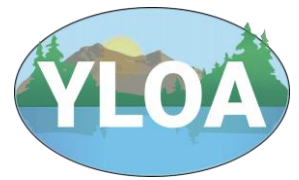




COMMITTEE



Committee Name: Governing Documents and Policy Committee
Committee Chair: Rebecca Brannon
Board Liaison: Sandy Eigenman
Date/Time: Tuesday, June 9, 2026, 2:00 PM
Location: Clubhouse Library
Attendees: Marie Touitou, Kathy Miller, Rowena Bautista, Sandy Eigenman, Rebecca Brannon

Minutes

1. Discussion and Recommendations

- a. Review last meeting minutes.

2. Review Governing Documents and Policy Committee Charter

- a. Confirm each member has a copy of latest charter with approval dates. The committee also discussed need to review the Governing Documents committee charter in upcoming meetings and that charters will be posted by YLOA. The Chair shared with the committee copies of the YLOA Committee Guidelines document approved on June 1, 2021.

3. Organize and Audit Governing Documents

- a. Confirm each committee member has current, accessible copies of all foundational documents:
 - **CC&Rs** (Covenants, Conditions & Restrictions)
 - **Bylaws**
 - **Rules & Regulations**
 - **ECC Guidelines**
 - **Board Resolutions** (standing and special)
 - The committee discussed making sure that all committee members have copies of these documents, or links to the documents to where they can be found on the YLOA site. Discussion was had as to creation of a folder with documents. Kathy Miller said that she has begun a folder with some of these documents.
- b. Do a version audit.
 - confirm each document shows the most recently adopted version.
 - confirm the board, management company, and homeowner portal all have matching copies- (Communication Committee).
 - Prepare packet of documents for new members. The committee plans to do this for all new members.

c.

4. Review of What Changed Last Year

- a. Were any legal or legislative changes (state HOA law updates) made that require amending documents/policies? New laws were provided to the Board Liaison by the Executive Director. Board Liaison will ask the ED for updates on new laws.

5. Set the Committee's Annual Priorities

- a. Ask for direction from Board through Board Liaison At this point there are no planned changes to committees due to the change in the fiscal year, as per the Board Liaison.
- b. Review charters from Finance, Golf and anyone else?
- c. Projects in progress by Board and or management
 - Setting the # of lots issue for CC&Rs, management. The Board is still awaiting the results from the association attorney.
 - Board deciding timeline for election of Bylaws & CC&Rs. The timeline will be after the attorney reviews the final drafts of Bylaws and CC&Rs and verifies the total number of lots.
 - Provide policies/info from ex. session that affect membership, ex. procurement policy.

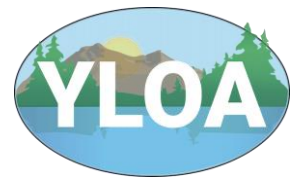
6. Rules consolidation

Gov. Docs. Agenda

1/21/2026



COMMITTEE



- a. Board's direction for compiling motions/resolutions?
 - b. Ask for access to RealManage motion/resolution tracking log. Beth Hatch, the Community Manager, is doing this.
 - c. Are the same motions/resolutions posted on all platforms? They currently are not posted separately on YLOA.org, except that they are in the minutes of the Board meetings.
7. **New policies needed?**
- a. Committee produces a written priority list. No, the committee will, in general, review policies only. The Governing Documents committee can write new policies for Board review if directed by the Board to do so.
 - b. Get board approval so the committee has a clear mandate. The committee discussed reviewing the governing documents that are posted on Ciranet. The Chair provided the committee with a list of documents that are currently available on Ciranet. The committee briefly discussed possible changes to some of the documents on Ciranet. The Board of Directors will need to task the Governing Documents committee with review of documents on Ciranet if the Board wishes the committee to review the documents and make any recommendations to the Board about any document changes.
 - c. Board direction to committee for new policies to be developed or reviewed before vote.
8. **Quick-Start for New Committee Checklist**
- a. Confirm all governing documents are current and accessible.
 - b. Get Board alignment on this year's priorities.
 - c. Set the meeting calendar. Next meeting is scheduled for July 14, 2026, at 2:00 p.m.
 - d. Access to motion/rules tracking log.

Adjourned at 2:55 p.m.