

## **Walnut Creek Mutual No. Forty**

### Governing Documents Committee: Roles and Responsibilities

Draft for Board approval: April, 2023

The Governing Documents Committee (GDC) is a standing committee established by the Board of Directors (Board) of Walnut Creek Mutual No. Forty that provides procedural and regulatory oversight of the governing documents (CC&Rs, By-Laws, Policies and Procedures). With advice from the Mutual's legal counsel, GDC is responsible for ensuring that all governing documents are accurate and updated in accordance with any changes in California and Federal law.

The GDC serves in an advisory role to the Board. Their primary goal is not to establish policies and procedures but rather to provide information and options to enable the Board to make fully informed decisions for the common good of the Mutual as it relates to the Governing Documents.

The GDC will have one Chair, who must be a homeowner in good standing and a member of the Board. The Chair will be responsible for all communications to and from the Board but may delegate this responsibility on a case-by-case basis to any GDC member. In addition to the Chair, the GDC shall consist of at least two (2) but not more than four (4) Mutual members in good standing. No more than two (2) directors will ever serve on the committee at the same time.

The GDC will provide an organized channel of communication regarding governing documents and regulatory matters between Mutual's members, residents, the Mutual's property manager and the Board. The GDC is not authorized to financially or legally obligate the Mutual in any matter unless specifically approved by the Board.

The GDC will meet as needed, but at least four times each year. Working and review sessions will be scheduled as needed.

Duties and Responsibilities of the GDC Chair:

- Works with legal counsel and the General Manager and Administration of the Golden Rain Foundation (GRF) and their staff to ensure that appropriate changes and adoptions of governing documents and policies are made available on a timely basis
- Reports on GDC progress at each regularly scheduled meeting of the Board with regular committee status
- Leads in the preparation of policies and changes to the all governing documents

Duties and Responsibilities of the GDC and Chair include:

- Attends the meetings called by the Chair
- Reviews all proposed governing documents and policies in sufficient time to provide thoughtful feedback to the Board
- Monitors adherence to the governing documents and policies
- Presents all governing documents, policies and proposals to the Board for approval
- Oversees the recording and distribution of the governing documents, as required or appropriate.