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# CEDAR RIDGE

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*ESTABLISHED 1990*

**Cedar Ridge Homeowners Association**

P.O. Box 7403, Bonney Lake, WA 98391

## **Governing Documents Rewrite Committee POLICIES AND PROCEDURES**

### **DEFINITIONS**

1. Articles of Incorporation (AOI) – The legal document that establishes the association as a nonprofit corporation, the general powers of the Association, with the formation of the board of directors.
2. Bylaws – The legal document that contains the procedures and general rules for governmental operation to run the Association as a business.
3. Covenants, Conditions, and Restrictions (CC&Rs) - The legal document that lays out the planned community guidelines and rules.
4. Rules and Regulations – These are developed by the Board consistent with our governing documents that further clarify our CC&Rs and Bylaws.
5. Governing Document Hierarchy (GDH) – The legal order of precedence of documents.
  - a. Federal Law
  - b. State Law
  - c. Local Law
  - d. Association CC&Rs
  - e. Association AOI
  - f. Association Bylaws
  - g. Association Rules and Regulations
6. Terms not defined – Terms not defined in this document inherit their definition from those found in the GDH.

### **OBJECTIVE**

The committee is tasked with periodic review of the Association's governing documents. To make owning a home in the Association the best experience possible, the Committee will propose suggested changes for the good of the Association based on feedback from the homeowners. Homeowners will be kept informed of the (sub)committee(s) work through the newsletters, board meetings, website and rewrite informational meetings.

### **QUALIFICATIONS**

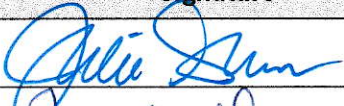
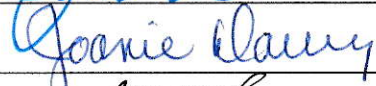

1. The President of the Association has not dismissed the committee.
2. The President can appoint a board liaison (ex-officio) member to the committee.
3. Committee members shall be comprised of homeowners of the Association and, if appointed, a board liaison.
4. Committee members shall be in good standing with the Association.

5. Committee members sign acknowledgement form to join the committee.
6. Committee members will not use the committee to further any personal agenda (such as stacking the committee to sway votes) or retaliate against any member of the Association.

## PROCESS

1. The committee shall have no less than three members to be functional.
2. The committee will vote on (sub)committee (co)chair(s); if subcommittee(s) exist, the subcommittee chairs will co-chair the rewrite committee.
3. The term of the chair shall expire 45 days after rewrite voting completes.
4. The committee will review its existing policies and procedures and update as necessary. If changes are made, adoption of updated policies and procedures by the board is required.
5. The committee will meet as necessary to accommodate document goals.
6. Committee members understand that the governing documents are legally binding, follow the GDH. Lower documents cannot conflict with higher-up documents.
7. Any member of the association may suggest to the committee any reasonable change(s) to the governing documents using any method of communication (mail, letter, text, meeting attendance, etc.)
8. Committee will hold an informational meeting for homeowner input.
9. The (sub)committee(s) members will work together to identify any proposed change(s).
10. The (sub)committee(s) will draft language incorporating proposed change(s).
11. By majority vote, the (sub)committee(s) will approve proposed change(s) to submit to the Board.
12. The document(s) are submitted to the Board in a timely fashion to allow internal review and, if necessary, legal review.
13. Committee will hold an informational meeting for homeowner input.
14. The committee will incorporate additional change(s) from any legal review and homeowner feedback.
15. The committee will create a voter pamphlet containing original and new language for all proposed change(s) and provide to the Election's Committee no later than 6 weeks before the voting deadline to distribute to homeowners.
16. Committee members understand that no change to any document is binding until the legal requirements are met:
  - a) Quorum is met for any meeting of the Association in person or by ballot.
  - b) Changes pass when quorum is met, and the required number of votes certified by the election committee.
    - Bylaws – Requires majority vote of lot owners who have voted
    - CC&Rs – Requires 50% (46 lots) of the lot owners
  - c) Document(s) are recorded with the state.
17. The committee will take voter approved changes, prepare the document(s) and provide them to the Board within 30 days.
18. The Board or its designee will record the new document(s) with the appropriate agency.
19. The Board or its designee will provide notice to Association members that its governing document(s) have been updated and where to obtain a copy.

**Board & Committee Chair(s) Approval Signatures – Not valid unless signed**

Print Name	Signature	Board Position	Date
Julie Summers		Pres.	2-17-25
Joanie Dauey		Treasurer	2-17-25
Svetlana Antohi		Secretary	2-17-25