

RECOMMENDATIONS OF THE TASK FORCE **ON THE COMMUNITY'S FUTURE**

November 25, 2003

Because the leaderships of both the LBA and the WID are committed to engage in increased interaction and mutual support, the two organizations established a Task Force on the Community's Future (hereinafter "Task Force"). The Task Force was asked to identify opportunities and measures that could assist LBA and WID in achieving these goals. The Task Force began by developing and submitting a questionnaire to both LBA and WID to solicit operational and organizational information.

Now, after discussing issues and the operations of each entity, the Task Force makes the following recommendations:

A. Coordination and Operations

1. The Task Force notes that the idea of "one Community" could be fostered by increased emphasis on joint activities and meetings. Accordingly, we recommend as follows:
 - a. To the extent practicable, LBA and WID should co-sponsor community activities, both in name and financial responsibility.
 - b. LBA and WID should consider holding one or two joint meetings open to the community each year designed to emphasize public input and discussion of community priorities and services, both current and future. LBA and WID may also consider combining their annual meetings.
 - c. LBA should assess whether it is providing the full scope of its responsibilities that resulted from the merger of LABARCA and BARLAMA.
 - d. In addition to having the Chair of LBA Environmental Committee attend the monthly WID meeting, other LBA Board members should be encouraged to attend. Similarly, a WID Trustee, the staff Director or a WID Associate should attend all regular LBA meetings. In both cases, the representatives from LBA/WID should be given the agenda and supporting materials in advance so they can actively participate in the meeting.

2. The Task Force makes the following recommendations to promote coordination and overall improvement in operations:

a. A master schedule of programs, events, and activities should be developed and maintained for the entire community. It should include but not be limited to the active organizations of the community: LBA, WID, Newcomers Club, Women Club, Barcrofters, etc. The activities of each organization could be color coded for easy reference and identification. The schedule would be published in the Newsletter as well as on LakeLink and updated not less frequently than monthly.

b. The Task Force recommends that LBA and WID consider the sharing of staff, specifically the part-time, contract staffs that primarily work outdoors during the warm season. In addition, there may be opportunities to achieve economies by also sharing some full time staff. The contractors or staff could be assigned tasks that would be directed and paid by whichever organization had the responsibility for that task. Alternatively, the two organizations could contract with each other for staff's services.

c. The Task Force notes that concern has been expressed that potentially qualified candidates for the LBA Board and its President may be reluctant to serve due to the significant amount of time that some of the current board members are spending on LBA issues. This could become a problem for the WID trustees as well. We recommend that LBA and WID study the need for additional staff to reduce the heavy burden on all community volunteers. In addition, we recommend that LBA and WID investigate and consider the feasibility and potential benefits of hiring a fulltime Administrator to oversee and manage the employees, contractors and certain consultants for both LBA and WID. Such an Administrator would be responsible to both LBA and WID, and would be required to allocate his/her time between both organizations for budgeting purposes. While such an Administrator would undoubtedly require a significant expense to the community in terms of salary and benefits, such an employee could be invaluable to increasing efficiency for both LBA and WID, and could alleviate the burden on the volunteers that comprise the LBA Board, its Committees, WID Trustees and WID Associates.

d. Written records of community activities and events should be improved as necessary and kept readily available to provide "how to" and "lessons learned" for future Board Members, Committee chairpersons, WID Trustees, WID Associates and other volunteers. This should include, but not be limited to: special binders containing task force reports, standing committee reports, information regarding the engagement of outside contractors and consultants as well as their reports or recommendations, contact and agreements with outside entities on matters of interest to the community, important decisions made and policies adopted by LBA and WID.

e. The Task Force also recommends that WID and LBA prepare written Standard Operating Procedures for specific volunteer positions with recurring responsibilities as well as for recurring activities and events. Having the flexibility and convenience

of written procedures should make the jobs of LBA or WID volunteers much easier.

f. Both WID and LBA should obtain copies of all necessary deeds, agreements, plats, plans, or other documents necessary to clearly establish precisely what real property each entity owns, and that clearly sets forth any limitations on use or development of such property. Accurate legal descriptions such as those recorded in the Fairfax County Land Record books should be maintained and readily available for any necessary reference. In addition, community maps should identify such properties to assist any community committee, task force, study group or member seeking to identify all LBA and/or WID owned property.

g. The future publication of the new “supplement” to the Lake Barcroft Directory should be renamed the “Lake Barcroft Handbook.” Its publication should be delayed until any important changes in the LBA Bylaws can be included (such as those implemented due to changes in the Virginia Property Owner’s Association Act that now make LBA a Virginia POA). In addition, information on WID activities and policies should be reviewed and updated. The Handbook should include sufficient information so the residents, particularly new residents, can know who provides what services, and how to access them. In addition, we recommend that the Handbook include:

- 1) A Table of Contents;
- 2) An “Executive Summary” that provides a brief outline of all topics covered;
- 3) A one page description and explanation of LBA and what it does;
- 4) A one page description and explanation of WID and what it does; and
- 5) A timeline (already prepared by Tony Bracken) of the establishment of each historical community organization so that all residents understand the evolution of WID, BBI and LBA.

B. Long Range Planning

1. The Task Force recommends that LBA and WID consider developing a five-year plan for the community to assist both LBA and WID in their efforts to plan and execute annual budgets and activities. The Task Force recommends that the plan include major projects for the community that include, by way of example, major improvements to community property, such as cleanup of the island, periodic testing of water quality, beach improvements, dredging, fencing and tree removal.

2. The Task force recommends that LBA and WID evaluate, with input from the community, the proper level of monitoring and participation in planning and the development of offsite actions that will affect Lake Barcroft (such as proposed zoning changes or development permits for projects proximate to our community), and then determine how to assign/share/coordinate any such activities between the two organizations.

3. In addition, the Task Force suggests that development of a more global plan for the community stretching beyond a decade should be considered. Such a plan might take

into consideration other development in the areas surrounding Lake Barcroft, the road network in eastern Fairfax County, communication and telecommuting advances, ages of LBA property owners, etc. The Task Force recommends that development of any such global plan be done in consultation with the entire lake community, perhaps via public or “town hall” meetings. Development of this type of a long-range plan would also require gathering of extensive information from other local authorities and organizations.

4. The WID, perhaps in conjunction with the LBA Environmental Quality Committee, should consider bringing in the “world’s greatest authority on inland lakes” every five years to do a fairly comprehensive analysis of the health of Lake Barcroft and make recommendations on how to improve the lake’s health and ecosystem, and how to protect and maintain its designation as a “fishable, swimmable body of water.”

5. Both WID and LBA should reach out as required to get input and advise from expert organizations (such as, for example, the Association of Dam Safety Officials, or the Association of Virginia Property Owners’ Associations) regarding their respective operations.

C. **Special Concerns**

1. The Task Force urges LBA and WID to continue to make funding a top priority, and to continue the emphasis on cleaning up and maintaining the appearance of the community, i.e., removing debris in the lake as timely as possible; study the benefits of adding more new life guard stands; evaluating the location, structure and organization of boat racks; funding and staffing more frequent removal of vines and brush on community property; improved security and maintenance of the WID compound and community property.

2. The Task Force urges that LBA and WID continue to look for ways to reduce the overall insurance burden to the community. LBA and WID could assess whether LBA may be able to participate in, or at least gain some insight from, the self-insurance methodology and lower rates made available to WID through its membership in the Virginia Municipal League.

3. As WID has expressed a desire to improve its security measures at the WID Compound, possibly installing motion lights and/or infrared cross beams, LBA should similarly consider improved security measure for the five beaches. The two organizations should combine their efforts, to ascertain whether any economies may be realized in purchasing necessary equipment, advice or installation services.

4. LBA should consider amending its Bylaws to allow the Board to elect the Board president to serve up to four, consecutive one-year terms as the bylaws now term limit this position to two consecutive one-year terms.

5. The Task Force recommends that WID and LBA re-evaluate their 1973 Agreement (the easement granted to WID by BBI) and update and clarify it as

appropriate. At a minimum, the Task force recommends that the easement be amended to make clear that any rights of use of the BBI property granted to WID therein are subject to the stipulation that WID may not take any action that would interfere with BBI's retained rights of recreational use of the lake and lakebed, nor any action that would in any way change, modify or threaten the designation of Lake Barcroft as a "fishable, swimmable body of water" (lake) entitled to the highest level of environmental and Stormwater management protection. [Note to LBA: consult with legal counsel on specific language/description needed here]

Finally, the Task Force encourages both LBA and WID to solicit additional community input regarding these recommendations and the appropriate means for implementing any or all of them.

THE TASK FORCE ON THE COMMUNITY'S FUTURE

Sammie D. Guy, Chairman

Diane H. Davidson, Member

Pat DiVito, Member

Bruce Powers, Member

Sam B. Rothman, Member

George Waters, Member