

18.09 Contractors working for property owners must show written permission or a guest card from owners prior to using the transfer site and/or the slash site.

18.10 Scavenging and salvaging is strictly prohibited.

18.11 Organic materials such as dead limbs, leaves and pine needles shall be disposed only in the green waste area. Material delivered should be left in its natural state and not in bags or containers.

18.12 Transfer site personnel may supervise anyone disposing of trash. Non-separated trash and prohibited items must not be placed in the compactor.

18.13 Leaving refuse at or around the transfer site area is not permitted.

18.14 Users are responsible for separating trash according to the following categories. Bins are provided for: (a) ashes; (b) aluminum cans; (c) plastic separated by white or milk, clear, CA redemption, plastic #2 and up, and colored; (d) newspapers; (e) magazines; (f) phone books; (g) glass separated by blue/green, clear, and brown/red; (h) scrap metal; (i) electronic waste; (j) appliances; (k) cardboard.

ARTICLE 19: COMMON RULES OF ALL COMMITTEES

The bylaws of Pine Mountain Club Property Owners Association provide for two types of committees, standing and ad hoc. (See bylaw sections 11.01 and 11.02.) Special provisions are contained in the bylaws that apply only to the election committee and the environmental control committee. (See bylaw sections 11.06 and 11.07.) These provisions take precedence over any conflicting rules stated in this document.

19.01 Committees shall serve at the pleasure and direction of the board.

19.02 Each standing committee shall have a charter approved by the board. This charter shall set forth the committee's purpose, authority and responsibility. It may provide a limitation in the number of members in the committee if the board deems that to be required for an efficient operation of the committee.

19.03 Each ad hoc committee shall be established by an enabling resolution adopted by the board. This resolution shall (1) state the specific purpose or purposes for which it is established, (2) direct the committee to carry out specific duties or activities, (3) specify the length of time granted to it to accomplish its purpose and (4) appoint its members. The board may, but need not, specify the maximum number of members in the committee, extend or reduce the time allowed to the committee to complete its tasks or terminate its existence.

19.04 The board chair shall appoint a director to act as its liaison with each standing committee. That director shall act as advisor and board resource to the standing committee and shall be a conduit for communication between the committee and the board. The liaison may facilitate committee discussion and decisions by a) calling attention to past board actions when they are relevant to the current matter; b) be alert to proposed committee action that might be in conflict with the governing documents; c) urging consistency with board policies and actions.

19.05 Every meeting of a committee shall be open to any member in good standing of the Association. Any member attending a meeting shall be allowed to speak at that meeting provided that, at the chair's discretion, this can be done without preventing the committee from completing the work required of it at that meeting. The agenda for the meetings may be posted at the chair's discretion.

When a committee has an item on the agenda that may affect another committee's work, that committee should be invited to the meeting. If the agenda item has to do with PMCPOA personnel or procedures, the PMCPOA budget or business policy and procedures E-14, the GM will be notified and he/she can attend or send a representative.

19.06 To become a member of a committee a member shall submit an application stating that person's name, lot and tract numbers, the reason for desiring membership in the committee and whatever qualifications the applicant wishes to state provided that some qualifications are provided in sufficient detail for the board to evaluate the candidate's qualifications for the committee. Each committee member desiring to be reappointed to the committee at the end of a fiscal year shall submit a new application each June. The board approves all committee members.

19.07 Time of service for committee members is from the date of appointment by the board of directors until new committee members are appointed for the next fiscal year.

19.08 A member of a standing committee may be removed from the committee by a majority vote of the board at the request of the chair of the committee when the member has missed three unexcused meetings in one calendar year or whose behavior impedes the work of the committee as directed by the charter. A member of an ad hoc committee may be removed from that committee at the board's discretion.

19.09 Each committee shall choose its own chair and secretary and any other officer wished by the committee.

19.10 Each committee shall meet regularly at a designated date, time and place and keep the Association apprised of its schedule. If the committee regularly meets less often than once a month or goes dark for any extended period it shall notify the board of that fact in writing. The chair of a committee has the authority to cancel or reschedule any meeting provided the majority of the members agree or a quorum more than 50% of its members cannot be obtained.

19.11 Special meetings of a committee may be called by the chair or by two committee members. Not less than four days' notice of the time, place and reason for the meeting shall be given to all committee members and the board liaison and be posted on the lobby bulletin board. An emergency meeting may be called only by the chair or, in the chair's unavailability, the vice chair upon the giving of not less than 24 hours actual notice to members, the board liaison and other involved persons.

19.12 Prior to each meeting a written agenda shall be distributed to each committee member and the board's liaison.

19.13 A committee shall keep minutes of each of its meetings and submit those minutes after approval to the board for acceptance.

1. Minutes are to capture conclusions, decisions and direction (if any) of the meeting.
2. Minutes shall contain a record of action with regard to items of business on the agenda.
3. Minutes are to reflect the meeting and not the individual feelings or opinions of the elected, appointed or temporary secretary.
4. Minutes may be handwritten if typing is not available. To facilitate copying, 8 ½ x 11 paper is preferred. In most cases, one page of minutes should be adequate.

5. Minutes will include the following information:
 - a. Name of Committee.
 - b. Date, time and place of the meeting.
 - c. Officers, committee liaison, members and guests including entire names (1st and last) present for the meeting and names of acting officers in the absence of elected officers.
 - d. Record of approval of previous meeting minutes including date of and any amendments or corrections to said minutes.
 - e. Each item of business will be presented in a separate paragraph.
 - f. All action items will reflect the disposition of the item of business, whether approved, amended, withdrawn, continued, etc.
 - g. Date, time and place of next meeting.
 - h. The last paragraph should note the hour of adjournment.
 - i. Typed, stamped or written "Approved" with date of approval. If approved by email, typed, stamped or written "Approved by Email".
6. In order to ensure that the Directors have sufficient time to review the minutes before a board meeting, minutes need to be submitted by noon on the Wednesday before the Board of Directors meeting. (This usually falls on the third Wednesday of the month prior to the board meeting which takes place on the third Saturday of the month). An exception is made to allow the Budget and Finance Committee to submit their minutes by noon on the Thursday before the Board of Directors meeting.
7. You can submit your minutes in person at the business office to the receptionist or electronically to: minutes@pmcpoa.com.

Committee Minutes Example:

Governing Documents Committee
Minutes for August 1, 2020
Pool Pavilion
9:00 a.m.

1. Call Meeting to Order.

Meeting was called to order at 9:00 a.m. by Chair John Cantley.

Present were members Connie Baldin, John Cantley (Chair), Shirin Murphy, Patrice Stimpson (Vice Chair), Alicia Rogers, Rick Throckmorton, Grace Wollemann (Secretary), board liaison Bill Lewis II, and General Manager Karin Shulman. Also, in attendance were guests Tom Yancey and Jennifer Emmet.

The governing documents committee agreed by consensus to keep the same officers as the previous year, Chair-John Cantley, Vice-chair-Patrice Stimpson and Secretary-Grace Wollemann.

2. Minutes reviewed and approved by email

June 6, 2020 minutes were approved via email.

3. Documents to be reviewed

Business Policies and Procedures E-3 (Investment Policy)

Discussion: GM to provide background and recommendations. It was noted that prudent man is no longer acceptable. Prudent man was changed to prudent investor.

The governing documents committee agreed by consensus to the update to Business Policies and Procedures E-3 (Investment Policy).

Business Policies and Procedures H-11 (Board Interaction with Employees)

MOTION by Connie Baldin, SECONDED by Patrice Stimpson to the update to Business Policies and Procedures H-11 (Board Interaction with Employees). MOTION carried.

4. Adjournment.

MOTION by Connie Baldin, SECONDED by Patrice Stimpson to adjourn at 11:45 a.m. MOTION carried unanimously.

The next governing documents committee meeting will be held at 9:00 a.m. on September 5, 2020 via Zoom or in the Pool Pavilion.

Grace L. Wollemann
Secretary, Governing Documents Committee

**Governing Documents Committee Approved Minutes
August 1, 2020**

19.14 The following general operating principles are proposed to guide a committee's deliberation:

- The committee's mission will be best achieved by relationships among the members characterized by mutual trust, responsiveness, flexibility, and open communication.
- It is the responsibility of all members to work toward the committee's common goals.
- To that end, members will:
 - Commit to expending the time, energy, and organizational resources necessary to carry out the committee's charter
 - Be prepared to listen intently to the concerns of others and identify the interests represented
 - Ask questions and seek clarification to ensure they fully understand other's interests, concerns, and comments.
 - Regard disagreements as problems to be solved rather than battles to be won
 - Be prepared to "think creatively" and develop creative solutions to address the many interests that will be raised throughout the committee's deliberations.

Members of the committee will work to find common ground on issues and strive to seek consensus on all key issues. Every effort will be made to reach consensus, and opposing views will be explained. In situations where there are strongly divergent views, members may choose to present multiple recommendations on the same topic. If the committee is unable to reach consensus on key issues, decisions will be made by majority vote.

19.15 A committee shall not have any authority to act on its own. A committee can only make recommendations or reports to the board or answer questions submitted to it by the board or by another committee.

19.16 Unless approved by the board video and audio recording of committee meetings is not permitted.

19.17 No committee member shall speak or otherwise communicate to the members of the Association or the general public as a committee member unless that member has been given the authority to do so by the board of directors or their designee. Any committee member speaking or otherwise communicating to the members of the Association or the general public as an individual shall state this fact clearly.

19.18 No recommendation or report shall be submitted by the committee to the board or another committee unless a majority of committee members concurs with it at a meeting or by some other method of communication prior to its submission.

19.19 The chair of a committee shall control its meeting in accordance with Robert's Rules of Order.

19.20 The general manager is authorized by the Board of Directors to support the committee to the extent defined in the committee charter or enabling resolution. Committees members may not instruct staff to perform tasks without the consent of the general manager.

ARTICLE 20: ELECTION RULES

PINE MOUNTAIN CLUB PROPERTY OWNERS ASSOCIATION, INC.

The following Election Rules were duly adopted by the Board of Directors of Pine Mountain Club Property Owners Association, Inc. (the "Association") in accordance with the procedures in the Davis-Stirling Common Interest Development Act (the "Act"), and are subject to all applicable and enforceable statutes, laws, and provisions of the Association's governing documents.

1. ELECTIONS GENERALLY

- a. Notwithstanding any other law or provision of the governing documents, elections regarding assessments legally requiring a vote, election and removal of directors, amendments to the governing documents, the grant of exclusive use of common area pursuant to Civil Code section 4600, or for approval/disapproval of other Association business that may be properly brought before the members of the Association shall be held by secret ballot in accordance with the procedures set forth in Chapter 6 Article 4 of the Act.

2. ELECTIONS FOR DIRECTORS

The Association shall hold an election for each seat on the board of directors, in accordance with the procedures set forth in Chapter 6 Article 4 of the Act at the expiration of the corresponding director's term and at least once every four years.

3. QUALIFICATIONS FOR DIRECTORS

- a. Subject to paragraph 3(f) below, the Association shall disqualify a person from a nomination as a candidate for not being a member of the Association at the time of the nomination.
- b. Subject to paragraph 3(f) below, the Association shall disqualify a person from nomination as a candidate, and shall disqualify a director during their board tenure, if that person is not current in the