

**Governing Documents Committee
Minutes for August 1, 2020
Zoom Application Meeting
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

Rule Article 22 Rentals

Discussion: Bill Lewis provided background and recommendations. Rule does not affect long-term rentals. Rule needs to be posted for 28 days and once approved, 15 days of general notice.

The governing documents committee agreed by consensus to the following update to Association Rule 22 Rentals:

22.03 A. Any owner who rents their real property to at least one tenant, lodger or boarder for fewer than 30 consecutive days in any calendar year (short term rental) must register with PMCPOA and pay to the PMCPOA Association an annual short term rental fee established by the board of directors, which fee shall be based upon a reasonable good faith estimate of the amount necessary to defray the costs of a short term rental to the Association.

B. Owners will not be allowed nor permitted to operate or utilize their real property as a short term rental if their property is not registered with PMCPOA as a short term rental and the short term rental fee is not paid before October 1, 2020. Effective October 1, 2020, short term rentals not previously registered will be prohibited.

C. Owners failing to pay their annual short-term rental fee within 30 days of its expiration date will forfeit their right to operate a short-term rental.

D. Owners cannot transfer a rental registration for a short-term rental nor the short-term

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rental fee to a new owner upon sale of their property.

Rule Article 21 EC Code Section 7.13 (Hazards)

Discussion: Rick Throckmorton and Bill Lewis provided background and recommendations.

The governing documents committee agreed by a majority vote to the following update to Association Rule 21, EC Code Section 7.13 Hazards:

Section 7.13 – Hazards

A. ~~No slash, d~~Debris, dead weeds, rubberized landscaping material or any other hazardous fire conditions shall not be permitted on any lot at any time. Slash, mulch or a similar material will not be permitted within five (5) feet of a residence, propane tank enclosure, or other structure with combustible exteriors, such as wood or vinyl. Commercial mulch shall not exceed 4” in depth for landscaping.

B. ~~No e~~ A construction permit will not be issued where ~~such~~ hazardous fire conditions exist.

C. Open fires, wood burning ~~or charcoal~~ barbeques and outdoor wood burning fireplaces are not permitted in PMC. Propane fire pits, barbeques and pellet smokers are permitted with 15 feet clearance from combustible material.

D. Ashes from barbeques shall not be discarded on the ground and must be allowed to completely cool, placed in a metal container and disposed of at the transfer site.

~~D~~E. No discharge of firearms or fireworks is permitted within the boundaries of PMC.

Rule Article 13 Lampkin Park

The governing documents committee agreed by a majority vote to add the following update Association Rule 13, Lampkin Park:

13.10 Community grill

a. To use the grill, obtain a facility use permit from the PMC Office.

b. Use charcoal only as a fuel. Do not burn un-approved material (i.e. yard waste, brush, wood).

c. Grate must be cleaned after use.

d. Leave the ashes in the grill.

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e. Have a water source or extinguisher available in case of emergency.

f. Never leave the grill unattended.

Business Policies and Procedures E-3 (Investment Policy)

Discussion: GM to provided 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)

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures H-11 (Board Interaction with Employees)**.

Bylaw 6.02 (Powers of the Board)

The governing documents committee agreed by consensus to the following update to **Bylaw 6.02 (Powers of the Board)**.

6.02 Powers of the Board. The Directors shall, subject to the limitations set forth in the Articles of Incorporation, exercise the powers of the Association, control its property, set the policy of the Association and delegate to the general manager the obligation to carry out the policies of the Association. The general manager will receive board direction only through the chair of the board.

Business Policies and Procedures G-4 (Booking Request)

Discussion: GM to provide background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures G-4 (Booking Request)**.

Business Policies and Procedures H-14 (Notice of Proposed Resolution)

Discussion: Questions arose regarding emergencies and whether this policy is too restrictive on the board. Policy may be readdressed in the next governing documents meeting.

The governing documents committee agreed by consensus to the update to **Business Policies**

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and Procedures H-14 (Notice of Proposed Resolution) subject to A-2 policy confirmation of an emergency procedure.

Due to time constraints the following were postponed until the next governing documents committee meeting on September 5, 2020:

Rule Article 6 Traffic 6.06 (Parking)

Rule Article 5 Filming

Business Policies and Procedures H-2 (Board Meetings Procedures)

Business Policies and Procedures B-15 (Employee Discussions)

Business Policies and Procedures D-14 (Check Cashing)

Bylaw 12.03 E (ADR)

Bylaw 10.02 and 10.03 (Formation and purpose of assessment and Formation of Budget.)

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