

**Minutes**  
**Blue Ribbon Farms Homeowners' Association**  
**Governing Document Committee**  
**December 7, 2024 at 10 am**  
**The Baritelle's House at 131 Maynard Rd.**

1. The meeting was called to order by Board Liaison Jenn Gibbings at 1:05pm. Governing Document Committee (GDC) members present were Andy Baritelle, Jennifer Blackwood, Jenn Gibbings, Carmen Lynaugh, Jennie Peterson, Vicki Kirchner, Sherl Cuny, Doug Medema, Lisa Baxter, Mickey McCrorie and Corby Somerville. Other GDC Members not present were Wendy Chalk, Gary Gordon, Chris Ogden, and Rachel May.
2. Jenn welcomed committee members thanking them for volunteering their time to assist in this process, and extended thanks to Andy for hosting the GDC meeting. Then went over the agenda and the general process for getting the governing document updated. We then went around the table and each member introduced themselves, with a brief description of time in Blue Ribbon Farms Property Owners Association (POA). During introduction Jenn noted that there were 3 pilots in the committee and asked if that was correct and Corby stated he has a pilot's license, Sherl asked did the FAA take your license, to which Corby stated that there is gossip of incorrect information going around the community. Sherl stated she thought it was to do with 911 that the FAA took your license. There was no further discussion on this.
3. Jenn offered to provide training for Google Docs (our current source of truth GDC tracker). She will change the Google Docs to accept comments only for now, to avoid any unintentional errors. Jenn offered to provide training on Google Docs. and would schedule it for the next meeting if there's enough interest. If the new Chair chooses to use something other than Google Docs that will be determined when they get started.
4. Jenn made a motion to approve the minutes as amended. Minutes from April 1, 2024 were amended to change #3 first sentence to "...person is allowed to speak while others respectfully listen without interruptions." Per Corby's request. Micky seconded the motion. Motion carried unanimously.
5. The list of Committee roles and responsibilities were reviewed and discussed with the following motions being made: It was determined that we were unable to hold a vote to determine who would take on the roles listed at this meeting.
  - a. Motion made by Jennie: To adopt the roles and responsibilities for the position of Chair. Corby seconded the motion. Motion carried unanimously. Discussion prior to approval included if there was source for assistance to the POA with legal.
  - b. Motion made by Jennie: To hold an election for the position of Chair with a term ending in January 1, 2028. Corby seconded the motion. After discussion regarding who might be interested in the position. Jennie withdrew the motion.
  - c. Motion made by Jennie: To adopt the roles and responsibilities for the position of Secretary. Lisa seconded the motion. Motion carried unanimously with the amendment of adding to all roles additional tasks as decided by the overall committee, this would be added to all the roles and the person doing the task would need to agree to any additional task.
  - d. Motion made by Jennie: To adopt the roles and responsibilities for Board Liaisons as listed with the removal of item b. ii. Jennie amended the motion to remove item a. and make liaison singular. Sherl seconded the motion. Motion carried unanimously.
6. Jenn suggested that during the next meeting we focus on electing the positions of Chair and Secretary and leave the Co-Committee Chairs positions open until we decide how many Co-chairs are needed. Due to Jenn being a full-time working professional, the board liaison to GDC, and Board member at large, she expressed hope that someone will volunteer to be the GDC Chair during elections at the next meeting (1/11/25).

7. Each of the Parking Lot Ideas for the CC&Rs & By-Laws to Update section were discussed briefly to familiarize the members with items that have already been identified with the understanding that there will be more items added. The members will need to try and prioritize these in the future. There was high level discussion on each item. It was discussed that if these items are in conflict with our guiding principles the item will need to be removed. It was also noted that many of these items will require legal assistance and the board will be searching for an attorney with HOA experience.
8. Jenn will include additional actions for each committee member for the next meeting in the follow up email. One major item is for all members to give consideration to the role they want to play and areas of interest. Also, to add any additional ideas to the Parking Lot section in the Google Doc.
9. Adjournment at 12:00pm to the next scheduled meeting on January 11, 2025 at 10 am and the location is TBD.