

Welcome to the

WASHINGTON STATE CHAPTER
of
Community Associations Institute

*The leading professional organization providing education,
resources, and advocacy for community association living.*



They're Called Minutes (and not Hours) For a Reason

Presented by:
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DISCLAIMER

This presentation is for general informational purposes only and may not be construed as legal advice or a legal opinion on specific facts or circumstances, nor a solicitation of legal business.

We urge you to consult your attorney concerning your particular factual situation and any specific legal questions you may have.

No attorney-client relationship attaches as a result of any exchange of information.

Overview

- What are minutes
- What aren't they

What are Minutes

- Minute by minute?
- Notes
- Official corporate record

What they aren't

- Narrative
- Subjective
- Replacement for attendance
- Personal

Nuts and Bolts

- Name of the individual conducting the meeting
- The date and time of the meeting
- Meeting location
- List of meeting attendees and list of those absent
- List of those absent

Nuts and Bolts (cont'd)

- The exact wording of motions and disposition
- If the vote was counted, the count should be recorded
- Notices of motions – previous notice is sometimes required (e.g. amendments of the bylaws)
- Points of order and appeals

Nuts and Bolts (cont'd)

- You don't have to have a legal vocabulary, simply stick to the facts and keep the language straightforward and professional
- If you stick to a basic format for taking your corporate minutes, you're more likely to establish an ongoing process

Executive Session

- Personnel matters, legal counsel, pending litigation, possible violations of CC&Rs, liability of any owner to HOA
- Take minutes?
 - Reference to the motion and the stated purpose for the closed session shall be included in the minutes
- Sensitive / private matters

Building the Minutes

- Agenda
- Location
- Time/Date
- Present
- Absent
- Guests
- Prior minutes
- Who is chairing the meeting

Building the Minutes (cont'd)

- Reports
- Actions
 - Motions
 - Resolutions
- New Business
- Old Business
- Owner Forum
- Next Meeting
- Adjournment time

Suggestions

- Be objective
- Write in the same tense throughout
- Avoid using people's names except for motions or seconds. This is a business document, not about who said what.
- Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better.
- If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Don't rewrite their intent or try to summarize them.

Suggestions (cont'd)

- Focus on understanding what's being discussed and on recording what's been assigned or decided on
- Record contemporaneously—don't try to recreate after the fact

Disharmony Pointe Condominium Association Notice & Agenda for Special Meeting

Time: 1:00 p.m.
Date: April 26, 2015
Location: Lynnwood Convention Center, Lynnwood, WA 98041

Agenda

- (a) (a) Call to Order
- (b) (b) Proof of Notice of Meeting / Waiver of Notice
- (c) (c) Proof of Quorum
- (d) (d) Approve Minutes of Previous Meeting
- (e) (e) Report of Officers
- (f) (f) Report of Committees
- (g) (g) Unfinished Business
- (h) (h) New Business - Motion to Approve Club House Renovation Project
- (i) (i) Adjournment

Distribution

- Timing (HOA's, beware...RCW 64.38.035)
- Approval
- Internet
 - Google Docs
 - Dropbox
 - Website
- File minutes / binder

Questions?

Disclosures

- Pending litigation
- Pending special assessments
- Major repairs
- Pending amendments

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