

# 2194247 Mason County WA

02/28/2023 10:33:36 AM RESOL

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LAKE CUSHMAN

After recording return to:

Lake Cushman Maintenance Co.  
3740 N. Lake Cushman Road  
Hoodsport, WA 98548

**Document Title:**

Lake Cushman Maintenance Co. Board Resolution No. 2023-02 Adopting the Policy Committee Charter on February 23, 2023. *Replaces Resolution No. 05-16 recorded under ANF 2064539 on October 26, 2016*

**Grantor:**

Lake Cushman Maintenance Co.

**Grantees:**

Public

# Lake Cushman Maintenance Company

## BOARD RESOLUTION NUMBER 2023-02

### Policy Committee Charter

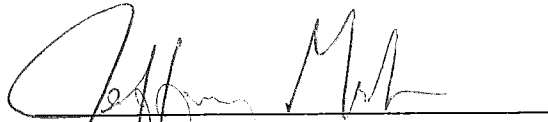
**WHEREAS** a Policy Committee currently exists with authority, membership, and operating procedures described in Board Resolution 05-16, adopted on September 10, 2016; and

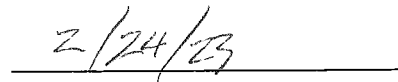
**WHEREAS** the number of Committees developing policies has increased, in addition to policies developed by staff of the Lake Cushman Maintenance Co.; and

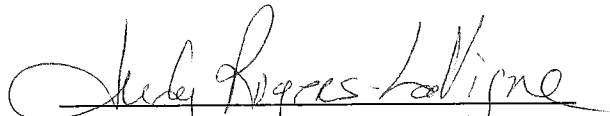
**WHEREAS** the Board of Directors desires to update and replace Board Resolution 05-16 to better reflect the current committee structure and ensure consistency across policies developed by all committees and staff.

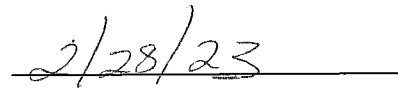
**NOW, THEREFORE, BE IT RESOLVED** that the LCMC Board of Directors hereby adopts Resolution 2023-02 relating to the Policy Committee as identified in Exhibit A within this resolution.

ATTEST:

  
Board President, Jeff Greb

  
Date

  
Board Secretary, Judy Rogers-LaVigne

  
Date

**EXHIBIT A**

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**LAKE CUSHMAN MAINTENANCE COMPANY**  
**POLICY COMMITTEE CHARTER**

**PURPOSE**

The LCMC Board established the Policy Committee on September 10, 2014 to review and revise current policies and develop new policies as needed and directed by the Board. This Charter describes the authority, membership, responsibilities, and operating procedures of the Policy Committee. This Charter revises and replaces the previous policy established by Board Resolution 05-16.

**DEFINITIONS**

**Board Committee** – A Board Committee is a committee formed by the LCMC Board under Article VII of the LCMC Bylaws with specific, limited authorities granted to it by the LCMC Board. A Board Committee is subject to LCMC Board control and has no jurisdiction or review authority over actions taken by the LCMC Board.

**Standing Board Committee** – A Standing Board Committee is a Board Committee that:

- Is considered vital to the LCMC, is needed on a permanent basis year-to-year, and is needed on an ongoing basis throughout the year;
- Reports directly to the LCMC Board; and
- Has a built-in mechanism for revising committee membership as needed.

32 **POLICY COMMITTEE AUTHORITY**

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34 The Policy Committee is a Standing Board Committee. The Committee's  
35 authority is limited to reviewing current policies, investigating alternatives,  
36 recommending new or revised policies, and reviewing policies developed by  
37 other Board committees, LCMC staff, and HOA Members. Recommendations  
38 shall be made in writing or in the form of new or revised documents. The  
39 Committee has no authority to implement its own recommendations unless so  
40 directed by the Board.

41

42 The Policy Committee will deal with non-sensitive information that applies to  
43 LCMC organization, responsibilities, and procedures. The Committee will not be  
44 involved in employee-specific actions, such as performance evaluations,  
45 disciplinary actions, or employee grievances. The committee will not be allowed  
46 access to personal employee information.

47

48 **POLICY COMMITTEE MEMBERSHIP**

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50 The Policy Committee shall consist of a minimum of five (5) and up to seven (7)  
51 members in good standing, including at least two (2) Board Directors. Each  
52 Committee member shall serve until the time they are unable or unwilling to  
53 serve and makes their inability or unwillingness to serve known to the Chair, who  
54 will notify the Board. The Committee shall interview and recommend candidate  
55 Committee members from the general membership for Board approval. The  
56 Board shall nominate and approve Board members to sit on the Committee.  
57 Committee appointments and terminations shall be recorded in the Association  
58 minutes. Records of Committee membership shall be kept current and shall be  
59 maintained as Association records.

60

61 The Committee, by majority vote, shall recommend one Committee member to  
62 serve as Committee Chair, for approval by the Board. The Chair shall be  
63 responsible for general Committee administration and meeting management,  
64 with the assistance of LCMC staff. The Chair shall have an equal vote as a  
65 member of the Committee.

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67 The Committee shall take no action unless properly comprised as set forth  
68 above, except to fill vacancies on the Committee by interviewing and nominating  
69 prospective members and/or a Chair for Board approval.

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71 **POLICY COMMITTEE RESPONSIBILITIES**

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73 **1)** As directed by the Board, the Policy Committee shall develop new policies in  
74 subject areas not addressed by other Committees or LCMC Staff. As time allows,  
75 the Committee shall review existing Board and LCMC policies and recommend  
76 updates to those that are inconsistent with more recent policies or law.

77

78 **2)** The Policy Committee shall review all draft policies developed by other LCMC  
79 Committees, LCMC Staff, or HOA Members (subject to the limitations described  
80 under Policy Committee Authority) prior to submittal to the Board for approval.  
81 The scope of the Policy Committee’s review shall be:

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- 83 • Consistency with other existing or proposed Board or LCMC Policies; and
- 84 • Structure and organization of the draft Policy.

85

86 The Policy Committee shall not otherwise address the content of policies  
87 developed by LCMC Staff or other Committees unless specifically requested by  
88 the originator or directed by the Board. After review, the Committee will either  
89 1) approve the draft policy to be forwarded to the Board or 2) return the draft  
90 policy to the originating Committee or LCMC Staff, identifying any conflicts with  
91 other policies that need to be resolved and/or providing suggestions for  
92 standardizing formatting.

93

94 **3)** The Committee shall develop and distribute a standard format for LCMC  
95 Committee charters and policies as well as a standard format for Policy  
96 Committee review and action on draft policies prepared by other Committees,  
97 LCMC staff, or HOA Members. These formats shall be approved by the Board  
98 prior to distribution and use.

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100 **POLICY COMMITTEE OPERATING PROCEDURES**

101 Every Committee member shall have an equal vote. All Committee members  
102 present in person or virtually shall be eligible to cast a vote on any issue  
103 presented. Such presence of a majority of Committee members shall constitute a  
104 Committee quorum for voting purposes. A simple majority vote of the  
105 Committee members shall constitute the Committee decision.

106

107 Meetings of the Committee shall be called by the Committee Chair regularly or  
108 as the Chair deems necessary. Notice of Committee meetings shall be placed on  
109 the LCMC website not less than five (5) days prior to the meeting. Notice to  
110 Committee members of meetings shall be made via email and shall state the  
111 date, time, and place of the meeting(s), as well as remote attendance  
112 arrangements. Notice of Committee meetings shall also be provided by e-mail to  
113 LCMC Committee Chairs, Staff, or Members with draft policies on the agenda for  
114 review. When it is necessary to cancel a Committee meeting, the same  
115 notification methods shall be used that were used to announce the meeting.

116  
117 Committee meetings shall be open for observation by all HOA members, in  
118 person and/or remotely. At the Chair's discretion, opportunity for comment may  
119 be provided if time allows on matters relating to the Committee's business.

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122 Passed this 23 Day of February 2023.

123

124 ATTEST:

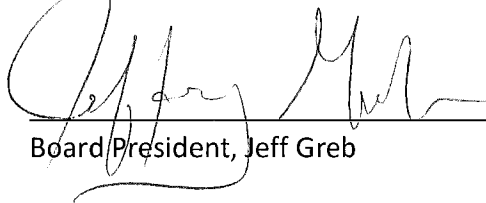
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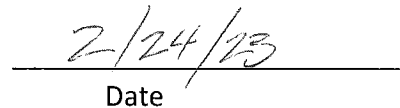
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Board President, Jeff Greb

  
Date

**POLICY TRACKING SHEET**

**Name of Proposed Policy:** Policy Relating to the Policy Committee

**Originator:** Teresa Michelsen, Policy Committee Chair

**Actions Taken**

| <b>Date</b> | <b>Action</b>   |
|-------------|---|
| 9/11/2022   | Existing policy revised, discussed at Policy Committee Meeting  |
| 10/21/2022  | Updated policy discussed at Policy Committee Meeting; minor revisions proposed  |
| 10/21/2022  | Policy Committee voted unanimously to forward to Board for discussion/approval with revisions as discussed.   |
| 10/23/2022  | Policy revised as discussed and forwarded to Policy Committee and the Board for consideration. Attached Policy Tracking Sheet as approved 10/21/2022. |
| 11/7/2022   | Draft revisions by Policy Committee Chair in response to LCMC Board President comments.   |
| 11/18/2022  | Policy Committee voted unanimously to forward to LCMC Board for review as revised.  |
| 11/22/2022  | Forwarded to LCMC Executive Secretary for distribution to the Board.  |
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