

**Glastonbury Landowners Association  
Governing Documents Committee Meeting  
Monday, February 19, 2024  
Minutes**

**Attendance:**

- Committee Members Present: Leslie Everett, Jaylyn Jensen
- Landowners Present: Miriam Barker

**I. Welcome, Agenda Review & Landowner Comments**

The meeting was called to order @ 6:07pm MT by Leslie Everett. Leslie welcomed attendees and reviewed the meeting agenda. Landowner Comments: None.

**II. Brief Review of 2023 Governing Documents Committee Work**

Leslie provided a summary of some of the work completed by the 2023 Gov Docs Committee, including the updated bylaws, firearms policy change and work on the road policy.

**III. Brief Review of Governing Documents Working Files**

Leslie will be sharing document files via Google Drive for the committee's work. The files are copies of the working files used by the 2023 committee. Links will be forthcoming via email.

**IV. Discuss & Establish Governing Documents Committee 2024 Charter & Goals**

Leslie and Jaylyn reviewed and discussed the committee charter established by the 2023 Gov Docs committee. They agreed to adopt the charter as stated:

*The GLA Governing Documents Committee reviews the Association's governing documents (Covenants, Master Plan, Bylaws, Articles of Incorporation, Standards, Policies) and advises revisions to the Board of Directors and the general membership for any changes or amendments to ensure their internal consistency, timeliness, and conformity to state law.*

**Motion: Leslie motioned to adopt the charter. Jaylyn Seconded. Motion passes.**

Next, Leslie and Jaylyn discussed goals for the 2024 Governing Documents Committee and determined the following goals:

1. Finalize the GLA Road Policy update.
2. Policy Work – Gather, Review and Organize all GLA Policy Documents with a focus on Board Governance into an Official GLA Policy Manual and post them on the website.
  - a. Identify all approved policies and categorize them for further review.
  - b. Identify all proposed policies that are in draft form – and review them for further consideration.
  - c. Identify gaps in needed policies and recommend new policies as appropriate and identify policies that are obsolete or need revision and recommend changes to the board.
  - d. Adopt a standardized template for GLA Policies and adapt current policies to that template.
3. Master Plan & Covenant Suggested Edits
4. Bylaws review/revision

**Motion: Leslie motioned to adopt the list of goals. Jaylyn Seconded. Motion passes.**

#### **V. Discuss & Establish 2024 Gov Doc Committee Meeting Schedule**

Jaylyn and Leslie discussed the meeting schedule and availability. It was decided to have the Gov Docs Committee meetings on the second Monday of every month at 6pm MT.

**Motion: Leslie motioned to set the 2024 Gov Docs Committee meeting schedule for the second Monday of every month at 6pm MT. Jaylyn Seconded. Motion passes.**

#### **VI. Review Action Items/Next Steps for Committee Members**

Leslie will prepare minutes for the meeting and send out links to the drive documents referenced in discussion.

#### **VII. Landowner Comment**

None.

#### **VIII. Adjournment**

The meeting was adjourned at 7:14 PM.