

Bel Pre Recreational Association (BPRA) Board of Trustees Minutes of Meeting of May 5, 2020

1) Call to Order and review of teleconference guidelines

The board convened by teleconference at 7:32 pm. President Karen Purdy reported that the meeting was being held by teleconference because of the current COVID-19 restrictions, including the Governor's stay-at-home order and prohibition on gatherings of more than ten people, and the guidance from the Montgomery County Commission on Common Ownership Communities. Notice that the meeting would be held by teleconference was announced on the Strathmore Bel Pre website and listserv, with information on how to participate.

President Purdy announced that the standard BPRA Board meeting procedures relating to contributions by Association members would be followed:

- 15 minutes are set aside each Board meeting for statements by Association members. This time will be divided evenly between speakers; with a maximum of 5 minutes per speaker.
- Following the Statements by Association Members, non-Board members may only speak if recognized by the Chair of the meeting.

Additionally,

- Participants need to identify themselves when they are talking.
- Participants may be asked to identify anyone who is present with them during the call.
- When not speaking, participants should mute the call on their end to avoid interruptions and unnecessary background noise.

2) Roll Call

Secretary Swan called the roll. Board members present were President Karen Purdy, Vice President Mark Foraker, Treasurer Dave Pullen, Secretary Chris Swan, Ted Bechtol, Steve Jennison, Billy Ruppert, and Larry Vaught. Board member Greg Miller was not present. BPRA members Elliot Chabot, Gordon Klang, and Joe Moeller were present. There was a quorum. Secretary Swan took the minutes.

3) Approval of the Agenda

Pullen moved that the agenda for the meeting be approved. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

4) Statements by Association Members

BPRA members were invited to speak on any items. Gordon Klang reported that his new neighbor has cut down many of the trees on the neighbor's property and appears to be preparing to put up a fence. Klang pointed out that a Covenant regulates fences on that property. President Purdy noted that the BPRA's Neighborhood Dispute Resolution Committee would be the appropriate path for involvement by the Association.

5) Approval of Minutes (April 2020 Board meeting)

Secretary Swan presented minutes for the April 7 Board meeting. Foraker moved that the minutes be approved with the amendment that in item 14 (Next Meeting), “April 7” be replaced with “May 5”. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

6) 5 STAR Kids Camp – date change request

President Purdy reported that, because of COVID-19, Association member Angie Chan had requested that the 2 days that the Board had approved for 5 Star Kids Camp use of the pool be changed to August 7 and August 14. Foraker moved that the request be approved. The motion was seconded, discussed, and approved with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

7) Physical Facilities

a. Status of work to be completed at pool property

Moeller presented a written report on the April 3 pool and property inspection, conducted by Moeller and President Purdy. Moeller asked the Board if it wanted to purchase two new trash cans and a court roller for the tennis courts. At the suggestion of Pullen (acting chair of the Tennis Committee) these two items were postponed, for later consideration. The Board also discussed the status of the pirate ship. Moeller noted that all of the costs related to the shed maintenance were paid by the Strathmore Bel Pre Civic Association.

b. Parking lot crack filling and basketball court sealing

Moeller reported that two proposals were received for filling the cracks in the parking lot and sealing the basketball court. The Board discussed the merits of the two proposals. Foraker moved that the proposal from Fairway Asphalt Services (which was under the amount in the BPRA’s current budget) be approved. The motion was seconded and approved with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

c. Main pool chlorinator purchase approval

Moeller presented a proposal to purchase a new chlorinator for the main pool. Swan moved that up to \$350 be approved for the purchase of the chlorinator. The motion was seconded, discussed, and approved with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

d. Volunteer Group

Purdy stated that she planned to establish a Volunteer Group for the pool and grounds, with Moeller to lead the Group. Ruppert and Foraker volunteered to help out straightening posts.

e. Saturday, May 16 pool property walk-through

The Board discussed whether – in light of the COVID-19 restrictions regarding gatherings – to hold the May 16 property walk-through as a full Board meeting or to cancel the meeting. If the meeting was canceled, Moeller and a few Board members would do the walk-through, similar to the April walk-through, when the formal Board meeting was cancelled. Foraker moved that the walk-through be

conducted as a Board meeting. The motion was seconded and approved with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed. Purdy announced that because of the Governor's order prohibiting gatherings and events of more than 10 people, RSVPs will be required. If more than 10 people RSVP, multiple walk-throughs will be conducted at different times.

8) Pool Management RFP

Purdy reported that she and Miller are reviewing the 2017 pool management RFP. They plan to use it as a base for the current RFP, to be submitted later for approval by the full Board. Purdy would like to have the RFP issued to prospective bidders in September, with a selection made by the Board in early 2021. Proposed changes to the RFP include: checklists modified (per Moeller), COVID-19 procedures, Long Term Planning Committee recommendations, the 2019 community survey, and pool hours.

9) Budget & Finance

a. Monthly financial statements

Treasurer Pullen presented the March 31 Financial Snapshot report, Balance Sheet, and Budget Comparison-Income Statement. Pullen noted that the expenditures were consistent with prior years and funds are available to meet the Association's needs.

b/c. Delinquent accounts and Annual Assessments status of collections

Pullen reported that, as of March 31, there were 116 households who were delinquent. Letters to delinquent households were sent out on April 27 (showing dues owed + \$30 late fee + \$5 collection costs + \$1.50 per month interest). Approximately \$4,000 has been collected in delinquent payments (including partial payments by 16 households) and approximately \$41,000 is still owed on those accounts.

d. American Community Management (ACM)

Pullen reported that May 31, 2020, is the last day of the relationship between the Association and ACM. Pullen is contacting vendors to notify them that payments and bills now are to be sent to the Association, not to ACM. ACM should provide the final set of financial reports for the entire month of May.

e. Collections Policy

Pullen reported that the Finance Committee will review proposed revisions to the Collections Policy to create a Temporary Assessment Relief Committee that would be able (based on criteria set by the policy and approved by the Board) to waive the 10% late fee and authorize payment plans. The Board discussed how this committee might operate, focusing on issues presented by the public meetings and notice provisions of the Maryland Homeowners' Association Act.

f. Other Items

Pullen reported that, with ACM's departure, he is looking for a bookkeeper to recommend to the Board.

10) Insurance Policy Revision

Pullen reported on his discussions with the Association's insurance provider (Corrigan Insurance Agency – Nationwide).

- Accounts receivable coverage is for recovery of data loss. Pullen recommends reducing coverage from \$65,000 to \$25,000
- Employee dishonesty – Pullen pointed out that BPRA has no employees and recommended that coverage be reduced from \$250,000 to \$25,000
- Coverage costs of buildings are currently set at two-thirds of the replace value. Increasing that to 100% would increase annual premiums by approximately \$700.
- Earthquake coverage for the buildings would increase annual premiums by \$49.
- Umbrella coverage would be \$850 for \$1,000,000 coverage or \$1,500 for \$2,000,000 coverage.

The current liability coverage expires in June 2020, so action needs to be taken by the Board before then. Pullen will speak with Corrigan Insurance about the cost of earthquake coverage for damage to the pool.

11) Committee Reports, Administrative Assistant's Report

a. Questions about Reports

No questions.

b. Grounds and Landscaping

Bechtol provided a status report on grounds maintenance. Ruppert moved that \$300 be authorized for the spring application of fertilizer for turf and to purchase grass seed. The motion was seconded, discussed, and approved with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

Bechtol reported that he has provided Kollins Landscaping with a key to the front gates. Bechtol will look at adding pea gravel along the edge of the deck and will also look into wood chips for the playground.

c. Snack Bar Update

Jennison reported that he met with Rod Oo on April 21. Oo is a member of the Association and also owner of Pizza Stop at Plaza Del Mercado. He has looked at the pool snack bar and would like to run it this summer. He offered to provide a pizza warming oven as part of the operation. He indicated that he is comfortable with the pricing that the Millers used in 2019. Jennison will develop a contract based on the 2010 snack bar agreement between the Millers and the Association, and will circulate the draft to the Board. He requested that comments be submitted to him by May 12.

12) COVID-19 Issues

a. Discussion of potential late opening as it pertains to Georgetown Aquatics contract

In the absence of Greg Miller (Chair of the Pool and Recreational Facilities Committee), discussion on this issue was deferred to a later date.

b. Potential COVID-19 scenarios, pool rules, activities, and limits

Purdy outlined the need to be able to respond to changes in County requirements due to the COVID-19 pandemic. Foraker moved that an Emergency Planning and Response Committee be created. The motion was seconded, discussed, and approved with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed. Purdy appointed Foraker, Bechtol, and Chabot to the Committee, and indicated that she would like to be kept informed.

c. Timeline for mailing pool passes

The Board discussed alternatives. The consensus was to defer this to the May 16 meeting, when more information will be available.

d. Other

No other COVID-19 issues were raised.

13) Other Business

In response to a question by Swan, Purdy announced that the June 2 meeting will be by teleconference.

14) Adjournment

There being no further business, the meeting was adjourned at 9:14 pm. The next Board meeting (including the property walk-through) is scheduled for Saturday, May 16, at 10:00 am at the pool. The next regular monthly Board meeting is scheduled for Tuesday, June 2, at 7:30 pm.

Respectfully submitted,

-- Chris Swan, Secretary