

**LEELAND STATION COMMUNITY ASSOCIATION**

**ADMINISTRATIVE RESOLUTION 2017-04**

**(2017 Election Committee)**

**WHEREAS**, Article 4, Section 4.1 of the Bylaws for Leeland Station Community Association (“Bylaws”) provide, in part, that the Board of Directors (the “Board”) is responsible for the management and upkeep of the property and the administration of the Association, and

**WHEREAS**, Article 5, Section 5.3(c) of the Articles of Incorporation For Leeland Station Community Association (“Articles of Incorporation”) provides that prior to each meeting of the Association where directors are elected by the Owners other than the Class B Owner, the Board of Directors shall appoint an Election Committee consisting of one (1) director whose term is not then expiring and at least two other persons who are not directors, and,

**WHEREAS**, Article 5, Section 5.3 of the Articles of Incorporation establishes Qualifications and Election Procedures, and,

**WHEREAS**, Article 2 and Article 3 of the Bylaws establishes procedures and requirements for Meetings of Owners and Voting.


**NOW, THEREFORE, BE IT RESOLVED THAT**

1. Eric Burch, Chris Truslow, and Steve Stephenson are hereby appointed to serve on the 2017 Election Committee. The Chair of the 2017 Election Committee will be Eric Burch.
2. The Election Committee shall:
  - A. Ensure that the Association’s managing agent has developed the nominating petition, call for candidates letter, written notice of meeting, proxy, ballots, tally form reflecting the total votes (both proxy and ballot) for each candidate, and certificate of election.
  - B. Confirm that the Notice of Meeting (as provided for in Article 2, Section 2.3 of the Bylaws) is mailed to Owners by the managing agent not less than ten (10) days nor more than sixty (60) days before the Annual Meeting in accordance with the requirements in Article 10 of the Bylaws.
  - C. Recruit Owners to help the Election Committee coordinate the Annual Meeting activities. The Election Committee Chairman will certify the results at the Annual Meeting.

- D. Confirm that a List of Owners (as provided for in Article 2, Section 2.8 of the Bylaws) with addresses is provided to the Election Committee by the managing agent not later than the close of business on the 10th business day before the effective date of notice of the meeting.
  - E. Confirm that the List of Owners is made available for review by Owners at least ten (10) days before the Annual Meeting.
  - F. Confirm that the managing agent has confirmed the location for the Annual Meeting and has arranged for the site to be set up for the meeting and cleaned up after the meeting.
  - G. Ensure that the official documents and report of the election activities and the results of the election are presented to the managing agent and Secretary of the Association to be maintained as required by the Association Documents and Rules and Regulations promulgated pursuant thereto.
3. The Election Committee shall be automatically disbanded upon the conclusion of its obligations as set forth herein.

LEELAND STATION COMMUNITY ASSOCIATION

By:   
Name: Eric Burch  
Title: President

By:   
Name: Kenneth Griffin  
Title: Secretary

LEELAND STATION COMMUNITY ASSOCIATION  
ADMINISTRATIVE RESOLUTION NO. 2017-04

(2017 Election Committee)

RESOLUTION ACTION RECORD

This Administrative Resolution was discussed and then approved and recommended to the Board of Directors by the Advisory Committee at the Advisory Committee meeting on October 3, 2017. Based on the foregoing recommendation, the Board of Directors hereby unanimously consents to and adopts the foregoing Administrative Resolution in accordance with the procedures set forth in Article 4, Section 4.3 of the Bylaws For Leeland Station Community Association and Va. Code Ann. §13.1-865 as evidenced by the signatures of the directors below.

  
\_\_\_\_\_  
Director, President

10/4/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Vice- President

10/4/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Secretary-Treasurer

10/4/17  
\_\_\_\_\_  
Date

Resolution Effective: October 4, 2017.

Attest:   
\_\_\_\_\_  
Secretary

Date: 10/4/17  
\_\_\_\_\_