BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
DOCUMENTS & POLICY MEETING MINUTES

Date:	April 2, 2014
Location:	Brandywine Hall
Committee Members **Present**:	Gary Steinhoff, Chairman Ken Mitchell Richard Lortie James King Ron Alie Ed Zender, ex-officio
Committee Members Absent:	None
Owners Present:	There were 6 Unit Owners present.
Community Association Manager:	Rene Dahl - present

Call to Order: The meeting was called to order by the Gary Steinhoff, Chairman at 1: 23 pm. A quorum was verified.

Old Business

Entry Stain & Tile Policy — Reviewed the attorney's opinion. Motion made by made by Ed Zender to recommend to the BOD to accept the policy as written. Motion died due to no second. Motion made by Jim King, second by Ed Zender, to have Ron Alie & Rene Dahl rewrite the existing policy and bring a draft back to the next Documents & Policy Committee meeting. Motion passed.

New Business

Competitive Bid Procedures — Discussion that the policy should have an "Editorial change" to change the date, of the policy it is replacing, from September 18, 2008 to April 15, 2008. The policy dated April 15, 2008 is no longer in affect it was replaced by the one dated May 21, 2013.

Blue Book — Motion made by Ed Zender, second by Richard Lortie, to recommend to the BOD that Ron Alie continue the reorganization of the existing Blue Book for future owners.

Date of Next Committee Meeting: TBA

Adjournment: By proper motion, the meeting was adjourned at 1:48 pm.

DRAFT

Submitted: *These minutes have been respectfully submitted to the Documents & Policy Committee for review by Rene Dahl.*

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Chairman of Documents & Policy Committee Date

Gary Steinhoff

Print Name

DRAFT