MEETING: GAPOA Regular Board Meeting

DATE/TIME: Saturday, May 2, 2026

VENUE: PAVILION

Board Members Present: Brian Snyder, Sara Johnson, Michelle Clark, Debbie Baugher, Gina Sensabaugh

1. **Call to Order:** Chair Brian Snyder called the meeting to order and verified a quorum.

2. **Approval of Minutes:** The board thanked Gina for stepping up as Secretary and, since the minutes need significant restructuring to align with the agenda and clearly state decisions, agreed that she will prepare a revised draft to circulate by email. On motion by Brian, seconded by Sara, the board voted unanimously to table approval of the previous minutes until a future meeting.

3. **Treasurer's Report:** Treasurer Debbie Baugher presented the budget vs. actual report, noting that while overall finances are sound, the association is currently over budget by approximately $448 due to unexpected gravel and snow expenses. She highlighted the benefits of having a paid bookkeeper and explained that higher taxes and licenses this year are primarily due to taxes owed on funds moved from a CD, as well as a small late-filing penalty. At Debbie's request, the board approved moving $100,000 from the Super Money Market reserve into a 7-month CD at 3.7% interest and discussed recoding certain "Miscellaneous" expenses (e.g., bathhouse doors and paint) to the correct budget line. Debbie reported that a homeowner's request to review the books has been completed (functioning as an informal internal audit, with one missing invoice later identified), and the board discussed clarifying the arrangement with bookkeeper Leslie, including the need for a written agreement. Motion to approve the Treasurer's Report passed unanimously.

4. **Roads Report:** Roads Chairman Brian Snyder reported on recent gravel expenses, repairs to the motor grader, and the ongoing need to address pavement failure near the Tall Pines/entrance stop sign, and thanked Wesley Baugher for his work. Noting that dam repair work will be delayed pending regulatory feedback, the board discussed reallocating part of the unspent dam budget to roads and, on motion by Sara, approved increasing the Tall Pines project authority to "up to $20,000," with the additional $10,000 to come from the Dam Repairs & Certification line item. The motion passed unanimously.

5. **Safety & Services:** The board discussed the status of the new picnic tables that were ordered (to replace or supplement the worn table at the lake), noting that they have been delivered but not yet assembled. Debbie agreed to arrange for someone to assemble the new tables, with Michelle and/or Wesley assisting as needed, and to determine whether the existing wooden table can be repaired (e.g., resurfaced with new boards) or should be removed. Any necessary lumber or supplies for repair or replacement will be charged to the Bathhouse & Beach budget line, which still has available funds.

6. **Environmental Report:** On Derek Arnold's behalf, Sara Johnson reported that recent SePRO Labs full water-column testing showed the lake in a mesotrophic state with low phosphorus and low levels of problematic algae, an improvement from last year's eutrophic conditions. Derek and Brian will continue regular E. coli and phosphorus testing (starting around Memorial Day) and post results on the GAPOA website and Facebook, with periodic SePRO lab tests supplementing in-house monitoring; current spending remains within the $1,500 lake monitoring budget. Sara also noted the ongoing bulk septic pumping program (discounted group rate, minimum two homes, eight homes served to date) and emphasized its potential benefit to lake health.

   Sara reported that the goose egg depredation permit could not be renewed this season due to changes and technical issues in the federal permitting system, and that no nests or goslings have been observed, so no depredation activity occurred. The board discussed environmental compliance concerns related to the burned lot and debris on Meadow, with Brian to collect more information and future test data for possible follow-up with DEQ or the county. The report also covered overlapping compliance issues: new construction on Stephanie Street (required GAPOA fees still owed, roof-pitch not in compliance, and a new GARS address to be assigned by the county); the cabin sale on GARN, where buyers were advised short-term rentals are not permitted; and the need to follow up on the Bentley property regarding unpaid fines and the unresolved roof-pitch violation. As part of this discussion, the board agreed to explore stronger enforcement tools, particularly for short-term rentals, and the idea of requiring new homeowners to sign an acknowledgment of GAPOA covenants, bylaws, and rules.

7. **Activities Report:** There was no formal Activities report; the board briefly noted that activities are not a standing trustee position, and that community events (such as social activities) can still be organized by volunteers without requiring board membership.

8. **Membership Report:** Under Membership, Debbie noted that board elections are coming up and that she currently has no confirmed candidates, so a call for nominees will be posted on Facebook and included with the election mailing. The board recorded that Tina Deane's trustee seat is now vacant, and that the terms for Michelle Clark and Derek Arnold are also expiring and will be on the ballot. Members discussed the ongoing challenge of recruiting volunteers, the possibility of reducing the board size from nine to seven in a future bylaw change, and the importance of engaging non-board members to assist with committees and projects.
9. **Legal & Insurance Report:** Sara reported that outside counsel has updated the GAPOA legal review memo (last revised in 2016) to reflect current Virginia common-interest community law. The board agreed that, after the upcoming elections, they will schedule a fall Zoom training session with the attorney to review enforcement options and possible bylaw changes (including short-term rentals and penalties for ongoing violations). Debbie confirmed that required DPOR/common-interest community registration fees have been paid and the check has cleared; she will follow up to obtain the updated certificate and calendar the annual November renewal going forward.

10. **Old Business:**
    a. **Reserve Study:** The board briefly discussed the reserve study and agreed that it is not currently due and requires no action at this time, but will be revisited at a future meeting if timing or legal requirements change.

11. **New Business:**
    a. **Gate:** Brian reported on efforts to stabilize the front gate and camera systems, explaining that the gate's intermittent failures were largely due to weak cellular signal to the CellGate controller. He installed directional and supplemental antennas, improving the signal from two to four bars, and the gate has been operating reliably since. Brian and Debbie had an extended call with CellGate support to correct user/account setup and now understand how to manage the access database going forward. Brian also updated the board on the existing camera/NVR system, noting that remote access is currently working via a manufacturer app, and that he has purchased an updated NVR and compatible camera at low cost, with the intent to migrate to a more modern, remotely manageable system in a future phase.

b. **Dam Certification:** Sara reported that the dam Emergency Action Plan has been finalized after multiple revisions, including successfully negotiating a reduction in the required inspection frequency from monthly to quarterly. Brian, as board chair, signed the EAP, and Sara will file it with the appropriate regulators and then submit for the expected $7,000 state dam-safety reimbursement. Sara will also schedule a June meeting with Brian and Wesley to review the EAP and inspection form and to begin maintaining documented quarterly inspections going forward.

c. **Upcoming Budget Prep:** The board noted the need to begin work on the upcoming fiscal year budget before the July budget meeting, including reviewing current-year budget vs. actuals and developing a draft proposal for board consideration.

12. **Adjournment:** Sara moved to adjourn the meeting, Brian seconded, and the motion passed unanimously. The meeting was adjourned at approximately 12:00 p.m.