

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF  
CHURCH POINT HOMEOWNERS ASSOCIATION**

**Guidelines for Meetings and Voting by Electronic Means**

At a duly noticed regular meeting of the Board of Directors (“Board”) of Church Point Homeowners Association, a Virginia nonstock corporation, (“Association”), held on May 16, 2022, the Board did hereby approve of the following action:

**RECITALS**

**WHEREAS**, Section 55.1-1800 of the Virginia Property Owners’ Association Act (“POA Act”) defines a meeting conducted by electronic means to include a meeting conducted via teleconference, videoconference, Internet exchange, or other electronic methods;

**WHEREAS**, Section 55.1-1832F of the POA Act provides that any meeting of the association, board or any committee may be held entirely or partially by electronic means, provided that the Board has adopted guidelines for the use of electronic means for such meetings, which 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. Further, the Board shall determine whether any such meeting may be held entirely or partially by electronic means;

**WHEREAS**, Section 55.1-1815H of the Act provides that unless expressly prohibited by the governing documents, a member may vote at a meeting of the association in person, by proxy, or by absentee ballot and such voting may take place by electronic means, provided that the Board has adopted guidelines for such voting by electronic means; and the governing documents do not prohibit voting in person, by proxy, or by absentee ballot. Further pursuant to Section 55.1-1815H, members voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes; and

**WHEREAS**, the Board desires to authorize meetings by electronic means and to adopt guidelines for such meetings and voting at meetings by electronic means in accordance with the foregoing authority.


**NOW THEREFORE, BE IT RESOLVED**, the Board adopts the Guidelines for Meetings and Voting by Electronic Means, a copy of which is attached hereto.

**FURTHER RESOLVED**, that the officers of the Association are hereby authorized to perform such other or further acts as are necessary to carry out the intent of this resolution.

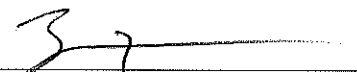
This Resolution will be included in the Minutes as part of the official records of the Association.

Effective Date: May 16, 2022

**CHURCH POINT HOMEOWNERS  
ASSOCIATION**

By   
Peter Burke, President

ATTEST:

  
Brian Kollar, Secretary

## CHURCH POINT HOMEOWNERS ASSOCIATION

### GUIDELINES FOR MEETINGS AND VOTING BY ELECTRONIC MEANS

1. Board Authorization. The Board of Directors (“Board”) of Church Point Homeowner Association (“Association”) authorizes meetings of the members, Board, or any committee to be held entirely or partially by electronic means (“Meetings”) subject to any limitations set forth herein. Electronic means includes a Meeting conducted by teleconference, videoconference, Internet exchange, or other electronic methods.

2. Electronic Platform. The chosen platform for holding a Meeting by electronic means will be stated in the Meeting notice.

3. Notice. The Meeting Notice will state whether the Meeting will be held entirely or partially by electronic means. The Meeting notice will include a link, login information, call in and/or a passcode as required to gain access to the Meeting by electronic means. If a Meeting is held in any part by electronic means, the Meeting notice will state the address of place for the in-person portion of the Meeting, and any restrictions or limitations that apply.

a. Meetings of the Members. The Meeting notice will be sent to Members at the address of record for sending notices of meetings.

b. Meetings of the Board or a Committee. Notice of each Meeting of the Board or a committee will be published where it is reasonably calculated to be available to a majority of the members.

4. Authorized Access. To ensure that persons accessing a Meeting by electronic means are authorized to do so, the Association will take steps, including requiring such persons to provide information reasonably necessary to verify their identity and authorization to participate. If the email, phone number, video image, or voice of any person accessing a Meeting is not known as a person authorized to access the Meeting, such persons may be required to identify themselves and their authority to attend. If any such person cannot be satisfactorily identified or is not authorized to attend, such person will be dismissed from the Meeting.

5. Executive Session. During a Board or committee meeting, the Board or committee may convene in executive session in accordance with Va. Code § 55.1-1816C to consider certain matters. The Board or committee will take steps to ensure that any person who is not a Board member, management company representative, committee member, or otherwise involved will be excluded from executive session. This may involve issuing a separate link, login, passcode, going to a breakout room, or other method to limit access.

6. Participation. The Association will endeavor to ensure that all persons who are authorized to access a Meeting by electronic means have the opportunity to participate in the Meeting, including an opportunity to hear or read the proceedings of the meeting, substantially concurrently with such proceedings/meeting.

- a. Remote Participation. Persons who are authorized to and attend a Meeting by electronic means and desire to speak during the Meeting will be able to use the chat, raise hand, or similar feature in the platform, or raise their hand during the Meeting to be recognized. The person presiding over the Meeting, management company representative, or other person to whom meeting facilitation is delegated will ensure that the presiding officer recognizes such persons at the appropriate time.

7. Voting. Voting at a meeting of the members may be in person, by proxy, or by absentee ballot. Members who participate by electronic means in such Meeting must submit a proxy or absentee ballot in order to vote at the Meeting. A proxy or absentee ballot may be submitted by electronic means. The Meeting notice will include instructions.

8. Association Not Responsible. Persons authorized to access a Meeting are responsible for providing their own devices, connections and/or service to participate in the Meeting by electronic means. The Association is not responsible for ensuring or providing appropriate devices, connections, and/or service to participate by electronic means.