

LA CRESTA PROPERTY OWNERS' ASSOCIATION

Governing Documents Committee Charter

Adopted June 5, 2025

Purpose

The Governing Documents Committee ("Committee") exists to advise and assist the Board of Directors ("Board") on matters related to the Association's governing documents, including but are not limited to the CC&Rs, Bylaws, Articles of Incorporation, Rules & Regulations, and Architectural Guidelines.

- Neither the Committee nor any of its individual members have independent decision-making authority or the power to enter into contracts, approve spending, or instruct Association vendors on behalf of the Association.
- The Committee acts only as directed by the Board.
- Recommendations made by the Committee are not Association policy unless approved and adopted by the Board.

Functions

- Provide recommendations to the Board for changes to the governing documents.
- With the advice of the Association's legal counsel, prepare drafts of recommended amendments to the governing documents for Board review.
- If the Board decides to submit proposed CC&R or Bylaw amendments to the Members for approval, the Committee will plan and conduct outreach to Members to encourage participation in the amendment vote with the goal of achieving 100% participation. This may include:
 - Planning and conducting informational town halls to educate Members about the purpose of the amendments;
 - Publicizing the deadline to vote and all deadline extensions;
 - Contacting individual Members to solicit ballot submission.
- Assist management staff to ensure that governing documents on the Association's website are complete and current.
- Provide advice on other issues related to the governing documents.

Membership

The Committee shall be composed of not less than three (3) but no more than five (5) Members of the Association appointed by the Board. Members serve on the Committee at the sole discretion of the Board and may be removed at any time by a majority vote of the Board. Members are volunteers and receive no compensation.

Meetings

The Committee will meet on an as-needed basis.

Reports

The Committee shall present updates on its activities and advisory reports on its findings and recommendations at general session Board meetings as requested by the Board.

Amendment/Revocation

This Committee Charter may be amended by the Board at any time.