

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.**  
**MEETING OF THE BOARD**  
**November 12, 2019 Minutes**

**PRESENT: Board Members:** Janet Foote (President), Neil Nelson (Vice President), Brent Barnwell (Treasurer), Christopher Berry, Michael Butler, Jason Devers, and Mike Stephens (via telephone)

**Staff:** Ike Mutlu (General Manager), Brodie Freer (Assistant Facilities Director), Rebecca Hale (Assistant Finance Director), Laura Krauss (Recreation Director), Marian Morrill (Director of Administration and Human Resources), Barbara Ramey (Covenants Director), and Michael Yuenger (Finance and IT Director)

**Other Attendees:** **Tiego Bezerra and Michael Zupan** ((MercerTrigiani), John Maher (Lake Ridge Deer Management & Conservation), and homeowners

**ABSENT: Board Members:** Ruby Arthur and Tina Herndon (Secretary)

**Staff:** Mark Brooks (Facilities Director)

**A. CONVENE INTO EXECUTIVE SESSION:** Mr. Nelson made a motion to convene into executive session for the purpose of discussing litigation issues with legal counsel. Mr. Barnwell seconded the motion, and it was unanimously approved. **(Resolution 2019/11-1)** Mr. Butler made a motion to adjourn out of executive session at 7:44pm; it was seconded by Mr. Devers.

**B. OPEN MEETING:** Ms. Foote opened the meeting at 8pm and thanked Barbara Ramey, outgoing Covenants Director, for all that she has done with Lake Ridge Association to include her work with the strategic plan. On behalf of the Board, Ms. Foote wished Ms. Ramey well. During this time, Ms. Morrill updated the Board on the website.

**C. BOARD MEMBER TIME:** Mr. Nelson asked if there will be any restrictions on the new website and was told that there won't be any. The new website will be totally transparent.

**D. CONSENT AGENDA:** Mr. Butler made a motion to approve the consent agenda. Mr. Devers seconded the motion, and it was unanimously approved. **(Resolution 2019/11-2 and Resolution 2019/11-3)**

**E. LAKE RIDGE LOGO:** The current logo is not protected, and the Board requested that the COO/GM research the cost of patenting a logo and report back.

**F. REVISION TO THE VIRGINIA PROPERTY OWNERS ASSOCIATION (POA) ACT:** Legal counsel provided board members with the Virginia legislation's new POA renumbering.

**G. EMPLOYEE HEALTH INSURANCE:** UnitedHealthcare is the new health provider for Lake Ridge Association employees. The Association pays 70% toward employees' health care.

**H. APPROVAL OF REPORT FROM COO/GM PERFORMANCE EVALUATION COMMITTEE:** Mr. Devers made a motion that the Board accept the recommendation of the

COO/GM Performance Evaluation Committee and that the Board empower the Treasurer and President to meet with the COO/GM regarding his bonus. Mr. Nelson seconded the motion, and the Board accepted the recommendation unanimously.

**I. POA COMPLIANCE HEARING:** The next hearing will be on December 10, 2019 at 6pm.

**J. CAPITAL IMPROVEMENT FUND:** Mr. Barnwell made a motion to insert a line item of \$250, 000 for a capital improvement fund. Mr. Stephens requested that the motion be amended, and Mr. Butler made a motion to amend the motion. Mr. Barnwell made an amended motion: “ to approve the establishment of a Capital Improvement fund (CIF) to be used to pay for future capital improvements to Association common area and facilities. Further, the Board authorizes initial funding of the CIF through a one-time \$250,000 transfer of funds from Unappropriated Members’ Equity (UME); therefore, the CIF would be funded through an annual budgeted expense of the Association.” Mr. Stephens seconded the motion. The motion was approved with a vote of 4 to 3. **(Resolution 2019/11-4)**

**K. EMPLOYEE SAFETY AND SECURITY – MEMBER CODE OF CONDUCT:** The Board needs to work on a Member Code of Conduct, and Ms. Foote requested that board members provide input to either her and/or Mr. Mutlu regarding what board members consider to be out of bound behavior and the consequences for these types of behaviors.

**L. COMMITTEE REPORTS: Deer Management:** Mr. Maher noted that he will coordinate a meeting between the new wildlife biologist and Mr. Mutlu.

**Finance Committee:** Mr. Barnwell covered various topics to include monthly reports, operating statements, delinquency, collections, as well as variance and balance sheets.

**Nominating Committee:** Mr. Nelson noted that there are five candidates running in this year’s election as well as noting the upcoming November 21 candidates briefing.

**Survey Committee:** The survey deadline was extended to December 4 due to a mailing delay. To date, 625 survey responses have been received.

**Trails Oversight Committee:** Prince William County is working on reducing the number of bridges in Segment 3 as well as looking at hiring vendors for the first draft of Hooes Run.

**M. OPEN FORUM:** No discussion at this time.

**N. ADJOURNMENT:** Mr. Butler made a motion to adjourn the meeting. Mr. Devers seconded the motion, and Ms. Foote adjourned the meeting at 9:03pm.

*Tina Herndon, Board Secretary*

*Marian Morrill, Recording Secretary*