



**AGENDA
BUDGET PRESENTATIONS
FRANKLIN COUNTY BOARD OF SUPERVISORS
TUESDAY, MARCH 7, 2023
BOARD ROOM**

BUDGET PRESENTATIONS

- 4:00 P.M. Call to Order, Chairman Tatum
- 4:01 Bernice Cobbs, Superintendent of Franklin County Public Schools
1. Proposed FY 24 School Board Budget Presentation
- 4:30 Christopher Whitlow, County Administrator
1. Proposed FY 24 County Budget Presentation
- 5:00 BREAK
- 5:10 Outdoor Occasion Permit Application – Austin/Franklin County Speedway
(Attachment #1)
- 5:20 Request to Authorize the Release of Escrow Funds for Moonlight Cove
Subdivision **(Attachment #2)**
- 5:30 Christopher Whitlow, County Administrator
1. Updates and Other Matters

Recess until Tuesday, March 21st at 1:30 PM for Regular Board Meeting



Franklin County

A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Outdoor Occasion Permit Application – Austin/Franklin County Speedway</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Approval of 2023 Outdoor Occasion Permit for Franklin County Speedway with incorporated documents</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u></p> <p><input type="checkbox"/> <i>Economic Development</i> <input type="checkbox"/> <i>Financial Stability</i></p> <p><input type="checkbox"/> <i>Infrastructure</i> <input type="checkbox"/> <i>Lifelong Learning</i></p> <p><input type="checkbox"/> <i>Managed Growth</i> <input type="checkbox"/> <i>Public Safety</i></p> <p><input type="checkbox"/> <i>Operational Effectiveness</i></p>	<p><u>AGENDA DATE:</u> March 7, 2023</p> <p><u>BOARD ACTION:</u> Yes</p> <p><u>INFORMATION:</u> No</p> <p><u>ATTACHMENTS:</u> Yes</p> <p><u>CONSENT AGENDA:</u> No</p> <p><u>ATTACHMENTS:</u> No</p> <p><u>STAFF CONTACT(S):</u> Torres</p> <p><u>REVIEWED BY:</u> Christopher Whitlow, County Administrator</p>
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BACKGROUND:

This request was tabled by the Board at their February 21, 2023 meeting because the applicant, Mr. Langley Austin, had failed to provide the necessary application requirements for the Public Safety Director and Commissioner of the Revenue to sign off upon the application. Since then, the applicant has entered into an agreement with the Public Safety Director and Commissioner of the Revenue. The two (2) agreements are attached for your review and consideration. As of the date of this report, the applicant has not received approval from the Commissioner of Revenue due to no registration of food vendors.

POSSIBLE BOARD ACTIONS:

MOTION to APPROVE:

I make a motion to authorize the County Administrator to approve the 2023 Outdoor Occasion Permit for the Franklin County Speedway 2023 racing season submitted by Mr. Austin with the incorporated documents regarding Public Safety and Commissioner of Revenue requirements and contingent upon receipt of the outstanding item listed above.

MOTION to TABLE:

I make a motion to table the 2023 Outdoor Occasion Permit for the Franklin County Speedway 2023 racing season submitted by Mr. Austin until additional information is provided.

MOTION to DENY:

I make a motion to deny the 2023 Outdoor Occasion Permit for the Franklin County Speedway 2023 racing season submitted by Mr. Austin.

OUTDOOR OCCASION PERMIT APPLICATION ADDENDUM
MARCH 3, 2023

The applicant, Langley Austin, has submitted an Outdoor Occasion Permit Application for the Franklin County Speedway dated January 19, 2023. Section 13-29.2 of the Code of Franklin County outlines the application requirements, which require the applicant to receive approvals from all pertinent County departments. Section 13-29.2 (8) states that "all food vendors for this event must register with the commissioner of revenue/designee prior to the first day of said event, to collect determined meals tax". In order to comply with the aforementioned county code and receive approval from the Commissioner of Revenue, the applicant agrees with the following four (4) conditions:

- 1) On or before the twentieth (20th) day of each calendar month, the applicant will submit to the Commissioner of Revenue a list containing the name, address, telephone number, email address (if available), contact person name, and scheduled event date(s) of all food vendors for the following month.
- 2) Applicant will notify the Commissioner of the Revenue within five (5) calendar days after a scheduled event date if there are any food vendors at the event that were not on the list submitted and provide the necessary food vendor information.
- 3) Applicant will restrict the vending of prepared food and beverages for this event to food vendors registered with the Commissioner of Revenue and will not allow unregistered food vendors to vend.
- 4) Applicant will confirm food vendor registration(s) with the Commissioner of Revenue or obtain a record of the registration prior to each racing event.

I understand and affirm the conditions noted above and understand these conditions are to become part of any approved outdoor occasion permit.

Langley Austin
Applicant Signature

3/6/23
Date

If the applicant fails or refuses to comply, and after having been notified by the Commissioner of Revenue of being noncompliant, the county administrator may revoke the permit in accordance with Sec. 13-29.5 of the Code of Franklin County.

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Franklin County Speedway Events	2. Incident Number:	3. Date/Time Initiated: Date: 2/17/2023 Time: 8:58
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4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

Franklin County Speedway plans to host "Racing" events beginning March 18, 2023 - November 26, 2023. Operator Mr. Langley Austin has requested for Public Safety to provide EMS standbys for each event. Public safety staff has discussed with Mr. Austin and Mr. Austin agrees to provide payment in "ADVANCE" at \$75.00/unit/hour for each event. Payment will be made no later than 4:00 PM on Thursday "PRIOR TO" the event. If Mr. Austin agrees to notify FCDPS no later than 4:00 PM Thursday before the event if the event is cancelled. FCDPS staff will notify Mr. Austin on Thursday no later than 4:00 PM if they are unable to provide the standby.

6. Prepared by: Name: W. Ferguson Position/Title: Director Signature: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Franklin County Speedway Events	2. Incident Number: _____	3. Date/Time Initiated: Date: <u>2/17/2023</u> Time: <u>8:58</u>
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7. Current and Planned Objectives:

Provide EMS standby for scheduled events based on schedule received by FCDPS on 2/15/2023 from Mr. Langley Austin.

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:
	Provide EMS Standby at Franklin County Speedway for scheduled events.

6. Prepared by: Name: W. Ferguson Position/Title: Director Signature: _____
 ICS 201, Page 2 Date/Time: 2/17/2023

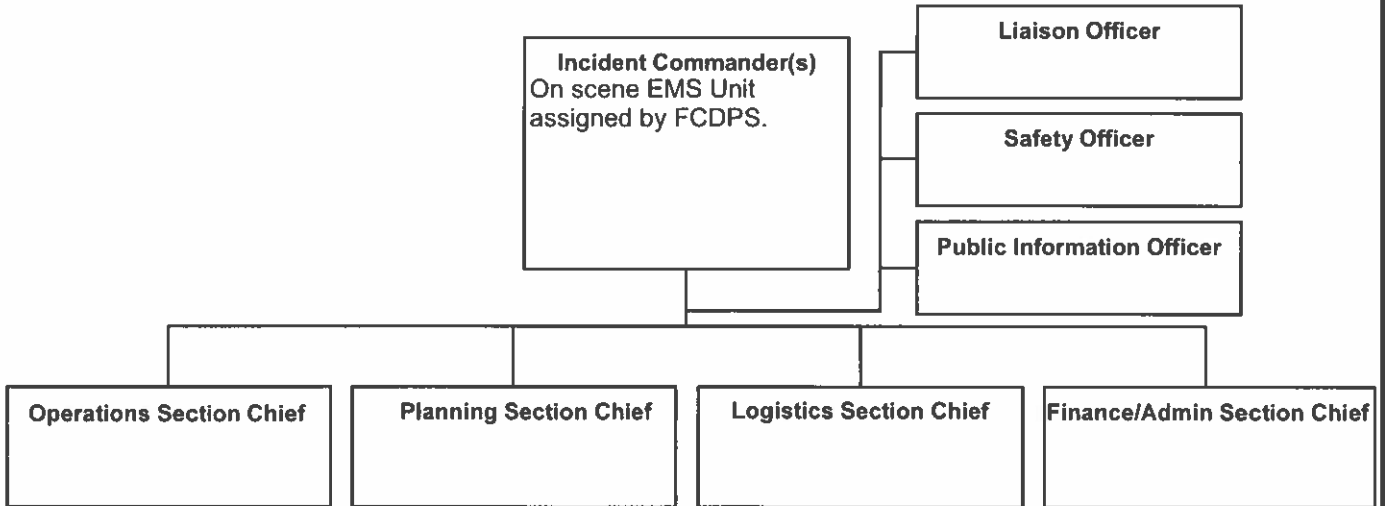
INCIDENT BRIEFING (ICS 201)

1. Incident Name:
Franklin County Speedway Events

2. Incident Number:

3. Date/Time Initiated:
Date: 2/17/2023 Time: 8:58

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: W. Ferguson Position/Title: Director Signature: _____

ICS 201, Page 3 Date/Time: 2/17/2023

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Franklin County Speedway Events	2. Incident Number:	3. Date/Time Initiated: Date: 2/17/2023 Time: 8:58
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10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
EMS Unit				<input type="checkbox"/>	Franklin County Speedway
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	

6. Prepared by: Name: W. Ferguson Position/Title: Director Signature: _____

ICS 201, Page 4 Date/Time: 2/17/2023

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

Langley Austin



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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Request to Authorize the Release of Escrow Funds for Moonlight Cove Subdivision</p>	<p><u>AGENDA DATE:</u> March 7, 2023 <u>BOARD ACTION:</u> Yes <u>INFORMATION:</u> No <u>ATTACHMENTS:</u> Yes</p>
<p><u>SUBJECT/PROPOSAL/REQUEST:</u> Approval of use of escrow funds to improve Lynmel Road for inclusion into VDOT secondary system</p>	<p><u>CONSENT AGENDA:</u> No <u>ATTACHMENTS:</u> No</p>
<p><u>STRATEGIC PLAN FOCUS AREA:</u></p> <p><input type="checkbox"/> <i>Economic Development</i> <input type="checkbox"/> <i>Financial Stability</i> <input checked="" type="checkbox"/> <i>Infrastructure</i> <input type="checkbox"/> <i>Lifelong Learning</i> <input type="checkbox"/> <i>Managed Growth</i> <input checked="" type="checkbox"/> <i>Public Safety</i> <input type="checkbox"/> <i>Operational Effectiveness</i></p>	<p><u>STAFF CONTACT(S):</u> Cooper, Sandy</p> <p><u>REVIEWED BY:</u> Christopher Whitlow, County Administrator</p>

BACKGROUND:

This request was tabled by the Board at their February 21, 2023 meeting because Supervisor Thompson had some questions and concerns regarding the request. Since then staff has discussed the specifics of the request with Mr. Thompson. In addition, the developer has provided written approval to utilize the existing escrow funds. All other aspects of the request remain the same from the information submitted on February 21, 2023 (see attached documents) and staff still recommends approval as noted in motion below.

POSSIBLE BOARD ACTIONS:

MOTION to APPROVE:

I make a motion to authorize the County's staff, with the County Attorney and the Department of Finance concurrence, to release the cash escrow funds provided by the developer for this project to reimburse the Moonlight Cove HOA for costs incurred from the punch list, other road improvements, and VDOT fees including bond requirements for acceptance of the road into the states secondary system. Any costs beyond the cash escrow funds available shall be the responsibility of the HOA.

OR

MOTION to TABLE:

I make a motion to table the approval of the use of these cash escrow funds until additional information is provided.

OR

MOTION to DENY:

I make a motion to deny the request to use the case escrow funds for the improvement for Lynmel Road.

February 24, 2023

Lisa Cooper, CZA and CTM
Director of Planning
Development Services
Department of Planning and Zoning

Per your request, this letter shall be my approval, as developer, to release the cash bond held by Franklin County, to Moonlight Cove POA for the purpose of bringing LynnMel Road into the secondary road system.

Funds to be used for the following:

- Payments to adhere to all items on the punch list from VDOT (Virginia Department of Transportation). All estimates will be taken to the Board of Supervisors for approval before any funds will be granted to be used on this project.
- Permit and fees paid to VDOT which are the following:
 - o Maintenance fee - \$1050.00
 - o Admin. Cost Recover Fee - \$1200.00
 - o Surety – 14,000.00 (The surety fee is held for one year by VDOT and can be released after that time if there are no deficiencies.)

Respectfully,

 Recoverable Signature

X 

John Underwood

Signed by: bb947e8-f596-4008-9617-c8ce3beeb9d4

John Underwood

14859 Bonefish Dr

Jacksonville, FL 32250

352-266-5878

john@meyercustomhomes.net



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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Request to Authorize the Release of Escrow Funds for Moonlight Cove Subdivision</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> Approval of use of escrow funds to improve Lynmel Road for inclusion into VDOT secondary system</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u></p> <p><input type="checkbox"/> <i>Economic Development</i> <input type="checkbox"/> <i>Financial Stability</i> <input checked="" type="checkbox"/> <i>Infrastructure</i> <input type="checkbox"/> <i>Lifelong Learning</i> <input type="checkbox"/> <i>Managed Growth</i> <input checked="" type="checkbox"/> <i>Public Safety</i> <input type="checkbox"/> <i>Operational Effectiveness</i></p>	<p><u>AGENDA DATE:</u> February 21, 2023</p> <p><u>BOARD ACTION:</u> Yes <u>INFORMATION:</u> No <u>ATTACHMENTS:</u> No</p> <p><u>CONSENT AGENDA:</u> Yes <u>ATTACHMENTS:</u> Yes</p> <p><u>STAFF CONTACT(S):</u> Cooper</p> <p><u>REVIEWED BY:</u> Christopher Whitlow, County Administrator SS</p>
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BACKGROUND:

In 2005, Moonlight Cove Subdivision in the Union Hall District was approved creating nineteen (19) parcels on a road constructed to be brought into the state’s secondary system. The road currently is a 50-foot right of way named Lynmel Road. The developer of the subdivision, John Underwood, provided a cash escrow in the amount of \$58,476.00. Staff has been working with VDOT and the HOA to determine the work needed to bring the road into the state’s secondary system.

DISCUSSION:

The developer has moved to Florida and has consented through a phone conversation and an email that the money in the cash escrow can be used to improve the road and bring the road into the state secondary system. Staff has reached out to Mr. Underwood for a formal letter requesting the cash escrow for the punch list items and other improvements to the road along with VDOT fees association with the project. Staff will not release any money until the letter is received from Mr. Underwood concurring with the items needed to bring the road into the state’s secondary system.

VDOT (Virginia Department of Transportation) has issued a punch list (see attached) for the road to be accepted into the state’s secondary system and a property owner of the HOA has been securing estimates for the services of contractors and landscaping professionals.

The HOA will need to obtain utility permits, which have no cost, within the ROW and update any old estimates pertaining to this project.

The HOA will be responsible for making sure the work gets completed and approved by VDOT. Once VDOT approves the work, the County will release all or a portion of the escrow amount to cover

construction costs and fees including the VDOT fees. The HOA understands that any costs beyond the funds available in the cash escrow shall be the responsibility of the HOA. Also, any excess funds remaining in the escrow account will be refunded to the developer once the road is accepted by VDOT. After approval of the work, the Board of Supervisors would need to pass a resolution requesting VDOT to take this roadway into the state's secondary system.

RECOMMENDATION:

Staff respectfully requests that the Board of Supervisors to authorize staff, with the County Attorney's and the Department of Finance concurrence, to release the cash escrow funds provided by the developer for this project to pay for fees incurred from the punch list, other road improvements, and VDOT fees.

POSSIBLE BOARD ACTIONS:

MOTION to APPROVE:

I make a motion to authorize the County's staff, with the County Attorney and the Department of Finance concurrence, to release the cash escrow funds provided by the developer (once written approval is received from developer) for this project including VDOT fees for the review, inspection, and acceptance of the road into the state's secondary system. Any costs beyond the cash escrow shall be the responsibility of the HOA.

OR

MOTION to TABLE:

I make a motion to table the approval of the use of these cash escrow funds until additional information is provided.

OR

MOTION to DENY:

I make a motion to deny the request to use the cash escrow funds for the improvement for Lynmel Road.

BROWN'S LANDSCAPING & MORE ...

352 BROOKWOOD ROAD

WIRTZ, VIRGINIA 24184

540-420-5847

NOVEMBER 1, 2022

QUOTE

MOONLIGHT COVE

RE: ROADWAY WORK

AFTER OUR CONVERSATION, I THINK IT WOULD BE BEST TO FIRST BUSH HOG THE ROADWAYS. WE NEED TO BE ABLE TO SEE THE DITCH LINE TO BE ABLE TO DETERMINE WHAT EXACTLY NEEDS TO BE DONE. WE DO KNOW THAT THE RIP RAP DITCHES NEED TO BE CLEAN UP AND FREE OF ANY VEGATION GROWTH. AFTER WE ACHIEVE THIS, I THINK WE NEED TO SET UP A MEETING WITH STATE OFFICIALS AND SEE EXACTLY WHAT IS REQUIRED. THEN WE CAN QUOTE THE WORK THAT THEY REQUIRE US TO DO.

I HOPE THIS IS HELPFUL AND GETS THE BALL ROLLING TO GET THE ROAD TURNED OVER TO THE STATE.

TOTAL FOR THE ABOVE WORK WOULD BE \$1750.00.

Lynnel Road Shoulder Clean up

Quote

SOLD TO		SHIP TO	
ADDRESS		ADDRESS	
CITY, STATE, ZIP		CITY, STATE, ZIP	

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				9-17-2022

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		Tree removal - cutting of approx 200 small trees to clear road shoulder right of way. Trees cut not to exceed 6" diameter. Cut trees to be placed in woodline beyond right of way as per customer request.			1600 00
		Bush hog - mow tall weeds & small brush along road shoulders. Mowing not less than 25' but not to exceed 30' from center of paved rd.			700 00
		Weed eat - weed eat in ditch lines that are unable to be mowed with bush hog. Areas are too steep or are aligned with rip-rap. Clear a 2' width around pedestals & electrical boxes			1300 00
		Spray Round up - Spray areas of ditchline that are aligned with rip-rap.			250 00
		Total			3850 00
		Signature authorizes acceptance of quote and permission to begin.			

email - cmakey@va.net

Charles MAKEY

Cooper, Lisa

Estimate to Sweep cul de sac

From: Bennie Dillon <brdillon1345@gmail.com>
Sent: Wednesday, October 5, 2022 9:04 PM
To: Carolyn Painley
Subject: Re: Plat and punch list

I agree to sweep just the cul-de-sac for \$400.00 cash. If payment is a check then it will be \$500.00. Also will consider other things on punch list as they need to be done.

Thank you .
Bennie Dillon

On Wed, Oct 5, 2022, 4:12 PM Carolyn Painley <cpainley1@gmail.com> wrote:

Dear Bennie,

It was great to talk to you today

As we talked about, here is the plat showing the cul de sac and the punchlist from the state.

Please confirm by email that the cost to sweep the cul de sac is \$400.00 so that I can send that to the appropriate people so that they can approve and issue payment.

Thank you.

Carolyn Painley

Carolyn Painley
336 908-8868

Cooper, Lisa

From: Carolyn Painley <cpainley1@gmail.com>
Sent: Thursday, May 27, 2021 3:38 PM
To: Maureen Baker
Cc: lisa.lewis@vdot.virginia.gov; brian.casella@vdot.virginia.gov; Cooper, Lisa
Subject: Re: VDOT info - Moonlight Cove

==== CAUTION: This email is from outside Franklin County Government. Total security is not guaranteed. Remember to use safe practices when using email and other technologies. ====

The Moonlight Cove POA has a reserve fund set up by the original developer for the fees and bond. I am on the Board and will communicate this with the other board members.

Right now the street is in great shape and is better than many other state maintained route numbers. I am a runner and have looked at that recently.

Please let me know the approximate amount of money this will require.

We appreciate your help Lisa and Maureen.

Best Regards,

Carolyn Painley
cpainley1@gmail.com

On May 27, 2021, at 2:09 PM, Maureen Baker <mbaker@ams-va.com> wrote:

The developer is no longer involved. The Association has been turned over to the owners.

Thanks,

Maureen A. Baker, CMCA, AMS, PCAM
Association Management Solutions
(540) 296-0991

From: Lewis, Lisa <lisa.lewis@vdot.virginia.gov>
Sent: Thursday, May 27, 2021 2:05 PM
To: Maureen Baker <mbaker@ams-va.com>
Cc: cpainley1@gmail.com; brian.casella@vdot.virginia.gov; Cooper, Lisa <Lisa.Cooper@franklincountyva.gov>
Subject: Re: VDOT info - Moonlight Cove

Ok great! I found some older letters that implied that also. Once that third house is built and occupied we can move forward with the acceptance process!

We can answer questions in the meantime but we would not do a punch list until the third house is completed. At that time, we would review the street to ensure it was built according to the approved plan and provide a punch list. Once those items are done we would obtain the fees and bond from the developer and it would go to the Board of Supervisors for approval.

Please let us know if you have additional questions.

Lisa

On Thu, May 27, 2021 at 2:01 PM Maureen Baker <mbaker@ams-va.com> wrote:

Hi Lisa,

Yes the plan was to have it brought into the VDOT system once there were enough homes were built.

Thanks,

Maureen A. Baker, CMCA, AMS, PCAM

Association Management Solutions

(540) 296-0991

From: Lewis, Lisa <lisa.lewis@vdot.virginia.gov>

Sent: Thursday, May 27, 2021 1:53 PM

To: Maureen Baker <mbaker@ams-va.com>; cpainley1@gmail.com

Cc: brian.casella@vdot.virginia.gov; Cooper, Lisa <Lisa.Cooper@franklincountyva.gov>

Subject: Re: VDOT info - Moonlight Cove

Maureen/Carolyn - In order to determine what direction we would be going with this particular road, my first question is "was this road intended to be a state maintained road"? I am trying to pull the plat but the system seems to be down right now. Dependent upon what the response is, I have cc'ed Lisa Cooper with Franklin County on this email.

Thanks,

Lisa

On Thu, May 27, 2021 at 1:46 PM Maureen Baker <mbaker@ams-va.com> wrote:

Hi Carolyn,

The contacts for Franklin County/VDOT are Brian Casella and Lisa Lewis. They work together to cover Land Use and requests in Franklin County. They are both copied on this email so you have their email addresses.

Hi Brian & Lisa,

Carolyn is on the Board at Moonlight Cove, POA in Union Hall. The road is Lynmel Road which is currently private but with a 3rd house in the plan to be built, they want to get the process rolling.

Thanks,

Maureen A. Baker, CMCA, AMS, PCAM

Association Management Solutions

(540) 296-0991

From: Carolyn Painley <cpainley1@gmail.com>

Sent: Thursday, May 27, 2021 8:54 AM

To: Maureen Baker <mbaker@ams-va.com>

Subject: VDOT info

Dear Maureen,

Last night the owners of Lot 12 let me know they are working on getting their home plans approved. Since that will be the 3rd home, please send me the VDOT list you mentioned on the phone yesterday as I would like to start the process.

Thanks so much! I feel like we are working on so many details at the last minute! 😊 We appreciate your help with this transition.

Carolyn

Carolyn Painley

336 908-8868

--

Lisa Lewis

Land Development Engineer

Bedford Residency/Franklin County

540-493-4127

--

Lisa Lewis

Land Development Engineer

Bedford Residency/Franklin County

540-493-4127

Cooper, Lisa

From: Cooper, Lisa
Sent: Wednesday, January 18, 2023 5:33 PM
To: underwoodju@gmail.com
Cc: Wilson, Ronald; Lewis, Lisa D (VDOT)
Subject: RE: Moonlight Cove bond-cash escrow

Mr. Underwood,

My name is Lisa Cooper and you have been working with Ronnie Wilson in the Planning and Community Development office concerning the cash escrow for Moonlight Cove-Lynmel Road that the County is holding in a cash escrow.

You had agreed over the phone that the cash escrow could be used to bring the road into the secondary state road system. I appreciate your response concerning this matter. However, I must take the information with documentation to the Board of Supervisors to have the monies released from the cash escrow account to be used for the purpose of taking the road into the state's secondary system. I need a letter from you typed and/or written to me (it can be emailed to me instead of through the postal service) stating that you agree with the cash escrow for Moonlight Cove to be used for the following:

- Payments to adhere to all items on the punch list from VDOT (Virginia Department of Transportation). All estimates will be taken to the Board of Supervisors for approval before any funds will be granted to be used on this project.
- Permit and fees paid to VDOT which are the following:
 - Maintenance fee - \$1050.00
 - Admin. Cost Recover Fee - \$1200.00
 - Surety – 14,000.00 (The surety fee is held for one year by VDOT and can be released after that time if there are no deficiencies.)

Please let me know if you have any questions concerning the letter or the cash escrow account. I do apologize for the inconvenience of having you place the information in writing. I can be reached by email or by phone at 540-483-6642.

Thank you, Lisa

Lisa Cooper, CZA and CTM
Director of Planning
Department of Planning and Community Development
1255 Franklin Street, Suite 103
Rocky Mount, VA 24151
540-483-6642

From: John Underwood <underwoodju@gmail.com>
Sent: Thursday, August 18, 2022 5:59 PM

To: Wilson, Ronald <Ronald.Wilson@franklincountyva.gov>

Subject: Re: Moonlight Cove bond-cash escrow

==== CAUTION: This email is from outside Franklin County Government. Total security is not guaranteed. Remember to use safe practices when using email and other technologies. ====

This message confirms our phone conversation earlier today and I agree.

Thanks

John Underwood
14859 Bonefish Drive
Jacksonville, FL 32250

Sent from my iPhone

On Aug 18, 2022, at 2:58 PM, Wilson, Ronald <Ronald.Wilson@franklincountyva.gov> wrote:

Dear Mr. Underwood,

Thank you for calling me just now. (John Underwood 352-266-5878)
I wanted to clarify in writing this email that you desire that the existing cash escrow that is being held by Franklin County be used to get this road up to VDOT standards in order for VDOT to take the road into their system. Also, if there are any funds left over then those remaining funds are to be returned to you. Please reply to either confirm or change what I have written in this email. Please also send me your mailing address.

Thank you again,
Ronnie

Ronald Wilson
SW/ESC Administrator
Development Review Coordinator
Franklin County, VA
1255 Franklin Street, Suite 103
Rocky Mount, VA 24151
540-483-3027
540-420-1824 Cell



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

731 Harrison Ave.
Salem, VA 24153-0560

STEPHEN C. BRICH, P.E.
COMMISSIONER

August 15, 2022

HOA
Lynmel Rd.
Union Hall

RE: Acceptance of Moonlight Cove into the State Secondary System of Highways

To Whom It May Concern:

A field inspection was made of Moonlight Cove and the following is a list of items that currently exist and will need to be corrected prior to acceptance into the State Highway System. This punch list only indicates items that were found during this inspection and will not exclude any future items found to be in need of correction prior to the acceptance of the aforementioned road(s) into the secondary highway system.

Lynmel Rd.:

- The cul de sac needs to be swept in order to see the areas that will need to be patched.
- The vegetation needs to be cleared from the right of way and drainage easements to include the trees in the ditch line.
- In place utility permits will need to be completed for all utilities within the right of way.
- All bare spots need to be seeded and stabilized.
- There are high shoulders throughout the subdivision that will need to be graded to drain.

If you have any questions or need further clarification, please contact me at (540) 493-4127.

Sincerely,

Lisa Lewis
Land Development Engineer