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**Governing Documents Committee
Minutes for November 2, 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 Connie Baldin, John Cantley (Chair), Mary Hansen, Shirin Murphy, Alicia Rogers, Patrice Stimpson (Vice Chair), Rick Throckmorton, Grace Wollemann (Secretary), board liaison Bill Lewis II, guests Director Cam Acosta and Raymond Bridgers.

2. Minutes reviewed and approved by email

October 5, 2019 minutes were approved via email.

3. Documents to be reviewed

Rule - Article 3 General Rules (3.21 Weapons)

Discussion: Patrice Stimpson provided background on possible new provision on open carry/possession of weapons.

MOTION by Connie Baldin, **SECONDED** by Mary Hansen to approve Article 3 General Rules (3.21 Weapons) as follows: “**3.21 Knives with a three-inch blade or greater are not allowed in the clubhouse complex.**” Members Connie Baldin, John Cantley, Mary Hansen, Shirin Murphy, Alicia Rogers, Patrice Stimpson and Rick Throckmorton **approved**. Member Grace Wollemann **opposed**. **MOTION** carried.

Rule Article 8 (Archery Range)

Discussion: Check rules (sign) posted at the range compared to those in the written Association Rules. Committee discussed membership in the archery club. In accordance with the already existing rules, any guest should be with an archery club member. Only change was recommended in 8.03.

The committee **approved by consensus** Article 8 (Archery Club) as follows: “8.03 Archery club members must carry their pine mountain archer’s membership card **at all times** while on the archery range **at all times** to verify membership.”

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 has been reviewed by legal and is going to the board for approval. Once the board decides on the EQ boarding agreement, the committee will be reviewing the new agreement with the rules to see if they are consistent with each other.

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Rule Article 12 (Golf Course)

Discussion: The Greens and Grounds Committee through the BOD has requested the following added language in 12.03: "Under no circumstance no one under the age of 3 years old be permitted on golf course as a participant or spectator".

The committee **approved by consensus** Article 12 (Golf Course) as follows: "12.03 Children/juniors may not play on the golf course until being signed off by pro shop instructional staff. Children up to age 12 shall be accompanied by an adult whenever on, or using, the golf course, driving range or practice green. *No one under the age of 3 years old shall be permitted on the golf course as a participant or spectator without the consent of the general manager or designee.*"

CC&R Section 2.5 (member to member citations)

Discussion: Bill Lewis II is still working on CC&R Section 2.5.

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 volunteered to assist the chair in reviewing these policies for consistency.

Business Policy/procedure H-3 (Open Board Meeting Minutes)

Discussion: Connie Baldin has provided recommendations. Chair requested H-3 (Open Board Meeting Minutes) and H-3B (Executive Board Meeting Minutes) be combined.

The committee approved Business policy/procedure H-3 (Open Board Meeting Minutes) and the removal of Business policy/procedure H-3B (Executive Board Meeting Minutes) **by consensus**.

Business Policy/procedure H-3B (Executive Board Meeting Minutes)

The committee approved removal of Business policy/procedure H-3B (Executive Board Meeting Minutes) **by consensus**.

Business Policy/procedure H-4 (Reimbursement for Director's Expenses)

The committee approved the new Business Policy/procedure H-4 (Reimbursement for

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Director's Expenses) by **consensus**.

Rule Article 9.05 and 19.16 Common Rules for All Committees

Discussion: Director Bryan Skelly has submitted background material to support recommendations to change the rule. Concern was raised regarding availability of all committees to follow the procedure and what happens if equipment is not available. The committee decided no action taken by **consensus**.

Rule Article 7.13 C (hazards)

Discussion: Patrice Stimpson has background on possible revision regarding open fires and fire pits.

The committee **approved by consensus** Article 21 (EC Code) Section 7.13 C (Hazards) as follows: C. No open fires are permitted in PMC. **Propane fire pits and barbeques are permitted with 15 feet clearance from combustible vegetation.**

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. This policy to be reviewed at the next governing documents committee meeting.

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	
D-5	Purchasing-General	
D-5A	Purchasing-Office	
D-10	Records Retention	
D-11	Member Addresses	
D-13	Purchase Orders	
D-14	Check Cashing	

5. Completed

A-1 Association Policy & Procedure Admin Completed 05/2015*

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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. 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	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 04/2017/Revised 10/2019*
C-5	Bulletin Boards	Completed 02/2016/Revised 02/2017*
C-6	Web Site Policy	Completed 05/2019*

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C-7	E-mail and Written Communication to the Board	Completed 03/2016/revise 03/2017*
C-8	Electronic Signs	Completed 03/2016/revise 03/2017*
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* 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/revise 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*
S-3	Security Cameras	Completed 05/05/2018/revise 06/2018*

* Submitted to the board

6. Adjournment.

MOTION by Grace Wollemann, **SECONDED** by Patrice Stimpston 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 December 7, 2019 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee