



## Community Association Resources

### MULCAHY Community Association Cheat Sheet®

**BRINGING ANSWERS  
TO COMMUNITY  
ASSOCIATIONS**

*This publication discusses significant points of law as they apply to community associations and is not intended to offer specific legal advice or responses to individual circumstances or problems.*

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#### **STATE OF ARIZONA RESOURCES**

##### **Arizona Corporation Commission:**

Most community associations are incorporated as nonprofit corporations under Arizona law. Pursuant to Arizona law (A.R.S. Section 10-11622), all nonprofit corporations must prepare and file an annual report on a form provided by the Arizona Corporation Commission ("ACC") and pay a \$10.00 filing fee to the ACC each year on or before the due date assigned by the ACC.

One of the major benefits of structuring an association as a nonprofit corporation is protection of the association's officers, directors and members from personal liability for the corporation's debts and liabilities.

We suggest that all associations (that are incorporated as nonprofit corporations) check with the ACC to determine if their association is in good standing with the ACC.

**http://corporation.azcc.gov** – Associations can check their corporate status online by scrolling to the section titled "Corporate Records", click on "Corporations Annual Reports by Corporation Name Search" and type in the name of your association as it appears in your association's articles of incorporation.

You can access additional records, information and find answers and forms online by scrolling to the section titled "Divisions & Sections", click to open the page for the corporations division. You can also find answers to questions in the "Frequently Asked Questions" section.

##### **Not online?**

For the status of your corporation: Phone: 602.542.3026

For information on filing documents: Phone: 602.542.3135

For information about your annual report: Phone: 602.542.3285

Corporate records: Phone: 602.542.3026

##### **You can also visit the ACC to transact any business:**

Arizona Corporation Commission

Corporation Division

1300 West Washington

Phoenix, Arizona 85007-2929

##### **Maricopa County Recorder:**

The Maricopa County Recorder maintains all documents recorded with Maricopa County.

**www.maricopa.gov** – You can find the Recorder's webpage by clicking on "Recorded Docs". You can view copies of CC&Rs, liens, deeds, easements and notice of contact information online (note: only documents recorded after September 1, 1991 are online).

From the Recorder's page you can search for your documents by inserting the requisite information on the form. (note: you do not need to create an account to view information.) By selecting "Recorder" at the upper left on this page you can find information about form requirements, recording fees and recorded document searches. Additional information and online help is also available.

##### **Records recorded prior to September 1, 1991 will be located on microfilm in the Recorder's main office located in downtown Phoenix:**

Maricopa County Recorder

111 South Third Avenue

Phoenix, Arizona 85003

Phone: 602.506.3535

To contact Maricopa County Recorder via e-mail: recorder@risc.maricopa.gov

##### **Maricopa County Assessor:**

The assessor administers state property tax laws to assure that all county property is valued fairly and equitably. They have mapping information and updated ownership identification.

**http://maricopa.gov/assessor** – You can find the assessor's page by clicking on "Assessor/Parcel Information". From this page there is a list of services offered by the assessor's office including common area parcel policy and frequently asked questions.

##### **You can also visit the Assessor's office to transact business:**

Maricopa County Assessor

301 West Jefferson 1st Floor

Phoenix, Arizona 85003

Phone: 602.506.3406

##### **Superior Court of Arizona:**

**www.superiorcourt.maricopa.gov** – Public access to court case history and information.

**STATE OF ARIZONA RESOURCES *CONTINUED***

**Arizona Revised Statutes:**

[www.azleg.state.az.us](http://www.azleg.state.az.us) – To access Arizona Revised Statutes (A.R.S.) online.

When you have reached the home page, select “Statutes” at the top of the page then click on “Arizona Revised Statutes”. Scroll down the new page to the title you want to search, select and click on the actual title (i.e. title 33) to have the title open. The chapters, articles and sections follow, each listed respectively in numerical order. Alternately, you can choose to do a phrase search by following the instructions on the page. You can also find A.R.S. information on the MULCAHY website at [www.mulcahylawfirm.net](http://www.mulcahylawfirm.net).

*The following Arizona state statutes may govern your community association:*

**Title: 10 Corporations and Associations**

Chapter: 24 General Provisions – Non Profit Corporations, A.R.S. Sections 10-3101 - 10-11635.

Operation and governance of non-profit corporations are detailed in this Act. The provisions of the Non-Profit Act apply only if the articles of incorporation or bylaws of the association are silent.

**Title: 33 Property**

Chapter: 9 Condominiums, A.R.S. Sections 33-1201 - 33-1270

Defines the creation, management and termination of the condominium, monetary penalties, resale disclosure, liens and open meetings, etc.

Chapter: 16 Planned Communities, A.R.S. Sections 33-1801 - 33-1814

Defines a planned community association, assessments, open meetings, disclosure of association records, and penalties, etc.

**Title: 41 Executive Officers**

Chapter: 16 Department of Fire, Building and Life Safety, Article 5: Administrative Hearings A.R.S. Sections 41-2198 - 41-2198.05

Defines procedures for administrative law judges to adjudicate complaints regarding condominiums and planned communities.

Not on-line?

Most libraries have computers and will help you with a search or they may have the Arizona Revised Statutes in bound editions. If you want to research the bound editions, please call to be sure that they are available at your library. The Phoenix Public Library has the current Arizona Revised Statutes.

**COMMUNITY ASSOCIATION RESOURCES**

**Arizona Association of Community Managers (AACM)**

[www.aacmonline.org](http://www.aacmonline.org)

**Community Associations Institute (CAI)**

[www.caionline.org](http://www.caionline.org)

**Arizona Management Companies**

[www.condobiz.com](http://www.condobiz.com) –To obtain a list of Management Companies in Arizona

**Community Association Network**

[www.communityassociations.net](http://www.communityassociations.net)

MUNICIPAL RESOURCES	TOWN OR CITY	NEIGHBORHOOD SERVICES OR COMMUNITY CONTACT	TOWN /CITY WEB SITE	CODE COMPLIANCE CONTACT	NEIGHBORHOOD BLOCK WATCH/COMMUNITY POLICING CONTACT
	Apache Junction	480.671.5080	<a href="http://www.ajcity.net">www.ajcity.net</a>	480.474.5112	480.671.5442
	Avondale	623.333.1615	<a href="http://www.avondale.org">www.avondale.org</a>	623.333.2701	623.333.7218
	Buckeye	623.349.6000	<a href="http://www.buckeyeaz.gov">www.buckeyeaz.gov</a>	623.386.4421	623.386.4421
	Carefree	480.488.3686	<a href="http://www.carefree.org">www.carefree.org</a>	480.488.3686	602.876.1000
	Cave Creek	480.488.6612	<a href="http://www.cavecreek.org">www.cavecreek.org</a>	480.488.6636	602.876.1000
	Chandler	480.782.2218	<a href="http://www.chandleraz.org">www.chandleraz.org</a>	480.782.4320	480.782.4530
	El Mirage	623.876.2959	<a href="http://www.cityofelmirage.org">www.cityofelmirage.org</a>	623.876.2931	623.933.1341
	Fountain Hills	480.816.5100	<a href="http://www.fh.az.gov">www.fh.az.gov</a>	480.816.5193	602.876.1869
	Gilbert	480.503.6760	<a href="http://www.ci.gilbert.az.us">www.ci.gilbert.az.us</a>	480.503.6879	480.503.6527
	Glendale	623.930.2868	<a href="http://www.ci.glendale.az.us">www.ci.glendale.az.us</a>	623.930.3610	623.930.3380
	Goodyear	623.882.7800	<a href="http://www.ci.goodyear.az.us">www.ci.goodyear.az.us</a>	623.882.7815	623.932.1220
	Litchfield Park	623.935.5033	<a href="http://www.litchfield-park.org">www.litchfield-park.org</a>	623.935.5033	602.876.1011
	Mesa	480.644.2387	<a href="http://www.cityofmesa.org">www.cityofmesa.org</a>	480.644.2061	480.644.2300
	Paradise Valley	480.348.3690	<a href="http://www.ci.paradise-valley.az.us">www.ci.paradise-valley.az.us</a>	480.348.3551	480.948.7418
Peoria	623.773.5140	<a href="http://www.peoriaaz.com">www.peoriaaz.com</a>	623.773.7162	623.773.8311	
Phoenix	602.262.7344	<a href="http://www.ci.phoenix.az.us">www.ci.phoenix.az.us</a>	602.262.7844	602.495.0597	
Queen Creek	480.358.3302	<a href="http://www.queencreek.org">www.queencreek.org</a>	480.358.3302	602.876.1000	
Scottsdale	480.312.3111	<a href="http://www.ci.scottsdale.az.us">www.ci.scottsdale.az.us</a>	480.312.2546	480.312.3111	
Surprise	623.222.1500	<a href="http://www.surpriseaz.com">www.surpriseaz.com</a>	623.222.3000	623.222.4000	
Tempe	480.350.8234	<a href="http://www.tempe.gov">www.tempe.gov</a>	480.350.8372	480.858.6330	