

LAKE HOLIDAY COUNTRY CLUB

Minutes of Board of Directors Regular Meeting

Date/Time/Place: May 25, 2021; 6:30 pm, Club House Great Room

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

Directors on the phone: none.

Directors absent: Jarret Tomalesky, Robert Adams, Jon Reedy

Invited Attendance: Mike Goodwin, General Manager

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

Note: Microsoft TEAM conferencing software was not used due to lack of experience with the system outside of Technology committee specialists who were not available to support the meeting

TOPIC:	DISCUSSION:
Agenda Approval	Motion: (Traczyk) to approve agenda as-is. Action: Vote 7-0 (unanimous). Motion carried.
Open Forum	Darrell Melcher: <ul style="list-style-type: none">• The Request for Proposal (RFP) for the security firm contract is in 'Draft' mode. Official release has been tentatively set for the end of August. The current contract does not terminate until the end of 2021.• The speed camera has been set up and tested in the initial location (W. Masters and Green). 100 citations issued in 2 weeks.• 4th of July celebration: Map for traffic management completed.
Tab 1 – Approval of April 27, 2021, BOD meeting minutes	Motion: (Hardgrave) To approve minutes. Action: 7-0 (unanimous). Motion carried.
Tab 2 – President's Report	Dog Park users are asking for water bowls to be placed in the park. Response: dog owners are responsible to supply water to their pets. Lower-level clubhouse daily bathrooms cleaning will be provided by Munchie Duck Café owner. 200 dollars per week through October 1, 2021, will be paid for this service. Speed cameras are in place on West Masters and Green roads. Citations are issues for 10mph over the speed limit.

	<p>Beach II proposals: three proposals were received. Master planning has recommended Pine Knoll Construction. Vote is tonight.</p> <p>Pontoon boat: supplement the current unreliable patrol boat by purchasing a used boat from a LH member. Board to approve \$5,000 for the purchase. Non-designated funds will be used for the purchase.</p> <ul style="list-style-type: none"> • Motion (Traczyk): approve \$5,000 for purchase of the boat. • Action: 7-0 (unanimous). Motion carried. <p>Phase II walking trails completed.</p> <p>E. coli concentration at the lake: testing results show acceptable level of E. coli.</p> <p>Excessive noise from Beach II after hours: many complaints received. Note: more on this topic from the GM report.</p> <p>Activities committee is asking for approval to allow “ax throwing” for the July 3rd community event. Vendor with the trailer would provide the service. Board members responded to this request with concerns (where to place to trailer, potential risk to participants etc.). Decision: NO to “ax throwing”. Message will be delivered to Brittany Barrow (member of the activities committee).</p> <p>Nomination committee and President exchanged emails on “changes to BOD size: from current 11 directors to 9”. More on this topic in the future.</p>
<p>Tab 3 – General Manager’s Report</p>	<p>Excessive noise from Beach II after hours: staff received several reports regarding the loud noise and inappropriate behavior. This has occurred over the few weekends as late as 1 or 2 am. Request to board is to review current association rules. At the minimum current rules posted at the beach need to reference the “county code ordinance”. Pat Majewski will work with GM to update the association rules as well. Regarding the number of visitors permitted at the beaches board decided against the limits.</p> <ul style="list-style-type: none"> • Motion (Hair): post signs on all beaches to follow the county code ordinance. • Action: 7-0 (unanimous). Motion carried. <p>Parcel 12A (former golf course) washout/ravine: large ravine on this parcel (created by heavy rains over years) has been subject to complaints from the LH members who use the trails. Recommendation is to improve the parcel (remove trees and complete grading). Estimated cost of these improvements is around \$6,000. Work (if approved) would be completed during dry weather. Long term improvements will be made from 2026 budget.</p>

	<ul style="list-style-type: none"> • Motion (Hair): move forward with the land improvements at the project cost of \$6,000. Use undesignated funds. • Action: 7-0 (unanimous). Motion carried. <p>Office to resume Full Staffing Onsite: based on VA covid restrictions changes, office will be fully staffed starting June 1, 2021.</p> <p>James Coates will update exercise room rules based on the state mandate. All board members approved these decisions.</p> <p>Old Pumphouse removal: collapsed irrigation pumphouse located on the parcel 12A was removed. Small cleanup tasks will be completed by the maintenance staff.</p> <p>Beach III access road improvements: drainage and surface issues are being worked on. Improvements will be completed ahead of July fireworks display.</p>
Tab 4 – Treasurer’s Report	<p>LH financial health continues in the positive direction. Director Noble explained some of the April expense items overruns (10K retainer). Overall YTD expenses are positive.</p>
Tab 5 – Committee Reports	<p>Technology committee verbal report was provided by director Hair.</p> <ul style="list-style-type: none"> • Additional members joined the committee. • MS TEAM software roll-out depends on getting Office staff trained. Technology committee will identify volunteers to provide training as well as cover the board meetings. • Concern raised about the “committee chairs” not using the “official mail id assigned to each chair”. Message will be sent out to get chairs support for using the “official” mail id. <p>Note: request to director Hair to submit a committee report in the future.</p>
Tab 6 – Conversion of Property to common areas	<p>Former golf course land loan has been paid off. Three golf course parcels need to be converted into common area. This change will save on taxes (approximately \$8,000). Also, 4A/220 lot which was returned to the LLC needs to be converted to common area. It is not a desirable building lot.</p> <p>Recommendation: Master Planning Committee unanimously recommends that the golf course parcels and lot 4A/220 be converted into common area.</p> <p>Motion: Approve converting three former golf course parcels into common area.</p> <p>Action: 7-0 (unanimous). Motion carried.</p> <p>Motion: Approve converting 4A/220 lot into common area.</p> <p>Action: 7-0 (unanimous). Motion carried.</p>
Tab 7 – Approve Beach II proposal	<p>Issue: There are three proposals to consider for Phase One of the Beach II site plan. These proposals are in response to an RPP sent</p>

	<p>out to seven contractors with April 19 deadline for response. Two proposals were received by the deadline. One was received in Mid-May. At the May 5th MPC meeting, the two received proposals were reviewed.</p> <p>Proposals:</p> <ul style="list-style-type: none"> • Trustland company bid: \$170,000. Schedule: September – November. • Pine Knoll Construction company bid: 135,560. Schedule: September – October. Included “proposed add-ons” with cost of \$19,455. • Keystone Builders company bid (came in late): \$123,500. <p>MPC chose Pine Knoll as the preferred contractor.</p> <p>Recommendation: MPC chooses Pine Knoll Construction as contractor for land excavation and development of Beach II. Cost was a consideration as was the experience at Lake Holiday and their reputation within Frederick County.</p> <p>Motion: Approve Pine Knoll Construction’s proposal for land development work for Phase One of Beach II project and the “proposed add-ons”.</p> <p>Action: 7-0 (unanimous). Motion carried.</p>
<p>Tab 8 – Hold Harmless for Tree Cutting</p>	<p>Issue: requests from Lake Holiday members to cut up fallen trees and remove deadfall from the common areas. These common areas are next to member’s lot.</p> <p>Background: there is a request (from Architecture committee and the Board president) to create a “risk/hold harmless agreement “. This agreement would be signed by the “requestor” who wants to access the common area to remove dead trees.</p> <p>Recommendation: if the LHCC attorney is satisfied with some version of an agreement, then the Board should approve its use for members to participate in tree cutting and removal activities.</p> <p>Motion: Approve the “Assumptions of Risk, Waiver of Liability & Indemnity agreement” document, with proposed changes (add lot-id to a signature section).</p> <p>Action: 7-0 (unanimous). Motion carried.</p>
<p>Tab 9 – Garden Club recognition</p>	<p>Issue: Recognize the Garden Club as an official Club at the Lake Holiday.</p> <p>Background: Volunteers taking care off the grounds of the Club house and Gate house would like to be recognized as an official club. This would provide them with the support the other “official”</p>

	<p>clubs receive (such as access to Club house meeting space, use of the newsletter etc.).</p> <p>Recommendation: Board to vote to officially recognize the Garden Club.</p> <p>Board direction: General Manager is responsible to work with Lake Holiday Clubs. The same applies to Garden Club. Board directors do not vote on the “volunteer clubs” functions or recognition.</p>
<p>Tab 10 – Status of Electronic Voting Progress</p>	<p>Background: LH board gave “green light” to nomination committee at the April meeting to explore electronic voting as option for the 2021 election.</p> <p>Progress Report:</p> <ul style="list-style-type: none"> • “Election Budy” system fits the requirements (easy of use, security, auditability, cost, and other factors). • Sample election was tested within the nomination committee. • Each board member will receive voting credentials to be used to test the platform and provide feedback. • Next steps: several steps need to be completed (work with the technical committee to collect members information; publish article in the July newsletter, send postcards to members, draft revisions to PRP 16) <p>Recommendation: Board members to try the sample election within a week and provide feedback to nomination committee.</p>
<p>Tab 11 – Need for Bylaw Clarification re: Director Term Limits</p>	<p>Background: at the April board meeting, the Nomination Committee presented a request to change the By-law and PRP to ensure that “Board Directors elected by the membership shall not serve more that six (6) years consecutively”.</p> <p>Motion: the nomination committee is recommending that the By-law amendment as presented in the TAB, be approved by the Board, and be included on the ballot for the 2021 Annual Meeting of members. This change will ensure that Directors will not be able to serve more than six (6) years of consecutive elected time.</p> <p>Action. Action: 7-0 (unanimous). Motion carried.</p>
<p>Adjournment / Announcements</p>	<p>The next Regular Board Meeting will be June 22, 2021, at 6:30 p.m. in the Clubhouse Great Room.</p> <p>Meeting completed around 8:30 pm.</p>

Respectfully Submitted,
Betka Hardgrave, Board Secretary