

**Bel Pre Recreational Association (BPRA) Board of Trustees
Minutes of Meeting of July 7, 2020**

1) Call to Order and review of teleconference guidelines

President Purdy called the meeting to order at 7:31 pm. The meeting was held by teleconference, with the teleconference participation guidelines in place.

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 (Governing Documents Committee Chair) and Joe Moeller (Pool Property Helpers Coordinator) were present. There was a quorum. Secretary Swan took the minutes.

3) Approval of the Agenda

Ruppert 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. Moeller indicated that he hoped to have the Boy Scout Troop 763 request, for use of the pool, delivered in time for consideration at the next Board meeting.

Jennison and Bechtol both reported that they have received many thanks for the work of the Board members, volunteers, and Georgetown Aquatics staff, for the operation of the pool this summer during the COVID-19 pandemic.

5) Approval of minutes

Purdy presented the minutes of the May 5, May 16, and June 2 Board meetings. After discussion, Pullen moved that the Board approve the minutes of the three meetings with the amendments that in the May 5 minutes (in item 9b/c) “owned” be replaced with “owed” and (in item 11b) “bird seed” be replaced with “grass seed”; and in the May 16 minutes (item 10) “Basket Ball” be replaced with “Basketball” and “one of the light switches have” be replaced with “one of the light switches has”. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

6) COVID-19 Issues

a. Rules and Procedures

Purdy reported that she has spoken with the Pool Manager and things are going well with just a few bumps in the road. Pool users appear to be happy. Purdy recommended that the rules and procedures remain as they are for now.

b. Water aerobics

Purdy reported that Cookie Stagnitto may be willing to lead socially distanced water aerobics one night a week (7:30 to 8:45 pm). Stagnitto led last year's water aerobics classes. The time slot is one that has not been heavily used since the pool opened this summer. The class would use the 7 lap lanes. The Board discussed the proposal. Jennison moved that a socially distanced water aerobics class be authorized for 7:30 to 8:45 pm one day per week, through September 1. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

c. Swim lessons

Purdy reported that there is interest in having swim lessons to be given by off-duty lifeguards. Georgetown Aquatics has traditionally allowed this (under the BPRA pool operations contract, Georgetown Aquatics has the right to conduct all paid swim lessons in the pool). The lessons would be socially distanced. The individuals taking lessons would need to reserve a lap lane using this summer's normal process. It is anticipated that the lessons would take approximately 30 minutes each. The Board discussed the proposal. Swan moved that the proposal be approved, provided that the availability of swim lessons is announced on the StrathmoreBelPre.org website. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

d. 5 Star Kids Camp

Purdy noted that the rules adopted June 16 do not permit guests in the pool area. The Board had previously (May 5) approved allowing 5 Star Kids Camp to use the pool on August 7 and 14. It was the consensus of the Board that Purdy reach out to 5 Star Kids Camp to let them know about the June 16 decision and see if they have another proposal.

e. Snack Bar

Purdy reported that Rod Oo and his staff have been cleaning up and painting the snack bar. He hopes to have a County inspection within the week, so they can start operations. Jennison reported that he has asked Oo to provide a short description of the plans, including days and hours the snack bar will be open and what the menu will be. Purdy indicated that the current plan is to allow food to be eaten (with social distancing) on the grass, but that the picnic tables are not to be made available at this time.

f. Disruptive members

Purdy reported that a member was recently verbally abusive to the lifeguards and to members. The member was yelling at members and lifeguards and attempting to give orders about enforcing the rules. Purdy discussed the situation with the Pool Manager, who will speak with the member to discuss this behavior. Jennison requested that the Pool Manager provide a written report after the conversation.

g. Other

Jennison reported that he has reached out to the dog owner mentioned in the June 23 Board minutes.

Purdy reported that the Pool Manager has requested permission to hold a team building/staff appreciation event for the lifeguards this summer, similar to the one approved by the Board July 9 of

last year. The event would be held after regular pool hours and have social distancing. It was the consensus of the Board that the request be approved.

7) Physical Facilities

Moeller reported that

- The pool accessibility chair lift failed last week. Moeller purchased a replacement controller for about \$300, from the Pool Property Helpers Coordinator's maintenance fund approved by the Board June 2, and the lift is now operational.
- The strainer near the pump room has developed cracks. Moeller will try to construct a replacement from plexiglass – the alternative would be to purchase a new strainer for \$300 to \$400.
- Moeller purchased 12 pint bottles of sanitizer for use by pool users. Georgetown Aquatics will use its supply of sanitizer to refill them.

Moeller also reported that the gas-powered leaf blower, used to clean the pool deck, has failed and requested that \$305.25 be authorized to pay for 2 replacement cordless leaf blowers, which would yield on-site: 2 blowers, 3 batteries, and 2 chargers. Foraker moved that the recommendation be approved. The motion was seconded, discussed and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

8) Pool Management RFP

Purdy reported that an updated draft will be ready before the August 4 Board meeting.

9) Budget and Finance

a. Monthly financial statements

Treasurer Pullen reported that there will not be a formal financial statement this month due to transitioning the Association's financial records from American Community Management (ACM). He expects to present a formal report for the August 4 Board meeting.

Pullen reported that bank reconciliations for the period Sept 2019 – June 2020 have been completed as part of the QuickBooks "re-build" following termination of BPRA's contract with ACM. Rita Vaught is doing a great job rebuilding the QuickBooks database and all Annual Assessment invoices have been reconstructed. The next step is to process payments received into the system. Pullen briefed the Board on the amounts currently in the Association's SunTrust and Union Bank accounts. Pullen noted that under the contract with ACM, they have until the end of July to close out the Union Bank account and provide the Association with the proceeds – Pullen will follow up with ACM. Pullen reported that the Association is sufficiently funded to the near term.

b. Delinquent accounts

Pullen reported that payments continue to come in on delinquent accounts. The Assessment Assistance Committee plans to meet in the next week or so to review the approximately 25 requests for relief in accordance with the Annual Dues Collection Policy. Pullen continues to send out letters to members who have made no payments on their 2020 dues.

c. Annual Assessments – status of collections

Pullen referred the Board to the Finance Committee report distributed before the meeting.

d. ACM – closeout, final reports, funding

Pullen reported that he has not yet received the final report from ACM.

e. Other items

Pullen reported that Larry Vaught has submitted the draft of the BPRA's IRS Form 990 tax filings for Pullen's review, after which review by Chabot and sign-off by Purdy is recommended.

10) IRS Notices

Vaught reported that he has tried to contact the Internal Revenue Service three times by phone:

- The first time, the IRS representative was unaware of payment abatement rules and referred Vaught to the IRS's Non-Profits Office.
- The second and third times Vaught was put in a hold queue and the line was dropped after 30 minutes

July 30 is the deadline for submitting the payments. Pullen reported that he had reached out to the Association's then-auditors (DeLeon & Strang), but they reported that they never received a response from the IRS to their original request for a waiver of penalties and interest. Vaught reported that the IRS did inform him that they received the DeLeon & Strang request. Vaught will write a letter to the IRS setting out the reasons why the Association should be granted the waiver and will keep trying to reach the IRS.

11) Committee Reports and Administrative Assistant's Report

a. Questions about Reports

No Board members had any questions.

b. Grounds and Landscaping

Grounds and Landscaping Coordinator Bechtol reported that he is still trying to meet with Kollins Landscaping concerning new plants – Bechtol would like a guarantee on the plants. Bechtol is also looking for additional gravel to go around the deck. Bechtol would like some tree work done in the Fall – particularly leaning and dead trees (none of the trees pose an immediate hazard).

12) Other Business

Purdy raised the issue of allowing eating on the pool grounds (on the grass), provided that social distancing is followed, participants would need to sign in and sign out as they enter and leave the pool grounds, and masks would need to be worn whenever the person was not eating. Based on the County's COVID-19 pool standards, 87 people are allowed inside the pool area (i.e., inside the fenced area). The subject was discussed, but no action was taken.

Ruppert raised the issue of allowing the snack bar to offer curbside pickup. After discussion, Purdy moved that curbside pickup and carryout be permitted from the snack bar. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and

none opposed. Jennison indicated that he will make Snack Bar Manager Rod Oo aware of the Board's decision.

Purdy raised the question of moving from weekly meetings to meetings every other week. After discussion, the consensus of the Board was to keep the July weekly meetings in the schedule, but the President may cancel any of them if they are not needed. Ruppert will post the dates on the StrathmoreBelPre.org website. The meetings will all be by teleconference.

13) Adjournment

There being no further business, the meeting was adjourned at 8:52 pm. The next Board meeting is scheduled for Tuesday, July 14, at 7:30 pm, by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary