

Approved
05/05/2018

**Governing Documents Committee
Minutes for 7 April 2018
Pool Pavilion
9:00 a.m.**

1. Call Meeting to Order.

Meeting was called to order at 9:00 a.m. by Chair Lee Krimm.

Present were members: Connie Baldin, Alicia Canton, Lee Krimm , Bill Lewis II, Finn Myggen, Patrice Stimpson, Grace Wollemann (secretary) and board liaison John Cantley. Also in attendance were guests Board members Richard Ballard and Phyllis Throckmorton.

2. Approval of minutes for 3 March 2018 meeting.

MOTION by Connie Baldin, **SECONDED** by Finn Myggen to approve the minutes of 3 March 2018. **MOTION** carried unanimously.

3. Discussion

None

4. Documents to be reviewed

a. Proposed new charter format

Discussion: Director Phyllis Throckmorton explained the issues regarding the different committee charters. Also discussed was whether to put time limits on committee application submittals.

The governing documents committee agreed by consensus to have the original draft charter information titled Roles & Responsibilities, General Principles and Media Inquiries to “Common Rules for All Committees”.

The governing documents committee agreed to the updated committee charter pending confirmation the charter works with copy and paste from existing charters.

ACTION: Lee Krimm will test the new charter against an existing charter.

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a. S-3 Security Cameras

Discussion: The governing documents committee discussed service contract, motion detection, storage capacity and warranty.

The governing documents committee agreed by consensus to the S-3 Security Camera Policy.

b. Business policy/procedure H-16 Media and press release policy

Discussion: Discussion ensued regarding H-16 in regards to the new C-9 Business Policies.

ACTION: Lee Krimm will compare business policy H-16 with updated business policy C-9.

c. Business policy/procedure C-9 on social media

Discussion: Discussion ensued regarding photos of people and potential legal issues.

ACTION: Finn Myggen will take a look at photo contracts regarding warning signs. John Cantley will have #3 of C-9 sent to legal.

d. Rule article 4 Animal Control

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

ARTICLE 4: ANIMAL CONTROL

4.01 The general rules of Article 3 also apply to this article.

4.02 The general manager, members of the patrol department and the environmental control officer have the authority to issue citations to the owners of animals in violation of animal control rules. The enforcement process may be initiated by making a complaint to the patrol department. Persons in violation of the animal control rules are subject to fines.

4.03 ~~4.02 California Civil Code 4715 or its replacement section upon amendment or~~

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~~replacement applies to this article and defines~~ The term "pet" is defined as "any domesticated bird, cat, dog, rabbit, guinea pig, aquatic animal kept within an aquarium, or other animal as agreed to between the association and the homeowner property owner."

4.04 Farm animals, including but not limited to chickens, ducks, geese, goats, and pigs, are not permitted on any lot within Pine Mountain Club.

4.05 The commercial breeding/rearing of animals is not permitted on any lot within Pine Mountain Club.

4.06 A reasonable number of pets may be kept provided it does not create a nuisance or offensive odor or disturbance to neighbors so as to interfere with the enjoyment of life or property. A reasonable number shall be defined as the number that does not create a noxious or offensive activity.

4.07 Pets shall not be left outside unattended between dusk and dawn.

4.08 Pets shall be sheltered and protected from the weather, whether hot or cold, at all times.

4.09 Pets shall be supplied sufficient food as often as the feeding habits of the respective animals require. Pets shall be supplied with clean drinking water at all times.

4.10 Every reasonable precaution shall be used to ensure animals are not abused, abandoned or neglected as defined by Kern County Ordinance 7.08.110 or its replacement or amendment.

4.11 Dogs must be leashed and under control at all times by the owner or caretaker while on Association roads or property. Leashed dogs are permitted on PMCPOA greenbelt areas and trails, the area immediately adjacent to Fern's Lake and the campground area. Dogs may be unleashed only within the fenced dog park area.

4.12 Dogs are not allowed on the private property of others without the permission of the property owner. Dogs, except service dogs, are not allowed inside the post office, at Lampkin park, on the golf course or in the clubhouse.

4.13 Excessive and/or habitual barking, howling, whining or yelping is prohibited.

4.14 Dog owners and/or caretakers are responsible for picking up and properly disposing of their dog's waste.

4.15 Dogs shall not be tethered on any lot for longer than three (3) consecutive hours.

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4.16 Pets shall not be left unattended on any lot longer than twelve (12) consecutive hours.

4.17 Pets shall not be left unattended in vehicles parked anywhere on Association property.

4.18 All reported dog bite incidents will be referred to Kern County Animal Services. In a dog bite incident, dogs found to be in violation of PMCPOA animal control rules shall be subject to citation.

~~4.03 No animals of any kind may be raised, bred, or kept on any residential lot in PMCPOA except the following~~

~~A. Pets kept in aquariums or cages (such as domesticated birds) must be kept indoors from dusk until dawn.~~

~~B. A reasonable number of pets as defined in 4.02 provided they are not kept, bred or maintained for any commercial purposes and are kept under control at all times. A reasonable number shall be defined as the number that does not create a noxious or offensive activity. A noxious or offensive activity by an animal is defined in this rule as aggressive behavior, running at large, generating a noxious odor, howling, yelping, barking, or making other noise which is offensive to the senses, is injurious to health, disturbs or annoys persons or neighbors so as to interfere with the enjoyment of life or property. In the event of an animal bite Pine Mountain Club will follow Kern County Animal Control Code 7.08.080 or its replacement or amendment.~~

~~4.04 Three (3) dogs and/or three (3) cats are the maximum number permitted at any residence.— (Note: This requirement is currently in EC Code section 20)~~

~~4.05 Farm animals, including but not limited to chickens, ducks, geese, pygmy goats, and pot-bellied pigs, are not permitted on any residential lot within Pine Mountain Club.~~

~~4.06 Pets shall be sheltered and protected as defined in Kern County ordinance section 7.08.110 or its replacement or amendment which reads in part: "Every person...who owns any animal...shall comply with each of the following conditions: ...shall provide proper shelter and protection from the weather for all animals at all times;...shall not display animals bearing evidence of malnutrition, ill health, unhealed injury or having been kept in an unsanitary condition;...all animals shall be supplied with sufficient good and wholesome food and water as often as the feeding habits of the respective animals~~

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~~require;...every reasonable precaution shall be used to ensure that animals are not teased, abused, mistreated, annoyed, tormented or in any manner made to suffer by any person or means..."~~

~~4.07 Dogs must be on a leash when on designated areas of Association property. Kern County Ordinance code section 7.08.150 A or its replacement section upon amendment or replacement which reads in part: "It is unlawful for the owner of any dog to allow it to be on the private property of another person or public property without the consent of the person owning, occupying or controlling the property."~~

~~4.08 The general manager, members of the patrol and the environmental control officer have the authority to issue citations to the owners of animals in violation of animal control rules I. The enforcement process may be initiated by making a complaint to the patrol department. Persons in violation of the animal control rules are subject to fines. This includes both members and guests.~~

~~4.09 Leashed dogs are permitted on PMCPOA greenbelt areas and trails, the baseball field area adjacent to Lampkin Park, the area immediately adjacent to Fern's Lower Lake and the campground area (when organized events are not taking place).~~

5. Business Policies and Procedures to be reviewed at the next meeting

- a. EC Code 7.21 (H) Campaign signs
- b. Association rule 3.10 Harassment & proposed new policy A-16
- c. Bylaw 12.02 Enforcement generally (Patrice Stimpson)
- d. Bylaw 3.03 and policy/procedure G-1 (John Cantley)
- e. Common rules of all committees – Finn Myggen and Bill Lewis

6. Business Policies and Procedures to be reviewed

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|------|---------------------------------------|----------------------|
| | Citation Business Policy & Procedure | Finn Myggen |
| A-10 | Membership Carding | |
| H-2 | Rules of Procedure (revisit) | Lee Krimm |
| H-3 | Open Board Meeting Minutes | Connie Baldin |
| H-3B | Executive Board Meeting Minutes | Connie Baldin |
| H-4 | Reimbursement for Director's Expenses | Lee Krimm |
| H-5 | Legal contact | Lee Krimm |
| H-5B | Legal Contact II | Lee Krimm |
| H-10 | Alternative Dispute Resolution | Richard Throckmorton |
| H-11 | Board Interaction with Employees | Richard Throckmorton |

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| D4 | Quarterly Financial Review | |
| D-5 | Purchasing-General | |
| D-5A | Purchasing-Office | |
| D-10 | Records Retention | |
| D-11 | Member Addresses | |
| D-13 | Purchase Orders | |
| D-14 | Check Cashing | |
| B-1 | Contracting | Lee Krimm/Grace Wollemann |
| B-15 | Policy On Employee Discussions | Grace Wollemann |
| B-16 | All Hands meeting | Grace Wollemann |
| B-17 | | Grace Wollemann |
| B-18 | | Grace Wollemann |
| C-6 | Website | John Cantley |

7. Completed

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|--------|--------------------------------------|---|
| 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-11 | Hearings Before the Board | Completed 06/2016* |
| A-12 | Access to Records w/o the form | Completed 09/2015 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* |
| B-4 | New Employee Hiring | Completed 07/2016 |
| B-10 | Time Cards | Completed 07/2016 |
| B-11 | Call Back/Call Back Pay | Deleted as a stand-alone document Policy no longer used. |
| C-1 | Communication | Completed 10/2015 Revised 02/2017* |
| C-2 | Condor (Monthly Newsletter) | Completed 10/2015 Revised 02/2017* |
| C-3 | CCC Box | Completed 02/2016 Revised 02/2017* |
| C-5 | Bulletin Boards | Completed 02/2016 |

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| C-7 | E-mail and Written Communication to the Board | Revised 02/2017* Completed 03/2016 |
| C-8 | Electronic Signs | Revised 02/2017* Completed 03/2016 |
| D-15 | Major Expenditures | Revised 02/2017* 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* |
| E-14 | Annual Plan (Budget) Process | Completed 06/2016* |
| E-23 | Return Check Policy | Completed 11/2016* |
| E-27 | Association Capitalization Policy | Completed 11/2016* |
| H-1 | Board of Directors Meetings | Completed 12/2016 Revised 04/2017* |
| H-2 | Rules of Procedure | Completed 08/2017* |

*Submitted to the board

8. Adjournment.

MOTION by Finn Myggen, **SECONDED** by Lee Krimm to adjourn at 11:30 a.m.
MOTION carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on May 5, 2018 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee