

Buildings, Grounds and Safety Advisory Committee
Minutes of June 13, 2022

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

Absent: Karen Gahr, Phil McAllister, Don Myers

Guest: Jerry Adame

Open Forum

- Jerry spoke about the proposed concrete tee boxes. He recommended we look into textured mats. They are attached to a wooden frame and set into the ground. There are three colors (red, white and blue); one for each skill level. They measure 5' W x 9' L. Approximate cost \$5,000 for 54 tees.
- Jerry also spoke of Hole 16 requiring redesign. There's some interference with other holes. Also, brush needs clearing around the baskets.
- Mary commented that the outside bathrooms on Friday were vandalized. Material was smeared on the walls, etc.
- Lee Schumer commented that the trash on Beach 1 was getting out of control. He suggested more trash cans be placed around the beach.
- With a quorum established, the meeting was called to order at 10:00 am.

The minutes for the May 9 meeting were approved.

Old Business

- Cathy gave an update to the Clubhouse great room.
 - All the windows have received film treatment.
 - Two companies have been contacted about the acoustical tile. One does not install.
 - No one has yet responded to the painting, flooring RFP. We may need to contact each company personally.
- Pat and Darrell went to the Park and looked over possible site for the playground and think they have found a good spot. Tammy did research on the equipment available and sent an email to the Committee members with the information. The playground will:
 - Have a mulch type material under it
 - Be ADA compliant
 - Have a low environmental impact
 - Company chosen will be Virginia licensed.
 - The prices quoted in the on-line catalog emailed to members, does include the mulch.
 - An RFP needs to be prepared.

New Business

- **Boat Storage Lot Maintenance**
 - Schedule a date so that renters can move their boats
 - The boat storage contract should be modified to include a maintenance statement. For example, the renter is responsible for the maintenance of his spot (to include mowing). If not, the renter could lose their spot.
 - Renters need to be aware of expectations.
 - An article in the newsletter would suffice as notification.
 - An email could be sent informing renters of their responsibility to mow.
 - If the renter wants maintenance does the mowing, he will need to sign a waiver releasing maintenance of any and all responsibility for any damage.
 - A tab will be generated for the board to discuss possible wording changes to the contract. Any change needs to be approved and incorporated soon. The boat storage contracts for 2023 will be coming up soon.
- **Beach II Pavilion**
 - County requires footers for the pavilion posts on a separate footer (not on the current slab).
 - Need to determine one large or several small and contact County Permitting Office.
- **The Clubhouse Deck**
 - The deck needs a cover of some sort. Mary suggested we look into a cover sail that can be removed if needed,
 - Picnic tables need to go back on the deck.
- PRP 5 Entry Road Use and Parking requires updating.
- The red chairs need a look over to insure all the legs have caps at the bottom.

Meeting adjourned at 8:22 pm

Summary of Mediator Panel Hearing Determination
August 10, 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	Sharon Boyd 108 Carolyn Drive 4A/135A1 #22-151	Speeding (42) near 793 W. Masters Drive on 5/21/2022.	Moved out.
2	7:00	Deborah McKinney-(Wright) 310 Laurel Drive 8A/012C #22-152	Speeding (47) near 793 W. Masters Drive on 5/22/2022.	Prepaid \$40.00 dollars.
3	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-153	Speeding (43) near 793 W. Masters Drive on 5/23/2022.	Prepaid \$40.00 dollars.
4	7:00	James Walk Jr. 141 Dogwood Drive 4A/138E #22-154	Speeding (40) near 793 W. Masters Drive on 5/24/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

Compliance Committee
Mediator Panel Hearing Summary

5	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-155	Speeding (42) near 793 W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.
6	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-156	Speeding (43) near 793 W. Masters Drive on 5/25/2022.	Prepaid \$40.00 dollars.
7	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-157	Speeding (42) near 793 W. Masters Drive on 5/27/2022.	Prepaid \$40.00 dollars.
8	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-158	Speeding (45) near 793 W. Masters Drive on 5/27/2022.	Prepaid \$40.00 dollars.
9	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-159	Speeding (45) near 793 W. Masters Drive on 6/1/2022.	Prepaid \$40.00 dollars.
10	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-160	Speeding (40) near 793 W. Masters Drive on 6/3/2022	Prepaid \$40.00 dollars.

Compliance Committee
Mediator Panel Hearing Summary

11	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-161	Speeding (42) near 793 W. Masters Drive on 6/4/2022.	Prepaid \$40.00 dollars.
12	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-162	Speeding (42) near 793 W. Masters Drive on 6/6/2022.	Prepaid \$40.00 dollars.
13	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-163	Speeding (42) near 793 W. Masters Drive on 6/7/2022.	Prepaid \$40.00 dollars.
14	7:00	Stephanie Levenson-(Cooley) 1239 Lakeview Drive 4A/016B #22-164	Speeding (45) near 793 W. Masters Drive on 5/27/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
15	7:00	Stephanie Levenson-(Cooley) 1239 Lakeview Drive 4A/016B #22-165	Speeding (52) near 793 W. Masters Drive on 5/27/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
16	7:00	Stephanie Levenson-(Victoria) 1239 Lakeview Drive 4A/016B #22-166	Speeding (41) near 793 W. Masters Drive on 5/28/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

Compliance Committee
Mediator Panel Hearing Summary

17	7:00	Stephanie Levenson-(Ruybalid) 1239 Lakeview Drive 4A/016B #22-167	Speeding (42) near 793 W. Masters Drive on 5/29/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
18	7:00	Dennis Wenk 436 Southwood Drive 6A/167C #22-168	Speeding (40) near 793 W. Masters Drive on 5/27/2022.	Prepaid \$40.00 dollars.
19	7:00	Jerold & Jenny McKown- (Devin) 402 Dogwood Drive 8A/070A #22-169	Speeding (43) near 793 W. Masters Drive on 5/30/2022.	Prepaid \$50.00 dollars.
20	7:00	Joel Frederick 530 Northwood Circle 4A/203D #22-170	Speeding (40) near 793 W. Masters Drive on 5/30/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
21	7:00	Lisa McKee 111 Dogwood Circle 4A/144D #22-171	Speeding (40) near 793 W. Masters Drive on 5/30/2022.	Prepaid \$40.00 dollars.
22	7:00	Beth & Chad Harrington- (McMahon) 1077 Lakeview Drive 3A/533C #22-172	Speeding (40) near 793 W. Masters Drive on 6/1/2022.	Prepaid \$40.00 dollars

Compliance Committee
Mediator Panel Hearing Summary

23	7:00	David Ernst-(Read-Michael) 103 Northwood Circle 4A/171BT #22-173	Speeding (45) near 793 W. Masters Drive on 6/2/2022.	Prepaid \$40.00 dollars.
24	7:00	John Carter II- (Lance) 1704 Lakeview Drive 8A/148B #22-174	Speeding (42) near 793 W. Masters Drive on 6/3/2022.	Prepaid \$40.00 dollars.
25	7:00	Christopher Cunningham 1202 Lakeview Drive 3A/523B #22-175	Speeding (45) near 793 W. Masters Drive on 6/3/2022.	Prepaid \$50.00 dollars.
26	7:00	Christopher Cunningham 1202 Lakeview Drive 3A/523B #22-176	Speeding (42) near 793 W. Masters Drive on 6/9/2022.	Prepaid \$50.00 dollars.
27	7:00	Nicholas Fravel-(Bell) 1009 W. Masters Drive 10/572C #22-177	Speeding (43) near 793 W. Masters Drive on 6/3/2022.	Prepaid \$40.00 dollars.
28	7:00	Roger & Shirley Pugh 1224 Lakeview Drive 4A/037B #22-178	Speeding (40) near 793 W. Masters Drive on 6/6/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

Compliance Committee
Mediator Panel Hearing Summary

29	7:00	KST2 LLC- (Montonya) 1406 Lakeview Drive 4A/155BT #22-179	Speeding (40) near 793 W. Masters Drive on 6/7/2022.	It was to go to a P.O. Box, so it was return and then was too late to resend it to the mailing address.
30	7:00	KST2 LLC- (Montonya) 1406 Lakeview Drive 4A/155BT #22-180	Speeding (43) near 793 W. Masters Drive on 6/8/2022.	It was to go to a P.O. Box, so it was return and then was too late to resend it to the mailing address.
31	7:00	Timothy Welter 102 Woodlands Lane 8A/162B #22-181	Speeding (40) near 793 W. Masters Drive on 6/7/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
32	7:00	Pierce Davidson 1510 Lakeview Drive 4A/163D #22-182	Speeding (37) near 793 W. Masters Drive on 5/21/2022.	Prepaid \$50.00 dollars.
33	7:00	Timothy & Denise Morrison 1259 Lakeview Drive 4A/026A #22-183	Speeding (37) near 793 W. Masters Drive on 5/21/2022.	Prepaid \$40.00 dollars.
34	7:00	Edward & Jennifer Rowan 919 W. Master Drive 10/601C #22-184	Speeding (36) near 793 W. Masters Drive on 5/21/2022.	Prepaid \$40.00 dollars.

Compliance Committee
Mediator Panel Hearing Summary

35	7:00	Bill Shenenberger 210 Laurel Drive 4A/061C #22-185	Speeding (36) near W. Masters Drive on 5/21/2022.	Prepaid \$40.00 dollars.
36	7:00	Sharon & Dean Conley 403 Northwood Circle 4A/181D #22-186	Speeding (37) near W. Masters Drive on 5/21/2022.	Prepaid \$40.00 dollars.
37	7:00	James Walk Jr. 141 Dogwood Drive 4A/138E #22-187	Speeding (36) near W. Masters Drive on 5/21/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
38	7:00	Bill Shenenberger 210 Laurel Drive 4A/061C #22-188	Speeding (36) near W. Masters Drive on 5/22/2022.	Prepaid \$40.00 dollars.
39	7:00	Nil Mohan Barman-(Chumley) 506 Dogwood Drive 8A/128AT #22-189	Speeding (36) on West Masters on 5/19/2022.	Prepaid \$50.00 dollars.
40	7:00	James Morgan 132 Dogwood Drive 4A/116D #22-190	Speeding (39) near W. Masters Drive on 5/22/2022.	Prepaid \$50.00 dollars.

Compliance Committee
Mediator Panel Hearing Summary

41	7:00	Reid Enger & Kimberly Wyatt 1405 Lakeview Drive 4A/107D #22-191	Speeding (38) near W. Masters Drive on 5/23/2022.	Prepaid \$40.00 dollars.
42	7:00	Deborah McKinney 310 Laurel Drive 8A/102C #22-192	Speeding (36) near W. Masters Drive on 5/23/2022.	Prepaid \$40.00 dollars.
43	7:00	Jerry Fishel Jr.-(Perez) 1512 Lakeview Drive 4A/164C #22-193	Speeding (37) near W. Masters Drive on 5/23/2022.	Prepaid \$40.00 dollars.
44	7:00	Nicholas Fravel 1009 W. Masters Drive 10/572C #22-194	Speeding (36) on West Masters on 5/20/2022.	Prepaid \$50.00 dollars.
45	7:00	Robert & Pamela Qualkimbush 152 Lake Holiday Road 1/035B #22-195	Speeding (37) near W. Masters Drive on 5/23/2022.	Prepaid \$40.00 dollars.
46	7:00	Izumi Guzman-(Wade) 105 Woodlands Lane 8A/165DT #22-196	Speeding (38) near W. Masters Drive on 5/21/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

Compliance Committee
Mediator Panel Hearing Summary

47	7:00	Katherine & Scott Renaud 212 Laurel Drive 8A/005C #22-197	Speeding (37) near W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.
48	7:00	Thomas & Kathleen Horton- (Harrington) 1074 Lakeview Drive 3A/491B #22-198	Speeding (38) near 793 W. Masters Drive on 5/24/2022.	We sent it to his in-laws because he was listed as visitor to their residents, but now they own in here so we should have sent it to them.
49	7:00	Brandon Warner-(Marshall) 1123 Lakeview Drive 3A/554C #22-199	Speeding (36) near 793 W. Masters Drive on 5/24/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
50	7:00	Ross Hewitt II-(Danita) Undeveloped 4A/091A #22-200	Speeding (37) near 793 W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.
51	7:00	John Carter II-(Lance) 1704 Lakeview Drive 8A/148B #22-201	Speeding (40) near 793 W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.
52	7:00	Daniel Kolakowski-(Dodge) 103 Scenic View Place 4A/212 #22-202	Speeding (37) near 793 W. Masters Drive on 5/24/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

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53	7:00	Lisa McKee 111 Dogwood Drive 4A/144D #22-203	Speeding (39) near 793 W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.
54	7:00	Greg & Alexandra Lowrey 303 Dogwood Drive 4A/159B #22-204	Speeding (36) near 793 W. Masters Drive on 5/18/2022.	Prepaid \$50.00 dollars.
55	7:00	Greg & Rachel Ziemke 511 Northwood Circle 4B/014B #22-205	Speeding (37) near 793 W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.
56	7:00	Roberta, Allen, & Timothy Coffman Undeveloped 6B/009B2 #22-206	Speeding (36) near 793 W. Masters Drive on 5/25/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
57	7:00	Jennifer Gowers 1217 Lakeview Drive 4A/005E #22-207	Speeding (37) near 793 W. Masters Drive on 5/24/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
58	7:00	Lee Hirneisen 1232 Lakeview Drive 4A/040A #22-208	Speeding (36) 793 W. Masters Drive on 5/24/2022.	Prepaid \$40.00 dollars.

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59	7:00	John Greeley-(Debergh) 1261 Lakeview Drive 4A/027D #22-209	Speeding (36) near 793 W. Masters Drive on 5/24/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
60	7:00	Alan & Deborah Harms- (McAlexander) 709 Masters Drive 7/1143ET #22-210	Speeding (39) at 746 W. Masters Drive on 5/30/2022.	Prepaid \$40.00 dollars.
61	7:00	Christopher Cunningham- (Franco) 1202 Lakeview Drive 3A/523B #22-211	Speeding (36) at 746 W. Masters Drive on 5/30/2022.	Have moved out and no longer have an account with us to process the citation.
62	7:00	Tammy Enns-(Carmen) 1210 Lakeview Drive 4A/030D #22-212	Speeding (36) at 746 W. Masters Drive on 5/30/2022.	Should have been mailed to an off-site address by the time it was returned it was too late to process.
63	7:00	Pierce Davidson 1510 Lakeview Drive 4A/163C #22-213	Speeding (37) near 793 W. Masters Drive on 5/26/2022.	Prepaid \$40.00 dollars.
64	7:00	John J. & Caryl M. Tetro- (Kortney) 209 Dogwood Drive 4A/151B #22-214	Speeding (37) near 793 W. Masters Drive on 5/25/2022.	Was sent to the wrong address.

Compliance Committee
Mediator Panel Hearing Summary

65	7:00	Christopher Cunningham 1202 Lakeview Drive 3A/523B #22-215	Speeding (37) near 793 W. Masters Drive on 5/25/2022.	Have moved out and no longer have an account with us to process the citation.
66	7:00	Victor & Heather Gomez 401 Dogwood Drive 8A/073B #22-216	Speeding (37) near 793 W. Masters Drive on 5/25/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
67	7:00	Michael & Georgeann Eiland 1035 W. Masters Drive 10/581C #22-217	Speeding (41) near 793 W. Masters Drive on 5/25/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
68	7:00	Benjamin Rose 104 Redbud Circle 4A/228E #22-218	Speeding (39) near 793 W. Masters Drive on 5/25/2022.	Prepaid \$40.00 dollars.
69	7:00	Leonard & Juliet Wryter 108 Green Drive 10/557C #22-219	Speeding (38) near 793 W. Masters Drive on 5/25/2022.	Prepaid \$40.00 dollars.
70	7:00	Shamika Torres 1011 W. Masters Drive 10/573C #22-220	Speeding (36) near 793 W. Masters Drive on 5/25/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

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71	7:00	Donald Mellott 102 Scenic Place 4A/214C #22-221	Speeding (53) near 793 W. Masters Drive on 5/25/2022.	Prepaid \$40.00 dollars.
72	7:00	Lisa McKee 111 Dogwood Drive 4A/144D #22-222	Speeding (37) near 793 W. Masters Drive on 5/25/2022.	Prepaid \$40.00 dollars.
73	7:00	Lowell Taylor Jr. Undeveloped 6A/027B #22-223	Speeding (40) at 746 W. Masters Drive on 5/25/2022.	Prepaid \$40.00 dollars.
74	7:00	Deborah McKinney 310 Laurel Drive 8A/012C #22-224	Speeding (37) at 746 W. Masters Drive on 5/30/2022.	Prepaid \$40.00 dollars.
75	7:00	Craig Perry 131 Lake Holiday Road 1A/1255G #22-225	Speeding (36) at 746 W. Masters Drive on 5/30/2022.	Prepaid \$40.00 dollars.
76	7:00	Carolyn & Justin Larsen 168 Lake Holiday Road 1/ 043E #22-226	Speeding (39) at 746 W. Masters Drive on 5/30/2022.	Prepaid \$40.00 dollars.

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77	7:00	Dana & Gordon Crickman 101 Eagle Drive 10/524B #22-227	Speeding (39) at 746 W. Masters Drive on 6/1/2022.	Prepaid \$40.00 dollars.
78	7:00	Lee Hirneisen 1232 Lakeview Drive 4A/040A #22-228	Speeding (41) at 746 W. Masters Drive on 6/1/2022.	Prepaid \$40.00 dollars.
79	7:00	Joel Frederick 530 Northwood Circle 4A/203D #22-229	Speeding (38) at 746 W. Masters Drive on 6/2/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
80	7:00	Joshua & Michele Catlett 124 Waterside Lane 5B/1235B #22-230	Speeding (37) at 746 W. Masters Drive on 6/2/2022.	Prepaid \$40.00 dollars.
81	7:00	James Hüllihen 1212 Lakeview Drive 4A/031E #22-231	Speeding (39) at 746 W. Masters Drive on 6/2/2022.	Prepaid \$50.00 dollars.
82	7:00	John Carter II 1704 Lakeview Drive 8A/148B #22-232	Speeding (36) at 746 W. Masters Drive on 6/2/2022.	Prepaid \$40.00 dollars.

Compliance Committee
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83	7:00	Philip O'Brien-(Mary) 123 Waterside Lane 5B/1214B #22-234	Speeding (39) at 746 W. Masters Drive on 6/3/2022.	Prepaid \$40.00 dollars.
84	7:00	Philip & Meghan Kerns 707 S. Lakeview Drive 5A/126D #22-235	Speeding (39) at 746 W. Masters Drive on 6/4/2022.	Does not live here anymore.
85	7:00	Clint & Kelly DeHaven-(Bell) 409 Northwood Circle 4A/184D #22-236	Speeding (36) at 746 W. Masters Drive on 6/4/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
86	7:00	John & Stephanie Sullivan 1166 Lakeview Drive 3A/487C #22-237	Speeding (40) at 746 W. Masters Drive on 6/5/2022.	Prepaid \$50.00 dollars.
87	7:00	James HULLIHEN 1212 Lakeview Drive 4A/031E #22-238	Speeding (37) at 746 W. Masters Drive on 6/5/2022.	Prepaid \$50.00 dollars.
88	7:00	Randolph Jackson 203 Fairway Circle 2/228A1 #22-239	Speeding (38) at 746 W. Masters Drive on 6/5/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

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89	7:00	William Rackliffe & Dawn Zinn 316 Masters Drive 2/179B #22-240	Speeding (37) at 746 W. Masters Drive on 6/6/2022.	Prepaid \$40.00 dollars.
90	7:00	Lisa McKee 111 Dogwood Drive 4A/144D #22-241	Speeding (37) at 746 W. Masters Drive on 6/6/2022.	Prepaid \$40.00 dollars.
91	7:00	David Ernst-(Reid) 103 Northwood Circle 4A/171BT #22-242	Speeding (37) at 746 W. Masters Drive on 6/6/2022.	Prepaid \$40.00 dollars.
92	7:00	Randolph Jackson 203 Fairway Circle 2/228A1 #22-243	Speeding (37) at 746 W. Masters Drive on 6/6/2022.	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
93	7:00	Patricia Zminkowski 1300 Lakeview Drive 4A/062E #22-244	Speeding (37) at 746 W. Masters Drive on 6/7/2022.	Prepaid \$40.00 dollars.

Compliance Committee
Mediator Panel Hearing Summary

94	7:00	Ward Vaughan Undeveloped 3A/541A #22-245	Speeding (39) at 746 W. Masters Drive on 6/8/2022.	Prepaid \$50.00 dollars.
90	7:00	Joel Frederick 530 Northwood Circle 4A/203 #22-246	Speeding (37) at 746 W. Masters Drive on 6/8/2022	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.
91	7:00	Dale Wisley- (Jesse Harvey) 108 Redbud Circle 4A/226E #22-247	Speeding (37) at 746 W. Masters Drive on 6/9/2022	She said she has never had anyone by that name come to her home before.
92	7:00	William & Angela Riley – (Amber Ray) 706 S. Lakeview Drive 5A/134F #22-248	Speeding (39) at 746 W. Masters Drive on 6/9/2022	Camera citation issued. Did not attend the meeting. \$50.00 assessment levied.

Finance Committee Meeting

July Minutes

6:30 PM Tuesday, July 19, 2022

Open Forum: no members present. Jill from our office was present

Chair: Ed Noble

Members Present: Helen Carter, Jim Coates, John Martel, Pat Majewski, Darrell Melcher, Butch Nesbit, Charles Nieman, Richard Tracyk, and Tom Wallace

Members Absent: Jarret Tomalesky

A quorum was established and the meeting was called to order at approximately 6:30 PM. The agenda was approved.

Approve meeting minutes:

- The June 2022 minutes were approved.

Agenda:

- Review of June financials. The footnotes provided the explanation for the variances between the budget versus actual results fairly well.
- Reallocation of CIP funds and CDAR (undesignated funds within the bank CDs). The moving of funds within the CIP were agreed to as reflected in the CIP worksheet attached to the agenda.
- Review of 2023 Budget expenses included some changes enumerated below, Jill from the Office was helpful to answer some questions. Estimates for 2023 have increased for trash removal by 5K; patrol services have increased by 11K, foot patrol decreased by same 11K; 35K for CIP projects was removed; landscaping work to be contracted out at an estimated 25K.
- Review of 2023 Budget income included a reduction to Capitalization fees of 20K;
- Motion to submit the budget to the board was approved by the committee. The meeting adjourned at 8:45 PM.

The next Finance Committee meeting will be on Tuesday, August 16 at 6:30 PM.

Master Planning Committee

Minutes

June 1, 2022

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

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

Committee Attendees: C. Melcher (Chair), P. Majewski (Secretary), D. Charles, C. Fiol, B. Hardgrave, D. Melcher, R. Middleton, J. Stover, D. Terry, and N. Thompson (by phone)

Agenda Approved

Open Forum: Tot lot at clubhouse to be replaced. Majewski reviewed Ogunquit lots tax sale. County will be auctioning 5 lots at a time beginning with membership lots grouped close together. Viewing of lots by interested parties will begin sometime in July. County hopes to collect real estate taxes only.

May Minutes Approved

Old Business:

- **Survey update: (B. Hardgrave, B. Harrington, Mic. Bradshaw, J. Stover, D. Buermeyer)**
 - Survey vendor, Wharton Marketing & Research, has sent out call for LHCC residents to update email preferences.
 - Questions finalized and pre-survey testing to be completed 6/1. June 13 to July 8 survey to be administered. There will be several emails sent out by vendor to remind residents.
- **2022-2023 CIP Budget:**

Prioritized projects: 1) Parking Plan for clubhouse (2022) (\$50k in CIF); 2) Walking trails (2022-23) (Current funds in CIF: \$45k, \$108k addnl needed); 3) Architectural plan for Beach II pavilion to provide to county (2022-23) (\$27.5k in CIF, \$30k addnl needed); 4) Country Club playground (2022); 5) Exercise equipment for walking trails (2023); 6) Country Club Park pavilion site plan (2023). CIF \$ from campsites and restroom projects = \$82k to be used on other projects.

New Business/2022 Projects

- **Technology Update:**
 - LHCC has multiple lists, all with different data. Stover working on one list of email addresses, physical addresses and section plus lot numbers to be sent

to survey company. They will work slowly on removing duplicates. 300 lots provided preferred email for last year's list that was used for electronic voting.

- Service provider to create a database for member log in. Member log in already on website and could be activated. Customer Relationship Management (CRM) software to be looked into. The goal is to create a ticket system for staff to keep track of office activities and projects. All forms to be available to fill out online by residents. By turning on the ad banner function, newsletter ads can be on website vs. PDF.

- **Clubhouse Refresh: Task Group of BG&SA: D. Terry, C. Melcher, M. Lewia, J. Pitzvada, R. Nieman, R. Middleton, P. Majewski (ceiling down approach)**
 - Board approved moving forward with UV/Solar heat blocking window film on lake-facing windows and doors of clubhouse. To be installed 6/6.
 - Received quote from Acoustical Solutions of Richmond for replacement of wall panels and addition of ceiling panels. There will be Tab at 6/28 board meeting.
 - Flooring and painting RFPs emailed out by GM. Proposals due back by 6/15 and recommendations will be in a Tab for 6/28 board meeting.

- **Technology updates**
 - Forms need to be created on website that allow members to register their vehicles, boats, reserve campsites, clubhouse
 - Need to finalize business processes: website sync with Quick Books – need to hire contractor – log in to fill out forms
 - Need customer relationship management tool (CRM)
 - Majewski to ask board at May meeting to approve having some things on website password protected with each member creating his own to log in
 - Right now, personal info is online all over the place; there are 22 different databases for key fobs, gate entry, etc.

- **Update Master Plan:**
 - Will be based on 2022 survey results and feedback.

Submitted by Pat Majewski, MPC Secretary

Lake Holiday 2022 Survey Project

August 10, 2022

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

Topics:

Project management (Betka Hardgrave):

- August 17: Next LH Survey Project meeting. Review BOD meeting presentation.

Communication (Beth Harrington and Cathy Melcher):

- Kevin: Survey written report is Work in Progress
- August board meeting to discuss survey results

Survey Report:

Power point presentation: Dave Buermeyer led the discussion

General comments:

- Beth: change RED color to shade of BLUE
- 2017 report format: should not be followed; Kevin to pick his format
- How much portfolio analysis should be done? 2017 report had “some data manipulation”. Recommendation: do some analysis with focus on “growth”.
- Pat: break-down of responses by categories: Utility vs. NON-utility vs. membership lots. Kevin to validate how much could be done
- Comments: many pages of comments need to be “represented” in a narrative
- Engage John Stover on “content of the emails.....what data is provided”

Specific slide changes:

- Slide 4: change to %
- Slide 6: title change
- Slide 21: rearrange the pie-chart and separate the content
- Slide 27: title
- Slide 28: what is the purpose of this chart?
- Slide 29: Keep this slide (NOT the slide 28). Use Wait time?

- Slide 37: split content?
- Slide 38: present data by survey categories?
- Slide 40 recommended addition: Restaurant
- Slide 41: change wording for content
- Slide 42: title
- Slide 44: title
- Slide 46: title (use: WHEN would you.....)