

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
SURVEY COMMITTEE MEETING MINUTES
August 14, 2019

A meeting of the Lake Ridge Parks and Recreation Association, Inc. Survey Committee was held at the Canterbury Woods Community Center on the 14th day of August 2019.

PRESENT: *Committee Members:* Martha Nelson (Chair), Kris Blanchette, Brodie Freer, and Sharon Richardson

ABSENT: Ruby Arthur

Board Members: Janet Foote (President)

I. OPEN MEETING: Ms. Nelson opened the meeting at 7:00 p.m.

II. OPEN FORUM: Ms. Blanchette made a motion to go into open forum. Mr. Freer seconded the motion, and it was unanimously approved.

Ms. Blanchette made a motion to approve the minutes from the July 24th meeting. Ms. Richardson seconded the motion, and the minutes were unanimously approved.

III. EXECUTIVE SESSION-REVIEW OF CONTRACTS (Permitted by the Virginia Property Owners' Association Act): Mr. Freer made a motion to go into executive session for the discussion of a contract as permitted by the Virginia Property Owners' Association Act. Ms. Richardson seconded the motion and it was unanimously approved. The committee convened into executive session at 7:03 pm.

IV. OPEN FORUM: Mr. Freer made a motion to return to open forum. The motion was seconded by Ms. Richardson and unanimously approved. The committee returned to open forum at 8:04 pm.

Ms. Blanchette made a motion to contract with Field Goals.US to formulate the survey questionnaire, administer the survey, tabulate/analyze the results and provide a report to the Lake Ridge Board and community no later than January 2020. The motion was seconded by Mr. Freer and unanimously approved.

V. DEVELOPMENT/DISCUSSION OF SURVEY QUESTIONS: Ms. Nelson reviewed the Survey Committee Timeline noting that development of the survey instrument must be completed by the first week of October in order to be included in the November/December newsletter.

Survey questions submitted by committee members, the Board and Lake Ridge Association staff were reviewed and discussed.

VI. COMMITTEE MEMBER COMMENTS: A discussion was held concerning Lake Ridge

Association email preferences. Ms. Blanchette stated residents may elect to receive the survey through other communications (print/website). Ms. Blanchette also noted that Lake Ridge residents may be queried to confirm their email addresses for further LRPRA communications, as well as to request an update on their communication preferences.

II. OPEN MEETING: Board President Janet Foote advised the committee the draft Strategic Plan for Lake Ridge Association has been posted on the LRPRA website. Residents are asked to provide feedback on the plan by August 23rd. Input submitted will be reviewed and considered by the Lake Ridge Board at the September Board meeting.

Ms. Foote recommended a second email be sent to the Lake Ridge Board and staff directors to remind them that suggested survey questions must be submitted by August 16th.

The next meeting of the Survey Committee will be held on August 28th. Committee members also agreed to schedule a meeting with Field Goals.US on September 4th.

VIII. ADJOURNMENT: Ms. Richardson made a motion to adjourn the meeting. The motion was seconded by Mr. Freer and Ms. Nelson adjourned the meeting at 8:33 p.m.