



POLICY AND DOCUMENTS COMMITTEE

TITLE: Policy and Documents Committee (the “P&D” or the “Committee”)

TYPE: Standing

PURPOSE: To research, review and recommend to the Board of Directors in a timely manner, updates of existing Association documents and drafts of new documents. All final decisions are the responsibility of the Crystal Lakes Road & Recreation Association (CLRRA) Board of Directors.

AUTHORITY: The Declaration of Covenants, Conditions and Restrictions for Crystal Lakes Road and Recreation Association ("Declaration), The Bylaws for Crystal Lakes Road and Recreation Association, the Articles of Incorporation for Crystal Lakes Road and Recreation Association and Colorado law.

NUMBER OR MEMBERS: The P&D Committee shall consist of no less than three (3) and no more than five (5) members, one (1) of whom shall be a member of the Road and Recreation Board of Directors.

SELECTION OF MEMBERS: Voting members are appointed by and serve at the pleasure of the CLRRA Board of Directors. A voting member must own at least one lot in Crystal Lakes and remain a member in good standing.

TERM: At the pleasure of the CLRRA Board

MEETING FREQUENCY: Monthly

COMMITTEE ORGANIZATION: The CLRRA Board will appoint the Committee Chair. The Chair selects the Members of the Committee and submits their names to the Board for approval.

RESPONSIBILITIES:

1. To review at least once with in three (3) years, the CLRRA Unified Covenants, the Policy Manual, the Property Owners’ Handbook, the Articles of Incorporation, the Bylaws and any other documents that the CLRRA Board directs to be updated.
2. Updates the Crystal Lakes Association Employee Manual as requested, which requests may also be made by the Joint Boards as needed. *
3. Tasks are accomplished by adding, revising or deleting that which no longer is pertinent. The Committee will recommend to the CLRRA Board additions, revisions or deletions within the documents. When new or changed documents are approved by the Board, it is the Committee’s responsibility to ensure that the documents are updated accordingly.
4. From time to time, the Joint Boards (that are the CLRRA and CLWSA Boards) may also request the Committee to draft new policies and procedures. *

**Policy drafts or revisions which overlap into the Water and Sewer Board’s jurisdiction are submitted to the Joint Boards for discussion and approval.*