

Woodwind Lakes HOA

Memorandum



DATE: July 15, 2024
TO: Brian Loeb, Secretary
FROM: Sue Preston
SUBJECT: Summary of the July 15, 2024 Nominating Committee Call

Cara Hawthorne, Chad Overton, Sue Preston, Bob Rugur and Therese Uddmar met at 4:15 pm on July 15, 2024 at 9206 Cymbal Court.

The Agenda was as follows:

1. Administrative Information
 - a. Desire for in-person and/or hybrid video calls for our Committee Meetings
 - b. Inclusiveness
 - c. Next meeting date, time and place
2. Goals
 - a. Finalize Committee recommendations for notice and questionnaire to be presented to the HOA Board for their approval
 - b. Provide recommendations on timeline up to the election
 - c. Determine the responsibilities of the Nominating Committee in disseminating candidate information and/or Meet the Candidate activities
 - d. Understand how the election information will be disseminated

Discussion:

1. Desire for in-person and/or hybrid video calls for our Committee Meetings: We agreed that the future Nominating Committee Meetings will be in-person. There may be exceptions when members are traveling and we will have a video connection available to fulfill the duties of the Committee.
2. Inclusiveness per Bob's email: We agreed that drafts of documents circulated by any one of us should be considered open for comment and revision. Anyone can volunteer to prepare first drafts of documents for Committee review.
3. We agreed with Chad's instruction that individuals on the Nominating Committee may canvass for votes for the candidates of their choice with the caveat that the Nominating Committee membership should not be used as a credential when canvassing.
4. The draft notices for the search for candidates for the next HOA Board election in October, the questionnaire and the election information were discussed and agreed that all members would review and provide comments by July 17th. After incorporation of the revisions, Chad would take the draft documents to the Board for their input as there were a number of questions from the Nominating Committee to complete the documents.
5. The draft timeline was reviewed and will be presented to the Board for their input and concurrence.

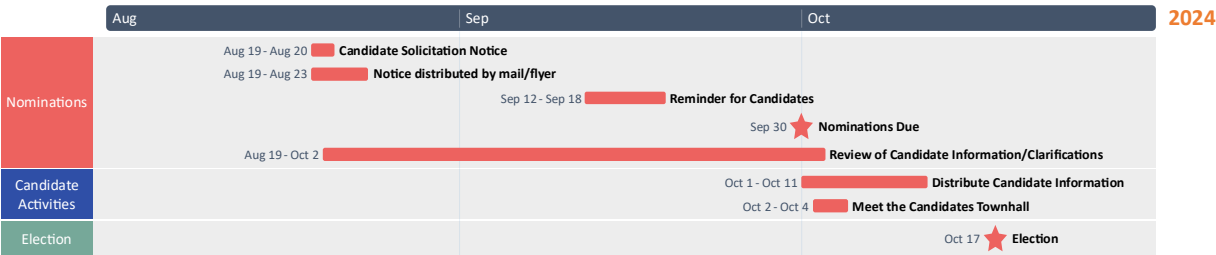
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Election Activities



Having no other business, the meeting ended at 5:51 pm.

Respectfully submitted,
Sue Preston