

Proposed Schedule - Document Review and Approval (R6)
Riverbend of Naples Mobile Home Association
Submitted by Ken Branco, Unit #12, January 9, 2021

Assumptions:

- Goal is to resolve all issues and opportunities related to the 2020 upgrade of Riverbend’s documentation. Result is expected to be successful votes on all issues at the annual meeting (currently scheduled for 2/27/21).
- Review and approval process will be designed and managed by the Documents Team, with guidance from the BoD
- Ken Branco (unit #12) will develop, lead and manage two Townhall document review meetings, with guidance from the Documents Team and the BoD. Townhall meetings will; have published agendas and timing, be scheduled well in advance, and last no more than 3 hours.
- All Member feedback and recommendations must; be in writing, identify the contributing Member(s), and reference applicable bylaw sections. No verbal feedback can be taken into account
- All feedback and recommendations must be submitted by the deadline (1/3/21). No late input can be taken into account.
- Feedback and recommendations can be forwarded to the Documents Team, C/O Doreen McCabe, at riverbend30@gmail.com.
- Feedback and recommendations will be collated and prioritized by the Documents Team, with guidance from the BoD

<u>Activity</u>	<u>Responsibility</u>	<u>Date/Deadline</u>	<u>Status</u>
1. Rewrite bylaws to clarify, move into compliance	Document Team	11/2/20	Done 10/30/20
2. Release draft bylaws to Board of Directors	Doc Team	11/3/20	Done 11/4/20
3. Receive BoD written feedback/recommendations	BoD	11/18/20	BoD President Input
4. Install BoD Edits? (optional at this point, can continue collecting discussed/installed 11/13/20	Doc Team	11/21/20	BoD President Input
5. Release draft bylaws to all voting members	Doc Team	11/25/20	Done 11/15/20
6. Develop ‘layman’s handbook and ‘crosswalk’ (translator, old vs. new)	Doc Team	12/4/20	Done
7. Deliver handbook and crosswalk	Doc Team	12/16/20	Done
8. Deliver bylaw workshop	Doc Team	12/21/20	Done 12/21/20
9. Receive written voting member feedback/recommendations	Members	1/3/21 (deadline)	Done 1/3/21
10. Collate/prioritize member/BoD feedback	Doc Team	1/9/21	Done 1/8/21
11. Town Hall #1 (discussion of 50% of issues)	All	1/11/21	
12. Document applicable changes and/or highlight issues to resolve	Doc Team	1/15/21	

13. Town Hall #2 (feedback/changes to Sections 9-19)	All	1/18/21
14. Document applicable changes and/or highlight issues to resolve	Doc Team	1/25/21
15. Resolution of policy issues pertaining to bylaws (include BoD votes)	BoD/Members	2/20/21
16. Vote on all issues/resolutions during the annual meeting	Members	2/27/21
17. Final edit of bylaws for attorney review	Doc Team	TBD (3/7/21?)
18. Receive final edit from the attorney	Doc Team	TBD (3/21/21?)
19. Release final bylaws to BoD and Members	Doc Team	TBD (3/21/21?)
20. Member/BoD final review, individual approval decision (no edits)	Members	TBD (3/30/21?)
21. Approve new bylaws	All	TBD (goal is 4/15/21)