

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

**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. 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, Vice President Mark Foraker, Treasurer Dave Pullen, Secretary Chris Swan, Ted Bechtol, Steve Jennison, Phil Kominski, Claire Pak, and Maria (Cookie) Stagnitto. BPRA members Elliot Chabot (Governing Documents Committee Chair) and Rita Vaught (Bookkeeper) were also present. There was a quorum. Secretary Swan took the minutes.

**3) Approval of Agenda**

Purdy presented the revised proposed agenda for the meeting. Foraker moved that the agenda for the meeting be approved. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Kominski, 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**

Purdy presented the minutes of the January 5, 2021 Board meeting. Pullen moved that the minutes be adopted. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Kominski, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**6) Pool Entry/Gateway/Software System – eSoft Planner**

Purdy reported that 79 households have created on-line accounts. After March 31, accounts will no longer be established by individuals – all remaining accounts will be set up by BPRA Board members (volunteers will be needed). Instructions will be expanded for households who paid by mail.

Because of the COVID-19 pandemic, the pavilion may not be available this summer. Reservations to use the pool (if needed because of the pandemic) will be available either through the on-line system or by phoning the pool. Joe Moeller is working on making the pool phone available to the check-in desk staff.

**7) Clarification of facility rules – children and grandchildren of members**

Purdy noted that the COVID-19 pool rules (which the Board had extended at the February 2, 2021 meeting to cover the 2021 pool season) treat out-of-home children and grandchildren of homeowners as part of their household, but that the Recreational Facilities Policy (adopted November 10, 2020) treats them as guests who are free. No guests are permitted under the COVID-19 pool rules. The Board then held an extensive discussion about pool admission policies, with a focus on family relatives – the out-of-home adult children and grandchildren of BPRA members. Should non-local family relatives be treated differently than local family relatives? Further, should the out-of-home parents and grandparents of BPRA members be included in the definition of a BPRA household? The Board’s preliminary consensus, at least for this year, admission of children and grandchildren of BPRA members who live close-by could be treated differently than those children and grandchildren who live far away and visit infrequently. Purdy requested that the Board revisit these issues at a later date.

**8) Tennis Court Proposal**

Purdy reported that a revised proposal for renovation of the tennis courts was received on March 1 from Mid-Atlantic Asphalt, but that some items still need to be negotiated and clarified. Concerning the optional warranties, Purdy believed that the cost of the Platinum Warranty was too expensive for what it provided, and recommended that the Board approve the Gold Warranty, a 10 year limited warranty at \$2,780 for the first year plus an annual 2.5% annual cost of living adjustment for each year thereafter, with the BPRA having the option to end the warranty at will.

The Board considered the 2 warranty options. Foraker moved that the President be authorized to agree to the Gold Warranty at a cost of \$2,780 for the first year. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Kominski, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**9) Budget & Finance**

**a. Monthly financial statements**

Treasurer Pullen reported that he has found discrepancies in the Statement of Financial Position. Pullen will revise the Statement and provide it to the Board shortly.

The Association has approximately \$475,385 in the checking account and \$233,000 in the money market account. \$1,200 was paid for the eSoft Planner—Swim Club system.

**b. Annual Assessment**

Pullen reported that 58% of BPRA members have paid their annual assessment so far: 51% by check, and 7% online, with \$117,903 by check and \$15,022 by credit card. Civic Association dues total \$4,009 at this point.

The Board briefly discussed the current signs in the neighborhood reminding members to pay their annual assessment. The consensus was that the signs were helpful, but could be larger and more plentiful for next year.

**c. Delinquent Accounts – 2020 and Earlier**

Attorney fees paid to the Schild law firm have increased, due to the larger number of delinquent accounts. The firm has recovered \$7,000 in delinquent assessments. 2 to 3 members are behind in paying their payment plans to the attorneys. One of the delinquent homeowners, who owns multiple properties, paid \$2,300 by check, which then bounced. Pullen reported the bounced check to Schild, who is working with the owner to get a valid check.

**d. Assessment Assistance Committee**

No applications for assistance with the 2021 assessment payments have been received so far. The 2020 applications included property ownership questions, connecting with the responsible owners, and homes in foreclosure. Several delinquent accounts remain with the law firm. One or two accounts have had liens filed upon their property. 8 properties, delinquent from 2020, were sold, which then became current as the delinquent accounts were paid through the title settlement process.

**e. Financial Audits**

Foraker reported that the audits are underway. He is still collecting documents and hopes to have a list of needed documents shortly. He may reach out to Board members for any needed information.

**f. IRS Delinquency Update**

Pullen received a letter from the IRS regarding our late federal tax filing for 2016. The IRS found that this was our second offense. Our tax returns were filed late 2 years previous to this filing, which were filed by BPRA's then-accounting firm. Accordingly, the IRS will not waive the penalty. Pullen suggested that the Board simply pay the penalty, \$346.22. Pak moved that the penalty amount be paid. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Kominski, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

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

**a) Report submission timeline**

Purdy requested that BPRA Board members submit their written committee reports in a timely manner, by the Thursday, prior to each meeting.

**b) Questions about reports**

No Board members had general comments about the reports.

**c) Tennis Committee**

Stagnitto suggested that a "Tennis Event" be held to celebrate the refurbishment of the tennis courts and creation of 2 pickleball courts, once the refurbishment contract was signed and the work completed. The event could be publicized in *The Bugle* and at the Tennis Courts/Pool Grounds.

**d) Entertainment and Recreation Committee**

Swan noted that the Civic Association requested approval of their proposed 2021 Summer Entertainment Movie dates as the first Saturday of each month. Foraker moved approval of the dates for the movies: May 1, June 5, July 3, August 7, and September 4, all to be held either on the pool parking lot or on the pool grounds, pursuant to: the COVID-19 rules in effect at the time, any tennis court refurbishment construction, and the weather. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Kominski, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**e) Governing Documents Committee**

Purdy requested that the Governing Documents Committee, in their current review of the BPRA Plan of Organization, should review the entire plan with a focus on the current practices of the Association. The positions defined in the policy should align with current needs.

**f) Grounds – Kollins Contract**

Bechtol reported that the current landscaping company, Kollins, had submitted a no-increase bid for our 2021 landscaping needs. Kollins has done a good job, and BPRA members have not complained. The bid covers a weekly mowing, and provides for other services, such as mulch and bark chips, to be billed at labor and materials costs. Foraker moved that the bid be accepted. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Kominski, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**11) Other Business**

None

**12) Adjournment**

There being no further business, the meeting was adjourned at 9:02 pm. The next regular monthly Board meeting is scheduled for Tuesday, April 6, 2021, at 7:30 pm, by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary