

Buildings and Grounds Minutes of May 11,2020

Members in Attendance: J. Coates, P. McAllister, D. Myers, C. Nieman, A. Perka, P. Perka, L. Quinn

Absent: F.Coates, K. Gahr, B.Magill R. Middleton, R. Schoppet, E. Hair

The meeting was called to order via Zoom by chair Alex Perka at 10 A.M. With a quorum established, the agenda was approved, and the minutes from the March meeting were approved. There was no open forum requested.

Dr. James Coates, Board Liaison, shared items from the most recent Board of Directors Meeting. Jim reported that the hiking trail from the bus stop to Masters will be mowed regularly as per the request from B and G to the General Manager. This will allow students to walk more safely than on the road. An unapproved rustic bridge over a stream on one of the trails will cost approximately \$150,000 to replace and will be forwarded to the MPC committee. The Nominating Committee remains essentially the same as last year and will begin its work to secure candidates for this year's election. The clubhouse will remain closed until after the governor's next mandate later this spring, pending BOD review. After much discussion, it was moved that B and G will prepare a tab for the next BOD meeting related to the kinds of vehicles to be accommodated in the boat storage area. Diane will work with Jon Reedy to firm up the language and will forward this to Jim to be included in the June BOD meeting agenda. Jim also shared that \$1,400 has been requested to finish the accessories to the Fitness Center. A bow fishing project will be funded for 2020 at the level of \$2,500 to remove carp from the lake. A pilot project to enable lakeside owners to plant appropriate vegetation near the shore with protective screening will be undertaken to encourage re-vegetating the lake.

Pam presented highlights for the May MPC meeting which stressed Capital Improvement Fund projects. B and G is forwarding its request to finish the wooden fencing along Redland Road from the ending of the existing fence to the bus stop. It is not certain if this will be a regular budget request or a Capital Improvements Fund item. B and G is requesting \$8,000 for the new fence and \$5,000 for repair to the existing fence. We are also asking for the \$17,500 to develop the second walking trail at Country Club Park as per the Master Plan. We are also requesting \$5,5000 to replace dead or dying trees near the entrance to LHCC. Due to the uncertain financial times we live in as a result of the pandemic, these items are of course subject to review. Pam also reported that volunteer group led by Carol Traczyk will be planting flowers at the entrance and working on the landscaping at the clubhouse. She welcomes volunteers to join in this effort.

Phil has met with Mike Goodwin and Richard Traczyk to present the dog park specifications. From this point, Mike and Richard will work on getting quotes for the project.

The status of the Greenway site plan for Beach 2 is being delayed due to the virus and subsequent limitations of the county office. It is believed that our grounds keepers will add a

barrier to prevent sand from migrating further and will add pea gravel to the existing area as an interim measure. All other parts of the site plan are on hold.

Pam reported that no further progress has been made on RFP's for the clubhouse flooring project. It is currently in the hands of Elizabeth Hair.

The committee next reviewed Frances Coates' proposal for the June newsletter which will include an article on hummingbirds, native plants, and reminders for people walking on Common Areas related to no fires, no removal of plant life, and not harming wildlife. Alex will forward pictures of hummingbirds to Frances to use in the article. Frances also shared that areas she had observed last year are having success with wildflowers. It was mentioned that Alex had asked the General Manager not to mow in some specific areas of the disc golf course, and this is happening to facilitate preservation of these species.

As the meeting drew to a close, committee members were thanked for their continued support and hard work. The Zoom meeting was considered a success and will be used for our June meeting if needed. The meeting was adjourned at 11:08 A.M.

Respectfully submitted,

Pam Perka, Secretary

Finance Committee Meeting

March Minutes

6:30PM Tuesday, May 19, 2020

There were no members speaking in open forum.

Chair: Jarret Tomalesky

Members Present: Helen Carter, Jim Coates, John Martel, Pat Majewski, Butch Nesbit, Ed Noble, Jarret Tomalesky, Richard Tracyk, Tom Wallace

Members Absent: Ken Newbraugh

A quorum was established and the meeting was called to order at approximately 6:30 PM. This was our first ever meeting using Zoom.

Approve meeting minutes:

- The April minutes were approved.

Agenda: Begin the FY 2021 budget process.

An added item to the agenda was clarification of CIP for this year among the players involved with establishing and approving the Capital Improvement Program which Pat Majewski accomplished.

The request for budget from the committees was sent out by Jarret and also included in the May Newsletter. The budgets for the Lake and Buildings and Grounds committees has been received.

Tom Wallace was asked to set up general budget meeting with Mike Goodwin. John Martel and Tom will meet with Mike near end of this month. To be determined.

The meeting adjourned at 7:05 PM.

The next Finance Committee meeting will be on Tuesday, June 16 at 6:30 PM.

Lake Holiday CC
Lake Committee Minutes (Cisco Webex Meeting)
May 14, 2020 7:00pm

2020 Meeting Schedule: Jan 9, Feb 13, Mar 12, Apr 9, *May 14*, Jun 11, Jul 9, Aug 13, Sep 10, Oct 8, Nov 12, Dec 10 (as needed)

Call in Number: This is a Cisco Webex meeting – see instructions included in email

Members: Christopher Anderson, Jim Barnard, Marjorie Bohi, Judi Borcharding, Michelle Bradshaw, Mike Bradshaw, Brian Brown, Richard Church, Carol Demery, Tom Demery, Carisa Dueweke, Chris Dueweke, Greg Eckles, Karen Eckles, Matt Hahn, Terry Hardgrave, Steve Herring, JT Hesse, Barbara Hilder, Mike Hilder, Adele Imber, George Imber, Carleen Janke, Jim Janke, Cynthia Keefer, Eric Keefer, Karen Kimmel, Pat Majewski, Margaret McCulla, Jared Mounts, Pat Pagenkopf, Jim Pagenkopf, Rick Post, Wayne Poyer, Jon Reedy (Board Liaison), Kathy Ressler, Mike Ressler, Jack Sperry, John Stover, Linda Tite, Carol Traczyk, Ward Vaughan, Tony Zucker

Members Absent for May 14: Jim Barnard, Brian Brown, Richard Church, Carisa Dueweke, Chris Dueweke, Greg Eckles, Karen Eckles, Matt Hahn, Mike Ressler, John Stover, Linda Tite, Tony Zucker

Members Absent for May 14 Due to Technical Issues with Webex: JT Hesse, Jack Sperry

Planned Absences for May 14: Judi Borcharding, Barbara Hilder, Mike Hilder, Jim Janke, Carleen Janke, Pat Majewski, Ward Vaughan

Members with 3 unexcused absences for February, March, April: n/a

Members that have resigned from Lake Committee as of May 14: Paul Battista, Lou Cesa, Michelle Catlett, Josh Catlett, Brenda Cardinale, Elizabeth Hair, Suzy Marcus, Joe Marcus, John Martel, Brittany Swiger, Adam Swiger, John Szallay, James Walk

15 Minute Open Forum: (moved to end of agenda for today's meeting) - No open forum

Confirm Quorum: Confirmed

Approve Agenda: Approved

Previous Minutes: April Minutes approved by email

Old Business:

Registered Boats over 10 HP (as of a few weeks ago): 172

Registered Boats (Non-Motorized): 289

Registered under 10 HP: 19

(Chris Anderson to add last years final numbers for comparison)

1. Sub Committee Chairman/Secretary Reports:

- Water Quality Testing/Rainfall Monitoring
 1. 2020 E-Coli/Secchi Sampling: The following members have volunteered to be part of the E.coli sampling team: Steve and Jacki Herring, Greg and Karen Eckles. The training program provided by Friends of the Shenandoah was completed May 6th and May 13th at the clubhouse. These were also the first sampling dates.
 - E. coli tests so far showed very low results, one with slight elevation in Yeiter's cove, but it was still well below safety threshold.

2. 2020 Water Quality Monitoring contract. The first PH water quality sampling event for 2020 is tentatively scheduled for May 26. PH will also install the 4 CEZs on this date. LC will need to coordinate with the office to ensure all needed equipment is at the marina and ready on installation day and that it is undamaged. LC Co-chair Jim will follow up with the GM.
 3. Follow up on SVEC spraying for weeds along Lakeview Drive. SVEC responded by email and phone noting the product used for vegetation management is Garlon 4 in combination with mineral oil. The LC still wants to get an opinion from PH on this product.
- Aqua Customer Advisory Council: **Steve**
 1. Current members include Steve Herring, Richard Church, Pat Majewski, Chris Willey and Paul Jackson.
 2. We are in the process of scheduling a conference call to go over our initial questions and get updates on I&I repairs. Tentative date of May 28th.
 3. Aqua is currently working on I&I repairs. During almost any rain event of a few inches, the plant will have an unusual discharge or other problems. Overflow occurred again at the last heavy rainfall event. It spills out downstream, not directly into the lake but still a concern.
 - Rules, Regulations & Enforcement: **Margaret**
 1. At the March LC meeting, proposed changes to PRP were reviewed, discussed and LC voted to approve. PRP 3 Revisions have been submitted to the Compliance Committee for review/approval. Tentatively scheduled for Board submission during May or June. Chris Anderson will follow up with Jill Whitacre in the office, may need to verify email and contact Dot Wallace.
 - Newsletter/Communications: **Karen**
 1. Lake Committee May Newsletter Article (Electro Fishing Survey completed this month, CEZ Reinstallation, FWI's, Contracted Bow fishing and Lake/Tributary Water Quality/E-Coli Sampling). Jared to draft an article.
 - Fishery: **Jared**
 1. Subcommittee Meeting Tuesday @ 5:30 (Jon Reedy, Brian Brown, Terry Hardgrave, Rick Post, Jack Sperry, JT Hess, & Jared Mounts) Discussion including placement of CEZs, 2020 Stocking Plan, & Carp/Vegetation plan. Two sites set in Isaac's cove. The committee reviewed possible sites for the other two - one near the lighthouse property across from beach 3, also a new suggestion of around corner from beach 2 against the back bank, but will need to find who owns that shoreline. Subcommittee will continue to follow up.
 2. Brad Fink completed the Shock Survey on Monday 5/11 / Tuesday 5/12. They were not allowing ride alongs by committee members this year due to COVID-19. Preliminary summary noted the catch rate was down likely due to the weather and cold temps. The fish that were shocked appeared healthy and good sized. We should get a final report in the next few months. We can then put this on the LH website and/or in the newsletter. May also consider a town hall to present the results.
 3. Jon Reedy spoke with hatchery about potential stocking in November. Subcommittee to meet in June about finalizing details.
 4. 15" Walleye was caught last Friday! Good growth. Several young smallmouths have also been caught recently.
 5. Fisherman have been reporting high catch rates of large healthy fish.
 - Water Fitness, Recreation and Water Sports: **Ward/Karen**
 1. Ward had prepared posters for the Health Fair which was cancelled. Last year we discussed group water recreation activities, but will hold off plans until next month due to COVID-19 and beaches closed. No other new updates.
 - Wake Surfing/Plowing: **Ward**
 1. No new updates.
 - Marina: **Jon**

1. Subcommittee: Judi Borcharding, Jim Janke, Jon Reedy and Christopher Anderson. The LC has prepared/submitted a preliminary 2021 Budget or RRF Request of \$60k for Marina Reconfiguration. Working with the Office to compile a 5 year history of dock repair expenses (internal/external), liability potential for boat damage, new revenue from additional dock spaces, etc. The 60K would only cover deep creek installation fees, may need additional funding to get a walkway to docks.
- Tributary/External Loading (Sediment/Erosion & Run-Off Control): **Jim**
 1. Best Management Practices Update: The BMP Implementation Plan is currently under development. During the April 9 LC meeting the committee members voted unanimously to accept the subcommittee's recommendation for engineering firm GKY to perform the pre-application permit support. A Board Tab and presentation will be submitted to the Board for their consideration at the May Board meeting. Several LC members would like to be there to present this information, the background on it and to answer questions. Jim is preparing a powerpoint, he will try to get a draft out for review early next week. Deadline for May board meeting would be early next week. It may be better to push out to June as the board may be able to meet in person.
 2. Status of Submerged Aquatic Vegetation (SAV)
 - Two of the Carp Exclusionary Zones (CEZs) during 2020 will be located in Isaacs Cove within shallow areas that may be candidate locations for future habitat (wetland) restoration as part of the BMP strategy. The other two will be located near Beach III where the fishery subcommittee has noted this area as a primary location for SAV density in the past. Native SAV plants will be purchased (from known suppliers, and as recommended by Princeton Hydro) and hand-planted by volunteers within two of the CEZ(s). This will help us understand the viability of SAV planting as a restoration strategy going forward. A Board Tab (see attached) was submitted requesting Board approval for this recommended approach. At the April 28 Board meeting the Board unanimously approved this recommendation. The 4 CEZs are expected to be installed on May 26 by Princeton Hydro. Dates for planting native SAV will be dependent on water temperature. Princeton Hydro recommends water temperatures of 65-68 degrees for SAV planting.
 - A Board Tab (see attached) was submitted in April requesting Board approval for Terry Hardgrave's proposed experimental approach for introducing native submerged aquatic vegetation along a resident's waterfront. The Board unanimously approved this approach with the stipulation that LC/Princeton Hydro will provide oversight to any members interested in purchasing/installing SAV at their residence and will also keep a record of SAV Planting success/growth for reporting at future Board Meetings.
 - SAV Management Plan – a separate plan for the management of future SAV as it re-establishes within Lake Holiday is needed. We have time to develop this plan (carp will live several more years) but we should begin the process now.
 - Status of sterile carp control efforts: The Board recently approved the use of contracted bowfishing services (boats, lighting, equipment and skills specific to this sport) and contingent on water temperatures this effort will begin during May/June. LHCC will control access by the 10-12 external bowfishing providers to ensure minimal disruption to our community. This project will occur during nighttime hours (7 p.m. – 1 a.m.) and our goal is to increase the removal rates of the grass carp. These boats will comply with LHCC Boating/Insurance Rules, VGDIF Bowfishing Regulations, and we will require that they conduct this service with attention to minimizing light/noise impacts to lakefront homeowners.

- Another approach for carp removal has been proposed by JT Hesse which involves using gill netting to capture carp in Isaacs Cove. This approach may require a state permit and also Board approval. JT is investigating this with the assistance of Jared Mounts. This will also require Board approval prior to initiation. The state has responded that they do not support or approve of this method, although their permission may not be needed as we are a private lake. More information will be researched.
- 3. CEZs/Floating Wetland Islands: 2020 CEZ placement locations and timing still needs to be finalized by the LC and PH. Current thinking is to locate two in Isaacs Cove and two near Beach III. This needs a decision as the CEZs will be installed by PH on May 26. Locations reviewed, fishery subcommittee also investigating an area in a cove near beach 2.

New Business:

1. Board Liaison Update: Jon Reedy - Jon updated the committee on events from the recent board meeting.
2. Sub-Committee Chairs and Secretaries – Please provide Chris with any roster changes to LC Subcommittees
3. Reorganization of Lake Committee – Due to the large number of issues and activities facing the LC currently, the co-chairs and Board liaison have discussed and proposed the following realignment of the committee leadership and organization. Jim will turn over his co-chair duties to a new (yet to be identified) individual who will share the LC co-chair duties with Chris. This will help free up Jim’s time to focus on lake water quality protection and restoration activities, including oversight of Princeton Hydro contract requirements, interpretation of monitoring and modeling data, BMP implementation planning and permitting, SAV management, and preparation of Board and LC technical presentations. Starting in May the LC meeting agenda will reflect these changes. Jim will continue to act in the co-chair capacity until a new volunteer has been identified.

Open Forum: None

Adjournment: 8:05 PM

Master Planning Minutes of June 3, 2020

Members in Attendance: C. Anderson, C. Fiol, B. Hardgrave, P. Majewski, J. Martel, P. McClurken, C. Melcher, D. Melcher, R. Middleton, D. Noble, A. Perka, P. Perka, R. Traczyk

The meeting was called to order by chair Pat Majewski at 7 P.M. and conducted both live and with Zoom. With a quorum established, the agenda was approved and the minutes from the May meeting were approved with no open forum requested. A series of Capitalization Improvements Fund items were discussed, budget items were analyzed for recommendation to the Board for the 2021 budget, and the funding of the dog park at a level not to exceed \$32,000 was unanimously approved for initiation in the 2020 year. The following summary was provided by Darrell Melcher to be included in the minutes. We appreciate Darrell's work on our behalf.

2021 CIP Budget Summary from 6/3/2020 MPC Meeting Projects

2021

Disc Golf tees- completes the project
\$ 2,000.00

Walk/Bike Trails- to be located in Country Club Park
\$ 18,000.00

Dog Park- completes the project
\$ 5,000.00

Beach 2
\$ 10,000.00 -Enhancements and erosion

\$ 10,000.00 -Campsites and additional Parking
\$ 20,000.00

Pavilion - \$ 3,000.00
Bathrooms -\$ 10,000.00

Beach 3
\$ 10,000.00

Marina
\$ 6,000.00

Fish Stocking
\$ 5,000.00

Annual Total for 2021 Capital Improvement Fund
\$ 99,000.00

It is important to know that the Capital Improvement Fund spans a ten-year cycle to provide extensive planning for long-term projects that need to be funded over time.

General Funding Items Projects 2021

The following items will be recommended to the Board for consideration in the annual budget for 2021:

Extension of the Redland Road Fence

\$ 14,000.00

Speed Cameras (x2)

\$ 23,000.00

Notes

Beach 1

Funds collected through 2020 with the exception of Site Plan expenses and \$10K will be transferred to the Beach 2 Phase 1 project, which should expedite the project.

Athletic Field

Committee voted to discontinue the pursuit of installing a new athletic field at Country Club Park. Any remaining funds would also be transferred to the Beach 2 Phase 1 project after the Site Plan is paid. Between budget years 2018 and 2019 \$37,500 was set aside for this project.

Speed Controls

As documented above the Speed Cameras will be moved to General Funds for 2021. There should be about \$ 5 to 6 thousand dollars that can be carried over after the Speed Humps are installed.

In the future, it is hoped that the dog park can be enhanced with benches which Roger Hinderberg has volunteered to build for our community. Future items for the park may include agility training items for the dogs to use.

With our agenda completed, the meeting was adjourned at 8:19 P.M. The next meeting is scheduled for July 1, 2020 and may be held in person, pending the coronavirus situation at that time.

Respectfully submitted,

Pam Perka, Secretary

Nominating Committee Minutes (Zoom Meeting)
May 27, 2020 2:00 PM

Members Present: Michele Bradshaw, Mike Bradshaw, Tom Demery, Dave Buermeyer, Chris Anderson, Betka Hardgrave (Board Liaison)

Additional Guest: Jill Whitacre (LHCC Office)

Meeting was conducted virtually via Zoom

Matters Discussed:

- Virtual vs. In Person Annual Meeting issues
 1. License (Mike B. to follow up with Mike G)
 2. Board to assign tech team to coordinate Zoom sign-ins and items to be shared on screen (Betka and Mike)
 3. Is a Virtual Annual Meeting even permitted according to the LHCC By-Laws (Betka to check with LHCC attorney)
 4. If done virtually, how can floor nominations be accommodated? (Dave)
 5. If meeting is virtual, hold in person voting from 8:30 to 10:00 and start the virtual meeting at 11:00
- Consider holding Call for Candidates letter in Newsletter until August issue and note all matters subject to change if assemblies become restricted or limited in size
- Vote Administrator Scope of Work was discussed and thought to be sufficient
- Candidate Outreaches include:
 1. Posting the sign over July 4 weekend
 2. Regular email and newsletter communications to membership
 3. NC Members to speak at LHCC Committee meetings over the summer to encourage people to run for the Board
 4. Develop a commentless Facebook presence on the LHCC families page reminding people how to sign up to run
 5. Continue a food truck meet and greet with the people in line and encourage them to become Candidate.

- Dave and Jill will continue to monitor the envelope issue and coordinate with the Administrator as and when needed
- The LHCC Bylaws state the NC should consist of a Board Liaison and 3 additional members. The NC PRP states it shall consist of a Board Liaison plus 4 additional members. Since the PRP strengthened, not weakened, the Bylaws, no further action was taken or needed.

Meeting adjourned 2:45PM

Submitted by: Tom Demery

Accomplishments for 2020 Budget Year

Status	Projects
Completed	Emergency Exit Signage Researched, Ordered, purchased and installed on the emergency exit roads
Completed	Signage along W. Masters and Lakeview Drives Speed Limits, Blind Curve and Hidden Entry
Completed	Speed Humps - W. Masters Drive Funding coming from Speed Abatement Funds
Completed	PRP 5 - Entry, Road Use, and Parking and PRP 4 Compliance alignment Stop Sign enforcement will come with a citation rather than a warning
Completed	Compiled Speed Data and Generated Report based on 2018 and 2019 the speed monitoring results Presented results to the Board of Directors and published the results in an article
Completed	Safety Tri-fold for distribution at the Health and Safety Fair Due to COVID-19 restrictions the Fair was postponed
Completed	Electronic Speed Monitor Created a location schedule; Starting March 2nd
In-Works	Emergency/Evacuation Plan Draft has been put out for committee review Copy has been forwarded to the Frederick County Sheriff
Approved	Special Events Traffic Flow and Parking Plan Funding to come from the \$8K Traffic Study line item from 2019 Budget Cost estimate will be about half the \$8K for materials and transportation (limo) Materials (signs, cones, etc.) have been ordered
Proposed to the GM	Crosswalks to/from Bus Stop Across Colonial and Lake Holiday Drives Hopefully leading to future pathways/trails that connect the old golf course through the community to provide students a safer walkway Estimated cost \$600 each
In-Works	First Aid Kits for the Club House to be located on both the Main Floor and Basement of the Club House within sight of a camera yet available to residents and non-residents utilizing the facility
3/25/2020	Submitted recommendation to GM for OSHA approved First Aid Kits
Completed	Joined the Master Planning Committee to ensure safety is considered in future community plans
Submitted	Generate a financial request for 2021 in the amount of \$50K Mobil standalone rear facing speed cameras (2) Frederick County Sheriff's Dept. Patrol (10 hours a week)
Completed	Generated a schedule and locations for the placement of the Electronic Speed Monitor High winds caused damage to the monitors solar panels, replace parts ordered
4/10/2020	by GM
Completed	Generated and submitted a copy of the W. Masters Electronic Speed Monitoring results for March 2nd through the 29th to the Lake Holiday POA President and General Manager
Inquiries	Inquired whether the timing on the front gate could be adjusted with the GM. Since the resident gate mechanism was replaced the length of the gating being open is excessive.

Accomplishments for 2020 Budget Year

Articles submitted for publication in the Community Newsletter

Automated External Defibrillator (AED) Locations
Haines Security Fast Facts
How to Safely Share the Road - Know the Law
Traffic and Parking Regulations
Know your Zone
Emergency Exits

Potential Future Activities - Thoughts

Initiated discussions with the Building and Grounds Committee Chair	<p>Need to emphasize the need for interconnecting pathways/trails in the community</p> <p>Provide safe walking and running trails for the Lake Holiday Community residents and students; helps get walkers and runners off the roadways</p> <p>Master Planning as well as Building and Grounds responsibility</p> <p>Requires community involvement to prioritize this amenity with both the Master Planning and Building and Grounds Committees</p> <p>Provide our children an alternate way of walking to and from the Bus Stop rather than walking along the community narrow roads</p> <p>This could potentially enhance Lake Holiday Community with another amenity</p> <p>Recommend a large playground be installed at Country Club Park along with a Pavilion for the families with children in the community; probably in the 2022 budget cycle</p> <p>Back Gate -potentially identify committee members interested in leading this effort for 2021 Budget funding</p> <p>Requires a cost estimate and requirements documentation to be present to the Master Planning Committee and Board of Director's for approval</p>
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