

The Policy and Documents Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRRA Board of Directors.

Policy and Documents Charter

Revised 11-19-05

Purpose:

The purpose of this committee is to review the Road and Recreation Policy Manual, the Property Owners' Handbook, the Bylaws, the Articles of Incorporation, and any other documents that the Road and Recreation Board requests be updated.

Requests to update the Crystal Lakes Association Employee Manual may be made by the Joint Boards from time to time.

These tasks will be accomplished by adding copy, and/or deleting/revising that which no longer is pertinent. The Committee will recommend additions or deletions/revisions to the documents to the Board. When these changes are approved by the Board, it is the Committee's responsibility to assure that the documents are updated accordingly.

From time to time and as needed, the Road & Recreation Association Board or the Joint Boards may also request the Committee to create certain new policies and procedures.

Membership:

This committee will consist of no less than three and no more than five members. The Board will appoint the chairperson of the committee. The chairperson selects the members of the committee and submits their names to the Board for approval. All committee members must belong to Crystal Lakes Road and Recreation Association and must be members in good standing.

Goal:

The goals of this committee include reviewing the Association documents listed above at least once each year, updating them as necessary, and creating new documents as requested. The Committee will submit its findings and recommendations to the Board of Directors of the Road and Recreation Association for approval. When policies requiring revision or creation overlap into the Water and Sewer Board's jurisdiction, documents are submitted to the Joint Boards for discussion and approval.