

**Governing Documents Committee  
Minutes for September 5, 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, Grace Wollemann (Secretary), board liaison Bill Lewis II, and General Manager Karin Shulman. Rick Throckmorton was excused. Also, in attendance were guests Cam Acosta, Beth Blackmon, Carolyn Gilbert, Jennifer Emmett and Finn Myggen.

**2. Minutes reviewed and approved by email**

August 01, 2020 minutes were approved via email.

**3. Documents to be reviewed**

**Association Rule Article 21 EC Code Section 7.13 (Hazards)**

**Association Rule Article 22 (Rentals)**

Discussion: Information only. Changes to committee recommendations by counsel. The document is posted on the Association website. Article 22 may be updated or pulled pending the governor's approval or disapproval of AB 3182.

**Association Rules Articles 5.20 and 9.06 (Outdoor fires)**

Discussion: Need for consistency with changes to Association Rule Article 21. Continued next meeting in order to check the language used in other governing documents.

**Association Rule Article 6 Traffic 6.06 (Parking)**

Discussion: This has been referred back to the committee by the board chair. Bill Lewis and committee chair to discuss further recommendations. Continued for language regarding social events.

**Association Rule Article 5 (Filming)**

Discussion: Request was made to continue this policy until next month.

**Business Policies and Procedures B-15 (Employee Discussions)**

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures B-15 (Employee Discussions)**.

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**Business Policies and Procedures D-14 (Check Cashing)**

Discussion: Beth Blackmon provided background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures D-14 (Check Cashing)**.

**Business Policies and Procedures D-16 (Contracting)**

Discussion: GM to provided background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures D-16 (Contracting)**.

**Business Policies and Procedures E-1 (Month End Closing)**

Discussion: Beth Blackmon and GM provided background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures E-1 (Month End Closing)**.

**Business Policies and Procedures E-26 (Expense Reimbursement)**

Discussion: Beth Blackmon and GM provided background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures E-26 (Expense Reimbursement)** and the **Expense Reimbursement Form (E-26A)**.

**Business Policies and Procedures E-26B (Pre-approval of expenditures)**

Discussion: Beth Blackmon and GM provided background and recommendations.

The governing documents committee agreed by consensus to remove **Business Policies and Procedures Form E-26B (Pre-approval of expenditures)**.

**Business Policies and Procedures E-27 (Association Capitalization Policy)**

Discussion: GM provided background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures E-27 (Association Capitalization Policy)**.

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**Business Policies and Procedures H-15 (Directors Training)**

Discussion: GM, Bill Lewis and Chair provided background and recommendations.

The governing documents committee agreed by consensus to the update to **Business Policies and Procedures H-15 (Directors Training)**.

**Bylaw 10.02 and 10.03 (Formation and purpose of assessment and Formation of Budget.)**

Discussion: Chair provided background and recommendations.

The governing documents committee agreed by consensus to the update to Association **Bylaws 10.02 and 10.03 (Formation and purpose of assessment and Formation of Budget.)**

The following are scheduled to be reviewed in the next governing documents committee meeting on October 3, 2020.

Association Rule Article 21 EC Code Section 7.13 (Hazards)

Association Rules Articles 5.20 and 9.06 (Outdoor fires)

Association Rule Article 6 Traffic 6.06 (Parking)

Association Rule Article 5 (Filming)

Business Policies and Procedures H-2 (Board Meetings Procedures)

Bylaw 12.03 E (ADR)

**4. Adjournment.**

**MOTION** by Connie Baldin, **SECONDED** by Grace Wollemann 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 October 3, 2020 via Zoom or in the Pool Pavilion.**

Grace L. Wollemann  
Secretary, Governing Documents Committee