

## **Bel Pre Recreational Association (BPRA) Board of Trustees Minutes of Meeting of September 1, 2020**

### **1) Call to Order and review of teleconference guidelines**

President Purdy called the meeting to order at 7:33 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, Billy Ruppert, and Larry Vaught. Board members Steve Jennison and Greg Miller were not present. BPRA members Elliot Chabot (Governing Documents Committee Chair) and Maria (Cookie) Stagnitto (Board candidate) were present. There was a quorum. Secretary Swan took the minutes.

### **3) Approval of Agenda**

Purdy noted that the next walk-through will be on September 26. Ruppert moved that the agenda (as modified) for the meeting be approved. The motion was seconded and approved, with Bechtol, Foraker, 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. No statements from association members were made.

### **5) Approval of Minutes**

Purdy presented the minutes of the July 21, August 4 and August 18 Board meetings. Pullen moved that the Board approve the minutes of the three meetings. The motion was seconded and approved, with Bechtol, Foraker, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

### **6) Appoint Pool & Recreational Facilities Chair, Tennis Committee Chair**

Purdy reported that she has appointed Ted Bechtol as Chair of the Pool and Recreational Facilities Committee and Dave Pullen as Chair of the Tennis Courts Committee. Foraker moved that the appointments be approved. The motion was seconded, discussed, and approved, with Bechtol, Foraker, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed. Pullen abstained.

### **7) COVID-19 Issues**

#### **a. Rules and procedures**

Purdy reported that the rules continue to operate well and no modifications are needed at this time.

#### **b. Snack bar update**

Purdy reported that the snack bar is not likely to open this summer.

#### **c. other**

None.

## **8) Annual Meeting**

Purdy reported that the Emergency Response and Planning Committee met on August 19 and will meet again on September 2 to continue developing a proposal for how to hold the annual meeting and the annual election of trustees. At this point the Committee's preliminary recommendation is to hold the meeting virtually using Zoom, with ballots mailed with the annual meeting notice. The tradition of holding the BPRA annual meeting with the annual meeting of the Strathmore Bel Pre Civic Association would continue. Members would have the choice of either mailing their ballots back or delivering them directly to the ballot box. Details are still being worked on, including how to determine a quorum. The Board will need to make final decisions on the process by October 6 so that the process can be incorporated into the annual meeting notice mailing.

## **9) Physical Facilities**

Purdy reported that with Louisa Hoar stepping down as Tennis Court Keys Coordinator, Tennis Courts Committee Chair Dave Pullen will take over those functions.

Bechtol reported that Georgetown Aquatics has confirmed that all of their staff will be available through the end of our extended pool season.

## **10) Pool Management RFP**

Purdy presented the current draft of the Pool Management request for Proposals. The Board discussed the draft, including Labor Day hours [§ 6(b)(iv)(B)], opening the pool at 11 am for adult use and what scenarios to ask the bidders to price [§ 6 – final paragraph], water quality [§ 7(b)], the pool operator's role as a consultant to the Association [§ 7(h)], security system testing [§ 7.1], collection of guest fees [§ 10], preference for hiring from the community [§ 17(b)], and deadline for bids [§ 18]. At Purdy's recommendation, final action was deferred to the Board's September 26 meeting.

## **11) Budget & Finance**

### **a. Monthly financial statements**

Treasurer Pullen reported that Rita Vaught has completed the input of the QuickBooks data through May 2020. Pullen and R. Vaught will review the work next week. About 30 financial transactions occurred between June and August 2020. Pullen and Purdy will discuss extending the temporary bookkeeper's contact and report their recommendations to the Board if action is needed.

### **b. Delinquent accounts**

Pullen referred the Board to the September Committee Reports and Updates document. The Assessments Assistance Committee will meet in the next few weeks.

### **d. Bookkeeper search**

Pullen reported that only one proposal has been received so far. He will try to get two more.

### **e. IRS Notices**

L. Vaught reported that he sent a letter to the IRS requesting waiver of penalties and interest for 2016 (\$338.85). No response has been received so far.

**f. Other items**

Pullen reported that the Association has \$239,000 in the bank (including money market) and that the Association is fine cash-wise to handle day-to-day operations.

**12) Committee Reports and Administrative Assistant's Report**

**a. Questions about Reports**

Swan asked when the Finance Committee will meet to draft the preliminary FY22 budget. Finance Committee Chair Pullen responded that the date will be set by tomorrow afternoon.

Vaught asked about the status of the search for an auditor. Audit Coordinator Foraker responded that he is close to making recommendations to the Board. There are currently 2 bids.

**b. Grounds and Landscaping**

Grounds and Landscaping Coordinator Bechtol reported that the tree work approved at the August 4 Board meeting was completed on August 27. Bechtol will follow up with the Stultz family about the tree work on the pool property behind their home. Charlotte Potosky has selected the maple tree by the steps to be the memorial tree for Maury Potosky.

**c. Entertainment and Recreation**

**i. 9/19 movie and bathroom use**

Entertainment and Recreation Committee Chair Swan reported that the Civic Association Board would like to have a drive-in movie on the parking lot on Saturday, September 19. The movie would start between 7:30 and 8:00 and, if possible, the Civic Association would like the restrooms to be available, as they have been for other movies. After the BPR Board discussed the proposal, Swan moved that the September 19 drive-in movie be added to the Summer Entertainment Series calendar and that the restroom be available through 7:45. The motion was seconded and approved, with Bechtol, Foraker, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**ii. Shred-it**

Swan reported that BlocktoberFest will not be feasible this year because of the pandemic. Swan moved that BlocktoberFest be cancelled and that Shed-It be moved to the Spring. The motion was seconded and approved, with Bechtol, Foraker, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**iii. Trunk or Treat**

The Board discussed how to have some version of Trunk or Treat. Swan will talk with Trunk or Treat Coordinator Elizabeth Kominski and report back at the next meeting.

**iv. October Movie**

Swan reported that the Civic Association Board has indicated that if the September 19 drive-in movie is a success, they might like to try to have one in October. Swan moved to authorize use of the parking lot for a drive-in movie in October on a date selected by the Civic Association, as long as no other

event has been approved for parking lot use that night. The motion was seconded and approved, with Bechtol, Foraker, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**13) Other Business**

None.

**14) Adjournment**

There being no further business, the meeting was adjourned at 8:35 pm. The meeting/property walk-through is scheduled for Saturday, September 26, at 10 am at the pool with masks and social distancing. The next regular monthly Board meeting is scheduled for Tuesday, October 6, at 7:30 pm, by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary