



## **Governance Committee Report**

**Devona Saylor - Co-Chair**

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**Mary Ann Grimes - Co-chair**

**Written and submitted by: Devona Saylor Date: April 16,2022**

**Charter:** To support Big Elk Meadows in effectively managing the governing documentation of the association and to act as a liaison for any legal or regulatory issues or concerns that may arise and come before the Big Elk Meadows Board of Directors.

**Members:**, Bobbie Heisterkamp, Ken Battaglini, Selina Davis

**Meeting, worked through an email thread.**

### **Open Action Items report :**

- Employee Handbook- Sent to Board on March 29 for editing by April 10, Director McCutchen only edited about the PTO, sick, PHE and vacation time decision the Board had decided on. Assume the Board is ready for voting with no other questions.
- Handling the First Right of Refusal. After reviewing all the information sent , and an email from Bobbie Heisterkamp which stated this was taken care of with the rewriting of the Covenants in 2017. Also there is a form letter that was used prior to 2017 stating BEM has refused right if they need that to clear agreement. This is a closed matter if the Board agrees.
- VFD of Big Elk turned to Governance to rewrite Rules and Regulations on Open fire. Ready to vote.
- Septic systems- The average household septic tanks should be pumped, and the system professionally inspected by a professional company, licensed by the county of the lot, no less than once every four (4) years. Part time Members and Members that are not considered an average household (1- or 2-person household) are obligated to keep the septic tanks in proper working order. Four major factors that influence the frequency of septic pumping are household size, total wastewater generated, volume of solids in wastewater and size of septic tank.
- System problems discovered during inspection or by the owner must be corrected promptly.
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**Ad Hoc Committee.** For incident handling. Members are: Devona Saylor-Chair, Scott Johnstone, Ryan Sommers, Selena Davis, and Paul McDaniels .

- Work on Documentation of Incident and Covenant Violation forms, Policy, Rules and Regulations Check
- The procedure of documenting incidents/violations through to resolution. Ryan will work with Victoria J. Darling for training ScottJohnstone, Ryan Sommers, Selena Davis, and Paul McDaniels .