



9mileranchhoa.org
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Committees Guidelines Policy

January 2, 2020

Applicable HOA governing documents and state law

- HOA Bylaw: Article VI, Section 4
- HOA Bylaw: Article IX
- RCW: 24.03.115
- RCW: 64.38.035

Background & Guidelines

RCW 64.38.035: "...all meetings of the board of directors shall be open for observation by all owners of record...". It is believed that this RCW is in respect of HOA members being able to witness all discussions and actions taken by their Board of Directors. This Board of Directors seeks to conduct/discuss all business at Board meetings. A particular exception to this is regarding time sensitive and/or emergency actions that need to be taken.

9MR Bylaw Article VI, Section 4 was written to assist the Board in being able to take actions between meetings if needed. If an action needs to be considered between Board meetings then a motion is made and seconded, discussion will follow, then a unanimous vote would be required for motion to pass. This procedure can happen through email. This procedure is not to be used as a substitute for conducting regular non-time sensitive business.

Committees Purpose and Guidelines

Having committees allows for thorough research to be done on any given issue outside of Board meetings. Committees are allowed to discuss, research and produce documents on their given tasks outside of Board meetings. At this time committees are given the task to research, dialogue and produce documents to be presented to the Board for review. This allows the business of the HOA to progress between meetings with education so clear decisions can be made by the Board at meetings.

Committees are allowed to take any actions that Board or CCRs empowers them to take except those actions enumerated at RCW 24.03.115. Committee work can be accomplished through email or committee meetings. Documents produced and presented to the Board by a committee are used by the Board in preparation for Board meetings and actions/motions. Board discussion and/or approval of said documents will be in an open Board meeting unless immediate action, between meetings, is deemed necessary.

All committee email communications between committee members will be “cc’d” to the Board. The Board **cannot** partake in committee dialogue. The dialogue “cc’d” to the Board is for their education only to assist in the Board being able to take action based on final reports from committees.

Secretary will make a hard copy and file all motions, discussions and votes for email motions made by the Board of Directors between meetings. All motions made between meetings will be read out-loud at the next Board meeting and recorded into the meeting minutes.

Chair of each committee will keep hard copies, or archived in email system, all substantive email communications between committee members.

Committee members will be appointed by the Board of Directors, per state law. Committees shall consist of at least 2 Board members, but shall have no greater number of directors than a majority of all directors (that would otherwise be considered a meeting of directors). In addition to directors being committee members, the Board of Directors will solicit and appoint HOA members/Lot Owners who are willing to volunteer their time on a committee. The Board of Directors has the sole right to remove a committee member at any given time.

Current Standing committees:

- ACC: See CCRs for purpose.
 - Todd Besaw (Chair), Kim Culloo, Rick Lewis & Brett Coffman.
- Voting Ballot Committee: Purpose is to prepare official HOA voting ballots and their content.
 - Members are Stacey Johnson, Susan Stewart & Rick Lewis.
- Newsletter/Mailing Committee: Purpose is to prepare newsletters/informational mailings content.
 - Members Susan Stewart (Chair) & Kirk Johnson.
- Financial Committee: Purpose is to assist Treasurer in budget and cash flow analysis and creation, or any other financial decisions/issues that needs to be presented to the Board.
 - Members are Stacey Johnson (Chair), Brett Coffman & Kirk Johnson.
- Legal Committee: Purpose is to prepare research & recommendations regarding legal issues of the Board, including working with ACC on CCR enforcement issues and Fine Policy.
 - Members are Stacey Johnson (Chair), Brett Coffman, Todd Besaw & Brian Rabe.
- Road Committee: Purpose is to administer, within adopted Board budgets & expenditures, all road maintenance, and to give recommendations to the Board & ACC about any HOA issues related to roads, easement waterways and easements.
 - Members: Kirk Johnson (Manager), Brett Coffman, Leo Culloo & Bill Burnam.

Policy adopted by the Board of Directors at the January 18, 2020 Board meeting.