

HIGHPOINTE AT RIPPON LANDING CONDOMINIUM UNIT OWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2021- 2
REGARDING ELECTRONIC MEETING AND VOTING GUIDELINES
FOR MEETINGS OF THE ASSOCIATION AND THE BOARD OF DIRECTORS

WHEREAS, Article 2, Section 2.1 of the Bylaws of Highpointe at Rippon Landing Condominium (hereinafter “Bylaws”) provides that the Association has the responsibility of administering the Condominium and arranging for the management of the Condominium; and,

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association; and,

WHEREAS, Article 3, Section 3.1(6) of the Bylaws provides that the Board shall on behalf of the Association adopt and amend any rules and regulations in accordance with Subsection 5.8(b); and,

WHEREAS, Article 3, Section 3.8 of the Bylaws provides that any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if all of the directors shall individually or collectively consent in writing to such action. Any such written consent shall be filed with the minutes of the proceedings of the Board of Directors; and,

WHEREAS, Va. Code Ann. § 55.1-1900 provides that a meeting conducted by electronic means (hereinafter “electronic meeting(s)”) includes a meeting conducted via teleconference, videoconference, Internet exchange, or other electronic methods; and,

WHEREAS, Va. Code Ann. § 55.1-1935A provides that unless expressly prohibited by the condominium instruments, (i) any notice required to be sent or received or (ii) any signature, vote, consent, or approval required to be obtained under any condominium instrument or any provision of this chapter may be accomplished using electronic means; and,

WHEREAS, neither Article 2, Section 2.5 nor Article 11, Section 11.1 of the Bylaws expressly prohibits any notice to be sent or received by electronic means; and

WHEREAS, Va. Code Ann. § 55.1-1935D provides that voting, consent to, and approval of any matter under any condominium instrument may be accomplished by electronic means provided that a record is created as evidence of such vote, consent, or approval and maintained as long as such record would be required to be maintained in nonelectronic form; and

WHEREAS, Va. Code Ann. § 55.1-1935F provides that any meeting of the unit 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, Va. Code Ann. § 55.1-1935F provides that 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; and

WHEREAS, Va. Code Ann. § 55.1-1935F provides that the executive board shall determine whether any such meeting may be held entirely or partially by electronic means; and

WHEREAS, Va. Code Ann. § 55.1-1935G provides that if any person does not have the capability or desire to conduct business using electronic means, the unit owners' association shall make available a reasonable alternative, at its expense, for such person to conduct business with the unit owners' association without use of such electronic means; and,

WHEREAS, Va. Code Ann. § 55.1-1949A (3) provides that notice by electronic means may be sent if consented to by the unit owner to whom the notice is given, provided that the officer or his agent certifies in writing that notice was sent and, if such electronic mail was returned as undeliverable, notice was subsequently sent by United States mail; and

WHEREAS, Va. Code Ann. § 55.1-1953E provides that unless expressly prohibited by the condominium instruments, a unit owner may vote at a meeting of the unit owners' association in person, by proxy, or by absentee ballot. Such voting may take place by electronic means, provided that the executive board has adopted guidelines for such voting by electronic means. Unit Owners voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes; and,

WHEREAS Article 2, Section 2.9 of the Bylaws does not expressly prohibit voting by electronic means; and,

WHEREAS, Va. Code Ann. § 55.1-1949B (1) provides that all meetings of the unit owners' association or the executive board, including any subcommittee or other committee of such association or board, shall be open to all unit owners of record; and,

MEETINGS OF THE ASSOCIATION

WHEREAS, Article 2, Section 2.2 of the Bylaws provides that the annual meetings of the Unit Owners Association shall be held on weekdays (other than legal holidays) at least forty-five days before the beginning of each fiscal year; and,

WHEREAS, Article 2, Section 2.5 of the Bylaws provides that the Secretary shall notify each unit owner of each annual or regularly scheduled meeting of the unit owners at least twenty-one but not more than thirty days, and of each special meeting of the unit owners at least seven but not more than thirty days, prior to such meeting, stating the time, place and purpose thereof: and,

WHEREAS, Article 11, Section 11.1 of the Bylaws provides that all notices, demands, bills, statements or other communications under these Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or sent by United States mail, postage prepaid (pursuant to section 55-79.75 [§ 55.1-1949] of the Condominium Act), or if notification is of a

default or lien, sent by registered or certified United States mail, return receipt requested, postage prepaid, (i) if to a unit owner, at the address which the unit owner shall designate in writing and file with the Secretary or, if not such address is designated, at the address of such unit owner's unit, or (ii) if to the Unit Owners Association, the Board of Directors or to the managing agent, at the principal office of the managing agent or at such other address as shall be designated by notice in writing to the unit owners pursuant to this section. If more than one person owns a unit, each such person who so designates an address in writing to the Secretary shall be entitled to receive all notices hereunder; and,

WHEREAS, Article 2, Section 2.6 of the Bylaws provides that except as otherwise provided in these Bylaws, the presence in person or by proxy of unit owners owning units to which twenty-five percent or more of the total Common Element Interest appertains constitutes a quorum at all meetings of the Unit Owners Association; and,

WHEREAS, Article 1, Section 1.3(2) of the Bylaws provides that "Common Element Interest" means the number assigned to each unit by Exhibit C to the Declaration which establishes each unit's undivided interest in the common elements, common expenses and surplus and votes in the Unit Owners Association; and,

WHEREAS, Paragraph 2 of the Highpoint at Rippon Landing Condominium Common Element Interest Table (attached as Exhibit C to the Declaration) ("CEI Table") provides that par value is the number of points assigned by the Declarant. Units with the same layout and size (in square feet) are grouped together and assigned a par value in points based on the size of the unit type; and,

WHEREAS, Paragraph 3 of the CEI Table provides that Common Element Interest per unit has been determined by taking the ratio of the par value of each unit to the total par value of all units in the Condominium; and,

WHEREAS, Paragraph 4 of the CEI Table provides that the Common element Interest also is the percentage appurtenant to each unit for votes and common expense liability; and,

WHEREAS, Article 2, Section 2.7 of the Bylaws provides that the order of business at all meetings of the Unit Owners Association shall be as follows: (a) roll call (proof of quorum); (b) proof of notice of meeting; (c) reading of minutes of preceding meeting; (d) reports of officers; (e) report of Board of Directors; (f) reports of committees; (g) appointment of inspectors of election (when so required); (h) election of directors (when so required); (i) unfinished business; and (j) new business; provided, however, that balloting for election of directors may commence at any time; and,

WHEREAS, Article 2, Section 2.9(a) of the Bylaws provides that voting at all meetings of the Unit Owners Association shall be on a percentage basis and the percentage of the vote to which each unit owner is entitled shall be the Common Element Interest assigned to such unit owner's unit in the Declaration; and,

WHEREAS, Article 2, Section 2.9(b) of the Bylaws provides that except where a greater number is required by the Condominium Act or the condominium instruments, a Majority Vote is required to adopt decisions at any meeting of the Association. If the Declarant owns or holds title to a unit, the Declarant shall have the right at any meeting of the Association to cast the vote appurtenant to such unit; and,

WHEREAS, Article 1, Section 1.3(5) of the Bylaws provides that “Majority Vote” means a simple majority (more than fifty percent) of the votes actually cast in person or by proxy at a duly held meeting at which a quorum is present; and,

WHEREAS, Article 2, Section 2.10 of the Bylaws provides that a vote may be cast in person or by proxy. A proxy may be instructed (directing the proxy how to vote) or uninstructed (leaving how to vote to the proxy’s discretion)... Proxies shall comply with the requirements of subsection 55-79.77D [§ 55.1-1953] of the Condominium Act, shall be dated, shall be signed by a person having authority at the time of the execution thereof to sign deeds on behalf of that person, shall terminate after the first meeting held on or after the date of that proxy or any recess or adjournment of that meeting held within thirty days and shall be filed with the Secretary. Such proxy shall be deemed revoked only upon actual receipt by the person presiding over the meeting of notice of revocation from any of the persons owning such unit. Except with respect to proxies in favor of a lessee or Mortgagee, no proxy shall in any event be valid for a period in excess of one hundred and eighty days after the date the proxy is signed; and,

WHEREAS, Article 2, Section 2.8 of the Bylaws provides that tellers, appointed by the President or other Officer presiding over the meeting, shall supervise the tallying of all votes, and the names and addresses of the tellers shall be recorded in the minutes of the meeting; and,

BOARD OF DIRECTORS MEETINGS

WHEREAS, Article 3, Section 3.7(b) of the Bylaws provides that regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the directors, but such meetings shall be held at least quarterly during each fiscal year; and,

WHEREAS, Article 3, Section 3.7(e) of the Bylaws provides that notice of meetings of the Board of Directors shall be given to each director, personally or by mail, telegraph or telephone, at least three business days prior to the day named for such meeting. No notice of the organizational meeting shall be necessary if such meeting is held immediately following the annual meeting; and,

WHEREAS, Article 3, Section 3.7(g) of the Bylaws provides that at all meetings of the Board of Directors a majority of the directors shall constitute a quorum for the transaction of business, and the votes of a majority of the directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors; and,

WHEREAS, Va. Code Ann. § 55.1-1949B (2) provides that notice of the time, date, and place of each meeting of the executive board or of any subcommittee or other committee of the executive

board, and of each meeting of a subcommittee or other committee of the unit owners' association, shall be published where it is reasonably calculated to be available to a majority of the unit owners; and,

WHEREAS, in accordance with Va. Code 55.1-1935 the Board of Directors herewith sets forth the guidelines for holding Annual and Board of Directors Meeting through electronic means as well as the voting on, consent to, and approval of any matter put forward therein; and

WHEREAS, use of electronic means for meetings of the Association and the Board of Directors shall permit any Unit Owners prevented from attending in-person meetings to observe, participate, and vote in all proceedings for which they are authorized to partake; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors hereby approves, confirms, and adopts the following Rules and Regulations for the holding of meetings by the Unit Owners Association and the Board of Directors by electronic means, as well as the voting on, consent to, and approval of any matter put forward therein:

I. Communication with the Management Company

1. Required notices and other notifications will be sent directly to each Unit Owner's physical and/or email addresses as they appear on the management company's records.
2. It is each Unit Owner's responsibility to communicate with the management company to update his or her contact information as necessary.
3. The management company has no responsibility to regularly evaluate the correctness of the Unit Owner contact information on file.
4. In the event that the Owner prefers mailing then all communication shall be mailed to the management company's business office.

Notice to all Unit Owners

1. Owners must at all times advise the Association either by calling the call center or using the online portal to keep Owner's current mailing address and current email address updated.
2. The Association through its management company will not communicate with Unit Owners by means of any intermediary party.
3. The Association through its management company will only communicate with the respective Unit Owner.

4. Each Unit Owner must communicate with its tenant and ensure that its tenant is at all times in compliance with all Association governing documents including the Rules and Regulations.
5. All communications regarding the Association or Unit Owner's property will be with the Owner of the property only.

II. Electronic Meeting Platform

1. All electronic meetings of the Unit Owners Association and the Board of Directors shall be conducted on the Zoom software program ("Zoom").

III. Format of Electronic Meetings

1. Prior to each Annual Meeting or Board of Directors Meeting in accordance with Va. Code Ann. § 55.1-1935F, notice will be sent advising whether the proposed meeting will be held entirely or partially by electronic means.
2. In the case of an Association committee that proposes to entirely or partially hold an electronic meeting, approval to hold the meeting must be received from the Board of Directors prior to distribution of notice to meeting participants.
3. For meetings to be held partially by electronic means, the community manager shall follow all the guidelines set forth in this Resolution plus give notice to the membership of the physical location of the in-person portion of the meeting.
4. Each meeting will have a Zoom Administrator (also called a Host). The Administrator will be the community manager unless otherwise decided by the Board of Directors or Association committee.
5. For all electronic meetings, the Zoom Administrator shall require participants to complete a pre-meeting registration for added security and identification.
 - a. The registration will ask participants to input their first and last name, email address and other pertinent information.
 - b. The registration process will permit the Unit Owners Association to verify that only approved participants attend each electronic meeting.
 - c. Once a registration is submitted, the Association will review it for approval.
 - d. Once approved, the registered participant will receive a confirmation email containing the information needed to join the upcoming meeting including Meeting Id and Passcode.
6. Electronic meetings may utilize an initial virtual waiting room. This permits the Zoom Administrator to inspect and admit participants one at a time to the main

meeting page. This assists the Administrator in verifying that only approved participants gain entry to the meeting.

7. The Zoom Administrator shall have the discretion to mute any and all participants in order to more efficiently proceed with the meeting. However, in accordance with Va. Code Ann. § 55.1-1935F, the Administrator may not use his or her muting power to deny an opportunity to participate in the meeting to persons entitled to do so in the Annual Meeting and in the Open Forum in Board Meetings.
8. In the event that the Board in its sole discretion determines that a participant is disruptive, then the Board will instruct the Administrator to remove the disruptive participant from the meeting and place him/her into the waiting room.
9. Once begun, Zoom meetings will follow the general layout and order of in-person meetings to the fullest extent possible. For all annual and regularly scheduled meetings of the Association, this general layout shall be in conformance with the requirements of Article 2, Section 2.7 of the Bylaws.
10. Members are required to use the Chat feature to indicate their desire to be recognized during Annual Meetings.
11. For Board of Directors meetings, Members are required to use the chat or raise hand feature to indicate their desire to be recognized during the Open Forum. The chat box is the only method to communicate without unmuting to speak. The Administrator may acknowledge the member, unmute him/her, and begin timing his/her public comment.
12. For Board of Directors meetings, all Zoom Unit Owner participants shall have the same open forum rights that pertain to in-person meetings where each Owner has three (3) minutes to state any concern.
13. Public comment during the Open Forum is not a question period directed to the Board, but rather a time for the members to submit comments to the Board.
14. The agenda for the meeting will be uploaded in pdf format in the chat section.
15. After a Motion is made for the Board to go into executive session, the Board can either leave and join a separate zoom meeting specifically set up for the executive session or the Board can place the membership in the waiting room during executive session.
16. It is recommended that each board member be asked whether anyone else is able to hear the discussion.

17. Once the Board has finished executive session, the President can make a Motion to leave executive session and go back into open session and once seconded, the Board either joins the separate zoom meeting where the membership has been waiting or request that the Administrator move the membership from the waiting room back into the open session of the Board meeting.

IV. Electronic Notice – Annual and Regularly Scheduled Meetings of the Association

1. Neither Article 2, Section 2.5 nor Article 11, Section 11.1 of the Bylaws expressly prohibits notices to be sent or received by electronic means. Therefore, notices of meetings of the Association may be sent by electronic means if consented to by the Unit Owner to whom the notice is given; provided, that the officer or his agent certifies in writing that notice was sent and, if such electronic mail was returned as undeliverable, notice was subsequently sent by United States mail.
2. For any Unit Owner that did not consent to receive notice by electronic means, notices or other communications under the Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by regular United States mail, first-class, postage prepaid: if to a Unit Owner, at the address which the Unit Owner shall designate in writing and file with the Secretary, or if no such address is designated, at the address of the Unit of such Unit Owner.
3. In accordance with Article 2, Section 2.5 of the Bylaws, notice of the annual or regularly scheduled meeting of the Unit Owners shall be sent at least twenty-one (21) but not more than thirty (30) calendar days in advance of such meeting.
4. In accordance with the above-referenced authority, the Association hereby provides a means for Unit Owners to consent to receiving electronic notice of future Association meetings.
5. In order to consent to receiving notice of future Association meetings, each Unit Owner must mark the box titled “I Consent to Receiving Electronic Notice of Future Association Meetings” on the form attached hereto as **Exhibit A** and mail or hand-deliver the form to the management company and call the call center or access the Association portal to advise the Association that the Unit Owner has signed the consent to receive the electronic notice of future Association Meetings and provide the Association with his/her email address.
6. Please note, all Unit Owners of record for each property address may submit their individual consent to receiving electronic notice of future Association meetings on one Exhibit A form. However, each Unit Owner of record for each property address must separately fill out and sign an information block under the box selected.
7. After successful submission of the Exhibit A form, consenting Unit Owners will thereafter receive email notice only of all future annual and regularly scheduled

Association meetings in accordance with the timeframe established in Article 2, Section 2.5 of the Bylaws. It is each Unit Owner's responsibility to immediately communicate any changes in submitted contact information, including email addresses, to the management company.

8. Unit Owners must use the same email address provided to the management company that they plan to use in registering for each respective Zoom meeting of the Association.
9. In order to ensure attendance and participation in electronic meetings, Unit Owners **must** timely register for upcoming Zoom meetings. If registration is not performed adequately in advance, Unit Owners may be unable to fully attend and participate in Zoom meetings.

V. Electronic Notice – Board of Directors Meetings

1. In accordance with Va. Code Ann. § 55.1-1949B.2, notice of the time, date, and place of each meeting of the Board of Directors or of any subcommittee or other committee of the Board of Directors shall be published where it is reasonably calculated to be available to a majority of the Unit Owners.
2. In accordance with Article 3, Section 3.7(e) of the Bylaws, notice of regular meetings of the Board of Directors shall be given to each director, personally or by mail, telegraph or telephone, at least three (3) business days prior to the day named for such meeting.
3. In accordance with Va. Code Ann. § 55.1-1935A and F, respectively, notice of upcoming Board of Directors meetings may be made electronically to consenting Unit Owners and the meetings themselves may be held in an electronic format.
4. In order to consent to receiving notice of future Board of Directors meetings, each Unit Owner must mark the box titled "I Consent to Receiving Electronic Notice of Future Board of Directors Meetings" on the form attached hereto as **Exhibit A** and mail or hand-deliver the form to the management company and call the call center or access the Association portal to advise the Association that the Unit Owner has signed the consent to receive the electronic notice of future Board of Directors meetings and provide the Association with his/her email address.
5. After successful submission of the Exhibit A form, requesting Unit Owners will thereafter receive email notice only of all future Board of Directors and Committee/Subcommittee meetings in accordance with the timeframe established in Article 3, Section 3.7(e) of the Bylaws.
6. It is each Unit Owner's responsibility to immediately communicate any changes in submitted contact information, including email addresses, to the management company.

7. Please note, all Unit Owners of record for each property address may submit individual requests to receive electronic notice of future Board of Directors and Committee/Subcommittee meetings on one Exhibit A form. However, each Unit Owner of record for each property address must separately fill out and sign an information block under the box selected.
8. Unit Owners must use the same email address provided to the management company that they plan to use in registering for each respective Zoom meeting of the Association.
9. In order to ensure attendance and participation in electronic meetings, Unit Owners **must** timely register for upcoming Zoom meetings. If registration is not performed adequately in advance, Unit Owners may be unable to fully attend and participate in Zoom meetings.
10. When the Board president has called the meeting to order, the Board Secretary should take roll call with each director stating verbally their attendance to ensure the accurate recording of minutes. Directors should repeat their full name throughout the meeting when making or seconding motions and voting for the same reasons.
11. Following the roll call, it shall be verified that a quorum of Directors is participating in the meeting.
12. The Board President will verbally review the Board's rules regarding public comment during the public forum in the electronic meeting just as should happen in a normal, in-person board meeting.

VI. Electronic Voting Guidelines – Annual and Regularly Scheduled Association Meetings

1. At annual meetings, Unit Owners eligible to vote will be permitted to electronically cast a percentage of the vote in accordance with Article 2, Section 2.9(a) of the Bylaws (see also Article 1, Section 1.3(2) of the Bylaws and Paragraphs 2-4 of the CEI Table, as quoted more extensively above).
2. Tellers will be appointed to supervise the tallying of all votes in an active round of Zoom polling, in accordance with Article 2, Section 2.8 of the Bylaws. The Tellers shall be designated as Co-Administrators (or Co-Hosts) of the Zoom Meeting for purposes of viewing live voting. The names and addresses of the Tellers shall be recorded in the minutes of the meeting.
3. Each Unit shall be afforded a percentage of the vote from the list of candidates provided during the Annual Meeting.

4. The Zoom Administrator will prepare the list of candidates and add any candidates nominated from the floor to the list, if applicable.
5. Voting results shall be announced in accordance with the equivalent procedure for in-person meetings.
6. Notwithstanding the preceding paragraphs of this section, the Board of Directors may choose at its discretion to utilize a third-party election entity (“Entity”) for handling the voting portion of annual and regularly scheduled meetings.
 - a. The chosen Entity shall provide electronic notice of upcoming elections in accordance with the notice requirements of Section V above.
 - b. The notice provided by the Entity shall provide the credentials and directions necessary for registering to vote on the Entity’s electronic platform.
 - c. The Entity must be compatible with Zoom.
 - d. When the voting portion of the meeting opens, a link will appear in the chat window that will take the Unit Owner to a separate screen where a vote may be cast. Once the vote is cast, the Unit Owner will be redirected back to the active Zoom meeting.
 - e. For Unit Owners who have not opted into receiving electronic notice of annual and regularly scheduled meetings, physical notice shall be made in accordance with Article 2, Section 2.5 of the Bylaws and voting shall be performed in accordance with Section IX(7) below.
 - f. To participate electronically in an election administered by the Entity, Unit Owners must comply with the instructions in Section V(5) above.
7. In accordance with Va. Code Ann. § 55.1-1935D, voting result reports shall be downloaded after each meeting and maintained in Association records for the same amount of time as such record would be required to be maintained in nonelectronic form.

VII. Proxy Forms & Absentee Ballots

1. Proxy Forms and Absentee Ballots for electronic voting sessions shall be given the same effect and be subject to the same requirements of Article 2, Section 2.10 of the Bylaws as would pertain to in-person voting sessions.
2. Proxy Forms and Absentee Ballots timely submitted by mail or hand-delivery to the management company shall be deemed valid. The Proxy Forms and Absentee Ballots timely submitted by electronic means to the management company may be accepted by the Association only upon receipt.

3. Correctly submitted Proxy Forms and Absentee Ballots will be compiled and effectuated.
4. Notwithstanding the preceding paragraphs of this section, the Board of Directors may choose at its discretion to utilize an Entity (as defined in Section VII(6) above) to assist with the collection of Proxy Forms and Absentee Ballots.
 - a. Included with the notice provided in accordance with Section VII(6)(a) above, the Entity shall include instructions, deadlines, and may optionally include template forms for timely completing and submitting Proxy Forms and Absentee Ballots to the Association prior to an annual or regularly scheduled meeting.
 - b. The Entity shall take care to follow the proxy requirements laid out in Article 2, Section 2.10 of the Bylaws and quoted more thoroughly above.
5. In accordance with Va. Code Ann. § 55.1-1953E, Unit Owners voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes.

VIII. Alternatives to Electronic Meetings

1. In accordance with Va. Code Ann. § 55.1-1935G, any person lacking the capability or desire to participate in a meeting electronic or vote electronically shall be provided with a reasonable alternative for conducting business with the Association.
2. For Zoom meetings, any Unit Owner lacking the capability or desire to participate electronically may call into the meeting at one of the telephone numbers listed on the provided notice.
3. Each Unit Owner wishing to participate via telephone must call the call center or access the Association portal and provide his/her telephone number so that the call-in number can be verified with the Association records. The Unit Owner(s) phone number(s) on file with the Association will be used to verify the Unit Owner for the scheduled Zoom meetings.
4. For each Zoom meeting, the Association shall have a Pro Zoom account or above with the Audio Plan add-on in order to accommodate telephone calls.
5. To call into a Zoom meeting, select the telephone number under the heading “Dial By Your Location” on the provided Notice of Meeting that most closely matches your current location.

- a. Once prompted, enter the Meeting ID number provided in the Notice of Meeting and press the pound sign.
 - b. If prompted to enter a Participant ID and none has been provided, simply press the pound sign.
 - c. Once prompted, enter the password provided in the Notice of Meeting and press the pound sign.
 - d. Unit Owners calling into a Zoom meeting by telephone may press *6 to toggle mute/unmute and *9 to raise hand.
6. Some Zoom meetings may utilize an initial waiting room into which each caller is initially placed. This permits the Zoom Administrator to inspect and admit participants one at a time and assists in verifying that only approved participants gain entry to the meeting.
 7. In order to cast a vote by telephone call in an annual or regularly scheduled meeting of the Association, each caller will be prompted to orally communicate his or her vote at the time voting is launched. If the vote is required to be treated as anonymous, then the confidentiality of the telephone caller when his or her vote is cast.
 8. Anyone joining a Board of Directors meeting via their telephone (using the dial-in number provided after registration) may not be able to use the Chat or Raise Hand feature, however, the Administrator will address each Member joined using the dial-in number so that each Member can let the Administrator know whether he/she would like to address the Board in Open Forum.

X. Hearing-Impaired Audience

1. To help ensure hearing-impaired audience members can participate in the electronic meeting and accommodate for live closed captioning, the Board has the capability to have an assigned host/co-host (or an attendee in a meeting) type those captions.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby approves, confirms, and adopts the Rules and Regulations for the holding of electronic meetings by the Unit Owners Association and the Board of Directors, as well as the voting on, consent to, and approval of any matter put forward therein.

BE IT FURTHER RESOLVED THAT any and all prior Resolutions, Rules, and/or Regulations regarding holding electronic meetings by the Unit Owners Association and the Board of Directors, as well as the voting on, consent to, and approval of any matter put forward therein are null, void, and superseded by this Resolution.

BE IT FURTHER RESOLVED THAT a copy of this resolution shall be sent to all Unit Owners at the address of their respective Units unless the Unit Owner has provided to the Unit Owners Association an address other than the Unit address.

This resolution was adopted by the Board of Directors on July 28, 2021 and shall be effective on July 1, 2021.

HIGHPOINTE AT RIPPON LANDING CONDOMINIUM
UNIT OWNERS ASSOCIATION

Edward Kavjian, President Date

Fola Parish, Vice President Date

Devonn Hawkins, Secretary Date

Elizabeth Lockhard, Director Date

Attest:

Secretary Date

HIGHPOINTE AT RIPPON LANDING CONDOMINIUM UNIT OWNERS ASSOCIATION
RESOLUTION ACTION RECORD

RESOLUTION NO.: 2021- 2

REGARDING ELECTRONIC MEETING AND VOTING GUIDELINES
FOR MEETINGS OF THE ASSOCIATION AND THE BOARD OF DIRECTORS

Duly adopted by the Board of Directors of HIGHPOINTE AT RIPPON LANDING
CONDOMINIUM UNIT OWNERS ASSOCIATION

Motion by: Edward Kavjian

Seconded by: Fola Parrish

VOTE:

	YES	NO	ABSTAIN	ABSENT
Edward Kavjian	_____	_____	_____	_____
Fola Parish	_____	_____	_____	_____
Devonn Hawkins	_____	_____	_____	_____
Elizabeth Lockhard	_____	_____	_____	_____

ATTEST:

Secretary

Date

Resolution effective: July 1, 2021

EXHIBIT A