

Documents Committee Meeting Minutes from 1/6/ 2016

Committee Members Present: Gary Blanchette, Warren Brooks, Karen Burnett, Jalyn Outsen, Alexis Sevcovic, Joy Parker, Steve Anderson,  
Board Liason Present: Jeff Carter  
Homeowner Wanda Milhouse (Tellers Committee Chair)

During the Christmas Holidays, Jalyn, Karen and Wanda met to draft a Policy Resolution to establish the Tellers Committee, along with Procedures the Committee should follow. During this meeting, we reviewed the work products they produced, and recommended changes to them.

It was decided that the Resolution and the Procedures be separate documents (rather than have the Procedures be an Addendum to the Resolution). This will give more flexibility to the Committee to address changes during the dynamic tallying process, without the overhead required to make a change to a Resolution. The Procedures were reviewed, and heavily marked up. The revised Procedures will be routed to the Committee for review and further discussion at our next meeting.

Administrative Resolution 15 (Establishing the Tellers Committee) was modified and submitted to the Board for review/approval.

The Board had asked the committee to draft a new Resolution that addresses "Electronic Notification to Members". Administrative Resolution 16 was written and forwarded to the Board for review.

The next meeting is scheduled for Jan 16<sup>th</sup> at 2 PM to review the modified Tellers Committee Procedures.

Meeting was then adjourned.

Minutes submitted by Gary Blanchette