

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.
MEETING OF THE BOARD
January 15, 2019 Minutes

The quarterly board meeting of the Lake Ridge Parks and Recreation Association, Inc. (LRPRA) Board of Directors was held at the Tall Oaks Community Center on January 15, 2019.

PRESENT: Board Members: Janet Foote (President), Steve Northup (Vice President), Brent Barnwell (via telephone), Christopher Berry, Tina Herndon, Neil Nelson, and Michael Stephens **Staff Members:** Ike Mutlu (General Manager), Martha Nelson (Assistant General Manager), Mark Brooks (Facilities Director), Laura Krauss (Recreation Director), Marian Morrill (Director of Administration and Human Resources), Barbara Ramey (Covenants Director), and Michael Yuenger (Finance and IT Director)

Other Attendees: Pia Trigiani (MercerTrigiani), John Maher (Lake Ridge Deer Management & Conservation), James Webb (Capital Financial), Jeremy Powell (Goldklang Group), and homeowners

A. CONVENE INTO EXECUTIVE SESSION: Mr. Stephens made a motion to convene into executive session to discuss director qualifications. Mr. Northup seconded the motion, and the board convened into executive session at 7:01pm. **(Resolution 2019/1-1)**

B. OPEN MEETING: Ms. Foote presented outgoing board member Steve Northup with a certificate of appreciation for his six years of tireless service on the LRPRA Board. In addition, Mr. Mutlu presented retiring employee Martha Nelson with a certificate of appreciation for her work as both Covenants Director and Assistant General Manager. Covenants Director Barbara Ramey informed the Board of new hire, Thomas Weldon, as the Assistant Covenants Director.

C. OPEN FORUM: One homeowner asked what the Board is doing regarding special counsel's investigation of an LRPRA board member. Ms. Foote noted that the Board is addressing this situation and that homeowners will see action in the future.

One homeowner would like to see more voter outreach done for the 2019 Board of Directors election. Both Ms. Foote and nominating committee chair Neil Nelson asked the homeowner to send his suggestions to Mr. Nelson. Ms. Foote requested homeowners in attendance to inform their neighbors and friends to vote in this year's election.

One homeowner noted that the *Lake Ridge Today* magazine came out after the Meet the Candidates night. Ms. Foote noted that the magazine was delayed due to a printing issue and that the Meet the Candidates event was well publicized to homeowners.

D. CONSENT AGENDA: Guidelines for Common Area was removed from the consent agenda at Mr. Berry's request. Mr. Northup made a motion to approve the consent agenda for approval of minutes **(Resolution 2019/1-2)** and for management reports **(Resolution 2019/1-3)**. Mr. Stephens seconded the motion, and it was unanimously approved.

E. PRESENTATION BY JAMES WEBB (CAPITAL FINANCIAL): Mr. Webb noted that LRPRAs portfolio is currently being reallocated to US Treasuries and US insured deposits, which is in accordance with the Community Associations Institute's guidelines.

F. GENERAL MANAGER REPORT: Mr. Mutlu thanked Martha Nelson for her work on creating a new employee personnel evaluation. He also thanked both Ms. Nelson and Mr. Freer for their work on an office archival project.

For its first quarter, LRPRAs is ahead of budget, and many delinquent accounts have been resolved in thanks to both the Finance Department and the front desk staff. LRPRAs is implementing ongoing town hall meetings. The first one was held in November 2018, and the second one is scheduled for March 19, 2019. Mr. Mutlu provided information on the importance of the unappropriated members' equity, a reserve fund to be used for unexpected situations. Lastly, he encouraged all board candidates to read the audit report as well as the reserve study.

G. ANTIETAM LANDSCAPE COMMITTEE UPDATE: The committee met in November 2018 with John Mills (Prince William County Construction Office) as well as the project landscaper. The committee approved the landscaper's plan at a December 2018 meeting. When the plan is finalized, LRPRAs will display it for the membership.

H. ACCEPTANCE OF FY18 AUDIT REPORT: Jeremy Powell (Goldklang Group) presented the FY18 draft audit. Mr. Stephens made a motion to accept the audit report. Mr. Northup seconded the motion, and it was unanimously approved. **(Resolution 2019/1-4)** Mr. Stephens asked Mr. Powell if the Goldklang Group had any role regarding the preschool tuition increase. Mr. Powell said that the firm was involved in theoretical discussions, but was not formally asked to review the preschool lease.

Mr. Berry asked about the credit limit for Association credit cards. Mr. Mutlu noted that one card's limit has already been lowered and that he is researching this issue for the other cards.

I. EMPLOYEE 401K TRUSTEE MODIFICATION: LRPRAs employee 401(k) plan administrator was changed from retired GM Ronald Pereira to the current GM, Ike Mutlu. This change was unanimously approved by electronic vote, but Ms. Foote asked for a motion to ratify this action for inclusion in the board minutes. Mr. Nelson made a motion to ratify this action. Mr. Northup seconded the motion, and it was unanimously approved. **(Resolution 2019/1-5)**

J. PRINCE WILLIAM COUNTY PLANNING COMMISSION LETTER: Mr. Barnwell made a motion to accept Ms. Trigiani's letter to the Prince William County (PWC) Planning Commission requesting that LRPRAs owners submitting applications for home businesses with PWC Planning Commission first obtain approval from the LRPRAs Board. Mr. Northup seconded the motion, and it was unanimously approved for the Board President's signature. Once signed, staff will mail out the letter to the PWC Planning Commission. **(Resolution 2019/1-6)**

K. ARCHITECTURAL COMMITTEE (AC) VACANCY: Mr. Berry made a motion requesting that the AC vacancy decision be postponed to the March 19, 2019 Property Owners' Association (POA) Hearing and that candidates present themselves to board members at that time. Mr. Nelson seconded the motion, and it was unanimously approved.

L. BOARD APPROVAL FOR NOMINATING COMMITTEE: Mr. Northup made a motion to approve Ms. Foote's appointment of LRPRA's 2020 Nominating Committee members -- Tina Herndon (Chair), Brent Barnwell, and Neil Nelson. Mr. Stephens seconded the motion, and it was unanimously approved. Ms. Foote will announce the 2020 Nominating Committee members at the 47th Annual Meeting of the Membership on February 12, 2019.

M. COMMITTEE REPORTS: Mr. Maher provided an update on Deer Management and Conservation. Ms. Foote requested that his conservation letter be part of the orientation packet for new board members. Ms. Foote also thanked Mr. Maher for his *Lake Ridge Today* articles and asked that an excerpt from tonight's report be published in a future issue of the magazine.

Mr. Nelson encouraged homeowners to vote in the 2019 LRPRA Board election, noting that the Meet the Candidates Night was recently held in early January. Mr. Nelson updated the Board on the Trails Oversight Committee noting that Prince William County Parks Department is looking at proposed changes to Segments 2 and 3 due to erosion issue and that the overall goal is to design better trails without recurring, long-term costs.

N. BOARD MEMBER TIME: Management is currently working on an independent study of the Creative Preschool; Mr. Mutlu also noted recent complaints about airbnbs within the community. Mr. Mutlu is looking at all options regarding this issue.

Mr. Berry requested that information on marking trashcans with house numbers be removed from *Common Area Guidelines* since this relates more to an architectural guideline issue. Mr. Stephens made a motion to accept the *Common Area Guidelines* as is. Mr. Northup seconded the motion, and it was approved with a vote of 7 to 1. (**Resolution 2019/1-7**).

Mr. Berry requested that an article on how what homeowners need to do in order to sell a home appear in a future issue of *Lake Ridge Today*. Mr. Nelson asked about zoning permits for the proposed new LRPRA office. Mr. Mutlu noted that he has been in contact with Prince William County and that this proposed process is in its early stages.

Mr. Stephens thanked Ms. Nelson for all of her work with the Association.

Ms. Foote asked board members for their input on the GM performance plan and that the evaluation will be conducted in January 2019. Ms. Foote also noted that the April 16, 2019 board agenda will contain information on budget guidance.

O. OPEN FORUM: One homeowner requested that LRPRA consider how it can assist homeowners affected by the recent US government shutdown. He also suggested that in future board elections, homeowners be emailed their username and password.

P. ADJOURNMENT: Mr. Stephens made a motion to adjourn the meeting. Mr. Barnwell seconded the motion, and Ms. Foote adjourned the meeting at 9:07pm.

Tina Herndon, Board Secretary

Marian Morrill, Recording Secretary