

LAKE HOLIDAY COUNTRY CLUB

Minutes of Board of Directors Regular Meeting

Date/Time/Place: 26 April, 2022; 6:30 pm, Clubhouse Great Room

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

Invited Attendance: Mike Goodwin, General Manager

Note: Zoom software was used; Judy Schumer provided technical support.

| TOPIC: | DISCUSSION: |
|---|--|
| Agenda Approval (Director Majewski) | Motion: Approve agenda as-is. Director D Melcher requested to add the Community Garden Club as a topic of discussion since the tab was inadvertently left out. Action: 10-0 (unanimous) as changed. Motion passed. |
| Open Forum | No commentators. |
| Tab 1 – Approval of previous BOD meeting minutes (Director Hair) | Motion: Approve Mar 2022 Board minutes. Action: 10-0 (unanimous). Motion passed. |
| Tab 2 – President’s Report (Director Majewski) (Full report can be seen in the April Board Meeting Book.) | <ul style="list-style-type: none"> • The President identified that: <ul style="list-style-type: none"> ○ Any member must be in good standing to be able to vote at any meetings; ○ And, per the Code of Conduct, if a member is not able to make a meeting or will attend via technology, that individual must inform the President (for Board meetings) or the Chair (for Committee meetings). • Spring Fling was a rousing success even though it was cool outside. • The Purple Cow will be opening up in the snack shop space in May, hopefully before Memorial Day. When they finalize the menu for Lake Holiday, it will be posted on the Lake Holiday Facebook page and on the website. • Allied, the new security firm, will be posting updates on actions they are taking to improve their services each month in the Board Book under the General Manager’s report. They meet with the President, Vice-President and GM each week. • The Association has sent out requests for proposals for estimates for concrete and asphalt of the gravel drive around the trash compactor and concrete in front of the open top dumpster; and sending out requests for estimates for replacing and putting new asphalt down around the three older mail stations, Sunset, Yeiders, and in front of the Clubhouse. • For the Clubhouse, estimates are being gathered to hang blackout shades to improve the quality of projection to the large screen, carpet replacement, painting and acoustical tile solutions |

| | |
|--|--|
| | <p>for the ceiling of the clubhouse to reduce the echo.</p> <ul style="list-style-type: none"> • The upgrades to Beach 2 are almost complete and the beach will be ready for use by Memorial Day. • Improvements to the dog park including aerating and putting down grass seed, laying pebbles in the muddy areas, and placing a pavilion are in progress. • A group of members created a Community Garden Club for those interested in renting a garden plot. Their plans are in this month's Board Book. • SVEC is planning on installing fiberoptic cable on their lines that surround Lake Holiday (Redland Rd and Whitacre Rd). Once Frederick County rural areas are completed, SVEC will offer ISPs the opportunity to lease broadband space on these lines allowing the potential for fiberoptic service in Lake Holiday within three to four years. |
| <p>Tab 3 – General Manager's Report (Mike Goodwin) (Full report can be viewed in the April Board Meeting Book.)</p> | <ul style="list-style-type: none"> • Allied Universal Security Issues Update The Association continues to monitor, investigate, and address reported issues concerning entry protocols at the front gate. AUS prepares a Service Improvement Plan (SIP) acknowledging LHCC's concerns; details agreed upon actions taken to address those concerns; and is updated weekly. • Marina Update Grading and stone placement for the updated marina pathways is complete; the required retaining wall is currently being installed; a 5' wide sidewalk will be formed and poured leading to the two piers to the right of the marina ramp; the current handicapped parking area across from the ramp will be paved and a crosswalk will be painted from that area over to the sidewalk's starting point. • Marina Security Camera Improvements The reconfiguration of the marina requires modification of the existing Monotix camera system. An estimate of \$7K for the equipment and installation is provided in the Board Book. <ul style="list-style-type: none"> ○ Motion: Director Ryan motioned to allow the GM to procure the necessary items to modify the existing camera system; not to exceed \$7K; and use Undesignated Funds. ○ Action: 10-0 (unanimous) Motion passed. • Beach II work is progressing quickly with topsoil placement; seeding and strawing (ground stabilization); paving the new parking area; striping and one way sign placement on Sleigh Drive. The following items will be completed during the summer and fall months: relocation of the canoe racks (which will be completed as soon as possible); relocation of the floating pier; creation of a boardwalk leading to the pier and from the handicapped parking to the beach area; required landscaping as well as some optional landscaping (specifics to be determined) to improve area aesthetics and maintainability of the slopes adjacent to the beach. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Tennis, Basketball and Pickleball Courts Wilson's Asphalt Maintenance plans to begin work on the color coating and restriping later this week. • HVAC Unit Replacement The HVAC heat pump which serves the upstairs bathrooms, hallway and the administration office at the Clubhouse has failed. Recommend replacement of the entire system, both inside and outside, which will result in a 10-year limited warranty on parts (including the compressor) and is the recommended industry best practice solution with a budget of \$8,960.00 from the Replacement Reserve. (A quote is in the Board Book.) <ul style="list-style-type: none"> ○ Motion: Director Majewski motioned for the GM to procure with the Goodman unit; not to exceed \$9K; and use Replacement Reserves Funds. ○ Action: 10-0 (unanimous) Motion passed. |
| <p>Tab 4 – Treasurer's Report (Director Noble)</p> | <ul style="list-style-type: none"> • LH financial health is in good shape. Delinquent accounts are being paid with the boating season upon us. • Director Hair noted a recommendation in the Finance Committee meeting notes to publish delinquent owners in the newsletter each Mar and Sep. She suggested the committee write an article for the newsletter advising community members of this prior to the Sept issue. Once the Finance Committee provides a recommendation, the Board will discuss further. |
| <p>Tab 5 – Committee Reports</p> | <ul style="list-style-type: none"> • Director D. Melcher discussed the Community Garden proposal at this time. See notes in Committees Tab. <ul style="list-style-type: none"> ○ Motion 1: Director D. Melcher motioned to approve the Community Garden plan as presented. ○ Action 1: 10-0 (unanimous) Motion 1 passed. ○ Motion 2: Director Ryan motioned for the Association to pay for three (3) cameras to install in the Community Garden to thwart thievery for a NTE \$200 from Undesignated Funds. ○ Action 2: 10-0 (unanimous) Motion 2 passed. • Director Hardgrave announced the Co-Chairs for the Nominating Committee: Michele and Mike Bradshaw. <ul style="list-style-type: none"> ○ Motion: Director Hardgrave motioned to approve the Chairs for the Nominating Committee. ○ Action: 10-0 (unanimous) Motion passed. |
| <p>Tab 6 – PRP 12, Committee Rewrite and Update (Director Majewski and PRP Working Group)</p> | <p>Issue: The PRP Working Group established to update our policies, rules and procedures concluded the Committees PRP needed an entire rewrite.</p> <p>Recommendation/Motion: Director Ryan motioned to approve the rewrite of PRP 12, Committees, Subcommittees, Working and Task Groups.</p> <p>Action: 10-0 unanimous. Motion passed.</p> |

**Tab 7 – PRP 14,
Clubhouse Rentals
(Director Majewski and
PRP Working Group)**

Issue: The PRP Working Group found various deficiencies in PRP 14, Clubhouse that need direction from the Board before the Group can move forward with the update.

Recommendation: Following the discussion of each point/motion, vote and allow the Working Group to proceed.

Motions:

- **Motion 1:** Director Ryan motioned to require any individual who rents the Clubhouse for an event to: secure a General Liability policy as either a separate event policy or as a rider/umbrella on their homeowner’s policy; with a minimum liability coverage of \$1M; list LHCC as an additional insured party; and provide a Certificate of Liability for this coverage to the LHCC Administrative Office.
- **Action 1:** 10-0 (unanimous) **Motion 1 passed.**
- **Motion 2:** Director Ryan motioned to allow an “Eligible Tenant” who rents a home in the community from an “Eligible Member” and said tenant is in good standing for 9 months and provides the required liability coverage identified in Motion 1.
- **Action 2:** 10-0 (unanimous) **Motion 2 passed.**
- **Motion 3:** Allow the rental of the clubhouse by a member or tenant for the purpose of making a profit (by charging admission or selling food and beverages) to attend entertainment events.
- **Action 3:** After much discussion, the motion was **TABLED.**
- **Motion 4:** Identify a limitation on how often a member or business can rent the Clubhouse during the season.
- **Action 4:** Motion was **TABLED.**
- **Motion 5:** Director Ryan motioned to charge a fee to use the dance floor to cover costs for damages and replacement.
- **Action 5:** 10-0 (unanimous) **Motion 5 passed.**
- **Action 6:** Director Ryan motioned to charge a fee up to \$100 per balloon for each balloon removed to cover the costs for removal of helium balloons from the ceiling as the Association does not have equipment to remove them.
- **Action 6:** 10-0 (unanimous) **Motion 6 passed.**

**Tab 8 – Informational,
Restaurant Working
Group (Director Lewia)**

Topic: Restaurant Working Group Update

Information: The Group meets every two weeks and notes from their past three meetings are in the Board Book.

Due to issues concerning the food trucks, Director Majewski and LHCC Administrative Office employee Judy Schumer met with the Frederick County Health Department and the Lord Fairfax Health District supervisor. During the conversation, the following points were made by the Health Department:

- There is no such thing as a stationed/permanent outdoor kitchen (i.e., permanent food truck); if it’s not attached to or isn’t a brick-and-mortar building, it is a food truck and follows food truck rules.
- Food trucks must be removed daily and taken to a commissary (i.e., restaurant) where they can replenish their cold storage,

| | |
|---|--|
| | <p>water, supplies, etc.; and expel wastewater/waste and refill clean water for the next day/operation.</p> <ul style="list-style-type: none"> • The County would never permit wait staff to transfer food from a mobile kitchen to inside a clubhouse. • Tents can only be used for an event (temporary) such as a pop-up chef or a “runner” bringing prepackaged food to the tent in a warming box for people to purchase. • Per the Health Department and Virginia ABC, food trucks are not permitted to sell alcohol, only brick-and-mortar establishments can, unless a Special Event License is acquired for tent purposes only. <p>Planned Action: The Working Group will meet this week to discuss if there is any more they can do.</p> |
| <p>Adjournment / Announcements</p> | <ul style="list-style-type: none"> • The next Regular Board Meeting will be 24 May 2022, at 6:30 p.m. in the Clubhouse Great Room. • Meeting adjourned at approximately 9:00 pm. |

Respectfully Submitted,
Elizabeth Hair, Board Secretary