

# LAKE HOLIDAY COUNTRY CLUB

Minutes of Board of Directors Regular Meeting

**Date/Time/Place:** February 3, 2021; 6:30 pm, Club House Great Room

Directors in Attendance: Richard Traczyk, James Coates, Pat Majewski, Ed Noble, Darrell Melcher, Betka Hardgrave, Jarret Tomalesky, Elizabeth Hair

Directors on the phone: Jon Reedy, Robert Adams

Invited Attendance: Mike Goodwin, General Manager

Call to Order: The meeting was called to order at 6:30 with a quorum present.

<b>TOPIC:</b>	<b>DISCUSSION:</b>
<b>Agenda Approval</b>	<b>Motion:</b> (Traczyk) to move the Tab 9 (Snack Shop Proposal) as the first New Business Item. <b>Action:</b> Vote 10-0 (unanimous). <b>Motion carried</b>
<b>Open Forum</b>	Elizabeth Hair used the open forum to discuss ZOOM use for the board meetings. No action taken. Darrell Melcher asked questions about the LH Website updates. Mike Goodwin to check why the updates are not current.
<b>Tab 1 – Approval of November 24 &amp; December 14, 2020 BOD meeting minutes</b>	<b>Motion:</b> (Traczyk) To approve minutes. <b>Action:</b> 10-0 (unanimous). <b>Motion carried.</b>
<b>Tab 2 – President's Report</b>	Snack Shack space use: previous vendor Crystal Thompson applied. We have two other proposals Melissa Rivera (The Munchie Duck's), Brent Jackson, Robert Austin (Smoker shop). These two proposals will be discussed as first New Business item at this meeting.  Haines Security billable rate increase: \$1 increase was approved by General Manager. Contract with the company ends this year.  Dog Park: GRAND OPENING or just an announcement for the spring opening. It will be only announcement using established communication channels.
<b>Tab 3 – General Manager's Report</b>	Beach II: The site plan was recently finalized by Greenway engineering and has been approved by Frederick County for permitting and development. Draft Request for Proposal (RFP) for the Phase A (site grading, stormwater management, widening the beach, ground stabilization etc.) is completed. Need board direction on the Start date for the Phase A to be included in the RFP. Board members recommend Start Date after the Labor Day. This will allow time for the contractors to respond to the RFP. RFP needs to be sent out now."60 days criteria" for the RFP

	<p>response to be used.</p> <p>Beach II Planning expense: the base price of the original contract was \$30,100. With the additional revisions such as the split of the proposed work to Phase A and Phase B, final cost is \$40,917.50.</p> <p>Emergency Exit, Undeveloped Area Roadwork: major progress has been made in addressing the problematic areas along the roadways. This includes replacing collapsed culvert pipes, improving the drainage, road grading and general improvements to road quality. Work will continue as the weather allows.</p>
<b>Tab 4 – Treasurer’s Report</b>	LH financial health continues in the positive direction.
<b>Tab 5 – Committee Reports</b>	No additional discussion. Reports accepted ASIS.
<b>Tab 6 – Snack Shop Proposals</b>	<p>In response to LH Newsletter notice about renting the food distribution area of the Clubhouse, two community members have submitted their documents. Crystal Thompson also submitted her request for current contract extension.</p> <p>Note: LH Board did not provide any direction about the content of the documents submitted by the interested party.</p> <p><b>Melissa Rivera:</b> The Munchie Duck’s Waterfront Cafe. Melissa gave her vision of the cafe (menu, use of the room next to the shop for dining, potential events at the Clubhouse etc.). She responded to questions about the restaurant equipment to be installed in the shop, how she would cover the upgrade expenses and manage legal requirements.</p> <p><b>Brent Jackson, Robert Austin:</b> Trailer Smoker behind the clubhouse. Picture of the large smoker was viewed by the Board members. Discussion included size of the concrete pad for the smoker and potential cutting down trees to accommodate the pad. Open smoker would house grills, fryers, and sink. Smoker has open roof. Menu items were presented (smoked chicken, turkey, hamburgers, hotdogs etc.). Impact of the smoker on clubhouse events was discussed as well.</p> <p>After the presentations were completed, board decided to have the “Executive Session” at the end the meeting to discuss the proposals for the snack space.</p> <p><b>Motion:</b> approve the Executive Session.  <b>Action:</b> 10-0 (unanimous). <b>Motion carried.</b></p>
<b>Tab 7 – Marina Reconfiguration Project Funding</b>	Marina Reconfiguration Project funding was approved at the November 24, 2020 meeting. Purpose of this tab was to discuss source of the funding (Replacement reserves as approved in November or using the disposable funds from FY2020). Since the project start date is in FLUX (due to availability of the contractor and the required material), source of funding decision is on HOLD.
<b>Tab 8 – 2020 Lake</b>	Pat Majewski presented the updated master plan document. She

<b>Holiday Master Plan</b>	<p>recognized Cathy Melcher contribution in the document preparation.  <b>Motion:</b> Approve the 2020 Lake Holiday Country Club Master Plan ASIS.  <b>Action:</b> 10-0 (unanimous). <b>Motion carried.</b></p>
<b>Tab 9 – Board Vacancy</b>	<p>A seated Board member has resigned for personal reasons effective January 1, 2021. Board must decide whether to fill the position or leave the position open until the October 2021 annual election/community meeting.  <b>Motion:</b> Board elects NOT to fill the open position until the next election cycle in October 2021.  <b>Action:</b> 9 members approved (Richard Traczyk, Jon Reedy, Robert Adams, James Coates, Ed Noble, Elizabeth Hair, Darrell Melcher, Jarret Tomalesky, Betka Hardgrave). Pat Majewski opposed.  <b>Motion carried.</b></p>
<b>Tab 10 – Lot Transfer</b>	<p>The resident of 107 Par Ct. owns the adjacent water/sewer lot and wishes to turn it over to the association if we agree to turn the lot into common area. There is precedence for this type of request.  <b>Motion:</b> Accept returning Lot 193, Section 2 to Lake Holiday Country Club and turn the lot into Common Area.  <b>Action:</b> in Favor of the action: 0 member. Oppose Action 10 members. <b>Motion: opposed.</b></p> <p><b>Note:</b> per discussion at the board meeting, motion of the August 27, 2019 board meeting (acceptance of all lots to transfer to common area) will be re-opened. Proposed change: “Board will accept non-utility lots to be converted to common area. Any utility lot conversion will be a “case by case” decision.</p>
<b>Tab 11 -Air Quality Proposal</b>	<p>Ventilation of the lower level of the clubhouse is an issue. Particularly in the fitness center. Mike Goodwin and some board members met with several vendors to assess process, procedures, costs, and work timelines. Based on the cost and other factors, Air Care Services company was selected to complete upgrades. Upgrades could be completed by end of February 2021. Since the upgrade requires exercise equipment to be removed from the fitness center, recommendation was made to replace the flooring in the room as well.  <b>Motion:</b> board to approve the contractor, Air Care Services to upgrade the HVAC system for the lower level of the clubhouse. In addition, flooring in the fitness center will be replaced. Total cost of the fitness center changes NOT to exceed \$ 28,000 (15K for HVAC and 13K for flooring).  <b>Action:</b> 10-0 (unanimous). <b>Motion carried.</b></p>
<b>Tab 12 – FYI, Miscellaneous</b>	<p>Appeal from the community member: new insurance regulation for Storage.  Current LH insurance policy will be communicated to community member by LH office.</p>

<b>Tab 13 – Golf Course Loan Repayment</b>	<p>Golf Course loan of \$104,916 is to be repaid as soon as possible. Paying off the loan will provide several benefits to LH association (interest payments reduced, unfreezes the replacement reserve funds held as collateral, etc.).</p> <p><b>Motion:</b> Pay off the outstanding balance of \$104,916 on the Golf Course loan from available operating funds.</p> <p><b>Action:</b> 10-0 (unanimous). <b>Motion carried.</b></p>
<b>Tab 14 – Compliance Appeal</b>	<p>Citation notice for LH property owner, Stephanie Ryan will not be considered for action until she returns from the travel.</p>
<b>Adjournment / Announcements</b>	<p>The next Regular Board Meeting will be February 23 at 6:30 p.m. in the Clubhouse Great Room.</p> <p>Meeting completed around 9 pm.</p>

Respectfully Submitted,  
Betka Hardgrave, Board Secretary