

**NORTHWEST LANDING RESIDENTIAL OWNERS ASSOCIATION  
RESOLUTION ADOPTING POLICY CONCERNING OWNER CONDUCT AT BOARD MEETINGS**

At a meeting of the Board of Directors ("Board") of the Northwest Landing Residential Owners Association ("Association"), held on the 11th day of October, 2023, at the time of 5:30 p.m. at the following location: 1495 Wilmington Drive Suite 110, DuPont, WA 98327, the Board states as follows:

WHEREAS, a meeting of the Board was convened as set forth above. •

WHEREAS, the undersigned Association officers attest that Board members were sent notice, or waived notice in writing or by attending the meeting, and that a quorum of Board members was present either in person or by conference telephone or other communications equipment by which all attendees could hear, perceive, and participate in the meeting.

WHEREAS, Northwest Landing is a master planned development located in Pierce County, Washington. The Association, a Washington nonprofit corporation, was created pursuant to Chapter 64.38 RCW through the recording of its Declaration of Covenants, Conditions, and Restrictions for Northwest Landing Residential Property at Pierce County Auditor's No. 940315084, as amended ("Declaration").

WHEREAS, the Association's Amended and Restated By-Laws were recorded under Pierce County Auditor's No. 200612130083, as amended ("Bylaws").

WHEREAS, the Board is responsible for the affairs of the Association and shall have all powers and duties necessary for the administration of the Association pursuant to RCW 64.38.025(1) and Article III, Sections A(3.1) and C(3.18) of the Declaration.

WHEREAS, pursuant to RCW 64.38.020(1) and Article III, Section C(3.18)(f) of the Declaration, the Board may adopt and amend rules, regulations, and policies of the Association.

WHEREAS, pursuant to Section 3.14 of the Bylaws, the Board President shall preside over all Board meetings.

WHEREAS, pursuant to RCW 64.38.035(4), all meetings of the Board shall be open for observation by all Owners.

WHEREAS, the Association has an interest in adopting a policy concerning Owner conduct during Board meetings in order to ensure that Board meetings are efficient, orderly, and that the business of the Association for which the Board meeting was scheduled is accomplished in a timely manner.

NOW THEREFORE, the Board, with respect to the powers outlined above and in consideration of the Association's best interests, and after consideration and deliberation regarding the matters set forth herein, resolves as follows:

BE IT RESOLVED that the Association, through the Board, adopts the Policy Concerning Owner Conduct at Board Meetings, attached as Exhibit A to this Resolution.

BE IT FURTHER RESOLVED that this Policy shall take effect upon adoption, and shall supersede all previous policies or procedures and any other rules to the extent that they are inconsistent herewith.

BE IT FURTHER RESOLVED that the Policy shall be mailed to all Unit Owners at their respective Unit addresses unless another address has been provided to the Board, in which case it shall be mailed to the designated address.

DATED THIS 11th day of October 2023.

**NORTHWEST LANDING RESIDENTIAL OWNERS  
ASSOCIATION**

By:   
Its President

Printed Name: Kate Lynch

ATTEST: This Resolution was properly adopted.

By:   
Its Secretary

Printed Name: Phil P. Sheridan

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## EXHIBIT A

**NORTHWEST LANDING RESIDENTIAL OWNERS ASSOCIATION  
POLICY REGARDING OWNER CONDUCT AT BOARD MEETINGS**

All Owners in the Association have a right to attend official meetings of the Association's Board of Directors. To ensure efficient management and operation of Board meetings, Owners shall observe the following guidelines:

**A. Interaction with Board and Management.**

- The Board President shall preside over all meetings of the Board and serve as liaison between the Board, Manager, and Owners at Board meetings. The Board President may delegate this task.
- Owners may not give direction to the Board during a Board meeting, unless expressly authorized by the Board or this Policy to do so.
- Owners may not attend executive sessions of the Board without Board consent.
- A gathering of members of the Board at which no Association business is conducted is not an official Board meeting, and Owners may only attend such a gathering with Board consent.
- Each Owner must comply with the decisions of a majority of a quorum of the Board.
- The Board shall determine whether a meeting shall be held in person or virtually. Owners will be provided participation information accordingly.

**B. Professional Behavior.**

- Owners are obligated to act with proper decorum during Board meetings.
- No Owner may interfere with the conducting of Board business during a Board meeting.
- Owners shall be respectful of all others in attendance at Board meetings, shall not interrupt others while they are speaking, and shall refrain from the use of derogatory comments directed at others.
- Owners may not repeat or revisit subjects at a Board meeting that have been previously discussed without Board permission.

**C. Owner Participation.**

- If Owners would like to request a subject to be added to a Board meeting agenda or would like a document to be presented or read at a Board meeting, Owners must notify and send the document to [roa@nwlanding.org](mailto:roa@nwlanding.org) (email is sufficient) or drop your written request off at the Northwest Landing Office at 1495 Wilmington Drive Suite 110 DuPont, WA 98327 at least 5 business days prior to the Board meeting. The Board may place such an item on the agenda in its discretion. Requests for a subject to be added to the agenda or for a document to be presented or read by and considered at a Board meeting will not be considered by the Board unless the above-referenced notice requirements are met. The Board will not be expected to read anything for the first time at a meeting.
- At the beginning of each Board meeting, there will be an "Owner Comment Period" to allow owners in attendance to speak for a maximum of 3 minutes each until the Owner Comment Period ends after a maximum of 15 minutes. Homeowners who intend to make comments during the

Owner Comment Period shall raise their hands and be called upon by the Board President before speaking.

- Outside of the Owner Comment Period, Owners may observe the Board meeting and listen; however, Owners will not be permitted to participate unless called on by the Board President or someone acting on behalf of the Board President.
- Items that were not designated on the agenda for consideration at the Board meeting may be added to the agenda for the current meeting or a later Board meeting at the discretion of the Board.

**D. Recording During Board Meetings.** Taping or recording of Board meetings by any persons is strictly prohibited.

**E. Documents.** Owners may request copies of materials distributed to the Board in preparation for the Board meeting. The Board shall provide such materials electronically or otherwise in its discretion, subject to Association records-disclosure obligations. Unapproved minutes or materials that are to be considered in executive session, and other confidential or privileged materials shall not be provided to Owners.

**F. Violations of this Policy.** Owners who violate any of the provisions of this Policy or otherwise disrupt a Board meeting in a manner that interferes with the Board's ability to conduct its business shall be subject to exclusion from that meeting and may be subject to enforcement action, including but not limited to fines, in accordance with the Association's governing documents. The Board may remove any Owner who, after warning by the chair of the meeting, disrupts the meeting. The Association reserves the right to exclude Owners from future meetings by court order obtained at Owner expense.

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*This Policy was adopted by the Board of Directors pursuant to the Board Resolution adopting the Owner Conduct at Board Meetings Policy approved by the Board on October 11, 2023.*

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