



PMCPOA Governing Documents Committee

Meeting Minutes of April 6, 2019

Present: Lee Krimm, Patrice Stimpson, Connie Baldin, Finn Myggen, Bill Lewis II, and John Cantley (Board Liaison). Not present: Alicia Canton. Guests: Phyllis Throckmorton, Peggy Hoyt-Voelker, Karin Shulman, Ronan Chris Murphy, and Grace Wollemann.

- A. The meeting was called to order by Chair Lee Krimm at 9:00 am.
- B. A motion by Connie Baldin, seconded by Patrice Stimpson, to approve the minutes from February 2, 2019, was approved unanimously. (NOTE: There was no meeting in March.)
- C. Discussion
 1. Absence. A discussion was held regarding the continued absences by Alicia Canton. A request for removal from the committee has been submitted to Chairman Gurtner from Lee Krimm. John Cantley will follow up with the board chair.
 2. **Article 22** (proposed Association Rule regarding “Rentals”) has been submitted to legal counsel for review and opinion. An opinion is pending.
 3. **“Dissolution of the association”** was discussed based on a recent article shared in the Adams Stirling Newsletter dated February 24, 2019. The issue for PMCPOA is addressed in our Articles of Incorporation.
 4. **“Understanding the Amenities of PMCPOA”** (proposed pamphlet) was discussed and two concerns were noted about a typo following Article 6.1 (delete “The...”) and language addressing “...when the development was finished and all the lots were sold, Tenneco released the community to Pine Mountain Club Property Owners Association.” John Cantley will research the latter.
- D. The following were reviewed;
 1. **Business Policy E-21** (PMC Owned Lot Sales) was approved for submission to the Board.
 2. **Bylaw 11.03** (Committee Membership). Change to paragraph “A” regarding time served on committee and change to paragraph “B” regarding vacancies on ad hoc committees. Change to paragraph “C” to allow directors to be eligible to serve on standing committees. Added recommendation that only one director can serve as a member on a committee. Changes and addition approved for submission to the Board with Bill Lewis II opposing change to paragraph “C.”
 3. **Business Policy B-4** (Employee Hiring). This policy/procedure was approved at the July 2016 meeting but was not submitted to the Board. Approved for submission with updated references to the Governing Documents.
 4. **Business Policy B-10** (Time Cards). This policy/procedure was approved at the July 2016 meeting, but two new forms have been added. The forms were approved, and they were added to policy/procedure A-10. (See paragraphs 7, 8 and 9 below.) Approved for submission.

5. **Business Policy B-11** (On-Call and Call-Back Pay). This policy/procedure was recommended to be deleted at the July 2016 meeting as it is no longer in use by the Association office. Approved for submission to the Board.
 6. **Business Policy A-17** (Bylaw Amendments by Members) A new policy/procedure, supplementing bylaw 5.06, to provide guidelines for members submitting bylaw amendments by petition was approved for submission with Finn Myggen voting “No.
 7. **PMCPOA Yearly Guest Card Application** (proposed form per Business Policy A-10) was approved for submission with the addition of a form number to be added in the footer section as A-10(A).
 8. **Short Term Guest Card Application** (proposed form per Business Policy A-10) was approved for submission with the addition of a form number to be added in the footer section as A-10(B).
 9. **Business Policy A-10** (Membership Carding) was approved for submission with one change to the last sentence to read "The employee shall ensure the invitee signs the acknowledgement of the rules and waiver of liability."
 10. **Rule 3.21** (Discharge of firearms) had additional weapons included within the rule and provided exceptions for the use of paintball guns by PMCPOA Patrol Officers and bows/arrows on the Archery Range. Approved for submission.
 11. **Proposed form.** A form was submitted by Bill Lewis II to be considered when submitting proposed changes to the Governing Documents Committee regarding bylaws, rules, policies, or other matters when the intent or author is not specified or known. It was decided that the form could be used but would not be required. Further action needed to determine how to make form available and instructions. Bill will follow up.
 12. **Bylaw 3.03** (Use of Association property). A change made to the bylaw to include a reference to Civil Code Section 4515. This change will be pending submission until the committee also reviews Business Policy G-1 (Facility Use). A discussion was held about a responsible party for any property damage that may occur related to the provisions of 4515. Bill Lewis II will research property damage.
- E. The next meeting is scheduled for Saturday, May 4, 2019, 9:00 am, in the Pool Pavilion.
- F. A motion by Finn Myggen, seconded by Connie Baldin, to adjourn the meeting at 11:22 am was approved unanimously.

Recorded by Bill Lewis II, Secretary