

Lake Ridge Parks and Recreation Association, Inc. (LRPRA)  
2022 Nominating Committee  
November 18, 2021  
7:00pm  
Virtually Via ZOOM  
AGENDA

- I. Open Forum
- II. Executive Session
- III. Approval of the September 2, 2021 Minutes
- IV. Briefing for 2022 LRPRA Board Candidates  
(Discussion led by Jean Lohier Nominating Committee Chair)
- V. Open Forum
- VI. Adjournment

\* Please contact, Doug Milburn, Director of Administration at  
DMilburn@lakeridgeva.com  
by 4pm (EST) on Thursday, November 18th to participate virtually\*

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.**  
**2022 NOMINATING COMMITTEE MEETING**  
**September 2, 2021**

A meeting of the Nominating Committee of Lake Ridge Parks and Recreation Association, Inc. (LRPRA) was held virtually using ZOOM conferencing software.

**PRESENT: *Committee Members:*** Jean Lohier (Chair via ZOOM), Christopher Berry (via ZOOM), Michael Butler (via ZOOM), ***Board Members:*** Janet Foote (President via ZOOM), ***Staff Members:*** Doug Milburn (Director of Administration and Human Resources) **ABSENT:** n/a

**A. MEETING CALLED TO ORDER:** Mr. Lohier called the meeting to order at 7:03pm.

**B. OPEN FORUM:** Mr. Berry requested that the following two items be added to the original agenda:

- Review how to receive better participation from apartment owners
- Review publicity for becoming a candidate

The committee agreed to add these items and chose to discuss through this meeting.

**C. REVIEW HOW TO RECEIVE BETTER PARTICIPATION FROM APARTMENT OWNERS:** Mr. Berry recommended that management discuss with each apartment complex about why it is important to vote in the election and explore further what they can do to help incentivize them to vote. Mr. Lohier agreed with this idea and believes the COO/GM could use help from the board of directors to complete this task. Ms. Foote stated she will help the COO/GM directly on this assignment.

**D. REVIEW PUBLICITY FOR BECOMING A CANDIDATE:** Mr. Berry suggested that LRPRA should give a complete picture of the legal duties of care, loyalty, and obedience for any individual seeking candidacy on the Board. More in depth information about the role of an individual on the LRPRA Board of Directors within our advertising (Magazine, News Flash, Facebook) is the proposal. It was agreed that Mr. Milburn will add more detail to the board of director information article that will be submitted for the October 1 magazine deadline and send to the committee for review.

**E. APPROVAL OF DECEMBER 10, 2020 MINUTES:** Mr. Lohier made a motion to approve the minutes. Mr. Butler seconded the motion. The minutes were approved by a vote of two in favor and one vote abstained.

**F. REVIEW CANDIDATE APPLICATION:** The committee reviewed the candidate application and discussion multiple areas of the application. Minor changes were made to update the criteria for eligibility to run for the board of directors.

**G. REVIEW PROPOSED ELECTION TIMELINE:** The board of directors election timeline was reviewed by the committee. Mr. Lohier made a motion to approve the proposed election timeline. Mr. Berry seconded the motion, and it was approved unanimously.

**H. ELECTRONIC VOTING PROCESS:** The electronic voting process was discussed, and it was reiterated that this year's election will be exclusively done by electronic voting. Reasonable accommodation will be given to any homeowner that cannot vote electronically on their own.

**I. DETERMINE ANY FUTURE COMMITTEE MEETING DATA:** There was no discussion on this agenda item.

**J. OPEN FORUM:** There was no discussion at that time.

**K. ADJOURNMENT:** Mr. Lohier made a motion to adjourn the meeting. Mr. Butler seconded the motion and it was approved unanimously. The meeting adjourned at 8:24pm.

## **2022 LRPRA Board of Directors Election Timeline**

**September 2, 2021:** First meeting of 2022 Nominating Committee

**October 1, 2021:** Candidate application information goes on the marquee/website/Facebook or any other LRPRA social media platform. We will also post information on our weekly Friday email News Flash. The application will be available on the website and will be sent via email to anyone requesting.

**November 4, 2021:** Candidate applications must be received at LRPRA by 5pm.

**November 5, 2021:** Covenants and Finance will conduct a review of candidates. Candidates will be instructed to correct any violations/settle financial obligations.

**November 15, 2021:** Covenants and Finance will check that all candidates are in good standing.

**November 18, 2021:** The Nominating Committee will hold a meeting at 7:00pm. Qualified candidate slate will be presented to the Board. Candidate briefings will be virtual.

**December 1, 2021:** LRPRA Director of Administration will submit information on the upcoming Meet the Candidates Night and bio information on each candidate to be published in Lake Ridge Today for the January/February edition of the magazine.

**December 9, 2021:** The Nominating Committee will hold a meeting at 7:00pm.

**January 4, 2022:** Online voting begins at 12am.

**January 4, 2022:** Meet the Candidates Night will be held at Tall Oaks at 7:30pm and via electronic conferencing software.

**February 8, 2022:** The Annual Meeting of the Membership begins at 8pm. Online voting ends at noon on February 8. Homeowners may vote at the annual meeting. Election results announced at the annual meeting.