



POLICY RESOLUTION #2021-7

Virtual Meeting Policy

WHEREAS, by filing its Articles of Incorporation with the Commonwealth of Virginia's State Corporation Commission, the Wescott Homeowners' Association, Inc. (the "Association") was established as a Virginia nonstock corporation on March 13, 2019;

WHEREAS, the Third Section of the Articles of Incorporation for the Wescott Homeowners' Association, Inc. ("Association") provide for the Association "to perform all obligations and duties of the Association, and to exercise all rights and powers of the Association, as specified in the Virginia Property Owners' Association Act... and the Declaration of the Association as recorded and as amended and as otherwise provided by law;"

WHEREAS, the Sixth Section of the Articles of Incorporation for the Wescott Homeowners' Association, Inc. ("Association") provides that, "The business and affairs of the Corporation shall be conducted, managed, and controlled by a Board of Directors;"

WHEREAS, pursuant to Section 55.1-1815 and 55.1-1832 of the Virginia Code, the Virginia Property Owners' Association Act allows meetings of property owners' associations, as well as their Boards of Directors and Committees, to be held entirely or partially by electronic means if authorized pursuant to board-adopted virtual meeting guidelines that comply with the statutory provisions;

WHEREAS, the Board of Directors deems it necessary and desirable and in the interest of the individual Owners and the Homeowners' Association to establish a policy with regard to permitting meetings of the Association, the Board of Directors and Committees to be held entirely or partially by electronic means and allowing voting to be conducted entirely or partially by electronic means;

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES THAT the following policy be established to hold entirely or partially virtual meetings and to allow voting by electronic means to be valid for three (3) years from the date of adoption by the Board of Directors (the "Expiration"). Prior to Expiration the Board of Directors shall reconsider this Policy Resolution #2021-1 (the "Policy") and renew, revise or terminate it. In the absence of any such action by the Board of Directors, the Policy shall remain in force for up to twelve (12) months following Expiration ("Extension Period"). Upon the first day following the Extension Period, if the Board has taken no action, the Policy shall be deemed expired.



**WESCOTT HOMEOWNERS' ASSOCIATION, INC.
VIRTUAL MEETING POLICY & PROCEDURES**

MEETING NOTICE

- A.** Meeting Notice shall be provided as required by the Virginia Property Owners' Association Act Section 55.1-1815 and as outlined in the Association By-Laws and Declaration and shall include the date and time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.

ATTENDANCE

- A.** Attendees shall be verified as members of the Association and a log kept of all participants. Any attendee who attends via telephone or without identifying information will be required to furnish their name and association street address upon request. Any participant who does not provide adequate identifying information to confirm membership may be ejected from the meeting at the discretion of the meeting administrator.

PARTICIPATION

- A.** For any meeting held virtually, the Association shall provide an opportunity for Owner participation through more than one method including any of the following: electronic/virtual meeting link, telephone access, or in-person.
- B.** For all Board and Committee meetings, the presence of a quorum shall be established by audible roll call at the beginning of the meeting.
- C.** Each participant is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. In the event a connection/service interruption occurs that affects quorum of the meeting, the president may recess the meeting for up to 15 minutes to obtain quorum. If quorum is not achieved, the meeting is adjourned.
- D.** The President or other presiding member may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting.
- E.** To speak, a member shall use the hand raise function or chat feature within the electronic meeting, or if participating by telephone, shall unmute and request the floor.
- F.** Votes shall be taken by electronic or audible roll call and as prescribed in the By-Laws, unless a different method is ordered by the Board. Business may also be conducted by unanimous consent. At meetings of the members votes may also be cast by proxy or absentee ballot.



Wescott Homeowners' Association, Inc.

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2021-7

Pertaining to: Virtual Meeting Procedures

Duly adopted by the Board of Directors of the Association on

Motion by: Jonathan Ridout Seconded by: Craige Shelton

NAME	TITLE	YES	NO	ABSTAIN	ABSENT
Jonathan Ridout	Director	X			
Craige Shelton	Director	X			
Amanda Jonas	Director	X			
	Director				
	Director				

Attest: Amanda Jonas (Secretary)

Date: 06/01/2021

Resolution effective as of July 1, 2021.