

**Lake Linganore Association, Inc.**  
**October 3rd, 2011**  
**Board of Directors Meeting Minutes**

**CALL TO ORDER**

The meeting was called to order by Vice President Ekanger at 7 p.m. at the LLA Coldstream Drive office.

Board members present were: Stephen Ekanger, Brandon Frazier, Liz Timberlake, Glenn Weigle, and Dana Schlichting.

BoD Absent: Tom Roland and Hillary Moore

Staff in attendance: GM Howe, OC Edwards

**APPROVAL of September 12, 2011 BoD MINUTES**

Minutes of September 12th, 2011 regular board meeting were – *approved*.

**VILLAGE REPORTS**

•**Aspen North Village**— *MJ Minton, CDA chair*. Jim DiMeglio reported fire hydrants along Eaglehead Drive will be tested for water pressure starting Oct. 6<sup>th</sup> to verify water pressure models are accurate. Survey and control work is done, civil engineer to draft final plans. SWM plan approved by county.

•**Coldstream Village** — *Lisa Martinis, chair*. 5<sup>th</sup> annual beach party was a success. They are currently planning for the Thanksgiving Day dinner at the New Market fire hall for the firefighters and their families.

•**Nightingale Village** — *Stephen Hembree, chair*.

HSA plans are approved, waiting on \$498 payment from LLA to HSA. GM Howe to follow up with LLA Financial Manager.

Concern regarding the lack of action on driveway tie-ins and entrance road repair work by the County. LLA to send a letter to County reminding them of contractual obligation to do so.

Residents would like an open meeting to be scheduled with the Frederick County Water & Sewer Department to address concerns and implement repairs.

Residents would also like to be notified when permit applications for new homes are issued in their village. LLA staff to discuss notification possibilities.

•**Pinehurst Village** — *Guy Reese, chair*. Reported that the Amenities Committee intends to meet with the Trail Committee regarding the Twin Lakes Park project to include better trails from the village side.

•**Woodridge Village** —*Trish Flora, chair*. Ms. Flora stated that their meetings with Oakdale Development to improve the park area and new trails have been going well.

## LLCS REPORTS

•**Lake Linganore Conservation Society**— *Charlotte Dusold – President*:

Ms. Dusold wanted it noted that the LLCS is not a committee of the LLA but rather its own legal entity. Not identifying it correctly can cause legal ramifications including jeopardizing the CDA tax exempt status; which will cause the cost of the CDA to almost.

Ms. Dusold said the LLCS has selected a contractor and received a quote of \$44,600 to complete the work to be done on the punch-out list for the erosion issues that must be addressed before winter. They have the funds but no agreement signed by the board.

**MOTION:** Director Frazier made a motion of resolution in support of \$45,000 in LLCS funds to be used to complete punch list items. Director Weigle 2<sup>nd</sup> the motion.

**VOTE:** all in favor 5-0.

## COMMITTEE REPORTS

•**Trailblazers Committee** —*Katrinka Westendorf and Kathy Murtaugh, co-chairs*: Monthly work session this Saturday October 7<sup>th</sup>, 2011. Ms. Westendorf inquired about the status of the trail repairs at the culvert pipe located between North Shore Way and Eaglehead. LLA staff will look into the repairs.

•**Tennis Committee**— *Mary Roland, chair*: Mrs. Roland announced all the security cameras were in place and operational at Coldstream tennis courts.

•**Friends of the Lake Committee**—*Bob Charles, chair*. Director Weigle reported that MD Environmental Services is an available resource that they are going to reach out to for help and advice with the grant process. They are also waiting on an invoice from Frederick County for the USGS study in order to remit payment.

## ACTION ITEM REVIEW

**Long Range Planning Committee**—*this item remains open*.  
Liz Timberlake is recruiting volunteers for the committee.

**Esplanade Bridge**—*this item remains open*.

The footers were poured Monday October 3<sup>rd</sup>, 2011. Steel to arrive Wednesday October 5<sup>th</sup>, 2011.

**Office Extension**—*this item remains open.*

Finish trim needs to be completed on the windows and the doors. GM Howe has a contractor lined up to do the work, if not completed this week, GM Howe will begin project himself.

**Plan for Westwinds CCTV Cameras**—*this item remains open.*

Renovations need to be done before implementation of the CCTV upgrade.

**Access to Legal Services**— *this item remains open.*

Director Ekanger will make document revisions this week.

**Staff estimate on cost of new software and server equipment**— *this item remains open.*

To be addressed under New Business.

**Memorials Policy**— *this item remains open.*

**McFadden Park Tot Lot grant** — *this item remains open.*

**NEW BUSINESS**

**New software equipment- MOTION:** Director Weigle motioned to approve the lease of the TOPS software package with On Point with payment option and the Dell server hardware 48 month dollar buyout option including small business server software and server based access. Director Frazier 2<sup>nd</sup>. **VOTE:** all in favor 5-0. Note: This is a total obligation of \$38,000 for 48 months. 4 months to be expensed to budget line item #5263 for 2011. A new Lease line item to be added to future budgets with an annual budget of approx. \$13,000 for these items.

**Severance pay for employees- MOTION:** To approve consensus vote to modify employee policies to include two (2) weeks severance pay upon termination, not for cause, by the LLA. **BOARD REVISED:** Director, Frazier moved to set a retroactive severance pay of 4 weeks to recent employee dismissals prior to October 1<sup>st</sup>, 2011. Director Timberlake 2<sup>nd</sup>. **VOTE:** All in favor 5-0. **Note:** Determination of the future policy was shelved until a future meeting when all members of the board are present.

**Discussion of LLA's ADA strategy for 2012- GM Howe** reported that we are looking into the lift and ramp options available in order to comply with ADA requirements for handicapped accessibility. We are moving ahead at this point as scheduled with the pools opening in March 2012. Residents expressed concerns about being kept up to date on this topic. Board looking for volunteers to form a committee to handle this.

**LLA organization changes- GM Howe** reported “Over the last six months, we have been performing an assessment of the administrative staff and organization to alleviate ongoing problems, enhance productivity and, most of all, to make those needed changes which will result in the maximum value from your assessment dollar. This is not an easy task. It includes making hard decisions and implementing the changes that need to be made. The Lake Linganore Association is a business and these decisions have to be made without prejudice to friends and social relationships.”

“When the assessment was complete, a new organization structure was proposed which shifted some responsibilities and added new requirements for skills and experience which we did not currently have available. With the approval of the restructuring comes the implementation. At the onset, the plan included a change in personnel over a period of time. This was rejected as it leaves the valued personnel on “pins and needles” not knowing where they stand. It also leaves an environment of change where personnel are uncertain as to their responsibilities and new persons joining the team find the environment unstable. It was decided that it would be best for all persons concerned to implement the personnel changes all at once. This has been completed and the administrative team is now moving forward as a unified unit.”

**Approval of 2011-2012 Snow Contract- MOTION:** Director Weigle motioned to approve Beachy Landscaping & Construction for 2011/2012 snow removal services. Director Frazier 2<sup>nd</sup>.  
**VOTE:** All in favor 5-0. Note: GM How to review contract regarding responsibility of repairs for excessive damages arising from snow removal services to LLA properties.

### **RESIDENT FORUM**

- Many residents expressed concerns over recent employee dismissals.
- GM Howe advised residents to report their issues to their respective Village Managers.
- GM Howe assured committee leaders they would be assigned liaisons in the interim
- Request for Lake Talk to be better utilized as a means of communications with residents to keep the informed with current, relevant issues and topics.
- Interest expressed in extending the Board members terms beyond 2 years. Concerns that the Board of Directors’ ability to accomplish its goals may be difficult within a 2 year term.

### **ADJOURNMENT of Regular Meeting**

Director Ekanger made a motion to adjourn the meeting. Director Frazier seconded the motion. The regular meeting was adjourned at 9:56 p.m.

**{These minutes were approved on November 7<sup>th</sup>, 2011 by the Board of Directors}**