

Approved
11/4/2017

Governing Documents Committee
Minutes for 7 October 2017
Pool Pavilion
9:00 a.m.

1. Call Meeting to Order.

Meeting was called to order at 9:00 a.m. by Chair Lee Krimm.

Present were members Connie Baldin (vice chair), Richard Ballard, Lee Krimm (chair), Bill Lewis II, Finn Myggen, Patrice Stimpson, Grace Wollemann (secretary), board liaison John Cantley, general manager Karin Shulman and guest Director Skelly. Richard Throckmorton resigned from the committee.

2. Approval of minutes for 2 September 2017 meeting.

MOTION by Connie Baldin, **SECONDED** by Finn Myggen to approve the minutes of 2 September, 2017. **MOTION** carried unanimously.

3. Discussion

Skateboarding (John Cantley) - Waiting on youth committee and youth committee liaison. Committee discussed enforcement and a possible rule. It was also suggested that patrol have a dash camera.

ACTION: Liaison Cantley to send chair Krimm an Association rule example.

ACTION: Mr. Lewis to look at Association Rule 3:16.

Bylaw 3.06 and policy/procedure G-1 – Committee discussed bylaw 3.06 and procedure G-1. Bylaw 3.06 and business policy G-1 need to be rewritten.

ACTION: Liaison Cantley to rewrite and update Bylaw 3.06 and business policy G-1.

Policy/Procedure A10 Carding – Committee discussed retreats, pool access, golf and walk-ins. Concern on whether the committee needs to look at business policy A-8, limiting guest cards to 6.

ACTION: Ms. Simpson will send a list of residents used for retreats to the general manager.

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4. Documents to be reviewed

Bylaw 10.11 Fiscal responsibility

Board chair does not recommend any action on Bylaw 10.11. The board is awaiting the report from the task force and feels any changes to the bylaw would be premature. Committee agreed by consensus to put the bylaw on hold.

Charter Template

Charter template not discussed. Committee will place on agenda for next month.

Article 20 of the Association Rules

Committee discussed the need to review this rule every October. It was requested that policies and procedures once completed be saved as a searchable pdf. Committee agreed by consensus with the update to Association rule article 20.

ACTION: Chair Krimm to send Association rule 20.08 to the environmental committee with a request to update the EC code to the changes.

20.08 Campaign Signs

1. Candidates will not place campaign signs on PMCP**OA common area** property **except adjacent to private property.**
2. Candidates will not place campaigns signs on private property without the permission of the owners. ~~or violate EC Code Code requirements (25 feet from road center) for placement of signs on private property.~~
3. Candidates will comply with Kern County Code ~~(55 feet from road center).~~ ~~(Kern County Code when placing~~ **regarding** signs on Mil Potrero Hwy.
4. Candidates understand that all unauthorized signs will be removed.
5. All candidate campaign signs will be restricted to a maximum of 12 inches by 18 inches.
6. Campaign signs can only be placed after April 9th and must be removed within 48 hours after the election results.

Business Policy & Procedure A-15

Committee discussed the need to review this policy every October. Committee agreed by consensus with the update to business policy A-15.

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10.02 Formation and purpose of assessment.

Committee discussed former governing documents member recommendations for changing bylaw 10.02. Committee agreed to send bylaw 10.02 to the board for vote as originally submitted for the 2017 ballot.

10.03 Budget formation.

Committee discussed former governing documents member recommendations for changing bylaw 10.03. Committee agreed to send bylaw 10.03 to the board for vote as originally submitted for the 2017 ballot.

Section 3.10 of Association rules (Harassment)

Section 3.10 of Association rules was postponed pending input from Ms. Wollemann & Director Browne.

**Bylaw 12.02 (Enforcement generally)
Citation Business Policy & Procedure**

Bylaw 12.02 and citation policy was postponed until next month's governing documents meeting.

5. Business Policies and Procedures to be reviewed

A-10	Membership Carding	
H-2	Rules of Procedure (revisit)	Lee Krimm
H-3	Open Board Meeting Minutes	Connie Baldin
H-3B	Executive Board Meeting Minutes	Connie Baldin
H-4	Reimbursement for Director's Expenses	Lee Krimm
H-5	Legal contact	Lee Krimm
H-5B	Legal Contact II	Lee Krimm
H-10	Alternative Dispute Resolution	Richard Throckmorton
H-11	Board Interaction with Employees	Richard Throckmorton
D4	Quarterly Financial Review	
D-5	Purchasing-General	
D-5A	Purchasing-Office	
D-10	Records Retention	
D-11	Member Addresses	

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D-13	Purchase Orders	
D-14	Check Cashing	
B-1	Contracting	Lee Krimm/Grace Wollemann
B-15	Policy On Employee Discussions	Grace Wollemann
B-16	All Hands meeting	Grace Wollemann
B-17		Grace Wollemann
B-18		Grace Wollemann
C-6	Website	John Cantley

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-11	Hearings Before the Board	Completed 06/2016*
A-12	Access to Records w/o the form	Completed 09/2015 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*
B-4	New Employee Hiring	Completed 07/2016
B-10	Time Cards	Completed 07/2016
B-11	Call Back/Call Back Pay	Deleted as a stand-alone document Policy no longer used.
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 02/2017*
C-5	Bulletin Boards	Completed 02/2016 Revised 02/2017*
C-7	E-mail and Written Communication to the Board	Completed 03/2016 Revised 02/2017*

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C-8	Electronic Signs	Completed 03/2016 Revised 02/2017*
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*
E-14	Annual Plan (Budget) Process	Completed 06/2016*
E-23	Return Check Policy	Completed 11/2016*
E-27	Association Capitalization Policy	Completed 11/2016*
H-1	Board of Directors Meetings	Completed 12/2016 Revised 04/2017*
H-2	Rules of Procedure	Completed 08/2017*

*Submitted to the board

7. Adjournment.

MOTION by Finn Myggen, **SECONDED** by Patrice Stimpson 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 4, 2017 in the Pool Pavilion.**