

Approved
04/07/2018

Governing Documents Committee
Minutes for 3 March 2018
Pool Pavilion
9:00 a.m.

1. Call Meeting to Order.

Meeting was called to order at 9:00 a.m. by Vice Chair Connie Baldin.

Present were members: Connie Baldin, Alicia Canton, Bill Lewis II, Finn Myggen, Patrice Stimpson, Grace Wollemann (secretary) and board liaison John Cantley. Lee Krimm (chair) was excused.

2. Approval of minutes for 3 February 2018 meeting.

MOTION by Grace Wollemann, **SECONDED** by Finn Myggen to approve the minutes of 3 February 2018. **MOTION** carried unanimously.

3. Discussion

None

4. Documents to be reviewed

a. Business policy/procedure C-9 on social media (Patrice Stimpson)

Discussion: Questions arose regarding photographing people and placing them on social media. The governing documents committee acknowledge the need to look at business policy H-16.

The governing documents committee agreed by consensus to the changes to **business policy and procedure C-9** as attached.

b. Business policy/procedure S-1 Security Cameras.

Discussion: Grace Wollemann mentioned that we already have a business policy and procedure S-1 and S-2. Security Cameras business policy will be S-3. The governing documents committee agreed by consensus to the changes to **business policy and procedure S-3** as attached with the understanding that the policy will be revisited next month pending the following action.

ACTION: Patrice Stimpson will check with management on how the cameras will be maintained and what the storage capacity is.

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c. New Association rule 3.24 Skateboarding on roads

The governing documents committee agreed by consensus to the following changes to **Association rule 3.24 Skateboarding on Association Roads:**

3.24 USE OF SKATEBOARDS, SKATES AND NON-MOTORIZED SCOOTERS

- A. As addressed in this rule, a skateboard is any board or other object which has wheels attached to it by any means whatsoever and which is intended to be propelled by pushing, pulling, body movement, or gravity and to which there is not affixed any device or mechanism for steering. The provisions of this rule equally apply to the use of other wheeled devices, including, but not limited to, skates (roller and in-line, rollerblades) and non-motorized scooters.
- B. Riding skateboards, skates or non-motorized scooters is prohibited in Lampkin Park, on Association sidewalks, and in Association parking areas (other than use as transportation to/from the clubhouse).
- C. Persons riding on skateboards, skates or non-motorized scooters on Association roadways shall comply with the following requirements and restrictions:
 - 1. Persons shall obey all speed limits, stop signs, and other traffic controls that govern right-of-way, and shall ride close to the far-right edge of the roadway.
 - 2. No person shall operate a skateboard, skates or a non-motorized scooter recklessly or in such a manner or at such a speed as to cause or threaten to cause injury to himself or herself or to others, or to create an obstruction or to present a hazard to the free use of Association property by other pedestrians or motorists.
 - 3. A person operating a skateboard, skates or non-motorized scooter shall not attach the same or himself or herself to any motor vehicle on the roadway. In addition, a person shall not knowingly drive a motor vehicle that is towing a person riding upon a skateboard, skates or a non-motorized scooter.
 - 4. A person under 18 years of age shall not operate a skateboard, skates or a non-motorized scooter, nor ride upon a skateboard or non-motorized scooter as a passenger, upon an Association roadway or property unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently

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established by those entities. (Reference; 21212(a) California Vehicle Code)

d. Proposed new charter format

Discussion: Members of the governing documents committee would like to invite Phyllis Throckmorton to the next governing documents meetings for clarification on the proposed charter. Members felt the charter contained information already addressed in the rules for all committees.

e. Association rule 3.13

The governing documents committee agreed by consensus to the following changes to **Association rule 3.13**:

3.13 Loitering, unauthorized use of Association property or unauthorized presence shall not be permitted ~~and shall be cause for pine mountain patrol to intervene. Confrontation with pine mountain patrol may constitute cause for penalty or for citizen's arrest and referral to a Kern County sheriff.~~

f. New Association rule 3.23

Discussion: The governing documents committee decided to have the second sentence in the new Association rule 3.23 move to the second sentence in Association Rule 3:10, therefore no longer requiring the recommended new Association rule 3.23. This will make the skateboarding rule become 3.23.

The governing documents committee agreed by consensus to the following changes to **Association rule 3.10**:

3.10 Abusive, bullying, threatening and/or harassing language directed at staff or members is not allowed at any time or place within the community. **Any physical or verbal confrontation with PMC Patrol may constitute cause for verbal and/or written warning, a citation, or a citizen's arrest. The issuance of a warning or citation of an alleged violation will comply with the provisions and due process of Article 2 (Enforcement).** In addition, drunkenness, threatening action or behavior will not be permitted on Association property at any time.

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g. Association rule article 4 Animal Control

Discussion: The committee changed homeowner to property owner in 4.02. There was some confusion over the two versions and Patrice Stimpson was given action to compare the two versions and bring the rule back next month.

ACTION: Patrice Stimpson will compare the version presented with her version and bring Article 4, Animal Control back to the governing documents committee next month.

h. New Association rule 3.22 Marijuana

The governing documents committee agreed by consensus to the following New Association rule 3.22:

3.22 The use of marijuana in any form is prohibited on Association property.

5. Documents to be reviewed April 2018

- a. EC Code 7.21 (H) Campaign Signs**
- b. Association rule 3.10 Harassment & proposed new policy A-16**
- c. Bylaw 3.03 and policy/procedure G-1 (John Cantley)**
- d. Bylaw 12.02 Enforcement generally (Patrice Stimpson)**
- e. Business policy/procedure H-12**
- f. Common rules of all committees (Finn Myggen & Bill Lewis)**

6. Business Policies and Procedures to be reviewed

	Citation Policy	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
D4	Quarterly Financial Review	

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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

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 Revised 02/2017*
C-7	E-mail and Written Communication to the Board	Completed 03/2016 Revised 02/2017*

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C-8	Electronic Signs	Completed 03/2016 Revised 02/2017*
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*
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

7. Adjournment.

MOTION by Grace Wollemann, **SECONDED** by Finn Myggen 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 April 7, 2018 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee