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July 2, 2024

Dear SCCA Homeowner,

The Board of Directors has reviewed and approved for distribution, the enclosed amendments and additions to the Rules and Regulations. In accordance with California Civil Code §4360(a) these are hereby published to the membership for a 28 day comment period.

The Board of Directors is soliciting comments from the membership no later than August 21, 2024 at 12:00 p.m. If you have any comments or questions, please email them to manager@suncitycivic.com or by dropping them off at the onsite office at the address above.

These amendments and additions will be considered at the next Board meeting on Tuesday, August 27, 2024 in accordance with California Civil Code. Any comments received will be considered at said meeting in accordance with California Civil Code §4360(b).

This letter and attachments are posted on campus on the displays located at Webb Hall, North Hall, Olympic Pool and Civic Hall as well as on the Association's website: www.suncitycivic.com and clicking on the News tab on the top right.

Sincerely,

Norma Zermeno

Norma Zermeno, AMS®, PCAM®
As Agent for Sun City Civic Association

Attachments: 2 pages, Rules and Regulations Proposed Changes and Additions
2 pages, Proposed Association Nondiscrimination Policy
3 pages, Proposed Workplace Anti-harassment Policy

Sun City Civic Association
Rules and Regulations Proposed Changes and Additions as of July 2, 2024

Purpose of the following 3 changes/additions: may reduce the liability for the association or clubs/PSOs, reduces the need for additional supervision and potential misconduct, ensures the facilities and events are used primarily by residents and adult guests aligning with the intended use of the campus.

Effect of the following 3 changes/additions: if adopted by the Board, restricts access by minors to events and Club/PSO events/meetings/gatherings with the exception of the pool area

Page 6, C. General Guidelines, Add #13

Eligible Residents may only have Guests on campus that are 18 years of age and older, including at association events and clubs/PSO events/meetings/gatherings, with the exception of the pool area as specified.

Page 7, F. Clubs & Organizations, Add #7

Clubs/PSOs may only allow guests of eligible residents that are 18 years of age and older to any gatherings, meetings, functions or events.

Purpose of the following change/addition: may reduce the liability for the Association, assures there is a record of attendance for insurance purposes, enhances the importance of providing sign in sheets indicating residents and their guests in attendance at Club/PSO functions, ensures the facilities are used by residents

Effect of the following change/addition: if adopted by the Board, it will create a burden on the Clubs/PSOs to assure sign in sheets are provided and that there is a means to deal with non-compliance

10. D. Club/PSO SCCA Member Attendance/Sign in Sheets

Page 9, H. Use of Facilities, Item 1.k. Amend

Clubs/PSOs must use the sign-in sheets provided by the SCCA (available from the SCCA Office) for each meeting or gathering on SCCA property. The sign-in sheets are to be turned in to the SCCA Office weekly or monthly, depending on how often the Club/PSO meets. *If this requirement is not met in accordance with how instructed to complete said forms the following action will be taken:*

- i. Initial Violation: Club/PSO will receive a written warning with a correction notice*
- ii. 2nd Violation: Club/PSO will receive a written notice of a hearing before the board of directors which may impose a 1 month suspension from the use of the facilities*
- iii. 3rd Violation: Club/PSO will receive a written notice of formal suspension of the Club/PSO and restricted from the use of campus*

Purpose and effect of the following changes: there is none as this is rule contradicts/repeats itself in the same section

Page 7, F. Clubs & Organizations

Strike: F(c). Clubs may not invite guests to compete regularly on an intra-club basis.

Purpose and effect of the following changes: there is none as this is currently a policy in place; it enforces the policy in place

10. E. Remove Providing Club Supplies

Page 8, F. Clubs & Organizations, Item 6. Amend

Clubs approved to use SCCA facilities shall be responsible for purchasing their own supplies. ~~The SCCA will supply a coffee maker, carafe and water pitchers for use only.~~ Requests for service, repair, or replacement of SCCA owned equipment must be submitted in writing to the SCCA Office.

Purpose for the following change: Assures compliance to Federal Law by each board member, discerns responsibility for fines issued for non-compliance

Effect of the following change/addition: if adopted by the Board, this policy will be implemented by the Association's Board of Directors

10. F. CTA Board Sign Up

Page 6, C. General Guidelines, Add #14

Federal Law enacted under the Corporate Transparency Act (CTA), requires all board members to register and provide Beneficial Ownership Information within 30 days of joining the board of directors. Failure to comply with the aforementioned, a fine may impose a fine of up to \$1,000 per day against the association and individual board member. Now therefore, if a board member does not comply with registration, that board member will be required to tender their resignation immediately; if no resignation is received, the board of directors will take further action including but not limited to forming an executive committee which shall be granted full authority to control all the Association's business subject only to the limitations in Corp Code sec. 7212, or propose removal of the board member from the board of directors.

Sun City Civic Association

[PROPOSED] ASSOCIATION NONDISCRIMINATION POLICY

Purpose: The purpose of the proposed policy is to protect against unlawful discrimination at Sun City Civic Association.

Effect: If adopted by the Board, this nondiscrimination policy will be implemented by the Association's Board of Directors and management.

Nondiscrimination Policy

1. The volunteer officers, directors, committee members and other volunteers of the Association and the agents and employees¹ of the Association, including management company representatives, shall not discriminate in the provisions or enjoyment of services, amenities, privileges and other conditions against any Association member, resident or guest on the basis of any protected characteristic, including, but not limited to, race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, veteran or military status, genetic information ancestry, national origin, familial status or disability.
2. The Association is committed to providing an inclusive and welcome environment for all Association members, residents and their guests.
3. The Association shall consider and respond to requests for disability accommodations in a prompt and reasonable manner.
4. If an Association member, resident or their guest feels that they have been discriminated against or harassed on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, veteran or military status, genetic information ancestry, national origin, familial status, disability or on any other unlawful basis, they should immediately report the matter to management. If that manager is not available or the reporting individual feels that it would be unproductive to inform that person, the reporter should immediately contact the Association President or Vice President. Once the matter has been reported, it will be promptly investigated, and any necessary corrective action will be taken where appropriate.

¹"Employees," for purposes of this policy, include staff persons employed by independent contractors to perform services for the Association.

5. Complaints of unlawful discrimination/harassment will be handled in as discrete and confidential manner as possible under the circumstances.

This policy shall be effective on the date of adoption by the Board of Directors.

Certificate of Secretary

The undersigned, the duly appointed Secretary of Sun City Civic Association, hereby certifies that the foregoing Association Nondiscrimination Policy was adopted by the Board at a duly noticed and agendized open Board meeting after the proposed policy was distributed by general notice for members to review and comment for not less than 28 days and after the Board considered such member comments. The Board meeting took place on _____, 2024, at Sun City, Riverside County, California.

Dated: _____

Secretary, Sun City Civic Association

Sun City Civic Association

[PROPOSED] WORKPLACE ANTI-HARASSMENT POLICY

Purpose: The purpose of the proposed policy is to protect against workplace harassment at Sun City Civic Association.

Effect: If adopted by the Board, this anti-harassment policy will be implemented by the Association's Board of Directors and management.

Workplace Anti-Harassment Policy

Sun City Civic Association is committed to providing a work environment free from harassment. The Association believes that people deserve to work in a respectful and inclusive workplace that fosters growth and productivity. The Association will not allow unlawful discrimination or harassment of any employee or volunteer serving the Association.

This policy covers any and all Association employees¹ or volunteers serving the Association. Each Association volunteer or employee is expected to comply with the policy. Members and residents must also comply with this policy in their interactions with Association employees and volunteers. Appropriate disciplinary action up to and including termination of any Association employee or volunteer in violation of this policy will be taken. Furthermore, Association members and their co-residents, tenants or guests who violate this policy will be subject to appropriate discipline by the Association.

Definitions of Harassment and Discrimination

1. *Discrimination:*

- Discrimination means treating another individual less favorably for reasons based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, military or veteran status, marital status, genetic ancestry information, familial status, disability or any other protected criteria. Discrimination can include, but is not limited to:
- Limiting job opportunities, privileges or benefits

¹"Employees," for purposes of this policy, include staff persons employed by independent contractors to perform services for the Association.

- Unequal working conditions
- Evaluations based on characteristics unrelated to work
- Harassment or permitting harassment

2. *Harassment:*

The Association prohibits harassment of any kind, including, but not limited to, sexual harassment, bullying, hazing, threats, unlawful violence and stalking. The Association will take prompt and appropriate action in response to violations of this policy.

For purposes of this policy, harassment is any verbal or physical conduct intended to (or which causes despite lack of intent) threaten, intimidate, coerce or demean any employee or volunteer working for the Association.

Harassment is also any unwelcome behavior that creates a hostile or offensive work environment for another employee or volunteer. The victim need not be the intended target of the harassment.

3. *Reporting Harassment:*

Employees or volunteers who experience or witness any behavior they believe constitutes harassment or discrimination are encouraged to report it immediately. Employees/volunteers who feel safe enough to do so should inform the harasser directly that the conduct is unwelcome and must stop. Employees/volunteers can report harassment to their supervisors, a human resources representative, or any member of management. Employees/volunteers may also report harassment anonymously to the Association's President or Vice President if they prefer.

4. *Investigation and Response:*

All reports of harassment will be taken seriously and investigated promptly. If it is determined that harassment has occurred, the Association will take appropriate action to address the situation which may include disciplinary action up to and including termination of the harassing employee or volunteer or, in the case of a harassing member or the member's co-residents, tenants or guests, fines, suspension of privileges and/or taking legal action against the responsible member.

All complaints will be treated as confidential to the extent possible and information disclosed on a need-to-know basis. Although the identity of the complainant may need to be revealed during the course of the investigation, the person responsible for investigating on behalf of the

Association will take reasonable steps to ensure the complainant is protected from retaliation during and after the investigation. If appropriate, the complaint will be referred to law enforcement for further investigation.

5. *Protection for Harassment Reporting:*

The Association encourages any employee/volunteer who has suffered discrimination or harassment to report such behavior immediately. Retaliation against any employee/volunteer reporting harassment is prohibited. Any retaliation against an employee/volunteer who reports harassment or discrimination will not be tolerated and will be investigated and appropriate action taken.

6. *Training:*

All employees/volunteers will receive training on this harassment policy and what constitutes appropriate workplace behavior. We are committed to ensuring that Association employees/volunteers are aware of the rights and responsibilities under this policy.

Sun City Civic Association is committed to maintaining a harassment-free workplace for all employees/volunteers. We expect all employees/volunteers to act with respect and professionalism at all times. Further, we expect all members, their co-residents, tenants and guests to refrain from any harassment of the Association's employees and volunteers.

This policy shall be effective on the date of adoption by the Board of Directors.

Certificate of Secretary

The undersigned, the duly appointed Secretary of Sun City Civic Association, hereby certifies that the foregoing Workplace Anti-Harassment Policy was adopted by the Board at a duly noticed and agendaized open Board meeting after the proposed policy was distributed by general notice for members to review and comment for not less than 28 days and after the Board considered such member comments. The Board meeting took place on _____, 2024, at Sun City, Riverside County, California.

Dated: _____

Secretary, Sun City Civic Association