



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
 Wednesday, October 2, 2019
 10:00 a.m.

| Action/Request | Person Resp. | Cmte. Referral | F C | B O D | Comments |
|---|---------------------|--|--------|-------------|----------|
| 1. GOVERNING DOCUMENTS: | | | | | |
| <p><u>Amend 50-1400-1, Co-Occupants and Qualified Permanent Residents (QPR) Use of Clubhouses</u></p> <p>The Committee moved to amend 50-1400-1, Co-Occupants and Qualified Permanent Residents (QPR) Use of Clubhouses, by adding keywords, as well as accepting the suggested red line amendments and forward to the Recreation Committee for approval; and notify Mutual Administration of the department number changed (70-1400-1).</p> | Recording Secretary | Recreation and Mutual Administration Committee | | | |
| <p><u>Amend 50-1610-3, GRF Membership Eligibility Criteria</u></p> <p>The Committee moved to amend 50-1610-3, GRF Membership Eligibility Criteria, by adding keywords, as well as making the Non-substantial changes and forward to Mutual Administration for approval.</p> | Recording Secretary | Mutual Administration Committee | | | |
| <p><u>Amend 50-1801-1, Use of Community Facilities</u></p> <p>It was Consensus of the Committee to take no action on 50-1801-1, Use of Community Facilities.</p> | Recording Secretary | | | | |
| <p><u>Amend 50-2115-1, Copy and Supply Center Services</u></p> <p>The Committee moved to amend 50-2115-1, Copy and Supply Center Services, by adding keywords, as well as accepting the suggested red line amendments, making a change on the department number (40-2115-1) and forward to the Finance Committee for approval.</p> | Recording Secretary | Finance and Mutual Administration Committee | | | |

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Amend 50-2115A-2, Copy and Supply Center Fees

The Committee moved to amend 50-2115A-2, Copy and Supply Center Services, by adding keywords, as well as making a change on the department number (40-2115-2) and forward to the Finance Committee for approval.

It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:

- Amend 70-5135-3, Recreation Committee Charter
- Amend 80-5145-3, Security Bus and Traffic Committee Charter
- Amend 40-5115-3, Finance Committee Charter
- Amend 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases
- Amend 40-3324-2, Purchasing Fees
- Amend 40-2230-3, Authorized Signatories
- Amend 40-2244-3, Reconciliation of Annual Financial Statement
- Amend 40-2920-3, Budget Controls
- Amend 40-3323-3, Disposition of Surplus Equipment
- Amend 40-3325-3, Purchase of Non-Standard Items
- Amend 40-5506-3, Request for Proposal Requirements
- Amend 40-5522-3, Safe Deposit Boxes
- Amend 40-5340-1, Capital Improvement Fund
- Amend 40-5520-1, Reserves
- Amend 40-5523-1, Accounts Receivable Collections
- Amend 60-5504-1, Insurance Requirements – Contractors

Recording Secretary

Finance and Mutual Administration Committee

Recording Secretary

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FUTURE AGENDA ITEMS:

The Committee moved/concurred to:

1. Power DMS to Search WordPress Plug In – Demo – November Meeting
2. Governing Documents:
 - IT Department – November Meeting
 - Recreation Department – December 2019 and January 2020
 - Security Department – February

Recording
Secretary