

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.**  
**MEETING OF THE BOARD**  
**Tall Oaks Community Center**  
**July 16, 2019 Minutes**

Ms. Foote called the board meeting of the Lake Ridge Parks and Recreation Association, Inc. (LRPRA) Board of Directors to order at 7:00pm.

**PRESENT: Board Members:** Janet Foote (President), Neil Nelson (Vice President), Tina Herndon (Secretary), Christopher Berry, Michael Butler, Jason Devers, and Michael Stephens **Staff Members:** Ike Mutlu (General Manager), Rebecca Hale (Assistant Finance Director), Laura Krauss (Recreation Director), Marian Morrill (Director of Administration and Human Resources), Tom Weldon (Assistant Covenants Director), and Michael Yuenger (Finance and IT Director)

**Other Attendees:** Michael Zupan, representing MercerTrigiani, attended for the executive session. Homeowners were also in attendance for the open session.

**ABSENT: Board Members:** Brent Barnwell (Treasurer) and Ruby Arthur  
**Staff Members:** Mark Brooks (Facilities Director), Brodie Freer (Assistant Facilities Director), and Barbara Ramey (Covenants Director)

**A. CONVENE INTO EXECUTIVE SESSION:** Mr. Nelson made a motion to convene into executive session. Mr. Berry seconded the motion, and the Board convened into executive session at 7:02pm. **(Resolution 2019/7-1)** Mr. Devers made a motion to close executive session. Mr. Stephens seconded the motion, and executive session ended at 7:48pm.

**B. OPEN FORUM:** Ms. Foote noted that during executive session, the Board discussed the LRPRA trash contract (as provided by subsection B of Section 55-510.1C of the Virginia Property Owners' Association Act). The Association and Charlie and Son are closely monitoring homeowner complaints and are working on solutions.

Various homeowners commented/questioned the following areas:

- Tenant registration process
- Assessment increases
- Date of the new website and request for more financial data on the website
- Self-sustaining funding of the Creative Preschool
- Consideration of another recycling contractor
- Complaint that *Lake Ridge Today*, was being changed to a bi-monthly schedule.

**C. BOARD MEMBER TIME:** Mr. Berry noted that there is a second open forum at the end of the meeting for homeowners to express additional thoughts. Ms. Foote noted that the General Manager (GM) performance appraisal is coming up, and more information will be forthcoming from Mike Stephens, GM Performance Evaluation chair.

**D. CAPITAL IMPROVEMENT FUND:** Ms. Foote asked board members to consider putting assets into this fund. She also mentioned the upcoming homeowner survey, which will provide additional ideas regarding community improvements.

**E. CONSENT AGENDA:** This was approved by unanimous consent of the Board. **(Resolutions 2019/7-2 and 2019/7-3)**

**F. MEETING TIME OF POA HEARINGS:** Mr. Butler made a motion to change the meeting time to 6pm. Ms. Herndon seconded the motion, and it was unanimously approved.

**G. MEETING DATES FOR BOARD MEETINGS:** Mr. Berry made a motion to change the meeting dates from quarterly to bi-monthly. Mr. Butler seconded the motion, and it was unanimously approved. Ms. Foote will work with Ms. Morrill to provide board members with a revised meeting schedule.

**H. HOME BUSINESS APPLICATION:** Mr. Berry made a motion to approve a home base business for Anna Jones. Mr. Nelson seconded the motion, and it was unanimously approved.

**I. BATH HOUSE DISCUSSION:** Mr. Stephens noted a resident complaint regarding the condition of the bath houses and would like the Board to consider upgrading them in the near future. Ms. Foote agreed that this is an effort that the Board will look into.

**J. PROPERTY OWNERS' ACT HEARING:** The next meeting will be on September 17.

**K. BOARD QUALIFICATION RULE:** Adopted by unanimous consent, this rule was ratified by the Board, and staff will notify legal counsel for recordation of the rule. The Board Qualification Rule was brought up in January 2019 and was voted on and passed at the April 2019 board meeting. Due to the fact that the April 2019 board packet did not contain a copy of the old rule and the amendment, it was agreed that the April vote would be ratified at the July 2019 board meeting.

**L. DRAFT STRATEGIC PLAN UPDATE:** Previously, the Board had charged Ms. Foote and Ms. Ramey with consolidating the draft strategic plan. The Board agreed to send comments to both Ms. Foote and Ms. Ramey, and the next step will be posting the survey on the website for homeowner comments.

**M. FISCAL YEAR 2020 OPERATING BUDGET:** In the absence of the Treasurer, Ms. Foote made a motion to approve the FY2020 Operating Budget with revenues and expenditures in the amount of \$5,251,710. Mr. Stephens seconded the motion, and it was unanimously approved. **(Resolution 2019/7-4)**

**N. FISCAL YEAR 2020 ANNUAL ASSESSMENTS:** In the absence of the Treasurer, Ms. Foote made a motion to approve the FY2020 annual assessment of \$541.68 (\$135.4 per quarter) per unit effective September 1, 2019 through August 31, 2020. Mr. Berry seconded the motion, and it was approved with a vote of 6 to 1. **(Resolution 2019/7-5)**

**O. FISCAL YEAR 2020 MAXIMUM ANNUAL ASSESSMENT:** In the absence of the Treasurer, Ms. Foote made a motion to approve the FY2020 increase in maximum assessments by 5% to a new maximum (\$832.10) for the year. Mr. Stephens seconded the motion, and it was approved with a vote of 5 to 2. **(Resolution 2019/7-6)**

**P. FISCAL YEAR 2020 RESERVES BUDGET:** In the absence of the Treasurer, Ms. Foote made a motion to approve the FY2020 Reserves Budget with reserve contributions in the amount of \$2,265,313 and reserve expenditures in the amount of \$2,265,313. Mr. Devers seconded the motion, and it was unanimously approved. **(Resolution 2019/7-7)**

**Q. COMMUNITY SURVEY COMMITTEE:** The next meeting date is July 24. Ms. Foote noted that the survey will be sent out by an independent firm who will also analyze the results. The survey should go out by the end of the year and hope to have results by January 2020.

**R. DEER MANAGEMENT:** Mr. Maher provided a report noting that deer season begins September 7.

**S. NOMINATING COMMITTEE:** Ms. Herndon (committee chair) will organize the first meeting in August/September.

**T. TRAILS OVERSIGHT COMMITTEE:** Mr. Nelson will get an update from Prince William County on the status of segments 3 and 4.

**U. OPEN FORUM:** LRPR staff anticipates that the webpage will be ready for preview by board members in early October. One homeowner requested that board meeting announcements contain community center addresses. Another homeowner asked if LRPR knows the number of tenants and was told that the tenant registration process is enabling LRPR to get more information on this number. This homeowner also asked about the status of homeowners in arrears and was told that the number of delinquencies has gone down to 1.7%

One homeowner asked why legal fees have risen if the delinquency rate has declined. LRPR Finance Director responded that last year's legal budget was unrealistically low. Ms. Foote informed the audience that the Board went the extra mile at this meeting to answer questions since this is not normally done at board meetings. She noted that while all homeowner concerns are always addressed by the Board, it is not normal practice to respond immediately to homeowners during the board meeting. She encouraged homeowners to continue to attend board meetings.

**V. ADJOURNMENT:** Mr. Devers made a motion to adjourn the meeting. Ms. Herndon seconded the motion, and Ms. Foote adjourned the meeting at 9:06pm.

*Marian Morrill, Recording Secretary*

*Tina Herndon, Board Secretary*