



WOODLAKE COMMUNITY ASSOCIATION, INC.

Special Meeting of the Board of Directors

6:30 p.m., September 9, 2015, located at WSRC Meeting Room

A G E N D A

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| I | WELCOME & CALL TO ORDER | 6:30 pm |
| II | ROLL CALL AND ESTABLISHMENT OF QUORUM | 6:35 pm |
| III. | MANAGEMENT REPORTS | 6:40 pm |
| IV. | OLD BUSINESS | 6:50 pm |
| | A Review of Asset Replacement Plan | |
| V. | NEW BUSINESS | 7:15 pm |
| | A. Budget Draft Review | |
| VI. | MEMBER VOICE | 7:40 pm |
| VII. | EXECUTIVE SESSION | 8:10 pm |
| | MOTION: I move to recess the regular meeting and enter into executive session for the purpose of discussion related to personnel and contract negotiations. | |
| | MOTION: I move to reconvene the regular meeting, approve action taken during executive session and affirm that no other discussion was held than the stated purpose. | |
| VIII | RETURN TO OPEN SESSION | |
| | Motions must be made in open session of any decisions made in Executive Session. | |
| IX. | ADJOURNMENT | 9:00 pm |
| | Upcoming Meetings: September 21 – Regular Meeting | |

See additional notes on reverse:

Meetings of the Board of Directors

The purpose of a Regular or Special BOD meeting is to enable the BOD to execute its duties as prescribed in

the By-Laws. All BOD meetings must be open meetings so residents can witness the discussions and decisions by the BOD if desired. The meetings are designed for discussion between board members and staff on topics that need discussion or decisions for the WCA/WSRC staff to execute their duties or should be considered in the future. When the meeting is designated as a Community Meeting or Annual Meeting, the meeting is designed for the BOD and/or WCA staff present material to the membership rather than to the BOD.) Meetings of the Board of Directors are recorded for the purpose of posting on the WCA website.

New Business

This information will be presented to the BOD to describe the material and ensure initial questions are fielded by the BOD. Information presented at this meeting to the board will be released to the membership within 2 business days following of the meeting. All BOD members and community members will have time to review documents presented and think about their questions between BOD meetings.

Member Voice

We appreciate residents taking the time to attend the Board meetings and encourage all residents to express their views to the Board for consideration. The purpose of member voice is to allow residents a venue to ensure the BOD receives resident comments in reference to topics on the current agenda, topics scheduled for a future discussion or concerns that need to be placed on a future agenda. This is also an opportunity to provide resident feedback to the BOD on activities or opportunities within WCA, WSRC or throughout the community. This is one venue to ensure the BOD hears your remarks prior to making decisions on behalf of the Woodlake Community Association. Each person will be limited to 3 minutes to ensure as many comments can be heard. If residents have questions of the BOD rather than points to consider, they will be annotated during the meeting and a response will be formulated and published as soon as possible, but not to exceed 5 business days.)

Executive Session

Executive session is only for stated purposes authorized by the WCA By-Laws to discuss issues that are sensitive in nature and are not required to be discussed in front of the membership. Decisions made during these executive sessions are limited to the purpose of executive session and authorized by the Virginia Property Owners' Association Act (VPOA and these decisions must be made in open session). Resulting changes to policies or actions that affect the general membership will be proposed and decided by the BOD in an open meeting.

Board Agendas

Agendas will be posted when possible 14 days prior and may change as needed to meet BOD requirements. Efforts will be made to minimize changes. Executive sessions will usually follow member voice unless there are urgent personnel or legal matters that will impact that meeting's agenda. Contact the BOD Secretary and WCA Manager to nominate future Agenda topics. All BOD meetings are currently planned to take place from 6:30 pm-10:00 pm at the SRC. A meeting date may change based on ensuring a quorum of the Board (four of seven members).