

**Governing Documents Committee
Minutes for December 4, 2021
Zoom Application Meeting
9:00 a.m.**

1. Meeting was called to order at 9:00 a.m. by chair, John Cantley.

Present were members John Cantley (chair), Connie Baldin, Carolyn Gilbert, Alicia Rogers, Patrice Stimpson (vice chair), Rick Throckmorton, Grace Wollemann, board liaison Richard Ballard, board chair Bill Lewis II, general manager Karin Schulman (for the first ten minutes), Condor editor Ronni Wilde, environmental control officer Joe Ladin, and guest Russ Rogers.

2. Minutes for November reviewed and approved by email.

3. Documents reviewed.

Business Policies and Procedures C-2 (Condor) and Business Policies and Procedures C-3 (CCC Box)

Discussion: Chair, Condor editor and GM provided background and recommendations. By consensus the committee took no action to add a requirement that edited letters to the editor be returned to the originator.

Bylaw 3.05 Transfer Fees

Discussion: Board chair provided background and recommendations. Language to add a private transfer fee provided by corporate counsel. By a vote of 3 in favor and 2 opposed the committee recommended the revised language on transfer fees.

Rule Article 21 (Environmental Control Code)

Discussion: Chair, board chair, board liaison Richard Ballard, and environmental control officer Joe Ladin provided recommendations. Topics discussed included removal of Articles I, II, and III to a new Business Policy and Procedure, reordering of several sections into the new Section 21.01 through 21.04, a requirement for construction permit applicants to submit copies of all applicable permits from governmental agencies, the building packet, and architectural standards generally. Discussion continued to the next meeting. No further action taken.

4. Scheduled 3-year policies to be reviewed fiscal year 2021-22:

BPP C-5 Bulletin boards	BPP E-2 Sales of Expense Items
BPP D-15 Expenditures under 10K	BPP E-23 Returned Checks
BPP E-14 Annual Plan	BPP H-1 Board of Directors calendar

5. Adjournment.

Motion by Connie Baldin, **SECONDED** by Carolyn Gilbert to adjourn at 11:35 a.m.
Motion carried unanimously.

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The next governing documents committee meeting will be held at **9:00 a.m. on February 5, 2022, via Zoom.**

John Cantley
Chair, Governing Documents Committee