The Waters at Lake Anna Homeowners' Association

Standard Operating Procedure 2023-1

Revised 5-20-2023 (para 5.10)

Rules of Order for Annual Meetings, Board Meetings and Committee Meetings

Meetings of the Members, Directors and or Committee Members shall follow Robert's Rules of Order however a more relaxed format as herein defined may be more appropriate for smaller committees that function in a productive manner.

1.0 Definitions:

1.1 Members – A Member of The Waters at Lake Anna Homeowners' Association (the HOA) as defined in the HOA Bylaws, Article II.

1.2 Committee Member – A member of the HOA assigned and agreeing to serve on a specific committee/s of the HOA.

1.3 Director – A member of the HOA duly elected to serve on the HOA Board of Directors.

1.4 Board – A specified group of elected Directors who make decisions on behalf of the HOA.

1.5 Officer – A Director elected by the Board to serve as President, Secretary or Treasurer

2.0 Annual Meetings and Special Meetings of the Members

2.1 Annual Meetings and Special Meetings, as defined in section 4.9 of the HOA Bylaws, of the Members shall follow Roberts Rules of Order and are to be presided over by the Chairman of the Board, who may use discretion in relaxing the rules during specific agenda items such as presentations to the Members.

3.0 Regular Meetings of the Board of Directors

3.1 Meetings of the Board of Directors shall follow Roberts Rules of Order and are to be presided over by the Chairman of the Board who may use discretion in relaxing the rules when the business and operation of the Board is progressing smoothly and productively. Where the Chairman of the Board deems necessary, such as where multiple lines of conversation are ongoing, the Chairman of the Board will strictly apply Roberts Rules to establish a more orderly discussion which the Directors shall adhere to.

4.0 Committee Meetings

4.1 The Board of Directors of The Waters at Lake Anna Homeowner's Association has established various committees under the powers and duties delineated in the HOA's Bylaws, Article IV, Section 4.14. The committees are established to perform various specific tasks as directed by the Board. The committees serve and function at the direction of the Board, but the committees do not have the authority of the Board. Committees may make certain recommendations to the Board including recommendations on policy; however all decisions and actions are to be finalized and approved only by the Board of Directors (with the exception of the Architectural Review Committee).

4.2 Each committee will have one Committee Chairman as appointed by the Chairman of the Board and HOA President. The Committee Chairman may appoint an assistant chairman, but the Committee Chairman is ultimately responsible for operation and actions of the committee.

4.3 A quorum (majority) of Committee Members must be present in order to approve any decision or recommendation prior to presenting a recommendation to the Board, and decisions and recommendations to the Board shall be determined by a majority vote of Committee Members present.

4.4 It is generally acceptable for committee meetings to operate in a less formal, more conversational order. Committees shall be presided over by the Committee Chair. The Committee Chairman shall use discretion in implementing a more formal application of Roberts Rules when necessary for orderly discourse and group function. In circumstances where orderly progress on an item is not proceeding, the Committee Chairman may decide to table an issue until a future committee meeting.

4.5 Committees may but are not required to take minutes of their meetings. However, actions and recommendations from the committee shall be presented to the Board at the next regularly scheduled Board meeting and the Board Secretary will include such actions and recommendations in the minutes of the regularly scheduled Board meeting.

5.0 General Guidelines

5.1 All Board members and Committee Members shall be familiar with and abide by all portions of the Code of Virginia – Chapter 18 Property Owners' Association Act. Code of Virginia Code – Chapter 18. Property Owners' Association Act.

5.2 All Annual Meetings, Special Members Meetings, Board Meetings and Committee Meetings are to be open to attendance by HOA Members of record, except for Executive Session Board Meetings as permitted in section 55.1 – 1816 of the Code of Virginia.

5.3 All Board and Committee Meetings are to be announced via the TWALA Website Calendar at least five (5) days prior to the committee meeting, and shall include an agenda, meeting location, date and time.

5.4 All committee and Board Meetings should be conducted at the HOA Clubhouse. It is the Committee Chairman's responsibility to ensure the HOA clubhouse is available, unlocked prior to the meeting, clean and locked upon completion. The Board will require the following information concerning committee meetings: date/time, location, names of the individuals attending the meeting, any required financial needs and method of communication announcing the committee to the community.

5.5 Committees are authorized to hold meetings electronically using programs such as Zoom or Webex. The Committee Chairman is responsible for providing the web link information for interested community members requesting to attend. This information should be located on the website calendar announcement.

5.6 Committees will consist of at least three (3) Committee Members and generally no more than five (5) to seven (7) members, who shall ALL be HOA Members. The committee Chairmen may solicit and/or select their Committee Members and inform the Board Chairman of their selection.

5.7 The committee Chairman may appoint Committee Members to deal with specific tasks or issues and shall so advise the Chairman of the Board, however the committee Chairman is ultimately responsible for the operation and actions of their committee.

5.8 The committee Chairman may increase or decrease the size of the committee and shall so advise the Chairman of the Board.

5.9 All committee Chairs will attend annual training/review held in January of each calendar year. Training will be conducted by Chairman of the Board and President.

5.10 Expenditure of Board of Directors (BOD) board approved operating budget line items do not require additional approvals once the yearly operating budget is approved by the BOD which generally occurs at the December meeting. Financial reports will be provided monthly during the BOD meetings by the Treasurer. At each BOD meeting, committee chairpersons are responsible for reporting operating expenditures for work and services completed during the prior month. If an approved budget line funding level is exhausted during a fiscal year and additional funds are required, the Committee or BOD member(s) responsible for that budget line item must present a motion to the BOD for consideration.

Effective May 20, 2023