

2020 VWOA Nominations Committee Minutes

January 7, 2020 5:00 PM

Meeting Started at 5:05 PM

In Attendance:

Kevin Drummonds, Francis Lomax, Coral Fathy, Barb Hopkins, and Joyce Oliver.

Minutes for Organizational Meeting on 12/17/2019.

The committee approved the minutes that were sent by Mr. Drummonds. Mr. Lomax will add the signature block on them so that they may be forwarded to the Board and Community Manager for the January Board Meeting.

Old Business

1. Review highlights of previous (organizational) meeting.

- a. Mr. Kevin Drummonds is the Chairperson of the Committee. – **(CLOSED)**
- b. In accordance with (**iaw**) AR 48, Mr. Drummonds nominated Mr. Francis Lomax as Co-Chairperson of the committee. – **(CLOSED)**
- c. Mr. Drummonds nominated Mr. Lomax to be Acting Secretary of the Committee until the Committee designates a different Secretary from the Committee **iaw** AR 48. The Committee appointed Mr. Lomax as Secretary **iaw** AR 48. – **(CLOSED)**
- d. Determined the number of nominations needed: **3. (CLOSED)**
- e. Reviewed various deadlines and guidelines required by the various governing documents. See New Business Below - **(CLOSED)**

New Business

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

- a. Date/Time of Annual Meeting

Many other deadlines depend upon this critical event. Thus, **the Committee recommends that the Board approve 7:00 PM on the third Thursday in April (4/16/2020) for the Annual meeting.**

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b. Workdays Needed for Processing

Many of the guideline deadlines established in AR 49 do not appear to consider the number of workdays needed for processing by the VWOA staff or management company staff. We have developed a spreadsheet to identify the impact these processing events have on the deadlines required by our governing documents and the guidelines provided by AR 49. We have assumed the following number of workdays in order to determine our initial scheduled dates and deadlines.

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)?	10
How many workdays are needed to process Absentee Ballots?	5
How many workdays are needed to process Electronic Ballots?	1

Therefore, the Committee requests that the VWOA staff and/or the management company staff verify these assumptions or provide a more accurate estimate.

c. Constant Contact Notice for Candidates

There are certain restrictions on when the notice may be published and when and how the candidates must return their submissions to be included on the ballots. In addition, AR 49 established certain guidelines which could be revised if the Board approves. The guidelines recommend that the management company office, forms which is 25 to 30 miles away from the VWOA, be available to provide and receive certain forms. The Committee recommends that the Board approve the forms be made available from, and allowed to be returned to, the VWOA office instead of the management company office.

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

The Excel Workbook was used to develop the initial proposed schedule/deadline dates for the various events. Summary of proposed scheduled/deadline dates:

Proposed Event/Deadline	Date/Time
2020 Annual Meeting (VWOA Election)	4/16/2020 7:00 PM
Scheduled Date for Mailing Notice of Annual Meeting	3/16/2020
Deadline for Items needed for the Annual Meeting Notification	3/2/2020
Nomination Notice sent to Homeowners (Constant Contact)	To Be Determined
Return Proxy Deadline	4/9/2020 5:00 PM
Absentee Voting Opens	3/16/2020
Absentee Voting Closes	4/9/2020
Electronic Voting Opens	3/16/2020
Electronic Voting Closes	4/15/2020 5:00 PM
Meet the Candidate Meeting #1 (March Board Meeting)	3/19/2020
Meet the Candidate Meeting #2 (Saturday)	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. **Before our next meeting, we will check with Spectrum to see if they have any guidance on what required wording is required for these items. We will then review the wording to “ensure the accuracy of the information when it is presented to the community”, iaw AR 49.**

4. Assist the board Meet the Candidates meetings coordinated with the current Board iaw AR48 and AR 49. – (OPEN)

See preliminary suggested dates in Item #2 above.

5. Procedures for resolving a homeowner voting by absentee and electronic voting but not in person or by proxy at the meeting.

The committee had a lengthy discussion about how to handle cases where homeowners vote by both absentee ballot and by electronic ballot. The issue is that since the absentee ballots are no longer notarized, they do not have a date to compare with the electronic voting time. Since this is not on a short deadline, the Committee decided to address it later. – (OPEN)

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6. Absentee Voting vs Early Voting – (TABLED)

Ran out of time - will discuss at next meeting.

7. Committee Members

We had a new person interested in joining the Nominations Committee. Bylaws 7.03 states that “The Nominating Committee shall be appointed by the Board of Directors ...” AR 48 states “The NOMINATIONS COMMITTEE shall consist of at least 3 MEMBERS appointed by the BOARD.” In the past, some committees were allowed to add new members to the committee without Board approval.

The Committee requests that the Board clarify this. If the Board determines that the Nominations Committee members must be appointed by the Board, the Committee requests that the Board appoint Joyce Oliver to the 2020 Nominations Committee. This will allow us to maintain a majority, 3 members, in the event that 2 members cannot attend a meeting.

Next Scheduled Meeting: Tuesday 1/21/2020 5:00 PM

Meeting Adjourned at 6:30 PM

These minutes were approved electronically by the Nominations Committee.

Attested By:

// SIGNED //

Francis Lomax

Secretary, 2020 VWOA Nominations Committee

Date: _____

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