

HOA Meeting Checklist -- Washington

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Washington. This reflects Washington Uniform Common Interest Ownership Act, RCW ch. 64.90; older communities may remain governed by RCW ch. 64.38 or other applicable statutes. where it applies -- always verify against your governing documents, which may set a stricter rule. This is a governance aid, not legal advice.

PHASE 1 - BEFORE THE MEETING

DETERMINE MEETING TYPE

- | | |
|--|--|
| ☐ Annual / membership meeting | ☐ Regular board meeting |
| ☐ Special membership meeting | ☐ Special board meeting |

REVIEW GOVERNING DOCUMENTS

- | | |
|---|--|
| ☐ Declaration / CC&Rs | ☐ Confirm notice deadline & method
<i>Notice: 14-50 days before annual and special unit-owner meetings. RCW §64.90.445(1)(c)</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% unless organizational documents provide otherwise. §64.90.450(1).</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Notice must state the time, date, place, and agenda items, including (1) the text...</i> |

PREPARE & SEND NOTICE

- | | |
|---|--|
| ☐ Notice sent by required method
<i>Mail / hand delivery / electronic as bylaws permit</i> | ☐ Notice includes: election information (if applicable) |
| ☐ Notice sent within required window | ☐ Notice includes: proxy instructions (if applicable) |
| ☐ Notice includes: date, time, location | ☐ Affidavit / proof of notice prepared |
| ☐ Notice includes: agenda items
<i>Notice must state the time, date, place, and agenda items, including (1) the text of any ...</i> | |

Watch out: Do not copy last year's notice without checking whether the meeting involves an election, amendment, budget change, or director removal - those may require different notice language or a longer window.

BUILD THE QUORUM WORKSHEET

TOTAL VOTING INTERESTS

VOTES NEEDED FOR QUORUM

NOTICE SENT DATE

MINUTES RECORDER

QUORUM REQUIREMENT

20% unless organizational documents pro...

MEETING DATE / TIME

NOTICE METHOD

ELECTION REQUIRED?

Yes / No

VERIFY PROXIES (MEMBERSHIP MEETINGS)

- | | |
|---|---|
| ☐ Each proxy is signed | ☐ No conflicting / duplicate proxies |
| ☐ Each proxy is dated | ☐ Proxies logged in a proxy register |

☐ Each proxy identifies the meeting

☐ Proxy validity / expiration checked

Proxy voting expressly counts toward quorum; full voting/proxy rules are in §64.90.455.

☐ Proxy is from an eligible voting interest

ELECTION PREPARATION (IF APPLICABLE)

☐ Candidate eligibility confirmed

☐ Who counts ballots - identified in advance

☐ Nomination procedure followed

☐ Tie procedure established

☐ Voting method determined (secret / open ballot)

☐ Ballot / proxy forms prepared

PHASE 2 - AT THE MEETING

OPENING

☐ Call meeting to order - record exact time

☐ Identify presiding officer

☐ Confirm proof of notice

☐ Identify minutes recorder

ESTABLISH QUORUM -- BEFORE ANY VOTE

OWNERS PRESENT

VALID PROXIES

TOTAL REPRESENTED

REQUIRED FOR QUORUM

QUORUM ACHIEVED?

20% unless organizational documents pro...

Yes / No

If quorum is not met: do NOT conduct member business. Call the meeting to order, announce the quorum calculation, and follow the applicable adjournment procedure. In Washington: No special quorum-failure/automatic-reduction procedure was located — the statutory default is simply a 20% quorum unless organizational documents provide otherwise. RCW §§64.90.450(1), 64.90.445.

CONDUCT THE MEETING

☐ Follow the prepared agenda

☐ Do not vote on matters outside the agenda

Especially amendments, assessments, director removal

☐ State each motion clearly before voting

☐ Do not conduct member business at a board meeting

☐ Record who made and seconded each motion

☐ Member speaking rights observed

Open meetings: Board and authorized-committee meetings must be open to unit owners, e

☐ Record the exact vote count and result

EXECUTIVE / CLOSED SESSION (BOARD MEETINGS)

☐ Valid statutory basis identified before closing

☐ Entry time recorded in minutes

☐ Exit time recorded in minutes

☐ Formal vote (if any) taken in open session after reconvening

☐ Post-session summary entered in minutes where required

Executive session is not a general privacy button. "We'd rather discuss this privately" is not a statutory basis. In Washington, permitted categories: Five categories: (1) attorney consultation concerning legal matters; (2) existing/potential litigation, mediation, arbitration, or administrative proceedings; (3) labor/personnel matters; (4) contracts, leases, and other commercial transactions currently being negotiated, including bids/proposals, where premature disclosure would disadvantage the association; (5) matters where public knowledge would violate an individual's privacy. RCW §64.90.445(2)(b).

IF NO QUORUM -- ADJOURNMENT

☐ Quorum calculation announced and recorded

☐ Motion to adjourn made and passed

☐ New date / time / place announced or noted for re-notice

ADJOURNMENT

☐ Motion to adjourn made

☐ Adjournment time recorded

☐ All proxies and attendance records preserved

☐ Adjournment procedure followed

No special quorum-failure/automatic-reduction procedure was located — the statutory default applies

☐ Ballots / proxies retained

Do not discard - needed if results are challenged

PHASE 3 - AFTER THE MEETING

DRAFT MINUTES -- PROMPTLY

☐ Association name, meeting type, date, time, location

☐ Presiding officer and minutes recorder identified

☐ Proof of notice recorded

☐ Quorum calculation recorded

Owners present + valid proxies = total represented vs. required

☐ Each motion stated precisely

☐ Maker and seconder of each motion

☐ Vote count and result for each motion

☐ Election results recorded

☐ Executive session entry / exit times and any required summary

☐ Adjournment time recorded

Minutes are an official record, not a transcript. Record what was decided, not every word spoken. Avoid personal commentary. Good example: "Motion by Smith, seconded by Jones, to approve the landscaping contract for \$12,000. Passed 4-1." Bad example: "There was a long discussion and people seemed pretty divided."

RECORDS & FOLLOW-UP

☐ Minutes approved at next appropriate meeting

☐ Ballots and proxies retained

Minutes retention: Minutes of all unit-owner and board meetings, excluding executive sessions

☐ Records available for member inspection as required

☐ Any required post-meeting notices sent

e.g. election results broadcast, assessment notices

☐ Action items assigned with owner and deadline

☐ Next meeting date confirmed and calendared

WASHINGTON QUICK REFERENCE

Governing statute	Washington Uniform Common Interest Ownership Act, RCW ch. 64.90; older communities may remain governed by RCW ch. 64.38 or other applicable statutes.
Member meeting notice	14-50 days before annual and special unit-owner meetings. RCW §64.90.445(1)(c).
Agenda in notice	Notice must state the time, date, place, and agenda items, including (1) the text of any proposed amendment to the declaration or organizational documents and (2) any proposal to remove a board member or officer. RCW §64.90.445(1)(c).
Member quorum default	20% unless organizational documents provide otherwise. §64.90.450(1).
Proxy rules	Proxy voting expressly counts toward quorum; full voting/proxy rules are in §64.90.455.
If quorum fails	No special quorum-failure/automatic-reduction procedure was located — the statutory default is simply a 20% quorum unless organizational documents provide otherwise. RCW §§64.90.450(1), 64.90.445.
Board meetings open	Board and authorized-committee meetings must be open to unit owners, except for executive sessions; final votes/actions may not be taken during executive session. RCW §64.90.445(2)(a).

Board meeting notice	Unless included in a previously provided meeting schedule, notice to board members and unit owners must be given at least 14 days before the meeting and state the time, date, place, and agenda. For an unforeseeable event/condition where ordinary notice is impracticable, notice must be given at least 7 days before by electronic communication to owners whose electronic address/phone is known. RCW §64.90.445(2)(f).
Board quorum default	Majority of board votes unless organizational documents specify a larger number. §64.90.450(2).
Executive session	Five categories: (1) attorney consultation concerning legal matters; (2) existing/potential litigation, mediation, arbitration, or administrative proceedings; (3) labor/personnel matters; (4) contracts, leases, and other commercial transactions currently being negotiated, including bids/proposals, where premature disclosure would disadvantage the association; (5) matters where public knowledge would violate an individual's privacy. RCW §64.90.445(2)(b).
Minutes retention	Minutes of all unit-owner and board meetings, excluding executive sessions, must be maintained in a record, but §64.90.495 does not specify a numeric retention period for those minutes. The separate 7-year rule in §64.90.495(a) applies to accounting records/current budget and related records, not to meeting minutes. RCW §§64.90.445(4), 64.90.495(1)(a)-(b).
Citation	RCW §§64.90.445, 64.90.450, 64.90.455, 64.90.495. Current text reflects 2025 c. 119 amendments to §§64.90.445 and 64.90.495.

These reflect statutory defaults for Washington and apply only when your governing documents do not specify otherwise -- your declaration and bylaws generally control. This checklist is a governance aid, not legal advice. For contested elections, amendments, director removal, or disputed voting rights, have the association's attorney review the procedure before the meeting.