

**Bel Pre Recreational Association (BPRA) Board of Trustees
Minutes of Meeting of February 2, 2021**

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. Purdy noted that 15 minutes are set aside each Board meeting for statements by Association members. This time is divided evenly between speakers; with a maximum of 5 minutes per speaker.

2) Roll Call

Secretary Swan called the roll. Board members present were President Karen Purdy, Treasurer Dave Pullen, Secretary Chris Swan, Ted Bechtol, Steve Jennison, Claire Pak, and Maria (Cookie) Stagnitto. Vice President Mark Foraker was absent. Kominski was unable to connect to the teleconference meeting and was absent. BPRA members Elliot Chabot (Governing Documents Committee Chair) and Joe Moeller (Pool Property Helpers Coordinator) were also present. There was a quorum. Secretary Swan took the minutes.

3) Approval of Agenda

The Board discussed the proposed agenda for the meeting. Swan moved that the agenda for the meeting be approved. The motion was seconded and approved, with Bechtol, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan 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

Approval of the minutes of the January 5, 2021 Board meeting was deferred to the Board's March 2 meeting.

6) Appointment of Pool and Recreational Facilities Chair

President Purdy moved that the Board approve her appointment of Phil Kominski as Chair of the Pool and Recreational Facilities Committee. The motion was seconded and approved, with Bechtol, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

7) Pool Operator Contract

Purdy reported that the pool operating contract for the 2022-2024 pool seasons, approved by the Board at its January 2 meeting, has been signed with Georgetown Aquatics.

8) Physical Facilities: Pump Room

Moeller reported that work on replacing the filters and piping in the Pump Room has started and looks good so far.

9) Attorney Retainer Agreement

Pullen reported that he has been in discussion with Scott Silverman of the Thomas Schild Law Group to continue the BPRA's agreement with the law firm. Discussions are scheduled to resume on Friday, February 5.

10) Budget & Finance

a. Monthly financial statements

Treasurer Pullen reviewed the Statement of Financial Position and the Statement of Financial Activity with the Board. The first group of dues checks has been deposited. Pullen reported that the Association has cash on hand to cover all expected expenses through the May bill from Georgetown Aquatics.

Pullen invited suggestions for revisions to the format of the monthly financial reports. Swan requested that the Statement of Activity include a column(s) for the amounts budgeted.

b. Annual Assessment

Pullen reported that 116 dues envelopes have been received. Of those, 100 have been processed so far.

c. Delinquent Accounts – 2020 and Earlier

Pullen referred the Board to item 4(b) (Finance Committee – Overdue Collections) of the February committee reports.

d. Assessment Assistance Committee – application for request for relief

Pullen noted that the Annual Dues Collections Policy requires that a homeowner must not have any outstanding indebtedness to the Association in order to be eligible to request assistance. Pullen pointed out that one of the homeowners that is currently on a payment plan (and has paid half of their indebtedness) has indicated that they cannot currently pay the balance due or the March 1, 2021, dues. Pullen asked whether the Board felt that the Policy should be amended to permit a homeowner in that situation to request additional assistance. No action was taken.

Pullen discussed the form for requesting relief for the dues that are due March 1, 2021. Swan moved that the form be approved, contingent on it being circulated to the Board members in its final form. The motion was seconded and approved, with Bechtol, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

e. Financial Audits

See item 4(e) (Finance Committee – Audit Coordinator) of the February committee reports.

f. Other items

Pullen reported that a letter from the Internal Revenue Service was received today notifying the Association that the IRS is granting itself a 60 day extension to review the request for a waiver of the 2016 late filing penalty (\$338.85).

11) Pool Entry/Gateway/Software System and Pool Rules

Purdy reported that – based on the comments received concerning the draft version of the public Internet-based front-end version of the pool entry/gateway/software system (eSoft Planner – Swim Club) – a revised version will be available next week for review and comments.

Purdy and Pullen have had two meetings with eSoft Planner staff since the last Board meeting to work on implementation of the system. Purdy reported that the system will be able to prompt members to agree to the BPRA COVID-19 liability waiver, and to acknowledge that they will abide by the Recreational Facilities Policy. The system also will allow for registering a homeowner’s non-resident children and grandchildren as well as the entire household.

Swan asked that there be an outreach campaign to BPRA members (including use of *The Bugle*) concerning the new system. Purdy indicated that she would like to do this and noted the possibility of including a Zoom community meeting. Pak offered to help and noted that this might be suitable for a future Spring Thing.

The eSoft Planner system also provides a method for BPRA members to pay by credit cards, which can lower BPRA’s processing and accounting costs. However, the system charges a 2.75% convenience fee for credit card use. This year, the fee is being passed directly to any member paying their assessment by credit card.

Purdy asked that all Board members update their households’ profiles in the system. All BPRA members who have not updated their profiles by the end of March will have it done manually by members of the Board.

Purdy moved that the COVID-19 pool rules adopted for the 2020 season be extended to the 2021 season. The motion was seconded and approved, with Bechtol, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

12) Committees

The Board held a spirited discussion regarding all aspects of BPRA committees: size, membership, voting rights of committee members, quorum requirements, minority and majority reports, with a focus on the unique nature of the BPRA, as both a non-profit organization and quasi-governmental entity with funds collection and enforcement powers.

The Board consensus for all committees: all volunteers should be full members with voting rights, committee meeting quorums should be those members present at a properly called and publicized meeting, and committee minorities and majorities should be able to submit written reports to the

Board. These committees are to remain exempt from this consensus: the Nominating Committee, the Elections Committee, and the Assessment Assistance Committee

Purdy moved that the BPRA rules should be amended: to specify that the President (with the approval of the Board) appoints the chair of each committee; that each committee chair is to recruit members for their committee; and the Governing Documents Committee is to incorporate these changes into its review and rewrite of the Plan of Organization. The motion was seconded and approved, with Bechtol, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

13) Committee Reports and Administrative Assistant's Report

Stagnitto and Pullen noted some initial corrections to the Plan of Organization, which will be considered at the next Governing Documents committee meeting. No other Board members had any questions about the reports distributed before the Board meeting.

14) Other Business

Purdy and Pak noted that the BPRA does not currently have a logo. The consensus of the Board was to gather community input on the logo, perhaps through a logo contest, which then could be publicized through *The Bugle* and our website. Swan suggested that the logo also could be used on spiritware in collaboration with other groups in the community.

15) Adjournment

There being no further business, the meeting was adjourned at 8:56 pm. The next regular monthly Board meeting is scheduled for Tuesday, March 2, 2021, at 7:30 pm, by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary