

**Governing Documents Committee
Minutes for January 2, 2021
Zoom Application Meeting
9:00 a.m.**

1. Call Meeting to Order.

Meeting was called to order at 9:32 a.m. by chair, John Cantley.

Present were members John Cantley (Chair), Shirin Murphy, Connie Baldin, Alicia Rogers, Patrice Stimpson, (Vice Chair), Rick Throckmorton, GM Karin Shulman, Accounting Manager Beth Blackmon, guests Jennifer Ernst, Finn Myggen, Kenny Bellini, and board liaison Bill Lewis II.

2. Minutes reviewed and approved by email.

3. Selection of the committee representative to the elections committee. The committee selected Alicia Rogers to represent the committee.

4. Documents to be reviewed.

Rule Article 5 (Filming)

Discussion: Revision was withdrawn by the board chair. It will be reviewed next meeting.

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

Discussion: Document to be reviewed at the next meeting.

Business Policies and Procedures E-17 (Collection Process)

Discussion: GM and Beth Blackmon provided recommendations. The governing documents committee agreed by consensus to the updates to **Business Policies and Procedures E-17 (Collection Process)**. To be submitted to the board of directors.

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

Discussion: GM and Beth Blackmon recommended this policy be deleted in its entirety. The committee agreed by consensus to the recommendation. To be submitted to the board of directors.

Business Policies and Procedures E-19 (Foreclosures)

Discussion: GM and Beth Blackmon provided background. The recommendation was to combine this policy with former **E-22 (PMC Foreclosures)**. The committee agreed by consensus to the recommendation and updates to **E-19 (Foreclosures)**. To be submitted to the board of directors.

Business Policies and Procedures E-22 (PMC Foreclosures)

Discussion: GM and Beth Blackmon recommended this policy be deleted since its provisions are to be combined with E-19. The committee agreed by consensus to recommend **E-22 (Foreclosures)** be deleted in its entirety. To be submitted to the

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board of directors.

Business Policies and Procedures E-20 (Accounting Procedures Foreclosures)

Discussion: GM and Beth Blackmon provided recommendations. The committee agreed by consensus to the recommendations and updates to **E-20 (Accounting Procedures Foreclosures)**. To be submitted to the board of directors.

Business Policies and Procedures E-21 (Lot Sales)

Discussion: GM and Beth Blackmon provided recommendations. The committee agreed by consensus to the recommendations and updates to **E-21 (Lot Sales)**. To be submitted to the board of directors.

Business Policies and Procedures E-24 (Check Signing)

Discussion: GM and Beth Blackmon provided recommendations. The committee agreed by consensus to the recommendations and updates to **E-24 (Check Signing)**. To be submitted to the board of directors.

Due to time limitations the following will be addressed at the next governing documents committee meeting.

Business Policies and Procedures E-25 (Capital Reserve)

Discussion: GM and Beth Blackmon will provide recommendations.

Business Policies and Procedures H-13 (Disclosures)

Discussion: GM and Beth Blackmon will provide recommendations.

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

Discussion: GM recommends this policy be deleted.

5. Adjournment.

MOTION by Alicia Rogers, **SECONDED** by Connie Baldin to adjourn at 11:30 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on February 6, 2021, via Zoom or in the Pool Pavilion.**

John Cantley
Chair, Governing Documents Committee