

2022 Nominating Committee Meeting 6:00 PM
[Via Zoom](#)
November 16, 2022

AGENDA

- I. **Call to Order**
- II. **Open Forum**
- III. **Approval of September 6, 2022 Nominating Committee Meeting Minutes** Page 2
- IV. **Briefings for 2023 LRPRA Board Candidates *(led by Nominating Committee Chair)*** Page 3
- V. **Finalize Annual Meeting Agenda Changes** Page 5
- VI. **Open Forum**
- VII. **ADJOURNMENT**

Next scheduled Nominating Committee Meeting - December 7, 2022, at 6:00 PM

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE 2023 NOMINATING COMMITTEE MEETING
September 6, 2022, Minutes

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

COMMITTEE MEMBERS:

Bill Milne, Chair (electronic)
Tina Herndon (electronic)
Jean Lohier (Absent)

STAFF:

Melissa Ferrone, Administration & Human Resources
Director (electronic)

OTHER ATTENDEES: Janet Foote, Board of Directors President (electronic); 1 homeowner (electronic)

A. MEETING CALLED TO ORDER: Mr. Milne called the meeting to order at 6:02pm.

B. OPEN FORUM: There was no discussion at this time.

C. APPROVAL OF DECEMBER 9, 2022 MINUTES: Ms. Herndon made a motion to approve the minutes. Mr. Milne seconded the motion, and it was approved unanimously.

D. REVIEW OF ELECTION TIMELINE: Ms. Herndon made a motion to approve the 2023 Annual Meeting Administrative Schedule as presented. Mr. Milne seconded the motion, and it was approved unanimously.

E. REVIEW OF CANDIDATE APPLICATION: Ms. Herndon made a motion to approve the Candidate Application packet as presented. Mr. Milne seconded the motion, and it was approved unanimously.

F. REVIEW OF ELECTRONIC VOTING VENDORS: The committee discussed the estimate proposals provided by five voting vendors. The committee emphasized the importance of “electronic voting consent” services and the importance of self-hosting our annual meeting, thereby rejecting any external meeting hosting services. Considering the breadth of services offered, and the first-time customer discount, the committee opted to pursue a contract with GetQuorum for the 2023 LARPRA election. Ms. Herndon made a motion to approve the partnership with GetQuorum, based on the quotes and services provided in the formal estimate proposal. Mr. Milne seconded the motion, and it was approved unanimously.

G. OPEN FORUM: There was no discussion at this time.

H. ADJOURNMENT: Ms. Herndon made a motion to adjourn the meeting. Mr. Milne seconded the motion, and it was approved unanimously. The meeting adjourned at 6:17pm.

Board of Directors Candidate Briefing
2023 Election Information Guidelines

ELECTION PUBLICITY

The following mediums will be used for the publicity of the LRPRA Board elections:

- January/February issue of *Lake Ridge Today*
- Marquee at the corner of Old Bridge Road and Oakwood Drive
- Website: www.lakeridgeva.com
- Facebook: <https://www.facebook.com/LakeRidgeParksAndRecreationAssociation/>
- Weekly E-mail News Flash
- GetQuorum Election Site and Ballot

CAMPAIGN ETIQUETTE

Neighborhood Campaigning Hours: 10:00 a.m. to 8:00 p.m.

To be respectful of our homeowners' mornings and evenings, we ask that you do not campaign in the neighborhoods before 10:00 a.m. or after 8:00 p.m.

Stay Focused on the Election

When campaigning, please be aware that LRPRA and/or the Board of Directors are working with many homeowners to resolve various violations, problems, or concerns. If homeowners discuss a problem or concern with you, do not offer solutions, but refer them to the Association office (703-491-2154).

Distributing Flyers

Be considerate of homeowners and their property. Any flyers you leave at the door should be securely affixed to a glass door or with a rubber band to the doorknob to prevent littering or marring of the structure. Do not put flyers in homeowners' mailboxes.

Walking Door to Door

You should always use the driveways and sidewalks and not cut through the grass or garden areas of the homes, and do not park in a homeowner's driveway or assigned space without his/her prior approval.

Signs

Signs are only allowed on private property with the permission of the owner. No signs should be placed along VDOT roads or on LRPRA common ground; signs placed in these locations will be removed by maintenance crews on a daily basis. LRPRA prides itself on being aesthetically pleasing and environmentally friendly, therefore no signs should be attached to trees.

BALLOT INFORMATION

Online Voting Only

All voting will be conducted online, hosted by GetQuorum. GetQuorum will email the Notice of Annual Meeting, election details, and voting instructions to residents on November 29. Reminders and further instructions will be provided continuously up until the start of the Annual Meeting of the Membership.

Online voting will open on January 4, 2023, on which day GetQuorum will conduct tabulations, distribute all ballots, proxies, and instructions. Homeowners must vote online by using the link to the online ballot that was sent to their email address on file.

Residents must register their email address with the Association. They can register on the website (www.lakeridgeva.com) or over the phone at (703)491-2154. Only homeowners can vote in the election; no tenants shall have a vote.

Proxy Ballots

Only official online proxy/ballots will be accepted for the election. Proxy ballots will be included as part of the materials emailed by GetQuorum.

CLASSES OF MEMBERSHIP

You may use the provided list to contact Class B and Class C owners.

Class A

Owners of single-family homes, townhouses, and condos. Only homeowners, not tenants, can vote in the election.

Class B

Apartment Complex owners. The owners of the two apartment complexes are corporations. Every year they designate a corporate officer who has the authority to vote their proxy/ballot. Each apartment complex receives one proxy/ballot that is voted for all their individual units.

As noted on the attached list, Class B owners have a large number of votes for each vacancy on the Board of Directors. Candidates may contact the persons listed on the given list to solicit their vote.

Class C

Commercial Property Owners. Commercial properties receive two votes for each 10,000 square feet of building structure that they own. Candidates may contact the persons on the given list to solicit their vote.

51st ANNUAL MEETING OF THE MEMBERSHIP
February 8, 2022 at 8:00 PM
Tall Oaks Community Center, 12298 Cotton Mill Drive, Lake Ridge, VA 22192
and Virtually via Zoom

AGENDA

- I. CALL TO ORDER and VERIFICATION OF QUORUM**
- II. INTRODUCTIONS**
- III. CONSENT AGENDA (MINUTES)**
 - a. February 8, 2022 Annual Meeting of the Membership Minutes Page
- IV. NOMINATING COMMITTEE REPORT**
 - a. Presentation of the Candidates by Nominating Committee Chairman Page
- V. NOMINATIONS**
 - a. Nominations from the Floor, led by Nominating Committee Chairman
 - b. Closure of Nominations and Collection of Ballots
- VI. GUEST SPEAKERS**
 - a. Lucia Anna Trigiani, Mercer Trigiani LLP
- VII. PRESIDENT’S ANNUAL REPORT**
- VIII. OPEN FORUM**
- IX. RECOGNITION AND AWARDS**
- X. NOMINATING COMMITTEE APPOINTMENTS**
- XI. ELECTION RESULTS**
- XII. ADJOURNMENT**