

Approved
04/01/2017

Governing Documents Committee
Minutes for 4 March 2017
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 (Vice Chair), Richard Ballard, Finn Myggen, Grace Wollemann (Secretary), board liaison John Cantley and guest Environmental Control Committee (ECC) Chair Marianne Knapp. Lee Krimm (Chair) and Richard Throckmorton were excused.

2. Approval of minutes for 4 February 2017 meeting.

MOTION by Finn Myggen, **SECONDED** by Grace Wollemann to approve the minutes of February 4, 2017. **MOTION** carried unanimously.

3. E.C. Code 7.22 D (1)

After a discussion by the ECC Chair Marianne Knapp, the governing documents committee agreed by consensus to the suggested rewrite of EC Code Section 7.22 D (1) as specified below:

- 1) As used herein, the term "Commercial vehicles" shall be defined as stated in section 5.11 of the CC&Rs. A commercial vehicle may only be temporarily parked on the lot or the street during the time the operator of the commercial vehicle is delivering goods or is providing services to the owner or occupant of the residence. Personal vehicles with advertising decals may be parked on the property, but in no case can any advertising decal be larger than 200 square inches (e.g. 12" x 16.6") and no more than three such decals on any personal vehicle. If a personal vehicle has any advertising decal larger than 200 square inches and/or more than three (3) decals as described above, it must be screened from view by an earth-toned cover or tarp, anytime it is parked on the property.

ACTION: Grace Wollemann to send EC code to governing documents committee chair for inclusion in the March open board meeting.

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4. Business Policies and Procedures to be reviewed

A-10 Membership Carding Rory Worster

The governing documents committee postponed A-10, Membership Carding, pending the general managers' attendance at a future governing documents committee meeting.

The governing documents committee approved the following policies by consensus:

A-2	Project Review	John Cantley
C-3	CCC Box	Connie Baldin
C-7	Email and Written Communication to the Board	Lee Krimm
C-8	Electronic Signs	Lee Krimm

ACTION: Grace Wollemann to compare policies C-7 and C-8 from originals to updated policies before sending to chair Lee Krimm.

H-1	Board of Director Meeting	Review open items for December meeting
H-2	Rules of Procedure	Finn Myggen

Discussion ensued regarding policies H-1 and H-2. Questions came up regarding renters, tenants, guests, members and members in good standing. H-1 was updated to reflect some changes. Committee requested updated versions of H-1 and H-2 be sent to governing documents committee members for further review.

ACTION: Grace Wollemann to compare policies H-1 and H-2 from originals to updated policies before sending to chair Lee Krimm.

The following are still pending review by the governing documents committee:

A-10	Membership Carding	Rory Worster
H-1	Board of Director Meeting	Review open items for December meeting
H-2	Rules of Procedure	Finn Myggen
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

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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	
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

5. Completed

A-1	Association Policy & Procedure Admin	Completed 05/2015
A-2	Project Review	Completed 06/2015/ Revised 06/2016
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*

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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
C-8	Electronic Signs	Completed 03/2016
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

*Submitted to the board

6. 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 1, 2017 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee