

**Governing Documents Committee
Minutes for February 6, 2021
Zoom Application Meeting
9:00 a.m.**

1. Call Meeting to Order.

Meeting was called to order at 9:10 a.m. by chair, John Cantley.

Present were members John Cantley (Chair), Shirin Murphy, Connie Baldin, Patrice Stimpson, (Vice Chair), Rick Throckmorton, guests, Grace Wollemann, Jennifer Emett, Debra Manoogian, Alan Alters, Carolyn Gilbert, and Ervin Turner, and board liaison Bill Lewis II. Member Alicia Rogers was excused.

2. Minutes for January reviewed and approved by email.

3. Committee member Shirin Murphy informed the committee by email that she is moving from Pine Mountain Club and is resigning. The committee thanks Shirin for her contributions to the committee work and to the Association.

4. Documents to be reviewed.

Business Policies and Procedures D-16 (Contracting)

Discussion: GM and chair provided recommendations. The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures D-16 (Contracting)**. To be submitted to the board of directors.

Business Policies and Procedures E-11 (Expenditures over 10K)

Discussion: GM and chair provided recommendations. The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-11 (Expenditures over 10K)**. To be submitted to the board of directors.

Business Policies and Procedures E-16 (Multi-Department Costs)

Discussion: GM recommended that E-16 be deleted. The governing documents committee agreed by consensus to delete **Business Policies and Procedures E-16 (Multi-Department Costs)**. To be submitted to the board of directors.

Business Policies and Procedures E-17A (Collection Process)

Discussion: GM recommended that E-17A be deleted. After discussion the committee asked Patrice Stimpson and Grace Wollemann to make further recommendations regarding the small claims court process. Deferred to the March meeting.

Business Policies and Procedures E-25 (Capital Reserve)

Discussion: GM and chair provided recommendations. The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-25 (Capital Reserve)**. To be submitted to the board of directors.

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Business Policies and Procedures H-13 (Disclosures)

Discussion: GM and chair provided recommendations. The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-H-13 (Disclosures)**. To be submitted to the board of directors.

Business Policies and Procedures I-4 (Committee Min)

Discussion: Chair provided recently approved BPP I-4 for comparison to Rules Article 19.

**Rules Article 19 Common Rules of All Committees
19.13 (Committee Minutes)**

Discussion: Chair provided recommendations. The governing documents committee agreed by consensus to the updates **Rules Article 19 Common Rules of All Committees 19.13 (Committee Minutes)**. To be submitted to the board of directors for posting.

5. Adjournment.

MOTION by Connie Baldin, **SECONDED** by Patrice Stimpson to adjourn at 10.47 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on March 6, 2021, via Zoom.**

John Cantley
Chair, Governing Documents Committee