

2020 VWOA Nominations Committee Minutes

January 21, 2020

Meeting started at 5:10 PM

**ATTENDEES:**

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

The committee approved the minutes for previous meeting 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 – (OPEN)**

a. Date/Time of Annual Meeting (4/16/2020) – (CLOSED)

Many other deadlines depend upon this critical event. Thus, at the January Board meeting, the Board approved 6:00 PM on the third Thursday in April for the Annual meeting.

Action Required: None.

b. Workdays Needed for Processing

The committee members followed the agenda to answer the questions in the table below and the dates were updated to help determine if the scheduled dates or deadlines violate governing documents or guidelines.

Question	Days
How many workdays are needed to print and mail Annual Meeting notice once all support material is available (for example, solicitation forms from the candidates)? The committee discussed and it was stated by the Community Manager (CM) at the previous board meeting that it may take up to 10 days workdays.	10
How many workdays are needed to process absentee ballots? The CM also stated that absentee ballots will be mailed with the annual meeting notice and proxy forms. The absentee ballots must be received in the VWOA office by close of business on the date indicated on the forms.	5
How many workdays are needed to process Electronic Ballots? Finally, the CM stated that they will receive the electronic voting results two (2) hours before opening the Annual Meeting. The committee worksheet has been updated to take this into account.	0

c. Constant Contact Notice for Candidates

(1) Kevin Drummonds confirmed with the CM at the previous Board meeting that the appropriate items (i.e., absentee ballots, proxies, etc.) are to be turned into the VWOA office instead of the Spectrum office.

**Community Manager action:** The announcements should be updated to reflect this.

(2) The Community Manager provided a copy of the notice that is to be included in the announcement for candidates. It had the recommended changes that were pointed out at the discussion about it in the January Board meeting. Nomination Committee

members noticed that the deadline date for turning the Bio was ‘Close of Business’ - Monday, February 17, 2020 (a holiday, Presidents’ Day). The CM also provided a copy of a ‘2020 Board Member Candidate Profile’ form, which is to be provided with the notice. It also contains the deadline date and should be consistent with the announcement.

**Community Manager action:** the Committee recommends the following changes:

1	The date(s) and time(s) be consistent for a response and/or deadlines on all announcements, absentee ballots, proxies, candidate forms, etc. <b>Recommendation:</b> The time should be specified so they do not need to look up our business hours.
2	The form states: “YOU MUST BE PRESENT, IN PERSON OR BY PROXY TO BE PUT ON THE BALLOT”. This statement does not make sense to the committee. <b>Recommendation:</b> the sentence be removed or re-worded to state the intent.
3	The form states: “YOU WILL THEN BE PLACED ON THE BALLOT FOR VOTING AT THE ANNUAL MEETING”. <b>Recommendation:</b> This statement should be removed or clarified, since only vetted “Homeowners” are to be put on the ballot.
4	There was no mention of including a picture this year. <b>Recommendation:</b> add a statement to give the option to include a picture.
5	<b>Recommendation:</b> add instructions as to restrictions on the bios and forms; for example, what are the maximum number of words on the bios and can the length of the text in the text boxes on the form be extended by attaching extra sheets containing the rest of the info.
6	<b>Recommendation:</b> add a statement to the announcement sheet that makes it clear whether the form is mandatory or optional.

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

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	2/29/2020
Deadline for Items needed for the Annual Meeting Notification. (AR 49: 60 Days Before Annual Meeting - Sun 2/16); CM: Holiday Mon 2/17; Committee recommends: Wed 2/19/2020)	2/19/2020
Nomination Notice sent to Homeowners (Constant Contact) (AR-49 & CM recommended 70 days before Annual Meeting)	2/6/2020
Start allowing proxies to be returned. (AR49: Up to 32 days before Annual Meeting: Sun 3/15; CM & Committee recommends: Fri 3/13/2020)	3/13/2020
Return Proxy Deadline (Bylaws at least 7 days prior to Annual meeting; CM & Committee recommends: Thu 4/9/2020)	4/9/2020 6:00 PM
Absentee Voting Opens	3/16/2020
Absentee Voting Closes	4/9/2020
Electronic Voting Opens (AR49: 18 Days before Annual	3/29/2020

Meeting – Sun 3/29; CM: Sun 3/29?)	
Electronic Voting Closes (CM: two (2) Hours before open of Annual Meeting)	4/16/2020 4:00 PM
Meet the Candidate Meeting #1, combined with Town Hall Meeting (AR49: 43 days prior to Annual Meeting – Wed 3/4; Committee recommends: Sat 3/7/2020)	3/7/2020
Meet the Candidate Meeting #2 (AR49: 29 days before Annual Meeting – Wed 3/18; Committee recommends: Sat 4/4/2020)	4/4/2020

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

In addition to the required wording for the nomination forms described in Item 1c above, certain wording is required or should be placed on the absentee ballots, electronic ballots, and proxies.

*Community Manager action:* Committee recommendation: Before the next meeting of the nomination committee, the Community Manager will check with Spectrum to see if they have any guidance on what wording is required for these items. The committee will then review the wording to “ensure the accuracy of the information when it is presented to the community” IAW AR 48.

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

See preliminary suggested dates in Item #2 above.

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

The committee briefly discussed these procedures and Kevin Drummonds stated that the procedures as established last year will be observed. However, it was noted that a Board member (not running for election) will conduct the count along with the CM and Lawyer.

**6. Absentee Voting vs Early Voting – (CLOSED)**

According to discussions with the Board, there will be no early voting other than electronic, absentee and/or by proxy.

**7. Committee Members (CLOSED)**

The Board discussed the issue as to whether new members can become members of the Nominations Committee without getting prior approval. This Board agreed at their January Board meeting, that this nomination committee could bring on new members without the Board’s prior approval.

Next Scheduled Meeting: Tuesday 2/4/2020 at 5:00 PM

Meeting Adjourned at 6:10 PM

Written By:

// SIGNED //

Francis Lomax  
Secretary, 2020 VWOA Nominations Committee

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