

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE BOARD
July 13, 2021 Minutes

Due to the COVID-19 pandemic, this meeting was conducted as an in-person/virtual hybrid meeting that included six 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 two of the current board members that were not in person, present virtually.

The meeting video can be seen on the LRPRA YouTube page at youtube.com/user/LRPRA

PRESENT: Board Members:, Janet Foote (President), Michael Butler (Vice President), Ron Yoho (Treasurer), Tina Herndon (Secretary via ZOOM), Christopher Berry, Jean Lohier, Bill Milne, 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 (Director of Recreation via ZOOM), Doug Milburn (Director of Administration and Human Resources, Michael Yuenger (Director of Finance and IT) **Other Attendees:** Pia Trigliani (MercerTrigliani via ZOOM) **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. CONVENE INTO EXECUTIVE SESSION: Mr. Milne made the following motion: The LRPRA Board of Directors will convene into executive session pursuant to the Virginia Property Owners' Association Act, Section 55.1-1816, to confer with legal counsel to discuss appointing a foreclosure trustee for foreclosure proceedings against an LRPRA property and summer paving contracts. Mr. Butler seconded the motion, and it was approved unanimously. **(Resolution 2021/7-1)**. The board convened into Executive Session at 7:02pm.

C. OPEN FORUM: The Board reconvened into open session at 7:25pm and after the announcing the subjects discussed in the Executive session, the President began open forum. A homeowner requested that the Board direct the Parks Department to use only Northern Virginia native plants in trail restoration.

D. BOARD MEMBER TIME: Mr. Butler expressed his gratitude that LRPRA provides such a wonderfully maintained community for him and his family. Ms. Herndon seconded Mr. Butler's statements and is very thankful for the trails and pools being opened. Ms. Foote praised the LRPRA staff for its efforts to open amenities this season and for all the work they've done for the community.

E. CONSENT AGENDA (MINUTES): Mr. Milne made a motion to approve the four sets of minutes (May 11, 2021 Board Meeting, May 27, 2021 Special Board Meeting, June 15, 2021 POA Compliance Hearing, June 29, 2021 Special Board Meeting) with the exception of one change to the May 11 minutes - paragraph C, the date May 10 be changed to May 17. Mr. Berry seconded the motion, and the minutes were approved unanimously. **(Resolution 2021/7-2)**

F. CONSENT AGENDA (MANAGEMENT REPORTS): Ms. Foote encouraged the public to look at the management reports online to see the excellent work the Association is doing. Mr. Butler made a motion to accept the Management Reports. Mr. Berry seconded the motion, and the minutes were approved unanimously. **(Resolution 2021/7-3)**

G. COO/GM HIGHLIGHTS: Mr. Mutlu highlighted the following points within his discussion.

- LRPRA employees remain healthy and continue to become vaccinated from COVID-19

- The office reopened on 7/6/21
- Assessment delinquency numbers continue to come down
- CellBadge has been a great success and over 11,000 community members have been registered
- Paving projects within LRPA will be starting shortly
- Our Payroll Protection Program loan was used strictly for payroll and the process of applying for loan forgiveness will begin in the next few weeks.

H. TREASURER’S REPORT: Mr. Yoho stated the financial reports have been published for the public, and he offered to take any questions. Mr. Yoho indicated the LRPA financial position is sound. Ms. Foote remarked the Budget Town Hall was held June 9, and the budget passed at a Special Board Meeting on June 29.

I. ARCHITECTURAL COMMITTEE VACANCY: Ms. Foote stated that three individuals expressed interest in the vacancy, but only one submitted the application. The applicant was Keith King, who is our past Architectural Committee Chair. Mr. Lohier made a motion that the applicant, Keith King be voted to serve on the LRPA Architectural Committee. Mr. Butler seconded the motion and the motion passed with seven votes in favor and one abstention. **(Resolution 2021/7-7)**

J. RESOLUTION APPOINTING FORECLOSURE TRUSTEE FOR FORECLOSURE PROCEEDING: Mr. Yoho made the following motion: The Board hereby authorizes the following course of action with respect to initiation of a statutory non-judicial foreclosure proceeding against subject defined lot: the Board appoints Richard A. Bash to serve as foreclosure appointee; the Board authorizes the COO/GM to execute the certificate of appointment; and, authorizes Association legal counsel to record the certificate of appointment and to do all such things necessary to conduct foreclosure proceedings. Mr. Butler seconded the motion. The motion passed with a vote of 7-1.

(Resolution 2021/7-4)

K. SUMMER PAVING CONTRACTS: Mr. Lohier made the following motion: Motion to approve the following proposed contracts for paving:

- Lake Ridge Association Proposal by Pro-Pave Incorporated for paving for Ridgeleigh 7 - \$200,983.00
- Lake Ridge Association Proposal by Pro-Pave Incorporated for paving for Wildwood III - \$128,160.00
- Lake Ridge Association Proposal by Dominion Paving and Sealing for paving for Pulte 2 - \$143,528.00
- Lake Ridge Association Proposal by Brothers Paving & Concrete Corporation for paving for Woodmark - \$133,845.97

Mr. Milne seconded the motion and it was approved unanimously. (Resolution 2021/7-5)

L. ESTABLISHMENT OF PAY SCALES WITHIN LRPA: Mr. Berry made the following motion: Motion to instruct the Chief Operating Officer/GM to research and submit a report to the Board of Directors, within 90 days of passage of this motion, on proposed pay scales (showing a minimum and maximum salary range) for Full-Time and Part-Time positions at Lake Ridge Parks and Recreation Association, along with recommendations for implementation. Mr. Lohier seconded the motion. Mr. Milne called for discussion. Mr. Berry elaborated that this motion is specifically for the COO/GM to do some research of pay scales for the Association and submit to the Board. He stated this is something that has never been done for LRPA employees and is an establishment of pay range that exists in many other fields, such as the military. Mr.

Butler asked COO/GM, Mr. Mutlu if he has done similar research in the past. Mr. Mutlu responded positively and stated he is comfortable in the completing the request with the data and resources he has. The motion passed with a vote of 7-1. **(Resolution 2021/7-6)**

M. COMMITTEE REPORTS: *Finance Committee:* There was no discussion. *Deer Management Committee:* There was no discussion. *Trails Oversight Committee:* The trails oversight committee provided pictures of the new signs that have been put up on the trails within LRPA.

N. OPEN FORUM: There was no discussion.

O. ADJOURNMENT: Mr. Yoho made a motion to adjourn the meeting. Mr. Milne seconded the motion, and it was approved unanimously. Ms. Foote adjourned the meeting at 7:52pm.

Janet Foote Board President: _____

Douglas Milburn, Recording Secretary _____