

**Approved  
Via Email**

**Governing Documents Committee  
Minutes for August 03, 2019  
Pool Pavilion  
9:00 a.m.**

**1. Call Meeting to Order.**

Meeting was called to order at 9:20 a.m. by Acting Chair Bill Lewis II.

Present were members Connie Baldin, Mary Hansen, Shirin Murphy, Alicia Rogers, Grace Wollemann, board liaison Bill Lewis II and guests Finn Myggen and Patrice Stimpson. Members John Cantley and Rick Throckmorton were excused.

**2. Approval of minutes for 1 June 2019.**

**MOTION** by Mary Hansen, **SECONDED** by Connie Baldin to approve the minutes of June 1, 2019. **MOTION** carried unanimously.

**3. Election of officers**

**MOTION** by Mary Hansen, **SECONDED** by Connie Baldin to elect John Cantley as chair. **MOTION** carried unanimously.

**MOTION** by Connie Baldin, **SECONDED** by Mary Hansen to elect Grace Wollemann as secretary. **MOTION** carried unanimously.

There were no nominations for vice chair. Nominations delayed until the next governing documents committee meeting in September.

**4. Discussion**

Grace Wollemann suggested an email approval of minutes with all governing documents committee members in attendance so things can move more quickly to the board. The committee agreed by consensus. Discussion continued regarding the committee charter, traffic issues, towing responsibilities, meaning of commercial vehicle and pickle ball. It was decided by consensus to place the following rules and the committee charter on next months' agenda for action. Bill Lewis II read his comments regarding the rule changes.

The committee discussed the following rules:

Rule article 6 (Parking)

Rule article 3 (Weapons)

Rule article 8 Archery Range)

Rule article 11 (Equestrian Center)

Rule article 17 (Tennis Courts)

**ACTIONS:** Patrice Stimpson to check on towing financial obligations regarding Association rule article 6 (Parking) and Association rule article 8 (Archery).  
Mary Hansen will review Association rule article 17 (Tennis Courts).

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Grace Wollemann will add Bill Lewis II comments to the existing rules for review next month.

**5. Documents reviewed**

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

**ACTION:** Grace Wollemann to confirm with the accounting manager and prior governing documents committee chair if this policy was reviewed.

**Pamphlet: “You Live in a POA”** – to be reviewed next month.

**Bylaw 5.06 (Bylaw amendments) and BBP A-17 (Bylaw amendments by members)** – to be reviewed next month.

**Business policy/procedure B-1 (Hiring/Contracting)**

**Discussion:** Grace Wollemann discussed that the Association already has two different policies regarding hiring (B-4, Employee Hiring) and contracting (D-16, Contracting Policy).

**MOTION** by Grace Wollemann, **SECONDED** by Connie Baldin to delete business policy B-1 (Hiring/Contracting). Alicia Rogers **abstained**. **MOTION** carried.

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

**ACTION:** Grace Wollemann will review business policy B-16 (All-Hands Meeting) with the general manager.

**Business policy/procedure B-17 (Initiative Bonus Program)**

**MOTION** by Connie Baldin, **SECONDED** by Mary Hansen to approve business policy B-17 (Initiative Bonus Program). **MOTION** carried unanimously.

**Business policy/procedure B-18 (Implementation of Raise Pool Allocations)**

**MOTION** by Connie Baldin, **SECONDED** by Mary Hansen to approve business policy B-18 (Implementation of Raise Pool Allocations). **MOTION** carried unanimously.

**6. 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	

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H-5 Legal Contact  
H-5B Legal Contact II  
H-10 Alternative Dispute Resolution  
H-11 Board Interaction with Employees  
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

**7. 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-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*
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 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

**5. Adjournment.**

**MOTION** by Mary Hansen, **SECONDED** by Connie Baldin to adjourn at 11:05 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on September 7, 2019 in the Pool Pavilion.**

Grace L. Wollemann  
Secretary, Governing Documents Committee