

Lake Ridge Parks and Recreation Association, Inc. (LRPRA)  
2021 Nominating Committee  
November 19, 2020  
7:00pm  
Virtually Via ZOOM  
AGENDA

- I. Open Forum
- II. Executive Session
- III. Approval of the September 17, 2020 Minutes
- IV. Briefing for 2020 LRPRA Board Candidates  
(Discussion led by Michael Butler, Nominating Committee Chair)
- V. Open Forum
- VI. Adjournment

\* Please contact, Doug Milburn, Director of Administration at [DMilburn@lakeridgeva.com](mailto:DMilburn@lakeridgeva.com)  
by 4pm (EST) on Thursday, November 19th to participate virtually\*

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.**  
**NOMINATING COMMITTEE MEETING**  
**September 17, 2020**

A meeting of the Nominating Committee of Lake Ridge Parks and Recreation Association, Inc. (LRPRA) was held virtually using ZOOM conferencing software.

**PRESENT:** *Committee Members:* Michael Butler (Chair), Mike Stephens, *Board Members:* Janet Foote (President), *Staff Members:* Ike M. Mutlu (Chief Operating Officer/General Manager) and Doug Milburn (Director of Administration and Human Resources)

**ABSENT:** Tina Herndon (Secretary)

**A. CALL TO ORDER:** Mr. Butler called the meeting to order at 7:00pm.

**B. OPEN FORUM:** There was no discussion at this time.

**C. REVIEW CANDIDATE APPLICATION:** The committee reviewed and discussed all aspects of the proposed application for the 2021 election. It was decided upon, that due to LRPRA not requiring Board members to be owners or live within the association, we would like to add wording such as “If you live within Lake Ridge” to question number one. We will also add a not applicable option to how long an individual has lived within Lake Ridge. It was also recommended by Mr. Butler that we add the phrase “as applicable” to the rules at the end of the application.

**D. REVIEW PROPOSED ELECTION TIMELINE:** Candidate application will have a due date of Wednesday, November 4, 2020 at 5:00pm. Mr. Butler asked to have the November 19, 2020 candidate briefing to be amended to include language about a virtual option due to the pandemic. December 1, 2020 will be the cutoff date for submission to Lake Ridge Today magazine for the January/February edition. This will assist in making sure we are able to get candidate information out to the public well before the election starts.

**E. ELECTRONIC AND WRITTEN VOTING PROCESS:** Mr. Butler spoke about the concept of having voting online be the primary means of voting for the election. He stated the rationale behind this is participation and cost. A basic analysis of percentages of online vs paper ballot voted from the past three years of elections was reviewed as well as the cost of paper ballots and the potential savings of moving to all online voting. Mr. Stephens discussed the required quorum needed to make an election valid and that our numbers tend to just meet minimum quorum yearly. Therefore, it is risky to eliminate one form of voting due to this. Mr. Stephens recommended that we leave our voting process as is due to the risk involved with delays and having to run a second election. The voting process will remain the same as the previous year in 2021.

**F. DETERMINE ANY FUTURE COMMITTEE MEETING DATA:** Mr. Butler talked about our next steps for the Nominating Committee. The Nominating Committee agreed that they will have their second meeting on the date of November 19, 2020 to provide the candidate briefing to the Board and their third meeting will be on Thursday, December 10, 2020.

**G. OPEN FORUM:** There was no discussion at this time.

**H. ADJOURNMENT:** Mr. Butler made a motion to adjourn the meeting. Mr. Stephens seconded the motion, and the meeting was adjourned at 7:48pm.

## **2021 Board of Directors Election Timeline**

**October 1, 2020:** Candidate application information goes on the marquee/website/Facebook. We will also post information on our weekly Friday email News Flash. The application will be available on the website and will be sent via email to anyone requesting.

**November 4, 2020:** Candidate applications are due by 5pm.

**November 5, 2020:** Covenants and Finance will conduct a review of candidates. Candidates will be instructed to correct any violations/settle financial obligations.

**November 16, 2020:** Covenants and Finance will check that all candidates are in good standing.

**November 19, 2020:** Candidate briefings will be held at the Tall Oaks Community Center and via electronic conferencing software.

**November 19, 2020:** The Nominating Committee will hold a meeting at 7:00pm. Candidate slate will be presented to the Board.

**December 1, 2020:** The Lake Ridge Today January/February edition will include information on the upcoming Meet the Candidates Night and an announcement that the proxy/ballot will be sent in early January. It will also include bio information on each candidate.

**December 10, 2020:** The Nominating Committee will hold a meeting at 7:00pm.

**January 4, 2021:** Proxy/ballots are mailed to homeowners.

**January 5, 2021:** Meet the Candidates Night will be held at Tall Oaks at 7:30pm and via electronic conferencing software.

**January 5, 2021:** Online voting begins at 12am.

**February 9, 2021:** The Annual Meeting of the Membership begins at 8pm. Paper ballots must be postmarked and received by February 3. Online voting ends at noon on February 9. Homeowners may vote at the annual meeting. Election results announced at the annual meeting.