

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

PRESENT: Board Members: Janet Foote (President), Brent Barnwell (Treasurer, via phone), Tina Herndon (Secretary), Christopher Berry, Michael Butler, 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 reserve contribution 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 LRPA LOGO: The LRPA logo 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 LRPA 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 _____