



RANCHO SANTA FE ASSOCIATION
NOMINATION PACKET FOR
2021 BOARD OF DIRECTORS ELECTION

This Nomination Packet consists of the following documents:

1. Election Schedule approved by the RSFA Board of Directors on January 7, 2021
2. Election Rules approved by the RSFA Board of Directors on February 6, 2020
3. List of Qualifications and Nomination of Directors
4. Self-Nomination Form
5. Statement of Economic Interests



**Rancho Santa Fe Association
Board of Directors Election Schedule for 2021**

January 7, 2021	First Board meeting of the year. Board approves the 2021 Election Schedule and appoints Inspector of Elections.
February 10, 2021	Deadline for posting requirements for candidates and nominating procedures. Association begins accepting Nomination Forms and Statements of Economic Interests.
March 4, 2021	Deadline to amend election operating rules.
March 12, 2021	Candidate nomination deadline. Candidates must submit Nomination Forms and Statements of Economic Interests to the Association Manager by 5:00 pm
March 29, 2021	Record date for determination of Members who are entitled to vote. Members must be Members of Record by 5:00 pm.
April 6, 2021	Deadline for candidates to submit campaign materials to the Association Manager by 5:00 pm.
April 13, 2021	Association deadline to post: (1) list of candidates, (2) deadline for returning ballots, and (3) time/place of Annual Meeting.
April 13, 2021	Association deadline to mail Notice of Annual Meeting and candidate election materials.
April 23, 2021	Last day for candidates to withdraw names from the ballot.
May 13, 2021	Annual Meeting & Candidate Forum and ballots mailed to Members.
June 14, 2021	Ballot/election deadline. Ballots must be returned to the Association by 5:00 pm to be counted.
June 15, 2021	Special Board Meeting to obtain results. Ballots are counted by the Inspector of Elections.
June 30, 2021	Deadline for posting election results.
Jul 1, 2021	Newly elected directors take office on July 1.



RANCHO SANTA FE ASSOCIATION ELECTION RULES

GENERAL

These rules, policies and procedures shall apply to all items legally requiring a vote of the membership of the Rancho Santa Fe Association and identified in Section 5100(a) of the Davis-Stirling Common Interest Development Act (the “Davis-Stirling Act”), or successor statute, and any amendments thereto, including but not limited to, elections of directors, votes to remove one or more directors, votes on assessments that legally require a vote, amendments of the governing documents, grants of exclusive use of common areas, and such other votes as the Board of Directors determines should be conducted by secret ballot.

If there is a conflict between any provisions in the Articles of Incorporation, Bylaws, or Protective Covenant of the Rancho Santa Fe Association and the Election Rules the provisions of such documents shall prevail.

The Board may adopt such policies and procedures as necessary to ensure that the ownership of each Building Site (as defined in Article VI(a) of the Amended and Restated Articles of Incorporation) for purposes of membership and voting is properly identified.

RIGHT TO VOTE

As described in these Rules, votes may be cast by Members either in person or by mail-in ballot. There shall be no voting by proxy. The Association may not deny a ballot to any person who is a Member of the Association at the time the ballots are distributed.

The Association may not deny a ballot to any person who has the general power of attorney for a Member of the Association. Any person with a general power of attorney for a Member must notify the Association and provide a copy of a valid general power of attorney to verify the person’s right to vote on behalf of the Member. If a ballot from a person with a valid general power of attorney which has been provided to the Association returns a ballot within the timelines established for the return of all ballots, the ballot shall be counted. (Civil Code § 5105(g))

The Association shall retain a voter list which shall include the name, voting power, and the physical address of the voter’s Lot and parcel number (“Voter List”). The mailing address for the ballot(s) shall be listed on the Voter List if it differs from the physical

address of the voter's Lot or if only the parcel number is used. The Association shall permit Members to verify the accuracy of their individual information on the Voter List at least thirty (30) days before the ballots are distributed. The Association or Member shall report any errors or omissions on the Voter List to the inspectors of election who shall make the corrections within two (2) business days. (Civil Code § 5105(a)(7))

VOTING POWER OF MEMBERS

The voting power of the Members is as stated in Article VI(c) of the Amended and Restated Articles of Incorporation.

VOTING

Members may vote in one of two ways: either (i) in person by written ballot at an annual meeting or special meeting or (ii) without a meeting by written ballot distributed to all Members entitled to cast votes. There shall be no voting by proxy. With respect to written ballots distributed to Members for a vote to be taken entirely by mail, the Board shall fix a date and time by which ballots are to be returned to be counted. Whenever written ballots are distributed to Members, there shall be provided a reasonable time within which to return the ballots to the Association but not less than thirty (30) days nor more than forty-five (45) days after the ballots are first distributed.

QUALIFICATIONS AND NOMINATION OF DIRECTORS

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

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

No one who has been a Member of the Association for less than one (1) year may be a nominee.

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

The Association shall have no obligation to investigate the background or possible criminal history of any candidate.

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

- The Member has paid the regular or special assessment under protest pursuant to Civil Code section 5658.
- The Member has entered into a payment plan pursuant to Civil Code section 5665.

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

Directors shall be eligible for reelection without limitation on the number of terms they may serve.

The Association shall provide general notice of the procedure and deadline for submitting a nomination at least thirty (30) days before any deadline for submitting a nomination. Individual notice shall be delivered pursuant to Civil Code section 4040 if individual notice is requested by a Member.

Nominations of individuals qualified to be Directors shall be made in writing on a form provided by the Association by any Member in good standing, including a nomination made by the candidate of himself or herself, accompanied by a statement of economic interests filed at the principal office of the Association not later than sixty (60) days prior to the annual meeting, which written nomination and statement of economic interests shall promptly be delivered to the Manager. Such nominations shall be immediately posted on the Association's bulletin board and website by the Secretary. A candidate may withdraw by giving written notice to the Secretary not less than twenty (20) days prior to the annual meeting or the date the first written ballot is mailed or distributed.

The Association shall retain a candidate registration list and shall permit Members to verify the accuracy of their individual information on the candidate registration list at least thirty (30) days before the ballots are distributed. The Association or Member shall report any errors or omissions on the candidate registration list to the inspectors of election who shall make the corrections within two (2) business days. (Civil Code § 5105(a)(7))

Nominations for election to the Board of Directors may not be made from the floor during a meeting of Members and write-in candidates are prohibited.

INSPECTORS OF ELECTIONS

In advance of any meeting of Members at which an action may be taken, or in advance of any action to be taken without a meeting by written ballot, the Board of Directors shall appoint inspectors of elections. If any individual so appointed fails to appear or refuses to act, the chairman of the meeting of Members, or the President, if no meeting, shall appoint an individual or individuals to replace those who so fail or refuse to act. The number of inspectors shall be one (1) or three (3) and shall satisfy the qualifications required by the Davis-Stirling Act, or successor statute.

The inspectors of elections shall deliver, or cause to be delivered, a copy of these Rules at least thirty (30) days before an election. Delivery of these Rules may be accomplished by either of the following methods: (1) posting them to an internet website and including the corresponding internet website address on the ballot together with the phrase, in at least 12-point font, "The rules governing this election may be found here:" or (2) individual delivery. The inspectors of elections shall determine, with respect only to the action for which the inspectors were appointed and with reference solely to the records of the Association, the number of Members entitled to vote, the number of votes represented, the existence of a quorum and the authenticity, validity, and effect of ballots, hear and determine all challenges and questions in any way arising in connection with the right to vote count and tabulate all votes, determine when the polls shall close, if the action shall be at a meeting, determine the results and do such acts as may be proper to conduct the election or vote with fairness to all Members.

An inspector of elections may not be Board Member or a candidate for election or related to or reside with a Board Member or a candidate for election. An inspector of elections may not be an employee of the Association or may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for compensable services other than serving as an inspector of elections. Unless an outside consultant is engaged to serve as an inspector, each inspector of elections shall be a Member. If not a Member, an inspector of elections may be compensated for their services. Members shall not be compensated for serving as an inspector of elections.

The inspectors of elections may appoint additional persons to assist in performing any of the above duties. Any such persons shall meet the qualifications for appointment as an inspector of elections.

The Board shall have the authority to remove and/or replace an inspector of elections at any time if an inspector resigns or whenever the Board determines that an inspector of elections will not be able to perform duties impartially and in good faith or if the inspector ceases to meet the qualifications to serve as described in above.

The inspectors of elections shall have the authority to consult with the Association's legal counsel in the event of uncertainties in the interpretation or application of Davis-Stirling Act, these Rules, the Association's governing documents, or as might otherwise be necessary to ensure a fair election or vote that complies with the law and the

governing documents. All such consultations shall be protected by the Association's attorney-client privilege and shall be kept confidential from all persons other than Members of the Board of Directors. Note, however, that neither the inspectors of elections nor the attorney shall disclose to others, including Members of the Board, how a particular ballot is or has been voted.

VOTING BY SECRET BALLOT

The Association shall provide general notice of all of the following at least 30 days before the ballots are distributed:

1. The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector or Inspectors of Elections.
2. The date, time, and location of the meeting at which ballots will be counted.
3. The list of all candidates' names that will appear on the ballot.

Individual notice of (1) through (3) above shall be delivered pursuant to Civil Code section 4040 if individual notice is requested by a member. (Civil Code § 5115(b))

Ballots shall be returned to the inspectors of elections by mail sent to P.O. Box 1212, Rancho Santa Fe, CA 92067, or by deposit in a locked box at the office of the Association at 17022 Avenida de Acacias, Rancho Santa Fe, CA, unless otherwise specified by the inspectors of elections and so noted in the balloting materials.

The inspectors of elections shall have the right to review the number of ballots collected prior to the deadline for voting and inform the Board of Directors of the number of ballots received. Voting envelopes shall not be opened as part of this review - only a review of unopened envelopes is allowed to determine the total number of votes cast and to verify the Member's information and signature on the outer envelope.

Once cast, secret ballots cannot be revoked or changed, even if the Member attends the meeting and seeks to change or withdraw their vote before the polls close.

COUNTING THE BALLOTS

Secret ballots can only be opened and counted at a meeting of the Members or Board of Directors at which a quorum of Members or Directors, as applicable, has been established.

MEDIA OPPORTUNITIES

Except as provided below, no candidate or Member advocating a point of view shall be provided access to the Association's media, newsletters or website during a campaign and no material shall be mailed by the Association.

All candidates may announce their candidacy in an Association mailing, which shall include a one-page (8½" x 11") advertisement prepared and paid for by the candidate.

The access to the Association's membership list shall be provided as permitted by Section 8330 of the California Corporations Code, or successor statute, and any amendments thereto.

A biography prepared by the candidate (not to exceed 150 words) shall be included with the election ballot.

Candidates shall be given an opportunity to speak at the Association's annual meeting.

USE OF COMMON AREA FACILITIES FOR CAMPAIGN PURPOSES

All candidates for election and other Members may use the common areas designated to conduct campaign activities or advocate a point of view on an election or voting issue pending before the membership. All candidates and Members will be provided an equal opportunity to use the designated common areas for these purposes. No fees shall be charged to any candidate or Member for use of any common area conducting campaign activities or advocating a point of view on an election or voting issue pending before the membership.

RECALL ELECTIONS

To initiate the recall of one or more directors or the entire Board, the Board must receive a recall petition for a special meeting for the recall election signed by at least five percent (5%) of the Association's Members calling for a special meeting for the recall election. The recall petition signed by at least five percent (5%) of the Association's Members must also include the Members' printed names and the addresses of their Lot for verification purpose. Pursuant to Corporations Code 7510(e), a vote for a recall may also be initiated by the Board.

Upon receipt of a valid recall petition, the Board will promptly appoint an Inspector(s) of Elections.

Within twenty (20) days of the Board's receipt of a valid recall petition, the Board will notice the Members of and will set the time, date, and location of the special meeting to hold the recall election.

The special meeting must be held between thirty-five (35) and ninety (90) days of the Board's receipt of the petition.

In an effort to avoid recalled directors remaining on the Board until replacement directors are elected, the election for replacement directors will be held at the same time as the recall vote. As such, the Members will vote on two issues: (i) the recall of directors, and (ii) the replacement of directors. The inspectors of elections will tabulate the votes on the replacement of directors immediately following the recall vote, if the recall is successful.

Generally, when there is a recall election, it is desirable and often necessary to include an election of replacement directors on the same ballot as the recall vote. If the recall election is successful in whole or in part, the Association cannot be left without a functioning Board until a later election can be conducted. Given the statutory notice requirements for an election as outlined in these Rules, if the election to fill any vacancies created by a removal vote is not conducted at the same time as the recall vote, the Association could be left without a Board to conduct the necessary and essential business of the Association potentially causing great harm to the Association.

While Corporations Code section 7511(c) requires the Association to fix the date of the recall election not less than thirty-five (35) days, but not more than ninety (90) days after the Association's receipt of the request, the various notification requirements of Civil Code sections 5105(g)(4) and 5115(a)-(b) for the election of any replacement Directors make it difficult, if not impossible, for the Association to schedule the recall election meeting before the ninety (90) day deadline of Corporations Code section 7511(c). In an effort to meet the ninety (90) day deadline of Corporations Code section 7511(c), the Association may shorten the deadline to submit the Candidate Nomination Forms as needed to comply with the requirements of Corporations Code section 7511(c) for the recall election.

In order to curb a potential superfluous use of Association funds, a recall election may not be initiated against a Board Member(s) if the targeted Board Member(s)'s term expires within one-hundred (100) days from the date the Board received the recall petition unless the recall petition is petitioning to recall the entire Board.

The Association may facilitate the production of and pay for the cost of all recall election materials and the mailing of the same. If, however, a valid recall petition is received by the Board within twelve (12) months from the date of a prior recall election, whether the prior recall election was successful or not, the Association may facilitate the production of all recall election materials and the mailing of same, but the cost of the recall election will be borne by the petitioning party.

ELECTION CHALLENGES AND BALLOT RECOUNTS

The inspectors of elections shall, upon written request, make the Association election materials (returned ballots, signed voter envelopes, Voter List, and the candidate

registration list) available for inspection and review by an Association Member or the Member's authorized representative should a Member challenge the election or demand a ballot recount. Signed voter envelopes may be inspected but may not be copied pursuant to Civil Code section 5200(c).

Any recount will be conducted in a manner that preserves the confidentiality of the vote. To preserve the confidentiality of the vote, Members will not be entitled to inspect the inspectors of elections tabulation documents or notes submitted to the Association.

Should professional inspectors of elections act as the Association's inspectors of elections, the Member or Members challenging the election or demanding a recount of the ballot will bear the costs charged by the professional inspectors of election as a result of the election challenge and/or ballot recount. Professional inspectors of elections is defined as inspectors of elections who may be compensated for their services.



RANCHO SANTA FE ASSOCIATION QUALIFICATIONS AND NOMINATION OF DIRECTORS FOR 2021 ELECTION

- Only persons who are Members of the Association may be a nominee for election. If title to a Lot is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a Member for purposes of being a nominee for election to the Board.
- No Member may be a nominee if the Member, if elected, would be serving on the Board at the same time as another Member who holds a joint ownership interest in the same Lot and the other Member is either properly nominated for the current election or an incumbent director.
- No one who has been a Member of the Association for less than one (1) year may be a nominee.
- No Member may be a nominee if that Member discloses, or if the Association is aware or becomes aware of, a past criminal conviction that would, if the Member were elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code section 5806 or terminate the Association's existing fidelity bond coverage. The Association shall have no obligation to investigate the background or possible criminal history of any candidate.
- A Member who is more than thirty (30) days delinquent in the payment of regular and special assessments (not including nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party) is not qualified to be a nominee. A Member shall not be disqualified for failure to be current in payment of regular and special assessments if either of the following circumstances is true:
 - The Member has paid the regular or special assessment under protest pursuant to Civil Code section 5658.
 - The Member has entered into a payment plan pursuant to Civil Code section 5665.
- Prior to disqualifying any Member from being a nominee, the Association must offer the Member an opportunity to engage in internal dispute resolution pursuant to Civil Code section 5900 et seq.
- Directors shall be eligible for reelection without limitation on the number of terms they may serve.

- The Association shall provide general notice of the procedure and deadline for submitting a nomination at least thirty (30) days before any deadline for submitting a nomination. Individual notice shall be delivered pursuant to Civil Code section 4040 if individual notice is requested by a Member.
- Nominations of individuals qualified to be Directors shall be made in writing on a form provided by the Association by any Member in good standing, including a nomination made by the candidate of himself or herself, accompanied by a statement of economic interests filed at the principal office of the Association not later than sixty (60) days prior to the annual meeting, which written nomination and statement of economic interests shall promptly be delivered to the Manager. Such nominations shall be immediately posted on the Association's bulletin board and website by the Secretary. A candidate may withdraw by giving written notice to the Secretary not less than twenty (20) days prior to the annual meeting or the date the first written ballot is mailed or distributed.
- The Association shall retain a candidate registration list and shall permit Members to verify the accuracy of their individual information on the candidate registration list at least thirty (30) days before the ballots are distributed. The Association or Member shall report any errors or omissions on the candidate registration list to the inspectors of election who shall make the corrections within two (2) business days. (Civil Code § 5105(a)(7)).
- Nominations for election to the Board of Directors may not be made from the floor during a meeting of Members and write-in candidates are prohibited.



**RANCHO SANTA FE ASSOCIATION
2021 BOARD OF DIRECTORS SELF-NOMINATION FORM**

TO: The RSF Association Manager

FROM: _____

DATE: _____

SUBJECT: Self-Nomination to Board of Directors

Deadline to Submit: March 12, 2021, 5:00 pm

Please be notified that I am nominating myself as a candidate for the election to the 2021 Rancho Santa Fe Association Board of Directors and attach hereto a completed copy of my Statement of Economic Interests.

The Association Manager shall promptly review such Statement and, if it is complete, certify the same as complete. If any deficiencies are not corrected to the satisfaction of the Association Manager by the **nomination deadline of 5:00 pm on March 12, 2021**, I will not qualify as a candidate in the upcoming election.

This is to certify that I do now, and/or will **by 5:00 pm on March 12, 2021**, meet the enclosed requirements to be a nominee for the position of Director as outlined in the enclosed Election Rules approved by the Rancho Santa Fe Association Board of Directors on February 6, 2020.

My Contact Information

Property Address: _____

Mailing Address: _____

Email: _____

Telephone: _____

Signature: _____

Please return completed form to Association Manager Christy Whalen via email at christy@rsfassociation.org or via regular U.S. mail at PO Box A, Rancho Santa Fe, CA 92067.



RANCHO SANTA FE ASSOCIATION

STATEMENT OF ECONOMIC INTERESTS

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FREQUENTLY ASKED QUESTIONS REGARDING THE STATEMENT OF ECONOMIC INTERESTS

1. *What is a Statement of Economic Interests?*

A Statement of Economic Interests is used to report certain investments, sources of income, loans, or gifts which may constitute a conflict of interest, or which may create the appearance of a conflict of interest, when you perform your duties for the Rancho Santa Fe Association (the “Association”).

The Statement of Economic Interests consists of three parts: (1) Frequently Asked Questions; (2) the form itself; and (3) definitions which follow the form. You can respond to the questions on the form with simple “yes” or “no” answers. Defined terms used in the form are printed in **bold type** with an endnote number in superscript, such as “(1)”, corresponding to the definition for that term.

Very frequently, all questions in a Statement of Economic Interests are answered “no” and no disclosures are required. If a disclosure is required in a Statement of Economic Interests, the form will direct you to complete one or more additional schedules, which can be obtained from the Manager.

2. *Who must file a Statement of Economic Interests?*

The following persons must file a Statement of Economic Interests:

- (a) Members of the Board of Directors of the Association and candidates for such memberships.
- (b) Members of the Art Jury and candidates for such memberships.
- (c) Members of the Audit/Finance and Technology Committees and candidates for such memberships.
- (d) Members of the Board of Governors of the Rancho Santa Fe Golf Club (the “Board of Governors”) and candidates for such memberships.
- (e) Certain employees of the Association (Manager, Golf Club Manager, Chief Financial Officer, Building Commissioner, and Planners) and candidates for such positions.
- (f) Such other employees or prospective employees of the Association as the Manager or Board of Directors may designate.

3. *When must a Statement of Interests be filed?*

Each candidate for the Board of Directors must file a Statement of Economic Interests at the same time that the candidate's nomination papers are filed.

Each candidate for appointment as a member of the Art Jury, Audit/Finance Committee, Technology Committee, and Board of Governors, and for employment as specified in paragraph 2 (e) and (f) above must file a Statement of Economic Interests prior to assuming his or her position.

Each sitting Director of the Association must file a Statement of Economic Interests annually on or before June 20, unless an initial Statement of Economic Interests was filed within 90 days of that date.

Each sitting member of the Art Jury, Audit/Finance Committee, Technology Committee, and Board of Governors, and each employee specified in paragraph 2 (e) and (f) above must file a Statement of Economic Interests annually on or before June 20, unless an initial Statement of Economic Interests was filed within 90 days of that date.

In addition to the filing requirements herein, any person who has an obligation to file a Statement of Economic Interest has an ongoing obligation to file an updated Statement of Information in the event to change in circumstances that would warrant a change in any of the disclosures.

4. *Where is a Statement Economic Interests filed?*

A Statement of Economic Interests is filed with the Manager.

5. *What is reported in a Statement of Economic Interests?*

Only those economic interests which are within the geographic boundaries of the Rancho Santa Fe Protective Covenant (the "Covenant area") are subject to be reported in a Statement of Economic Interests.

The specific descriptions of reportable economic interests can be found in the Definitions. To summarize, reportable economic interests fall into four categories:

(1) Interests in real property in the Covenant area other than your personal residence with a value equal to or greater than \$2,000. Reportable interests in real property include ownership, leaseholds, beneficial ownership, or an option to acquire any such interest.

(2) Investments in a business which either (a) has an interest in real property in the Covenant area, (b) does business, or plans to do business, within the Covenant area, or (c) has done business within the Covenant area anytime within the 24 months preceding the filing of the Statement of Economic Interests.

Investments with a fair market value less than \$2,000 do not need to be reported.

(3) Gross income or loans equal to or greater than \$500 from a source within the Covenant area.

(4) Gifts aggregating more than \$50 annually from a source within the Covenant area.

You should consult the Definitions for a more complete description of reportable economic interests.

6. *Who may examine a Statement of Economic Interest?*

All Statements of Economic Interests are available for inspection by Members of the Association.

7. *Where can I obtain help in completing a Statement of Economic Interests?*

You should feel free to direct any questions about the Statement of Economic Interests to the Manager.

STATEMENT OF ECONOMIC INTERESTS

1. Name:_____ Position:_____
2. Period covered by statement: FY2020 through FY2021
3. Disclosure Categories: Check the appropriate box(es). Defined terms are in **bold type** and reference the definition number in the accompanying Definitions. If you answer “yes” to any item, please contact the Manager to obtain the appropriate additional schedule(s) to fill out in order to describe the respective interests.

REAL PROPERTY: Do you or an **immediate family member**⁽⁶⁾ have any **reportable interests in real property**⁽¹¹⁾?

- ☐ Yes. Please contact the Manager for Schedule A.
- ☐ No.

INVESTMENTS: Do you or an **immediate family member**⁽⁶⁾ have any reportable investments⁽¹²⁾?

- ☐ Yes. Please contact the Manager for Schedule B and, if applicable, Schedule E.
- ☐ No.

INCOME: Do you or an **immediate family member**⁽⁶⁾ have any **reportable income**⁽¹⁰⁾ or **reportable loans**⁽¹³⁾ equal to or greater than \$500, or any **reportable business positions**⁽⁸⁾?

- ☐ Yes. Please contact the Manager for Schedule C.
- ☐ No.

GIFTS: Do you or an **immediate family member**⁽⁶⁾ have any **reportable gifts**⁽⁹⁾?

- ☐ Yes. Please contact the Manager for Schedule D.
- ☐ No.

VERIFICATION

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and, to the best of my knowledge, the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed:_____

Signature:_____

**DEFINITIONS
FOR
STATEMENT OF ECONOMIC INTERESTS**

1. Association – The “**Association**” means the Rancho Santa Fe Association.
2. Business entity – A “**business entity**” means any organization or enterprise operated for profit including, but not limited to, proprietorship, partnership, limited liability company, trust, joint venture, syndicate, corporation, or association.
3. Covenant area – The “**Covenant area**” means the geographic area subject to the jurisdiction of the Rancho Santa Fe Protective Covenant.
4. Designated person – A “**designated person**” means:
 - (a) a member of the Board of Directors of the Association or a candidate for such membership;
 - (b) a member of the Art Jury of the Association or a candidate for such membership;
 - (c) a member of the Audit/Finance or Technology Committee or a candidate for such membership;
 - (d) a member of the Board of Governors of the Rancho Santa Fe Golf Club or a candidate for such membership;
 - (e) any Manager, Chief Financial Officer, Building Commissioner, or Planner of the Association or a candidate for such position; and
 - (f) any other employee or prospective employee of the Association as the Manager or Board of Directors may designate, and, in each such case, an **immediate family member**⁽⁶⁾ of such designated individual.
5. Gift – A “**gift**” means any receipt of cash or property, real or personal, for which consideration of equal or greater value is not given.
6. Immediate Family Member – An “**immediate family member**” means a spouse, registered domestic partner, or any dependent child of a **designated person**⁽⁴⁾, or any trust of which the **designated person**⁽⁴⁾ or spouse, registered domestic partner, or any dependent child is a principal beneficiary.
7. Person – A “**person**” means an individual, proprietorship, limited liability company, partnership, joint venture, syndicate, trust, company, corporation, association, committee, or any other organization or group of persons acting in concert.
8. Reportable Business Position – A “**reportable business position**” means a position, even if no **reportable income**⁽¹⁰⁾ is derived therefrom, held by a

designated person⁽⁴⁾ during the 24 months prior to the filing of the Statement of Economic Interests with a **person**⁽⁷⁾ that is (i) located in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business in the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests.

9. Reportable Gift – A “**reportable gift**” means any **gift**⁽⁵⁾ received by a **designated person**⁽⁴⁾ during the 24 months prior to filing the Statement of Economic Interests from a **person**⁽⁷⁾ that is (i) located in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business in the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests which either singly or in the aggregate was equal to or greater than \$50. A **gift**⁽⁵⁾ from your spouse, registered domestic partner, or other family member or a gift from your employer is not reportable.

10. Reportable Income – “**Reportable income**” mean the gross income (other than a **gift**⁽⁵⁾) received by a **designated person**⁽⁴⁾ during the 24 months prior to filing the Statement of Economic Interests from a **person**⁽⁷⁾ that is (i) located in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business in the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests which either singly or in the aggregate was equal to or greater than \$500. Reportable income does not include (i) interest or dividends on a time or demand deposit in a financial institution, (ii) any proceeds of an insurance policy, or (iii) dividends or interest received on a security which is registered with the Securities and Exchange Commission or upon the sale thereof.

11. Reportable Interest in Real Property – A “**reportable interest in real property**” is an interest in real property in the **Covenant area**⁽³⁾ *other than the designated person’s*⁽⁴⁾ *personal residence and real property used for the personal recreational purposes of the designated person*⁽⁴⁾ held at any time by the **designated person**⁽⁴⁾ during the 24 months prior to filing the Statement of Economic Interests where the interest has a fair market value equal to or greater than \$2,000. **Reportable interests in real property** include any ownership, leasehold, beneficial ownership, or an option to acquire any such interest.

12. Reportable Investment – A “**reportable investment**” means any financial interest (other than an interest in real property) or security (including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest) with a fair market value equal to or greater than \$2,000 held at any time by the **designated person**⁽⁴⁾ during the 24 months prior to filing the Statement of Economic Interests and issued by a **business entity**⁽²⁾, or its parent, subsidiary, or affiliate, any of which (i) has an interest in real property in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business within the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests. Reportable investments do

not include (a) a time or demand deposit in a financial institution, (b) shares in a credit union, (c) any insurance policy or proceeds of an insurance policy, (d) an interest in a mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or (e) any bond or other debt instrument issued by any government or government agency.

13. Reportable Loan – A “**reportable loan**” is a loan made to a **designated person**⁽⁴⁾ or **business entity**⁽²⁾ in an amount equal to greater than \$500 outstanding during the 24 months prior to the filing of the Statement of Economic Interests that is (i) located in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business in the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests. Loans from commercial lending institutions made in the lender’s regular course of business on terms generally available to members of the public are not reportable.

SCHEDULE A
to Statement of Economic Interests

(Interests in Real Property Equal to or Greater than \$2,000)

If you or an **immediate family member**⁽⁶⁾ held a **reportable interest in real property**⁽¹¹⁾ during the reporting period, provide the information below.

If you or an **immediate family member**⁽⁶⁾ acquired or disposed of the real property during the reporting period, indicate the date of acquisition or disposal.

You or an **immediate family member**⁽⁶⁾ are not required to disclose interests in real property used principally as your residence or for personal recreational purposes.

If there is more than one interest in real property, prepare a separate Schedule A for each interest.

(Street address or precise location of property)

(Nature of interest, e.g., fee ownership, option, etc.)

Date acquired: _____

Date disposed: _____

If you or an **immediate family member**⁽⁶⁾ had a 10% or greater interest in real property identified in this Schedule A and received rental income, list the name of the source(s) of your pro rata share of the gross income from any single tenant or from two or more co-tenants that was \$10,000 or more during the reporting period, provide the information below.

(Name of tenant(s))

If you or an **immediate family member**⁽⁶⁾ had a **reportable loan**⁽¹³⁾ outstanding during the reporting period secured by an interest in real property identified on this Schedule A, provide the information below.

(Name of lender)

(Address of lender)

(Interest rate)

(Term)

SCHEDULE B
to Statement of Economic Interests

(Investments Over \$2,000)

If you or an **immediate family member**⁽⁶⁾ held a **reportable investment**⁽¹²⁾ during the reporting period, provide the information below.

If you or an **immediate family member**⁽⁶⁾ acquired or disposed of an investment during the period, indicate the date of acquisition or disposal.

If you or an **immediate family member**⁽⁶⁾ had a 10% or greater interest in a **business entity**⁽²⁾ identified in this Schedule B, complete Schedule E.

If there is more than one investment, prepare a separate Schedule B, and Schedule E, if applicable, for each investment.

(Name of entity)

(Address of entity)

(Nature of investment, e.g., common stock, partnership interest, etc.)

(General description of business activity)

Date acquired:_____

Date disposed:_____

SCHEDULE C
to Statement of Economic Interests
(Income, Loans, Business Positions)

Prepare a separate Schedule C for each source of income, loan or business position.
If you or an **immediate family member**⁽⁶⁾ had **reportable income**⁽¹⁰⁾ during the reporting period, provide the information below.

(Name the source of income)

(Address of the source of income)

(Business activity of the source of income, if any)

(Description of the consideration, if any, for the income)

If you or an **immediate family member**⁽⁶⁾ had a **reportable loan**⁽¹³⁾ not identified on Schedule A outstanding during the reporting period, provide the information below.

(Name of lender) (Address of lender)

(Interest rate)

(Term)

(Security, if any)

If you or an **immediate family member**⁽⁶⁾ had a **reportable business position**⁽⁸⁾ during the reporting period, provide the information below.

(Name of entity providing the position)

(Address of entity providing the position)

(Job title or business position)

SCHEDULE D
to Statement of Economic Interests

(Gifts Equal to or Greater than \$50)

If you or an **immediate family member**⁽⁶⁾ received a **reportable gift**⁽⁹⁾ during the reporting period, provide the information below.

_____ (Name of donor)	_____ (Date(s) of gift(s))
_____ (Address of donor)	_____ (Value of gift(s))
_____ (Business activity, if any, of the donor)	_____ (Description of gift(s))

=====

_____ (Name of donor)	_____ (Date(s) of gift(s))
_____ (Address of donor)	_____ (Value of gift(s))
_____ (Business activity, if any, of the donor)	_____ (Description of gift(s))

=====

_____ (Name of donor)	_____ (Date(s) of gift(s))
_____ (Address of donor)	_____ (Value of gift(s))
_____ (Business activity, if any, of the donor)	_____ (Description of gift(s))

SCHEDULE E
to Statement of Economic Interests

(Interest in Real Property, Investments, and Income of
and Loans to Certain Business Entities)

This schedule must be completed for each **business entity**⁽²⁾, identified on Schedule B in which you or an **immediate family member**⁽⁶⁾ had a 10% or greater interest during the reporting period.

If you or an **immediate family member**⁽⁶⁾ acquired or disposed of the interest in the business entity during the reporting period, indicate the date of the acquisition or disposal.

If there is more than one such **business entity**⁽²⁾, prepare a separate Schedule E for each **business entity**⁽²⁾.

(Name of entity)

(Job title or position held, if any)

Date acquired: _____

Date disposed: _____

INTERESTS IN REAL PROPERTY HELD BY BUSINESS ENTITY⁽²⁾
(Complete only if the pro rata interest of you or an **immediate family member**⁽⁶⁾ had an estimated fair market value of \$2,000 or more)

(Street address or precise location of property)

(Nature of interest, e.g., fee ownership, option, etc.)

Date acquired: _____
(If acquired during the reporting period)

Date disposed: _____
(If disposed during the reporting period)

INVESTMENTS HELD BY **BUSINESS ENTITY**⁽²⁾

(Complete only if the pro rata interest of you or an **immediate family member**⁽⁶⁾ had an estimated fair market value of \$2,000 or more)

(Name of entity)

(Nature of investment, e.g., common stock, partnership interest, etc.)

(General description of business activity)

Date acquired: _____
(If acquired during the reporting period)

Date disposed: _____
(If disposed of during the reporting period)

INCOME OF **BUSINESS ENTITY**⁽²⁾

(Complete only if the pro rata interest share of gross income of you and or an **immediate family member**⁽⁶⁾ was \$10,000 or more during the reporting period and the source of income is (i) located in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business in the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests.)

(Name of source of income)

(Address of source of income)

COMMISSION INCOME OF **BUSINESS ENTITY**⁽²⁾

(Complete only if source of commission income was \$10,000 or more during the reporting period)

(Name of source of income)

(Address of source of income)

LOANS TO **BUSINESS ENTITY**⁽²⁾

(Complete only if the pro rata interest share of gross income of you an or an **immediate family member**⁽⁶⁾ was \$10,000 or more during the reporting period and the source of income is (located in the **Covenant area**⁽³⁾, (ii) does business or plans to do business in the **Covenant area**⁽³⁾, or (iii) has done business in the **Covenant area**⁽³⁾ at any time during the 24 months prior to filing the Statement of Economic Interests.)

(Name of source of **reportable loan**⁽¹³⁾)

(Address of source of **reportable loan**⁽¹³⁾)