

LAKE HOLIDAY COUNTRY CLUB

Minutes of Board of Directors Regular Meeting

Date/Time/Place: October 26, 2021; 6:30 pm, Club House Great Room

Directors in Attendance: Jon Reedy, Robert Adams, Elizabeth Hair, Pat Majewski, Ed Noble, Darrell Melcher, Mary C. Melcher, Mary Lewia, Bill Quirk, Stephanie Ryan, Betka Hardgrave

Absent: all in

Guest: Richard Traczyk, previous Board President

Invited Attendance: Mike Goodwin, General Manager

Call to Order: The meeting was called to order at 7:00 pm (meeting delayed to accommodate arrival of a board member) with a quorum present.

TOPIC:	DISCUSSION:
Agenda Approval	Motion: (Traczyk) To accept agenda as presented. Action: Vote 11-0 (unanimous). Motion carried
Open Forum	None
Election of Board Officers: qualification questions	Jon Reedy requested that the "Election of Board Officers " includes candidates' responses to set of questions. Jon has shared these questions via email with Board members on October 25. Copy of the email with questions is attached. Motion: (Traczyk) To use qualification questions prior a vote for the candidate Action: Vote 8 – 3. Motion carried
Tab 1 – Election of President	Nomination (by Noble): Pat Majewski Vote: 9 in favor; 1 (one) opposed; 1 abstained. Action: Pat Majewski elected as President
Tab 2 – Election of Remaining Officers	Vice President Vice President: <ul style="list-style-type: none"> • Nomination (by Robert Adams): Elizabeth Hair • Nomination (by Betka Hardgrave): Darrell Melcher • Vote: <ul style="list-style-type: none"> ○ Elizabeth Hair: 5 votes ○ Darrell Melcher: 6 votes Action: Darrell Melcher elected for the Vice President Treasurer: <ul style="list-style-type: none"> • Nomination (by Darrell Melcher): Ed Noble • Vote: 11-0 (unanimous) Action: Ed Noble elected for the Treasurer Secretary: <ul style="list-style-type: none"> • Nomination (by Stephanie Ryan): Elizabeth Hair

	<ul style="list-style-type: none"> • Nomination (by Ed Noble): Betka Hardgrave • Vote: <ul style="list-style-type: none"> ○ Elizabeth Hair: 6 votes ○ Betka Hardgrave: 5 votes <p>Action: Elizabeth Hair elected for the Secretary</p>
Tab 3 – Adoption of Goldberg’s Rules of Order	<p>Summary discussion of Goldberg’s rules or Order.</p> <p>Motion: (Stephanie Ryan): to adopt Goldberg’s Rules of Order.</p> <p>Action: Vote 11-0 (unanimous). Motion carried.</p>
Tab 4 – Establish Dates and Time for Regular Board Meetings	<p>Discussion regarding retaining the monthly meeting date of the fourth Tuesday and meeting time of 6:30, with flexibility to reschedule provided proper notice is given.</p> <p>Motion: (Elizabeth Hair): to retain date of fourth Tuesday of each month and time of 6:30 unless otherwise noted.</p> <p>Action: Vote 11-0 (unanimous). Motion carried.</p>
Tab 5 – Explain Procedures for Agendas and Board Book Material	<p>Discussion regarding making sure Office gets Board Book materials timely and ensuring that procedures are followed by using the established Tab Template. Elizabeth Hair to send out the copy of the Tab Template.</p>
Tab 6 – Review Code of Conduct for Directors	<p>Brief discussion on the Directors conduct.</p>
Tab 7 – Sign Conflict of Interest Statement	<p>Brief review of Conflict-of-Interest Statement.</p> <p>Action: Signed copies presented to GM to be kept on file.</p>
Tab 8 – Appoint Board Liaisons and Chairs for Committees	<p>Board liaisons named for Committees as follows:</p> <ul style="list-style-type: none"> • Architectural: Ed Noble • Compliance: Elizabeth Hair • Nominating: Betka Hardgrave • Finance: Ed Noble • Activities: Stephanie Ryan • Buildings & Grounds: Darrell Melcher • Lake: Jon Reedy • Master Planning: Mary C. Melcher (chair); Betka Hardgrave liaison • Safety: Darrell Melcher • TechComm: Mary Lewia <p>Note: discussion on merging Safety committee with the Building and Grounds committee. Tab will be prepared for the next Board Meeting.</p>
Tab 9 – Schedule Orientation Meeting for new directors	<p>Instead of New Board members meeting with the LHCC Attorney Doug McCarthy, decision was made to use the next Board meeting (on November 23, 2021) to discuss the “orientation topic”. Topic will be discussed at 6 pm EST. Official Board Meeting will start at 6:30. All board members are invited to attend. President, Pat Majewski will prepare the “orientation material”</p>
Adjournment /	<p>The next Regular Board Meeting will be November 23, 2021, at 6:30</p>

Announcements	p.m. in the Clubhouse Great Room. Orientation meeting will start at 6 pm on November 23, 2021 Meeting completed around 8 pm.
----------------------	--

Respectfully Submitted,
Betka Hardgrave, Board Secretary

Attachment: Jon Reedy's email on "Board Officers qualification questions"

From: Jon Reedy <JonReedy@lakeholidaycc.org>
Sent: Monday, October 25, 2021, 3:19:46 PM
To: Board <Board@lakeholidaycc.org>
Cc: w8fairy@aol.com <w8fairy@aol.com>; Cathy Melcher <mcmelcher@verizon.net>; BQuirk@gmail.com <BQuirk@gmail.com>; Stephanie Ryan <sryan@ryanlawpllc.com>
Subject: Election of Board Officers

Board Members:

As a follow-up to my October 20th questions and Pat's response below, I respectfully request that any Board Member seeking an Officer's Position for the coming year be prepared **at minimum** to answer the following questions during the October 26th Organizational Meeting (Election of Officers):

- Provide a brief summary of your qualifications/experience to hold the position you are seeking. (**All Officer Candidates**)
-
- Describe your leadership/management style (democratic, autocratic, coaching, visionary, etc). How will it benefit our Board and Community? (**All Officer Candidates**)
-
- Historical LHCC Board Meetings have become extremely contentious including personal attacks and resignations. The Board's efforts and respect within the community were negatively impacted by the conduct of these meetings and the subsequent Social Media posts. Do you use the same or different management or leadership style during times of conflict? In your Officer's role how will you ensure proper Board decorum and task completion during times of conflict? (**President and Vice President Candidates**)
-
- LHCC is fortunate to have an experienced and knowledgeable General Manager and Office Team. Based on your type of management/leadership, would you agree that these individuals and not any specific Officer are responsible for the "day to day management of the Association's affairs?" Additionally, Board Resolution 2000-9 states "**that the President and/or Vice President (in the absence or the incapacity of the President) are endowed to speak on behalf of the LHCC Board of Directors and to communicate policies and authorization to carry-out said policies to the management of LHCC.**" As the President and/or Vice President what issues and frequency do you foresee necessary to speak/interact with Staff on behalf of the entire LHCC Board of Directors? (**President and Vice President Candidates**)
-
- List the major Budgetary, Capital Improvement or Replacement Reserve Projects that you believe are critical for LHCC's growth/success during first year of your term and over the next 5-year period. How

will you facilitate these efforts with involvement of the LHCC Community, our various Committees and the Board? **(All Officer Candidates)**

-
- How important is transparency (full Board involvement in any and all issues related to LHCC? Past Board's have not involved all members in some phone, e-mail, text, etc. exchanges and ultimate decision making. **(All Officer Candidates)**
-
- LHCC's Board periodically must consult with outside Counsel on issues critical to the Association. What are your thoughts on the protocol for these interactions? **(President and Vice President Candidates)**
- LHCC previously developed a 2017 SWOT Analysis which is currently part of the 2020-2029 Master Plan. Prior to the SWOT being updated, what do you see as LHCC's major Strengths, Weaknesses, Opportunities and Threats during both the short and long term? **(All Officer Candidates)**

Thank you for your consideration of these questions and please note that some questions are for all Candidates for Officer Positions and others only for the roles of President and Vice President.

Jon

LAKE HOLIDAY COUNTRY CLUB

Minutes of Board of Directors Regular Meeting

Date/Time/Place: September 28, 2021; 6:30 pm, Club House Great Room

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

Directors on the phone / linking in: none.

Directors absent: Jarret Tomalesky

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 used

TOPIC:	DISCUSSION:
Agenda Approval	Director Traczyk motioned to approve agenda as-is. Action: Vote 9-0 (unanimous). Motion carried.
Open Forum	Stephanie Ryan: raised concerns about the changes to Restaurant Survey at the MPC meeting on September 1 while she was absent from the meeting. "Munchie Duck Café" space expansion outside of the "grill space" is an issue. David Buermeyer: sailing boat exemptions (on the use of the Cuddy Cabin space) to be approved by the Board.
Tab 1 – Approval of the August 24, 2021, Board Meeting minutes	Motion: Director Hardgrave motioned to approve the minutes. Action: 9-0 (unanimous). Motion carried.
Tab 2 – President's Report (Director Traczyk)	Beach II updates: Pine Knoll has the required permits from the County. Work is delayed due to health issues with the working crew. Miscellaneous updates: <ul style="list-style-type: none">• Golf course wash-out upgrade is Work InProgress.• Tennis courts will be restriped in the coming weeks. A Pickle Ball court will be added.• Dumpster site is being upgraded.• Marina reconfigurations to be completed in the coming weeks.• Club house bathrooms will be closed.• Lake Water sampling and patrolling activities are completed for the season.• Munchie Duck Café is opened for services.

	<p>Boating accident at the lake: member of the community lost control of his boat. Father sustained serious injuries. Equipment malfunction was stated as the cause of the accident.</p> <p>LH entrance: right-side arm continues to have problems. GM to identify upgrade options. Reserve funds to be used.</p> <p>Dog Park “landscaping” project: \$2,700 budget to be approved by the board. CIP will have \$3,000 by year-end 2021. Motion: Director Traczyk motioned to approve the budget. Action: 8-1 approved; Director Melcher opposed. Motion carried.</p> <p>President Traczyk’s term ends in October. Richard thanked the Board for the support in his four years as President.</p>
<p>Tab 3 – General Manager’s Report (Mike Goodwin)</p>	<p>Beach II updates: President notes above were repeated by GM. LH Maintenance crew has prepared the site for the Pine Knoll’s project. Canoe racks were relocated; dock was relocated so it does not interfere with the site development.</p> <p>Marina docks reconfiguration: started the week of October 4th; Boat slip holders were asked to remove their boats; Reconfiguration should complete within 5 days. Docks will be reopened for use while the land works are undertaken. Management will inform the community about the disruptions to ramps and the docks.</p> <p>Tennis and Basketball Court refinishing: Wilson’s Asphalt Maintenance company is scheduled to refinish the tennis and basketball courts and to overlay the Pickle Ball court on the tennis court. Color selections will be completed. Some changes to current colors are assumed.</p> <p>2021 Dam Inspection report: Viola Engineering finalized the report. Report is highly favorable and found the dam and spillway in excellent condition.</p>
<p>Tab 4 – Treasurer’s Report (Director Noble)</p>	<p>LH financial health continues in the positive direction</p>
<p>Tab 5 – Committee Reports</p>	<p>Nothing to report.</p>
<p>Tab 6 – Speeding Citation Process (Director Melcher)</p>	<p>Issue: Speeding citations volume has become a problem for LH Office staff and the Compliance committee Recommendation: create a procedure to reduce the above issue.</p> <p>Motion: Board to approve Citation NOTICE process. Action: 9-0 (unanimous). Motion carried.</p>

<p>Tab 7 – Forest Management (Director Majewski)</p>	<p>Issue: initiate a strategic plan to protect and renew a healthy, sustainable forest as part of LH land management objectives.</p> <p>Background: forester from Virginia Department of Forestry and a forest consultant from Appalachian Forest Consultants joined the MPC members to walk the forest land in August. A preliminary assessment of the LH forests was provided. Some of the findings:</p> <ul style="list-style-type: none"> • LH forest is not a high fire risk due to lack of undergrowth • LH forest is in poor health; invasive and non-native plants prevent native plants to grow; some of the forest has a full canopy of old trees but the forest floor is bare <p>Some of the recommendations:</p> <ul style="list-style-type: none"> • explore federal funding • create a Forest management plan • Initiate a Capital Improvement project for Forest Management <p>Motion: NONE; For information only</p>
<p>Tab 8 – Parking Plan Proposal (Director Majewski)</p>	<p>Issue: Additions and Changes to Existing Site Plan for Beach I / Clubhouse Area. LH members raised concerns about the lack of adequate parking at the beach and the lake boat ramp.</p> <p>Background: Beach I site plan completed by Greenway company identified 30 new parking spaces next to the beach. To meet the growing demands for parking space, MPC and GM “plotted” additional parking spaces. That plan was presented and then approved by MPC members at the September meeting. Details of the plan are in the “hand” modified Greenway drawings. In summary 30-40 more parking spaces could be added.</p> <p>Recommendation: Greenway to revise existing site plan and get it approved by the county. Use “undesignated funds “to pay for the site plan revisions.</p> <p>Motion: approve having Greenway revise existing site plan to include additional asphalted parking spaces in clubhouse parking lot. Use “undesignated funds” to pay for the revision. Greenway to provide COST of the revisions.</p> <p>Action: 9-0 (unanimous). Motion carried.</p>
<p>Tab 9 – Sailboat Cuddy Cabin Exemption Request (Director Reedy)</p>	<p>Issue: current PRP 3 Section C.2.c needs to be modified to allow registration of sailboats with small cabins if they are otherwise compliant with the LHCC boating rules. These sailboats would be subject to the prohibition against sleeping overnight on the exempted sailboats.</p> <p>Note: detail text of the PRP changes is part of the TAB 9 in the Board book.</p>

	<p>Motion: LH Committee proposes a motion that sailboats with CUDDY cabins designated primary for storage are exempted from the prohibition against boats having cabins,” but are still subject to the prohibition against sleeping overnight on the boat”.</p> <p>Action: 8-1; Robert Adams opposed; Motion carried.</p>
<p>Tab 10 – Proposal to Add an Additional Staff Position (Director Adams)</p>	<p>Issue: LH office staff needs additional support to manage variety of activities (LH website; newsletter; food truck reservations etc.). Director Adams proposal would add additional funds to cover the staff procurement.</p> <p>Board discussion: Finance meeting on September 21 reviewed the 2022 budget. Meeting was attended by LH Board members to review the proposed budget prior the full board approval on September 28. Office support topic was discussed. It was agreed to add \$100,000 to the budget to cover the cost of an IT specialist. \$20,000 increase in the administrative salaries would cover temporary LH office staff.</p> <p>Next Steps: Issue an RFP for an IT specialist. GM to identify “temporary staff support”.</p>
<p>Tab 11 – Restaurant Committee Survey (Director Adams)</p>	<p>Issue: Board to review/approve the “Restaurant Survey” which was approved by MPC members on September 1.</p> <p>Board review: board members reviewed the survey and identified amendments:</p> <ul style="list-style-type: none"> • Survey question # 5: modify text • Remove Survey question # 7 <p>Motion: Amended Survey to be released to LH association members. Technical and the Restaurant Subcommittee to identify the “due date” for the Survey cycle.</p> <p>Action: 9-0 (unanimous). Motion carried.</p>
<p>Tab 12 – 2022 Budget review (Director Noble)</p>	<p>Issue: Board to review/approve the “2022 budget” which was approved by the Special Board/Finance Committee meeting on September 21</p> <p>Motion: Approve the 2022 Budget as submitted.</p> <p>Action: 9-0 (unanimous). Motion carried.</p>
<p>Executive Session</p>	<p>Discuss contract matters</p>
<p>Adjournment / Announcements</p>	<ul style="list-style-type: none"> • Annual Meeting on Saturday October 23 at 10 am. Nomination of the New Board is part of the meeting. • Special Board Meeting to introduce the New Board and select the Board Officers on October 26, at 6:30 p.m. <p>Meeting adjourned at approximately 8:45 p.m.</p>

Respectfully Submitted,
Betka Hardgrave, Board Secretary