

The Ridge at Rock Creek Homeowners Association

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Since it is critical that the Board be able to address planned agenda items, this notice provides guidance on Board meeting conduct:

- The first 15 minutes of each Board meeting will be open forum. Homeowners may raise issues or questions which will be discussed only during this time.
 - Note that homeowners may submit issues for Board consideration at any time by writing to the address or email above. Such issues can be addressed as part of the Board agenda at a subsequent meeting.
- The remaining time will be allocated solely to Board business.
 - Homeowners are welcome to observe. For clarification, this means listen only. Homeowners will not have the opportunity to participate and the Board members will only address each other. Please consider this when deciding whether or not to attend Board meetings.

Please find below rules and laws regarding the notice and holding of HOA meetings :

RCW 24.03.080 Notice of members' meetings.

(1) Notice, in the form of a record, in a tangible medium, or in an electronic transmission, stating the place, day, and hour of the annual meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten nor more than fifty days before the date of the meeting, by or at the direction of the president, or the secretary, or the officers or persons calling the meeting, to each member entitled to vote at such meeting. Notice of regular meetings other than annual shall be made by providing each member with the adopted schedule of regular meetings for the ensuing year at any time after the annual meeting and ten days prior to the next succeeding regular meeting and at any time when requested by a member or by such other notice as may be prescribed by the bylaws.

(2) If notice is provided in a tangible medium, it may be transmitted by: Mail, private carrier, or personal delivery; telegraph or teletype; or telephone, wire, or wireless equipment that transmits a facsimile of the notice. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the corporation, with postage thereon prepaid. Other forms of notice in a tangible medium described in this subsection are effective when received.

(3) If notice is provided in an electronic transmission, it must satisfy the requirements of RCW 24.03.009.

BYLAWS 3.9 REGULAR MEETINGS. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the directors, but at least

four (4) such meetings shall be held during each fiscal year with at least one (1) per quarter. Notice of the regular schedule shall constitute sufficient notice of such meetings.

BYLAWS 3.14 OPEN MEETINGS. Except as otherwise permitted by law, all meetings of the Board shall be open for observation to all members and their authorized agents. The Board shall keep minutes of all actions taken by the Board, which shall be available to all members.