

**Governing Documents Committee
Minutes for June 6, 2020
Zoom Application Meeting
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 Connie Baldin, John Cantley (Chair), Shirin Murphy, Patrice Stimpson (Vice Chair), Alicia Rogers, Rick Throckmorton, Grace Wollemann (Secretary), board liaison Bill Lewis II and General Manager Karin Shulman. Also, in attendance were guests Cam Acosta, Richard Ballard, Terry Butler, Rob Fredericks, Lesley McCleery and Tom Yancey.

2. Minutes reviewed and approved by email

May 2, 2020 minutes were approved via email.

3. Documents to be reviewed

Business Policies and Procedures H-10A (ADR)

Discussion: Approved at May meeting. Referred back to the committee by the board. Committee agreed to keep policy as presented since the information in the policy is a direct quote from civil code.

Rule Article 7.13 (Hazards)

Discussion: Patrice Stimpson and Tom Yancy provided background and recommendations. Board discussed handouts regarding grill safety. Discussion ensued regarding slash, charcoal barbeques, open fires and definitions.

ACTION: Richard Throckmorton will provide recommendations for Rule EC Code Article 7.13 (Hazards). Bill Lewis II will look into the slash sales.

Rule Article 6.06 (Parking)

Discussion: Patrice Stimpson provided background and recommendations.

The governing documents committee agreed by consensus to the update to Association rule 6.06 (Parking).

Business Policies and Procedures H-11 (Board Interaction with Employees)

Discussion: Information was unavailable. Will be considered at the next governing documents meeting.

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Business Policies and Procedures D-10 (Records Retention)

Discussion: Grace Wollemann provided background and recommendations.

The governing documents committee agreed by consensus to the update to Business Policies and Procedures D-10 (Records Retention).

Business Policies and Procedures D-11 (Member Addresses)

Discussion: Karin Shulman and Grace Wollemann provided background and recommendations.

The governing documents committee agreed by consensus to the update to Business Policies and Procedures D-11 (Member Addresses).

Business Policies and Procedures D-13 (Purchase Orders)

Discussion: Beth Blackmon reviewed the policy and made the recommendations.

The governing documents committee agreed by consensus to the update to Business Policies and Procedures D-13 (Purchase Orders).

Business Policies and Procedures D-14 (Check Cashing)

Discussion: Beth Blackmon reviewed the policy and made the recommendations. Discussion ensued. The governing documents committee returned the policy to the accounting manager requesting clarification.

ACTION: Karin Shulman will review the policy for clarification and updates.

Governing Documents Committee To Do List

Discussion: John Cantley introduced the following documents requiring committee updates:

- B-15 Employee Discussions
- D-5-B Purchasing Receiving
- D-16 Contracting Policy
- D-1 Month End Closing
- E-3 Investment Policy
- E-26 Expense Reimbursement
- E-26-A Expense Reimbursement Form
- E-26-B Pre-Approval of Expenditures Form
- E-27 Association Capitalization Policy
- G-4 Booking Request

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H-13 Disclosure of Interest
H-14 Notice of Proposed Resolutions – John Cantley/Grace Wollemann
H-15 Board Members' Training and Education
I-4 Committee Minutes – Grace Wollemann
S-1 PMC Patrol
S-2 Disposal of Unclaimed Property

ACTION: John Cantley and Bill Lewis II will review the above list and recommend action items. Grace Wollemann agreed to work on policy H-14 (Notice of Proposed Resolutions) and I-4 (Committee Minutes). John Cantley will work with Grace on H-14 (Notice of Proposed Resolutions).

4. Adjournment.

MOTION by Grace Wollemann, **SECONDED** by Connie Baldin to adjourn at 11:35 a.m. **MOTION** carried unanimously.

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

Grace L. Wollemann
Secretary, Governing Documents Committee