

## **Q&A FOR PROSPECTIVE LBA BOARD MEMBERS**

### **What does the Board do?**

The Board conducts the business of the community. Each Board member serves as chair of one of the standing committees and responsible for one aspect of running or maintaining the community. This generally means organizing people, participating in activities, and holding and attending meetings in addition to the monthly Board meetings.

### **How long will I serve?**

The Board term is two years and members may serve up to three consecutive terms.

### **What characterizes successful Board members?**

Board members are dedicated volunteers and are characterized by the following attributes:

- Enthusiasm for the betterment of our community
- Committing whatever time is necessary to meet Board obligations
- Following through on commitments
- Support for LBA objectives
- Focusing on the community's interests versus a personal agenda.

New Board members should identify a current “experienced” Board member to be a mentor. Before or after meetings, ask the mentor questions that have a narrow focus, personal interest, or to find out the history of an issue. This enables Board meetings to remain focussed on the agenda and broader community issues.

### **When are the LBA Board Meetings?**

LBA Board meetings are held on the second Wednesday of each month. The monthly meetings start at 7:30pm and are generally scheduled to end about 10:00, although they occasionally run beyond. The meetings are held at Chris Lawson's home at 6425 Lakeview Drive.

The bylaws also require two annual meetings of the general membership:

- Budget & election meeting - February
- Civic affairs meeting - October

There may be other special meetings of the Board or general membership. Attendance at all Board meetings is expected of everyone.

## **How are the Board meetings run?**

The meetings are nominally conducted according to Robert's Rules of Order "small committee rules." However, to a large degree the meetings reflect the individual style of the Board President, who is elected by the Board members at the March meeting.

## **What about the committees?**

There are 10 committees required by the by-laws. These are listed below. A description of committee responsibilities is attached.

The Board meetings provide an opportunity for the Committee Chairs to report on monthly activities. A written report or outline submitted to the Lake Manager in time for distribution before the meeting is preferred. This provides reading time for Board members and helps discussion move more quickly.

- Architectural Review
- Community Security
- Environmental Quality
- Finance & Audit
- Improvements
- Legal
- Membership
- Publications
- Special Events
- Water Safety & Beach Maintenance

Each Board member is expected to chair one committee and serve in an active role on at least one other. Board members may also serve on other ad hoc committees, which may be formed to address specific issues as they come up.

## **What else do I need to know as a Board member?**

In particular, you should be familiar with the community by-laws and restrictive covenants, as well as the architectural guidelines. All of these documents can be found in the 1998 edition of the Lake Barcroft Telephone Directory and Community Handbook and on the community web site at [www.lakebarcroft.org](http://www.lakebarcroft.org). It would also benefit you to read the other rules and guidelines that pertain to security, beach safety, etc.

## **LBA COMMITTEES**

### **Architectural Review**

The Architectural Review Committee maintains the Lake Barcroft Architectural Guidelines, which were developed to aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole. This Committee also assists residents in preparing applications for review of construction, additions, remodeling, etc., and reviews these applications to insure that all proposals comply with the Guidelines.

### **Civic/External Affairs**

The Civic Affairs Committee is responsible for keeping the LBA Board and the community informed of external developments that affect Lake Barcroft and makes recommendations to the Board regarding positions on external matters of concern to the community. When instructed by the Board, this Committee also represents LBA at external civic and governmental activities and organizations, including other homeowner organizations. [*This is not currently an active committee.*]

### **Community Watch/Security**

The Community Watch Committee is responsible for coordinating and administering the Security Patrols and Neighborhood Watch programs. The Chair or other committee representative also serves as a member of the Fairfax County Police Department's Citizen's Advisory Committee.

### **Environmental Quality**

The Environmental Quality Committee supports activities that raise the awareness of residents about environmental issues that affect the community and the Lake. For example, the Committee has sponsored the publication of an environmental handbook for community residents, local storm drain stenciling, outreach on how and where to dispose of used motor oil, recycling of telephone books, and the annual Lake Clean Up/Earth Day celebration. The Committee is responsible for the goose and beaver management programs and works closely with the Watershed Improvement District on all environmental matters.

### **Finance and Audit**

The Finance and Audit Committee prepares the annual LBA proposed budget prior to January 1 each year, maintains insurance coverage, provides prudent investment of LBA assets, and develops long range finance and budget plans. The Committee also conducts an annual review of LBA's financial condition and submits an annual report to the general community at the annual meeting.

### **Improvements**

The Improvements Committee is responsible for designing and implementing projects which improve the community as a whole. While the Lake is the most important features of the community, the land areas are equally important. This Committee is responsible for maintaining the overall quality of areas such as cul-de-sacs (16), beaches (5), median strips (Lakeview Drive and Waterway Drive), and other common areas (approximately 50 acres).

### **Legal**

The Legal Committee is responsible for considering legal matters that may come before the Board and, where appropriate, recommend hiring of outside legal counsel. Over the past several years the Legal Committee has successfully overseen two cases involving the removal of encroachments on common property. In addition, the Legal Committee has drafted the LBA Security Guidelines and amendments to the Architectural Review Committee Guidelines. This committee is made up of attorneys who live in Lake Barcroft and it meets on an ad hoc basis.

### **Membership**

The Membership Committee encourages property owners in the Lake Barcroft community to become LBA members and is responsible for maintaining an up-to-date list of LBA members. This Committee oversees collection of residents' original payments and annual service fees, assessments and other fees that may be set by the Board. These funds cover the

costs of maintaining the beaches and other common areas, lifeguards, LBA staff and other Lake Barcroft-related expenses. Member payments also convey eligibility to vote, run for office and participate on LBA committees.

### ***Publications***

The Publications Committee is responsible for publishing and distributing the monthly newsletter and the biannual Phone Directory, as well as maintaining the community web site and list server. The publications editors, the webmaster and list server manager are members of this Committee. Through the newsletter the Committee monitors the pulse of the Lake and reports the diverse and sometimes conflicting views of the residents along with hard news about activities and events that interest and affect the community. This Committee makes a serious effort to offset the cost of its operations through the sale of advertising.

### ***Special Events***

The Special Events Committee plans and coordinates the Ice Cream Social, 4th of July celebration and fireworks, summer picnic, Sand Day, Labor Day parade and games, as well as the many other community and social activities that are held each year. Because these events are substantial undertakings, this Committee relies heavily on the support of the Women's Club and the Newcomer's Club, as well as many volunteers from the community.

### ***Thurgood Marshall Scholarship***

The Thurgood Marshall Scholarship Committee oversees the Thurgood Marshall Scholarship Trust Fund via a non-profit organization that is separate from LBA. The Fund was established to honor one

of the community's most distinguished residents, U.S. Supreme Court Justice Thurgood Marshall. Each year the fund is used to recognize a graduating senior at J.E.B. Stuart High School for academic leadership and furthering understanding and tolerance among persons of diverse cultures and races. [*This is not currently an active committee.*]

### ***Water Safety & Beach Maintenance***

Water Safety & Beach Maintenance Committee is responsible for the overall boating and water safety as well as beach operations and maintenance. The Committee maintains the beach and Lake safety rules, which are enforced by the Water Safety staff, and is responsible for acquiring and maintaining LBA's water safety equipment. The Committee also submits an annual proposed budget to the Board, and hires (subject to Board approval) and supervises the Water Safety Supervisor. Additionally, the Committee works closely with WID staff where the two organizations' responsibilities overlap.

### ***WID Liaison***

LBA's liaison to the Lake Barcroft Watershed Improvement District (WID) serves as the institutional link between the two organizations. LBA has a general responsibility for the larger Lake Barcroft community and owns title to the Lake, and the dam and common properties, including the beaches. The, but the WID (a quasi-governmental entity established under Virginia state law) has responsibility for the operation of the dam and generally manages the overall health of the Lake itself. To facilitate communication between LBA and WID, it is customary for the WID Operations Director to attend and make reports at the monthly Board meeting.