



## 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.*

### MULCAHY LAW FIRM, P.C.

3001 East Camelback Road  
Suite 130  
Phoenix, Arizona 85016  
Phone: 602.241.1093  
Toll Free: 877.206.7164  
Facsimile: 602.264.4663

**E-mail:**

bmulcahy@mulcahylaw.net  
krosenbeck@mulcahylaw.net  
www.mulcahylawfirm.net

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## STATE OF ARIZONA RESOURCES

### Arizona Corporation Commission - [www.azcc.gov](http://www.azcc.gov)

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.

### Associations can check their corporate status online at [www.azcc.gov](http://www.azcc.gov):

To check corporate status, on the website's home page, select 1) Find a Corporation/LLC/statutory agent; 2) Select "If you do not know the file number - click here"; 3) Type the association name in the box; and 4) Click the box stating "Check Corporation Status".

The website's home page offers additional information regarding the commission.

### 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 visit the ACC to transact business:

Arizona Corporation Commission  
Corporation Division  
1300 West Washington, First Floor  
Phoenix, Arizona 85007-2929

### Maricopa County Recorder - [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)

The Maricopa County Recorder maintains all documents recorded with Maricopa County. You can view copies of CC&Rs, liens, deeds, easements and notice of contact information online. You can find the document search at the top of the website page by clicking on the "Recorded images are now available for viewing and purchase from 1871 forward." (note: records are available approximately 15 days prior to the date that a search is being conducted.) From the search 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 top of the search form page you can find additional information about form requirements, recording fees and recorded document searches.

### You can visit the recorder's main office to transact business:

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](mailto:recorder@risc.maricopa.gov)

### Maricopa County Assessor - [www.maricopa.gov/assessor](http://www.maricopa.gov/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.

Services and forms offered by the assessor's office are listed on the website.

### You can visit the assessor's office to transact business:

Maricopa County Assessor  
301 West Jefferson 1st Floor  
Phoenix, Arizona 85003  
Phone: 602.506.3406

Satellite offices are located in the NW, NE, SW and SE.  
Call the main office for directions.

### Superior Court of Arizona - [www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

The Judicial Branch of Arizona website offers public access to court case history. Additionally, it provides information on all court programs, services and court locations.

**STATE OF ARIZONA RESOURCES *CONTINUED***

**Arizona Revised Statutes - [www.azleg.gov](http://www.azleg.gov)**

From the website's home page, select "Arizona Revised Statutes" at the side of the page under "General Information". 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 - 33-1816

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

**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, located on Central Avenue 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>	480.474.5090	480.671.5442
	Avondale	623.333.2727	<a href="http://www.avondale.org">www.avondale.org</a>	623.333.2701	623.333.7218
	Buckeye	623.349.6616	<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	480.488.1400	<a href="http://www.cavecreek.org">www.cavecreek.org</a>	480.488.1400	602.876.1000
	Chandler	480.782.4348	<a href="http://www.chandleraz.gov">www.chandleraz.gov</a>	480.782.4320	480.782.4967
	El Mirage	623.933.8318	<a href="http://www.cityofelmirage.org">www.cityofelmirage.org</a>	623.933.8318	623.933.9500
	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	623.882.7812	<a href="http://www.goodyearaz.gov">www.goodyearaz.gov</a>	623.882.7815	623.882.7452
	Litchfield Park	623.935.5033	<a href="http://www.litchfield-park.org">www.litchfield-park.org</a>	623.935.5033	623.935.9040
	Mesa	480.644.2387	<a href="http://www.mesaaz.gov">www.mesaaz.gov</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	623.773.7250	<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	480.358.3003	<a href="http://www.queenecreek.org">www.queenecreek.org</a>	480.358.3003	480.458.5408	
Scottsdale	480.312.3111	<a href="http://www.scottsdaleaz.gov">www.scottsdaleaz.gov</a>	480.312.3111	480.312.2342	
Surprise	623.222.1550	<a href="http://www.surpriseaz.com">www.surpriseaz.com</a>	623.222.3000	623.222.4140	
Tempe	480.350.8234	<a href="http://www.tempe.gov">www.tempe.gov</a>	480.350.8372	480.350.8234	