

# COMMITTEE

**Committee Name:** Governing Documents and Policy Committee  
**Committee Chair:** Rebecca Brannon  
**Board Liaison:** Sandy Eigenman  
**Date/Time:** Tuesday, April 21, 2026, 1:00 PM  
**Location:** **Clubhouse Deck**  
**Attendees:** Marie Touitou, Kathy Miller, Rebecca Brannon, Sandy Eigenman  
**Guests:**

## Minutes

### 1. Board Liaison Report – Sandy Eigenman

### 2. Committee Charters

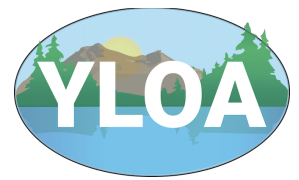
Charter	Current or Previous	Reviewed by Gov. Docs	Board Approval Date	Updated Charters Posted on yloa.org
Gov. Docs.	2022 3/3/2026	Yes	Revised and approved March 3, 2026, Board Meeting	No
Trails & Recreation	4/5/2022	No	They will review and update their charter, then send them to the Governing Documents Committee for review.	No
Equestrian	11/19/2024	No	No board approval according to minutes, but charter states were adopted 1/6/2026	No
Golf	2013	No	To be reviewed by the Governing Documents Committee at their next meeting.	No
Election	4/5/2022 3/3/2026	Yes	Revised and approved March 3, 2026, Board Meeting	No
Communication	4/5/2022	Yes	Approved by the Board of Directors April 7, 2026	No
Engineering & Planning	4/5/2022 3/3/2026	Yes	Revised and approved March 3, 2026, Board Meeting	No
ECC	4/5/2022	No		
Disaster, Fire & Safety	4/7/2026	Yes	Board Approved April 7, 2026	No
Restaurant	2/01/2026 4/7/2026	Yes	Board Approved April 7, 2026	No
Finance	9/23/2025	No	No board approval according to minutes, but charter states were adopted 9/23/2025. Board Liaison will research the Finance Committee charter and provide information to the Governing Documents Committee.	No

Board Liaison will ask the General Manager where the Charters are being stored on the YLOA.org and Ciranet websites.

Board Liaison will ask the Board of Directors to review the Yosemite Lakes Owners Association Committee Policy.



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Board Liaison will request that the Board of Directors add Rowena Bautista be added to the Governing Documents Committee.

**3. Voting Process**

- a. Bylaws
- b. CC&Rs

Being reviewed by the association attorney.

**4. Separation Agreement**

This is a Real Manage issue, not Governing Documents.

**5. Board Policies Document**

Real Manage is creating a spreadsheet containing Board policies.

**6. Director Resource Guide**

Board Liaison will ask the Board of Directors if they want to continue to update the Director Resource Guide.

**7. Code of Conduct and Ethics Policy Review**

The committee does not consider it necessary for the Governing Documents Committee to review this document at this time. The Board Liaison will speak with the General manager concerning a Code of Conduct that has been created last fiscal year but was never approved by the Board of Directors in an open Board meeting. The previous Code of Conduct was approved by the Board and is currently in use.

**8. New laws**

The general manager has shared some new laws with the Board Liaison, who will provide the committee with list of these new laws at the next committee meeting.

**9. Future Topics**

- a. Committee Policy
- b. Board of Directors Reference Guide
- c. Continue review and update of all committee charters.

**10. Next meeting:** May 12, 2026, 2:00 PM, Clubhouse Library (The committee decided to change time of future meetings to 2:00 p.m.)

**11. Adjourned**

*It was moved and approved on **September 26, 2025**, that all committee meetings will be digitally recorded for the purpose of assisting in the preparation and accuracy of meeting minutes.*