

2150741 Mason County WA

02/19/2021 03:16:26 PM RESOL

eRecorded #152836 RecFee: \$111.50 Pages: 9

LAKE CUSHMAN COMPANY

After Recording Return To:
Lake Cushman Maintenance Co.
3740 N. Lake Cushman Road
Hoodsport, WA 98548

Document Title:

Re-recording to correct Resolution Number on Auditor Cover Sheet.
Lake Cushman Maintenance Co. Board Resolution 02-21 Adopting Revisions to the
Current LCMC Board Meeting Minutes Transcription Policy adopted by the Lake
Cushman Maintenance Company Board of Directors on January 9, 2021.

Reference Number(s) of Document

AFN 2149242 dated January 29, 2021.

*Supersedes the Lake Cushman Maintenance Company Board Meeting Minutes
Transcription Policy recorded on 9/19/14 under Auditor file #2030211.*

Grantor:

Lake Cushman Maintenance Co.

Grantees:

Public

LAKE CUSHMAN MAINTENANCE COMPANY
BOARD RESOLUTION 02-21 ADOPTING REVISIONS TO THE CURRENT
LCMC BOARD MEETING MINUTES TRANSCRIPTION POLICY

BACKGROUND: To adopt proposed revisions to the Board Meeting Minutes Policy adopted on June 14, 2014 to better define the retention period for electronic recordings of Board Meetings and the format and content regarding member comments.

Whereas, the policy adopted on June 14, 2014 allowed for electronic recordings of board meetings to be erased after the preliminary approval of the draft minutes by the Board Secretary; and

Whereas, The LCMC Board of Directors has implemented virtual board meetings wherein both audio and video are recorded and posted for the membership to review; and

Whereas, The Board of Directors desires to provide a longer period for members to review the audio/video recordings of Board Meetings; and

Whereas, the board wishes to provide better guidance for transcription of Member comments during the board meeting.

NOW, THEREFORE BE IT RESOLVED that the Lake Cushman Maintenance Company Board of Directors hereby adopts the revisions to the Board Meeting Minutes Transcription Policy as identified within Exhibit A within this resolution.

**LAKE CUSHMAN MAINTENANCE COMPANY
BOARD OF DIRECTORS:**

Adopted this 9th Day of January 2021

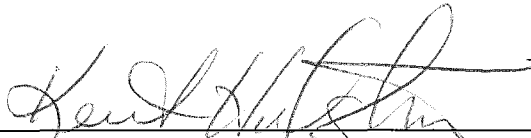
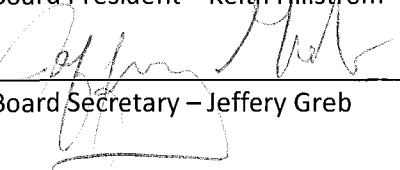
By: 	<u>1-25-21</u>
Board President – Keith Hillstrom	Date
By: 	<u>1/21/21</u>
Board Secretary – Jeffery Greb	Date

EXHIBIT A

LAKE CUSHMAN MAINTENANCE COMPANY
PROTECTIVE POLICIES AND PROCEDURES
LCMC BOARD MEETING MINUTES TRANSCRIPTION POLICY

Introduction

The Lake Cushman Maintenance Company (LCMC) is a Washington State not-for-profit homeowner's association governed by the LCMC Board of Directors (Board). By statute, all Board meetings are open to the public except when the Board meets in Executive/Closed Session as authorized by and pursuant to procedure set forth in RCW 64.38.035(4) [note: formerly RCW 64.38.035(2)]. RCW 64.38.035(4) provides, in part, that the minutes of all "actions" taken by the board shall be kept by the board and made available to all owners. Minutes may also, in the discretion of the LCMC Board, record non-action events and discussions that take place during the meeting. Minutes are not taken for Executive/Closed Session, and except with respect to any action taken in open session following Executive/Closed Session.

Provisions set forth under RCW 64.38.035(1) provide that minutes from the previous association meeting must be made available to each owner of record for examination and copying not more than sixty (60) days after the meeting. Minutes of the previous association meeting must be approved at the next association meeting in accordance with the association's governing documents. For the purpose of this policy, as a governing document, minutes of the previous Board meeting must be approved at the next Board meeting occurring no less than 14 days after the meeting.

Meeting minutes as approved by the LCMC board are made available to the LCMC membership in either hard-copy or soft-copy linked through the official LCMC website.

Purpose

The purpose of this policy is to define the current board's policy regarding meeting minute format, content, and related issues such as recording/distributing meeting minutes. This policy is for the efficiency and convenience of the current board and may be modified or amended at any time by this or any future board, in any manner compliant with governing law.

Format / Content

The following board meeting minutes' format and content shall be used as a guide (refer to Attachment A):

1. **Header**: Denotes that the meeting is a Board meeting, including the date and time the meeting was called to order.

2. **Lead Paragraph**: Denotes the following:

- a. Who called the meeting to order;
 - b. The time the meeting was called to order;
 - c. The board members in attendance by name;
 - d. The board members excused by name;
 - e. The board members absent (not excused) by name;
 - f. Statement of whether a quorum is or is not present;
 - g. Who recorded the minutes (if not the Board Secretary);
 - h. The number of people at large in attendance who signed in, includes both community members and that of the general public;
 - i. The names of special guests (e.g., <name>, LCMC Attorney, <name>, Mason County Sheriff's Deputy, <name>, Tacoma Power, etc.).
3. **Approval of Minutes:** The approval of the previous meeting's minutes, including who made the motion to approve, who seconded the motion, whether or not the motion carried by vote count (dissenting members listed by name), and any member(s) abstaining.
4. **General Business:** Normally, this section will follow the meeting agenda and shall contain all general business discussed/presented during the meeting. Normally, the Saturday meeting entails board and committee reports and general business relating to policies, procedures, resolutions, etc.

NOTE 1:

The Thursday meeting normally does not include board and committee reports.

NOTE 2:

"Sufficient detail is a subjective term. For the purpose of this policy, "sufficient detail" must pass the "historical perspective" question. That is, could a person at some point in the future reflect back on the meeting minutes and come away with a clear understanding of the matter/issue discussed and the outcome of the discussion. It is incumbent that all board members keep this in mind when reviewing draft meeting minutes for correctness.

General business brought up that is not on the agenda may be discussed if approved by the presiding board member.

5. **Member Comments:** This section shall list all member comments as follows:
 - a. Comments with no action committed to by the Board: the minutes shall only reflect the name of the member commenting, their division and lot numbers, and the subject(s) of the comment(s).
 - b. Comments with action committed to by the Board: the minutes shall reflect, in sufficient detail (see NOTE 2 in paragraph 4), the name of the member commenting, their division and lot numbers, the subject of the comment and the committed action by the Board and responsible Board member(s).
6. **Executive Session:** This section shall record only the subject matter and reason (pursuant to RCW 64.38.035(4)) that will be discussed in Executive Session. The motion and time of the motion to go into Executive Session with the ensuing vote results of any vote or action taken in subsequent Open Session must be included in this section along with the time of returning to Open Session.
7. **Adjourn:** This section shall record the motion to adjourn. Board member name making the motion, Board member seconding the motion and ensuing vote count.
8. **Future Meetings:** This section shall record at least the next two regularly scheduled Board meetings and/or meetings that support a special occasion by date, time, and location.

Policy

The following policy applies to LCMC Board Meeting Minutes:

1. Minutes are normally taken by the Board Secretary, or a designee in the Board Secretary's absence. Minutes are recorded either long-hand (note taking) or recorded by electronic media (e.g., digital voice recorder). If recorded by electronic media, the Board Secretary or designee shall maintain a brief written summary of all actions taken by the Board, for reference in the event of a mechanical failure of the electronic media.
2. Draft meeting minutes shall be made available to the Board Secretary for review/comment within seven calendar days from when the meeting was held. If circumstances require more than the seven days to draft the meeting minutes then permission shall be obtained by the Board President, or Vice President in his/her absence.
3. Upon preliminary approval of the draft minutes by the Board Secretary, the draft meeting minutes shall be distributed to LCMC Board members for review/comment.
4. Once the Board minutes are formally approved by the Board, the Board meeting minutes shall be made available on the official LCMC website.
5. Hand-written notes of the Board meeting shall be maintained until the formal approval of the next meeting's minutes by the Board. The electronic media shall be maintained to the

Page 5 of 8

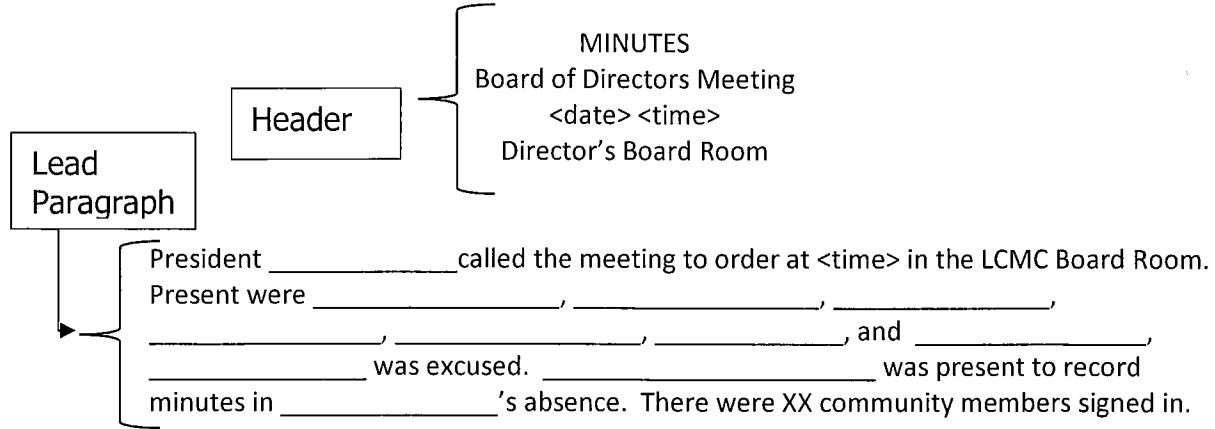
extent that the software allows however, the Board retains the right to maintain notes or recordings beyond that date, for any reason, through a simple majority vote.

CHANGE HISTORY

Change #	Summary of Changes
1. 8/28/14	Added the requirement for when previous Board minutes must be approved (not less than 14 days from the previous meeting). Reformatted the "General Business" section.
2. 1/9/2021	Added Resolution 02-21 Revised Public Comments language. Revised retention of notes and recordings. Added "Board Action:" to motions.

ATTACHEMENT A

Sample LCMC Board Meeting Minutes Format/Content



Approval of Minutes

Board Action: Motion by <Name> to approve the <date> Board Meeting Minutes, (<Name> second). Motion carried unanimously with <#> yes votes.

General Business

Topic #1, <responsible person leading discussion>

Topic #1, <responsible person leading discussion>

Topic #1, <responsible person leading discussion>

Member Comments

Comment #1, <responsible person leading discussion>

Comment #1, <responsible person leading discussion>

Comment #1, <responsible person leading discussion>

Executive Session

Topic #1, Topic #2, Topic #3

Board Action: Motion by <Name> to go into executive session at <time> to discuss the above issues, (<Name> second). The motion carried unanimously with <x> yes votes. The Board returned to open session at <time>.

Adjourn

Board Action: Motion by <Name> to adjourn at <time>, (<Name> second). The motion carried unanimously with <x> yes votes.

Future Meetings

<Date> <Time> LCMC Board Room, Regular Board Meeting

<Date> <Time> LCMC Board Room, Regular Board Meeting