



**STATE OF ARIZONA
CORPORATION COMMISSION
CORPORATION ANNUAL REPORT
& CERTIFICATE OF DISCLOSURE**

AZ Corp. Commission



01151614

DUE ON OR BEFORE 04/19/2005

FY04-05

FILING FEE \$10.00

The following information is required by A.R.S. §§10-1622 & 10-11622 for all corporations organized pursuant to Arizona Revised Statutes, Title 10. The Commission's authority to prescribe this form is A.R.S. §§10-121.A. & 10-3121.A. **YOUR REPORT MUST BE SUBMITTED ON THIS ORIGINAL FORM.** Make changes or corrections where necessary. Information for the report should reflect the current status of the corporation. See Instructions on page 4 for proper format.

RECEIVED

MAR 21 2005

1. **-0503706-3**
COUNTRY CLUB MANOR HOMEOWNER'S ASSOCIATION, INC.

*RINDON REALTY & INVESTMENTS CO.
4703 N. 1ST AVENUE
TUCSON, AZ 85718*

ARIZONA CORP COMMISSION
CORPORATIONS DIVISION

Business Phone: _____ (Business phone is optional.)

State of Domicile: ARIZONA **Type of Corporation:** NON-PROFIT

2. **Statutory Agent:** MARY BUCKLEY **Physical Address, if Different:**
Mailing Address: 4703 N. 1ST AVE **Physical Address:**
City, State, Zip: TUCSON, AZ 85718 **City, State, Zip:**

ACC USE ONLY JPP	
Fee	\$ 10 3-22-05
Penalty	\$ _____
Reinstate	\$ _____
Expedite	\$ _____
Resubmit	\$ _____

Use this box only if appointing a new Statutory Agent

If appointing a new statutory agent, the new agent MUST consent to that appointment by signing below.

I, (individual) or We, (corporation or limited liability company) having been designated the new Statutory Agent, do hereby consent to this appointment until my removal or resignation pursuant to law.

Mary Buckley
Signature of new Statutory Agent

MARY BUCKLEY
Printed Name of new Statutory Agent

3. **954968**
Secondary Address:

(Foreign Corporations are **REQUIRED** to complete this section).

4. Check the one category below which best describes the CHARACTER OF BUSINESS of your corporation.

- | | | |
|---|--|--|
| <u>BUSINESS CORPORATIONS</u> | | <u>NON-PROFIT CORPORATIONS</u> |
| <input type="checkbox"/> 1. Accounting | <input type="checkbox"/> 20. Manufacturing | <input type="checkbox"/> 1. Charitable |
| <input type="checkbox"/> 2. Advertising | <input type="checkbox"/> 21. Mining | <input type="checkbox"/> 2. Benevolent |
| <input type="checkbox"/> 3. Aerospace | <input type="checkbox"/> 22. News Media | <input type="checkbox"/> 3. Educational |
| <input type="checkbox"/> 4. Agriculture | <input type="checkbox"/> 23. Pharmaceutical | <input type="checkbox"/> 4. Civic |
| <input type="checkbox"/> 5. Architecture | <input type="checkbox"/> 24. Publishing/Printing | <input type="checkbox"/> 5. Political |
| <input type="checkbox"/> 6. Banking/Finance | <input type="checkbox"/> 25. Ranching/Livestock | <input type="checkbox"/> 6. Religious |
| <input type="checkbox"/> 7. Barbers/Cosmetology | <input type="checkbox"/> 26. Real Estate | <input type="checkbox"/> 7. Social |
| <input type="checkbox"/> 8. Construction | <input type="checkbox"/> 27. Restaurant/Bar | <input type="checkbox"/> 8. Literary |
| <input type="checkbox"/> 9. Contractor | <input type="checkbox"/> 28. Retail Sales | <input type="checkbox"/> 9. Cultural |
| <input type="checkbox"/> 10. Credit/Collection | <input type="checkbox"/> 29. Science/Research | <input type="checkbox"/> 10. Athletic |
| <input type="checkbox"/> 11. Education | <input type="checkbox"/> 30. Sports/Sporting Events | <input type="checkbox"/> 11. Science/Research |
| <input type="checkbox"/> 12. Engineering | <input type="checkbox"/> 31. Technology(Computers) | <input type="checkbox"/> 12. Hospital/Health Care |
| <input type="checkbox"/> 13. Entertainment | <input type="checkbox"/> 32. Technology(General) | <input type="checkbox"/> 13. Agricultural |
| <input type="checkbox"/> 14. General Consulting | <input type="checkbox"/> 33. Television/Radio | <input type="checkbox"/> 14. Animal Husbandry |
| <input type="checkbox"/> 15. Health Care | <input type="checkbox"/> 34. Tourism/Convention Services | <input type="checkbox"/> 15. Homeowner's Association |
| <input type="checkbox"/> 16. Hotel/Motel | <input type="checkbox"/> 35. Transportation | <input type="checkbox"/> 16. Professional, commercial |
| <input type="checkbox"/> 17. Import/Export | <input type="checkbox"/> 36. Utilities | <input type="checkbox"/> industrial or trade association |
| <input type="checkbox"/> 18. Insurance | <input type="checkbox"/> 37. Veterinary Medicine/Animal Care | <input type="checkbox"/> 17. Other _____ |
| <input type="checkbox"/> 19. Legal Services | <input type="checkbox"/> 38. Other _____ | |

5. CAPITALIZATION: (Business Corporations and Business Trusts are **REQUIRED** to complete this section.)

Business trusts must indicate the number of transferable certificates held by trustees evidencing their beneficial interest in the trust estate. **Please Print or Type Clearly.**

5a. Please examine the corporation's original Articles of Incorporation for the amount of **shares authorized**.

Number of Shares/Certificates Authorized	Class	Series Within Class (if any)
--	-------	------------------------------

5b. Review all corporation amendments to determine if the original number of shares has changed. Examine the corporation's minutes for the number of **shares issued**.

Number of Shares/Certificates Issued	Class	Series Within Class (if any)
--------------------------------------	-------	------------------------------

6. SHAREHOLDERS: (Business Corporations and Business Trusts are **REQUIRED** to complete this section.)

List shareholders holding more than 20% of any class of shares issued by the corporation, or having more than a 20% beneficial interest in the corporation. **Please Type or Print Clearly.**

Name: _____ Name: _____

NONE

Name: _____ Name: _____

7. OFFICERS Please Type or Print Clearly. You Must List at Least One.

Name: ROME HAMNER

Title: PRESIDENT

Address: 2949 E. 17th ST.
TUCSON, AZ. 85716

Date taking office: 1/04

Name: _____

Title: _____

Address: _____

Date taking office: _____

Name: JEFFREY STALLINGS

Title: VICE-PRESIDENT

Address: 2941 E. 17th ST.
TUCSON, AZ. 85716

Date taking office: 1/04

Name: _____

Title: _____

Address: _____

Date taking office: _____

8. DIRECTORS Please Type or Print Clearly. You Must List at Least One.

Name: CATHERINE CARROLL-BERNEE

Address: 2849 E. 17th ST.
TUCSON, AZ. 85716

Date taking office: 1/04

Name: _____

Address: _____

Date taking office: _____

Name: DON AGTHE

Address: 3007 E. 17th ST.
TUCSON, AZ. 85716

Date taking office: 1/04

Name: _____

Address: _____

Date taking office: _____

Country Club Manor
Statement of Change In Financial Position
As of January - December 31, 2004

OPENING BANK BALANCES:

1010 CHECKING	\$ 2,956.97	
1015 Money Market - Reg Savings	\$ 23,039.57	
1020 - M.MKT RESERVE	\$ 20,887.05	
1030-CD#1-LT Reserves	\$ -	
1035-CD#2- LT Reserves	\$ -	
Total Checking/Savings	<u>\$ 46,883.59</u>	\$ 46,883.59

Net Operating Income:

Income	\$ 103,866.33	
Less Expenses	\$ 94,536.14	
Net Income/Loss	<u>\$ 9,330.19</u>	\$ 9,330.19

CLOSING BANK BALANCES:

1010 - CHECKING	\$ 3,813.87	
1015 M.Mkt-Reg Savings	\$ 31,427.51	
1020 - M.MKT RESERVE	\$ 5,972.40	
1030-CD#1-LT Reserves	\$ 10,000.00	
1035-CD#2- LT Reserves	\$ 5,000.00	
Total Checking/Savings	<u>\$ 56,213.78</u>	\$ <u>56,213.78</u>

Money Market Account

Balance	\$ 31,427.51
Less: Spec Assmnt-Paint	\$ (17,568.00)
Less: Funds Set Aside for Paint/Glazing	\$ (10,000.00)
Unrestricted Funds	<u>\$ 3,859.51</u>

Country Club Manor Homeowner's Assoc.

Budget vs. Actual

January through December 2004

	<u>Jan - Dec '04</u>	<u>Budget</u>	<u>Explanations</u>
Income			
2010 · S.Dish Deposits	200.00		
4010 · hoa dUES	73,318.00	69,132.00	
4025 · Late/NSF Fees	1,971.00	300.00	
4030 · Laundry Inc.	1,576.77	1,500.00	
4035 · Interest Income	191.29	96.00	
4050 · Misc. Income	25.00		
4055 · Reimb. Legal Fees	7,666.27		Collected from Foreclosure(6717)
4070 · Special Assessment	17,568.00		
4080 · Transfer Fees	600.00		
4090 · Disclosure Fee	750.00		Home Sales = 10
Total INCOME	<u>103,866.33</u>	<u>71,028.00</u>	
Expense			
Administrative Exp.			
6050 · Accounting Fees	110.00	125.00	CPA for Tax Prep.
6060 · Legal Fees	2,288.40	1,200.00	Collections(1804-949 Reimb=855)General(483)
6070 · Disclosure Fee Exp	750.00		
6110 · Management Fee	7,200.00	7,200.00	
6120 · Office Exp	799.14	1,075.00	
6165 · Corp/Inc/RE Taxes	89.47	170.00	Fed/State Inc Tx(71) Corp(10)RE(8)
6290 · Insurance	6,355.71	5,985.00	
Total Administrative Exp.	<u>17,592.72</u>	<u>15,755.00</u>	
Maintenance Exp.			
6320 · Wood Repair/Replcmnt	100.00		Front Porch Repairs(2-units)
6330 · Electric Repair	1,210.08	400.00	C.Lights(144) New Wiring (1066)
6340 · Grounds Extras	847.16	900.00	Palms(830) New Irrig Valve(17)
6350 · Irrigation Repairs	561.99	700.00	Broken Main Lines(345) New Svc(216)
6360 · Roof Repairs	1,363.45		Prior to New Roof(1000)Owner Dammage(367)
6370 · Plumbing Repair	1,175.74	540.00	Backflow Tests 03-04(520)Sewer(399)
6375 · Cooler Repairs	7,002.05 F1	8,500.00	Start & Shut down include parts(6100)Calls(900)
6385 · Painting	288.83		Interior Repairs due to roof leak
6395 · Misc. MAintenance	2,427.07		
Total Maintenance Exp.	<u>14,976.37</u>	<u>11,040.00</u>	
Major Replacements			
6810 · Cooler Replacement	3,975.00	4,800.00	Five New
6820 · Water Heaters	1,217.29	1,050.00	Two New
6830 · Major Roof Maintenance	33,328.94	22,813.00	Repair and Recoat All Roofs include. Carports
Total Major Replacements	<u>38,521.23</u>	<u>28,663.00</u>	
Payroll			
6910 · Janitorial Payroll	1,730.00	1,440.00	
6920 · Social Security Tax	95.81	180.00	
6921 · Medicare Tax	22.55	48.00	
6923 · State Withold	2.50		
6930 · State/Fed Unemplymnt	22.11	20.00	
6950 · Work,Comp. Ins.	347.00		Annual Prem.
Total Payroll	<u>2,219.97</u>	<u>1,688.00</u>	

Country Club Manor Homeowner's Assoc.

Budget vs. Actual

January through December 2004

	<u>Jan - Dec '04</u>	<u>Budget</u>	<u>Explanations</u>
Service Contracts			
6510 · Termite Contract	517.00	500.00	Annual Contract Renewal Start June 2004
6520 · Trash Collection	1,680.00		
6540 · Landscape Contract	<u>8,400.00</u>	<u>8,400.00</u>	
Total Service Contracts	<u>10,597.00</u>	<u>8,900.00</u>	
Supplies			
6410 · Paint Supply	0.00	100.00	
6430 · Electric Supply	0.00	125.00	
6495 · Misc. Supplies	<u>130.01</u>	<u>100.00</u>	
Total Supplies	<u>130.01</u>	<u>325.00</u>	
Utilities			
6710 · Electric	2,143.43	2,145.00	
6720 · Gas	885.60	880.00	
6730 · Water/Sewer	<u>7,469.81</u>	<u>7,775.00</u>	
Total Utilities	<u>10,498.84</u>	<u>10,800.00</u>	
Total Expenses	<u>94,536.14</u>	<u>77,171.00</u>	
NET INCOME (LOSS)	<u>\$ 9,330.19</u>	<u>\$(6,143.00)</u>	
Less: Special Assmnt Not Budgeted	<u>\$ (17,568.00)</u>		
Adjusted Net Income (Loss)	<u>\$ (8,237.81)</u>		Over Budget for Year \$2094.81

FOOTNOTE: F1: Cooler Service Charges

This is the first year (of three years) that cooler service including startup, service calls and shut down was under budget. This is due to a change in the startup. In the past during startup pumps and spiders that were questionable were cleaned to save money. Instead this year any questionable pumps and spiders were replaced at startup. Startup parts cost an additional \$1151 but drastically cut down service calls during the summer to only \$900.

<u>SERVICE CALLS 2002-04:</u>	<u>Cost of Svc Calls</u>	<u># of Calls</u>	<u>Total Cooler Expenses exclud. New coolers</u>
2002 \$	3,900.00	50+ CALLS	\$7535 over budget \$2000
2003 \$	5,000.00	62+ CALLS	\$10030 over budget \$3530
2004 \$	900.00	28+ CALLS	\$ 7002 under budget \$1498

Country Club Manor

Approved Budget 2005

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Dues 107 & 123													
4010 Hoa Dues	5761	5761	5761	5761	5761	5761	5761	5761	5761	5761	5761	5761	69132
4025 Late Fees	25	25	25	25	25	25	25	25	25	25	25	25	300
4035 Interest	8	8	8	8	8	8	8	8	8	8	8	8	96
4050 Misc	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry Income	250	0	250	0	250	0	250	0	250	0	250	0	1500
Transfer Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
4090 Disclosure Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
Dish Deposit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income	6044	6794	6044	5794	6044	5794	6044	5794	6044	6794	6044	5794	71028

EXPENSES:

Administration

6050 Accounting Fees	0	150	0	600	0	0	0	0	0	0	0	0	750
6060 Legal Fees	0	0	100	0	0	100	0	0	100	0	100	0	400
6070 Purchaser Disclosure	0	0	0	0	0	0	0	0	0	0	0	0	0
6110 Mgmt Fee	600	600	600	600	600	600	600	600	600	600	600	600	7200
6120 Office Exp	200	75	75	75	75	75	75	75	75	75	125	75	1075
6165 Corp/Inc/Re Taxes	0	0	100	10	0	0	0	0	0	10	0	0	120
6290 Insurance	560	560	560	625	625	625	625	625	625	625	625	625	7305
Total	1360	1385	1435	1910	1300	1400	1300	1300	1400	1310	1450	1300	16880

Maintenance

6330 Electric Repair	0	50	50	50	0	50	0	50	50	50	0	50	400
6340 Grounds Xtras	0	0	0	0	0	700	0	0	0	0	0	0	700
6350 Irrig.Repairs	0	0	100	0	0	100	0	0	0	100	0	0	300
Landscape-New Planting			0	0									0
6370 Plumbing Repair	300	0	0	100	0	0	0	100	0	0	100	0	600
6375 Cooler Repairs	0	0	0	4200	750	500	500	500	400	500	0	0	7350
Window Glazing		0			0	5000	0		0				5000
6395 Misc Maintenance	50	50	50	50	50	50	50	50	50	50	50	50	600
Total	350	100	200	4400	800	6400	550	700	500	700	150	100	14950

Supplies

Paint Supplies		0			50				50				100
Lumber, Carpentry Supp	0	0	0	0	0	0	0	0	0	0	0	0	0
6430 Electric Supply	125	0	0	0	0	0	0	0	0	0	0	0	125
6495 Misc. Supplies	0	0	0	0	50	0	0	0	0	0	50	0	100
Total	125	0	0	0	100	0	0	0	50	0	50	0	325

Services

6510-Termite Contract	0	0	0	0	0	0	0	0	0	0	0	500	500
6520 Trash Collection	340	340	340	340	340	340	340	340	340	340	340	340	4080
6540 Landscape contract	700	700	700	700	700	700	700	700	700	700	700	700	8400
Total	1040	1040	1040	1040	1040	1040	1040	1040	1040	1040	1040	1540	12880

Country Club Manor

Approved Budget 2005

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Utilities													
6710 Electric	200	200	190	180	175	175	150	150	150	175	175	175	2095
6720 Gas	100	100	70	70	60	60	60	60	75	75	75	75	880
6730 Water/Sewer	575	550	575	575	575	725	735	650	650	775	700	700	7775
Total	875	850	835	825	810	960	935	860	875	1025	950	950	10750
Major Replacements													
Water Heaters (3@650)	0	0	0	0	650	0	0	650	0	0	650	0	1950
Coolers 6@800	0	0	2400	2400	0	0	0	0	0	0	0	0	4800
Total	0	0	2400	2400	650	0	0	650	0	0	650	0	6750
Payroll													
Janitorial Payroll	140	140	140	140	140	140	140	140	140	140	140	140	1680
Other Payroll	0	0	0	0	0	0	0	0	0	0	0	0	0
Soc. Security Tx	15	15	15	15	15	15	15	15	15	15	15	15	180
Medicare Tax	4	4	4	4	4	4	4	4	4	4	4	4	48
State/Fed Unemploymnt				5			5			5		5	20
Total	159	159	159	164	159	159	164	159	159	164	159	164	1928
Total Oper. Expense	3909	3534	6069	10739	4859	9959	3989	4709	4024	4239	4449	4054	64533
Net Operating Income	2135	2260	-25	-4945	1185	-4155	2055	1085	2020	1555	1595	1740	6485
RESERVE FUNDS													
Roofing Reserve	670	670	670	670	670	670	670	670	670	670	670	670	8040
Total	670	670	670	670	670	670	670	670	670	670	670	670	8040
Total All Expenses	4579	4204	6739	11409	5529	10629	4659	5379	4694	4909	5119	4724	72573
NET INCOME (LOSS)	1465	1590	-895	-5615	515	-4835	1385	415	1350	885	925	1070	-1545

FOOTNOTES:

- 6030 - Accounting: Represents estimated cost of audit now required by law
- 6340-Grounds Extra: Annual Palm Tree Trimming
- Window Glazing: Estimates are not in yet but based on prior year it will probably be \$4000-5000

2005 Country Club Manor 85716

Association Manager Name: <i>Mary Buckley</i> <i>Rincon Realty & Inv. Co.</i>	<i>Phone Number 721-7711 ext 122</i> <i>Alternate # 235-9422</i> <i>Fax # 296-3702</i>	<i>e-mail</i> <i>maryb@rinconrealty.com</i>
President Rome Hamner 2949 E. 17 th St. (24)	327-1228(home)	rome_h@hotmail.com
Vice President Jeffrey Stallings 2941 E. 17 th St. (21)	323-0993(home)	Jstallings@azcc.arizona.edu
Director Catherine Carroll-Bernee 2849 E. 17 th St. (20)	326-4575 (home)	baebar@dakotacom.net
Director Don Agthe 3007 E. 17 th St. (36)	No phone	econartag@juno.com

Expiration Dates: Incorporation - Pool/Spa-
Annual Meeting - January

Meeting Date/Time/Place:

Service	Company	Contact	Phone Number
Attorney	Law Office of Tanis Duncan 548 E. Speedway Blvd. 85705	Tanis Duncan	624-8730 628-9752 Fax
Insurance	State Farm Policy # 0021-0084-24	Deanna Perkins	327-7884
Landscape	M & M Landscaping	Matt/Mark Wednesday	682-6993
Trash	Environmental Services Acct # 212617-218932	Trash Pick Up Every Wednesday	791-3272 791-4156 Fax

Dues: \$107.00 One Bedroom Late Fee: \$15.00 by the 14th of month
\$123.00 Two Bedroom

Plumbing/Electrical - Bert's Electric & Plumbing Emily or Alicia 791-7800
Roof Repairs/Electrical - Suncrest Remodeling Mike Daignault 408-7662 Cell 861-0625
Essential Termite & Pest Control 886-3029
TLC Environmental Services Mike Coyne 887-3829 Tree/Arborist
City of Tucson Water/Sewer 791-3242

9. FINANCIAL DISCLOSURE (A.R.S. §10-11622.A.9)

Nonprofit corporations must attach a financial statement (e.g. income/expense statement, balance sheet including assets, liabilities). All other forms of corporations are exempt from filing a financial disclosure.

9A. MEMBERS (A.R.S. § 10-11622.A.6)

Only Nonprofit Corporations must answer this question.

This corporation **DOES** **DOES NOT** have members.

10. CERTIFICATE OF DISCLOSURE (A.R.S. §§10-1622.A.8 & 10-11622.A.7)

Has ANY person serving either by election or appointment as an officer, director, trustee, incorporator and/or person controlling or holding more than 10% of the issued and outstanding common shares or 10% of any other proprietary, beneficial or membership interest in the corporation been: [Underlined portion pertains to business corporations only]

1. Convicted of a felony involving a transaction in securities, consumer fraud or antitrust in any state or federal jurisdiction within the seven year period immediately preceding the execution of this certificate?
2. Convicted of a felony, the essential elements of which consisted of fraud, misrepresentation, theft by false pretenses or restraint of trade or monopoly in any state or federal jurisdiction within the seven year period immediately preceding execution of this certificate?
3. Or are subject to an injunction, judgment, decree or permanent order of any state or federal court entered within the seven year period immediately preceding execution of this certificate where such injunction, judgment, decree or permanent order involved the violation of:
 - (a) fraud or registration provisions of the securities laws of that jurisdiction, or
 - (b) the consumer fraud laws of that jurisdiction, or
 - (c) the antitrust or restraint of trade laws of that jurisdiction?

One box must be marked: YES NO

If "YES", the following information must be submitted as an attachment to this report for each person subject to one or more of the actions stated in Items 1. through 3. above.

- | | |
|---|---|
| 1. Full name and prior names used. | 5. Date and location of birth. |
| 2. Full birth name. | 6. Social Security Number |
| 3. Present home address. | 7. The nature and description of each conviction or judicial action; the date and location; the court and public agency involved, and the file or cause number of the case. |
| 4. Prior addresses (for immediate preceding 7 year period). | |

11. STATEMENT OF BANKRUPTCY, RECEIVERSHIP or CHARTER REVOCATION (A.R.S. §§10-202.D.2, 10-3202.D.2, 10-1623 & 10-11623)

A) Has the corporation filed a petition for bankruptcy or appointed a receiver? One box must be marked: YES NO

B) Has any person serving as an officer, director, trustee or incorporator of the corporation served in any such capacity OR held or controlled over 20% of the issued and outstanding common shares, or 20% of any other proprietary, beneficial or membership interest in any other corporation which has been placed in bankruptcy, receivership or had its charter revoked, or administratively or judicially dissolved by any state or jurisdiction?

[Underlined portion pertains to business corporations only] One box must be marked: YES NO

If "YES" to A and/or B, the following information must be submitted as an attachment to this report for each person subject to the statement above.

1. The names and addresses of each corporation and the person or persons involved. (e.g. officer, director, trustee or major stockholder)
2. The state in which each corporation was a) incorporated b) transacted business.
3. The dates of corporate operation.
4. If any involved person (listed in #1) has been involved in any other bankruptcy proceeding within the past year, the name and address of each corporation.
5. Date, Case number and Court where the bankruptcy was filed or receiver appointed.
6. Name and address of court appointed receiver.

12. SIGNATURES: Annual Reports must be signed and dated by at least one duly authorized officer or they will be rejected.

I declare, under penalty of law that all corporate income tax returns required by Title 43 of the Arizona Revised Statutes have been filed with the Arizona Department of Revenue. I further declare under penalty of law that I (we) have examined this report and the certificate, including any attachments, and to the best of my (our) knowledge and belief they are true, correct and complete.

Name Jeffrey Stallings Date 3-5-05 Name _____ Date _____
 Signature [Signature] Signature _____
 Title vice-President Title _____

(Signator(s) must be duly authorized corporate officer(s) listed in section 7 of this report.)

This is the instruction sheet for the annual reporting process for all corporations doing business in Arizona. Every corporation must submit an annual report once a year. This annual report must be correctly filled out and submitted by the assigned due date or the corporation may be administratively dissolved or have its authority revoked by the State of Arizona. This is the only notice you will receive. According to A.R.S. §10-1622.F, penalties accrue on business corporation annual reports which are submitted late (after the due date). Corporations must use the annual report form prescribed by the Corporation Commission. **No other format is allowed.**

Please verify the business address and statutory agent and agent address information on page one. Strike out incorrect information. Correct information should be legibly written above or to the side of struck, incorrect information. Complete the remainder of the form - use the corporation's original articles of incorporation, amendment documents and corporate minutes as guides for the stock questions. **IMPORTANT:** The entirety of this document is public record, including addresses cited. ***Use black or blue ink.**

- Section 1.** All corporations must state their name, address, zip code, domicile state, and type (e.g., nonprofit, business, sole, professional, business trust). Please list a business phone number.
- Section 2.** All corporations must state the name and address of the current Statutory Agent for the corporation. Correct information about the Statutory Agent is vital to the legitimate authority and status of the corporation. The statutory agent must provide both a physical and mailing address. If statutory agent has a P.O. Box, then they must provide a physical description of their street address/location. New Statutory Agents must consent to their appointment by signing the appropriate line. A corporation must amend their records at the Commission anytime the Statutory Agent is changed or whenever the Agent's designated mailing address changes. Do not sign in the space provided, unless you are appointing a new agent.
- Section 3.** Foreign (out-of-state/country) corporations must state their known place of business in this state and in the jurisdiction in which they are incorporated. List the primary address in Section 1, and the secondary address in Section 3.
- Section 4.** All corporations must check the category that best describes the character of their corporation in the applicable business or nonprofit corporation area.
- Section 5.** All business corporations must indicate the number of shares which they have authorized and issued, the class and series. All business trusts must indicate the number of transferable certificates held by trustees.
- Section 6.** All business corporations must indicate the list of applicable shareholders.
- Section 7.** Please list all principal officers. All corporations must have at least one duly authorized officer, with address.
- Section 8.** Please list all directors. All corporations must have at least one director per A.R.S. §§10-803.A & 10-3803.A.
- Section 9.** All Nonprofit corporations must file a financial disclosure statement. Nonprofit corporations meet their obligation by attaching one of the following documents: 1) Their most recent copy of Page 2, Form 99 filed with the Arizona Department of Revenue; OR 2) A copy of the corporation's Charitable Organization Financial Statement as filed with the Arizona Secretary of State pursuant to A.R.S. §44-6552; OR 3) A copy of the corporation's Treasurer's Report/Financial Statement prepared for the current fiscal year; OR 4) A copy of the financial statement prepared for the corporation's members; OR 5) A statement that the corporation conducted no business in Arizona in the past year. All other types of corporations are exempt from filing a financial disclosure. **All Nonprofit Corporations** must also indicate whether or not the corporation has members.
- Section 10.** All corporations must check either YES or NO in the Certificate of Disclosure. Those who check the "YES" box must supply the attachment required as explained in section 10.
- Section 11.** All corporations must check either YES or NO in the Statement of Bankruptcy, Receivership or Charter Revocation (both A and B). Those who check the "YES" box must supply the attachment required as explained in section 11.
- Section 12.** All corporations must read the declarations in this section. If they have complied, and if they have completed the Annual Report, then the applicable officer(s) listed in section 7 must acknowledge by signing and dating the report. The signer(s) shall be at least one duly authorized officer.
- Sign, Date & Mail the Check and Annual Report.** Business corporations must send \$45, Nonprofit corporations \$10. Credit cards are not accepted. Business/profit corporations are subject to penalties if their report is submitted after its assigned due date. Contact the Annual Report section at 602-542-3285 (Phoenix) or 520-628-6560 (Tucson) or by FAX at 602-542-0082 for the penalty amount due.

MAKE CHECK PAYABLE TO:
MAIL OR DELIVER TO:

ARIZONA CORPORATION COMMISSION
c/o Annual Reports - Corporations Division
1300 West Washington or 400 West Congress
Phoenix, AZ 85007-2929 Tucson, AZ 85701-1347

Seek professional advice from your accountant, attorney, or other knowledgeable source if you need help with any section. The Commission's web site (www.cc.state.az.us) has more general information about annual reports and reporting requirements. The Annual Reports Section of the Corporations Division cannot give legal or tax advice, but you may call them with your other questions regarding this form at (602) 542-3285.