

LAKE RIDGE PARKS & RECREATION ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
TALL OAKS COMMUNITY CENTER AND VIRTUALLY VIA ZOOM
May 12, 2020
AGENDA

- I. OPEN FORUM – MEETING OPENS TO THE PUBLIC 7:00PM**
- II. ACTION ITEMS/BOARD MEMBER TIME**
- III. CONSENT AGENDA (MINUTES)**
 - A. March 10, 2020 Board Meeting
- IV. COO/GM HIGHLIGHTS**
- V. NEW BUSINESS**
 - A. Treasurer’s Report
 - B. Reserves Contributions Process
 - C. USI Insurance Renewal
 - D. Assessment/Fee COVID-19 Relief
 - E. Due Process Resolution for Covenants Compliance
 - F. Charter of the Architectural Committee
- VI. OLD BUSINESS**
 - A. Board Vacancy
- VII. COMMITTEE REPORTS**
 - A. Finance Committee
 - B. Trails Oversight Committee
 - C. Deer Management Committee
- VIII. OPEN FORUM**
- IX. ADJOURNMENT**

* Please contact, Doug Milburn, Director of Administration at DMilburn@lakeridgeva.com by 4pm (EST), Tues, May 12th to participate virtually*

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION
RESOLUTION 2020/5-1**

APPROVAL OF CONSENT AGENDA- MEETING MINUTES

WHEREAS, Pursuant to Article V, Section 1-C of the Declaration of Covenants, Conditions, and Restrictions and Article VII, Section 1-C of the By-Laws, the Board of Directors shall have all the power and duties necessary to conduct the affairs of the Association, and

WHEREAS, there is a need to approve the Consent Agenda (Meeting minutes listed below):

March 10, 2020 Board Meeting Minutes

THEREFORE, LET IT BE RESOLVED that the Board of Directors approves the Consent Agenda (Meeting Minutes).

Janet Foote, President	Yes	No	Abstention
Michael Butler, Vice President	Yes	No	Abstention
Brent Barnwell, Treasurer	Yes	No	Abstention
Tina Herndon, Secretary	Yes	No	Abstention
Christopher Berry	Yes	No	Abstention
Jason Devers	Yes	No	Abstention
Jean Lohier	Yes	No	Abstention
Michael Stephens	Yes	No	Abstention
Vacant	Yes	No	Abstention

1 = Motion 2 = Second A = Absent * Not present when vote was taken

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE BOARD
March 10, 2020 Minutes

PRESENT: Board Members: Janet Foote (President), Michael Butler (Vice President), Brent Barnwell (Treasurer, via phone), Tina Herndon (Secretary), Christopher Berry, Jason Devers and Jean Lohier **Staff:** Ike Mutlu (Chief Operating Officer/General Manager), Rebecca Hale (Assistant Finance Director), Laura Krauss (Recreation Director), Doug Milburn (Director of Administration and Human Resources), Thomas Weldon (Covenants Director), Megan Yuenger (Assistant Covenants Director)

Other Attendees: John Maher (Lake Ridge Deer Management & Conservation), Mike Zupan (MercerTrigiani) and homeowners

ABSENT: Board Members: Michael Stephens **Staff:** Mark Brooks (Facilities Director), Brodie Freer (Assistant Facilities Director), and Michael Yuenger (Finance and IT Director)

A. MEETING CALLED TO ORDER: Ms. Foote called the meeting to order at 7:00pm.

B. CONVENE INTO EXECUTIVE SESSION: Ms. Foote made a motion to convene into executive session. Mr. Butler seconded the motion, and the board convened into executive session at 7:01pm. **(Resolution 2020/3-2)** Mr. Barnwell made a motion to close executive session. Mr. Butler seconded the motion, and executive session ended at 7:48pm.

C. OPEN FORUM: Ms. Foote re-opened the meeting at 8pm and spoke about filming the board meeting so homeowners and the public can watch at their leisure. Ms. Foote reiterated that the board is considering candidates for the vacancy on the Board of Directors and the decision for the board vacancy would now be voted on at the March 17th POA meeting. Vacancy candidates, Bob Malinowski and Ronald Yoho introduced themselves and spoke about their interest and qualifications for the board vacancy.

D. ELECTION OF OFFICERS: The 2020 Board of Directors selected the following to serve as officers **(Resolution 2020/3-1):**

Janet Foote, President
Michael Butler, Vice President
Brent Barnwell, Treasurer
Tina Herndon, Secretary

E. PRESIDENT'S GOALS: Listed below are the president's goals for the coming year:

- Make progress towards our strategic planning goals
- Take a closer look at our reserves in relation to our community survey
- Create more citizen's committees (garden committee, social committee, landscape committee)
- Start at replacing our main accounting/billing system at the LRPRA office

F. BOARD MEMBER TIME: Mr. Devers spoke about the concept of all board members having an LRPR email address. It was agreed the subject would be investigated further. Mr. Butler said he is thankful for the opportunity to be able to serve such a great community and has much gratitude for Lake Ridge. Ms. Herndon spoke about the beautiful landscape of the Lake Ridge. Mr. Berry is asking the Finance Committee to examine the \$800.00 fee for home purchases as a one-time fee for any homeowner that purchases more than once. Mr. Lohier thanked everyone for being welcomed onto the board and praised the association.

G. CONSENT AGENDA (MINUTES AND DIRECTORS' REPORTS): By unanimous consent, the Board approved the consent agenda (**Resolution 2020/3-3; Resolution 2020/3-4**)

H. COO/GM HIGHLIGHTS: Mr. Mutlu praised the directors and assistant directors at LRPR and spoke about how good of a job they are doing. He discussed the community survey and that the staff is making steps to address people's wants and needs based on the survey. He stated the website has been a great addition to the community and for the association. The finance department implemented the new ADP software for payroll. Mr. Mutlu also praised the covenants department for their progress on their community covenants sweeps, and stated they are more than 50% done at this time.

I. BOARD VACANCY: Ms. Foote specified that the board vacancy will be voted on during the POA meeting on March 17th.

J. UPDATE ON JENARK ACCOUNTING SYSTEM: Mr. Barnwell spoke about our accounting system, Jenark, being outdated and no longer an option for the LRPR to be using. Our goal is a system that will interface with all aspects of the LRPR, including maintenance, payroll, and recreation. It was recommended that this issue be at the head of the line of things that need to be done.

K. CAPITAL IMPROVEMENT FUND: Mr. Barnwell discussed the capital improvement fund and that the finance committee recommends that this be a permanent line item added to the budget and funded on a yearly basis. The amount yearly would be decided by the Board. The uses of the funds are in the planning stage.

L. FY2021 BUDGET GUIDANCE: Mr. Barnwell recommended to directors, as they make their budgets to add an inflation factor of 2.3%, a salary increase of 3.0%, and a contingency fund of \$25,000. Mr. Lohier made a motion to approve the suggested budget guidance, Mr. Barnwell seconded, and it was unanimously approved.

M. LRPR EMAIL ACCOUNTS FOR BOARD MEMBERS: The discussion of email accounts was bypassed and will be addressed at a later time.

N. STREAMLINING COVENANTS COMMUNICATIONS: The covenants department would like the compliance timeline for violations to be changed to expedite processes. They plan to decrease 30 days and reduce the 120-day process to 90 days. This would remove the 3rd violation letter. Ms. Foote said this would not need a board vote and that this would be up to the staff.

O. CHARLIE AND SON TRASH CONTRACT: Mr. Lohier made a motion that we exercise our option to extend our Charlie and Son trash contract for two more years. Mr. Barnwell seconded the motion and it was unanimously approved.

P. UPDATE ON STAFF ACTIONS FROM SURVEY RESULTS: Mr. Mutlu spoke about management responding to individual requests within the community survey, including cleanups in certain areas and simple maintenance fixes.

Q. UPDATE ON LRPRALOGO: The LRPRALOGO continues to be in the process of being registered. Mr. Mutlu stated he should be getting a response back in a couple weeks for an update, and it continues to look like we should be able to have the logo registered by August.

R. COMMITTEE REPORTS: Finance Committee: There was no discussion from the finance committee. Their pertinent information was discussed during the Treasurer's address.

Deer Management: Mr. Maher noted they have already done some conservation actions this season and will continue to move forward with them.

Trails Oversight Committee: Ms. Foote and Mr. Mutlu attended the new Occoquan Supervisor's open house and are hoping he will be able to help move things forward with the LRPRALOGO trails.

S. OPEN FORUM: No discussion at this time.

T. ADJOURNMENT: Mr. Devers made a motion to adjourn the meeting. Mr. Butler seconded the motion, and Ms. Foote adjourned the meeting at 8:55pm.

Tina Herndon, Board Secretary: _____

Douglas Milburn, Recording Secretary _____

Lake Ridge Parks and Recreation Association, Inc.
Board Decision Worksheet
May 12, 2020

Summary:

The Association's current insurance coverages (Property, General Liability, Auto, Umbrella, Fidelity, D&O, Workers Comp and Cyber) expire June 8, 2020. The Board's approval of the renewal of these policies is required.

Analysis:

USI, our insurance advisor and broker, has provided a renewal package. Travelers continues to underwrite the policies except for our D&O and Cyber policies. All carriers are strongly rated. Coverages and deductibles remain unchanged from last year.

The rates for this renewal package increased by \$13,869 or approximately 5.3% from the previous year. Premium increases occurred in Property, General Liability, Automobile and Umbrella coverage. We did not request an extensive comparison of rates to other companies this year since we did a more widespread vetting of our insurance coverages last year.

Management recommends the Board approve this renewal proposal for the period June 8, 2020 through June 8, 2021.

Suggested Motion:

"Motion to approve the attached renewal of the Lake Ridge Parks and Recreation Association insurance policies as proposed by USI for the period June 8, 2020 through June 8, 2021 in the amount of \$273,723."

Motion:

Second:

Vote:

	In Favor	Opposed	Abstained	Absent
Janet Foote – President				
Michael Butler – Vice President				
Brent Barnwell – Treasurer				
Tina Herndon – Secretary				
Christopher Berry				
Jason Devers				
Jean M. Lohier				
Michael Stephens				
Vacant				



PROTECT. MANAGE. GROW.

USI Insurance Services LLC
3190 Fairview Park Drive, Suite 400
Falls Church, VA 22042-4530
Main: 703.698.0788
Toll Free: 800.792.9800
Fax: 469.519.8500
www.usi.biz
www.usicondo.com

May 5, 2020

Mr. Ike M. Mutlu, MPA, PCAM
Chief Operating Officer/General Manager
12350 Oakwood Drive
Lake Ridge, VA 22192

Re: Lake Ridge Parks & Recreation

Dear Ike:

The annual anniversary date for Lake Ridge Parks and Recreation Association's property and casualty insurance program is June 8, 2020. First and foremost, thank you very much for your patience and flexibility with regard to the delivery date of the Master Insurance Renewal proposal this year.

We are pleased to provide our proposal to continue the program with the incumbent Travelers continuing to provide Property, General Liability, Auto Liability, workers' compensation and Umbrella coverages with an overall increase of 5.33% for the entire insurance program.

We look forward to a review of the proposal in greater detail once a date/method of communication has been determined. Please do not hesitate to contact us should you have any questions, comments or require additional information.

Sincerely,

A handwritten signature in black ink that reads "Theresa N. Melson".

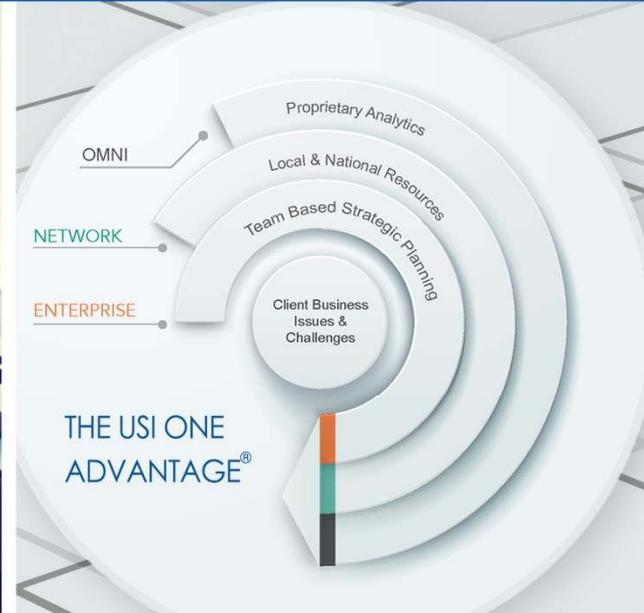
Theresa N. Melson, PCAM, CIRMS
Senior Vice President

A handwritten signature in black ink that reads "Nabila Sarwar".

Nabila Sarwar, CISR, CRIS
Account Executive

Property & Casualty Insurance Proposal

Lake Ridge Parks & Recreation Association, Inc.



Theresa Melson, PCAM, CIRMS
Nabila Sarwar, Account Executive
Date Prepared: May 5th, 2020





Value Difference



Meet Our Team

- Our local practice was established in 1985
- Dedicated staff serving over 300 common-interest communities throughout the Mid-Atlantic Region
- Our team has expertise in underwriting, claims, and property management to achieve desired client outcomes
- Industry leading loss control & risk management process to properly identify exposures, reduce claims and premium cost
- Access to all major carriers for community associations



No-Charge Client Services



Our role as your insurance broker and risk management consultant is to help your community manage not only its total cost of claims, but also its total cost of risk. The **total cost of risk** (TCOR) is defined as the sum of your community's expenses as it relates to risk, including: deductible expenses or uninsured losses, transfer costs (insurance premiums), risk control expenses, and other administrative costs. In an effort to stabilize and reduce our clients TCOR, we have invested significant capital to provide the following services to our clients (*please contact us for a full list of value-added services*):

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Certificate of Insurance (COI) Tracking & Management Software ▪ 24/7 Online COI processing ▪ Vendor Contract Reviews ▪ Claims Advocacy ▪ Online Risk Management Center ▪ Attend BOD Meetings & Town Hall Meetings | <ul style="list-style-type: none"> ▪ Coverage & Bylaw Reviews ▪ Stewardship Meetings ▪ Customized Loss Control & Risk Management Programs ▪ Budget Planning & Forecasting Services ▪ Monthly Newsletters ▪ Market Analysis & Renewal Planning |
|--|---|



About USI Insurance Services

USI is a top 10 insurance brokerage and consulting firm, delivering property and casualty, employee benefits, personal risk and retirement solutions throughout the United States. Headquartered in Valhalla, New York, USI has over \$2.0 billion in revenue, more than 6,000 professionals and operates out of nearly 157 local offices serving every state. USI has become a premier middle market insurance brokerage firm by leveraging the USI ONE Advantage[®], an interactive platform that integrates proprietary analytics, networked resources and enterprise planning to deliver customized solutions with positive, bottom line impact. The value of USI, and our ability to attract best-in-class industry talent while delivering superior solutions and services to our clients and our communities, is achieved through the collaboration and expertise of our local teams. For more information visit usi.com.

The USI ONE Advantage[®]

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI One Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE[™] represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

Omni – USI’s Proprietary Analytics

Omni, which means “all,” is USI’s one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 100,000 clients, thousands of professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

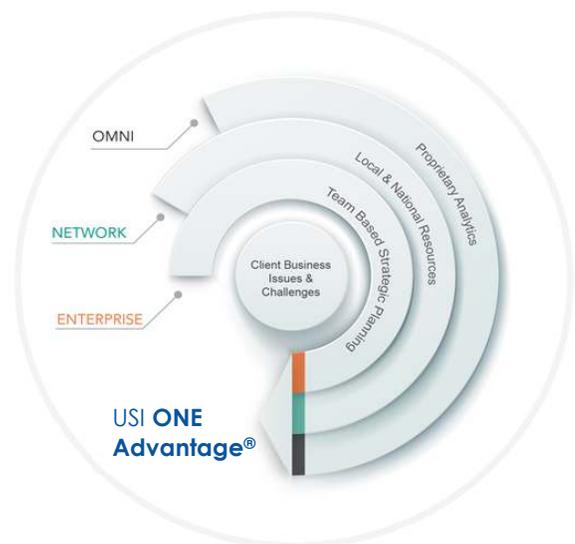
Network – USI’s Local and National Resources

At USI we have made a very large investment in local resources and technical expertise, with more than 4,400 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

Enterprise – USI’s Team Based Strategic Planning

USI’s enterprise planning is a disciplined, focused, analysis centered on our client’s issues and challenges. Highly consultative meetings integrate USI’s Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.



EOI Direct Certificate Service

Our agency has partnered with EOI Direct for the delivery of our condominium certificates of insurance. Those in need of a certificate of insurance can obtain it immediately by visiting www.eoidirect.com or by calling EOI Direct's toll-free helpdesk at **1-877-456-3643** Monday through Friday between the hours of 9:00 AM and 8:00 PM.

EOI Direct is an online utility designed to provide round-the-clock access to condominium certificates of insurance so our agency can now meet the demands of certificates of insurance 24x7. They have a responsive helpdesk that can accommodate those who do not have internet access and those who do not want to go online to obtain this information.

A delivery fee is charged by EOI Direct for the immediate access and delivery of this information when a certificate of insurance is requested for the purpose of facilitating a new loan. Homeowners who simply need to provide proof of coverage for an existing loan, per their lender's mailed request, can obtain that information free of charge. The fee that is charged only applies to new loans whereby a lender requires that a certificate be customized with specific information relating to the lender and a borrower for the purpose of a purchase, refinance or line of credit.

New Certificate for New Loan	Email \$24.95 - Fax \$26.95 - Mail \$29.35
Renewal Certificate Requested by Homeowner	Free
Renewal Certificate Requested by Lender	Email \$19.95 - Fax \$22.95

For your convenience, we can provide a guideline intended to assist homeowners through a step-by-step instructional showing them how they can obtain a free copy of a renewal certificate should they receive a letter from their existing lender requesting updated policy information.

EOI Direct is a national company that specializes in immediate condominium certificate deliveries which reduce the certificate phone calls that often begin with management companies and self-managed associations. The standardization among agencies using EOI's service means that your office will field fewer requests for certificates and our agency will be able to accommodate the most stringent of certificate turnaround requirements whether it is requested day, night, weekends or holidays. Should you receive a request for a condominium certificate of insurance, please refer the individual to EOI

Direct's website and toll-free helpdesk below:

Website: www.eoidirect.com

Helpdesk: **(877) 456-3643**

Our agency will continue monitoring the progress of this service intended to streamline and automate this process for the benefit of all parties. We welcome your feedback and suggestions.

COMMUNITY ASSOCIATION INSURANCE PRACTICE

ACCOUNT DIRECTORS Technical Consultation		
Theresa Melson, PCAM, CIRMS Senior Vice President Direct Line: 703.205.8753 Fax: 1.610.537.4908 theresa.melson@usi.com	Jessica M. Knutsen, CIC, EBP Vice President Direct Line: 703.205.8722 Fax: 1.610.537.4522 jessica.knutsen@usi.com	Christa Brady, PCAM Vice President Direct Line: 703.205.8765 Fax: 1.610.362.8377 christa.brady@usi.com
ACCOUNT MANAGEMENT TEAM Coverage questions - Policy Changes - Billing questions - General Information		
Nabila Sarwar, CISR, CRIS Account Executive, Team Lead Direct Line: 571.369.5124 Fax: 1.610.362.8537 nabila.sarwar@usi.com	Ana Wanzer Account Manager Direct Line: 703.205.8757 Fax: 1.610.362.8537 ana.wanzer@usi.com	Crystal Lockerman, CISR Account Manager Direct Line: 571.369.5131 Fax: 1.610.362.8537 crystal.lockerman@usi.com
CERTIFICATES OF INSURANCE		
<p>Retrieve certificates online: www.eoidirect.com or call Ph: 877.456.3643 (MON – FRI from 9 am to 8 pm) Turnaround time: Immediately</p> <p style="text-align: center;">For any issues related to certificates of insurance, please contact:</p> <p style="text-align: center;"> Ebony Steele Assistant Account Manager Direct Line: 703.205.8710 Email: ebony.steele@usi.com </p>		
CLAIMS		
Report claims using the information shown on the Claim Kit. For questions contact: Kathy Crandall - Email: kathy.crandall@usi.com		
USI		
Payment Mailing Address: P.O. Box 61007 Virginia Beach, VA 23466	For Other Correspondence: 3190 Fairview Park Drive. Ste 400 Falls Church, VA 22042-4530	
Main: 703.698.0788 / Toll Free: 800.792.9800 / Fax: 610.362.8377 / www.usi.com		



Lake Ridge Parks & Recreation Association, Inc.
Insurance Renewal Proposal
June 8, 2020 – June 8, 2021



What are the advantages of working with USI?

- ✓ *USI insures approximately 3,000 communities nationwide*
- ✓ *Our local Practice has 100+ years of combined experience & 300 clients*
- ✓ *Broad insurance company representation, including the top insurance carriers specializing in Community Associations*
- ✓ *Comprehensive review of governing documents and statutory requirements to coordinate with your insurance policy contracts*
- ✓ *Certificate & Contract Reviews for association vendors/suppliers*
- ✓ *Customized Risk Management, Disaster Planning & Forecasting Services*
- ✓ *Advocate, Monitor, and Review of claims activity*
- ✓ *Proactive Engagement, including but not limited to: Policy Remarketing, Board Meetings, Town Hall Meetings, Action Plan Development and more.*

Schedule of Named Insureds

Named Insureds
Lake Ridge Parks & Recreation Association, Inc.

Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.

Schedule of Locations

Location Number	Address	City	State	ZIP Code
1	12350 Oakwood Drive	Woodbridge	VA	22192
2	12619 Oakwood Drive - Parcel W Phase 2, Sec 10	Woodbridge	VA	22192
3	12400 Oakwood Drive	Woodbridge	VA	22192
4	12298 Cotton Mill Drive	Woodbridge	VA	22192
5	12498 McIntire Drive - Section 18 & 19	Woodbridge	VA	22192
6	12184 Chaucer Lane Section 15	Woodbridge	VA	22192
7	3850 Hartlake Street	Woodbridge	VA	22192
8	Within Filed Boundaries - common grounds (open fields)	Woodbridge	VA	22192

Only the locations shown above are included in this proposal. If any locations are not shown above and should be included for coverage, please notify us immediately.

PROPERTY

Coverage	2020-2021
Name of Company	Travelers
A.M. Best Rating	A++XV
Replacement Cost	Yes
Blanket Building Limit	\$3,684,310
Agreed Amount	Yes
Blanket Business Personal Property Limit	\$489,930
Boiler Machinery/Equipment breakdown	Included
Deductible	\$2,500
Blanket Business Income/ Extra Expense Limit	\$128,750
Deductible	72 Hours
Special Classes (Swimming Pools in the Open) Limit	\$1,189,650
Deductible	\$2,500
Building Ordinance or Law Limit ICC	\$250,000

INLAND MARINE

Coverage	2020-2021 Option #1
Name of Company	Travelers
A.M. Best Rating	A++XV
Scheduled Property- Blanket Limit	\$827,294
Deductible	\$500

GENERAL LIABILITY

Coverage	2020-2021
Name of Company	Travelers
A.M. Best Rating	A++XV
Each Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$100,000
Medical Expense Limit	\$5,000
Employee Benefits	Yes
Each Employee Limit	\$1,000,000
Aggregate Limit	\$2,000,000
Deductible- Each Employee	None
Retroactive Date	06/08/1972
Professional Liability	No
Sexual Abuse Coverage- Claims Made Form	\$1,000,000
Liquor Liability	\$1,000,000
Athletic Participant	Included
Preschool Exposure	Included
Medical Payments to Preschool and Youth Athletic Events	Excluded

SCHEDULE OF EXPOSURES

Class Code	Location Number	ST	Description	Basis	Exposure
41715	1	VA	Profit - Day Care Centers	Each	77
73801	1	VA	Homeowners or Property Owners Association- Flat Charge (Travelers code 73801)	Other	Flat Charge
46671	1	VA	Parks or Playgrounds	Each	19
48727	1	VA	Streets, Roads, Highways or Bridges	Mile	11
48925	1	VA	Swimming Pools	Each	6
49451	1	VA	Vacant Land - Other than Not-For-Profit	Acres	1,058
41422	1	VA	CAMPS – Not for profit	Other	1,115

AUTOMOBILE

Coverage	2020-2021
Name of Company	Travelers
A.M. Best Rating	A++XV
Bodily Injury & Property Damage	\$1,000,000
Medical Payments- Per Person	\$5,000
Uninsured Motorists	Included
Underinsured Motorists	Included
Comprehensive Deductible- Actual Cash Value	\$1,000
Collision Deductible- Actual Cash Value	\$1,000
Towering & Labor	Included
Hired and Borrowed Car Limit	Included
Cost of Hire	\$35,000
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000

CRIME

Coverage	2020-2021
Name of Company	Travelers
A.M. Best Rating	A++XV
Employee Theft Limit	\$7,000,000
Deductible	\$60,000
ERISA Fidelity Limit	\$7,000,000
Fiduciary Liability	\$1,000,000
Forgery or Alteration Limit	\$500,000
Premises Coverage Limit	\$500,000
In Transit Limit	\$500,000
Money Orders & Counterfeit Money Limit	\$500,000
Computer Fraud Limit	\$500,000
Personal Accounts Limit	\$500,000
Deductible	\$5,000
Social Engineering Limit	\$50,000
Deductible	\$10,000
Any Criminal Acts	Yes
Directors and Officers	Yes
Board and Committee Members	Yes
Employees	Yes
Managing Agent (if any)	Yes

DIRECTORS & OFFICERS

Coverage	2020-2021
Name of Company	Cincinnati
A.M. Best Rating	A+XV
Limit	\$5,000,000
Defense Outside the Limit	Yes
Deductible	\$25,000
Claims Made	Yes
Specified Exclusion for Claimants: Roger Elmore and Deirdre Glascoe	Yes
Elected and Appointed Board Members	Yes
Employees	Yes
Committee Members and Volunteers	Yes
Employment Practices Liability (EPLI)	Yes
EPLI Deductible	\$25,000
Managing Agent (if any)	Yes

WORKERS COMPENSATION

Coverage	2020-2021	
Name of Company	Travelers	
Limit:	A++XV	
Each Accident	\$500,000	
Disease Per Employee	\$500,000	
Disease Policy Limit	\$500,000	
Policy term:	2020	2021
Experience Modification	1.14	1.14
Class Codes:	Payrolls	Payrolls
9015- Buildings NOC- Operation by Owner	\$1,135,313	\$1,135,313
8810- Clerical Office Employees NOC	\$1,000,592	\$1,000,592
8869- Preschool	\$157,826	\$157,826

UMBRELLA

Coverage	2020-2021
Name of Company	Travelers
A.M. Best Rating	A++ XV
Limit Per Occurrence	\$10,000,000
General Aggregate	\$10,000,000
Self- Insured Retention	None
Underlying Schedule:	
General Liability (\$1 Million/ \$3 Million)	\$1M/\$3M
Automobile Liability (\$1 Million)	\$1M
Workers Compensation (\$500K/\$500K/\$500K)	\$500/\$500/\$500
Directors & Officers	Excluded
Sexual Abuse & Molestation* (SAM)	Excluded
Professional Liability	Excluded
Athletic Participants Liability	Included
Preschool and Camp Liability	Included
Liquor Liability	Included

Coverage	2020-2021	
Name of Company	Lloyd's of London	
A.M. Best Rating	AXV	
Insuring Agreement	Limit	Deductible
Multimedia Liability	\$500,000	\$2,500
Network Security & Privacy	\$500,000	\$2,500
Privacy Regulatory Defense & Penalties	\$500,000	\$2,500
Breach Event Costs	\$500,000	\$2,500
Voluntary Notification Expense	\$500,000	\$2,500
BrandGuard Limit	\$500,000	\$2,500
Cyber Extortion	\$500,000	\$2,500
Network Asset Protection	\$500,000	\$2,500
Dependent Business Interruption	\$500,000	\$2,500
Maximum Policy Aggregate	\$500,000	\$2,500

LAKE RIDGE PARKS & RECREATION ASSOCIATION, INC.

Premium Summary

Coverage	Term	Carrier	Best Rating	Admitted	Expiring Premium	Proposed Premium	Payable to
Package Property/GL/IM	06/08/2020-06/08/2021	Travelers	A++XV	Yes	\$94,739	\$100,247	Carrier
Crime	06/08/2020-06/08/2021	Travelers	A++XV	Yes	\$7,740	\$8,124	Carrier
Automobile ¹	06/08/2020-06/08/2021	Travelers	A++XV	Yes	\$67,646	\$74,338	Carrier
Worker's Compensation ²	06/08/2020-06/08/2021	Travelers	A++XV	Yes	\$48,530	\$45,645	Carrier
D&O	06/08/2020-06/08/2021	Cincinnati	A+XV	Yes	\$11,416	\$11,416	Carrier
Umbrella	06/08/2020-06/08/2021	Travelers	A++XV	Yes	\$27,954	\$32,124	Carrier
Cyber	06/08/2020-06/08/2021	Lloyds of London	AXV	No	\$1,829	\$1,829	USI
TOTAL ESTIMATED ANNUAL PREMIUM					\$259,854	\$273,723	

Notes / Subjectivities:

¹Policy is composite-rated, based on 32 vehicles.

²Policy subject to an annual audit.

Binding Requirements:

- Signed Renewal Authorization
- All policies are on direct bill basis, invoices will be sent directly by the insurance companies except the Cyber Liability for the Amount of **\$1,829 due on (06/01/2020)**
- Subjectivities Listed Above

Payment Terms:

- Agency Bill - D&O, Boiler & Machinery, and Umbrella payable to USI
- Direct Bill - Package and Crime payable to the carriers

Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.



LAKE RIDGE PARKS & RECREATION ASSOCIATION, INC.

Agency Bill Payment Options

We sincerely appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

OUR BASIC PAYMENT PLAN IS THAT ALL PAYMENTS ARE DUE ON OR BEFORE THE EFFECTIVE DATE OF COVERAGE. THERE ARE THREE METHODS OF PAYMENT AVAILABLE:

-CASH ON EFFECTIVE DATE
-PREMIUM FINANCING BY A PREMIUM FINANCE COMPANY
-INSURANCE COMPANY PAYMENT PLAN, IF AVAILABLE

Please note that USI Insurance Services LLC and its subsidiaries and affiliates do not provide customer financing.

In some instances, you will receive invoices covering additions or changes to your coverage, endorsements. These invoices are payable upon receipt. You will receive a monthly statement of your account as a reminder as we realize that it is occasionally possible to miss a payment through oversight. Accounts with payments past due are subject to cancellation for non-payment. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made later. Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

PAYMENTS: Please remember to return the remittance copy of the invoice with your payment.. Otherwise, all payments will be applied to your oldest balance or left as unapplied if we cannot identify the applicable invoice being paid.

CREDITS: Credit invoices may be applied against other invoices due us. Please indicate in your remittance or contact us as to where to apply credit invoices on your account.

These payment procedures will apply for any and all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please contact your insurance representative.

USI Disclosures

Direct Bill DISCLOSURE: The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

Information Concerning Our Fees: As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

Reviewing Client Contracts DISCLOSURE: As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

USI Privacy Notice

Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

Our Legal Use of Information

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

Your Right to Review Your Records

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

Comments & Considerations:

- **Who is Insured?:** The named insured as designated in the declarations under the proposed insurance contracts is **Lake Ridge Parks & Recreation Association, Inc.**
- **Environmental Liability:** Associations may have some degree of exposure alleging bodily injury and/or property damage arising from or caused by pollutants. Pollutants by policy definition typically include harmful substances like: carbon monoxide, smoke vapors/fumes, microbial bacteria, mold, lead, asbestos, legionella, chlorine, etc. All standard general liability policies exclude indemnification and defense costs for liability claims that arise from or are caused by pollutants which is why this exposure is very important to consider. Please let us know if you would like to discuss your unique environmental liability exposures and potential insurance solutions.
- **Storage Tank Pollution Liability Coverage:** If the Association owns an above ground (AST) or underground storage tank (UST) we recommend that a pollution liability policy be purchased. Please let us know if you would like a quote for this coverage.
- **Fiduciary Liability Coverage:** Associations that have pension plans and trustees to administer the plan should purchase this coverage, which pays, on behalf of the insured, legal liability arising from claims for alleged failure to prudently act within the meaning of the Pension Reform Act of 1974. 'Insured' is variously defined as a trust or employee benefit plan, any trustee, officer or employee of the trust or employee benefit plan, employer who is sole sponsor of a plan and any other individual or organization designated as a fiduciary. Please let us know if you would like a quote for this important coverage.
- **Workplace Violence:** You have a duty to maintain a safe environment for staff and visitors. Your current coverage may not respond. We can now offer a product that will cover you for several losses such as loss of business income after an active shooter event, even if there was no physical damage to property which is needed to trigger coverage in a property form. The coverage also provides; crisis costs; funeral costs and public relations. This program also includes information on how to prepare and react to an active shooter event.

Notice: This summary of coverage is intended as an aid to understanding the insurance program we are proposing. It is not intended to replace, interpret or supercede any of the insurance policies. Please refer to the insurance policies for specific coverage information, terms, conditions and exclusions.

In evaluating the Association's exposure to loss, we are dependent upon the information provided. If there are other areas that need to be evaluated, please bring those items to our attention. Should any of the Association's exposures change such as purchasing, leasing or renting of motor vehicles, hiring new employees, acquiring additional property etc., please let us know immediately so the appropriate coverage(s) can be discussed.

Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review; therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

A. M. BEST RATINGS

A++ & A+	Superior	D	Poor
A & A-	Excellent	E	Under Regulatory Supervision
B++ & B+	Good	F	In Liquidation
B & B-	Fair	S	Rating Suspended
C++ & C+	Marginal	NR	Not Rated

FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than		1,000
Class II	1,000	to	2,000
Class III	2,000	to	5,000
Class IV	5,000	to	10,000
Class V	10,000	to	25,000
Class VI	25,000	to	50,000
Class VII	50,000	to	100,000
Class VIII	100,000	to	250,000
Class IX	250,000	to	500,000
Class X	500,000	to	750,000
Class XI	750,000	to	1,000,000
Class XII	1,000,000	to	1,250,000
Class XIII	1,250,000	to	1,500,000
Class XIV	1,500,000	to	2,000,000
Class XV	2,000,000	to	or greater

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data	NR-2 Insufficient Size and/or Operating Experience
NR-3 Rating Procedure Inapplicable	NR-4 Company Request
NR-5 Not Formally Followed	

RENEWAL AUTHORIZATION

Return via email to nabila.sarwar@usi.com

To: Theresa N. Melson/Nabila Sarwar
USI Insurance Services LLC

From: Board of Directors
Lake Ridge Parks & Recreation Association

Subject: Continuation of Property & Casualty Insurance Program

_____ Please continue the association’s property and casualty insurance program for 12 months effective June 8, 2020 per the renewal proposal dated May 5th 2020 with no changes. Any and all offers or recommendations for additional coverage higher limits or other changes are hereby declined.

_____ Please continue the association’s property and casualty insurance program for 12 months effective June 8, 2020 per the renewal proposal dated May 5th 2020 with the following changes:

- 1.
- 2.
- 3.
- 4.
- 5.

Authorized Signature
Board of Directors
Lake Ridge Parks & Recreation Association

Date

Request by member of Board of Directors for guidance concerning the role of the Architectural Committee:

My concern is that at the present, our AC appears to have no function whatsoever in the process that leads to imposition of penalties and taking legal action as allowed by the Virginia Property Owners' Act.

My original request was narrowly focused, but I like expanding the query to include the role and oversight of the AC itself in the entire covenant violations process.

The Guidelines for Lots states that "The Association Covenants Department *works closely with the AC to ... ensure compliance with these guidelines ...* [I]n order to ensure compliance with these Guidelines and the governing documents, the Association has adopted due process procedures ... before imposing penalties and taking legal action as allowed by the Virginia Property Owners' Association Act. .. "

So what exactly is the AC's role in ensuring "compliance with these guidelines" and how does the AC "work closely" in the "due process procedures"?