

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE BOARD
May 12, 2020 Minutes

Due to the COVID-19 pandemic, this meeting was conducted as an in-person/virtual hybrid meeting that included two board members physically present with the remainder of board members attending virtually. Members of the community were offered the ability to join in, virtually using the software, ZOOM. They were given notice of how to receive instructions for login a week in advance. We were able to have five of the current board members that were not in person, present virtually, and one via the phone line. We also had multiple members of the community and committee members attend via ZOOM.

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

Other Attendees: John Maher (Lake Ridge Deer Management & Conservation, via ZOOM), Theresa Melson (USI, via ZOOM), Pia Trigiani (MercerTrigiani, via ZOOM), and homeowners

ABSENT: *Staff:* Mark Brooks (Facilities Director), Brodie Freer (Assistant Facilities Director), Meghan Yuenger (Assistant Covenants Director)

A. MEETING CALLED TO ORDER: Ms. Foote called the meeting to order at 7:01pm. The meeting was immediately open to the public because there was no executive session prior. A roll call of board member and staff attendees was taken by Ms. Foote.

B. OPEN FORUM: Ms. Foote gave some simple rules on how to conduct oneself while attending virtually.

C. BOARD MEMBER TIME: Mr. Stephens discussed that his concerns about COVID-19 decisions will be discussed under the new business and that he will address them at that point. Mr. Lohier stated that he hopes everyone is doing well. The rest of the board had nothing to share at this time.

D. CONSENT AGENDA (MINUTES): Ms. Herndon made a motion to approve the minutes from the March 10, 2020 board meeting. Mr. Stephens seconded, and the minutes were approved unanimously.

E. COO/GM HIGHLIGHTS: Mr. Mutlu spoke about the precautions that LRPRA is taking to remain safe during the pandemic and follow CDC guidelines. These include; majority of office employees teleworking, extra cleaning of the office and shop, social distancing of 6 feet or more, and staggered schedules for maintenance employees. He also stated that we have been impacted financially by the pandemic due to CD interest rates being lowered by the Federal Reserve, closing of the Pre-School, and cancelling of events and activities. Mr. Mutlu let us know that Charlie and Son Trash Service is doing the best they can during this time but have some restrictions due to current landfill rules. He urged the community not to leave trash in the common areas of Lake Ridge because of this. Mr. Mutlu specified that our pools are essentially ready to go from a physical standpoint, but it is not recommended yet by the Governor to allow the public to use them. He praised the directors and employees of LRPRA for their hard work and ability to continue working effectively during this time.

F. TREASURER'S REPORT: Mr. Barnwell stated that income is still adequate, and we are still in good financial shape according to his data.

G. RESERVES CONTRIBUTIONS PROCESS: Ms. Foote spoke about the engineering reserve study that is done every three years. This will be done again in 2021 and will be in the budget for that year. The reserve study will address maintenance, repair and replacement of common items. They will assess condition, remaining life, and assessment of associated costs to maintain those items. It does not address any structural conditions that cannot be seen, such as underground pipes. Ms. Foote stated that determination of what project and how much funding is allocated to each, is one of the most important fiduciary responsibilities of the board. She asked that each board member familiarize themselves with the engineering study recommendations.

H. USI INSURANCE RENEWAL: Ms. Foote asked Theresa Melson, our USI insurance agent to elaborate on our insurance renewal proposal. Ms. Melson spoke in detail about each form of insurance within the renewal. She explained our coverages did not change and clarified what had been added as well as reasons for rate increases and decreases. She also addressed questions about COVID-19, her experiences from an insurance standpoint, and reporting of claims directly to the pandemic. Ms. Herndon made a motion to approve the USI insurance renewal for the period of June 8, 2020 - June 8, 2021 in the amount of \$273,723.00. Mr. Butler seconded the motion and it was unanimously approved.

I. ASSESSMENT/FEE COVID-19 RELIEF: Ms. Foote addressed the topic of assessment fees and recreation activities moving forward. Mr. Stephens spoke on behalf of the community about their concerns about these topics. He questioned the economic impact of waving of fees and options for members of the community if they are having personal economic issues. He also asked about what policies might be regarding use of pools and community buildings proceeding. Mr. Mutlu briefed that the community's delinquent assessment payments are at similar percentages to previous years at this point in the season and that we have already waived the second late fee from the March assessment. He praised the covenants department for their willingness to work with individuals impacted by the pandemic and the association's understanding to individual situations. His recommendation was that we move forward in the fashion that we have of recent. Ms. Foote reminded the board that legal counsel has stated we should treat our members with consistent and equitable treatment. Each board member had a chance to discuss their ideas and beliefs on the topic. Ms. Foote suggested to create a resolution that would be sent out to the board, electronically, to consider for unanimous approval. The resolution would state that any community member that has a problem with assessment payment, due to issues related to COVID-19, will have their situation considered and any action decided upon will be made by management. Ms. Foote took suggestions about pools and activities moving forward but stated we cannot make any direct decisions about it at this time. It is dependent on Governor orders and other outside factors.

J. DUE PROCESS RESOLUTION FOR COVENANTS COMPLIANCE: Ms. Herndon made a motion to have an outline for due process of covenants compliance policies be created. Mr. Barnwell seconded the motion and it was approved unanimously.

K. CHARTER OF THE ARCHITECTURAL COMMITTEE: Ms. Herndon made a motion to authorize a Charter to be drafted for the Architectural Committee. Mr. Barnwell seconded the motion and it was approved unanimously.

L. BOARD VACANCY: Mr. Berry nominated Stephen McDowell for the board vacancy. A second was not heard. Mr. Barnwell nominated Ronald Yoho for the board vacancy and Ms. Herndon seconded. The board agreed on a vote of 7-1 for Ronald Yoho to fill the board vacancy.

M. COMMITTEE REPORTS: *Finance Committee:* Rebecca Hale and Mike Yuenger will present the draft budget on May 28th in a hybrid in-person/virtual meeting.

Deer Management: The committee will concentrate their focus on targeting trash issues within the community.

Trails Oversight Committee: No report was given.

N. OPEN FORUM: No discussion at this time.

O. ADJOURNMENT: Ms. Herndon made a motion to adjourn the meeting. Mr. Berry seconded the motion and it was approved unanimously. Ms. Foote adjourned the meeting at 8:24pm.

Tina Herndon, Board Secretary: _____

Douglas Milburn, Recording Secretary _____