

Bylaws/Covenants Committee Meeting Saturday, February 14, 2015

Attendees: Leslie Woods, Chairperson
Ann Hanks
Louise Moran
Jeff Olmstead (via teleconference)
Joe Timbro, Property Manager (APM)

Absent: Diane Prescod

The meeting was called to order by Leslie Woods, Chairperson, at 10:43 AM.

Minutes of Prior Meeting

Minutes of the December 13th meeting were approved. A motion to approve the minutes was made by Louise and seconded by Ann. All were in favor of approval with no comments.

Opening Remarks

Leslie opened the discussion by stating that the committee is very close to finishing its work regarding Rules. Her goal is for the committee to wrap up amendments to the Rules within six months. This includes draft revisions to the Rules, Notice & Comment to all homeowners, and a vote of the Board of Directors.

Leslie further stated that her goal for this meeting is to identify any outstanding revisions or new additions to the Rules for discussion and resolution in a subsequent meeting. That way, all the topics and revisions that need to be incorporated into the Rules will have been identified and vetted by the end of the next committee meeting. Drafting revisions to the Rules will then be the last step before Notice & Comment to the homeowners.

Finally, Leslie expressed her vision for the committee in which it will move into a pattern of having meetings perhaps twice a year (sometimes more, if needed) to discharge its responsibilities as the Covenants Committee. Work on Bylaws and Rules would essentially be concluded unless a special need arises.

Format of Amendments and Revisions

Discussion ensued regarding the format that is most appropriate for the Rules revisions and amendments. An idea was expressed that the formatting should be modernized into an outline format per the draft revisions to the Proposed Rules for Planting, Landscaping, Outside Structures and Fencing that is contained in the 10/21/14 working document. Jeff pointed out that a previous agreement was reached last year to rewrite the Rules rather than amend them; Joe then indicated that the committee should therefore use the format of the original Rules for all amendments and revisions. Agreement was reached that the revisions and amendments should follow the format of the original Rules for consistency throughout the Association's documents.

Joe also suggested that all new and revised rules be identified as such, along with the date that the specific additions and revisions were made, as part of the updated document. All committee members were in agreement with this proposal.

It was noted by Louise that the proposed amendments and revisions continue to contain a number of grammatical issues and other minor inconsistencies in language when compared with the original Association documents. Louise offered to make a final review of proposed amendments and revisions to address grammatical issues and to assure consistency of terms, capitalization, punctuation and spelling. This will occur only after a final decision of the committee regarding the draft content of amendments and revisions.

Confusion ensued among the committee members about what impact the additions, amendments and revisions had on the original Rules and subsequent amendments. To address this confusion, a new and complete Rules document will be produced and published. This new document will replace the original Rules document in its entirety, as well as all subsequent amendments and revisions that were made in 2005 and 2012.

Joe pointed out that if there are any contradictions or conflicts between the Rules and the Bylaws, then the Bylaws will supersede the Rules. Leslie expressed that the two documents address different topics and as a result there should be no contradictions or conflicts. However, Leslie indicated that enforcement of the Rules is addressed in the Bylaws and that this may therefore be a topic that should be reviewed in conjunction with the proposed amendments and revisions to the Rules.

Leslie proposed that the committee look at the revisions and amendments from 2005 and 2012, as well as the proposed Rules changes under consideration by the committee in the context of the original Rules of the Association. The objective is to make sure nothing significant or important to the community is missing or inadvertently omitted as a result of making past or present revisions. The following assignments were agreed to:

- Ann – Parking and Tag Sales
- Leslie – Pets
- Louise – Variances and Appeal Process
- Jeff – Planting and Landscaping

Each committee member is asked to prepare a summary report of findings and a recommended rewrite for the assigned section (if necessary) for discussion at the next committee meeting.

Satellite Dishes and Solar Panels

Leslie asked Joe whether he had drafted a rule regarding satellite dishes for consideration by the committee. Joe indicated he had not done this, and furthermore stated that he needed clarification of what the committee wants to include in the draft rule before beginning work on it.

Jeff proposed working with Joe 'offline' to develop a draft rule and/or make a recommendation to the full committee at the next meeting regarding both satellite dishes and solar panel installations. The committee accepted Jeff's proposal.

Signs

Joe raised questions regarding a document that seemed to introduce a rule addressing political signs in the community, and that was adopted June 21, 2012. Leslie will review the document to see if it conforms to standards and format of the original Rules so that it can be incorporated into the revisions that the committee is currently working on.

Joe then asked about other types of signs – for example, signs placed on lawns by contractors working on a home. Joe wanted to know if there was an amendment regarding lawn signs within the Rules, and whether appropriate action to incorporate the amendment into the Rules had been taken. Ann indicated that this was not resolved. Leslie disagreed, saying that the process to complete an amendment to the Rules had been followed, but that the amended rule has never been published. Leslie will examine this, too, to determine whether any changes are needed so that this can be included with the upcoming rewrite of the Rules.

Concluding Discussion

In order to help resolve format issues that were still a source of some confusion among the committee members, Louise offered to work on a proposed format for a sample section of the Rules for review by the committee. Joe will send a Word document (not PDF) containing the Rules to Louise so that she can work on a formatting proposal without creating a brand new document. Joe will also send the Word document to all other committee members so that each committee member can easily make proposed revisions to assigned sections.

Next Meeting

The next meeting will be held on Saturday, March 21, 10:30-12:00 at Leslie's house.

A motion to close the meeting was made by Louise and seconded by Ann. The motion passed and the meeting was adjourned at 12:28.

**Respectively submitted,
Jeff Olmstead, Committee Member**