

EDGEWOOD VILLAGE RULES  
Edgewood Village Homeowners Association  
Port Ludlow, WA

EDGEWOOD VILLAGE BOARD OF DIRECTORS MEETINGS

Rule Number: 2.00

Date Approved: May 10, 2016

Revision Dates: July 26, 2017

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Affairs of the Edgewood Village Homeowners Association are conducted by the Board of Directors in accordance with the Edgewood Village Homeowners Association Articles of Incorporation and Bylaws as they may be amended from time to time.

To ensure compliance with EVHOA governing documents; WA state RCW's; and consistency/transparency for Edgewood homeowners, the following are procedures for Edgewood Board of Director meetings:

1. Immediately following the adjournment of the Annual Edgewood Homeowner's Association meeting where Board members are elected, the new Board will meet and elect officers for the upcoming year.
2. Board members are elected for a term of two years per the Articles of Incorporation and Bylaws revision approved at the October 6, 2000 Edgewood Annual Meeting.
3. Officers of EVHOA are: president; vice president/ landscaping; vice president/ARC; secretary; treasurer.
4. The Board will establish a schedule of regular board meetings at their first meeting following the annual meeting. Meeting dates will be posted on the Edgewood website. Agendas will be posted to the web site prior to the meeting.
5. All Edgewood board of director meetings are open for observation to all Edgewood Homeowners per the WA RCWs. In addition:
  - a. To ensure the best decisions are made for the entire Edgewood Village, Edgewood homeowners are encouraged to attend and participate in discussions at all board meetings.
  - b. Edgewood Homeowners are encouraged to contact a board member with topics to include in the board meeting agenda.
  - c. Additional topics may be brought up at board meetings by Edgewood Homeowners if not included on the agenda during member comments.
6. Roberts Rules of Order for Small Boards will be used for board meeting protocols.
7. Minutes are the official documentation of each board meeting. Minutes will be posted to the Edgewood website following approval.
  - a. The secretary will send draft minutes to board members for review within two weeks of the board meeting.

- b. Recommended changes will be made following input from all board members and the unapproved minutes will be available to Edgewood Homeowners for review prior to the posting of approved minutes by contacting the secretary.
  - c. Minutes will be approved at the next regular board meeting, unless quorum does not permit.
- 8. Audio or video recording of Edgewood Board meetings will not be allowed. Recording may inhibit open, honest communication between neighbors. The best decisions are made with all of the available information from board members and other homeowners who feel free to voice a full range of opinions and comments. Recordings can be disruptive to this free flow of ideas and thoughts. Advances in technology do not ensure accuracy of content on recording media. Edgewood board of directors do not record board meetings, so there is not an official chain of custody process to ensure that content has not been altered. Security of homeowners may become an issue if images, content, and/or altered inaccurate recordings are released inappropriately on the web.
- 9. The Edgewood board may need to schedule Special meetings. Special meetings of the board may be called by the President of the Association, or by any three board members, after not less than three days notice to each board member.
- 10. During a regular or special meeting, the board may convene in a closed executive session upon an affirmative vote to consider personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association.
  - a. The motion for the closed session will state specifically the purpose for the closed session.
  - b. Reference to the motion and the stated purpose for the closed session shall be included in the minutes.
  - c. The board of directors shall restrict the consideration of matters during the closed portion of the meeting only to those purposes specifically exempted and stated in the motion.
  - d. No motion, or other action adopted, passed, or agreed to in closed session may become effective unless the board of directors, following the closed session reconvenes in open meeting and votes in the open meeting on such motion, or other action which is reasonably identified.
- 11. If emergency or immediate actions are required by the board of directors, the president may send out an electronic ballot for needed action to all board members, with a copy to all homeowners. Board members will respond electronically. A copy of the response will be maintained by the secretary to validate the vote. No vote is valid until responses have been returned by all board members. The final vote will be emailed to all homeowners. The motion and vote will be read at the next board meeting and documented in the minutes.
- 12. Required annual actions by the board and officer responsible:
  - a. Election of officers – following adjournment of Annual Member meeting where board members are elected – All board members
  - b. Annual insurance review – January – President
  - c. Annual Budget Proposal – April/May – Treasurer

- d. Schedule annual member meeting – President (within 30 days of approval of proposed budget)
- e. Annual Member meeting Packet – Secretary – Send out at least 30 days prior to annual meeting
- f. Financial Statement of Association – within 30 days end of fiscal year – Treasurer (send to all homeowners)
- g. Submission of annual incorporation report to Secretary of State – January – Treasurer
- h. Change check signing authorization at Kitsap and Sound Banks – after Board member change - Treasurer to initiate; secretary to supply minutes/or affidavit with election of officers information; all board members sign cards
- i. Annual HOA tax form submission to IRS – Aug/Sept - Treasurer