 times
3 were used 40 times	1 was used 306 times
3 were used 41 times	1 was used 574 times
1 was used 42 times	

30 Day Data

2023 Data	2025 Data																																						
November 14, 2023 to December 14, 2023 Total swipes in date range: 43367 Number of AGC cards with successful entries: 239	January 29, 2025 to February 28, 2025 Total swipes in date range: 58270 Number of AGC cards with successful entries: 348																																						
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60 Day Data

In this portion of the report, we are looking at unique swipes in the 60 days listed in timeframes below.

2023 Data	2025 Data																																																																																																																																												
October 15, 2023 to December 14, 2023 Total swipes in date range: 87880 Number of AGC cards with successful entries: 357	December 30, 2024 to February 28, 2025 Total swipes in date range: 109460 Number of AGC cards with successful entries: 462																																																																																																																																												
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653935	39	641866	21																																																																																																																																										
658766	34	658702	20																																																																																																																																										
658755	31	654493	20																																																																																																																																										
664073	31	658776	19																																																																																																																																										
654683	30	654528	19																																																																																																																																										
641851	29	654236	19																																																																																																																																										
653626	29	646068	18																																																																																																																																										
658748	27	658760	18																																																																																																																																										
666333	25	653732	17																																																																																																																																										
653932	25	652547	17																																																																																																																																										
652860	24	653474	16																																																																																																																																										
653744	23	653087	16																																																																																																																																										
603289	23	647035	16																																																																																																																																										
654487	23	640166	16																																																																																																																																										
663913	23	646124	15																																																																																																																																										

90 Day Data

2023 Data				2025 Data			
September 15, 2023 to December 14, 2023				November 30, 2024 to February 28, 2025			
Total swipes in date range: 128191				Total swipes in date range: 153668			
Number of AGC cards with successful entries: 434				Number of AGC cards with successful entries: 593			
11%							
652892	69	653744	22	653935	61		
661283	65	605848	22	653626	46		
661329	57	653707	20	653744	42		
602929	57	655812	20	658769	42	661636	22
649881	49	641927	20	637910	42	641866	21
604651	48	653714	20	652860	39	654493	20
637504	47	646166	19	638171	39	658702	20
653105	45	638986	19	658766	34	654236	19
654021	40	653221	18	640166	32	605492	19
653841	38	640111	18	664073	31	654674	19
641946	36	653299	18	658755	31	658776	19
657351	36	652893	17	654683	30	653105	18
653066	35	653807	17	641851	29	653087	18
641706	31	653836	17	654528	28	653474	18
633357	29	606923	16	652547	28	658760	18
647198	29	652851	16	658748	27	646068	18
647113	28	601697	15	653932	27	641902	17
601708	26	646037	15	666333	25	653479	17
653495	24	641831	15	646124	24	653532	17
654344	23	609064	15	654487	23	653732	17
604059	23	600486	15	647137	23	647100	16
653005	23	653016	15	663913	23	647035	16
654210	22	653030	15	603289	23	666807	16
		652736	15	641879	22	653221	15
				603705	22	653213	15

Protecting GVR Membership Integrity

The data shows: **Annual Guest Cards (AGCs) and Complimentary Guest Cards (CGCs) are being misused at an increasing rate.** While GVR's Guest Policy was designed to provide members with a way to host temporary visitors, the reality is that a significant number of guest cards are being used in ways that circumvent GVR membership requirements.

This misuse undermines the value of membership, creates additional wear and tear on our facilities which can create a financial strain on GVR, and leads to frustration among paying members. To address this issue and align GVR with industry best practices, we recommend policy changes.