

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)**  
**MEETING OF THE BOARD**  
**May 11, 2021 Minutes**

**Due to the COVID-19 pandemic, this meeting was conducted as an in-person/virtual hybrid meeting that included five board members physically present with the remainder of present 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 four 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.**

**The meeting video can be seen on the LRPRA YouTube page at [youtube.com/user/LRPRA](https://www.youtube.com/user/LRPRA)**

**PRESENT: Board Members:**, Janet Foote (President), Michael Butler (Vice President), Ron Yoho (Treasurer), Tina Herndon (Secretary), Christopher Berry, Jean Lohier (via ZOOM), Bill Milne, and Michael Stephens (via ZOOM) **Staff:** Ike Mutlu (Chief Operating Officer/General Manager, via ZOOM), Brodie Freer (Assistant Facilities Director via ZOOM), Rebecca Hale (Assistant Finance Director, via ZOOM), Laura Krauss (Director of Recreation via ZOOM), Doug Milburn (Director of Administration and Human Resources), Megan Yuenger (Assistant Covenants Director via ZOOM), Michael Yuenger (Director of Finance and IT via ZOOM) **Other Attendees:** Seth Handler-Voss (Prince William County via ZOOM), Matt White (Prince William County via ZOOM), John Maher (Lake Ridge Deer Management & Conservation) and homeowner **ABSENT: Board:** Jason Devers **Staff:** Mark Brooks (Facilities Director), Thomas Weldon (Covenants Director)

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

**B. OPEN FORUM:** There was no discussion at this time.

**C. BOARD MEMBER TIME:** Ms. Herndon stated that she was excited that trails were on the agenda and is looking forward to completion of the trails work. Mr. Butler spoke about his gratitude for being back in the room with everyone for the meeting and for great weather. Mr. Milne asked about receiving an update on the pools, and Ms. Foote let him know that it will be discussed at a Town Hall meeting on Monday, May 17th. Ms. Foote announced that a consultant for digital database platforms will be meeting with office staff, free of charge, to evaluate what types of software and options could be best for LRPRA.

**D. CONSENT AGENDA (MINUTES):** Mr. Milne made a motion to approve the minutes for the March 3, 2021 Board Meeting. Mr. Berry seconded the motion, and the minutes were approved unanimously. **(Resolution 2021/5-1)**

**E. COO/GM HIGHLIGHTS:** Mr. Mutlu shared that the employees at LRPRA continue to remain healthy and that over 50% of our employees have received COVID-19 vaccination. He advised that the PPP loan money had been received and was being used for payroll related expenses. PPP funds will be consumed by early July at which time we will request conversion to

a government grant. Mr. Mutlu spoke about the renovations of the pool bath houses by the facilities team. The goal is to have all five pool houses modernized by next year. He explained that Recreation activities and revenues are continuing to rise and the outlook is positive. CellBadge is having a positive impact on many different aspects of the Association. Mr. Mutlu iterated that the covenants department completed their sweeps successfully and believes the community looks much nicer because of their attention.

**F. TREASURER'S REPORT:** Mr. Yoho made the following information points:

- The Finance Committee anticipates receiving the first draft of the budget on 5/11/2021
- The Finance Committee met on 5/6/2021 and discussed a few generic subjects
- The Finance Committee is preparing to render some input to the Board on investment strategies
- The Finance Committee is preparing input on our assessment strategy

**G. PRINCE WILLIAM COUNTY TRAILS UPDATE AND TRAILS PLAT UPDATE:**

Matt White and Seth Handler-Voss (DRPT staff) presented an update on segments 3 and 4, as well as design of trail segments 6 and 8. They focused on the following:

- Segment 3 trail lease realignment (eroded sewer easement)
- Amended deed of lease and plats with the new trail realignment
- Segment 4 building plan permitting process and schedule
- Trails signage updates
- Segments 6 and 8 design

Mr. Berry inquired about a legal review of the trails lease. Ms. Foote explained that this was already done as our own legal counsel wrote the lease that currently exists. Mr. Milne made the motion to approve the attached draft plat amendment prepared by Pennoni Associates Inc. on 5, February 2021, for the Occoquan Greenway Trail. Ms. Herndon seconded the motion and it was approved unanimously. **(Resolution 2021/5-2)**

**H. TRASH SERVICE PRESENTATION:** Doug Milburn, LRPR Director of Administration presented an update of current trash service within LRPR. He focused on the following:

- Information relating to the current contract and its previous extension
- 2019 community survey of resident satisfaction with trash service
- Trash rates per household within LRPR in relation to services
- 2021 challenges due to COVID-19

Mr. Butler requested more data relating to consistency and performance of the trash service in the future and how it aligns to the contractual obligation with LRPR. Mr. Yoho proposed tracking answers to three questions on a monthly basis:

1. How many complaints from owners have we received?
2. How many times has our vendor contacted us to let us know their services will be deficient?
3. How many complaints has our vendor received directly?

Mr. Berry made the point that he believes data during a pandemic year may not be the most valid. Mr. Stephens commented on the concept of needing an industry standard to compare to if data is to be used. He stated any data we compile is good information to have, but we must be careful interpreting data without an industry standard. Ms. Foote stated that she and LRPR Management will meet with our current vendor in the near future to discuss these points.

**I. POA HEARING – JUNE 15, 2021:** Ms. Foote announced that a POA Hearing will be held on June 15, 2021 at 6:00 PM.

**J. LRPA BOARD MEETING STARTING TIMES:** Ms. Foote polled Board members on their preference for LRPA Board meeting times. The discussion was directed at starting all future Board meetings that do not have an Executive Session at 7:00 PM. Mr. Yoho elaborated on his support for the 7:00 PM start time in this situation and raised the point that he would prefer shorter Executive Sessions ending at 7:30 and reopening the Board meetings to the public then.

**K. RESOLUTION FOR RECORD OF BOARD UNANIMOUS CONSENT DECISION VIA ELECTRONIC VOTE – LRPA FINANCE COMMITTEE APPOINTEES:** Ms. Foote stated that under the Virginia Property Owners’ Act 55.1-1832, Paragraphs C and D and meeting waiver under LRPA By-laws, Article IV, Section 5 that Board of Directors members may take an electronic vote if it carries a unanimous consent. For the purposes of documenting and providing information to the community, Ms. Foote asked for a resolution that confirms that the Board of Directors did vote unanimously for the LRPA Finance Committee appointees. Mr. Yoho made a motion that we did confirm with a unanimous vote. Mr. Butler seconded the motion, and it was approved unanimously. **(Resolution 2021/5-3)**

**L. RESOLUTION FOR RECORD OF BOARD UNANIMOUS CONSENT DECISION VIA ELECTRONIC VOTE – PAYROLL PROTECTION PROGRAM LOAN AGREEMENT:** Ms. Foote stated that under the Virginia Property Owners’ Act 55.1-1832, Paragraphs C and D and meeting waiver under LRPA By-laws, Article IV, Section 5 that Board of Directors members may take an electronic vote if it carries a unanimous consent. For the purposes of documenting and providing information to the community, Ms. Foote asked for a resolution that confirms that the Board of Directors did vote unanimously for the Payroll Protection Program loan agreement. Mr. Yoho made a motion that we did confirm with a unanimous vote. Mr. Butler seconded the motion and it was approved unanimously. **(Resolution 2021/5-4)**

**M. COMMITTEE REPORTS:** *Finance Committee:* There was no discussion. *Deer Management Committee:* Mr. John Maher had previously provided a written report to the Board of Directors and did not elaborate further on his report. *Trails Oversight Committee:* There was no discussion.

**N. OPEN FORUM:** Ms. Herndon spoke as a homeowner and asked about if there had been a follow-up on a homeowner complaint about overzealous usage of lights at homes in certain neighborhoods. Mr. Mutlu reported that he had researched the complaint and contacted the County. PWC will not get involved in this issue. Our governing documents do not prohibit outside lights, as brought up by the complainant previously in open forum. A homeowner spoke about the Occoquan trail and believes the trail will not be wide enough. A homeowner stated she appreciated the presentation on the trash service and believes the small recycling bins that are provided are not large enough. She suggested that in the new RFP we recommend that the size of the recycling bins should be larger and that the RFP address the contractor providing pickup

data. A resident raised concerns about speeding problems in his neighborhood. It was recommended that a petition for speed tables be created by 51% of the residents in the area and sent in to Prince William County. Ms. Foote stated that as an HOA we have no authority over VDOT owned roadways. Ms. Foote encouraged wide communication of need for lifeguards in order to open our pools. Anyone fifteen years old or over who is able to pass the lifeguard test was encouraged to apply to Premier Aquatics for a job.

**O. ADJOURNMENT:** Mr. Butler made a motion to adjourn the meeting. Mr. Yoho seconded the motion, and it was approved unanimously. Ms. Foote adjourned the meeting at 8:51pm.

Tina Herndon, Board Secretary: \_\_\_\_\_

Douglas Milburn, Recording Secretary \_\_\_\_\_