Board meeting Attendees-

First let me thank you so much for taking the time from your schedule to attend our meeting. To help our meetings run smoothly and make sure everyone's time is respected, we distinguish between the types of homeowner input at a Board meeting

1. Presentations are Proposals to the Board
   These are organized items that include
   - a clear topic or issue,
   - a specific request or proposal for the Board to consider, and
   - any supporting information the Board needs to evaluate it.
     Presentations are most helpful when they are concise, prepared in advance, and focused on a solution the Board can review.
   - Our new proposal policy is meant to add efficiency to our meetings.
2. General Comments or Concerns
   These are homeowner observationsg, questions, or complaints that don't include a formal request or actionable proposal. These belong in the new state required 15 minute shared comment period held at the beginning of the meeting, which is designed so everyone has an equal opportunity to speak.

3. Open Topic discussions: At times we will introduce a topic and ask for your input or questions . The floor will be opened for a limited period so we can gather your feedback.

This structure ensures that true proposals get the time and clarity they deserve, we stay in-line with new state law and that general comments can still be heard without taking the meeting off track.

Thank you for your help as we attempt to adapt to the new structure.

-2025/2026 Board

Policy: Homeowner Presentation Submission Procedures

1. Purpose

This policy ensures that homeowner proposals are handled in an organized, fair, and transparent manner, consistent with WUCIOA meeting and notice requirements.

2. What Qualifies as a "Proposal"

A "proposal" is any item a homeowner wants the Board to formally consider for action.

A valid proposal must include:

- A clear topic or issue
- A specific request or recommended action
- Any supporting information the Board needs to evaluate it

General comments or complaints are not proposals and belong in the open 15 minute comment period.

3. Submission Deadline

Homeowners are encouraged to submit presentation proposals at least 14 days before a scheduled Board meeting whenever possible to allow the Board adequate time to review materials and prepare the agenda.

Consistent with the Bylaws, a homeowner wishing to make a presentation must notify a Board member at least 48 hours before the meeting with the topic of discussion, estimated time needed for the presentation, and estimated number of supporting speakers who will also be attending.

If additional review, research, or preparation is needed, the presentation may be scheduled for a future meeting.

~~To be placed on a meeting agenda, a homeowner proposal must be submitted in writing at least 14 days before the scheduled board meeting.~~

~~This aligns with the statutory meeting notice window in RCW 64.90.445, ensuring the agenda can be prepared and owners can receive materials ahead of time.~~

4. How to Submit

Homeowners must submit proposals:

- By email to the HOA's official board email
- Or in writing to the Board Secretary
- With the subject line or title: "Homeowner Proposal for Board Meeting"

5. Board Review

The Board will review each proposal to determine:

- Whether it is complete
- Whether additional information is needed
- Whether it will be placed on the next agenda or a future one

If a proposal misses the deadline or requires research, it may be moved to a later meeting.

6. Distribution of Materials

Per WUCIOA, any proposal materials distributed to the Board must be made reasonably available to homeowners.

This may include:

- Emailing to homeowners
- Providing copies at the meeting

7. Time Allotment for Presentations

If added to the agenda, homeowner proposals will receive a maximum of 5–10 minutes for presentation, followed by board discussion.

The Board may extend time at its discretion.

The name of a homeowner making a formal presentation and the subject of the presentation will be reflected in the meeting minutes.

8. Open Comment Period Is Separate

All board meetings include a 15-minute open comment period at the start, per WUCIOA/SB 5129.

Homeowners may speak during this time about concerns, questions, or suggestions.

This time is not intended for lengthy presentations or formal proposals.

9. Late or Verbal Request

Requests made during the open comment period may be acknowledged but will generally be scheduled for a future meeting to allow proper notice and preparation.

10. Board Discretion

The Board reserves the right to reorganize agenda items, manage meeting time, and determine whether proposals meet requirements.