

BPRA Administrative Assistant's Report

March 2021

(New information highlighted in yellow.)

1. Activity Report and Upcoming dates

- 4/6/2021 (7:30pm) – Board Meeting via teleconference.
- 4/10/2021 (9:00am) – Board Meeting at pool with property walk through
- 5/4/2021 (7:30pm) – Board Meeting via teleconference.
- 5/15/2021 (9:00am) – Board Meeting at pool with property walk through
- 5/29/2021 – Pool opens
- 6/8/2021 (7:30pm) – Board Meeting via teleconference.
- 6/22/2021 (7:30pm) – Board Meeting via teleconference (if needed)
- 7/6/2021 (7:30pm) – Board Meeting via teleconference.
- 7/20/2021 (7:30pm) – Board Meeting via teleconference (if needed)
- 8/3/2021 (7:30pm) – Board Meeting via teleconference.

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 | 2/2/2021 |
| Claire Pak | 2/18/2021 | 1/9/2021 |
| Dave Pullen | 2/29/20 | 1/25/2020 |
| 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.