

Document Committee Minutes March 8, 2018 (Approved 4/6/18)

Document Committee Meeting – March 8, 2018

The meeting was called to order at 1 pm by Chair Les Remington.

Notice was posted as required and a quorum was present: Les Remington, Howard Ray, Fran Grier, Jane Martin, Alex Whitenack, Sally Hadden, Becky Werner, Steve Schneider. Ron Marino was not able to be present.

A motion to accept the minutes was made by Sally Hadden and seconded by Steve Schneider. The minutes were approved as presented.

NEW BUSINESS

1. At the last Board meeting, a recommendation by the Document Committee to switch a section on applying a \$100 application fee to all rentals from the Board Policy to the Rules and Regulations was not approved due to some questions by the Board. Sally Hadden will talk to Mgr. Gina Krause regarding the Board's concerns. Our Docs allow this charge – see 11.3 in the Declaration of Condominium.
2. Tenant and Guest Registration Forms – additions and corrections
 - a. Moved by Alex Whitenack and seconded by Steve Schneider that on both forms, the second point after *Please Note* will be changed to read: *No **overnight** parking of watercraft or travel homes allowed on Creciente property.* Motion approved.
 - b. Tenant Registration Form and Guest Registration Form– Becky Werner moved and Sally Hadden seconded that the sentence following the bullet points be stricken: *“Renter/Lessee – if you wish to be added to entry door directory please fill out this portion: (Note: Unit must have a landline – Phone will ring in apartment, pick up receiver, s=confirm your guest, press “5” on your phone to unlock entry door.) Last name_____First Initial_____Local Phone_____.* Additionally, on the Guest Registration Form the following line be stricken: *Last name_____First Initial_____Local Phone_____.* Motion approved.
 - c. Guest Registration Form: Sally Hadden moved and Howard Ray seconded a motion to change the title at the top of the form to: *Overnight Guest Registration in the Absence of the Owner.* Motion passed.
 - d. Per the committee discussion to add the effective date for the \$100 rental period application fee to the bottom of the form and to present again to the Board. Howard Ray moved and Becky Werner seconded a motion that with approval by the Board the effective date for the \$100 application fee for all rentals will be added to the bottom of the form as follows: *\$100 Application Fee per Rental/Lease due 15 days prior to arrival. Effective July 1, 2018.*

3. Rules and Regulations

- a. The committee discussed problems with smoking adjacent to the pool. Sally Hadden made a motion seconded by Jane Martin to strike the sentence after No Smoking at the pool within the fenced area which reads” *Smoking urns are located outside the fence*. Motion passed unanimously. (Understood that the smoking urns would have to be moved.)
- b. Becky Werner moved and Jane Martin seconded that the committee recommend to the Board to review smoking policies with the idea that certain areas may be designated for smoking. Motion passed with 1 member in disagreement.
- c. Alex Whitenack suggested the omission of the NO FOOD rule in the Rules and Regulations be corrected and further that the Rules and Regulations be correlated with the Rules posted at the Pool. Sally Hadden will look at discrepancies and make those typographical omission changes.

4. Employee Handbook

- a. Fran made a motion to appoint a subcommittee of Alex Whitenack, Fran Grier, Sally Hadden and Ron Marino to reformulate the Employee Handbook sections on Vacation, Personal Days and Sick Time along with any other related sections. Becky Werner seconded the motion. All approved. The sub-committee will meet next Monday, March 12.

Adjournment at 3:20

Respectfully submitted,

Becky Werner