



BIRKDALE COMMUNITY ASSOCIATION

BOARD RESOLUTION 2026 – 4

Electronic Meeting & Voting Policy

The Board of Directors of Birkdale Community Association at their meeting held on February 5, 2026, approved the revised ASSESSMENTS COLLECTION POLICY attached hereto to be effective immediately. This resolution and policy supersede any previous policies approved by the Board.

Elizabeth A. Martello

President

[Handwritten Signature]

Secretary



Birkdale Community Association – Electronic Meeting & Voting Policy

I. Recitals

WHEREAS, pursuant to §55.1-1832.F. of the Virginia Property Owners’ Association Act, Va. Code §§55.1-1800, et seq. (“POA Act”) and §§13.1-844.2 and 864 of the Virginia Nonstock Corporation Act, Va. Code §§13.1-801, et seq. (“Nonstock Act”), any meeting of the members of the Birkdale Community Association (“Association”), its Board of Directors, or any committee may be held entirely or partially by electronic means.

WHEREAS, §55.1-1815.H. of the POA Act and §13.1-844.2 of the Nonstock Act provide that a Member of the Association may vote by electronic means at meetings of the Members.

WHEREAS, the Board of Directors of the Association desires to allow the use of electronic means for attendance and participation at any meeting of the Members, the Board, or a committee and for voting at meetings, and to adopt this policy (“Policy”) to establish guidelines for holding Member, Board of Directors, and committee meetings entirely or partially by electronic means and for voting at meetings by electronic means.

NOW, THEREFORE, BE IT RESOLVED THAT the following policies and procedures shall apply to meetings of the Association, Board, or any committee that, in the discretion of the Board or committee, are held entirely or partially by electronic means, and to votes conducted at meetings:

II. Electronic/Virtual Meetings

1. Electronic/Virtual Meetings Permitted; What Constitutes an Electronic Meeting

Any meeting of the Members of the Association, the Board of Directors, or any committee of the Association may be held either entirely or partially by electronic means. Electronic means may include teleconference, videoconference, internet exchange, or other electronic means. For the purposes of this policy, any meeting held by electronic means shall be referred to as a “Virtual Meeting.”

2. Attendees

Virtual Meetings shall be open to Members of the Association, members of the Board of Directors, members of the committee, and any other guests or attendees who are invited by the Board or



committee (as applicable) to attend to assist with the meeting or the operation of the Association. Members shall not share access information for the Virtual Meeting with non-Members who are not entitled to attend the meeting.

3. Meeting Access Information

Access information for joining Virtual Meetings shall be provided, as applicable, to Members of the Association, members of the Board of Directors, members of the committee that is meeting, and/or to invited attendees by email or in some other manner reasonably calculated to be available to those persons entitled to notice of the meeting at least twenty-four (24) hours in advance of the meeting start time. Provided, however, technical issues related to the means of access that may result in changes to the access information less than twenty-four (24) hours before the meeting start time shall not require the cancellation or rescheduling of the meeting so long as notice is promptly sent of the technical issues and the corrected or updated access information.

4. Meeting Notice

Notice of the meeting must also be sent in advance of each Virtual Meeting as required by the Bylaws and applicable law and in compliance with the notice deadlines set forth in the Bylaws and applicable law. Notice of Board and committee meetings should also be given to Association Members in a manner reasonably calculated to reach a majority of the Members, which may include electronic means.

5. Identification of Attendees; Recording Meetings

When possible, Members should use their name, as it appears on the Association's membership list, as their screen name or attendee name. If this is not possible, attendees whose identity cannot be ascertained by their screen name or other login information available to the meeting host should identify themselves at the start of the meeting so that their membership in the Association and right to attend the meeting can be confirmed. At any time during a Virtual Meeting, the meeting host, Association President, or other person presiding over the meeting may request that one or more attendees whose identity cannot be ascertained identify themselves and any person who fails to identify themselves when requested may be disconnected from the Virtual Meeting. Anyone recording a Virtual Meeting must announce that they are doing so at the beginning of the meeting or before recording begins.

6. Platform Requirements

If possible, meetings that are held entirely virtually shall be held using an electronic platform that allows members the option to join either by computer or by phone. The platform used for the Virtual Meeting should allow all Members to generally hear the person speaking.

7. Conduct of the Meeting



As with a meeting held in person at a designated location, the President or other appropriate officer or designated person shall preside over the meeting. To avoid unnecessary interruptions and distractions, persons who are not speaking should mute themselves or may be muted by the host. A time period shall be provided during each Virtual Meeting to allow Members to speak on any item of Association business (at a membership or regular Board meeting) or any item on the agenda (at a special Board meeting or committee meeting). The President or Board may impose a reasonable limit on the amount of time each Member may speak during this “Member voice” period so long as such time limit is imposed consistently as to all Members wishing to speak. Members shall comply with the Association’s Standards of Conduct policy during the meeting and, if feasible given the platform utilized for the Virtual Meeting, may be muted and/or have their chat feature disabled by the host for failure to comply with this requirement. Portions of a Virtual Meeting may be held in executive/closed session to the same extent that this is permitted for in person meetings.

III. Electronic Voting

1. Voting at Virtual Board and Committee Meetings

Voting at Virtual Meetings of the Board or any committee shall require a motion, second, and a vote of those directors or committee members present that is reflected in the meeting minutes as would normally be required for in person meetings.

2. Voting at Membership Meetings

At meetings of the Members, whether in person or virtual, Members may vote in person, by absentee ballot, or by proxy. Such voting may take place by electronic means, which may include submitting votes by electronic mail in advance of the meeting, voting through the platform used to host the Virtual Meeting, voting through some other platform that allows for electronic voting either in advance of the meeting or during the meeting, or any other means permitted by the Board of Directors in its discretion so long as the means used creates a record that may be retrieved and reviewed by the Association or its managing agent following the meeting. Members voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes.

IV. Members Without Capability or Desire to Conduct Business Using Electronic Means

If any Member does not have the capability or desire to conduct business using electronic means (whether it be voting or participating in the meeting), the Association shall make a reasonable alternative available to such Member. The Association is not required to have an in person meeting where one would not otherwise be held to satisfy that person but is required to provide the Member with an alternative means of voting at any meeting of the Members and to allow the Member to provide comments that will be shared at the meeting.

The Board may amend or repeal this Policy by resolution.