

**THE GREENS OF PARK RIDGE HOMEOWNERS ASSOCIATION, INC.  
ADMINISTRATIVE RESOLUTION NO. 24- 01**

(Procedures Relating to Virtual Board and Committee Meetings)

**WHEREAS**, Article VIII, Section 1(c) of the By-laws for The Greens of Park Ridge Homeowners Association, Inc. (the “By-laws”) provides that the Board of Directors (the “Board”) with the authority to exercise all powers, duties, and authorities of the Greens of Park Ridge Homeowners Association, Inc. (the “Association”) which are not reserved to the Members by the By-laws, Articles of Incorporation and Declaration; and

**WHEREAS**, Section 55.1-1832(F) of the Virginia Property Owners Association Act (“POAA”) states:

Any meeting of the association, the board of directors, or any committee may be held entirely or partially by electronic means, provided that the board of directors has adopted guidelines for the use of electronic means for such meetings. Such guidelines shall ensure that persons accessing such meetings are authorized to do so and that persons entitled to participate in such meetings have an opportunity to do so. The board of directors shall determine whether any such meeting may be held entirely or partially by electronic means.

**WHEREAS**, Section 55.1-1832 of the POAA provides that unless the declaration expressly provides otherwise, (i) any notice required to be sent or received, or (ii) any signature, vote, consent or approval required to be obtained under any declaration or bylaw provisions or any provision of the POAA may be accomplished using electronic means and that the Association, lot owners and those entitled to occupy a Lot may perform any obligation or exercise any right under any declaration or bylaw provision or any provision of the POAA by use of electronic means; and

**WHEREAS**, Section 55.1-1832(G) of the POAA further provides that 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 use of such electronic means; and

**WHEREAS**, from time to time, the Board may decide to implement virtual or in-person Board or Committee meetings, so as to maximize participation in meetings and to allow members to avail themselves of the convenience of modern technology when voting and attending meetings; and

**WHEREAS**, the Board has decided to implement the following procedures and rules related to the conduct of virtual Board and Committee meetings.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Board duly adopts the

following:

### **I. Virtual Board and Committee Meetings**

- a. The Board of Directors may from time to time determine whether meetings of the Board and Committees shall be held entirely or partially by electronic means.
- b. The Board shall determine the virtual place for Board and Committee meetings by way of a virtual platform, conference call number or other electronic means. All notices of Board and/or Committee meetings will advise Owners of the means and methods for participating in the meeting electronically. The platform will allow all Owners to hear the proceedings, substantially concurrent with the proceedings and to comment, in accordance with meeting policy.
- c. Owners will be required to validate their membership interest before being able to attend the meeting.
- d. There will be no physical meeting location and the location of the meeting will be virtual, unless otherwise determined by the Board and included in the notice of meeting. Hybrid meeting options, where a physical and virtual platform are both used may be implemented, but only if all attendees can hear each other and participate.
- e. Board and Committee meetings are for the Board or Committee to discuss and take action on the Association's business matters listed on the agenda for that specific meeting, including any approved amendments to the agenda that occur at the meeting. The Board may adopt any other rules or regulations as is appropriate for the electronic meeting or platform such as use of chat or non-chat functions, limitation of times for speakers, and other rules to ensure fair and efficient conduct of the meeting.
- f. During any meeting of the Board or Committee, non-Board/Committee members in attendance will be required to mute their microphone or other speaking ability during all times other than during resident open session or forum, when actively acknowledged by the chairperson as having a turn to speak or address the meeting.
- g. Each owner 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, an owner's individual connection prevented participation in the meeting.
- h. The chairperson of the meeting may cause or direct the disconnection or muting of an owner's connection if it causes undue interference with the meeting. The chairperson's decision to do so, which is subject to debatable appeal, shall be announced during the meeting.

- a. In order to confirm that those in attendance are authorized to do so, attendees may be asked to identify themselves at any time during the meeting. Any attendee who fails to identify themselves or is not authorized to attend the meeting, or any portion thereof, may be denied access to or removed from the meeting.
- b. When the Board/Committee enters executive session, other attendees will be moved to a virtual waiting room or otherwise removed from the electronic meeting platform for the duration of executive session. Attendees may return to the open session meeting after the Board/Committee exits executive session, so as to witness any related votes.
- c. If the Board or Committee records a virtual meeting, any such recording shall be destroyed after 30 days from the date of recording and will not be used in lieu of meeting minutes.
- d. All owners will be required to inform the meeting administrator or chairperson whether they intend to record any portion of the meeting before being admitted to the meeting. Once admitted, no owner may record the meeting unless the owner notifies the Board of their intent to do so prior to commencing the recording. Recording includes audio and visual recordings.
- e. If an owner is unable or does not wish to participate electronically in a board or committee meeting, but does want to attend or join the meeting, the unit owner must provide management with written notification at least 48 hours in advance of the scheduled meeting so that management can provide the owner with a reasonable alternative method for attending or joining the meeting.
- f. All other requirements of Virginia law applicable to Board and Committee meetings shall be adhered to, including the requirement to conduct the meeting in open session, notice to directors and members as required by the Bylaws and applicable law, and the preparation and maintenance of meeting minutes.

This Resolution was adopted this 10<sup>th</sup> day October, 2024, by the Board of Directors and is effective as of the mailing date to the members of the Association.

**THE GREENS OF PARK RIDGE HOMEOWNERS  
ASSOCIATION, INC.**

By: James Day by Kimberly Barker  
Board President                      Managing Agent

**RESOLUTION ACTION RECORD**

Duly adopted at a meeting of the Board of Directors of the Greens of Park Ridge Homeowners Association, Inc. held on October 10, 2024.

Motion by: John Wilkinson Jr.      Seconded by: James Day

DIRECTOR:	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>John Wilkinson Jr.</u>	<u>X</u>	_____	_____	_____
<u>James Day</u>	<u>X</u>	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## **Greens of Park Ridge October 10, 2024 Board of Directors Meeting Minutes**

Date: October 10, 2024  
Location: Zoom Meeting

Board Members Present: James Day, John Wilkinson Jr.  
Management: Kimberly Barrett  
Guest Present: None

Meeting called to order at 7:02pm, quorum was met.

### **Agenda:**

John motioned to approve the agenda as presented. James seconded, and the motion carried.

### **Open Forum:**

None

### **HLS Site Visits:**

Management presented the landscaping site visits from April 15, 2024, through October 2, 2024.

### **Minutes:**

John motioned to approve the April 11, 2024 meeting minutes as written. James seconded, and the motion carried.

### **Financial Review:**

Management provided and reviewed the September 2024 financial report.

### **Unfinished Business:**

The lawsuit against the Greens of Park Ridge HOA was dismissed with prejudice on June 27, 2024.

### **New Business:**

John motioned to approve Administrative Resolution for procedures for virtual and committee meetings. James seconded, and the motion carried.

Management presented the Board with a resignation letter from Tracy Miller as she will no longer be able to serve on the ARB Committee.

Management presented the Board with a resignation letter from Tom Atkins as he will no longer be able to serve as a Board Member.

James motioned to appoint Robert Townsend to the Board to fill the vacancy Board position. John seconded, and the motion passed unanimously.

James immediately resigned from the Board as he is no longer to act as an active Board Member.

Robert motioned for James to ack as Board President and he will be Vice President. John seconded, and the motion passed unanimously.

Robert motioned to approve Rees Broome to file the Corporate Transparency Act on behalf of the Association in the amount of \$375.00 for the database and \$75.00 per update. This will be an addendum to the existing engagement contract with the Rees Broome firm. John seconded, and the motion passed unanimously.

Robert motioned to approve the HLS Landscaping proposal in the amount of \$1314.00, to fill in all eroded areas around the storm drains on Kimberly Drive and Wellington Drive with gravel and dirt as needed. John second, and the motion carried.

HLS Proposal for tree debris from behind 35 Varone Dr. – Tabled.

HLS Proposal for 2024 Fall Turf Program – Tabled

HLS Proposal to rejuvenate Crape Myrtle Trees – Tabled. Management is to ask HLS for a proposal just for the trees around the benches at the bus stop on Kimberly Dr. and to also get other proposals from landscaping companies in the Stafford area.

Dominion Paving Proposal for repaving and fire lanes- Tabled. Management is to get more bids.

Robert motioned to approve the 2025 Budget with a 7.24% increase. This will be an increase of \$10.20 per home, which will be \$151.00 per quarter. John seconded, and the motion passed unanimously.

The next Board of Directors meeting will be held on December 12, 2024.

Meeting Adjourned at 9:07pm.