

**Governing Documents Committee
Minutes for December 5, 2020
Zoom Application Meeting
9:00 a.m.**

1. Call Meeting to Order.

Meeting was called to order at 9:10 a.m. by Chair John Cantley.

Present were members John Cantley (Chair), Shirin Murphy, Connie Baldin, Patrice Stimpson, (Vice Chair), Rick Throckmorton, guest Jennifer Ernst, and board liaison Bill Lewis II. Alicia Rogers was excused.

2. Minutes reviewed and approved by email

November 7 minutes were approved via email.

3. Documents to be reviewed

Rule Article 6 Traffic 6.06 (parking)

Discussion: Bill Lewis provided background and recommendations. No action was taken by the committee.

Rule Article 5 (Filming)

Discussion: Provision was withdrawn by the board liaison.

Film permit app form. For approved at the November meeting. No further action taken.

Business Policies and Procedures A-15 (Election Procedures)

Discussion: Document temporarily not available. No action taken at this meeting.

Business Policies and Procedures B-15 (Employee Discussions)

Discussion: Bill Lewis provided background and recommendations from the board of directors. This policy was reviewed and approved by the committee on 9-5-20.

The governing documents committee agreed by consensus to the further updates to

Business Policies and Procedures B-15 (Employee Discussions).

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

Discussion: Chair and board chair provided recommendations.

The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures H-2 (Board Meeting Procedures).**

Business Policies and Procedures I-4 (Committee Minutes)

Discussion: Chair provided background and recommendations.

The governing documents committee agreed by consensus to the updates to **Business**

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Policies and Procedures I-4 (Committee Minutes).

Bylaw 12.03 E (ADR)

Discussion: Chair provided background and recommendations.

The governing documents committee agreed by consensus to the updates to **Bylaw 12.03**.

E. Alternative dispute resolution (ADR). Before the Association or a member files a lawsuit for declaratory or injunctive relief related to the enforcement of the Association's governing documents and of the nature described in Civil Code Section ~~1354~~ **5925**, or its replacement section upon its amendment or replacement, the Association and member shall endeavor to submit the dispute to alternative dispute resolution in accordance with the terms of Civil Code Sections ~~1369.520~~ **5930 through 5960**, or ~~its~~ **their** replacement section upon ~~its~~ **their** amendment or replacement.

Bylaws 10.02 and 10.03 (Budget)

Discussion: These were approved by the board in October. Chair provided background and recommendation.

The governing documents committee agreed by consensus to the update to **Bylaw 10.03**. Three words were added to the last sentence: "**the ADR policy.**"

10.03 Budget formation. The regular meeting of the board in ~~May~~ **March** of each year shall be the budget meeting. Prior to ~~May~~ **March** 1, of each year, the Board shall cause the Treasurer to mail to every Member at his/her address, then appearing on the records of the Association, the financial statement of the Association as of ~~March~~ **January** 31st in such year, and an operation statement of income and expense for the ~~nine (9)~~ **seven (7)** months ended ~~March~~ **January** 31st in such year together with a comparison showing each item of income and expense budgeted by the Board for the fiscal year ending June 30th in such year. The Board shall also include in such mailing a proposed budget for the ensuing fiscal year and the allocation thereof as a proposed assessment against each Member and a notice that said proposed budget will constitute the first order of business at the Board meeting to be held on the third Saturday of ~~May~~ **March** at 10:00 a.m. The proposed budget shall be the first order of business at the budget meeting. **The board will hold an open meeting the weekend before the March meeting of the board with a single item agenda: budget discussion.** The board shall not adopt a budget or make any assessment against the members based thereon until the regular meeting of the board for the month of ~~June~~ **April** in each year. **The approved pro forma budget and assessment, the annual letter, a summary of the reserve fund status, the policy**

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on delinquent accounts, a summary of the insurance policies for the Association, the IDR policy, the ADR policy, and all other requirements of civil code 5300 will be mailed to the members in the first week of May of each year.

Business Policies and Procedures E-4 (Trust Funds)

Discussion: GM and chair provided recommendations.

The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-4 (Trust Funds)**.

Business Policies and Procedures E-6 (Bad Debt Expense)

Discussion: GM and chair provided recommendations.

The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-6 (Bad Debt Expense)**.

Business Policies and Procedures E-7 (Write-Off Procedure)

Discussion: GM and chair provided recommendations.

The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-7 (Write-Off Procedure)**.

Business Policies and Procedures E-12 (Activity Pricing)

Discussion: GM and chair provided recommendations.

The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-12 (Activity Pricing)**.

Business Policies and Procedures E-16 (Multi-Department Costs)

Discussion: GM and chair provided recommendations.

The governing documents committee agreed by consensus to eliminate **Business Policies and Procedures E-16 (Multi-Department Costs)**.

Due to time limitations the following will be addressed at the next governing documents committee meeting.

Business Policies and Procedures E-17 (Collection Process)

Business Policies and Procedures E-17A (Collection Process)

4. Adjournment.

MOTION by Connie Baldin, **SECONDED** by Rick Throckmorton to adjourn at

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11:45 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on January 2, 2021 via Zoom or in the Pool Pavilion.**

John Cantley
Chair, Governing Documents Committee

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