

WRITTEN CONSENT BY PROXY IN LIEU OF  
ANNUAL MEETING OF THE BOARD OF DIRECTORS OF  
HIGHLAND PLACE COMMUNITY ASSOCIATION  
19 JULY 2022

The undersigned, being all of the Directors of Highland Place Community Association, a Virginia corporation (the “Association”), do hereby unanimously consent to the following resolutions effective as of this 19<sup>th</sup> day of July, 2022, in accordance with the Section 13.1-685 of the Code of Virginia, as amended.

BE IT FURTHER RESOLVED that the Treasurer or President, either of whom may act on behalf of the Association, are hereby authorized and directed to take any and all steps or actions, and execute and deliver any and all documents as may be necessary or proper.

WHEREAS, proxies were submitted by owners of lots 1, 2, 3, 4, 5, 6, and 7, a quorum was reached so that a virtual meeting could be held in lieu of in-person meeting due to the COVID-19 coronavirus.

WHEREAS, the 2021 Annual Meeting Minutes and Treasurer’s Report were both accepted.

WHEREAS, it is agreed that the following office holders and committee members were elected by email ballots as follows:

- President – Roger Gruben
- Vice President – David Tabor
- Treasurer – Steve Donofrio
- Secretary – Bette Gruben
- Architectural Committee: Rand Burgess, Bette Gruben, Carol Vaughn

BE IT FURTHER RESOLVED that this Resolution may be executed by its counterparts, each of which will be considered an original and all of which will constitute one and the same document, and that email acknowledgments or electronic files sent by the Directors shall be treated as original signatures.

IN WITNESS THEREOF, the undersigned, being Directors of the Association, have executed this Resolution effective as of the date first above written.

Lot 1      BY PROXY

Lot 2      BY PROXY

Lot 3      BY PROXY

Lot 4      BY PROXY

Lot 5      BY PROXY

Lot 6      BY PROXY

Lot 7      BY PROXY

Lot 8      \_\_\_\_\_