

**BALMORAL GREENS HOMEOWNERS ASSOCIATION, INC.**  
**RESOLUTION NO. 2021-01**

(Procedures Relating to Meetings of Board, Committees, and Members  
Conducted on Electronic Platforms)

**WHEREAS**, the Virginia Code permits associations to use electronic means to conduct voting and remote meetings; and

**WHEREAS**, the Virginia Code requires associations to adopt procedures for electronic voting and remote meetings, including guidelines for record-keeping and participation by members.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Board duly adopts the following rules, procedures, and policies:

- A. The Board has the authority to determine whether meetings or votes of the Board, Committees, and the Membership will be conducted virtually or electronic means, including the specific platform. The Board must provide reasonable, advance written notice to the members whenever it determines to conduct meetings virtually or electronically. Such notice may include bulletins or announcements disseminated through Association websites accessible to members, disseminations via emails to registered accounts of members and posted signs at the entrance to association residence areas. All notices of such meetings or votes must advise the members about how to join or participate, including clear instructions about any voting that members will have the right to exercise. The platform for remote meetings must allow all members to hear or see the proceedings contemporaneously and to speak at the appropriate time.
- B. Participants will be required to validate their membership before being able to join any meeting. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person participating is an Owner or an Owner's proxy.
- C. Unless otherwise determined by the Board and expressly specified in the notice of meeting, virtual meetings will not also include a location for an in-person meeting.

With respect to any virtual membership meeting when the Association will conduct an election:

- a. The Association will mail a form for Nomination of Candidates. Any eligible member interested in serving on the Board may submit their nomination and a candidacy statement. The form will specify that this process is the equivalent of nominations from the floor at an in-person meeting and that nominations will not be taken in any other way.
- b. Candidates must ensure that the Association receives all forms and candidacy statements by the date and time and in the format specified in the notice or any subsequent deadline, if extended by the Board. When mailing the notice of meeting

to the membership, the Association will include all names of nominated members and candidacy statements submitted by qualified candidates who timely submit their forms and statements. The Association will also include their names on the voting materials. Late submissions will not be accepted.

- c. The notice of electronic meeting will explain to the membership how to use the electronic voting service (if one is selected by the Board) and provide instructions, including deadlines for voting. Any member who cannot vote by electronic means may contact the Managing Agent to request a paper ballot and has the right to cast his or her vote in this manner.
- d. Per the Virginia Code, if a member votes electronically or by paper ballot, the member counts towards quorum regardless of whether member logs-in to the virtual meeting.
- e. The Board will appoint an inspector(s) of election, which may be the managing agent. The inspector(s) will conduct the tally after the virtual meeting and send notification to the ownership of the results.
- f. All virtual platforms used by the Association shall create a record maintainable by the Association as evidence of votes and attendance. The Association shall maintain written proxy forms and/or absentee ballots to supplement those records. The Association shall maintain these records for at least two years.

The effective date of this Resolution shall be July 1, 2021.

BALMORAL GREENS HOMEOWNERS  
ASSOCIATION, INC.

By: Todd Timm  
Todd Timm, President

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Resolution was mailed or hand-delivered to the members on this 9th day of August, 2021.

By:           *K. Caraway*            
Kristine Caraway, Managing Agent