

# Henselstone Woods Property Owners Association

## Electronic Meeting Guidelines



Henselstone Woods Property Owners Association Board of Directors will adopt the following guidelines regarding meetings that will be held by electronic means.

"Electronic means" means any form of communication, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient of such communication. A meeting conducted by electronic means includes a meeting conducted via teleconference, videoconference, Internet exchange, or other electronic methods. Any term used in this definition that is defined in § 59.1-480 of the Uniform Electronic Transactions Act shall have the meaning set forth in such section. (Code of Virginia § 55.1-1800 Definitions)

Virtual – title given to those meetings of Henselstone Woods POA taking place using electronic means.

Notice will be given to members of a virtual meeting stating the teleconference or videoconference software to be used along with the day, and hour of any virtual meeting not less than fourteen (14) days, nor more than fifty (50) days before the date of such meeting. Notice may be by mail, by announcement posted at the community information center, by e-mail to those members in the e-mail group, and/or published on the Association's Facebook page, or at the direction of the President.

Notice will also include the instructions for members to request a secure invitation to attend such meetings.

These requests will need to be received from members no later than (3) days before the published meeting date to be considered a valid request for invitation.

The board will confirm the request for invitation using electronic mail and confirm that those members requesting a secure invitation are authorized to do so and that members entitled to participate in the meeting have an opportunity to do so.

The board requests that if members have any topics or questions that they be submitted to the board by either electronic mail or post before such meeting occurs to ensure they will be addressed during the meeting.

The board agrees to establish an open forum portion of the meeting to allow for member input, but the board may limit this time as needed to ensure a proper conduct of the meeting and meeting agenda.

The board will make available the meeting minutes to those members unable to attend a meeting by electronic means, those who do not have the capability or desire to do so on our website and at the community mailboxes at a later date after the conclusion of the meeting.

The Board of Directors reserves the right to amend, update, and change these guidelines as necessary.

Version 1.0 – January 12, 2022 – Electronic Meeting Guidelines created and approved by board for use in future meetings of Henselstone Woods Property Owners Association.

These guidelines have been approved by the Henselstone Woods Property Owners Association Board of Directors as of the most recent date noted above.