

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.
MEETING OF THE BOARD
April 16, 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 April 16, 2019.

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

Other Attendees: Pia Trigiani (MercerTrigiani), John Maher (Lake Ridge Deer Management & Conservation), John Thomas (Crest Ridge Homeowners Association) and homeowners

A. CONVENE INTO EXECUTIVE SESSION: Mr. Berry made a motion to convene into executive session. Mr. Stephens seconded the motion, and the Board convened into executive session at 7:01pm. **(Resolution 2019/4-1)** Mr. Berry made a motion to close executive session. Mr. Stephens seconded the motion, and executive session ended at 7:55pm.

B. OPEN FORUM: John Thomas, President of the Crest Ridge Homeowners Association, submitted a letter petitioning the LRPRA Board of Directors for pool/spray park membership for Crest Ridge homeowners. The Board will consider the request and respond to Mr. Thomas.

C. ELECTION OF OFFICERS: The 2019 election results are as follows **(Resolution 2019/4-2):**

Janet Foote, President
Neil Nelson, Vice President
Brent Barnwell, Treasurer
Tina Herndon Secretary

D. PRESIDENT'S GOALS: Ms. Foote thanked staff for their continued hard work. Listed below are the president's goals for the coming year:

- Maintain an open and harmonious board
- Enhance customer service
- Continue to protect/promote property values
- Finalize the strategic plan by the end of the year
- Design and implement a homeowner survey
- Continue involvement between LRPRA employees and board members and Prince William County

E. BOARD MEMBER TIME: Mr. Nelson noted the assistance from a local Girl Scout troop with a recent cleanup near Hooes Run stream. He also informed the Board of an upcoming cleanup on Saturday, April 20.

Mr. Berry would like to see the *Guidelines for Lots* and the *Guidelines for Common Area* (which are posted on the LRPRAs website) mailed to all homeowners. Mr. Berry also had a question related to voting by members of the Architectural Committee. Mr. Stephens congratulated the LRPRAs staff on their work.

F. CONSENT AGENDA (MINUTES AND DIRECTORS' REPORTS): By unanimous consent, the Board approved the consent agenda (**Resolution 2019/4-3; Resolution 2019/4-4**).

G. GM HIGHLIGHTS: LRPRAs is transitioning from mutual funds to CD's, and the process should be completed by the end of the fiscal year. Mr. Mutlu also noted that delinquencies continue to come down, and he thanked Michael Yuenger, Rebecca Hale, Kellee Barefoot, Shirley Brown-Bigelow, and Sheree Hill.

Both the Facilities Department and Recreation Department are working on a number of activities. Mr. Mutlu noted that starting this year, he has implemented an annual continuing education program for all LRPRAs employees.

Mr. Mutlu presented CAI (Community Associations Institute) certificates to both Laura Krauss and Barbara Ramey. Ms. Krauss received her CMCA (Certified Manager of Community Associations). Ms. Ramey received her AMS (Association Management Specialist) designation. Lastly, Mr. Mutlu congratulated Ms. Morrill on her recent appointment by the Prince William County Board of Supervisors to the Prince William County Library Board of Trustees.

H. BOARD VACANCY: The Board appointed Ruby Arthur to fill the current board vacancy. Ms. Arthur's term will run until February 2021.

I. COMMUNITY SURVEY: Former LRPRAs employee, Martha Nelson will chair this committee, which is comprised of LRPRAs residents. Responding to a question from Mr. Butler regarding committee selection, Ms. Nelson noted that her choices are representative of the community. Ms. Nelson anticipates that the survey will be completed within a year. Mr. Barnwell made a motion to approve the committee charter. Mr. Stephens seconded the motion, and it was unanimously approved.

J. BUDGET GUIDANCE: By unanimous consent, the Board approved the Finance Committee's proposed 2020 budget guidance.

K. APPROVAL OF FEDERAL INCOME TAX RETURN: By unanimous consent, the Board approved the 2017 Federal Income tax return.

L. TRAIL REDESIGN APPROVAL: Mr. Nelson made a motion for LRPRAs to accept the Prince William County (PWC) Parks and Recreation Department proposal for trail realignment in segments 2 and 3 allowing the Prince William County (PWC) Parks and Recreation Department to proceed with trail design and development of plats for amending the Deed of Lease and Agreement between LRPRAs and the PWC Parks and Recreation Department. Mr. Butler seconded the motion, and it was unanimously approved.

M. APPROVAL OF TWO NEW TRAILS OVERSIGHT COMMITTEE MEMBERS: Mr. Nelson made a motion to appoint Jeff Witherel and Beth Greer as members of the Trails Oversight Committee. The Board unanimously approved the motion (**Resolution 2019/ 4-5**).

N. STOP THE BLEED PROGRAM: Ms. Foote thanked John Maher for spearheading this project, which will be presented to interested LRPRAs employees and Board members on May 1, 2019.

O. COMMUNITY CENTERS' FEE STRUCTURE: Mr. Butler made a motion to change the LRPRAs community fee structures for both the Tall Oaks the Canterbury community centers to the following: \$70 per hour/\$350 for 5+ hours. The new rates will be effective September 1, 2019. Mr. Stephens seconded the motion, and it was unanimously approved. (**Resolution 2019/4-6**)

P. STRATEGIC PLAN UPDATE: Mr. Stephens noted the importance of getting the strategic plan back on track and placed on the July 16, 2019 agenda. He encouraged all board members to read through the Burgess & Niple engineering study. Ms. Foote thanked Mr. Freer for supplying the Burgess & Niple bound copies to each board member. Ms. Foote noted that it is the consensus of the Board to hold a special board meeting to discuss the Burgess & Niple Study. Board members were reminded that LRPRAs contract Strategic Plan consultant, Jeff Evans of Management Matters, will meet with the Staff Directors May 7, 2019 and the Board on May 8, 2019 to try to finalize the Association Strategic Plan goals.

Q. DIRECTOR QUALIFICATION RULE: Mr. Stephens made a motion to approve the amended version of the rule as prepared by the Association attorney. It was seconded by Ms. Herndon. There was one dissenting vote. As the amendment was inadvertently omitted from the public package, the Board will ratify the amendment at its July 2019 quarterly meeting.

R. ANTIETAM LANDSCAPE COMMITTEE: Ms. Foote asked Ms. Nelson to thank all the committee members on behalf of the LRPRAs Board. Ms. Foote expressed that the very positive outcome of this committee efforts reflects the importance of LRPRAs staff working with Prince William County.

S. OPEN FORUM: One homeowner expressed concern that the mailbox in her immediate townhouse neighborhood has been broken for several weeks. Mr. Mutlu said that LRPRAs is working with the Post Office and the new mailbox should be installed by April 19.

T. ADJOURNMENT: Ms. Herndon made a motion to adjourn the meeting. Mr. Barnwell seconded the motion, and Ms. Foote adjourned the meeting at 9:08pm.

Tina Herndon, Board Secretary

Marian Morrill, Recording Secretary