

**Date:** January 12, 2022  
**To:** Cougar Ridge Homeowners  
**From:** Cougar Ridge Homeowners' Association Board of Directors  
**Subject:** **COUGAR RIDGE HOA OWNER COMMENT POLICY FOR BOARD MEETINGS**

**Purpose:** This policy is intended to clarify the role of members of the association during meetings of the board of directors. Our association is governed by RCW 64.38 which dictates that HOA board meetings shall be open for observation by all owners. Subsequent legislation in RCW 64.90, which applies to associations formed after July 1, 2018, dictates that owners must be provided an opportunity to comment on matters concerning the association at any meeting. While current governing documents do not require public comments, the intent of the most recent legislation indicates a desire for the allowance of public comments. We are creating this policy to encourage public participation and to ensure member's right to be heard by the board.

**Authorizing documents:**

RCW 64.38.035

4) Except as provided in this subsection, all meetings of the board of directors shall be open for observation by all owners of record and their authorized agents.

RCW 64.90.445

(2) The following requirements apply to meetings of the board and committees authorized to act for the board:

(a) Meetings must be open to the unit owners except during executive sessions, but the board may expel or prohibit attendance by any person who, after warning by the chair of the meeting, disrupts the meeting. The board and those committees may hold an executive session only during a regular or special meeting of the board or a committee. A final vote or action may not be taken during an executive session.

(e) At each board meeting, the board must provide a reasonable opportunity for unit owners to comment regarding matters affecting the common interest community and the association.

**Policy:**

The Cougar Ridge HOA board of directors will allot time for an owner comment period at the beginning and end of each HOA board meeting during which owners may make comments pertaining to topics on the agenda. Owners will be asked to limit their comments to no longer than 3 minutes in length. We also ask owners to submit these issues, in writing, to the BOD before the meeting to help with the minutes, and any research needed by the BOD on the topic. During the remainder of the meeting, owners are asked to remain silent observers of the proceedings.