

**Governing Documents Committee  
Minutes for December 7, 2019  
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 John Cantley (Chair), Mary Hansen, Shirin Murphy, Patrice Stimpson (Vice Chair), Grace Wollemann (Secretary), board liaison Bill Lewis II, guests Director Cam Acosta, and general manager Karin Shulman. Connie Baldin, Alicia Rogers and Rick Throckmorton were excused

**2. Minutes reviewed and approved by email**

November 2, 2019 minutes were approved via email.

**3. Documents to be reviewed**

**Rule Article 8 (Archery Range)**

**Discussion:** The general manager gave direction to the staff to match the signage at the Archery range to the Association rules.

**Rule Article 11 (Equestrian Center)**

**Discussion:** Are the new rules contained in the revised boarding agreement consistent with those in the written Association Rules? The agreement was being reviewed by legal and may have been returned for approval.

**Discussion:** The revised boarding agreement was returned by legal.

**ACTION:** John Cantley to confirm boarding agreement and Association rules are consistent.

**CC&R Section 2.5 (member to member citations)**

**Discussion:** Bill Lewis II will provide background and recommendations. Deferred until next month.

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**Bylaw 2.16 (Member in good standing), 10.02 (Formation and Purpose of Assessment), 12.02 (Enforcement Generally), 12.03 C 1 (Loss of Rights), and Rule article 2 (Enforcement):** Fines (monetary penalties) and their relationship to members in good standing

**Discussion:** Chair has provided background and recommendations. Mary Hansen to provide further update. Meaning of member-in-good standing was discussed. Deferred until next month.

**Rule Article 7.13 C (hazards)**

**Discussion:** Patrice Stimpson has background on possible revision regarding open fires and fire pits. Committee recommended revision. Further revision offered by Patrice Stimpson and Connie Baldin was presented.

The governing documents committee agreed to the following changes by consensus:

C. ~~No~~ Open fires, wood burning or charcoal barbeques, and outdoor wood burning fireplaces are not permitted n PMC. Propane fire pits and barbeques are permitted within 15 feet clearance from combustible material.

**Business Policy/procedure C-1 through 8 (Communication)**

**Discussion:** Non-member communication with the Association is not referenced in any of the "C" business policies. To what extent is the Association required to interact with/respond to non-members? BPP C-7 needs revision. BPP C-3 has now been revised and may affect some of the other policies in "C." Recommend removal of BPP C-8. Review all "C" policies for consistent language.

**Discussion:** The committee reviewed the C business policies and agreed by consensus to the updates to C-1 and C-7 and the removal of C-8.

**ACTION:** Grace Wollemann to send updated policies to the communications committee.

**MOTION** by Grace Wollemann, **SECOND** by Mary Hansen to amend the agenda to add Election Rules discussion.

**Discussion:** The committee discussed issue regarding the election's rules updated by legal. Possible contradictions, definitions and legal requirements regarding SB323 were also discussed.

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**Business Policies and Procedures H-5 (Legal Contact)**

Discussion: Shirin Murphy to provide background and recommendations. Deferred until next month.

**Business Policies and Procedures H-5B (Legal Contact II)**

Discussion: Shirin Murphy to provide background and recommendations. Deferred until next month.

**Business Policies and Procedures H-10 (Alternative Dispute Resolution)**

Discussion: Bill Lewis to provide background and recommendations. Deferred until next month.

**Business Policies and Procedures D-5 (Purchasing-General)**

**Discussion:** Beth Blackmon, Accounting Manager and the Chair have provided background and recommendations. The committee agreed by consensus to the updates to policy D-5 (Purchasing-General).

**ACTION:** Grace Wollemann to send updated policy to the budget & finance committee.

**Business Policies and Procedures D-5-A (Purchasing -Office)**

Discussion: Beth Blackmon, Accounting Manager and the Chair have provided background and recommendations. Deferred until next month.

**Business Policies and Procedures D-11 (Member Addresses)**

Discussion: Shirin Murphy to provide background and recommendations. Deferred until next month.

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**4. Business Policies and Procedures (BPP) to be Reviewed:**

H-5	Legal Contact	Shirin Murphy
H-5B	Legal Contact II	Shirin Murphy
H-10	Alternative Dispute Resolution	Board Chairman Bill Lewis II
H-11	Board Interaction with Employees	Connie Baldin
D4	Quarterly Financial Review	John Cantley/Mary Hansen
D-5A	Purchasing-Office	
D-10	Records Retention	Grace Wollemann
D-11	Member Addresses	Shirin Murphy
D-13	Purchase Orders	Referred to Finance Manager
D-14	Check Cashing	Referred to Finance Manager

**5. Completed**

A-1	Association Policy & Procedure Admin	Completed 05/2015*
A-2	Project Review	Completed 06/2015/Revised 06/2016*/Revised 03/2017*
A-2	Project Review Form	Completed 01/2017*
A-8	Member Carding	Completed 12/2016*
A-9	Charitable Contributions	Completed 05/2015/Revised 02/2017*
A-10	Membership cards	Completed 12-01-2018*/Revised 06/2019*
A-11	Hearings Before the Board	Completed 06/2016*
A-12	Access to Records w/o the form	Completed 9/2015/Revised 02/2017*
A-12	Access to Records Form	Deleted as a stand-alone document*
A-14	Planting of Memorial Trees	Completed 05/2015*
A-14-1	Planting of Memorial Trees Form	Deleted as a stand-alone document*
A-15	Election procedures	Completed 02/2016*
A-16	Rentals	Completed 05/2019*/Revised 10/2019*
A-17	Bylaw amendments by members	Completed 04/2019*
B-1	Hiring/Contracting	Deleted Since B-4 ad D-16 address Hiring & Contracting 08/2019*
B-4	New Employee Hiring	Completed 07/2016/Revised 04/2019*
B-10	Time Cards	Completed 07/2016/Revised 04/2019*
B-11	Call back/call back pay	Deleted. Policy no longer used.

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		04/2019*
B-15	Policy on Employee Discussions	Deleted. Information is in employee handbook 06/2019*
B-16	All Hands Meeting	Completed 10/2019*
B-17	Incentive Bonus Program	Completed 08/2019*
B-18	Implementation of Raise Pool Allocations	Completed 08/2019*
C-1	Communication	Revised 02/2017 & 12/2019*
C-2	Condor (Monthly Newsletter)	Completed 10/2015/Revised 02/2017*
C-3	CCC Box	Completed 02/2016/Revised 04/2017/Revised 10/2019*
C-5	Bulletin Boards	Completed 02/2016/Revised 02/2017*
C-6	Web Site Policy	Completed 05/2019*
C-7	E-mail and Written Communication to the Board	Revised 03/2017 & 12/2019*
C-8	Electronic Signs	Removed 12/2019*
D-5	Purchasing-General	Completed 12/2019
D-15	Major Expenditures	Completed 11/2016*
D-16	Contracting	Completed 11/2016*
E-2	Sales of Expense Items	Completed 02/2017*
E-6	Bad Debt Expense	Completed 02/2016*
E-11	Expenditure Authorization	Completed 11/2016* Revised 05/2019*
E-14	Annual Plan (Budget) Process	Completed 06/2016*
E-20	Successful Foreclosures/Sale of PMCPOA Foreclosure Lots	Gov Docs Approved/10/2019 – SENT to Budget & Finance
E-21	PMC owned lot sales	Completed 04/2019*
E-23	Return Check Policy	Completed 11/2016*
E-27	Association Capitalization Policy	Completed 11/2016*
E-28	Restaurant budget calculation	Completed 12-2018 but deleted at the 05/2019 meeting
G-1	Facility Use	Completed 05/2019*
H-1	Board of Directors Meetings	Completed 12/2016/revised 04/2017*
H-2	Rules of Procedure	Completed 08/05/2017*
H-3	Open & Executive Board Meeting Minutes	Completed 11/02/2019
H-3B	Executive Board Meeting Minutes	Deleted 11/02/2019-Merged with H-3
H-4	Reimbursement for Director's Expenses	Completed 11/02/2019
H-16	Media and press release policy	Completed 05/05/2018*

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S-3 Security Cameras

Completed 05/05/2018/ revised  
06/2018\*

\* Submitted to the board

**6. Adjournment.**

**MOTION** by Patrice Stimpson, **SECONDED** by Shirin Murphy to adjourn at 11:400 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on January 4, 2020 in the Pool Pavilion.**

Grace L. Wollemann  
Secretary, Governing Documents Committee