

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE BOARD
November 10, 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), Jean Lohier (via ZOOM), Michael Stephens (via ZOOM), and Ron Yoho. **Staff:** Ike Mutlu (Chief Operating Officer/General Manager), Brodie Freer (Assistant Facilities Director), Rebecca Hale (Assistant Finance Director), Laura Krauss (Recreation Director, via ZOOM), Doug Milburn (Director of Administration and Human Resources), Michael Yuenger (Director of Finance) **Other Attendees:** John Maher (Lake Ridge Deer Management & Conservation), Mike Zupan (MercerTrigiani), pool management company representatives, and homeowners **ABSENT: Staff:** Mark Brooks (Facilities Director), Thomas Weldon (Covenants Director), Megan Yuenger (Assistant Covenants Director),

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

B. CONVENE INTO EXECUTIVE SESSION: Ms. Herndon made a motion to convene into executive session for the purpose of discussing FY20-21 Association Employee Health Benefit Contract, Pool Management Company Contract, and Personnel Review. Mr. Barnwell seconded the motion, and it was approved unanimously. **(Resolution 2020/11-1)**. The board convened into Executive Session at 7:02pm.

C. OPEN FORUM: The Board reconvened into open session at 8:18pm. Ms. Foote asked if anyone would like to bring anything to the attention to the board in open forum. There was no discussion at this time.

D. BOARD MEMBER TIME: Mr. Butler expressed gratitude for the ability to enjoy the fall weather and have his kids play outside. Mr. Lohier expressed he is happy to be at the meeting and that he is glad his volunteer work with the presidential election has concluded. Mr. Barnwell stated he is optimistic about the potential COVID-19 vaccine that is being talked about. Ms. Herndon said she was excited to go on vacation and wished a happy Veteran's Day to all. Ms. Foote read George Washington Carver's eight rules to live by.

E. CONSENT AGENDA (MINUTES): The minutes for the September 8, 2020 Board Meeting and September 15, 2020 POA Hearing were approved through unanimous consent. **(Resolution 2020/11-2)**

F. CONSENT AGENDA (DIRECTOR REPORTS): Ms. Foote spoke about highlights within the Director's Reports for Administration, Covenants, Recreation, Finance, and Facilities. The Director Reports were approved by unanimous consent. **(Resolution 2020/11-3)**

G. COO/GM HIGHLIGHTS: Mr. Mutlu discussed the topics of employee education, employee health related to COVID-19, and performance reviews. He spoke about the RFP process that management went through to choose a new vendor to assist with the upcoming Board of Directors election. Mr. Mutlu updated the members on the Recreation Department's search for a new pool pass system. He praised the Facilities department for their successful paving projects and the cleanup of the Fantasy playground. A new Little Free Library was installed at Tall Oaks, and Mr. Mutlu expressed thanks to the two community members who donated it.

F. TREASURER'S REPORT: Mr. Barnwell addressed the Association deficits caused by the COVID-19 pandemic. He believes we are still in sound financial shape, and that Management has done a great job of controlling expenses and reducing costs.

G. EMPLOYEE HEALTH INSURANCE CONTRACT: Mr. Yoho made a motion to approve the employee health insurance renewal with United Healthcare HMO (BKH2) and PPO (BALU) starting 12-1-20 and ending 11-30-2021. Ms. Herndon seconded the motion, and it was approved unanimously. **(Resolution 2020/11-4)**

H. POOL MANAGEMENT COMPANY CONTRACT: Ms. Foote let everyone know that the Pool Management contract decision has been deferred to the January, Board of Directors meeting for final approval.

I. PRE-SCHOOL FY21-22 RATE APPROVAL: Ms. Foote gave the floor to Ms. Krauss to speak about the FY21-22 pre-school rates. Ms. Krauss referred to the revenue and expense sheet that was included with the agenda and asked the Board to vote on approval of the tuition rates. Mr. Stephens made a motion to approve the tuition rates for next year. Mr. Devers seconded the motion, and it was approved unanimously. **(Resolution 2020/11-5).**

J. COO/GM ANNUAL PERFORMANCE REVIEW: Mr. Stephens made a motion to concur with the COO/GM Performance Review Committee recommendations that were made in a closed session. Mr. Lohier seconded the motion, and it was approved unanimously. **(Resolution 2020/11-6).**

K. POA HEARING – JANUARY 26, 2021: Ms. Foote advised there would be a POA Hearing January 26, 2021 @ 6:00 pm at Tall Oaks.

L. COMMITTEE REPORTS: *Finance Committee:* Mr. Barnwell noted the health insurance renewal and pre-school rates were discussed at the last meeting, and the committee's recommendations were before the Board tonight.

Deer Management: Mr. John Maher said that the Deer Management Committee was able to get their pollinator plot and perimeter established. They continue to weed, plant wildflower seed, and cover with straw. They believe the pollinator plot will be self-sustaining in about two years. The Deer Management Committee urges homeowner's not to feed deer due to potential of chronic wasting disease.

Trails Oversight Committee: Ms. Foote referred to the update that was within the agenda from this committee. The county will be providing an update to the Board in January.

Nominating Committee: Mr. Butler pointed to the LRPA website timeline for election events. The candidate briefings are scheduled for the next Nominating Committee meeting. Six candidates applied for the Board of Directors, and the election cycle begins in January.

M. OPEN FORUM: There was no discussion at this time.

N. ADJOURNMENT: Ms. Herndon made a motion to adjourn the meeting. Mr. Yoho seconded the motion, and it was approved unanimously. Ms. Foote adjourned the meeting at 8:46pm.

Janet Foote, Board President: _____

Douglas Milburn, Recording Secretary _____