

Governing Documents Committee Terms of Reference

November 2025

PREAMBLE

This Committee is created under the Venture Out Bylaws (Article IV, Section 11, f.) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and the Venture Out Manager.

MEMBERSHIP

The committee shall consist of up to 6 lot owners and one or more Condo Board members as voting members. The Condo Board Liaison member will provide two-way communications between the Committee and the Board of Directors, the Venture Out General Manager (non-voting), and other members of the Venture Out Management team (non-voting) which may be included as required. Under the Venture Out Rules and Regulations (Section III, Article 7), a lot owner appointed to an ADHOC committee established by the Board of Directors shall serve on such committee for an initial 3-year term and may be reappointed thereafter for an open ended one year term. In the event of Committee vacancies, the Committee will solicit applicants and recommend appointments to the Condo Board.

COMMITTEE PURPOSE

The Committee reviews the governing documents each year to ensure that they are in compliance with all Federal and State Laws and recommend changes if needed. They assist and advise the Board with the wording of all the Governing Documents upon Board request. This includes interpretation and re-writing as requested.

The Committee will also monitor legislative activity in the Arizona House and Senate for bills that directly affect Homeowner Associations (HOA's), and specifically, Venture Out at Mesa, Inc. Also, identify regulations that would affect HOA's created by the City of Mesa or Maricopa County.

OPERATIONAL GUIDELINES

1. The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, including Venture Out Management and Staff.
2. The committee identifies and tracks State Bills. Informing the Liaison and General Manager of such Bills and will suggest what action should be considered. The Liaison will consult with the Condo Board for such direction. The Committee may enlist the help of the VO residents to transmit e-mails and/or speak to elected officials to influence her/his decision on the vote of such Bills that affect Venture Out.
3. The Committee will report to the Condo Board on all current and related issues.
4. The Committee will present an annual report to the Condo Board and lot owners at the

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- annual meeting in February.
5. Under normal circumstances, once a year, the Committee will elect a Chairperson and a Secretary. This election is to be held prior to the Boards review of all ADHOC Committee Terms of Reference.
 6. A quorum shall be a majority of members able to meet to conduct business.
 7. Annually, shortly after the new Condo Board Members have been seated, the committee will review its Terms of Reference and submit any proposed amendments to the Condo Board for approval.
 8. Minutes of all meetings will be taken and put on file with the Corporate Secretary.
 9. Meetings are to be at least once per month, if necessary, during the season from October through March. The meeting shall comply with A.R.S. 33-1248, Open Meetings and Venture Out Bylaws, Article IV, Section 13, Open and Closed Meetings. Regularly scheduled meetings of this Committee shall be open to Venture Out Lot Owners to attend and observe. Further, this committee shall provide for a reasonable number of persons to speak on each side of an issue.
 10. Agendas for Open Committee meetings are to be posted 48 hours in advance by the Corporate Secretary.
 11. Any member missing two meetings without an excused absence will be subject to removal from the Committee.
 12. The committee meetings shall comply with Roberts Rules of Order when not in conflict with Venture Out Bylaws and Rules and Regulations.
 13. The Committee shall work with other Venture Out ADHOC Committees as needed or directed by the Venture Out Condo Board of directors.

Current Membership 2024-2025			
Committee Chair			
Name	Address	Phone	E-mail
Kirk Pittman (temp)	902 Aero	702-558-7158	Kirk.Pittman@ventureoutmesa.com
Secretary			
Brad Wallace	516 Merlin	971-326-5076	Brad@bradjwallace.com
Members			
Terry Carstens	407 Navion	602-321-1141	TLCarstens407@gmail.com
Tom Pyle	932 Douglas	425-870-4884	Thomaspyle49@gmail.com
Lesa Van Kamp	511 Merlin	701-520-3140	lcv2001@gmail.com
Condo Board Liaison			
Kirk Pitman	902 Aero	702-558-1758	Kirk.Pittman@ventureoutmesa.com