

MEMORANDUM

To: All Meadows-Ferndale HOA (MFHOA) Owners and Residents
From: MFHOA Board of Directors
Date: February 3, 2022
Subject: RESUMPTION OF OPEN BOARD MEETINGS

Your Board of Directors is happy to announce that we are resuming our open Board meetings on a bi-monthly schedule. We have been trying to delay the resumption of meetings until the danger from COVID had subsided and Washington State was officially "open". But that continues to be an elusive target and we have already waited too long, so we are proceeding with ZOOM™ Video Teleconferencing (VTC). Barring unforeseen conflicts, the bi-monthly meetings will be held at 6:45 PM (Pacific Time) on the 3rd Monday of every other (even numbered) month and will last about an hour. The schedule of VTC meeting dates is provided at the end of this memo and is posted in the [HOA website](#) on the MEETINGS page. If there is a schedule change, the website schedule will be updated. If it becomes apparent from either Board member or attendee inputs that bi-monthly meetings are insufficient to accommodate the necessary open business discussions, we will revert to monthly meetings or hold "special" meetings, as appropriate to satisfy the need.

Here is the meeting before and after process:

1. The meeting agenda will be distributed by email on or about the 2nd Monday of each (even numbered) meeting month and will also be posted to the MEETINGS website page. It may be updated at any time right up to the commencement of the meeting.
2. The agenda that is distributed will include not only the usual agenda topics, but also the VTC log-in data (the URL to reach the ZOOM™ portal, the meeting ID number, and the meeting passcode).
3. After the meeting, the minutes will be prepared and approved by the Board. They will not be emailed but will be posted to the MEETINGS website page in place of the agenda, which at this point is no longer needed or valid. They will be retained on the website as an archival record.

All owners and residents are welcome to attend the Board VTC meetings to listen and/or interact with the Board. Each meeting has an "Open Forum" agenda item for owner/resident questions and comments.

Thanks for your attention to this matter.

Board of Directors

Meadows-Ferndale Homeowners' Association

MEMORANDUM: RESUMPTION OF OPEN BOARD MEETINGS

Schedule of Open VTC Board Meetings

DAY OF WEEK	MONTH	DAY OF MONTH	COMMENT
Tuesday	February	22	Mon/21: President's Day
3 rd Monday	April	18	
3 rd Monday	June	20	
3 rd Monday	August	15	
3 rd Monday	October	17	
3 rd Monday	December	19	Annual General Meeting