

BROADLANDS

Association, Inc.

Date: April 5, 2024

To: <Owner First Name> <Owner Last Name>
<Second Owner>
<Property Address>
<Property City>, <Property State> <Property Zip>

Re: **Announcement of 2024 Annual Meeting of Broadlands Association, Inc. and Election of Directors**

In accordance with Article II, Section 2.3(a) of the Bylaws for Broadlands Association, Inc., you are hereby officially notified of the 2024 Annual Meeting of Broadlands Association, Inc.

The Annual Meeting of Members will be held as follows:

Date: Tuesday, May 7, 2024
6:45 PM Registration Begins
7:00 PM Call to Order

Location: Virtual via: www.broadlandshoa.org/annualmeeting

Broadlands Association, Inc. has chosen to use **TIEiVOTE™** online voting again for the election of directors. This provides the association's members the option to vote via paper proxy or vote online. The online system offers an easy way to vote in a secure, quick and cost-effective manner.

To access the Broadlands voting site, please visit www.tieivote.com and enter your unique username and password listed below.

Username: <USERNAME>
Password: <PASSWORD>

Make sure to use the exact Username and Password listed above to take you to this year's election.

You will be directed to Broadlands Association's voting website where you can view the official notice and information about the annual meeting, view materials regarding the election, and access the online proxy. Please take advantage of this system. Note: If your paper proxy is received by mail, you will be able to log into the system but will be locked out of the online voting. If your paper proxy is received by mail and you have already voted online, your paper proxy will be voided.

Enclosed with this notice are the following:

- ✓ Annual Meeting Agenda
- ✓ Election and Voting Information from The Inspectors of Election, LLC (TIE)
- ✓ Completed Nomination Forms
- ✓ Draft of 2023 Annual Meeting Minutes
- ✓ A Proxy Form and Instructions
- ✓ A "Return/Registration Envelope" for returning your Proxy

Please feel free to contact Sarah Gerstein, General Manager at sarah@broadlandshoa.com with any questions on the association's election. If you have any questions about the process or have any issues with the online voting system, please contact The Inspectors of Election at 888-211-5332 or email info@tieivote.com.

We look forward to seeing you virtually at the Annual Meeting on Tuesday, May 7, 2024.

The Inspectors of Election, LLC
On Behalf of the Broadlands Association, Inc. Board of Directors

BROADLANDS

Association, Inc.

27th ANNUAL MEETING TUESDAY, MAY 7, 2024

**VIRTUAL MEETING
7:00 PM - 8:00 PM**

AGENDA

- I. Roll Call - Proof of Quorum**
- II. Proof of Notice of Meeting**
- III. Introductions**
 - A. Acknowledgement of Volunteers**
 - B. Acknowledgement of Staff**
- IV. Explanation of Elections Process and Election of Directors**
 - A. Introduction of Candidates**
- V. Approval of Minutes - May 3, 2023**
- VI. Reports of Officers and Directors**
 - A. President's Report**
 - B. Treasurer's Report**
- VII. Report of Committees**
 - A. Broadlands Live!**
 - B. Events Committee**
 - C. Modifications Subcommittee**
 - D. Technology Committee**
- VIII. Owners' Comments**
- IX. New Business**
- X. Old Business**
- XI. Election Results**
- XII. Adjournment**



Election and Voting Information

The Election of Directors voting process is overseen by an independent third-party inspector of elections. Your Board of Directors has contracted **The Inspectors of Election (TIE)** to provide that function for this election cycle.

Quorum for the Annual meeting is described as 10% of Broadlands Association, Inc.'s eligible voters.

You will be voting for up to three (3) candidates to fill the open positions on the Board of Directors. The three (3) candidates receiving the highest number of votes cast by the members voting will be elected to a three-year term to end in May of 2027. In the event of a tie vote between candidates for the final position, the tying candidates may concede to one another, agree to allow for a flip of the coin to determine the outcome, or if neither of these is agreed to by all parties involved, a Run-Off Election will need to be held.

TIEVOTE™ security requires multi-property owners to use the Username and Password allocated to the specific property/unit. Use the Username and Password provided in this mailing to cast your vote online or vote by marking and returning the paper Proxy provided. If you misplaced the information, please contact TIE at info@tievote.com for assistance.

The TIEVOTE™ online process is as follows (Online Polls Close at 5:00 PM on Monday, May 6, 2024):

1. Go to **www.tievote.com**.
2. Fill in the **Username and Password listed on the first page of this notice** to navigate to your association's election site.
3. Read all of the information carefully prior to going to the Official Proxy screen for voting.
4. Cast your vote(s) and click Continue on the bottom of the screen.
5. On the following screen, confirm your votes and follow the instructions to Submit your online votes.
6. You will receive a confirmation email that your vote was received. You may save the confirmation email or print it for your records.

The Process for voting your paper Proxy is as follows:

1. Complete the Proxy in the packet. **Use only black or blue ink. Please see back of Proxy for complete instructions.**
2. Place your completed Proxy in the Return Envelope and seal.
3. Mail your Proxy in the Return Envelope. It is pre-addressed to TIE but please add postage. It must be received by TIE by mail no later than **5:00 PM on Monday, May 6, 2024.**

You are encouraged to visit www.tievote.com to vote electronically with the username and password that has been provided or complete the Official Proxy now and mail it to TIE. The Inspectors of Election will only accept one form of voting: either paper or online. The method TIE receives first will be the method accepted.

If you are experiencing trouble accessing the online system with the username and password provided above, please contact info@tievote.com for assistance. If you have lost or destroyed your paper proxy, contact The Inspectors of Election at least 10 days before the voting deadline to arrange for a replacement proxy to be mailed or simply vote online at www.tievote.com with the username and password listed in this correspondence.

TIE's responsibility in this process is to provide this election package to each owner in good standing; receive the returned paper or electronic Proxy; register and count the votes. TIE will certify the voting/election results and provide them to your Board of Directors.

How can you help? Do not wait for the last minute to complete your voting. Set a goal to complete your online ballot or return your paper ballot within five (5) days of receiving this package.

For assistance or questions on the balloting process, please contact The Inspectors of Election at info@tievote.com or 888-211-5332.

We thank you for your participation in this election.

Kurtis Peterson, CMCA®
The Inspectors of Election, LLC

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BROADLANDS

Association, Inc.

NOMINATING FORM 2024 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALLOT for this election.

PRINTED NAME: Dawne Holz
ADDRESS: 21321 Hidden Pond Place
PHONE(S): 703-362-6727
EMAIL: deholz@icloud.com
SIGNATURE:  **DATE:** 3/5/24

QUALIFICATIONS: (Pertinent Biographical Information)

I have served as a Board volunteer Director since 2009 in the position of Director, Vice President, and - most recently - Secretary/Treasurer. I have also served as chair of the Technology Committee since its inception. As a resident since 1999, I've seen our community grow and improve over the years. I will continue to use my experience in financial management, contracting, and technology to help maintain the high quality management of the Association.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

My goal for the next term is to help improve owner communication using new technologies. We want to keep our owners informed and engaged and to provide information easily and timely. I will also continue to focus efforts on the green spaces throughout the community. This includes addressing areas that may be aging out and looking at landscaping updates that are not only cost-effective, but environmentally sound.

Return to: Broadlands Association, Inc.
21907 Claiborne Parkway
Broadlands, VA 20148
Email Sarah@Broadlandshoa.com

*Applications must be returned by 5:00pm on March 22, 2024
for inclusion in the Newsletter, Website, and official Annual Meeting notice.*

BROADLANDS

Association, Inc.

NOMINATING FORM 2024 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALL●T for this election.

PRINTED NAME: John D. Horner
ADDRESS: 42862 Spring Morning Ct
PHONE(S): 703-723-2333
EMAIL: john@hornerhouse.net
SIGNATURE:  DATE: 3/21/2024

QUALIFICATIONS: (Pertinent Biographical Information)

I have been a Broadlands resident and member of the Technology Committee for over 20 years. During this time I've helped in developing and maintaining the HOA website as well as participating in the community events such as Photos with Santa, Easter Egg Hunt, Halloween Parade and Flicks in the Sticks among other events and programs. For the last 10 years I've also been an Assistant Cubmaster for local BSA Pack 1483 and an Assistant Scoutmaster for local BSA Troop 1154.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

In 2018 I took lead on Tech Committee to help make the Nature Center a Net Zero facility. We worked with MountainView Solar to design and install a 39kW solar array, which since installation has saved over 343,000 lbs of CO2, the equivalent to 3,600 trees planted as well as saving tens of thousands in electricity costs. I plan to continue ideas like this around our community to help make it the best nature-centered community in Virginia.

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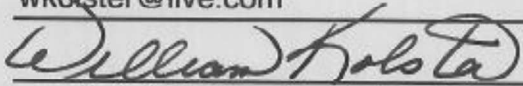
*Applications must be returned by 5:00pm on March 22, 2024
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BROADLANDS

Association, Inc.

NOMINATING FORM 2024 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALLOT for this election.

PRINTED NAME: William Kolster
ADDRESS: 21551 Schoolhouse Court, Broadlands, VA 20148
PHONE(S): 571-438-2556
EMAIL: wkolster@live.com
SIGNATURE:  **DATE:** 3-15-24

QUALIFICATIONS: (Pertinent Biographical Information)

26 year resident of Broadlands, 6 years service as a Broadlands Board Member, 9 years service on the Broadlands Modification Subcommittee, 22 years service in the US Navy Civil Engineer Corps constructing, operating, and maintaining DOD and NATO facilities worldwide, 16 years service as Director of Facilities Services for Loudoun County Public Schools. Registered Architect in Virginia, Certified Facility Manager, Certified Educational Facilities Manager. Community Association Institute Board Leader Certificate.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

I desire to continue serving the residents of Broadlands on the Board of Directors so that I can contribute my professional facilities management experience and customer service skills to the development of the long range facility planning that will improve the quality of life for the members of the Broadlands community.

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BROADLANDS ASSOCIATION, INC.
2023 ANNUAL MEETING

DRAFT MINUTES

Held via Virtual Meeting
May 3, 2023

BOARD MEMBERS IN ATTENDANCE:

David Barody	President
Eric Bazerghi	Vice President
Dawne Holz	Secretary-Treasurer
Kay Dillon	Director
John Gallagher	Director
Bill Kolster	Director
Tania Marceau	Director
Jason Pualoa	Director

OTHERS IN ATTENDANCE:

Sarah Gerstein General Manager, Broadlands Association
Kelsey Cockrill Independent Recording Secretary
Approximately 25-30 additional residents

I. ROLL CALL/PROOF OF QUORUM:

President Barody called the May 3, 2023 Annual Meeting to order at 7:00 p.m.

GM Gerstein announced that quorum had been met prior to commencement of the meeting with 392 total proxies received representing 11.68% of the membership.

II. PROOF OF NOTICE OF MEETING:

GM Gerstein displayed proof of notice of the Annual Meeting and full election package that was mailed to all unit owners. She additionally noted that the Annual Meeting notice was also emailed to every unit owner with an email address on file.

III. INTRODUCTIONS:

President Barody introduced the current members of the Board of Directors to those in attendance. President Barody thanked all Board and Committee volunteers and staff.

IV. EXPLANATION OF ELECTIONS PROCESS AND ELECTION OF DIRECTORS:

GM Gerstein stated that there are currently three positions up for election, with four applications for candidacy received from Andrea Deazle, Eric Bazerghi, Kay Dillon, and Shashi Aasipudi. She additionally stated that an Elections Committee was appointed by the Board of Directors in February 2023, consisting of Dawne Holz, John Horner, and Sarah Gerstein. The Elections Committee works with The Inspector of Election, TIEiVote, to certify the election results.

V. REVIEW AND APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES:

(M) Upon a motion duly seconded and carried, the Membership moved to approve the May 10, 2022 Annual Meeting minutes, as presented. Director Bazerghi made the motion, seconded by

Director Gallagher. All were in favor and the motion passed unanimously by all members in attendance.

VI. REPORT OF OFFICERS AND DIRECTORS:

- Each member of the Board of Directors expressed their appreciation for the Board, the staff, the volunteers, and the community in general for continuing to make Broadlands a great place to live.
- Secretary-Treasurer Holz gave her Treasurer's Report with the following highlights:
 - ✓ The Association continues to be solvent and working within the operating budget.
 - ✓ Reserve Balances are on track with the Reserve Study recommendations.
 - ✓ The draft audit for the period ending December 31, 2022 is currently in progress.
 - ✓ The Association continues to maintain a low delinquency rate.
- President Baroody announced some of the Association's accomplishments over the last year, including but not limited to:
 - ✓ The Board chartered a new tennis committee to work through contract negotiations with Blue Chip Tennis Management.
 - ✓ The Modifications Subcommittee suggested revisions to the Design Guidelines for tree houses, signs, sheds, roofs, and play equipment were all updated and processed 782 exterior modification applications.
 - ✓ Staff performed 119 Resale inspections and issued 7,725 violation notices.
 - ✓ Staff implemented new software and are working to communicate more via email for violations, which saves money, expedites the corrections, and open the lines of communication.
 - ✓ Added security cameras at the Southern Walk pool, upgraded landscaping in common areas throughout the community.
 - ✓ Invested capital into new amenities by adding two volito swing areas.
 - ✓ Replaced the Community Center Pool and rental facility roofs, performed trail repair and drainage remediation, rebuilt retaining walls, replaced basketball and diving board at the pools, replaced three tot lots, and upgraded computers.
 - ✓ Bid out grounds maintenance contract.
 - ✓ Renegotiated the financial management contract.
 - ✓ Successfully hosted two Broadlands Live summer concerts, a St. Paddy's Day Block Party, Eggstravaganza Drive-Thru, Truck Show, cookie decorating, pool parties, Halloween parties, Santa Scavenger Hunt, craft events, and a holiday market.
 - ✓ Community Outreach efforts support Comfort Cases, Women Giving Back, and the Plastic Bag Recycling Program.
- President Baroody noted 2023 current/upcoming projects:
 - ✓ Traffic Calming – speed humps approved on Ridgeway Drive to be installed by county/VDOT
 - ✓ Purchase of additional pool furniture for all 3 pools
 - ✓ Renovation of the Nature Center to allow for the expanding staff
 - ✓ Crackfilling and color coating the Stone House tennis courts

VII. REPORT OF COMMITTEES:

- **Broadlands Live!**

Broadlands Live! is preparing to throw three concerts this year and is looking for fundraising options and volunteers to assist with the events.

- **Events Committee**

The Events Committee has successfully hosted events and will continue to look for new events.

- **Modifications Subcommittee**

The Modifications Subcommittee is fully staffed and meets 20 times per year.

The Subcommittee implores residents to submit applications to the HOA/Subcommittee for any and all exterior modifications prior to commencement of the work.

- **Technology Committee**

The Committee is working on app redevelopment and website updates. The Committee also helped to get solar panels installed on the Nature Center in 2019, and in the past year, the cost of the electricity at the Nature Center has been entirely offset by the production from the solar panels and has sold electricity back to the grid.

VIII. OWNER FORUM:

- None

IX. NEW BUSINESS:

Nothing noted.

X. OLD BUSINESS:

Nothing noted.

XI. ELECTION RESULTS:

GM Gerstein stated that there are three vacant positions, each for three-year terms on the Board of Directors.

With 3333 total votes received, she announced that Andrea Deazle, Eric Bazergghi, and Kay Dillon were elected to the Board of Directors and will each serve three-year terms through May of 2026.

XII. ADJOURNMENT:

(M) President Baroody moved through unanimous consent to adjourn the May 3, 2023 Annual Meeting at 7:30 p.m. All were in favor and the motion passed unanimously by all members in attendance.

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