

To the Secretary and HOA Board:

Cara Hawthorne, Therese Uddmar, Bob Rugur and Sue Preston met on January 26, 2024 at 9:00 am to discuss and finalize the call for candidates to fill the open BoD seat, vacated by the resignation of Daniel Kallus.

We made introductions and reviewed the Committee Charter. As requested by Chad, we were requested to maintain confidentiality of candidates' names.

We reviewed the tight timelines for filling the BoD seat by the February 8th HOA Board meeting. We agreed on the script for the request that was subsequently forwarded to Merrell, Chad and Board for posting and to be delivered by admin email blast today.

After checking with Chad, we have an email for the nominating committee to receive nominations. We agreed that we should distribute the notice by all means available: Admin email blast, posted on the WWL HOA website, the FaceBook pages and post on neighborhood mailboxes.

As post-meeting note: The sequence of communication should be the email blast and posted on the WWL HOA website before the notice is posted on the FaceBook pages and on mailboxes. The official communication per the By-Laws is the admin email blast.

The Committee members were requested to provide short bios for release when the Board announces the Nominating Committee at the February 8th meeting. We agreed to provide those bios next week.

At the conclusion of the meeting, there was a request for the Communications Team to provide more clarity on communication methods for the homeowners.

The Committee awaits the next assignment from the Board.

The Committee adjourned at 9:32 am. Thank you.

Respectfully submitted, Sue Preston