



# Mirror Lake

*A lake and golf community*

MLCA  
Board of Directors Meeting

March 16, 2021  
6:00 pm

# Robert's Rules of Order

(Current Edition,  
Sept. 2020)

## Zoom Protocols:

- 5 Minute technical startup
  - Do not multi-task
  - Microphone on mute when not speaking
  - Limit use of Chat for side conversations
  - Commit to civility and respect
  - Wave hand or use virtual hand to ask questions
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- Note: Roberts Rules restrict everyone to speaking twice on any debatable motion.

# Roll Call

Neighborhood	Member
Beacon Village	Margaret Garland
Between the Greens	Peggy Hilton
Bridgewater	Ken Willis
Carrington	Carey McBride
Chestnut Creek	Derrick Perdue
Chipping Court	Ed Buhler
Club Pointe	
Enclave	Sucess Ricks
Fairway Seven	Rodney Alston
Gateway	W. Vernon Reedy
Gold Creek	
Golfers Way	Tom Flowers
Harmon Springs	Melissa Frederick
Magnolia	Stephen Adams
Northwoods	Tyler Barr
Overlook	Richard Glass
Park Place	Polly Oliver
Parkview	Warren Scandrick
Reflections	Ken Johns
Somersport	Carmen Williams
South Harbour	Oliver Clifton
Southwoods	Fred Molnar
Spyglass	Judy Whitley
Stillwater	Mike McCrary
Watermist	DeAngela Dothard
Woodcliff	Carolyn Nelson
At Large	Sherri Kelley

# Adoption of the Agenda

## MLCA Board of Directors Meeting Agenda

March 16, 2021, 6:00 pm

### Prior to Call to Order

- Robert's Rules of Order

### Agenda

Call to Order (President Polly Oliver) 5 min

Roll Call (Secretary Dee Dothard) 5 min

Adoption of the Agenda (Secretary Dee Dothard) 5 min

Approval of Minutes (Secretary Dee Dothard) 5 min

- Special Board Meeting 2/23/2021

### Unfinished Business

- Insurance (Vice President Kan Willis) 5 min
- ML Dam (Vice President Kan Willis) 10 min
- Office Update (Vice President Kan Willis) 5 min
- Transparency and Inclusion (Secretary Dee Dothard) 5 min

### Financial Update

- Treasurer's Report (Treasurer Tyler Barr) 10 min

### Committee Reports

- ARC (President Polly Oliver) 5 min
- Grounds Committee (President Polly Oliver) 5 min
- Lake Committee (5 min)
- Amenities Committee (2min)
- HOA Management Committee (2 min)
- Community Development Committee (2 min)
- Covenants, Bylaws Committee (2 min)

### New Business

- Board Member Replacements (President Polly Oliver) 5 min

### Executive Session

### Adjournment

# Adoption of the Minutes

## Mirror Lake Community Association Special Meeting of the MLCA Board of Directors Minutes February 23, 2021/6:00 pm /Zoom

President- Polly Oliver  
Vice President- Ken Willis  
Treasurer-Tyler Barr  
Secretary-Dee Dothard

### Call to Order

President Polly Oliver called the meeting to order at 6:05 pm, reminding participants of Virtual Meeting Protocols from Robert's Rules of Order, current edition, v.11

### Roll Call

**Present:** Margaret Garland, Peggy Hilton, Derrick Perdue, Darrell Donaldson, Suvs Ricks, Carey McBride, Vernon Reedy, Tom Flowers, Melissa Frederick, Richard Glass, Warren Scandrick, Ken Johns, Carmen Williams, Thomas Clifton, Fred Molnar, Judy Whitley, Mike McCrary, Carolyn Nelson, Rodney Alston, Sherri Kelly, Dee Dothard, Ken Willis, Polly Oliver, Tyler Barr

**Absent:** Stephen Adams and Ed Buhler

A quorum of the board was established.

### Secretary's Report

Dee Dothard presented the minutes from the February 9, 2021 Board of Directors meeting. A motion was made by Ken Willis to approve the minutes. Seconded, carried unanimously.

Dee Dothard presented the agenda for the February 23, 2021 Special Board of Directors meeting. A motion was made by Ken Willis to approve the agenda. Seconded, carried unanimously.

### Unfinished Business

Ken Willis presented information on the insurance obligations of the HOA. His report stated that we are awaiting a quote on D&O insurance, have a quote for the fidelity bond, and are investigating the need to continue carrying Worker's Compensation Insurance.

Ken Willis presented the office update information for the HOA office. The locks for the main level are changed, the BOD have secured the bank accounts, and the office has been cleaned. The office needs updated technology and security systems need servicing. The established temporary office hours were presented and voted on. The HOA office will be staffed by board members only.

### Motions

1. Motion for temporary HOA office hours  
Monday-Friday from 4 pm to 6 pm. Saturday's temporary office hours will be 10 am to 2 pm. The office will be staffed by board members only. **Ken Willis**
2. Motion for temporary HOA office hours Amended  
Monday-Friday from 10 am-12 pm and 4 pm-6 pm. Saturday's temporary hours will be 10 am -12 pm and 12 pm-2 pm. The office will be staffed by board members only. **Amended by Warren Scandrick ; Seconded, Carried unanimously**

**Committee Reports-** Ken Willis presented the Motion Adopted at the 2/9/21 meeting, Resolution to Establish Specific Purpose Committees. The committees are all standing except for the HOA Management Committee. The HOA Management Committee is a Temporary Committee. The Grounds Committee is complete and has an initial meeting scheduled for Monday, March 1, 2021 to develop charter, objectives, and current state.

- **Grounds Committee**
  - **Polly Oliver, Chair (Interim)**
  - Warren Scandrick
  - Ken Willis
  - Mike McCrary
  - Margaret Garland
  - Carmen Williams
- **Lake Committee**
  - Ken Willis
  - Derrick Perdue
  - Richard Glass
- **Finance Committee**
  - Tyler Barr
  - Tom Flowers
  - Ken Willis
  - Carmen Williams
- **Amenities Committee**
  - Fred Molnar
  - Richard Glass
- **HOA Management Committee**
  - Sherri Kelley
  - Dee Dothard
  - Ken Willis
  - Suvs Ricks
  - Fred Molnar
- **Community Development/Social Committee**
  - Sherri Kelley
  - Dee Dothard
  - Judy Whitley
- **Covenants/ByLaws Committee**
  - Warren Scandrick
  - Suvs Ricks
  - Tyler Barr

### Next Meeting

The next regular meeting of the MLCA Board of Directors will be on March 16, 2021 at 6:00 pm via Zoom. The link for the meeting is on the HOA website.

### Executive Session

Board entered into the Executive Session to discuss personnel and potential litigation issues.

### Adjournment

Board returned to the Special Meeting and adjourned at 8:05 pm.



Unfinished Business

# Unfinished Business

## Insurance Update

(Vice President, Ken Willis)

- Still awaiting quote for Directors and Officers Coverage
- Risk Inspection Report conducted on 01/05/21
  - Four mandatory corrective actions (Fire Extinguishers Serviced, Fire Extinguishers Hung, Posted No Swimming, Broken Benches).
- Workers Compensation, Responding to Audit Notification received on 03/04/21

## Office Update

(President, Polly Oliver)

- Discovery: Security System Outdated (Serviced) including cameras
- Cameras & Security System not linked
- Accounting SW very old & dated

# Unfinished Business

## Dam Inspection Update

(Vice President, Ken Willis)

- Quarterly inspection as required by Safe Dams Program occurred on 03/05/21
  - Remedial work is needed (Clear vegetation from plunge pool area, Enhance vegetation on down hill slope, Monitor and repair areas used by golf carts, Continue to build root base for grass within spillway area).
- Prior inspection results and remediation effort
  - Seepage discovered below dam.
  - Geotechnical Engineer determined seepage most likely occurring through storm water channel.
  - MLCA entered agreement for the Design and Preparation of Construction Documents
  - Construction documents received and approval received by Safe Dams
  - Next Steps: RFP for completion of work and implementation of permitting processes



# Unfinished Business

## Transparency and Inclusion (Ten Minutes)

Secretary Dee Dothard

- Meeting Cadence
  - Meetings held in person with social distancing instead of Zoom

# Unfinished Business

## Volunteers for HOA Office (Board Members)

- Peggy Hilton, Coordinator
- Judy Whitley
- Derrick Perdue
- Warren Scandrick
- Ken Willis
- Carolyn Nelson
- Fred Molnar
- Dee Dothard
- Polly Oliver
- Rodney Alston
- Thomas Clifton
- Dr. Richard Glass
- Margaret Garland
- Melissa Frederick
- Sherri Kelley
- Carey McBride
- Mike McCrary

# Financial Update

## Treasurer's Report (Ten Minutes)

Treasurer Tyler Barr

# MLCA Committees

- **Grounds Committee**
  - Warren Scandrick (Chair), Mike McCrary, Margaret Garland, Carmen Williams, Jan McCrary, Marshall Smith
- **Lake Committee**
  - Ken Willis (Chair), Derrick Perdue, Richard Glass, Greg Jones, John Yacup
    - First meeting scheduled
- **Amenities Committee- Richard Glass (Chair), Fred Molnar, Jayne Lubrano, Bill Johnson, Jonathan Dothard, Danielle Burgin**
  - Initial meeting 3/15
- **HOA Management Committee- Ken Willis (Chair)**
  - 1st Meeting Pending
- **Community Development/Social Committee**
  - Need Chair
- **Covenants/ByLaws Committee**
  - Need Chair
- **Finance – Tyler Barr, Chair**

# MLCA Grounds Committee

## Committee Charter:

Grounds Committee is to provide oversight of the maintenance of common areas. This includes: Landscape, weed/feed, pine straw, recommendations on improvements & repair, as well as contract bidding.

## Objectives:

- Ensure common areas are maintained
- Best value for contracted work
- Coordinate with other committees as appropriate, e.g. Amenities, Lake

## In Scope:

- Common Areas & entry features, ROW where appropriate, outside HOA Building areas not covered by Amenities areas including 5.1 (a.)(b.)
- Lighting – Erosion - Signage

## Out of Scope:

- Lake, private property, golf course, undeveloped tracts and areas covered by Amenities Committee





## Deliverables:

- Updates/recommendations on activities to Board of Directors, this includes updates for the monthly meetings
- Evaluating RFI's RFP's, Contracts and SOW's when selecting a new vendor
- Communicating the work performed by the landscape maintenance provider
- Inspecting and provide oversight for the work performed by all vendors.
- Suggesting additions and amendments to the overall landscape aesthetic

## Committee Members:

- Warren Scandrick - Chair
- Jan McCrary – Co-chair
- Polly Oliver
- Margaret Garland
- Marshall Smith
- Mike McCrary
- Carmen Williams

## Projects: Status: Complete Date:

- |  |   |                |
|--|---|----------------|
| 1. Compile vendor List & Understand SOWs   |  | April 1, 2021  |
| 2. Current Vendor – clear debris, work on weed control and clean areas not properly maintained |  | March 31, 2021 |
| 3. Seasonal Flowers  |  | April 30, 2021 |
| 4. Pine Straw  |  | May 1, 2021    |
| 5. Remove 2 large Holly trees – grind stumps in front of HOA Building (Safety issue)           |   |                |
| 6. High priority – Connors Road (dead cypress  |   |                |

## Project Milestones:

Due:

1. Calls with known existing contractors

## Project Status Key:

- |   |  |
|---|--|
|  Planned             |  At Risk  |
|  Discovery          |  Stopped – Need Assistance or Direction from Board |
|  Underway/on Track |  |



New Business

# New Business

- HOA Office Computer Replacement (Tyler Barr, Treasurer)

# Executive Session



Adjournment