

# **MISSION HILLS CONDOMINIUM ASSOCIATION DOCUMENTS COMMITTEE**

- The purpose of the Mission Hills Documents Committee is to review our Mission Hills Documents, along with our Policies and Procedures, to ensure that all are in line with our By-Laws, our Declaration, and Florida Statute 718.
- Therefore, an ad hoc committee of not more than nine (9) members is hereby established for the stated purpose. The Committee will review all items, as they exist in the current time, to verify compliance. They will make recommendations to the Mission Hills Board of Directors in the form of proposed amendments to rectify any discrepancies and will also note any changes necessary to bring our documents more in keeping with current times.
- Committee members will address each item with a goal that reflects the good of Mission Hills as a whole. Any proposed amendments/updates will be implemented in a simple and cost effective manner.
- The Mission Hills Documents Committee will be required to take and maintain meeting minutes and other pertinent committee issues in a binder that will be permanently placed in the Mission Hills office. Residents are invited to view these minutes but will not be permitted to remove the binders(s) from the Clubhouse.
- The Documents Committee will create a set of guidelines, which will be placed in the committee binder(s).
- The Documents Committee will remain in place to review any new laws that are put into place by the Florida State Legislature on July 1<sup>st</sup> of each year. The committee will then review any new laws that have a direct impact on our Mission Hills Documents.