

Forrest Groves Estates Homeowners Association

Bylaws Committee Meeting Report

Date: April 1, 2022

How the Bylaws Committee works:

Dave is the Chairperson. He:

1. Manages the meetings,
2. is the Committee's spokesperson to the Board, unless periodically the Committee mutually agrees that another Committee member should report, and
3. Maintains the Committee's records.

The Committee's "Process in Developing Recommendations":

1. Research the applicable laws and/or applicable business processes;
2. Write the text;
3. Review the text against the previously conducted research;
4. Track all changes as the text is being developed;
5. When the entire Committee agrees, insert the text into in the appropriate document.
6. Build documents section by section until completed.
7. When the entire Committee agrees, review the completed document in its entirety and submit it to the Board.

The Committee needs mutual agreement between the Board and the Committee to the following principles:

1. Respecting the time, knowledge and commitment of the individual's participating in this effort.
2. Being collaborative when considering different points of view.
3. Being transparent to foster an exchange of ideas in open meetings focused on developing the best possible answers supported by respected independent sources.
4. The Board providing the Committee direct access to attorneys and other professionals, when prudent, with an understanding that their responses will be documented in writing at a professional level.
5. Being involved in all Board discussions about Committee's work before, during and after delivering the Committee's recommendations to the Board.