



## DOCUMENT REVIEW COMMITTEE

June 27, 2025

Minutes

**DATE AND LOCATION:** Friday, June 27, 2025, via Zoom meeting  
**CALLED TO ORDER AT:** 3:01PM

**Roll Call:** All members present. Linda Bradley, Taimi Van de Polder and Anne Meador

**Staff Members:** Spencer Huston IT-Zoom Host

**Adopt Agenda:** Move to adopt agenda by Director Bradley, second by Director Van de Polder. Approved unanimously.

**Board Policies** -Selected three Board policies that needed revision.

- **2009-02 Delinquent Accounts Policy**-required revision due to state law changes in SVCA Collection Policy. Now this delinquent accounts policy follows more and is coordinated with the Collections Policy. Other dates and procedures have been updated with current procedures.  
**Action:** Agreed to forward draft.
- **2017-02 Purchasing Policy**-changed to not just be purchasing, but procurement also. Changes in SVCA purchasing procedures have changed since 2017. All capital and operations, procurement, and purchases, over \$2,500. A minimum of three (3) bids must be obtained from qualified bidders. Steps have been added to the procedure that need to be addressed in the updated policy. It is important to create purchase orders and confirm invoices with delivery of the purchase. Invoicing and purchase approval should be provided with any checks written by the Association. Processing purchases so that no late charges are accrued to SVCA. With any contract for such operational expenses, the General Manager shall be authorized to approve contracts for less than \$10,000. But anything that is over the Board needs to approve. Goods and services that the Board is responsible for, such as our yearly audit, our legal services, reserve studies, need Board approval.  
**Action:** Agreed no issues with draft policy.
- **2017-06 Sudden Valley Audio Visual Policy**-Rename this our Online Media Policy-since Covid we have provided live stream services and changes in state law will soon mandate what requirements are for member participation and posted notices. Archived You-Tube videos for members to view. Board and Committees requirements are described in the updated policy.  
**Action:** Agreed to forward draft policy.
- **Prior Rescinded ACC Policy**-Policy 1996.21 Easements, Encroachments, and Vacations. A group of rescinded policies that the Board already voted on in 2019 included this policy. I have attached the minutes from that meeting with the listing. Submit this evidence to the Board, explain to them that this had been rescinded in 2019 and remove from the policies going forward.

**Motion:** Move the committee approve, sending three specific board policies for review. 2009.02 Delinquent Accounts, 2017.02-Purchasing Policy, and 2017.06 Sudden Valley Audio-Visual Policy to the attorney for review.

<b>Motion By: Linda Bradley</b>		<b>Seconded By: Taimi Van de Polder</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

**Next Meeting: July 23, 2024, 3:00PM**

**Adjourned 3:32PM**

Submitted by: \_\_\_\_\_

*Linda Bradley*  
Linda Bradley, DRC Chair