



NOTICE OF VIRTUAL ANNUAL MEETING AND PROCEDURE

As a result of COVID-19 and restrictions put in place by the Governor and Local Authorities, the Association will be conducting the annual meeting virtually for the safety of the members of Walden Lake. The Election and Annual Meeting are important and will be held, but not at the risk of anyone's health. We ask for your patience and understanding in adhering to the following procedures.

BOARD ELECTION VOTING PROCEDURE

The Election will be held, with a couple of changes from our last update. All voting will be by proxy only, *no ballots will be accepted* as that is not practical and would involve staff or volunteers to put themselves in harm's way and in violation of local and state restrictions. We are sincerely thankful to those who volunteered, despite the health risks.

To vote, you must complete and return a completed, dated and signed proxy by either mail (Mail to Greencare Properties, 4131 Gunn Hwy, Tampa, FL, Attn: Walden Lake), e-mail (scan a copy and send to: manager@waldenlake.org) or by drop off (use the Night Drop Box outside of the WLCA office). **PROXIES MUST BE RECEIVED NO LATER THAN 8:00 PM ON APRIL 16, 2020** regardless of how they are delivered (mail, e-mail or drop off). If you already returned a proxy you do not need to return another proxy.

You were all mailed a proxy and we prefer that you use the included self-addressed and stamped return envelope to mail the completed and signed proxy back to Greenacre Properties. Some of you may have already disposed of your proxy and return envelope. If so, you should immediately contact WLCA staff at (813) 754-8999 or by email at betteg@waldenlake.org, to arrange for a replacement proxy. They will be busy, *so leave a voicemail if necessary, it will be answered.*

VOTE COUNTING PROCEDURE

To ensure the safety of the residents and staff and to ensure the integrity of the vote count, the **vote counting will be handled by the CPA firm, Dwight Darby & Company**. The candidates have been briefed on this plan and are in general agreement. On 4/16/20 at 8:00 PM any final proxies in the Drop Box will be retrieved by the Election Committee Chairman and the Association Manager. All proxies will be delivered to the CPA office on 4/17 so tallying can begin. The election results will be announced at the Annual Meeting, which is being live streamed one week later.

VIRTUAL ANNUAL MEETING – (You Need To Be Registered On The WLCA Website To Attend)

The Annual Meeting will be held virtually, on April 23, 2020 at 7:00 PM. This is a virtual meeting held only on computers, phones, smart phones, and tablets. Please note, the meeting needed to be delayed one week to allow the CPA firm time to verify and tally the votes in a safe environment. It will also give members extra time to confirm that their computers are working correctly, connected to the Internet, and to practice attendance with a sample live stream event or sample teleconference. Practice sessions are scheduled to attempt to work out any issues with your phone or computer prior to the meeting. *See practice details on back.*

There are two ways to attend the virtual meeting. **1) Live Streaming** is the way to see and hear the meeting on your computer as it is occurring. *See instructions on back.* **2) Teleconference** is the way to hear the meeting and ask the Board of Directors a question or state an opinion (at an appointed time in the meeting). *See instructions on back.* If you are not asking a question or making a comment at the Annual Meeting, please use the Live Stream option.

A lot of time and effort has been put in to make this process as fair and safe as possible for the all members of Walden Lake. Thank you all for your patience and understanding and working together as a community to keep us all safe.

Sincerely,

The Board of Directors, Walden Lake Community Association, Inc.



WALDEN LAKE

COMMUNITY ASSOCIATION, INC.

VIRTUAL ANNUAL MEETING INSTRUCTIONS

****NOTE**** *You must be a registered member of the WLCA Website to attend the virtual meeting!*

If you wish to view the Live Stream Meeting on your computer or use your phone to interact with the Board, you will need to be a registered user of the Association website.

TO REGISTER ON WEBSITE: If you are not registered please go to <https://waldenlake.org> and click on the “Resident Access” menu item (top right), then click the drop down “Register” text and fill out and submit the form.

IF YOU HAVEN’T LOGGED INTO THE WEBSITE RECENTLY: Please do so now to confirm that your registration is working. If you have any problems with these steps call the WLCA office at: (813) 754-8999.

LIVE STREAM PRACTICE SESSIONS – For Computer, Tablet, or Smartphone (to view and listen only)

There will be two scheduled sessions to test your computer connection and practice connecting to the Live Stream. First session is Friday 4/17 from 1 PM to 2 PM. The second session is Tuesday 4/21 from 1 PM to 2 PM.

1. Log into the WLCA website.
2. Scroll down below the large photo.
3. Click on the blue “Virtual Meetings” button.
4. From the left hand column select the link for that day. This will automatically connect you to the Live Stream Event.

****NOTE** if you arrive early you may see a blank screen until the live stream starts.

TELECONFERENCE PRACTICE SESSIONS – For Smartphone or Phone (To interact with the Board via voice)

There will be two scheduled sessions to test your phone connection and practice connecting to the teleconference meeting. We are using a service called GoToMeeting. First session is Friday 4/17 from 2:30 PM to 3:30 PM. The second session is Tuesday 4/21 from 2:30 PM to 3:30 PM.

1. Log into the WLCA website.
2. Scroll down below the large photo.
3. Click on the blue “Virtual Meetings” button.
4. From the right hand column note the phone number and Access Code for that day’s practice session.
5. Dial the number on your phone, dial the Access Code followed by a #, when prompted. You will be connected to the teleconference.

****NOTE** if you arrive early you will be told the meeting hasn’t started yet and to please wait.

TO CONNECT TO THE ACTUAL MEETING ON 4/23 AT 7 PM –

Use the exact instructions from the practice sessions above. You will see only the link or a phone number for the live event.

NOTE**

We strongly suggest you to try one of the practice sessions. Our staff will not be available to help you on the evening of the meeting.