

**Lake Ridge Parks and Recreation Association**

**Nominating Committee Meeting**

**Thursday, September 12, 2019  
6:00pm**

**Conference Room, Administrative Office  
Agenda**

- I. Open Forum
- II. Review Candidate Application (attached)
- III. Review Proposed Election Timeline (attached)
- IV. Determine any Future Committee Meeting Data
- V. Open Forum
- VI. Adjournment



**LAKE RIDGE PARKS AND  
RECREATION ASSOCIATION, INC. (LRPRA)**

3. How do you hope to contribute during your term on the Board?

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4. Are you able to regularly attend all meetings (Board, Property Owners' Act Hearings) as well as serve on at least two committees?

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5. Do you have any financial management experience? Please elaborate.

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**LAKE RIDGE PARKS AND  
RECREATION ASSOCIATION, INC. (LRPRA)**

6. Have you participated on a board of directors or in leadership positions previously? Please elaborate.

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7. Please attach two version of a short biographical sketch. The first should be no more than 100 words and will be printed on the proxy/ballots. The second version should be no longer than 200 words and will be published in the Lake Ridge Today magazine. These sketches can include information about your interest in serving on the board, your career, your qualifications, your experience with other civic organizations, or other relevant items.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Applicants must be current in the payment of all assessment and other monetary obligations to the Association.
2. Applicants must be in compliance with Association governing documents, the Lake Ridge Rules, the Guidelines for Lots and Guidelines for Common Area and all other Lake Ridge rules, regulations and guidelines.
3. Applicants must be legally competent under Virginia law to enter into contracts and agreements and take other actions on behalf of the Association.
4. Applicants pledge to comply with Board-adopted standards of conduct relating to conduct of Board members.
5. Applicants must ensure that only one representative per Lot is permitted to serve on the Board of Directors at any given time.

***Your completed application must be received at the  
LRPRA office by close of business (5 pm) on XXXXX.***

**Office Use Only: Date and Time Received:** \_\_\_\_\_

## **2019 Board of Directors Election Timeline**

**October 1, 2019:** Candidate application information goes on the marquee/website/Facebook. We will also post information on our weekly Friday email blasts. The application will be available on the website and in the office.

**November 4, 2019:** Candidate applications are due by 5pm.

**November 5, 2019:** Covenants and Finance will conduct a review of candidates. Candidates will be instructed to correct any violations/settle financial obligations.

**November 19, 2019:** Covenants and Finance will check that all candidates are in good standing.

**November 21, 2019:** Candidate briefings will be held at the Tall Oaks Community Center (one of the community centers).

**November 21, 2019:** Candidate slate will be presented to the Board.

**December 1, 2019:** The November/December issue of *Lake Ridge Today* is off press. This edition will include information on the upcoming Meet the Candidates Night and an announcement that the proxy/ballot will be sent in early January. It will also include bio information on each candidate.

**January 6, 2020:** Proxy/ballots are mailed to homeowners.

**January 7, 2020:** Meet the Candidates Night will be held at Tall Oaks at 7:30pm.

**January 7, 2020:** Online voting begins at 12am.

**February 11, 2020:** The Annual Meeting of the Membership begins at 8pm. Paper ballots must be postmarked and received by February 5. Online voting ends at noon on February 11. Homeowners may vote at the annual meeting. Election results announced at the annual meeting.

## 2020 Board of Directors Election Timeline

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