

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF BROADLANDS ASSOCIATION**

(Policies and Procedures Regarding the Electronic Meetings)

**WHEREAS**, Section 55.1-1832 of the Virginia Property Owners Association Act permits that any meeting of the Owners Association may be held entirely or partially by electronic means, provided that the executive board has adopted guidelines for the use of electronic means for such meetings; and

**WHEREAS**, Article 4, Section 4.1 of the Bylaws grants the Board of Directors all powers necessary for the administration of the affairs of the Association and may do all such acts and things as are not required by the Act or the Association Documents to be exercised and done by the members; and

**WHEREAS**, the Board of Directors deems it necessary and in the best interests of the Association to establish guidelines and procedures for the use of electronic means for meetings of the association.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures regarding virtual meetings, electronic voting and electronic communication for meetings of the Board of Directors shall be adopted.

- 1. Notices of Board of Directors Meetings.** Any notice required to be sent or received may be accomplished using electronic means. Any meeting of the Board of Directors to be held electronically shall be preceded by a notice of at least three (3) business days unless otherwise required by state law or the Association governing documents and shall be posted where it is reasonably calculated to be available to a majority of the lot owners. Any notice shall include contact information for the Association so that members may communicate with the Board of Directors.
- 2. Notices of Meetings of Members.** Any notice required to be sent or received may be accomplished using electronic means. Any meeting of the Members to be held electronically shall be preceded by a notice of at least ten (10) days but not more than sixty (60) days unless otherwise required by state law or the Association governing documents. Any notice shall include contact information for the Association so that members may communicate with the Board of Directors.
- 3. Agenda.** If an agenda exists for the meeting, the agenda will be made available for that meeting by publishing the agenda where it is reasonably calculated to be available to a majority of the lot owners at the same time such documents are

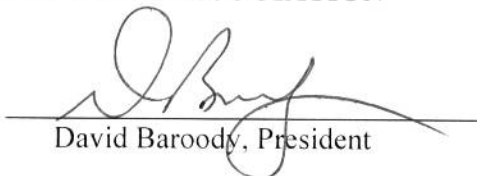
furnished to the members of the Board of Directors or any committee or subcommittee of the Board of Directors.

**4. Meetings Held Electronically**

- a. **Communication** – The Association will use an internet-based video and audio service to provide 2-way communication so that Members attending the meeting can both hear Board Members and other Members and speak to those members. To accommodate those that may be having difficulty addressing the Board of Directors, comments may be provided to the Board prior to the meeting, or those questions can be submitted via email or through the video meeting service.
- b. **Identifying Members that Wish to Provide Comment** – Members do not have to preregister with the Association to participate in the meeting but may be required to identify themselves, or provide other information such as a street address, to participate in the public comment portion of the meeting.
- c. **Voting** – Voting may be accomplished by electronic means, provided that a record is created as evidence of such vote and maintained as long as such record would be required to be maintained in nonelectric form. If a vote will be made by secret ballot, the electronic means shall protect the identity of the voter. If the electronic means cannot protect the identity of the voter, another means of voting shall be used.
- d. **Signatures** – An electronic signature meeting the requirements of applicable law shall satisfy any requirement for a signature under any condominium instrument.
- e. **Persons Not Capable of Participating** – If any person does not have the capability or desire to conduct business using electronic means, the Association shall make available a reasonable alternative, at its expense, for such person to conduct business with the Association without the use of electronic means.

This resolution was duly adopted by the Board of Directors this 21st day of September 2021.

**BROADLANDS ASSOCIATION**

BY:   
David Baroody, President