

PMCPOA COMMITTEE CHARTER

OVERVIEW

By resolution passed at its regular meeting held on September 21, 2024, the board of directors of the Pine Mountain Club Property Owners Association, Inc. hereby grants this charter to the governing documents committee, a standing committee of the Association.

PURPOSE

The purpose of the governing documents committee is to maintain, review, and propose changes to and/or create the governing documents of this Association at the direction of the board of directors in accordance with current laws, codes and operating conditions. The governing documents are the article of incorporation, the covenants, conditions and restrictions (CC&Rs) of the planned development known as Pine Mountain Club, the bylaws, the various rules and the business policies and procedures of the Association.

CHARTER

1. This committee shall act as advisor to the board in matters involving the governing documents.
2. At the direction of the board or, in the case of policies, at the request of the general manager, the committee may recommend changes to any of the governing documents to be submitted to the board for their action. If such changes are to rules that affect a committee of the Association, they shall be submitted to the concerned committee for its comments and recommendations before submitting them to the board for action.
3. Proposals for changes to the CC&Rs, bylaws, policies and procedures or Association rules, whether originated by the board, a committee, or member in good standing of the Association, should be referred to the committee for review, evaluation, comments and recommendations. PMCPOA Bylaw 5.06 governs the submission of bylaw changes by members.
4. The committee shall make a written report of its conclusions and recommendations to the board and to the committee or member originating the proposal. If a proposal for a change to rules comes from a committee and concerns a rule that affects that committee, the report from the governing documents committee shall be made initially to the committee which made the proposal to enable that committee to consider the report and, if it so desires, submit a revision to the governing documents committee for further review, or it may submit its proposed amendment directly to the board for its action.
5. If, after receiving the report of the governing documents committee, the committee proposing a change to the rules that affect it shall choose to submit that change directly to the board for action, it shall also submit a copy at the same time to the governing documents committee. This

will enable the governing documents committee to submit its report or a revision of its report to the board so that the report and the proposed amendment may be considered together.

6. This charter shall not prevent any member in good standing from submitting a proposed change to any of the governing documents directly to the board, but if such a submission is made, the board shall refer the proposed change to this committee for its review and recommendations before acting on the proposed change.

7. Should an emergency arise that requires the immediate consideration of a proposed change to any governing document, the governing documents committee shall make its review, orally or by electronic communication, and give its recommendations orally or by electronic communication to the board. Otherwise, the committee shall consider any proposal for change to any governing document at its regularly scheduled meeting immediately following the submission of the proposal to the committee. If the committee requires additional time to study and consider a proposed change, it may continue the matter over to its next regularly scheduled meeting or notice a special meeting for its further consideration.

8. This committee shall advise the board of the steps required to seek the approval of proposed changes to the governing documents and shall participate in that process to the extent directed by the board.

9. The primary goal of this committee's work is to support language in the governing documents that is clear, unambiguous and conforms to all relevant laws. It shall be the focus of the committee to ensure there are no conflicts between the Association's governing documents.

MEMBERSHIP

Desired qualifications for this committee include, but are not limited to, knowledge of the operational aspects of a POA and a background of working with legal documents.

Members of this committee are required to follow the Association rules for all committees in Article 19.

MEETING TIMES

The committee will meet monthly on the first Saturday of the month in the pavilion or remotely by using the Zoom internet application. In the event of a change to the meeting dates the office will be notified according to the established policy.

Approved:

Committee Liaison

Corporate Secretary

Date:

September 21, 2024

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