

# **WATER'S LANDING ASSOCIATION**

## **ANNUAL MEETING RESOLUTION**

This resolution was drafted to be in compliance with the Association's By-Laws, Maryland HOA Act, CCOC Regulations and other binding laws/guidelines by the Authorities Having Jurisdiction. This resolution was drafted to attempt to organize the Annual Meeting, encourage voter participation at the Annual Meeting and allow topics to be voted on by the Community prior to the Annual Meeting to allow for the most participation possible.

### **I. Meeting Preparation Schedule**

- A. Annual Meeting: The annual meeting should take place in late November, and it should allow for the reconvened annual meeting to take place at the same time as what the normal meeting schedule would be for the Board in December. Once the annual meeting is scheduled, it will then allow for the scheduling and due dates for other items to be scheduled
- B. Call for Candidates and Call for Ballot Questions shall be sent no later than sixty (60) days before the scheduled annual meeting.
- C. Submissions should be submitted to the Managing Agent no later than fifteen (15) days before the Candidate Forum.
- D. The Candidate Forum shall be conducted no later than fifteen (15) days before the annual meeting.
- E. A notice of each meeting, if necessary, shall be sent to the Community no later than fifteen (15) days prior to each conducted meeting.
- F. Ballots shall be sent to the Community no later than five (5) business days after the Candidate Forum.
- G. Polls shall be open upon notice of ballots being sent out and shall close at 5:00 pm Eastern Standard Time (EST) on the day of the conducted annual meeting.
- H. Voting results will be available the day after the conducted meeting, pending any tabulations that may be needed from business conducted during the annual meeting.

### **II. Call for Candidates**

- A. Form: The form shall be the one adopted as Exhibit A at the end of this resolution. The form must include the Waters Landing Association Code of Ethics and Rules of Conduct and must be signed by the candidate in order to qualify to be on the ballot. Forms that do not comply with these requirements are subject to rejection. Any changes to the form, other than procedural changes, similar to, but not limited to, where to send the form (to the Clubhouse or a specific email address), dates, or times, shall only be made by a change to the whole resolution.
- B. Timeline: The Call should be sent to the Community no later than sixty (60) days before the annual meeting. Forms should be submitted to the Managing Agent no later than fifteen days before the Candidate Forum.
- C. Forum: The qualified candidates are encouraged to attend and participate in the Candidate Forum.
  1. The Forum shall be conducted no later than fifteen (15) days before the annual meeting.
  2. To allow for the best participation of most, if not all, the possible candidates, the Forum shall be conducted online via a video conferencing platform for online meetings that shall be free for residents to use.
  3. The Forum should be chaired by a representative of the Managing Agent. Two (2) members of the Board may also participate as vice chair and a timekeeper to have a panel up to three (3) participants.
  4. The order of business for the Candidate Forum should follow:
    - a) Introduction of candidates in alphabetical order by last name. The order shall then continue with the first candidate going last, the second candidate now going first, etc.
    - b) Asking questions, prepared questions that the candidates have seen before the start of the meeting, similar to, but not limited to:

- (1) What does being a Director mean to you; and
  - (2) What items in the Community mean the most to you; and
  - (3) What things would you change currently in the Association.
- c) Questions from the panel, if they so choose, that the candidates have not seen before the meeting.
  - d) Questions from the Community, if time allows.
  - e) Adjournment.

D. Campaigning: Candidates are free and encouraged to apprise the Community of their credentials and viewpoints in a reasonable, fair and appropriate way. flyers, mailings or electronic communications are permissible, but should be civil and not disseminated in a way that causes a negative impact on the Association's/personal property

### III. Call for Ballot Questions

- A. To allow for items to be discussed and voted on during the annual meeting, items may be proposed before the annual meeting. A member of the Community may fill out the form seen as Exhibit A, which may put a proposed ballot question on the ballot for the Community to provide their input.
- B. The form shall have a spot for the name of the person filling the form out, as well as the member of the Community who will be seconding the proposed item for record-keeping purposes. This shall be put on the ballot for the Community's reference.
- C. The persons involved in the ballot question must sign the form on which their ballot question is on. Forms that do not comply with these requirements are subject to rejection.

### IV. Ballot

- A. Form: The ballot may be paper or electronic. Each type should be similar in setup and follow the template seen in Exhibit B.
  1. The candidates shall be put in alphabetical order by last name.
  2. The ballot questions shall be put in order as they are accepted by the Board.
- B. Previous Year's Summary: The previous year's or years' summary of the annual meeting should be the first ballot question.
- C. Polls: Upon notice of ballots being sent out, ballots shall be open until 5:00 pm EST either electronically to the third-party vendor per Maryland House Bill 1534/State Bill 758 or paper copies to the office in a lockbox. The lockbox shall be provided by the third-party vendor, and the logistics will be decided by that vendor. The lockbox should be in a location that is available to the Community during regular office hours.

### V. Inspector of Elections

- A. The Board shall nominate an inspector of election in a meeting before the annual meeting. The person should be a representative of the third-party vendor that verifies the election per Maryland House Bill 1534/State Bill 758. Any changes to the bills mentioned may supersede the requirements listed.
- B. The Inspector shall certify that they do not have a conflict of interest regarding any of the candidates or ballot questions for that annual meeting.

### VI. Annual Meeting

- A. Location: To allow for the most participation of the Community, the annual meeting should be held in person and online via a video conferencing platform for online meetings that shall be free for residents to use.
  1. The in-person meeting shall be held at the Clubhouse (20000 Father Hurley Boulevard, Germantown, Maryland 20274).
- B. Chairperson: The chairperson for the annual meeting should be the General Manager of the Managing Agent. If the General Manager is not available or is unwilling, the Board shall appoint a chairperson in a meeting before the conducted annual meeting.
- C. Order of Business: The order of business shall follow Article IV, Section 11 of the Bylaws.

- D. Rules of Order and Procedure: Per Article IV, Section 12 of the Bylaws, the rules of order shall be determined by the (chairperson) at such meeting.
- E. Date/Time: The annual meeting should take place in late November, and it should allow for the reconvened annual meeting to take place at the same time as what the normal meeting schedule would be for the Board in December.
- F. Inspector: Due to possible new business, the inspector of election should be present at the conducted annual meeting to assist the chairperson with the processing of any business conducted during the meeting.

**VII. Miscellaneous**

- A. Under no circumstance shall this Resolution be construed to waive the qualifications for election to and continued service on the Board set forth in the Association's Bylaws for any candidate or Director or any other applicable law or provision.
- B. This Resolution shall not be construed to apply to or affect any election occurring before the date hereof.
- C. The procedures set forth in this Resolution are intended to create a consistent, fair and orderly process for the call for candidates, election and meeting process. However, if the Association fails to follow any certain procedure set forth herein, said failure shall not operate to invalidate an election unless the failure resulted in material prejudice to

WATERS LANDING ASSOCIATION, INC.  
ANNUAL MEETING BALLOT INSTRUCTIONS

**Voting Online**

Waters Landing Association, Inc. (the Association) will be utilizing an online election system, Election Buddy, to host and distribute the live ballot and tabulate the online votes for the election. Each unit owner will be assigned a unique access key, which can only be used once. Please note that any vote cast through Election Buddy will be final upon submission and cannot be changed, so be sure to check your selections before submitting.

An email will be sent from Election Buddy once their ballot is ready to be completed.

For more information about Election Buddy, please visit their website.

**Voting on Paper**

Physical ballots may be requested through the office either in person or via email. Completed ballots must be sent to the inspector of election whose email and physical address will be given to those who request the physical ballots

If there are any questions, feel free to reach out to the office.

**Schedule**

Ballots are to be received by either the online election system or the inspector of election by 5:00 pm Eastern Standard Time (EST) on the day of the conducted meeting. Fifty-one percent (51%) of unit owners is needed for a quorum and for measures to pass. If a quorum is not met for the annual meeting, a reconvened annual meeting will take place. The annual meeting is scheduled for Tuesday, November 18, 2025, at 6:30 pm Eastern Standard Time EST and will be held virtually via Zoom. Please visit [waterslanding.org](http://waterslanding.org) for the meeting link and to register for the meeting. If quorum is not met, the reconvened annual meeting will be held virtually and in person at the Clubhouse (20000 Father Hurley Boulevard, Germantown, Maryland 20874) at 6:30 pm EST on Thursday, December 11, 2025.

**Voting Instructions**

You may only vote for one (1) candidate or one (1) choice on a ballot question. Please review the candidate profiles and ballot questions. After careful evaluation, select the choice you believe is best suited for your ballot. If you prefer to abstain from voting for a candidate or any of the ballot questions but would like to contribute to the meeting quorum, please select the appropriate option as indicated on the ballot. Voting results will be available the day after the conducted meeting, pending any tabulations that may be needed from business conducted during the annual meeting.

Exhibit B  
WATERS LANDING ASSOCIATION, INC.  
OFFICIAL SAMPLE BALLOT

**Instructions for Voting for Candidates**

Please vote for one (1) candidate to serve on one (1) of the open Director positions to serve on the Board.

Candidate	Vote
1. Jane Doe	
2. John Doe	

**Instructions for Voting for Ballot Questions**

Please vote for one (1) of the choices for each of the ballot questions.

1. Do you approve the draft 2025 Annual Meeting Summary for the Waters Landing Association, Inc. as posted currently on the website: [waterslanding.org](http://waterslanding.org)?

Yes

No

2. Which color would you like to adopt as the official color for the Waters Landing Association, Inc.?

Red

Blue

White

**Instructions for Returning Physical Ballots**

Ballots are to be received by either the online election system or the inspector of election by 5:00 pm Eastern Standard Time (EST) on the day of the conducted meeting. Completed ballots must be sent to the inspector of election whose email and physical address have been provided to you. Please remember to fill out the desired proxy form.