

Dreamland Villa Retirement Community Board of Directors

October 14, 2020, 6:30 p.m. Board of Directors Meeting

Welcome: Johna Sharp, President

Pledge of Allegiance

Call to Order: 6:30 p.m. by Johna Sharp, President

Roll Call: Kathie Chismar, Secretary. Present were Johna Sharp, Earl Munday, Dan Hampton, Sandra Eiker, Allees Cohrt and Kathie Chismar. A quorum was present.

Ratification of Minutes: Kathie Chismar made a motion to approve the minutes of the May 20, 2020. The motion was seconded and passed unanimously.

May to September 2020 Treasurer's Report: Dan Hampton, Treasurer. Members may request a copy of current report from the office.

Administrative Services Report: Diane Fisher, Administrative Services Manager. A copy of the report is available in the office.

Standing Committee Reports: Copies of reports, if available, are on file in the office.

Old Business: None

New Business:

Board Member Resignation: Johna made the motion to accept the resignation of Larry Thoma effective August 2020 as he has moved out of Dreamland. The motion was seconded and passed unanimously.

Financial: Dan made the motion to rescind the December 11, 2019 motion to authorize up to \$12,000 to purchase a truck in 2020 to replace the current truck used by the maintenance staff and move the funds to Farnsworth Hall Improvements. The motion was seconded and passed unanimously.

Dan made the motion to reallocate \$6000 from the Pool Heater line item and \$6,000 from the Air Conditioner units to the Farnsworth Hall Improvements. The motion was seconded and passed unanimously.

Policies and Procedures:

Earl made the motion that the Safety Policy and Procedure be amended to delete reference to the previously deleted Physical Activity Waiver Policy and Procedure and to clarify the language related to member responsibility towards safety on DVRC properties and at DVRC activities. The motion was seconded and passed unanimously.

Earl made the motion that Personnel Policy and Procedure 101 – Compensation/Performance Evaluation – be amended to change the date of evaluation to April and to describe how the evaluation is to be processed. The motion was seconded and passed unanimously.

Earl made the motion that the Administrative Services Manager's title be changed to Office Manager and that the job description be amended to bring the language up to date with the

current conditions and associated committees. The motion was seconded and passed unanimously.

Earl made the motion that a Budgets and Accounting Policy and Procedure be approved to establish the policy and general procedures related to DVRC Budgeting and Accounting. The motion was seconded and passed unanimously.

Earl made the motion that the Board approve taking the proposed By Laws amendment to the general membership at the next Annual Meeting with a recommendation that they approve it. This amendment changes the Annual meeting from January to February and the election of board members from February to March. The motion was seconded and passed unanimously.

Pool Maintenance: Earl advised that our current maintenance staff will take pool certification courses to bring pool maintenance inhouse by early next year.

60th Anniversary: Johna made the motion to postpone the official 60th Anniversary celebration from the year 2021 to 2022 due to the Corona Virus. The motion was seconded and passed unanimously.

Committee Chair Appointment: Johna requested the advice and consent of the Board to approve Christie Robbins as the Committee Chair for Residential Sales and Marketing. The appointment was made without dissent.

Strategic Plan: Johna made the motion to accept the completed Strategic Plan as presented to the Board. The motion was seconded and passed unanimously.

Adjournment: 7:58 p.m.

Open Forum: No open forum requests.
Submitted by Kathie Chismar, Secretary

[Attachments](#)

[Policy and Procedure – Safety](#)

[Office Manager Job Duties](#)

[Policy and Procedure - Budgeting and Accounting](#)

[Proposed By Laws amendment](#)

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Safety

Initially Adopted: September 9, 2009

Amended: 2/9/2010, 10/14/2020

I. Policy Statement:

It is the policy of the Dreamland Villa Retirement Community to identify real or potential safety hazards and risks to any individual who is engaged in any activity on Community property including employees; volunteers; participants in sponsored/endorsed programs, events or activities; and their guests, and to institute such procedures as necessary to minimize the likelihood of the risk of health related issues. To this end the following procedures are established.

II. Other Related Policies:

A. Personnel Policies:

1. #203.2 – Employee Safety
2. #304 – Injuries
3. #409 – Work Related Illness/Injury
4. #411 – Employee Safety and Health Protection

III. General:

- A. It shall be the responsibility of all employees, activity monitors, Board members and committee chairpersons to report all unsafe and unhealthy conditions identified on DVRC property as soon as possible to the DVRC Business Office.
- B. Individuals participating in a DVRC sponsored physical exercise/activity class or program or using the equipment in the exercise room do so at their own risk. Anyone using the exercise equipment should be knowledgeable on how to use it properly.
- C. Members are strongly discouraged from using Community facilities when no one else is in attendance and when such use could result in an injury that might involve some health risk. Such facilities include the swimming pools, the exercise room and the wood shop.
- D. No one is permitted to use the machinery in the Wood Shop without the supervision of a Wood Shop monitor.

DREAMLAND VILLA RETIREMENT COMMUNITY

Job Description

(Revised: October/14/2020)

Job Title: Office Manager

Department: Business Office

Reports to: President of the Board of Directors

Interactive Working Relationships with: Treasurer, Committee Chairpersons, Maintenance Personnel, and Members

Compensation Status: Salaried/Exempt

JOB SUMMARY:

Manages the day to day administrative and business operations of a non-profit corporation, furnishes support to the President, Treasurer, Board committees, and Members, and provides continuity for the effective transition from one term of the Board of Directors to the next. The Office Manager is hired by and serves at the pleasure of the DVRC Board of Directors.

BASIC DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

- Attends all open meetings of the DVRC Board of Directors as a participating observer providing status and other reports as required.
- Assists the Treasurer, the Policies and Procedures Committee, and the Personnel Committee with the development of required policies and procedures and maintains the master copy of the Administrative Policy and Procedure Manual, the Uniform Personnel Policies Manual, and the Accounting Systems Manual.
- Performs all activities necessary to maintain the organization's financial accounting system and member account system which includes, in the absence of a bookkeeper, the daily data input as well as actual report and statement preparation.
- Works directly with the Treasurer in the review and interpretation of the financial statements and in the development and review of the annual budget.
- Assists and provides administrative support to the various activities and committee chairs.
- Assists other committee chairpersons as required.
- Oversees the payroll processing system.
- Responsible for overseeing the maintenance of all filing and record keeping systems.
- Assists the President with meeting preparation.
- Assists in the orientation of new Board members and committee chairpersons.
- Ensures all business activities are in accordance with established policies and procedures.
- Recommends for adoption changes in policy, procedures, and operations.
- Generates correspondence, reports, notices, etc. for review by a Board Officer prior to dissemination.

SUPERVISORY RESPONSIBILITIES:

Directly supervises office staff in accordance with established personnel policies and procedures and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems; and recommending disciplinary action and salary adjustments to the Personnel Committee for those individuals reporting to him/her.

EDUCATION and/or EXPERIENCE DESIRED:

High School diploma plus a minimum of three years of general administrative/management and supervisory experience.

QUALIFICATIONS DESIRED:

- **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common business documents and procedures, varying levels of correspondence, computer manuals, financial reports, and legal documents. Ability to communicate with various age groups including senior and aged citizens. Ability to respond to common inquiries and complaints from members, regulatory agencies, or representatives from the business community. Ability to write various types of business correspondence; policies and procedures; by laws and other corporate documents that conforms to prescribed style and format. Ability to effectively present information to the corporation's general membership, officers, and Board of Directors.

- **ACCOUNTING/COMPUTER SKILLS:**

Ability to develop and understand the appropriate accounting entries, in accordance with generally accepted accounting principles, for the organization's financial activity and transactions. Ability to prepare budgets and to analyze and interpret financial reports. Ability to work with computer based accounting systems such as PROMAS or Quick Books, with computer based member accounting systems such as PROMAS and with Microsoft Word and Excel.

- **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply the various elements of the computer systems used by DVRC to satisfy the data collection and reporting needs of the organization.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The physical demands and work environment characteristics described below are representative of those that an employee encounters while performing the basic functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand; to talk and hear; and to use their hands to write, file, and to operate a computer keyboard and other office equipment. The employee is occasionally required to visit other areas of the DVRC complexes. The routine work environment is typical of a small business office arrangement with space set aside for each of the employees and with a counter used to greet visitors, members, and guests.

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DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Budgets and Accounting

Adopted: 10/14/2020

Amended: _____

I. Policy Statement: The Other Comprehensive Bases of Accounting (OCBOA) method referred to as Modified Cash Basis of Accounting shall be used. A detailed accounting procedures manual will be maintained in the Office and used for daily accounting actions. Changes to the manual will be reviewed and approved by the Treasurer, as necessary.

II. General Procedures:

1. Budget:

- a. A budget of daily operating expenses will be approved by the Board, prior to 1 January of the new calendar year. Expenses are not constrained by line item amounts, as long as operating funds are available.
- b. A Capital Budget will be approved by the Board prior to 1 January of the new calendar year to fund capital expenses as defined below.
- c. Actual and budgeted expenditures will be reviewed monthly and a status report made available to all members.
- d. The budgets may be revised during the year as approved by the Board.
- e. Income projections will be developed and should cover all budgeted expenses for the year.

2. Revenue Recognition. Revenue to be recorded when money is received with these exceptions:

- a. Next year annual fees received are recorded as a deferred liability in the current year. At the beginning of the next year, these deferred liability fees are recognized as current year annual fee revenue.
- b. Funds received for Restricted Fund Account Donations are recorded into that Restricted Fund Account.
- c. Facility Rental Income is recognized in the month the rental occurs, not upon the receipt of funds.

3. Capital Expenses (Assets):

- a. A Capital expense is used to record the acquisition of new Property, Plant, and Equipment (PP&E) having a useful life of more than one year and a cost of \$3,000 or more, including all costs to place the item in service, including taxes; or an expenditure of or for the betterment of existing PP&E and that will increase the useful life or improve functionality of the asset. The funding source has no bearing on the recording of the expense as an asset. However, they will usually be funded by the Capital Reserve Account.
- b. Depreciation expense is recorded annually, based on tax return calculations.

4. Capital Reserve:

- a. Ten percent (10%) of any annual fees received each month shall be transferred to the Capital Reserve Fund Account. Excess operating funds may be transferred, as determined by the Board.

5. Payment Processing:

- a. Two DVRC Officer signatures are required for any DVRC check to be valid.
- b. Payment vouchers, whether paid online, by paper check, or electronically are to be reviewed by a DVRC Officer.

6. Reporting:

- a. All financial reports are to be reviewed by the Treasurer prior to being distributed.
- b. Monthly financial reports are to be distributed no later than the tenth (10th) of each month and published in the Citizen newspaper and posted to the DVRC website.
- c. An Annual Report will be made available to the Membership, along with audited financial statements.

BY LAWS of DREAMLAND VILLA RETIREMENT COMMUNITY
Incorporates items approved by the Membership at the January ~~19~~XX, 2020~~1~~ Annual Meeting

ARTICLE I, THE PRESIDENT

Section 1. It shall be the duty of the president to preside at all meetings and enforce all rules and regulations relating to the administration of the Dreamland Villa Retirement Community.

Section 2. The president shall call meetings of the Dreamland Villa Retirement Community or Board when he or she deems it necessary, or when requested by the Board, or upon receiving a written request by Dreamland Villa Retirement Community members, signed by at least one hundred (100) members.

Section 3. The president shall provide all Board members with a copy of the Articles of Incorporation, the By Laws, and the Policies and Procedures of the Dreamland Villa Retirement Community.

ARTICLE II, THE VICE PRESIDENT

Section 1. In the absence of the president, the vice president shall have all the powers, prerogatives and duties of the president.

ARTICLE III, SECRETARY

Section 1. The secretary shall enter in proper books all resolutions and proceedings of the meetings of the Dreamland Villa Retirement Community and of the Board.

Section 2. The secretary shall record and publish all minutes of the Board meetings.

Section 3. The Board may from time to time elect one or more assistant secretaries to perform such duties as the Board may determine.

Section 4. Within ten (10) days of each Board meeting the secretary shall post a copy of the official minutes on the official bulletin board of the Dreamland Villa Retirement Community, and publish them in the next issue of the *Citizen*.

ARTICLE IV, TREASURER

Section 1. Disbursements of the Dreamland Villa Retirement Community made by check shall be signed and countersigned. The signatures shall be by authorized members of the Board of Directors of the Dreamland Villa Retirement Community. Disbursements may also be made by credit card, electronic payment, or other financial means that has board approval.

Section 2. The treasurer shall receive, keep an accurate account of, and be responsible for all Dreamland Villa Retirement Community funds received by him or her.

Section 3. The treasurer shall disburse Dreamland Villa Retirement Community funds, other than ordinary operating expenses, only on the directive of the Board.

Section 4. Dreamland Villa Retirement Community funds shall be deposited to the account of the Dreamland Villa Retirement Community in a federally insured account at a federally insured financial institution designated by the Board.

Section 5. The treasurer shall make a report of the Dreamland Villa Retirement Community financial standing at each Board Meeting and at each Dreamland Villa Retirement Community meeting, post it on the official bulletin board, and publish it in the next issue of the *Citizen*.

Section 6. The treasurer shall post the annual statement of financial conditions after the acceptance of the audit by the Board, on the official bulletin board, and in the next issue of the *Citizen*.

Section 7. The Board may from time to time elect one or more assistant treasurers to perform such duties as the Board may determine.

ARTICLE V, BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of seven (7) members whose terms shall be determined as specified in Article XI, Section 4, below.

Section 2. It shall be the duty of the Board to execute the policies of the Dreamland Villa Retirement Community.

Section 3. A majority of the votes cast, unless a greater percentage may be stipulated by the Board, shall constitute the decision of the Board, and that of the Dreamland Villa Retirement Community on all matters, except for those matters reserved exclusively for approval by the General Membership.

Section 4. The Board of Directors shall appoint, at the beginning of each fiscal year, a committee of three (3) qualified voting members in good standing to perform the audit and review of the Dreamland Villa Retirement Community's financial records and procedures. All audit reports shall be completed no later than one hundred and eighty (180) days following the end of the corporation's fiscal year and shall be made available, upon request, to the Members within thirty (30) days of the audit's completion.

Section 5. A member of the Board must be available for all Board meetings from October through May. A member of the Board who has two (2) or more consecutive unexcused absences from meetings of the Board may be removed from office by a two-thirds vote of a quorum of Board members present at a Board meeting.

Section 6. The Board of the Dreamland Villa Retirement Community shall not, on behalf of the Dreamland Villa Retirement Community, borrow or lend money, nor authorize the officers of the Dreamland Villa Retirement Community to borrow or lend money on behalf of the Dreamland Villa Retirement Community, unless each such transaction is approved by a two-thirds vote of the voting members present at a meeting called for that purpose with at least ten (10) days-notice of the meeting and the purpose.

Section 7. To the extent any vacancy is created on the Board, for whatever reason, such vacancy shall be filled by a vote of a quorum of the remaining members of the Board, and the person so elected to fill the vacancy shall serve until the position is filled following the next scheduled election.

Section 8. No Board member, nor any individual who has an economic or family relationship with a Board member, shall receive any compensation, other than reimbursement for approved expenses, from any funds of the Dreamland Villa Retirement Community during the term of office of the Board member. For purposes of this section, economic relationships include a roommate, landlord/tenant, and the like, and family relationships including marriage, monogamous relationships, parents, grandparents, siblings, in-laws, aunts, uncles, step relatives, etc.

Section 9. It shall be the duty of the Board to take care of, control, and manage all the assets of the Dreamland Villa Retirement Community, and to maintain existing facilities in good repair, assigning and reassigning space as needed.

Section 10. The Board shall not authorize a capital expenditure (an expenditure for the addition or improvement to new or existing properties) in excess of twenty thousand (\$20,000.00) dollars without the approval of a majority of the voting members present at a regular or special meeting of the Dreamland Villa Retirement Community's general membership, that the membership shall be advised of such an expenditure with at least thirty (30) days prior notice published in the *Citizen* of such meeting, and that any expenditure over this amount for maintenance or repair shall not be subject to this rule, but shall require approval of the Board of Directors.

ARTICLE VI, STANDING COMMITTEES

Section 1. Standing and ad hoc committees shall be appointed by the president, with the advice and consent of the Board.

Section 2. Standing committees shall give a written report of their activities and recommendations at the monthly Board Meetings, and provide a final report at the annual meeting of the Dreamland Villa Retirement Community, these reports to be filed with the secretary.

ARTICLE VII, MEETINGS

Section 1. The annual meeting of the Dreamland Villa Retirement Community shall be held ~~during the second week of each January~~ **in February** and shall include the presentation of candidates nominated for election to the Board of Directors and any other pertinent club business appropriately placed in advance on the meeting's agenda.

Section 2. A special Dreamland Villa Retirement Community meeting may be held the first workday of April at 1 P.M. to report the results of the election of directors and officers, and to install the incoming directors and officers.

Section 2a. The treasurer may give his annual report at the March Board meeting, and it shall be published in the next issue of the *Citizen* and posted on the bulletin board at Read and Farnsworth Halls. Annual reports of officers and committee chairpersons of the outgoing Board of Directors may also be given.

Section 3. Special meetings shall be held as outlined in Article 1, Section 2, of the By Laws.

Section 4. Board meetings may be held in the second week of each month (except June, July, August and September).

Section 5. A study session of the Board may be held prior to a Board meeting for the primary purpose of discussing topics to be included at the next Board meeting and to set the agenda for the next Board meeting, such meeting to be scheduled at a date and time not less than five (5) working days prior to the Board meeting. Members of the Dreamland Villa Retirement Community may attend as observers and shall only be permitted to participate in discussions if so invited by the presiding officer.

ARTICLE VIII, QUORUM

Section 1. One hundred (100) voting members shall constitute a quorum at all general membership meetings.

Section 2. A quorum at a Board meeting shall be determined by the majority of the number of Board members stipulated in the By Laws. For example, if the Board should consist of seven (7) members but there are vacancies, the majority will still be determined using seven (7) as the determining number. A quorum of this Board would then be four (4) .

ARTICLE IX, RULES

Section 1. All meetings shall be conducted in accordance with these By Laws, the Arizona statutes to the extent these By Laws are otherwise silent, and Robert's Rules of Order, as revised.

Section 2. The Board may appoint a Parliamentarian to advise on parliamentary procedures when necessary.

Section 3. All members of the Dreamland Villa Retirement Community shall be required to show their current membership cards when attending business meetings, elections, and other official functions of the Club for identification, except where public attendance is permitted by the Board of Directors.

Section 4. No smoking will be allowed in any Dreamland Villa Retirement Community indoor facilities, or in the pool areas, showers, or restrooms.

Section 5. Dreamland Villa Retirement Community shall operate on a calendar year - from January 1 through December 31.

Section 6. The By Laws may only be changed by a majority vote of the general membership.

ARTICLE X NOMINATION AND ELECTION OF BOARD MEMBERS AND OFFICERS

Section 1. The nominating committee shall consist of three (3) voting members to be appointed by the president and approved by the Board by the November meeting of the Board.

Section 1a. The nominating committee shall present a slate of candidates of voting members for the Board at the ~~January~~ **February** membership meeting. Members interested in being candidates for the Board shall have until January 1st to announce their candidacy to the Nominating Committee Chairperson. The number of candidates nominated by the nominating committee should equal at least the total number of anticipated Director vacancies.

Section 2. Election shall be by secret ballot supervised by tellers appointed by the president. They shall receive the ballots and tabulate the results. All ballots, voted and blank, must be accounted for and kept on file for six (6) months. Counting shall be at Read Hall. Poll watchers may observe.

Section 3. Election of candidates to the Board shall be conducted on the second Tuesday in ~~February~~ **March** between the hours of 8:00 a.m. and 7:00 p.m. at polling places designated by the Board and under rules established by the Board.

Section 3b. The names of candidates shall be listed on the ballot in alphabetical order in even years and in the inverse order in odd years.

Section 3c. The ballot shall not indicate any political or other affiliation of any of the candidates. Membership cards must be presented at the time of voting. Absentee ballots will be accepted from members in good standing for the election of candidates to the Dreamland Villa Retirement Community Board of Directors according to the procedures set forth in the Administrative Policy and Procedure Manual.

Section 4a. In order to maintain the Board at the prescribed level, an appropriate number of Directors should be elected ~~each February~~ to fill openings in April. The three candidates receiving the highest number of votes shall serve for three years, then in descending order, two years and one year. In case of a tie vote, the nominating committee chair will flip a coin to determine the winner.

Section 4b. A director who has served two consecutive terms, not to exceed a total of six (6) years, shall not be eligible for re-election to the Board until there is a lapse of at least one (1) year following the last term served. A newly appointed director filling out a partial year until the next election shall remain eligible for election to two full consecutive terms. Further, a Board member resigning for any reason, prior to the end of his/her elected term, will be prohibited from serving on the Board again until the end of his/her elected term plus one year.

Section 5. After the ~~February~~ election and prior to the first workday in April the president shall call a meeting of the newly elected directors and the carry over directors solely for the purpose of electing officers from among their number to serve for one-year officer terms commencing on the first workday of April.

ARTICLE XI, MEMBERSHIP AND DUES
Any fee requested is a voluntary contribution. No fee is mandatory.

Section 1. All persons residing within the 18 sections of Dreamland Villa and renters of apartments that are located at 315 (APN: 141-75-096 B & G), 321 (APN: 141-75-096 C) and 333 (APN: 141-75-096 E & L) N. Higley Road; 5233 E. University Dr. (APN: 141-75-096 M, N, P & Q); 6732, 6742 and 6750 (APN: 141-62-013 H, J & K) E. Dallas St.; 245 N. 56th St.(APN: 141-49-041 F); 5631 E. University Dr. (APN: 141-49-041 D); 5825 E. University Dr. (APN: 141-49-006 J, K, L, M, P, Q, R & S); and 5925 E. University Dr. (APN: 141-49-006 E) that are not situated within the 18 Sections, provided such renters meet the residency standards established in the Senior Overlay Zoning Designation, may purchase a voting membership in the Dreamland Villa Retirement Community pursuant to the Administrative Policy and Procedure Manual. Annual fees shall be the same for all classes of membership. Memberships may not be purchased for, by, or on behalf of any person not a resident of Dreamland Villa or of the apartments described above. Membership cards shall only be issued to individuals and not to groups of individuals.

Section 2. Annual fees for the next calendar year should be established by the Board no later than the November Board meeting and shall be due on or before January 31 of the new membership year. If the Board establishes the annual fees for any amount that exceeds that of the previous year by more than 10% then such fee increase shall be referred to the general voting membership of the Dreamland Villa Retirement Community at a special meeting for approval or disapproval. If a majority of the valid votes cast on the issue by the voting members present do not approve the annual fees increase, the fees for the ensuing year shall not exceed that of the previous year by more than 10%.

Section 3. If the Board fails to establish the annual fees by the November Board meeting, then the fee for that year shall be the same as the fees for the preceding year, and shall be due and payable as stated in Article XII, Section 2.

Section 4. New property owners, at the time of escrow closing, or when desiring membership, shall be requested to pay, in addition to the annual fee, a one-time Initial Membership Fee (IMF). The IMF is to be established by, and may from time to time be modified by, the Board of Directors. Only one IMF may be charged for a residence regardless of the number of individuals residing in that residence. The IMF is not applicable to transfer of ownership between family members, i.e., spouses, parents, siblings or children.

Section 5. New members shall pay 1/12th, to the nearest whole dollar, of the current annual fees for each month, including any partial month, remaining to the end of the current year. There shall be no refund of the annual fee paid should a membership, for any reason, be terminated. For purposes of this Section, a new member shall be defined as an individual who has not been a member of Dreamland Villa Retirement Community during the previous membership year.

Section 6. If a member in good standing relocates to a new residence within Dreamland Villa, the annual fee paid is transferable with the member to the new residence for the remainder of the current year.

Section 7. Dreamland Villa Retirement Community memberships not renewed by January 31st of the current membership year shall be deactivated. Such memberships may be reactivated during the same membership year that the membership was allowed to lapse by paying the unpaid membership annual fee. Such memberships allowed to lapse into subsequent membership years will be considered terminated and may only be restored by paying the current one year's annual fee. All membership rights shall be suspended during any period in which the annual fees and any other membership related fees remain unpaid.

Section 8. Membership privileges and benefits shall be suspended by the Board for any person who: violates the rules and regulations of the Dreamland Villa Retirement Community; is charged with sexual harassment, with a deliberate act that causes interference and/or harassment to other individuals, particularly the physically challenged, or with the use of lurid or profane language and/or the conducting of one's self in an offensive, suggestive or rude manner while on or in Dreamland Villa Retirement Community property or facilities; or causes Dreamland Villa Retirement Community to incur any costs, including legal fees, regardless of whether a lawsuit is filed; or violates Dreamland Villa Retirement Community's governing documents and fails to correct the violations after notice is given in writing to such member.

Section 9. The Declaration of Restrictions and Amendments thereto, attached to the real property located within one of Dreamland Villa-Development's eighteen (18) sections, establishes that Dreamland Villa is a 55+ community, and each dwelling unit shall be occupied by at least one resident aged fifty-five years of age or older, and that no person eighteen (18) years of age or younger shall reside in a dwelling unit for a period longer than 90 days. It shall be the policy of the Dreamland Villa Retirement Community to establish policies and procedures to comply with the requirements set forth in the US Department of Housing and Urban Development Housing for Older Persons Act of 1995, Final Rule Effective May 3, 1999, and the Maricopa County Zoning Ordinance, Chapter 10 – Overlay Zoning Districts, Section 1006. Senior Citizen Overlay.