

2022 Nominating Committee Meeting 6:00 PM
[Via Zoom](#)
September 6, 2022

AGENDA

- I. Open Forum
- II. Approval of December 9, 2021 Nominating Committee Meeting Minutes
- III. Review Election Timelines
- IV. Review Candidate Application
- V. Electronic Voting Vendors
- VI. Open Forum
- VII. ADJOURNMENT

Next scheduled Nominating Committee Meeting - November 16, 2022 at 7:00 PM

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION,
INC.
2022 NOMINATING COMMITTEE MEETING
December 9, 2021**

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:* Jean Lohier (Chair via ZOOM), Christopher Berry (via ZOOM), Michael Butler (via ZOOM) ***Staff Members:*** Doug Milburn (Director of Administration and Human Resources), Ike Mutlu (COO/GM)
ABSENT: n/a

A. MEETING CALLED TO ORDER: Mr. Lohier called the meeting to order at 7:00pm.

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

C. APPROVAL OF DECEMBER 9, 2021 MINUTES: Mr. Butler made a motion to approve the minutes. Mr. Berry seconded the motion, and it was approved unanimously.

D. REVIEW MEET THE CANDIDATES NIGHT FORMAT AND QUESTIONS: The committee discussed the proposed Meet the Candidates Night questions and format. They chose to allow each candidate to receive two random questions of the eight proposed. Candidates will be given questions in a random order and will have a maximum of 3 minutes to answer. The following questions were approved:

1. What is your vision of Lake Ridge for the next 5-10 years?
2. In 2019, LRPRA commissioned a community study to help frame and support the objectives of the LRPRA Strategic Plan. The survey, completed by 812 LRPRA residents, covered amenities and common area use, LRPRA programs, association fees and leadership, and communication with residents. How have the survey results informed your priorities for Lake Ridge?
3. What types of changes would you like to see in Lake Ridge and how should these changes be paid for, if appropriate?
4. What do you think Lake Ridge Association can do to increase property values?
5. Our association management estimates that tenants occupy one in six homes in Lake Ridge. How do you think Lake Ridge Association can encourage renters to become owners?
6. What recreation feature or amenity would you like to see added within Lake Ridge and how would you propose paying for this?
7. What do you think the Lake Ridge Board does well and what do you think the Board can improve on?
8. What leadership and/or skills would you bring to the Lake Ridge Board of Directors?

E. REVIEW PROXY/BALLOT: The committee reviewed the electronic proxy ballot. Discussion was had about how to word the write in candidate option and it was chosen to say, "Write in Candidate A/B/C". Mr. Butler made a motion to approve the proxy/ballot. Mr. Lohier seconded the motion and it was approved unanimously.

F. REVIEW ANY CANDIDATE ELECTION INFORMATION: There was no discussion on this topic.

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

H. ADJOURNMENT: Mr. Butler made a motion to adjourn the meeting. Mr. Berry seconded the motion and it was approved unanimously. The meeting adjourned at 7:39pm.

2023 Annual Meeting Administrative Schedule

Date	Description	Requirements
8/10/22	Contact Nominating Committee Chair	Contact Nominating Committee, finalize date for first meeting
8/31/22	Determine proposed method of voting/voting vendor	<ul style="list-style-type: none"> • Compile quotes • Prepare proposal for Nominating Committee
9/6/22	First Nominating Committee Meeting <i>(via Zoom, time TBD)</i>	<ul style="list-style-type: none"> • Approve last Nominating Committee meeting minutes • Approve method of voting/voting vendor • Approve election timeline • Review 2022 Annual Meeting agenda for second meeting
9/13/22	Board of Directors Meeting	
Oct.	<i>Begin compiling Annual Meeting packet</i>	Prepare for second Nominating Committee meeting
10/3/22	Publish call for candidates, application information	Posted on marquee, website, Facebook, Friday Newsflash
11/4/22	Candidate applications due by 5:00 p.m.	Covenants/Finance reviewing candidates for approval—reviewal to be completed by 11/9.
11/8/22	Board of Directors Meeting	
11/16/22	Second Nominating Committee Meeting <i>(via Zoom, time TBD)</i>	<ul style="list-style-type: none"> • Present qualified candidate slate/candidate briefings • Finalize Annual Meeting agenda changes
11/29/22	Notice of Annual Meeting	Mail/Publish Annual Meeting Packet
12/1/22	Candidate info submitted to <i>Lake Ridge Today</i> for the Jan/Feb issue	<ul style="list-style-type: none"> • Submit Meet the Candidates Night details • Submit candidate info
12/2/22	Begin drafting Annual Meeting script	Prepare for third Nominating Committee meeting
12/7/22	Third Nominating Committee Meeting <i>(via Zoom, time TBD)</i>	Review and finalize Annual Meeting script
12/19/22	Eligible voter list compiled	Review delinquencies and establish Class List
1/4/23	Online voting opens	Vendor links disseminated
1/4/23	Meet the Candidates Night at Tall Oaks	
1/20/23	Halfway election reminder	Verify/add newly eligible voters
1/25/23	Confirm Annual Meeting attendance	Confirm special guests, association legal counsel, minute taker, support staff
2/6/23	Annual Meeting preparations	Compile/review proxy forms. Prepare ballots. Purchase supplies. Arrange meeting room.
2/8/23	Electronic polls close at 12:00 PM	
2/8/23	Annual Meeting of the Membership, 8:00 PM	Approve 2022 Annual Meeting minutes
2/13/23	Begin Welcome process	<ul style="list-style-type: none"> • Update members on website, Vantaca • Order new name plates • Send welcome packets, phone calls • Follow-up on questions

LAKE RIDGE

Parks and Recreation Association®

Notice of 2023 Annual Meeting and Call for Nominations **October 3, 2023**

Dear Lake Ridge Homeowner,

In accordance with *Article III, Section 3* of the Lake Ridge Association ("Association") Bylaws, this letter provides notice of the Annual Meeting of the Membership, as follows:

DATE: Wednesday, February 8th, 2023
TIME: 8:00 p.m.
PLACE: Tall Oaks Community Center

At the 2023 Annual Meeting, ## XX will be elected to serve on the Board of Directors ("Board"). ## open seats on the Board are the result of naturally expiring board terms. In order to maintain the staggered terms as stipulated in the Bylaws, the ## individuals who receive the largest number of votes will be elected to serve three-year terms.

CALL FOR CANDIDATES

Homeowners interested in serving on the Board should complete the candidate application found on our website at www.lakeridgeva.com/XX.

Deadline for all candidate applications is 5:00 p.m. November 4, 2022.

In compliance with *Director Qualification Rules, amended August 27, 2019*, candidate eligibility requirements are as follows:

- One representative per lot is permitted to serve on the Board of Directors at any given time
- Applicants must be current in all monetary obligations to the Association
- Applicants must be in compliance of all Association governing documents
- Applicants must be at least 18 years of age and legally competent under Virginia law to enter into contracts and agreements

Once candidate application forms have been received, and the eligibility of candidates confirmed, selection for election to the Board of Directors is determined by the Nominating Committee (pursuant to *Article V, Section 1* of the Bylaws) before being presented to Homeowners for final election.

For more information on the role and responsibilities of elected Board members, please visit www.lakeridgeva.com/XX.

LAKE RIDGE

Parks and Recreation Association®

2023 Board of Directors Candidate Application

This form must be submitted no later than 5:00 p.m., Friday, November 4, 2022.

In accordance with the governing documents of Lake Ridge Parks and Recreation Association a call for nominations to the Board of Directors is hereby issued. You may nominate yourself or be nominated by another Homeowner. All candidates, by signing and submitting this form declare their willingness to serve the Association, and commit to the following:

PART I— ELIGIBILITY

In compliance with *Director Qualification Rules*, amended August 27, 2019, candidate eligibility requirements are as follows:

- Applicants must be current in the payment of all assessment and other monetary obligations to the Association.
- Applicants must be in compliance with Association governing documents, the Lake Ridge Rules, the Architectural Committee, Common Ground Guidelines, and all other Lake Ridge regulations and guidelines.
- Applicants must be legally competent under Virginia law to enter into contracts and agreements and take other actions on behalf of the Association.
- Applicants must ensure that only one representative per Lot is permitted to serve on the Board of Directors at any given time.
- Applicants should agree in writing to be bound by and comply with Board-adopted standards of conduct relating to conduct of Board Members.

I acknowledge that the Association will review, inspect, and assess my eligibility, as stipulated by the above requirements.

PART II— AVAILABILITY

By checking the following, I acknowledge that...

I will attend the candidate briefings during the Nominating Committee meeting on November 16, 2022, at [time] via Zoom.

- I will attend Meet the Candidates Night on January 4, 2023 at 7:00 p.m. at Tall Oaks Community Center.
- I will attend the Annual Meeting of the Membership on February 8, 2023 at 8:00 p.m. at Tall Oaks Community Center.
- If elected, I will regularly attend all subsequent Board of Directors meetings, held bi-monthly at 7:00 p.m. at Tall Oaks Community Center, as well as any other Special Meetings or obligations specific to the responsibilities of the Board.

PART III— SHORT RESPONSE

1. What background or experience do you have that qualifies you to serve on the Board of Directors?

2. What are your goals and objectives in becoming a Board Member? What would you like to accomplish, or contribute to, during your term on the Board?

3. What do you see as important issues facing our community? How do you plan to address these issues?

4. Please provide a brief, no more than 100-word bio sharing who you are and what drives you.

PART IV— APPLICATION AUTHORIZATION

By checking "I agree," you authorize and sign the above candidate application for the Lake Ridge Association Board of Directors.

I agree

Date

Voting Vendor Overview

	Survey & Ballot	Vote-Now	eBallot	Vote HOA Now	GetQuorum
Distribution of secure electronic voting	X	X	X	X	X
Electronic voting consent	X		X	X	X
Emailed reminders	X	X	X	X	X
Certified results	X	X	X	X	X
Client support	X	X	X	X	X
Dedicated project manager	X		X		X
Voting event	X	X	X		X
Website	X			X	X
Electronic proxies	X				X
Proxy revocation					X
Online meeting RSVP					X
Tracking analytics	X				X
Live meeting Zoom hosting					X
Live meeting moderation					X
Real time result tabulation	X				X
TOTAL COST	\$10,350	\$4,914.50	\$4,299	\$3,451	\$1,825

For itemization, please see the estimate proposals provided from each vendor.