



POLICY AND DOCUMENTS COMMITTEE CHARTER

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

TYPE: Standing

PURPOSE: To research, review and recommend to the Crystal Lakes Road & Recreation Association (CLRRA) Board of Directors (“the Board”) updates to existing approved Association documents and to draft new policies and documents as requested by the Board or as may be deemed appropriate by the Committee. Approval of policies and documents is the responsibility of the Board.

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 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 Board.

SELECTION OF MEMBERS: Voting members are appointed by and serve at the pleasure of the Board. 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 Board

MEETING FREQUENCY: Monthly or as needed to accomplish the Purpose and Responsibilities of the Committee as stated herein. The Chair may call special meetings of the Committee, as necessary.

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 within a three (3) year period: the CLRRA Unified Covenants, the Policy Manual, the Property Owners’ Handbook, the Articles of Incorporation, and the Bylaws.. The Committee shall review any other documents that the Board directs to be updated.
2. Update the Crystal Lakes Association Employee Manual as requested by the Board.
3. The Committee will recommend to the Board; additions, revisions, or deletions within the documents. The Committee will recommend to the Board new policies or documents the Committee deems beneficial to the Crystal Lakes community. 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 Board may also request the Committee to draft new policies and procedures.