

Activities Committee May Meeting Minutes

May 3, 2022

Meeting Minutes:

Attendees:

X	Chairman, Judy Schumer	X	Tammy Bollman		Lisa Cox
	Co-Chair, Stephanie Jarvis		Brittany Barrow		Ed Noble
X	Treasurer, Carol Traczyk		Paul Batista		Lisa Peterson
X	Secretary, Dorothy Long		Kit Calnan		
	Board Liaison, Stephanie Ryan	X	Visitor- Jimmy Coates		Board President, Pat Majewski

Topic 1- 50th Anniversary Kick off

- Clubhouse is reserved for Thursday and Friday
- Everyone who can, should come at 7 pm Thursday to help set up and decorate
- Bring Irons, Ironing boards and steamers for the tablecloths
- Judy will have Maintenance set up the dance floor Thursday morning
- Meet again at Noon on Friday to inflate helium balloons and organize food
- DJ and Photo booth will arrive between 6 and 7 Dorothy will meet them
- \$600 in budget – Dorothy will purchase Helium tanks, food, ice, napkins and plates
- Trivia Contest- Judy will put together Lake Holiday Trivia questions and will lead the contest – 3- \$25 prizes

Topic 2- Photo Contest

- Judy will send out a flyer
- 3 winners

Topic 3- Poster Contest

- 2 age groups
- Carol will purchase paper for contestants to pick up outside the office
- Carol will purchase 2 \$10 gift cards for prizes
- Judy will send out a flyer

Topic 4- History Pavilion

- Canceled due to no volunteer to organize

Topic 5- Saturday events

- 5 K race - Lisa Cox and Paul Batista previously volunteered to coordinate but were not at the meeting. Judy will contact them for an update
- Road Rally Scavenger Hunt: 10 am Ed has this
- Games at Country Club Park: 1 pm
 - Judy and Tammy to lead games balloon toss – Sack races Others??
 - Jimmy Cotes will organize horseshoes
 - Carol will purchase a set of horseshoes
 - Bocce ball set will be available but not competition
 - Dorothy will purchase water and Ice and bring a cooler
 - Judy to purchase medals for prizes

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Topic 6 Sunday Community Potluck

- Judy will make boiled hot dogs and we will have condiments
- Dorothy will purchase hot dogs, buns, condiments, chips, plates, napkins, forks and foil wrappers
- Carol to purchase 150 cupcakes
- Dorothy will bake a full sheet cake as her contribution to the Potluck
- Guests to bring sides.
- Need to confirm that Ed will handle music and has a playlist
- Boat rides – we have 2 boats from the lake committee doing boat rides – 3 pm
 - Richard Traczyk may also drive the Lake Holiday boat

Next meeting: Tuesday June 7 at 7 PM

**16 May 2022 MEETING
MINUTES**

ATTENDEES:

Ed Noble, Architectural Committee Vice-Chair and BOD Liaison
Robert Middleton, Architectural Committee Member
Bill Ekberg, Architectural Committee Member
Richard Schoppet, Architectural Committee Member
Richard Traczyk, Architectural Committee Member
Michael Boyette, Association Member
Amy White, Association Member
Chris Cardinale, Association Member
Bill Quirk, Association Member

NOT IN ATTENDANCE:

Tim Kost, Architectural Committee Chair

MINUTES – Review of the April 25, 2022 minutes. The minutes were approved as submitted.

FIELD REVIEW- NEW CONSTRUCTION FINAL INSPECTION:

1. *Lot 1165, Section 7, 114 Colonial Drive. Michael & Viviana Cloutier, owners. Final Inspection in response to a notice of completion. Inspection performed by Tim Kost & Ed Noble. No discrepancies identified.*

FIELD REVIEW – ACCESSORY STRUCTURES:

1. Lot 144, Section 4A, 111 Dogwood Drive. Lisa McKee, owner. Request for approval of plans to install a 14 x 24 storage shed/garage to be connected to the front left side of the home with a breeze way and (2) steps up to the existing porch and will be needing a variance. Using T1-11 for the siding, shingles for the roof, and all materials will match the home. Reviewed by Tim Kost and Ed Noble. A motion was made to approve as submitted. The motion was seconded, and the motion was carried. Permit #172 was issued on 5/17/2022.

FIELD REVIEW – FENCE:

1. Lot 039, Section 1, 160 Lake Holiday Drive. Michael & Susan Boyette, owners. Request for approval of plans to install a 4' high pressure treated pine fence. Three board paddock style with one 5' gate and black wire mess on the inside. Asking for 5' variance on the right side. Reviewed by Tim Kost and Ed Noble.
2. Lot 507, Section 3A, 1106 Lakeview Drive. Amy White, owner. Request for approval of plans to install 4' high black aluminum fence (bay breeze style) with two gates on each side of the house front. Placing 1 foot off the property line. Reviewed by Tim Kost and Ed Noble. Needs discussion.
3. Lot 144, Section 4A, 111 Dogwood Drive. Lisa McKee, owner. Request for approval of plans to install a black split rail fence behind the home will need variance. Reviewed by Tim Kost and Ed Noble. Needs discussion.

FIELD REVIEW- DECK, PATIO, PORCH:

1. Lot 233, Section 4A, 107 Redbud Circle. Paul & Helen Carter, owners. Request for approval of plan to add a 16'X16' screened in porch over the existing deck that will extend 4 feet longer will be upgrading the deck to Timber-Tech (brown oak) the railing will be black metal. The siding and roof will match the house. Reviewed by Tim Kost and Ed Noble. Approval recommended.

FIELD REVIEW- EXTERIOR CHANGES:

1. Lot 233, Section 4A, 107 Redbud Circle. Paul & Helen Carter, owners. Request for approval to change the color of porch post, railing, shutters, garage door and trim around garage door to Classic Khaki. Change the trim around the storm door to Tranquility. Review by Tim Kost and Ed Noble. Approval recommended.
2. Lot 144, Section 1, 223 Lakeview Drive. Travis Hicks, owner. Request for approval of plans to add an addition above the garage and tear down the addition on back and replace with a two-story addition. Using Hardie board and Hardie shakes in 4 different colors red, blue, green, and taupe will have some galvanized to. The shingles are Pewter gray in color. Putting decks off the two-story addition using composite decking (Sandy Birch color) with cable railing. Reviewed by Tim Kost and Ed Noble. Approval recommended.

FIELD REVIEW – DOCK:

1. Lot 004, Section 4B, 101 Vista Court. Elizabeth Hair, owner. Request for approval of plans to replace the existing dock to the same configuration but slightly smaller. The new dock will be aluminum frame with vinyl decking and stainless steel. Anchoring to the shoreline with cable. Reviewed by Tim Kost and Ed Noble. Approval recommended.

FIELD REVIEW- PAVING EXTENSION:

1. Lot 058, Section 1, 118 Greenwood Court. Jeff & Tracy Taylor, owners. Requesting approval for and extension on a 3' x 18' pour concrete walkway. That was approved back on 10/19/2021 has now expired.

FIELD REVIEWS-RESALES:

1. Lot 171, Section 8A, 203 Green Leaf Drive. S & S Contracting, owner. Resale inspection performed by Tim Kost and Ed Noble. No discrepancies noted.
2. Lot 280, Section 2, 104 Quail Court. Sacco, owner. Resale inspection performed by Tim Kost and Ed Noble. Three discrepancies noted no house number, no fireplace screen, and propane tank not screened in.
3. Lot 209, Section 4A, 510 Northwood Circle. Resale inspection performed by Tim Kost and Ed Noble. No discrepancies noted.
4. Lot 204, Section 4A, 528 Northwood Circle. Babashanion, owner. Resale inspection performed by Tim Kost and Ed Noble. No discrepancies noted. (RUSH)

FIELD REVIEWS – TREE REMOVAL REQUESTS:

1. Lot 237, Section 4A, 100 Northwood Circle. Austin, owner. Request for approval of plans to remove one (1) tree location. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 165
2. Lot 004, Section 4B, 101 Vista Court. Hair, owner. Request for approval of plans to remove one (1) tree leaning. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 166
3. Lot 038, Section 1, 158 Lake Holiday Road. Shields, owner. Request for approval of plans to remove one (1) tree dead, diseased. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 167
4. Lot 119, Section 4A, 126 Dogwood Drive. Piermarini, owner. Request for approval of plans to remove one (1) one Leaning, dead, diseased, and to close to pump station. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 168
5. Lot 595, Section 10, 926 W. Masters Drive. Lykins, owner. Request for approval of plan to remove four (4) trees dead and diseased. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 169
6. Lot 127, Section 1, 106 Sycamore Place. Trapp, owner. Request for approval of plans to remove two (2) trees dead and diseased. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 170
7. Lot 098, Section 4A, 203 Greenbriar Circle. Elliott, owner. Request for approval of plans to remove three (3) trees location. Reviewed by Tim Kost and Ed Noble. Approved and permit issued on 5/9/2022. Permit # 171

Buildings, Grounds and Safety Advisory Committee Minutes of May 9, 2022

Members in Attendance: Tammy Bollman, Frances Coates, Jim Coates, Mary Lewia, Cathy Melcher, Darrell Melcher, Bob Middleton, Diane Noble, Jim Pitzvada, Lee Schumer and Dustin Terry

Absent: Karen Gahr, Phil McAllister, Don Myers, Charles Nieman, and Rita Nieman

With a quorum established, the meeting was called to order at 10:00 am

Board Report:

- Allied Security was put on notice in April for their performance. Meetings with Allied management, Pat Majewski, Darrell Melcher, and Mike Goodwin continue to make sure they are performing per their contract.
- Beach II update:
 - Sleigh Dr loop is now one way
 - Landscaping to be done in the fall.
 - Stop sign installed at beginning of Sleigh Dr loop.
- PRP 14 updated to address clubhouse rentals, specific updates include balloon fee to address time and risk associated with retrieving helium balloons from ceiling, and a dance floor fee to pay for wear and tear on the dance floor.
- Restaurant working group update:
 - Many options were explored, but ultimately membership would have to contribute for cost.
 - Health department does not recognize a “mobile kitchen”. It is either a brick and mortar restaurant or a food truck. They would not approve a kitchen separate from clubhouse with food served to the clubhouse.

Open Forum:

- Running stop signs is still an issue, especially at busy intersections such as Colonial and Masters.
- Stop sign article was posted in the April newsletter.
- Questions were asked about how to properly report speeders.
- Paper tag system is being explored for July 4th celebration parking.
- Volunteers are still needed for 50th Anniversary Celebration.

Master Planning Report:

- Clubhouse/Beach 1 parking plan received from Greenway and recommended for approval. Plan still needs to be approved by the county.
- Walking trails designated for completion in 2022. \$106K minimum needed to complete.
- Beach II pavilion designated for 2022 completion. Concrete pad is already poured.
- Beach II campsite improvements removed from CIP.
- Beach II restrooms removed from CIP.

- Current funds for the campsite improvements and Beach II restrooms (~\$80K) to be move to Country Club Park projects.
- Trash facility lot improvements (concrete road around compactor) to be completed in 2022.
- Mail station paving to be completed in 2022 (Yielders Run, Sunset, and Clubhouse).
- Clubhouse refresh (painting, acoustics, and window treatments) to come from undesignated funds in 2022.
- Forestry management plan initial funding of \$15K to come from undesignated funds in 2022.
- Beach II campsite and restroom funds being moved to fund CC Park projects (playground, fitness equipment, benches).
- Tar and chipping will need additional funding due to rising petroleum cost.

Old Business

- Great room update
 - Window film (tint) being explored for Great Room and offices. Quote was provided by Frost Shades of Shenandoah for \$6,619.50. Tab to be submitted for 5/24 BOD meeting.
 - Acoustic study to be performed by Acoustical Solutions out of Richmond.
 - Lake images – Eric Zimmerman contacted for a quote. An emergency tab was approved by the BOD on 5/2/22.
- Speed cameras
 - 2nd camera has arrived.
 - 1st camera is repaired and ready to put back in service.
 - Schedule has been created for the placement of both cameras (starting ASAP).
- Future stairs flagged coming up from Beach 1 boat ties. No current ETA on completion.

New Business

- Country Club Park playground
 - Tammy Bollman has already contacted multiple vendors, all VA licensed contractors, and all ADA compliant.
 - Initial costs (turnkey) look to be around \$50K.
 - Need to find plan/drawing of CC Park layout to determine location.
 - A working group of Tammy Bollman, Mary Lewia, and Dustin Terry was established that will narrow down the multiple options and present to the committee.
- EMS training course
 - Tammy presented having an ASHI (American Safety & Health Institute) Advanced First Aid certification course at the clubhouse.
 - The idea is to have more members of the community with Advanced First Aid skills. They could possibly act as first responders in the event of an emergency, since there is a considerable distance between Lake Holiday and the closest fire departments.
 - Volunteers would be covered by the Good Samaritan law for liability concerns.
 - Tammy is researching getting a grant from the state to help pay for the course. Once the grant information is obtained, a tab will be put in to the BOD.

Meeting adjourned at 11:27 AM

Compliance Committee
Mediator Panel Hearing Summary

Summary of Mediator Panel Hearing Determination
 June 8, 2022

Panel Members: Barbara Magill, Chris Sypher, Karen Taylor, Butch Nesbit, Kim Brotten, James Pitzvada
 Chair: Dot Wallace
 BOD Liaison: Mary Lewia

Hearing Number	Report Time	Name Property Address Section and Lot Compliance Committee File No.	Violation/Infraction	Mediator Panel Determination
1	7:00	Brian & Katherine Calnan 229 Fairway Circle 2/215B #22-036	Failure to stop at a stop sign.	Allied Universal Security- citation. They did attend the meeting. 50.00-dollar assessment levied.
2	7:00	David Breit 313 Overlook Drive 2/422B #22-037	Failure to stop at a stop sign.	Allied Universal Security- citation. Did not attend the meeting. 50.00-dollar assessment levied.
3	7:00	James Tenney 243 Fairway Circle 2/208F #22-038	Failure to stop at a stop sign.	Allied Universal Security- citation. Did attend the meeting. 50.00-dollar assessment levied.
4	7:00	Paul Helmedach 102 Greenwood Court 1/045C #22-039	Failure to stop at a stop sign.	Prepaid \$50.00 dollars.
5	7:00	Tyler & Mandy Corbin 237 Lakeview Drive 1/137E #22-040	Unauthorized dumping.	Prepaid \$50.00 dollars.

Compliance Committee
 Mediator Panel Hearing Summary

6	7:00	Peter Lips 119 Lake Shore Drive 1B/023A # 22-041	Unauthorized dumping.	Prepaid \$50.00 dollars.
7	7:00	Eric Fehr 119 Sunset Circle 1/111B #22-042	Failure to stop at a stop sign.	Prepaid \$50.00 dollars.
8	7:00	Daniel & Pamela Festa 807 S. Lakeview Drive 3A/448A #22-043	Pulling trailer through the easy pass lane.	Moved to next month.
9	7:00	Edward & Brenda Schrank-(Meyer) 903 Lakeview Drive 3A/433C #22-044	SPEED CAM 35	Prepaid \$40.00 dollars.
10	7:00	Christopher & Heather Merchant 110 Waterside Lane 5B/124E #22-045	Pulling trailer through the easy pass lane.	Prepaid \$50.00 dollars.
11	7:00	Matthew Boulanger -(Foulds) 134 Lake Holiday Road 1/026B #22-046	Visitor parked in the roadway.	Allied Universal Security- citation. They did attend the meeting. 10.00-dollar assessment levied.
12	7:00	Matthew Boulanger -(Houck) 134 Lake Holiday Road 1/026B #22-047	Visitor parked in the roadway.	Allied Universal Security- citation. They did attend the meeting. 10.00-dollar assessment levied.

Compliance Committee
Mediator Panel Hearing Summary

13	7:00	Matthew Boulanger – (Freeman) 134 Lake Holiday Road 1/026B #22-048	Visitor parked in the roadway.	Allied Universal Security- citation. They did attend the meeting. 10.00-dollar assessment levied.
14	7:00	Ken Denton 104 Evergreen Place 4A/223A #22-050	Unauthorized dumping.	Office citation issued. He did attend the meeting. 50.00-dollar assessment levied.

Finance Committee Meeting

May Minutes

6:30 PM Tuesday, May 17, 2022

Open Forum: Judi Schumer, Activity Chair, spoke in open forum, and gave the FC the 2023 budget request for the Activities Committee

Chair: Ed Noble

Members Present: Jim Coates, John Martel, Pat Majewski, Butch Nesbit, Richard Tracyk, and Tom Wallace

Members Absent: Helen Carter, Darrell Melcher, Jarret Tomalesky

A quorum was established and the meeting was called to order at approximately 6:35 PM. The agenda was approved as amended.

Approve meeting minutes:

- The April 2022 minutes were approved.

Agenda:

- Review of April financials. We had a general discussion of the variances between budget and actuals. We are expecting inflationary growth as a result of the current economy.
- Change to CIP process. Rather than continue to fund a large number of projects over several years, an alternative approach should be considered. Assuming each year's annual budget can accommodate on the order of \$100,000+ for capital projects, the board should consider applying the \$100,000+ to execute one or more projects in any given year. Rather than stretch out all capital projects, consideration should be given to prioritizing projects by the BOD and executing as many on the list of capital projects that can be accommodated in each year using the \$100,000+ budgeted amount. Individual projects not high enough on the priority list, would remain on the list and would be executed when their priority is reached and the budgeted amount is available. "Major" projects that necessitate saving over a period of years could still have monies set aside. A tab will be placed in the Board Book for this CIP.

- Discussion of delinquent members listing in newsletter. Members with outstanding balances over \$ 150.00 will be reflected in the newsletter for September and six months later in the March newsletter. Those members having payment plans in place will not be shown in the newsletter.
- RR study. Reserve Advisors will be here Tuesday May 24 at 9:00 AM
- The meeting adjourned at 7:45 PM.

The next Finance Committee meeting will be on Tuesday, June 21 at 6:30 PM.

Master Planning Committee

Minutes

May 4, 2022

The meeting was called to order at 7pm and a quorum was established.

Excused Absences: Barker, Harrington, Fiol, M&M Bradshaw

Committee Attendees: C. Melcher (Chair), P. Majewski (Secretary), D. Melcher, R. Middleton, B. Hardgrave, D. Terry, C. Anderson, D. Charles, J. Martel, R. Traczyk

Guests: John Royo (agreed to become MPC member)

Agenda Approved

Open Forum: John Royo spoke about his interest in forest management. He talked about a company, Conservation Services, Inc. in Waynesboro, VA that provides protective coverings for new saplings. Tubex.com in UK? Trees can be purchased from state nursery; it is about \$500 for 50 white pines. Patches are required on some of the pine trees near Beach II where the bulldozer injured them. MPC agreed that there is a need to come up with a plan for forest management if anything is to move forward. Royo was asked to present something preliminary at the next board meeting. Majewski said she would provide the list of Virginia foresters to Royo. He has agreed to join the MPC to form a task group to specifically work on forest management.

March Minutes Approved

Old Business:

- Beach II: land work to be completed by Memorial Day, boardwalk to be built by maintenance from ADA space, landscaping will be done in fall.
- Fencing at Redland Rd: still awaiting completion of painting.
- Marina: retaining wall and concrete sidewalk to Docks B&C completed.
- **2022 Membership Survey: (B. Hardgrave, B. Harrington, Mic. Bradshaw, J. Stover, D. Buermeyer)**
 - Board approved a lower NTE cost of \$7k for survey support services. Responses due on May 6 from two survey firms. Only Whorton Analytics submitted a proposal (negotiated to pricing to achieve NTE cost).
 - All committees and board involved in coming up with and editing questions.
- **Clubhouse Parking Site Plan:** Greenway has completed the site plan. There are 65 existing spaces for cars and 7 existing ADA parking spaces. The new plan provides 61 more spaces plus 3 additional ADA spaces. There will be 22 proposed designated boat trailer parking spaces and 10 designated spaces for food trucks.

One MPC member was opposed to the plan and felt the spaces could be redesigned to fit in more, parking spaces were too close to the playground (there will be a large rip rap area between the

playground and spaces and a bridge at one end to walk over the rip rap), there should be slanted spaces for boat trailer parking on the road up from marina, and there does not need to be so many food truck spaces.

Motion: Approve parking site plan to send onward. **Motion passed, one opposed.**

Site plan will be sent on to the county to get their comments and feedback. They may require some changes. Only \$50k in CIP for new parking. Will need more money allocated at some point.

New Business/2022 Projects

- **2023 CIP Budget Call:** request sent out to board liaisons and chairs with **deadline of March 30th** for any new projects and changes in funding for existing projects. There were no responses from any of the committees. Thus, no new projects or funding requests to prioritize and send to the board this month.
 - There was discussion about using some of the significant amount of undesignated funds to complete some projects in 2022.
 - **Motion:** Finish all walking paths in 2022. **Motion passed.** This was considered a #1 priority project in the CIP.
 - **Motion:** Finish the Beach II pavilion in 2022. **Motion passed. One opposed.** This should be high priority due to the concrete pad already placed. However, there is concern that the county may want to weigh in on the pavilion and there will definitely need to be an architectural rendering in order to receive a building permit.
 - **Motion:** Approve installing concrete driveway around trash compactor and to the brush bin in 2022. **Motion passed unanimously.** GM has received one proposal to his RFP and is awaiting another proposal.
 - **Motion:** Approve re-doing the asphalt driveways around three of the oldest mail stations. **Motion passed unanimously.** GM has already discussed with Carroll Construction to get an idea of what needs to be done and has a sense of the cost.
 - **Motion:** Remove campsites and restrooms from the CIP and stop collecting for them. **Motion passed unanimously.**
 - **Motion:** Move \$81k from campsites/Beach II restrooms and use it to fund other projects in 2022, such as the playground and swings at Country Club Park and the exercise stations on the walking trails. **Motion passed unanimously.**
 - Note: D. Charles mentioned that the existing tot lot near Beach 1 is falling apart and needs to be looked at. GM has reviewed and agreed it needs to be replaced (Replacement Reserve).
 - It was decided to not consider a permanent clubhouse pavilion at this time.
- **Clubhouse Refresh: Task Group of BG&SA: D. Terry, C. Melcher, M. Lewia, J. Pitzvada, R. Nieman, C. Nieman, R. Middleton, P. Majewski (ceiling down approach)**
 - Options for darkening windows for better viewing of screen explored. Black out shades and darkening film. Three vendors giving proposals for acoustic panels. One hasn't ever

given us final quote and will probably not be considered. Flooring recommendations and paint colors have been chosen and shown to MPC, BG&SA and the board.

- **Motion:** Approve clubhouse refresh project selections. **Motion passed unanimously.**
- Dining/seating options and coverage for shade on the deck were discussed; Restaurant Working Group to present request at upcoming BG&SA meeting and then a plan/budget will need to be presented to the Board.
- **Forest management:** need to come up with a plan and submit a budget for 2024. **Motion:** Approve placing forest management in the CIP fund with an initial \$15k for hiring an expert and seedling plantings. **Motion passed unanimously.**
- **Technology updates**
 - Phase 1:
 - LHCC website is a stand-alone island from official back-office; website sync with Quick Books – need to hire contractor .
 - Need to formalized/defined business processes and finalized list of forms that need available to members/tenants online – and determine log in requirements to complete forms (part of 2022 Tech Budget).
 - Forms need to be created on website that allow members to register their vehicles, boats, reserve campsites, clubhouse.
 - **Phase 2:**
 - Need customer relationship management tool (CRM) to allow members/tenants to view financial transactions, pay citations, etc.
 - Need to connect data sources – member info and LHCC assets are in numerous, disconnected databases (key fobs, gate entry, etc.).
 - Need to replace the gate entry system (RFP draft in June).
 - Majewski to ask board at May meeting to approve having some things on website password protected with each member creating their own to log in.
- **Update Master Plan:**
 - Forest management; marina reconfiguration update; Beach II improvements update; Beach I parking expansion to be added.
 - All agreed not to put 50th anniversary into master plan.

Submitted by Pat Majewski, MPC Secretary

Lake Holiday 2022 Survey Project

June 15, 2022

- Attendance:
 - Y- Betka Hardgrave
 - Y- Michelle Bradshaw
 - Y - John Stover
 - Y - Dave Buermeyer
 - N - Beth Harrington
 - Y - Cathy Melcher
 - Y – Kevin Whorton

Topics:

Project management (Betka Hardgrave):

- **Note:** no LH Survey Project team meeting on June 22

Communication (Beth Harrington and Cathy Melcher):

- **Survey communication channels: content is ready for use**
 - Gate Bulletin board
 - Website: Judy Schumer to update LH website with most current communication content (such as newsletter articles; progress report etc.)
- **Gift card:** 4 cards (\$25 each); Random “gift card draws” will be used after the survey is completed. Communication message will include reference to gift card. Part of the reminder.
 - Cards need to be purchased; Cathy to engage Pat Majewski
 - After survey completion, all updated contact information will be provided with marked participants to Survey project team. Survey project team will run a ZOOM session to select the winners.

Survey content (categories and questions); Michele Bradshaw and Dave Buermeyer: completed

Contact list:

- **Completed.** Updated version with John’s data created.
 - Issue: with Gmail. Some emails go into promotion folder. This issue will go away when we do official survey. Reminders will help to improve on this problem.
- **Completed:** Dave recommends creating a “flyer” to encourage members to participate in the survey: Cathy created the “flyer”. IT will be on the webpage, bulletin board and gate sign. Need to coordinate with the July 3rd traffic pattern note.

Survey milestones:

- **Completed:** finalize content of the Survey and the “invitation” messages.

- **Completed:** Create/code online survey (publish content in the Keysurvey tool) and pretest with live audience.
- **Live audience test:**
 - **Completed:** selected LH members list created; Live test participants:

Pat Majewski: patmajewski@comcast.net <patmajewski@comcast.net>
Beth Harrington: bethanneharrington@gmail.com
Cathy Melcher: mcmelcher@verizon.net <mcmelcher@verizon.net>
John Stover: John.stover@gmail.com <john.stover@gmail.com>
Judi Borcharding <borch109@verizon.net>
Ed Noble <EANNITEOWL@aol.com>
Mary Lewia [marylewia@lakeholidaycc.org]
 - **Completed: Week of June 6: Kevin communicates with the live members**
 - Kevin reviewed the results of the survey; it will not be sharable
- **Weeks June 13 through July 8:** Administer Survey
 - June 16 is the start date
 - July 8: is the end date
 - Reminders every 6 days
- **Weeks of July 11 through July 29:** Analyze results and publish report

Nominating Committee Minutes (Zoom Meeting)
June 15, 2022

Members Present: Michele Bradshaw, Mike Bradshaw, Tom Demery, Dave Buermeyer, Betka Hardgrave

Member Absent: Chris Anderson, Beth Harrington

Additional Guest: Jill Whitacre (LHCC Office)

Meeting was conducted virtually via Zoom 2:30 PM

Matters Discussed:

1. Agenda Approved
2. Three seats expire in 2022 (Majewski, Reedy, and Hair), one seat needs to fill an unexpired term (Adams), and one seat is removed per the Bylaw change (Middleton/Ryan).
3. With four open seats, the NC set as a goal to recruit 8-10 candidates. Various methods to achieve that goal were discussed as were possible candidates known or thought to be known.
4. Follow up recruitment assignments were discussed to include contacting: food truck crowds, signage, response, contacting LHCC committee heads, newsletter marketing, social media marketing, June 23 Meeting pitch (Mike), Purple Cow flyers, a Movie Night commercial prior to film starting.
5. Proposed PRP 16 changes were discussed as to: 1) Section C, Key Definitions (Board Open Positions, Candidate Biography and Position Statements, and modified duties and need for an Independent Vote Administrator) and 2) Section M Board Organizational Meeting. Changes approved unanimously and Mike will forward same to President Majewski.

Adjournment: Meeting concluded 3:05 PM

Submitted by: Tom Demery