

**FAIRLINGTON MEADOWS CONDOMINIUM COUNCIL OF CO-OWNERS  
ADMINISTRATIVE RESOLUTION NO. 2021-01**

(Procedures Relating to Virtual Board and Committee Meetings)

**WHEREAS**, Section 55.1-1935(F) of the Act, effective July 1, 2021, states:

Any meeting of the association, the board of directors, or any committee may be held entirely or partially by electronic means, provided that the board of directors has adopted guidelines for the use of electronic means for such meetings. Such guidelines shall ensure that persons accessing such meetings are authorized to do so and that persons entitled to participate in such meetings have an opportunity to do so. The board of directors shall determine whether any such meeting may be held entirely or partially by electronic means.

**WHEREAS**, Section 55.1-1935 of the Virginia Condominium Act ("Act") provides that unless expressly prohibited by the Declaration, any notice required to be sent or received, or any signature, vote, consent or approval required to be obtained under any Declaration, or Bylaw provision of the Act may be accomplished using electronic means and that the Association and Owners may perform any obligation or exercise any right under any Declaration or Bylaw provision or any provision of the Act by use of electronic means; and

**WHEREAS**, Section 55.1-1935(G) of the Act further provides that if any person does not have the capability or desire to conduct business using electronic means, the Association shall make available a reasonable alternative, at its expense, for such person to conduct business with the Association without use of such electronic means; and

**WHEREAS**, Article III, Section 2(f) of Fairlington Meadows Council of Co-Owners By-laws empowers the Unit Owners Association Board of Directors to enact and amend rules and regulations; and

**WHEREAS**, from time to time, the Board may decide to implement virtual or in-person Board or Committee meetings, so as to maximize participation in meetings and allows members to avail themselves of the convenience of modern technology when voting and attending meetings; and

**WHEREAS**, the Board has decided to implement the following procedures and rules related to the conduct of virtual Board and Committee meetings.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Board duly adopts the following:

## **I. Virtual Board and Committee Meetings**


- a. The Board of Directors may from time to time determine whether meetings of the Board and Committees shall be held entirely or partially by electronic means.
- b. The Board shall determine the virtual place for Board and Committee meetings by way of a virtual platform, conference call number or other electronic means. All notices of Board and/or Committee meetings will advise Unit Owners of the means and methods for participating in the meeting electronically. The platform will allow all Unit Owners to hear the proceedings, substantially concurrent with the proceedings and to comment, in accordance with meeting policy.
- c. As of the date of adoption of this Resolution, the virtual meeting platform used by the Association is Zoom. This platform may be changed at the discretion of the Board.
- d. Owners will be required to validate their membership interest before being able to attend the meeting.
- e. There will be no physical meeting location and the location of the meeting will be virtual, unless otherwise determined by the Board and included in the notice of meeting. Hybrid meeting options, where a physical and virtual platform are both used may be implemented, but only if all attendees can hear each other and participate.
- f. Board and Committee meetings are for the Board or Committee to discuss and take action on the Association's business matters listed on the agenda for that specific meeting, including approved amendments to the agenda that occur at the meeting. The Board may adopt any other rules or regulations as is appropriate for the electronic meeting or platform such as use of chat or non-chat functions, limitation of times for speakers, and other rules to ensure fair and efficient conduct of the meeting.
- g. During any meeting of the Board or Committee, non-Board/Committee members in attendance will be required to mute their microphone or other speaking ability during all times other than during resident open session or forum, when actively acknowledged by the chairperson as having a turn to speak or address the meeting.
- h. Each owner is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, an owner's individual connection prevented participation in the meeting.
- i. The chairperson of the meeting may cause or direct the disconnection or muting of an owner's connection if it causes undue interference with the meeting. The

chairperson's decision to do so, which is subject to debatable appeal, shall be announced during the meeting.

- a. In order to confirm that those in attendance are authorized to do so, attendees may be asked to identify themselves at any time during the meeting. Any attendee who fails to identify themselves or is not authorized to attend the meeting, or any portion thereof, may be denied access to or removed from the meeting.
- b. When the Board/Committee enters executive session, other attendees will be moved to a virtual waiting room or otherwise removed from the electronic meeting platform for the duration of executive session. Attendees may return to the open session meeting after the Board/Committee exits executive session, so as to witness any related votes.
- c. If the Board or Committee record a virtual meeting, any such recording shall be destroyed after 30 days from the date of recording and will not be used in lieu of meeting minutes.
- d. All owners will be required to inform the meeting administrator or chairperson whether they intend to record any portion of the meeting before being admitted to the meeting. Once admitted, no owner may record the meeting unless the owner notifies the Board of their intent to do so prior to commencing the recording. Recording includes audio and visual recordings.
- e. All other requirements of Virginia law applicable to Committee meetings shall be adhered to, including the requirement to conduct an open session, notice to directors and members as required by the Bylaws and applicable law, and the preparation and maintenance of meeting minutes.

This Resolution was adopted this 18th day of August 2021, by the Board of Directors and is effective as of the mailing date to the members of the Association.

**THE FAIRLINGTON MEADOWS  
CONDOMINIUM COUNCIL OF CO-OWNERS**

By:   
Board President

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Resolution No. 2021-01, was mailed, hand-delivered or otherwise distributed to all Unit Owners of The Fairlington Meadows Condominium Council of Co-Owners on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Property Manager, Managing Agent

**RESOLUTION ACTION RECORD**  
**RESOLUTION NO. 2021-01**

Duly adopted at a meeting of the Board of Directors held August 18, 2021.

Motion by: Caroline Trapp Gil      Seconded by: Frona Adelson

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>Joseph Spofek</u> President	X	_____	_____	_____
<u>Frona Adelson</u> Vice President	X	_____	_____	_____
<u>Erica Brown</u> Secretary	X	_____	_____	_____
<u>Nick Slobinski</u> Treasurer	_____	_____	_____	X
<u>Caroline Trapp Gil</u> Director	X	_____	_____	_____

Resolution effective: August 18, 2021.