



Governance Committee Report

January, 2023

Bobby Clevenger, Ken Bataglini Co-Committee Chairs bobbyc@bigelkmeadows.org

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: Bobby Clevenger, Ken Bataglini, Meredith Campie, Bobbie Heisterkamp, Devona Saylor

Governance Committee Meeting

A meeting was held in January to discuss the action items facing the group. Action Items currently being reviewed on the agenda are:

- HB 1137 document changes – Implementation in progress
- Short Term Rentals – Definitions submitted
- Employee handbook – Completed waiting for implementation confirmation
- Develop policy on drones in Big Elk – Subject tabled
- Define what creates a legal action or attorney need – In process
- Work with Secretary defining policy on meeting minutes. – In process
- Work on active violations/follow-up.
- Work on closeout of PW316
- Establish Documentation Control system

Action Items:

HB 1137 – Documentation completed and submitted to the Board. Implementation in progress. Item closed for committee.

Short Term Rentals – Definitions submitted. Subject tabled by committee until next meeting.

Employee Handbook – Final document submitted to the Board. Awaiting implementation confirmation. Item closed for committee.

Violation Policy – Document completed. Violations under review in Committee. Committee has determined that there are currently three violations that are open that will need to be addressed following the violation policy. Bobby C. will work on letters to be reviewed by the Board before being sent out. We need to resend letter for 1032 Aspen to get receipt of notice of violation from homeowner. In committee review.

Officer Descriptions – A document has been generated defining officers based on non-profit organizations. It also includes defining Governance Officer. It has been sent to the Board for discussion. **Board action required.**

Drone Policy – Subject tabled.

Fire rules – Submitted. Awaiting implementation confirmation – Devona S. Item closed for committee.

Actions that define legal involvement – All legal assistance requests need to come through Governance. **Board discussion**

Meeting Minutes – Preliminary document under review by committee. Basically, implementing Roberts Rules as a guideline for meeting minutes. Document available for review by committee. In progress to be completed by next meeting on 2/7/23

PW316 Closeout – Received communication from Mike Haney on 1/5 after sending him a tickler email. He indicated he is meeting with the case workers at FEMA on 1/13/23. He stated he would bring up our request for being able to close our gate for the night for security. He said he would get back to me with the result of that meeting the following week.

Documentation Control – Meredith will be working on establishing a document control file name methodology for better doc control and access. In process

Our next meeting is scheduled for Tuesday, February 7th at 11:30 am. This will be a Google meeting.