

Oak Hill at Spring Ridge Homeowners Association Policy re Notice, Voting & Meetings

Whereas, Oak Hill at Spring Ridge is a planned community that was established by the recording of a Declaration and pursuant to the Declaration and the Bylaws of the Oak Hill at Spring Ridge Homeowners Association, the Executive Board of the Association is the governing body for the Unit Owners at Oak Hill at Spring Ridge, and

Whereas, applicable law now permits the use of electronic means for giving notice to Unit Owners and for conducting meetings of and voting by members of the Association, and

Whereas, the Executive Board believes that it is in the best interests of the Association to establish policies, practices and procedures to promote the use of electronic means for giving notice to Unit Owners and for conducting meetings of and voting by members of the Association,

Now, Therefore, be it resolved as follows:

1. The Association hereby adopts the following policies and procedures with respect to the means for giving notice to Unit Owners and for conducting meetings of and voting by members of the Association:

Electronic Transmission of Votes

1. Any votes or proxies submitted by Unit Owners who are eligible to vote at meetings of the Unit Owners may be submitted by electronic transmission in accordance with this policy and as otherwise provided by the Board of Directors. Electronic voting is an alternative form of voting that Unit Owners may elect to use. Nothing in this policy shall prevent a Unit Owner from voting in person by mail ballot or through a written proxy as set forth in the Governing Documents.

2. The electronic submission of a vote or proxy in accordance with this policy shall be deemed to be by written ballot, or by signed and dated proxy as required by the Association's Bylaws and shall supersede any paper ballot or proxy submitted by or on behalf of such Unit Owner. Electronic signatures shall be accepted as valid for these purposes.

3. Except as expressly set forth herein, this Policy does not otherwise alter the voting eligibility requirements of the Association's Governing Documents or Pennsylvania law.

4. Unit Owners voting by proxy or electronic ballot shall be deemed to be present at the meeting for all purposes.

5. The Board of Directors may engage an electronic voting and proxy service provider from time to time, which service shall be the exclusive method by which Unit Owners may submit votes and ballots electronically for the time-period during which the service is engaged.

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6. In order to participate in the electronic voting and ballot service engaged by the Board of Directors, a Unit Owner must provide the Board of Directors with adequate identifying information to enable the Board of Directors to determine that the vote or ballot received by electronic transmission was authorized by the Unit Owner. Such information may include, but is not limited to, the Unit Owner's name, telephone number, email address and/or any other identifying information, as determined by the Board of Directors or the service provider, to authenticate a vote or proxy submitted by a Unit Owner.

Meetings Held via Electronic Means

1. In order to participate in any Association meeting held via electronic means, a Unit Owner must provide the Board of Directors with adequate identifying information to enable the Board of Directors to determine that the individual is authorized to attend the meeting. Such information may include, but is not limited to, the Unit Owner's name, email address, telephone number and/or any other necessary identifying information to confirm the individual's authority to attend the meeting.

2. All meetings held via electronic means shall be held on a readily available platform. Instructions to access the meeting shall be provided in the meeting notice that is required to be provided to all owners. Instructions shall include a link to allow attendance via video conference or internet exchange, as well as the telephone number to allow meeting attendance via teleconference. Instructions shall include the meeting ID, any passwords required, and any additional information required for access to the meeting.

3. Unit Owners attending any meeting via electronic means shall have the ability to hear all attendees and to be heard by all attendees. If a Unit Owner who is entitled to participate in the electronic meeting is prevented from doing so due to circumstances not of the Unit Owner's making, then the meeting chair is to ensure that all reasonable efforts are made to allow the Unit Owner to participate.

4. The Board of Directors shall determine whether any particular meeting may be held entirely or partially by electronic means.

5. A meeting of the Members does not need to be held at a geographic location if the meeting is held by means of electronic technology in a fashion pursuant to which the Members have a reasonable opportunity to participate in the meeting, read or hear the proceedings substantially concurrently with their occurrence, vote on matters submitted to the Members and, subject to such guidelines and procedures as the Executive Board may adopt, make appropriate motions and comment on the business of the meeting.

Notice via Electronic Means

1. Unit Owners may elect to receive notices of meetings of the Association and such other notices as are required by the Governing Documents

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electronically, by providing adequate identifying information to enable the Board of Directors to determine that the individual is authorized to receive such notices. Such information may include, but is not limited to, the Unit Owner's name, email address, telephone number and/or any other necessary identifying information to confirm the individual's authority to attend the meeting.

2. These policies and procedures shall be incorporated into the Association's Rules & Regulations and shall be published to the Unit Owners.

The foregoing Resolution was adopted by the Board of Directors at a duly convened meeting on Nov. 12, 2024, 2024.



Secretary

The foregoing Resolution was adopted by unanimous written consent of the Board of Directors as of Nov 12, 2024, 2024.


Pres.









**Oak Hill at Spring Ridge Homeowners Association
Owner's Consent re Notice, Voting, Elections & Meetings**

Please print:

Unit Number / Address: _____

Names of All Unit Owners: _____

Telephone Number(s): _____

I acknowledge that I reviewed the Association's Policy re Notice, Voting & Meetings. I/we hereby request and consent to (a) receive notices from the Association, (b) attend and participate in Association meetings and (c) vote on Association matters by electronic means, in accordance with the Policy. I represent that I am the Unit Owner or am authorized to vote on behalf of the Unit Owner(s).

All notices, emails, ballots and other information related to such notices, voting or meetings should be sent to the following email address and shall be deemed to have been given and received in accordance with the Policy and the Bylaws of the Association. I (we) hereby waive any defects that may occur during electronic delivery and agree to keep the e-mail address current and updated. I understand that I must notify the Association in writing should my email address change or should I wish to rescind this consent

Email Address: _____

Please Print Carefully

This request and consent shall continue in effect until revoked or amended by me/us in writing.

Date: _____

Signature of Unit Owner

* * * * *

For Office Use

Received: _____ Entered: _____ By: _____