



**Birch Bay Village Community Club  
RCW 64.90 Conversion Committee Charter**

**Adopted: [Insert Date]**

**1. Purpose**

The RCW 64.90 Conversion Committee ("Committee") is established by the Board of Directors of Birch Bay Village Community Club (BBVCC) to study, evaluate, and make recommendations to the Board regarding the potential conversion of the Community from governance under RCW 64.38 (Homeowners' Associations) to RCW 64.90 (Washington Uniform Common Interest Ownership Act – WUCIOA).

**2. Authority**

This Committee operates in an advisory capacity only. The Committee has no authority to bind the Community or the Board, expend funds, or make public statements on behalf of the Board without prior approval. Any recommendations will be presented to the Board for discussion and possible action.

**3. Objectives**

- To research and summarize the key differences between RCW 64.38 and RCW 64.90.
- To evaluate the advantages, disadvantages, risks, and costs associated with conversion.
- To consult with legal counsel or other experts as authorized by the Board.
- To identify any required amendments to governing documents.
- To assess how the conversion would affect homeowners, Board operations, and long-term planning.
- To provide a final report and recommendation to the Board, including whether to proceed with a formal membership vote on conversion.

**4. Membership**

- The Committee shall consist of [3-5] members appointed by the Board of Directors.
- Members may include Directors, community members, and subject matter experts.
- A Committee Chair shall be designated by the Board or elected by the Committee at its first meeting.
- Staff or management may serve as liaisons but shall not vote.

**5. Meetings**

- The Committee will meet as necessary to fulfill its responsibilities.
- Meetings shall be scheduled with reasonable notice and may be held in person or virtually.
- Minutes shall be maintained and submitted to the Board.

**6. Term**

- The Committee will dissolve upon submission of its final report and recommendation, unless extended by the Board.

**7. Reporting**

- The Committee shall provide regular updates to the Board and may present interim findings.
- The final report shall include a summary of research, findings, and a recommendation.

**8. Conduct**

- Committee members are expected to act in the best interest of the Community.
- All deliberations shall be conducted with transparency and civility.
- Any potential conflicts of interest must be disclosed to the Board.