

Monthly Newsletter



GREEN MOUNTAIN PHASE 1 HOA

In this newsletter you can expect:		
Types of HOA Meetings	Meeting Agendas in 2026	Executive Sessions
When Notice is Required	Board Meeting Materials	Emergency Decisions

HOW HOA MEETINGS WORK – A QUICK OVERVIEW

Every decision the HOA makes must happen through a meeting – not emails, not individual conversations, and not informal discussions. Meetings are how budgets are approved, rules are adopted, contracts are signed, enforcement actions move forward, and homeowner votes are conducted.

Beginning January 1, 2026, Washington law establishes clearer expectations around more structure and transparency and these meetings. Boards must provide advance notice, post clear agendas, share decision-making materials ahead of time, and ensure decisions are documented, communicated, and part of the Association’s official record.

For homeowners, this means:

- Clear expectations about when decisions are made

- Better visibility into what the Board is discussing
- Stronger protections around fairness and due process
- Fewer surprises and more consistent communication

This newsletter explains what happens at HOA meetings, why it matters, and how the updated meeting standards protect both the community and individual homeowners.

If you’d like more detail, the pages that follow break down the types of meetings, notice requirements, agendas, executive sessions, and emergency decisions in plain language.



BOARD MEETINGS (DECISION-MAKING MEETINGS)

The Board conducts the Association's official business and makes final decisions.

The Board is responsible for:

- Approving contracts
- Adopting budgets
- Enforcing CC&Rs and rules
- Directing the Property Management Company (AMS)
- Voting on ARC appeals
- Making spending decisions
- Approving resolutions and policies

Boards act as a body, never individually, and must follow state notice and agenda rules. Individual directors do not have independent authority.

**WHAT TYPES OF MEETINGS DOES THE HOA HOLD?
UNDERSTANDING WHO MEETS — AND WHAT AUTHORITY EACH GROUP
HAS — HELPS CLARIFY HOW DECISIONS MOVE THROUGH THE HOA.**

OWNER MEETINGS (MEMBERSHIP)

These meetings involve the full Association.

They are used for:

- Annual elections
- Budget ratification
- CC&R or Bylaw amendments
- Voting matters requiring homeowner approval

Owner meetings involve formal voting procedures and additional documentation related to quorum, ballots, and member participation.



COMMITTEE MEETINGS (ADVISORY)

Committees review and research and typically do not take final action.

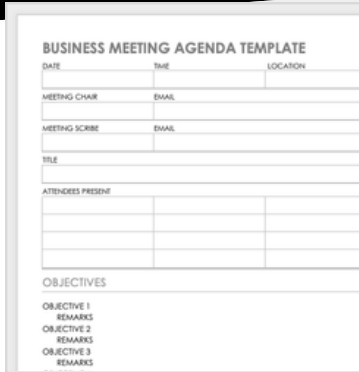
Examples:

- ARC Committee
- Finance Committee
- Pool Committee
- Landscape Committee

Committees support the Board by providing feedback and recommendations.

Committees do not make decisions — they advise.

MEETING NOTICES, AGENDAS, & BOARD PACKETS (2026 RULES) – NOTICE REQUIREMENTS



BUSINESS MEETING AGENDA TEMPLATE

DATE	TIME	LOCATION
MEETING CHAIR	EMAIL	
MEETING SCRIBE	EMAIL	
TITLE		
ATTENDEES PRESENT		
OBJECTIVES		
OBJECTIVE 1	REMARKS	
OBJECTIVE 2	REMARKS	
OBJECTIVE 3	REMARKS	



Board Meetings

- Advance notice is provided
- Must include or link to agenda
- Materials for voting items are provided on the AMS portal so decisions are made using shared information.

Owner Meetings

- Minimum 14-day notice
- Must include agenda, instructions, and all supporting materials
- Must follow formal voting procedures

Committee Meetings

- Must provide notice and agendas when a quorum is expected
- No formal voting, but transparency is required

WHAT MUST BE IN A 2026 AGENDA

Agendas are intended to clearly identify:

Items the Board may vote on
Authority for rules or policy changes
Topics requiring homeowner input
Whether enforcement hearings are scheduled

Boards may not add last-minute voting items unless the situation qualifies as a true emergency.



BOARD MEETING MATERIALS – NEW FOR 2026

Board Meeting Materials include information the Board reviews when considering agenda items that may involve a vote, such as:

Drafts of rules or resolutions
Proposed new vendor contracts
Background information for spending decisions
Supporting documentation for actionable items

When decisions affecting the Association are considered, relevant materials are typically available for homeowner viewing through the portal in advance of the meeting.



EXECUTIVE SESSION & EMERGENCY DECISIONS



EXECUTIVE SESSION (CLOSED-DOOR DISCUSSIONS)

- Legal advice
- Delinquency and collections
- Enforcement hearings
- Personnel/vendor issues
- Attorney–client privileged matters

NOT ALLOWED:

- General discussion
- Planning future votes
- Reviewing budgets
- Avoiding homeowner visibility



2026 REQUIREMENTS:

- The topic and purpose of an executive session are identified in the motion and reflected in the meeting minutes.
- Minutes must reflect entry/exit times and general topics
- Decisions made in executive session must be announced in open session

EMERGENCY DECISIONS

Boards may act outside a meeting when delay would cause harm, with required documentation and later ratification.

Safety hazards
Urgent facility failures
Time-sensitive vendor action needed to prevent damage

When emergency decisions are made, Boards document:

Why the situation was an emergency
What action was taken
Costs or contracts involved
When the action will be ratified at the next meeting
Emergency decisions cannot be used for convenience.



FAQ CORNER — FEBRUARY

Q: Can the Board vote by email or text?

A: Only in true emergencies or limited circumstances allowed by the governing documents. Normal decisions must occur in open Board meetings.

Q: Can homeowners attend Board meetings?

A: Yes. All Board meetings are open unless the Board enters executive session for a limited legal or confidential purpose.

Q: Can homeowners speak at meetings?

A: Most meetings include a comment period, but the Board may set reasonable guidelines.

Q: Do committees follow the same rules?

A: Committees must post agendas and hold open meetings when a quorum is present, but they do not take final action.

Q: Why is the Board packet important?

A: It ensures homeowners and Board members use the same information when decisions are being made.



NEXT MONTH PREVIEW — MARCH 2026

ARC & HOME IMPROVEMENTS: WHAT NEEDS APPROVAL (AND WHY)

Coming next month:

- What requires ARC approval
- What is exempt
- How to submit a complete application
- 2026 updates affecting ARC standards
- How timelines and reviews work
- Examples of good submissions
- How ARC decisions are documented

Thank you for reading!

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