

## 2020 VWOA Nominations Committee Minutes

February 11, 2020

### Meeting started at 5:04 PM

#### ATTENDEES:

Kevin Drummonds, Chair  
Francis Lomax, Co-Chair/Secretary  
Coral Fathy  
Barbara Hopkins  
Joyce Oliver

#### GUESTS:

Ann Lomax

#### REVIEW/APPROVE PREVIOUS MINUTES:

The committee approved the minutes for previous meeting (2/4/2020) via emails. The committee agreed that there were no additions or corrections to be made to those minutes.

#### OLD BUSINESS

##### 1. Critical Items affecting the Election Process Deadlines – (CLOSED)

The Notice for Nominations was sent via Constant Contact on Friday, February 7<sup>th</sup>.

##### 2. An Excel Workbook was used to develop the initial deadlines needed for the election process. – (OPEN)

There were no identified violations of the governing documents. The ones with a red asterisk (\*) are different from the guidelines in the AR's. **The dates in red show the ones that have changed since the last Board meeting.** Summary of proposed scheduled/deadline dates:

Proposed Event/Deadline	Date/Time
2020 Annual Meeting (VWOA Election)	4/16/2020 6:00 PM
Scheduled Date for Mailing Notice of Annual Meeting	3/16/2020
Deadline for Items needed for the Annual Meeting Notification	2/17/2020
*Nomination Notice sent to Homeowners (Constant Contact)	2/7/2020
Start allowing proxies to be returned.	3/13/2020
*Return Proxy Deadline	4/9/2020 5:00 PM
*Absentee Voting Opens	3/16/2020
Absentee Voting Closes	4/9/2020 5:00 PM
*Electronic Voting Opens	3/17/2020
Electronic Voting Closes	4/16/2020 4:00 PM
*Meet the Candidate Meeting #1 with Town Hall Meeting	3/7/2020
*Meet the Candidate Meeting #2 with March Board Meeting	3/19/2020

##### 3. Identify required wording on certain documents – (OPEN)

Mr. Drummonds said that we should review the election announcement package that was sent out last year and provide him with a list of changes. He would then review them with the Community Manager. Thus, we would like a copy of the package to review.

**4. Assist the Board with Meet the Candidates meetings IAW AR48 and AR 49. – (OPEN)**

See preliminary suggested dates in Item #2 above. Mr. Drummonds said he would conduct these events.

**5. Procedures for handling absentee, electronic and proxy votes. (OPEN)**

Mr. Drummonds will check with the Community Manager about these procedures and will get back with the Committee about these later.

**NEW BUSINESS**

Mr. Lomax identified the following concerns/issues with setting up the electronic voting process:

1. The detailed CSV file is needed for the election process. When using the electronic voting system in a test, it returned only the vote counts for each candidate. We need be able to undo the votes cast by a homeowner who later votes at the annual meeting (or by proxy at the annual meeting). Thus, it is critical that we have detailed information as to who he/she voted for, so that the appropriate vote counts can be adjusted.
2. The first time that the VWOA used electronic voting, the Committee identified issues involving allowing of write-in names. Therefore, the Board decided to not allow the write-in voting option. However, this option was accidentally turned on last year.
3. Mr. Lomax also pointed out issues if the voting system display the pictures and bios on the electronic voting system. Mr. Drummonds thought that if this capability is available, the setup process should be configured to prevent it.

Mr. Drummonds is going to check with the Community Manager about these and will get back to us.

**NEXT MEETING: TO BE DETERMINED**

Mr. Drummonds will let us know after the gets responses back on the various items above when we should meet again.

**MEETING ADJOURNED: WITHOUT OBJECTION AT 5:51 PM**

Written By:

// SIGNED //

Francis Lomax  
Secretary, 2020 VWOA Nominations Committee

Note: The original signed paper copy will be on file in VWOA office.