

**Approved
Via Email**

**Governing Documents Committee
Agenda for October 5, 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, Rick Throckmorton, Grace Wollemann (Secretary), board liaison Bill Lewis II, guests Director Cam Acosta, Finn Myggen and general manager Karin Shulman. Member Patrice Stimpson (Vice Chair) was excused.

2. Approval of minutes for 3 August and 7 September 2019 meetings.

August 3, 2019 minutes were approved via email.

September 7, 2019 minutes were not approved due to lack of quorum.

3. Election of officers: vice chair

MOTION by Grace Wollemann, **SECONDED** by Connie Baldin to elect Patrice Stimpson as vice chair. **MOTION** carried unanimously.

4. Documents to be reviewed

Committee Charter

ACTION: Rick Throckmorton to review.

Rules - Article 6 - Traffic (6.06 Parking)

Discussion. Concern was raised regarding no parking versus temporary parking.

MOTION by Mary Hansen, **SECONDED** by Throckmorton to approve Article 6 - Traffic (6.06 Parking). **MOTION** carried unanimously.

Rule - Article 3 - General Rules (3.21 Weapons)

The committee agreed to differ Article 3 - General Rules (3.21 Weapons) to the November meeting.

**Approved
Via Email**

**Governing Documents Committee
Agenda for October 5, 2019
Pool Pavilion
9:00 a.m.**

Business policy/procedure E-20 (Successful Foreclosure-Sale of PMCPOA Foreclosure Lots)

The committee approved Business policy/procedure E-20 (Successful Foreclosure-Sale of PMCPOA Foreclosure Lots) by consensus and agreed to send it to the budget and finance committee for their approval.

Bylaw 5.06 (Bylaw amendments) and BBP A-17 (Bylaw amendments by members)

The committee approved by consensus Bylaw 5.06 (Bylaw amendments) pending research to determine if Business policy/procedure A-17 (Bylaw amendments by members) was approved by the board.

ACTION: Grace Wollemann to research.

Business policy/procedure B-16 (All-Hands meeting)

The committee approved Business policy/procedure B-16 (All-Hands meeting) by consensus.

Business policy/procedure C-3 (Compliments, Complaints, Concerns (CCC) Box

The committee approved Business policy/procedure C-3 (Compliments, Complaints, Concerns (CCC) Box by consensus.

Business policy/procedure A-16 (Rentals)

The committee approved Business policy/procedure A-16 (Rentals) by consensus.

Rule article 8 (Archery Range)

Bill Lewis II Recommendation:

Discussion: Check rules (sign) posted at the range compared to those in the written Association Rules.

The committee agreed to differ Rule article 8 (Archery Range) to the November meeting.

**Approved
Via Email**

**Governing Documents Committee
Agenda for October 5, 2019
Pool Pavilion
9:00 a.m.**

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 was being reviewed by legal and may have been returned for approval.

The committee agreed to differ Rule article 11 (Equestrian Center) to the November meeting pending legal input.

Rule article 17 (Tennis Courts)

The committee approved Rule article 17 (Tennis Courts) by consensus.

Bylaw 11.03 revision submitted by guest (Finn Myggen)

The committee **did not** approve Bylaw 11.03 by consensus.

The following Items were not discussed due to time constraints and will be addressed in future meeting.

Article 12 (Golf Course)

CC&R Section 2.5 (member to member citations)

Bylaw 2.16 (Member in good standing): Fines and their relationship to members in good standing

Business policy/procedure H-3 Open Board Meeting Minutes

Business policy/procedure H-3B Executive Board Meeting Minutes

5. Business Policies and Procedures (BPP) to be Reviewed

H-3	Open Board Meeting Minutes	Connie Baldin
H-3B	Executive Board Meeting Minutes	Connie Baldin
H-4	Reimbursement for Director's Expenses	Alicia Rogers
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	

**Approved
Via Email**

**Governing Documents Committee
Agenda for October 5, 2019
Pool Pavilion
9:00 a.m.**

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

6. 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-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* |
| 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-17 | Incentive Bonus Program | Completed 08/2019* |
| B-18 | Implementation of Raise Pool
Allocations | Completed 08/2019* |
| C-1 | Communication | Completed 10/2015/Revised |

**Approved
Via Email**

**Governing Documents Committee
Agenda for October 5, 2019
Pool Pavilion
9:00 a.m.**

C-2	Condor (Monthly Newsletter)	02/2017* Completed 10/2015/Revised 02/2017*
C-3	CCC Box	Completed 02/2016/Revised 04/2017*
C-5	Bulletin Boards	Completed 02/2016/Revised 02/2017*
C-6	Web Site Policy	Completed 05/2019*
C-7	E-mail and Written Communication to the Board	Completed 03/2016/revised 03/2017*
C-8	Electronic Signs	Completed 03/2016/revised 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-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/revised 04/2017*
H-2	Rules of Procedure	Completed 08/05/2017*
H-16	Media and press release policy	Completed 05/05/2018*
S-3	Security Cameras	Completed 05/05/2018/revised 06/2018*

* Submitted to the board

7. Adjournment.

MOTION by Grace Wollemann, **SECONDED** by Connie Baldin to adjourn at 11:25 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on November 2, 2019 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee