

# **DOCUMENTS COMMITTEE MEETING MINUTES**

## **October 31, 2019**

**Call to Order:** Becky Werner called the meeting to order at 1:31 pm.

**Roll Call:** In attendance – Becky Werner, Cheri Whitenack, Fran Grier, Steve Schneider, Lloyd Welker.  
Not in attendance – Jane Martin.

**Review of Minutes:** The March 18, 2019 meeting minutes were approved as written.

### **OLD BUSINESS**

#### **1. Review of adopted No Smoking/No Vaping Rule**

Fran Grier made a motion to recommend to the Board that the rule be amended to ‘NO SMOKING/NO VAPING in the following areas of Creciente property: all buildings, the garage, the garage deck, the pool area, the tennis courts, all grill areas and the grassy area between and enclosing the north and south buildings. Smoking and/or vaping is prohibited within 50 feet of the outside of all buildings. Owners may determine whether or not to allow smoking in their units.’ and that signage be posted in the tennis court area and all grill areas. Les Remington seconded the motion. Motion passed unanimously.

#### **2. Discussion of Declaration of Condo and ByLaws**

Cheri Whitenack made a motion to submit a budget request to the Creciente Finance & Budget Committee to include a review of the Declaration of Condominium Bylaws by the Creciente attorney to address issues specified in the March 18, 2019 Documents Committee meeting and to ensure that the Bylaws comply with current condominium laws. Les Remington seconded the motion. Motion passed unanimously.

### **NEW BUSINESS**

#### **Further Review of Rules and Regulations**

- I. Rule 10 - Revisions to this rule previously approved by the Board of Directors have not been made to the Rules and Regulations document posted on the Creciente website. That omission will be corrected.
- II. Rule 25, Item 15 - Les Remington made a motion to revise the wording of Rule 25, Item 15 to ‘NO SMOKING/VAPING in the pool area’ so the rule complies with changes to the previously approved change to Rule 31. Pool area signage does not need to be revised. Steve Schneider seconded the motion. Motion passed unanimously.

## **Review of Board Policy Manual**

- I. Appendices A - F  
Steve Schneider made a motion to remove Appendices A-F from the Board Policy Manual Index. Cheri Whitenack seconded the motion. (Appendices A – F are not currently included as part of the Board Policy Manual and are part of other condominium documents.) Motion passed 5-1.
- II. Section 2101 and Section 4100 Lloyd Welker made a motion to remove the parentheses (See Appendices A, B and C for Manager’s job description and evaluation forms) from Section 2101 and to remove the parenthesis (Appendix D) from Section 4100. Les Remington seconded the motion. Motion passed 5-1.
- III. Section 3200, Items 2 and 5a Fran Grier made a motion that the committee chair refer Items 2 and 5a to the Finance and Budget Committee chair for review and possible revision to clarify and correct redundant language. Lloyd Welker seconded the motion. Motion passed unanimously.
- IV. Section 3200, Item 9 Steve Schneider made a motion to change the word ‘shall’ to ‘may’ so the wording concurs with policy previously approved by the Board. Cheri Whitenack seconded the motion. Motion passed unanimously.
- V. Section 3260 and 3890 , the committee chair will consult with the Creciente manager to determine if there is a legal reason to include dates when action was taken to revise the above sections.
- VI. Section 5600, Cheri Whitenack moved to delete the second paragraph which describes a service no longer provided by the Creciente office. Lloyd Welker made the second. Motion passed unanimously.
- VII. Sections 3250, 5300 and 5310, the committee chair asked committee members to compare the CCA Service Personnel Rules and Regulations document to Sections 3250, 5300 and 5310 to determine what revisions need to be made.

## **Questions and Concerns Regarding Other Creciente Documents**

The committee chair asked committee members to review a sample Pet Application provided by another condominium association. The specifics of the application and its relevance to current CCA pet policy will be discussed at the next committee meeting.

## **OPEN FORUM FOR QUESTIONS AND CONCERNS FROM OWNERS**

No questions and concerns were raised.

**Next Meeting Date:** Will be in January 2020

## **Adjournment:**

Les Remington made a motion to adjourn the meeting at 3:20 pm, seconded by Cheri Whitenack. Motion passed unanimously.