

**Lake Linganore Association, Inc.**  
**November 7<sup>th</sup>, 2011**  
**Board of Directors Meeting Minutes**

**CALL TO ORDER**

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

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

BoD Absent: None

Staff in attendance: GM Howe, OC Edwards, CS Dowd

**APPROVAL of October 3rd, 2011 BoD MINUTES**

Director Frazier requested amendment to page 2 of 4: LLCS: 1<sup>st</sup> paragraph: rewrite last sentence to read (tax exempt status; which would lead to failure or an immense increase in cost.) **MOTION:** Director Frazier motioned to approve minutes as amended, Director Eckanger 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

**COMMITTEE REPORTS**

•**Finance Committee** – *Cecily Ashbaugh, chair:* Director Frazier reported budget reviewed by finance committee, ready for full budget review to be scheduled. Annual budget review meeting scheduled for December 5<sup>th</sup>, 2011.

•**Events Committee** – *Cindy Hoffman, chair:* Mary Roland reported Cindy Hoffman is the new chairperson for the events committee and is currently working on the Events Committee Charter. The six person committee would like the Boards approval to make the committee official. **MOTION:** Director Ekanger motioned to sanction an Events Committee, Director Frazier 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

•**Trailblazers Committee** —*Katrinka Westendorf and Kathy Murtaugh, co-chairs:* Westendorf thanked the board for the new esplanade bridge.

•**Tennis Committee**— *Mary Roland, chair:* Mrs. Roland stated everything was fine, courts are still open.

•**Friends of the Lake Committee**—*Bob Charles, chair:* Glenn Weigle reported their meeting with Maryland Environmental Services went well. MES is a fee for services organization well versed on the ins and outs of writing and winning grants, especially in the state of Maryland. The Committee is in the process of reviewing organizations that do this kind of work to request estimates from multiple outfits including MES that will review data analysis on the lake and siltation volumes, to come up with a plan to restore the lake. Then they will

locate companies to send RFP's to who can execute the plan. The goal right now is to get estimates to begin the data review process for 2012 and budget for it.

**NOTE:** They still have not received an invoice from the County in regards to the USGS study. They are looking into the delay and whether or not the study will commence before winter.

- **Village Chair Meeting Minutes** – *GM Howe* reported they reviewed budget wish lists and new capital initiatives, there was a good turn out and there is currently no action to be taken by the board.

- **Municipal Incorporation Committee** - *John Allemang, chair:* reported October workshops had a good turnout of over a hundred members, with lots of questions and interest. A real interest was expressed in an internet based forum for members to discuss topic. They have located and will be meeting with a financial specialist to take a hard look at the numbers.

### **PROJECT/AFFILIATE REPORTS**

- **Lake Linganore Conservation Society**— *Charlotte Dusold, President:* Larry Dusold reported they are meeting with Kinsley to discuss some contractual issues. Some issues are holding up the paving: storm drain alignment issues, grade elevation issues as well as some water and sewer lines that the County needs to have added to their scope. They will not be paving before this winter as planned.

Charlotte Dusold reported they did not know they had changed their paving schedule until last week. However, we are not off schedule according to Whitman, to be completed by February 2013. Kinsley's can pave the entire village in 45 days. They have to address the storm drainage issues before they can pave.

Jim DiMeglio reported that we should not assume at this point, that the expense of repairing exposed manhole covers, and curbs on unpaved roads damaged from plowing will be at the LLA's expense. The contractor is responsible for some of the conditions of the roads. The LLCS will send a letter to the contractor and handle it through WRA.

- **Eaglehead Conservation Preservation Committee** – *MJ Minton, chair:* reported the improvement plan is now in the works, topography is done. They have done fire code tests on the pump station, no results yet from the County. There may be a problem, vacuum effect at the top of Eaglehead Drive. Jim DiMeglio reported that there are four flat areas in Aspen North that are eligible for pervious material, about 1500 linear feet of pavement. This is the storm water management in these sections for this village. They are working with engineers to come up with a solution to make this work both short and long term.

The Board expressed that there needs to be a viable plan in place that the LLA can afford and deal with in order for them to accept the responsibility of these roads when completed.

- **Oakdale Development** – Jason Wiley reported over the past 3-4 months they have been working with the Woodridge Village working through some of the action items. The top three were the entrance sign, the amenities plan and the trails. The village gravitated toward a stone looking terraced sign near Lake Marion Dam, going up the hill on Woodridge drive on the right hand side. They are looking into lighting possibilities. The amenities plan for the current tot lot and basketball area; is to utilize the space in between the two as a small 80' x 200' open flat space buffered by trees, for informal games, with a 20'x30' pavilion style picnic shelter. There will be no parking available there. The Board thought there might be issues with

keeping people from parking along Woodridge, since this will be a very inviting and visible flat, grassy park like area, which is rare in Linganore. The Board gave their blessing on the draft plans presented.

**NOTE:** Regarding Balmoral Ridge Plans there is a public hearing of the Frederick County Planning Commissioners on Nov. 16<sup>th</sup> regarding rezoning requests. This is the first of a series of meetings over the next few months.

• **Nightingale Entrance** – *Jim DiMeglio* reported that about a year and a half ago the previous board agreed to have the plan for the Nightingale Entrance Way removed from the CDA and processed by the LLA. Two weeks ago the plans which call for a new entrance to Nightingale off of Boyers Mill Rd. between the bridge and Pinehurst has been signed and approved by the County. The applicant is the LLA. The road will be widened with accel and decel lanes. They are now permit ready, but there are a few things that need to be done with regard to parcel designations, possible re-plating of a parcel owned by LLA, easements they are going to need and a possible utility issue requiring the movement of a junction box. Larry & Charlotte Dusold reported that the LLCs has funding for the work in Nightingale but not for the entrance project. The LLA pays for the accel/decel lane and entrance. The CDA when it was created had funding for specific improvements and the new entrance was not one of them. Legally it cannot be part of the CDA funding. The Board expressed cost concerns for grading, paving, guard rails, added lanes, utilities to be moved, etc.... The Board needs to know how much it is going to cost the LLA to build this entrance. Charlotte Dusold stated that they will put it out to bid. Jim DiMeglio said he would coordinate with staff on an RFP and will talk to LLCs about integrating both plans and contact Concrete General for a more firm bid and update the Board.

**ACTION ITEM REVIEW** - Items were reviewed and updated.

### **OLD BUSINESS**

**Severance Pay Policy for Employees-** GM Howe proposed a policy. The Board discussed alternate pay options.

**MOTION:** Director Weigle motioned to adopt the severance policy as amended, the amendment being the removal of the entire third bulleted paragraph reference to employees own computer equipment, with the exception of the 1<sup>st</sup> sentence. Director Frazier 2<sup>nd</sup>. **VOTE:** 6 in favor, 1 abstained, 0 opposed.

**LLA Staffing Report-** GM Howe reported that at the moment we do not have candidates for either the maintenance or roads positions. He has contacted the VA office and would like to tap the pool of Veterans coming back from the Middle East who will be looking for jobs. We are going to submit the position openings to the rep in Martinsburg. GM Howe also recommended the Board consider approving the use of funds from the employee benefits not being used in this year's budget in order to hire a head hunter to locate a roads engineer. The board agreed.

**Proposed Capital Improvement Fee-** the Finance Committee and Legal recommended that this be titled a Community Improvement Fee. The Board agreed to change the title.

**MOTION:** Director Frazier motioned to adopt the resolution to establish a Community

Improvement Fee on properties put under contract after November 8th, 2011. Director Weigle 2<sup>nd</sup>. **VOTE:** All in favor 7-0. **Note:** The Board adopted the resolution for the current rates to be set at \$1000 for improved lots and \$600 for unimproved lots.

**LLA Legal Policy- MOTION:** Director Frazier motioned to adopt the Legal Policy as written. Director Weigle 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

**Right of Way Maintenance-** Tabled until next meeting. Director Ekanger to revise wording.

**Road Maintenance Plan- MOTION:** Director Weigle motioned to approve the road maintenance plan with the changes discussed. Director Frazier 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

**Snow Removal Preparedness-** GM Howe reported they are delivering salt on Wednesday and it will be stored at the three pool locations.

### **NEW BUSINESS**

**Memorial Policy- MOTION:** Director Frazier motioned to adopt the administrative resolution #2011-07 Director Moore 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

**Village Committee Guidelines- MOTION:** Director Timberlake motioned to approve the Village Committee Guidelines, administrative resolution #2011-08 Director Ekanger 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

**Proposed WestWinds Section IV Lighting Changes –** *Wormald presented.* The Board gave consensus approval that the LLA will manage the electric billing responsibilities for the lighting, as it does for other villages, if the project is approved by the WW ECC and the LLA ECC.

**Rescind Project Cost Control Policy-** Board requested GM modify the Procurement Policy to specify a projects cost as a line item in the General Ledger to capture performance on a monthly basis in the LLA financials and a project plan in place for jobs over \$10,000. They would also like to wait until the new software is in place before they will rescind this policy.

**Approval of 2012 Pool Management Contractor –** Staff recommended Serenity Pools. The Board requested staff due more due diligence and take more time to research all of the contractors' references and backgrounds.

**Budget Review Schedule –** The Board set the Budget Review Date for Monday December 5<sup>th</sup>, 2011. **NOTE:** Due to the schedule the Board moved the December Board meeting to December 12<sup>th</sup>, 2011.

**Approval of Finance Committee Charter-** tabled until next Board meeting on Dec 12<sup>th</sup>.

**Approval of Builders Required Construction Bond Modification- MOTION:** Director Frazier moved to modify the builders required construction bond form \$5000 to \$10,000 for new homes and projects effective immediately. Director Moore 2<sup>nd</sup>. **VOTE:** All in favor 7-0.

**RESIDENT FORUM:**

Katie Mitchell requested the storage/dumpster area behind Coldstream Tennis Courts be moved as it is an unsightly view. A screen was suggested because the entire space may be utilized in the future. The board agreed and asked staff to add to action items for a short and long term answer to the problem.

**ADJOURNMENT of Regular Meeting**

Director Frazier made a motion to adjourn the meeting. Director Weigle seconded the motion. The regular meeting was adjourned at 10:43 p.m.

**CLOSED SESSION:** Postponed until next Board Meeting December 12<sup>th</sup>, 2011.

Final Approval