

# Proposal for Board of Directors

## Unit Owners Association of Regency at McLean, A Condominium

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**Background.** The Board has not established a sound foundation to provide unit owners with timely and reliable information to describe and assist unit owners to understand the status, management, and operation of Regency in order to maintain a cohesive community and make informed decisions. On occasions, this void leaves the unit owners vulnerable to misinformation and disinformation. There is urgency to start building this information foundation after many years of neglect.

**Proposal.** Apply a holistic and sustainable approach with appropriate modern information technology to systemically collect data and information; establish a repository to store, retrieve, and access available information; and develop multiple means to communicate effectively to the unit owners about the availability, access, and content of the repository.

**Pilot Project.** Endorse a pilot project to test the concept with a webinar open to all unit owners to provide data and information about the Regency based on Fairfax County records, to be held on June 15 or 16, 2022. The near-final presentation package is attached. Pending the Board's decision, it will be finalized and made available to the Board on June 12 and unit owners thereafter.

**Decision Date.** The Board is requested to decide on the pilot project on or before June 11. The earlier the decision is made, the more flexibility is allowed for implementation. There is minimal, if any, out-of-pocket expense for the pilot test.

**Implementation Plan.** If the pilot project is approved, the Board's role will be to:

- Request EJP to provide logistical support, including but not limited to, storage of documents in BuildingLink, distributions of webinar notice and reminder to all unit owners; and manage and support the webinar in the Zoom webinar format, such as video recording and playback
- Request the Communications Committee to prepare messages for the unit owners; ensure all specified webinar requirements are met and will be operational; and conduct a dry run prior to the webinar
- Have the President or Vice President give a brief opening remark at the beginning of the webinar, covering how the inaugural webinar may lead to a series and the establishment of an information foundation
- Collect and review feedback from unit owners and decide on whether the proposal will be implemented

**Alternative Implementation Plan.** I am in position to conduct the webinar personally according to the specifications and timetable given in this proposal.