

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE BOARD
July 14, 2020 Minutes

Due to the COVID-19 pandemic, this meeting was conducted as an in-person/virtual hybrid meeting that included three board members physically present with the remainder of board members attending virtually. Members of the community were offered the ability to be in person or 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 six of the current board members that were not in person, present virtually. 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 ZOOM), Jason Devers (via ZOOM logged on at 8:00pm), Jean Lohier (via ZOOM) and Michael Stephens (via ZOOM) ***Staff:*** Ike Mutlu (Chief Operating Officer/General Manager), Brodie Freer (Assistant Facilities Director, via ZOOM), 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), Megan Yuenger (Assistant Covenants Director, via ZOOM), Michael Yuenger (Director of Finance)

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

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

A. MEETING CALLED TO ORDER: Ms. Foote called the meeting to order at 7:00pm. A roll call of board member and staff attendees was taken by Ms. Foote.

B. CONVENE INTO EXECUTIVE SESSION: Ms. Herndon made a motion to convene into executive session to consult with legal counsel on existing/potential lawsuits and covenants guidance. Mr. Barnwell seconded the motion and it was unanimously approved.**(Resolution 2020/7-1)**

C. OPEN FORUM: Ms. Foote reopened the meeting to the public at 8:01pm and gave some simple rules on how to conduct oneself while attending virtually. She also stated that all information that is budget related is located on our website and that as an association we try to be as transparent as possible. Ms. Foote spoke about the fiduciary responsibility we have to our community to sustain property values. The chairman of the Architectural Committee was recognized to speak as a homeowner and asked about the reasoning behind recommending the Architectural Committee have a Charter. Ms. Foote let him know that after speaking with legal counsel, it will likely be deemed unnecessary. A homeowner spoke about the increase of the assessment being proposed and believes that the increase is high. He also spoke about his opinion on allowing a homeowner the ability to present on the LRPRA trails. Ms. Foote reiterated the board is really trying to move forward on the progress of the trails.

D. BOARD MEMBER TIME: Mr. Stephens thanked the employees of LRPRA on continuing to efficiently work through the pandemic. Mr. Berry brought up the idea for a “Newcomer Video” for new homeowner’s to be briefed on information about the community. Mr. Butler discussed how grateful he is that our community is being kept up so nicely, people are using the pools, and the landscaping looks great. He also appreciates the number of homeowners who have been joining in for meetings. Mr. Lohier agreed and reiterated the points made by Mr. Butler. Mr. Barnwell stated that he thinks it is great that the homeowner’s have been joining into the meetings, virtually. Ms. Foote thanked the staff for its continued progress with its work in all departments.

E. CONSENT AGENDA (MINUTES): The minutes for the May 12, 2020 Board Meeting, June 16, 2020 POA Hearing, and June 24, 2020 Special Board meeting were approved through unanimous consent.
(Resolution 2020/7-2)

F. CONSENT AGENDA (DIRECTORS' REPORTS): The Director Reports for Administration and HR, Covenants, Facilities, Finance, COO/GM, and Recreation were approved through unanimous consent.
(Resolution 2020/7-3):

G. COO/GM HIGHLIGHTS: Mr. Mutlu talked about how admirably the staff has worked over the last couple of months and how we have worked extremely hard to stay safe and comply with all protocols during this time. He thanked Laura Krauss and Brodie Freer for the great job they have done opening the pools. He acknowledged that we are having some trouble bringing in revenues due to the pandemic but are working hard to maintain some normality. He spoke about safety protocols that have been implemented to keep the staff healthy, including some employees teleworking, staggered shift times, and closing the office to the public. Mr. Mutlu affirmed that we extended our trash contract for two more years and that the pool contracts will be up for renewal in September and we will be bidding it out. Paving contracts have been approved and we will be starting those projects in the next couple of weeks. Mr. Mutlu talked about our CD rate dropping from 2.75% to .40% and it looks to be affecting our interest budget. The LRPR logo was brought up by Mr. Mutlu and he said there seem to be no issues arising and believes in a few weeks we will get final paperwork to protect our logo. Ms. Foote praised Mr. Mutlu for his ability to answer questions from the public, so thoughtfully and his willingness to work with the community.

H. PROPOSED INCREASE IN RESERVE CONTRIBUTION: Mr. Barnwell explained that the finance committee met on June 30, 2020 to discuss budget related topics. He made the motion that stated that the reserve contribution be raised, at purchase, to \$1000. Mr. Yoho seconded the motion. Ms. Foote made an explanation to the board as to why they believe this is a sound decision, including the fee being low in comparison to other local areas and nationally. Mr. Butler made a motion to amend the original motion to state as effective on September 1, 2020. The new motion stated the Board of Directors approves the increase in the amount of the reserve contribution to \$1,000 for all LRPR property transfers effective September 1, 2020. Mr. Barnwell seconded. The Board voted 8-1 in favor of the motion.

I. PROPOSED FISCAL YEAR 2021 OPERATING AND RESERVES BUDGETS AND ASSESSMENTS: Mr. Barnwell made the following motion for the operating budget, reserve budget, and assessments: The Board of Directors approves the proposed FY2021 Operating Budget based on an annual base assessment of \$568.76 (5% increase), with income of \$5,382,212 and expenses of \$5,382,212; The Board of Directors approves the proposed FY2021 Reserves Budget with income of \$2,366,187 and expenses of \$3,026,840 with no change in the subdivision reserve assessment rates, annual trash rates of \$152.52 for single family homes and \$97.04 for townhomes, and a reserve contribution at purchase of \$1,000. Mr. Stephens seconded the motion. Mr. Berry began discussion and proposed an amendment to the motion that would change the assessment increase from 5% down to 3%. Mr. Butler seconded the amendment to the motion. Mr. Berry discussed his idea to reduce funds that are allotted to the capital fund and redistribute them. Ms. Foote and Ms. Hale explained that the funds Mr. Berry was referencing go directly to improving and upkeeping amenities. This is a zero-budget item and should not be relocated. Mr. Berry withdrew his amendment. Mr. Butler and Ms. Foote continued discussion to help clarify to the public the rationale behind the motion. The vote was called and the Board of Directors voted in favor of the motion, 8-1.

J. PROPOSED FISCAL YEAR 2021 MAXIMUM ANNUAL ASSESSMENT: Ms. Herndon made the motion that the Board of Directors approve the FY 2021 increase in maximum assessments by 5% to a new maximum total for the year of \$873.70. Mr. Butler seconded the motion. The board voted in favor of the motion, 7-2.

K. PWC PRESENTATION – TRAILS UPDATE: Mr. Brendan Hanafin presented to the Board of Directors and LRPRA on PWC's progress with trails within LRPRA. He focused on segments 3 and 4 where some funds have been freed up. The feasibility of being able to make progress on these projects was widely discussed and he continued to stress that it is a priority to get this done. He presented various options of designs, bridge possibilities within the trails, budget concerns and options, and possible timelines. Mr. Neil Nelson the chair of our Trails Oversight Committee spoke after the presentation and asked what he would need from LRPRA. Mr. Hanafin stated he needs to get his engineers on the ground before making any decisions but when a recommendation can be made a new meeting will be held to discuss.

L. JOHN MAHER – TRAILS CONCERNS: Community member and chair of our Deer Management Committee, John Maher, presented and discussed his concerns about the LRPRA trails plan.

M. ARCHITECTURAL COMMITTEE – CANDIDATE VACANCIES: Ms. Foote explained that we have two vacancies open for the Architectural Committee and that there are 4 candidates who are in attendance to speak on their own experiences and reasons to why they'd like to be appointed to the committee. All 4 candidates had 3 minutes to speak before nominations were had. Mr. Yoho nominated Bill Milne to fill one vacancy on the Architectural Committee and Ms. Herndon seconded. The board voted unanimously in favor. Mr. Stephens nominated Naomi Snell to fill one vacancy on the Architectural Committee and Mr. Lohier seconded. The board voted unanimously in favor. Mr. Bill Milne and Ms. Naomi Snell will be appointed as members for the Architectural Committee for LRPRA.

N. ARCHITECTURAL COMMITTEE – DRAFT CHARTER REVIEW: Ms. Foote stated that the consensus of the Board of Directors was that the Architectural Committee did not need a Charter.

O. RESOLUTION FOR THE RECORD OF BOARD UNANIMOUS CONSENT DECISION VIA ELECTRONIC VOTE – COVID 19 ASSESSMENT RELIEF POLICY: It was brought on the record that a motion was unanimously approved, electronically as allowed by VA law for the COO/GM to consider and decide requests for exception to Association policies related to payment of assessments and fee. The original motion was to expire this summer, so Ms. Foote made a motion extend the authorization to July of 2021. Mr. Stephens seconded the motion and it passed unanimously. The new motion states: The Board of Directors approves that in recognition of economic hardship that the novel coronavirus (COVID-19) pandemic may have caused some owners in Lake Ridge, the Board of Directors ("Board") of Lake Ridge Parks and Recreation Association ("Association") hereby authorizes its Chief Operating Officer/General Manager, until July 14, 2021 to consider and decide requests for exception to Association policies related to payment of assessments and fees. Requests must be in writing and will be addressed on a case-by-case basis. Determinations will take the current circumstances of the owners and the owners' payment history into consideration. Assessments will not be waived or forgiven, but payment plans may be implemented. Late fees and administrative charges may be waived as appropriate.

P. RESOLUTION FOR THE RECORD OF BOARD UNANIMOUS CONSENT DECISION VIA ELECTRONIC VOTE – PAVING CONTRACT APPROVAL FOR WILDWOOD 1 & 2 AND VILLAS: It was brought on the record that a motion was unanimously approved, electronically as allowed by VA law that the Board of Directors approved the pavement contract at Wildwood 1 & 2 and Villas.

Q. COVENANTS DUE PROCESS: The Covenants Department has tightened up their operations in relation to timeline for due process. Ms. Foote stated this is within their purview to do so and agrees it will make things easier for the Association and the community.

R. COMMITTEE REPORTS: *Finance Committee:* No report was given.

Deer Management: Mr. John Maher stated he received a good report back from the VA Game and Inland Fisheries and has sent in their application for next year.

Trails Oversight Committee: Mr. Neil Nelson reiterated some points that were discussed earlier tonight. He asked that if any board member is interested in looking at the trails, he is happy to join them.

S. OPEN FORUM: A homeowner asked if we have explored the possibilities of grants for the association. Ms. Foote stated we have in fact investigated grants. A homeowner expressed some concerns about trees possibly being cut down and wanted to state that he hopes we protect them. Ms. Foote said we are aware of the tree markings and are making sure to research why these exist.

T. ADJOURNMENT: Ms. Herndon made a motion to adjourn the meeting. Mr. Stephens seconded the motion and it was approved unanimously. Ms. Foote adjourned the meeting at 9:46pm.

Tina Herndon, Board Secretary: _____

Douglas Milburn, Recording Secretary _____