

BPRA Administrative Assistant's Report

January 2021

(New information highlighted in yellow.)

1. Activity Report and Upcoming dates

- 1/5/2021 (7:30pm) – Board Meeting via teleconference (Adoption of budget, set annual assessment)
- Schedule of meetings to be reviewed and approved at the 1/5/2021 Board Meeting.

2. Mail pick up

Dave Pullen is picking up the mail.

3. CUPF (Community Use of Public Facilities) room reservations

Beginning on July 1, 2020, we are required to pay for permits at the time we make a reservation request.

Due to the COVID-19 pandemic, indoor community use of Public Schools and County Government facilities is canceled through Friday, April 30, 2021.

4. Training

Montgomery County Code § 10B-17(h) requires that every homeowners association director elected or appointed on or after January 1, 2016, must take a CCOC-approved training within 90 days of becoming a director. The BPRA Plan of Organization § 13(d) requires the Administrative Assistant to retain a copy of each Board member's certificate of completion of training.

Director	Deadline to take training	Completed training
Ted Bechtol	3/4/19	3/3/19
Mark Foraker	2/29/20	2/4/2020
Steve Jennison	3/4/19	3/4/19
Phil Kominski	2/18/2021	
Claire Pak	2/18/2021	
Dave Pullen	2/29/20	1/25/2020

Director	Deadline to take training	Completed training
Karen Purdy	3/4/19	2/26/19
Maria Stagnitto	2/18/2021	12/21/2020
Chris Swan	2/29/20	8/31/2020

5. Opt-in properties

Homeowners who have informed the BPRA that they would like to join the BPRA by filing permanent Declaration in the land records, since 2017:

Owners	Address	date notified BPRA	status
Sergio Lacambra & Maria Pilar Garcia	13423 Rippling Brook Drive	10/2/17	received payment and notarized covenant
Susan Lynette Gannaway & Patrick M. Williams	13324 Hathaway Drive	2/28/18	received payment and notarized covenant.
William Alan Totten & Sharon Wolz Totten	2609 Belle Crest Lane	6/2/18	received payment and notarized covenant
Carole Stevens	13413 Rippling Brook Drive	5/5/19	received payment and notarized covenant

Other homes that are eligible to join BPRA by filing permanent Declaration in land records:

Bainbridge Lane: 2600, 2601, 2603, 2608, 2612, 2613, and 2615

Belle Crest Lane: 2607, 2613, 2615, 2617, 2700, 2703, 2704, 2705, 2706, and 2707

Briar Path Lane: 13418

Deckman Court: 5, 6, and 10

Deckman Lane: 2208, 2209, 2220, 2216, 2217, 2228, 2237, 2300, 2305, 2316, 2324,

2328, 2331, 2332, 2335, 2339, 2347, 2350, 2354, and 2355

Deckman Terrace: 13601 and 13605

Hathaway Court: 2, 3, 4, 6, and 8

Hathaway Drive: 13316, 13318, and 13322

Regina Drive: 2807, 2809, 2810, 2811, 2812, 2814, 2815, 2816, 2903, 2904, 2909, 2910, and 3000

Rippling Brook Drive: 13404, 13407, 13408, 13412, 13414, 13415, 13424, 13425, 13426, 13507, and 13508

6. Rental properties

A list of rental properties, including group homes will be included in this report after updates are made based on information collected with the 2021 Assessment.

7. Solid Waste Contract

Last pick up of the season was 9/23/2020.

8. Other

Usual day-to-day operations such as transferring calls to appropriate persons.

Requests for HOA documents, etc. handled by the Chair of the Governing Documents Committee can be found in this month's BPRA Committee Reports and Updates document.