

**Bel Pre Recreational Association (BPRA) Board of Trustees
Minutes of Meeting of April 6, 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.

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, Claire Pak, and Maria (Cookie) Stagnitto. Board members Phil Kominski and Steve Jennison were 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

Purdy presented the proposed agenda for the meeting. Swan moved that the agenda for the meeting be approved. The motion was seconded and approved, with Bechtol, Foraker, 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. Moeller asked that the Board consider granting permission to build an additional shed on the pool property, for use by Scout Troop/Pack 763 (and a possible girls troop) to store equipment. The Board of the Strathmore Bel Pre Civic Association (which sponsors 763) has endorsed the idea. Moeller also asked if the BPRA would like to use part of the new shed and where they suggest it be located.

Moeller also requested that Troop/Pack 763 be permitted to conduct a Memorial Day weekend commemoration on BPRA grounds for the 140 plus people in zip code 20906 whom have passed away from the COVID-19 pandemic. The commemoration would take the form of 140 LED luminaries. Alternative locations on the BPRA grounds for the memorial were discussed.

Based on the interest by the BPRA Board of Trustees in the two requests, Moeller agreed to develop more detailed proposals for later consideration by the Board.

5) Approval of Minutes

Purdy presented the minutes of the February 2 and March 2, 2021 Board meetings. Pullen moved that the minutes be adopted. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

6) SBP Civic Association Support – Bugle 2021, Sumer Entertainment Series

Purdy and Pullen provided an overview of BPRA's support of *The Bugle* and the Summer Entertainment Series. The \$800 that the BPRA has budgeted for this fiscal year is substantially

less than *The Bugle* advertising rates for the amount of space in *The Bugle* devoted to the BPRA. Nominating Committee Chair Foraker indicated that he hopes to make more use of *The Bugle* to recruit Board candidates. Swan discussed the focus of each quarterly *Bugle* issue and agreed to notify Board members of *The Bugle* deadlines.

Foraker moved that \$800 be authorized as a payment to *The Bugle* in-lieu of purchasing advertising and that \$500 be authorized for the 2021 Summer Entertainment Series. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

7) Pool Entry/Gateway/Software System – eSoft Planner

Purdy reported that she and Pullen have been building individual e-Soft profiles and accounts on BPRA's new eSoft Planner Member Portal system for the 600 households that did not set up their own by March 31. Purdy also will be submitting an article to *The Bugle* on the current status of the system. Purdy further indicated that Chris Wright along with Pak and herself are working on an information campaign regarding the new pool entry/gateway/software system.

a. Approval of funds for mailing

As part of the information campaign, Purdy requested that a postcard be sent to all BPRA members. The postcard will recommend that BPRA members check their email systems and/or the BPRA website to find the necessary instructions/steps to be taken for their pool access this year. The postcard also will include contact information for members without email. Foraker moved that up to \$400 be authorized for printing and mailing the postcards. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

b. Addition to Donations for SBP Dolphins to eSoft platform

Purdy requested that the Swim Team be permitted to receive donations through the BPRA's new pool entry/payment system. The Board discussed but deferred action on having the Swim Team contribute to the cost of mailing the annual dues notice. Currently, the cost of the mailing is split between the BPRA and the Strathmore Bel Pre Civic Association. Pullen moved that the Swim Team be permitted to receive credit card donations this year through the BPRA eSoft Planner member portal system. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

c. Approval of funds for hardware

Foraker recommended that a computer be purchased for the check-in desk, to be used with eSoft Planner and to replace the Roledex. Foraker proposed that the computer either be a Chromebook or an iPad and felt that a laptop was not needed. Pak moved that up to \$700 be authorized for the purchase. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

8) Budget & Finance

a. Monthly financial statements

Treasurer Pullen apologized for the delay in transmitting this month's financial statements to the Board – the statements were sent out this morning. Pullen indicated that the budget status information, that Swan earlier had requested, will be added to the monthly statement starting next month.

Pullen stated that the BPRA is in a strong cash position and is in fine financial shape. He noted that the accounts receivables amount was as high as it is because of the BPRA's use of accrual accounting which makes all unpaid dues accounts receivables. Pullen also noted that the BPRA is not in a busy part of the year as far as expenditures. Total assets are where Pullen expects them to be at this time of the year.

b. Annual Assessment

Pullen reported that 614 households have paid their dues, leaving 100 households overdue. Due to U.S. Postal Service problems, some additional dues that were postmarked by March 31, still may arrive. Approximately \$35,000 in dues is currently overdue.

Pullen reported that a new opt-in household has submitted their covenants to be bring their property permanently into the BPRA, which brings BPRA membership up to 714 households.

Pullen reported that 84% of the dues received so far were by check and 16% were paid online, using the new BPRA eSoft member portal.

c. Delinquent Accounts – Authorization to file suit

With the Board's permission, Pullen described (without specifying property addresses or owners' names) the homes that are more than one year in arrears, where the BPRA's legal counsel (Thomas Schild Law Group) has recommended legal action:

- (1) Household owes approximately \$1,600. BPRA has received a civil judgment for the amount, but has not received payment;
- (2) Household is 2½ years in arrears, they have paid \$325, but still owe \$1,358.
- (3) Household owes \$1,803.58 for 2019, 2020, and 2021. Schild has reached out to the household three times with no response by the homeowner.
- (4) Household owes \$1,482.25.
- (5) Another household owes \$1,482.85 for 2020 and 2021.
- (6) A further household owes \$1,482.85. No response has been received to BPRA requests for payments.
- (7) Household owes \$815.13 for 2020 and 2021. At least two Board members have reached out to homeowner, as has Schild.

The Board discussed the costs involved with any legal action. The BPRA pays the legal fees and then those fees are added to the amount that the homeowner owes. There is no guarantee that BPRA will receive full payment of legal expenses, but the law firm states the court is generally

sympathetic. The process for dealing with delinquencies is set out in the BPRA's Annual Dues Collection Policy. Pullen moved that the Treasurer be authorized to authorize Schild to file civil suits against the owners of the seven properties. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

d. Assessment Assistance Committee

Assessment Assistance Committee Chair Pullen reported that one request has been received for assistance. Though the request was received after the March 31 deadline, the Committee agreed to use its discretionary authority to accept the application. The Committee will review the request and report back to the Board.

Purdy thanked Pullen for his efforts above and beyond.

e. Financial Audits

Audit Coordinator Foraker apologized to the Board for the delays in the audits for fiscal years 2017, 2018, 2019, and 2020, and that he is carving out time to get up to speed. Foraker reported that he has been in touch with the auditor, who remains willing to complete the remaining audits.

f. Other items

None.

9) Committee Reports

a) Questions about reports

No Board members had general comments or questions about the reports.

b) Grounds & Landscaping – Funds approval

Grounds and Landscaping Coordinator Bechtol reported that Kollins Landscaping has submitted a bid of \$1,500 to replace the black plastic edging and pea gravel around the pool deck. Bechtol estimated that trees in need of pruning and removal of dead trees will cost \$6,450, excluding work on the pine trees near the tennis courts. Bechtol recommended that the oak tree by the pump room not be replaced, and that the white pines along the pool fence line be re-established later.

Pruning the pine trees near the tennis courts (and removing a small tree) will cost \$1,800. Alternatively, removing the trees near the tennis courts will cost \$8,500, including stump grinding. Tennis Courts Committee Chair Pullen indicated that the contract with Mid-Atlantic Asphalt is under the amount originally budgeted and suggested that work on the tennis court pine trees could come from that budget item, as an alternative to taking it from the grounds and landscaping budget. Pullen would prefer that work on the tennis court pine trees be done before work starts on the tennis court renovations. Swan expressed concern about the loss of the acoustic buffer that the tennis court trees provide and requested that appropriate trees and shrubs be planted to replace loss of the pine trees. Bechtol noted that the neighbor closest to the tennis courts has a stockade fence. Bechtol also agreed that replacement trees and shrubs would be good.

Swan also expressed concern about the effect of the cicada infestation that is expected to start shortly, and suggested that new plantings wait until after the cicadas are gone. Bechtol noted that they can cause harm to small plants, but advised a wait-and-see approach.

Foraker moved that \$7,950 be approved for removing the black plastic edging and adding pea gravel, pruning of trees in need of pruning, and removal of dead trees. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

Pullen moved that \$8,500 of the tennis court budget be approved to take down the trees by the tennis courts, grind the stumps, and add appropriate replacement trees and shrubs. The motion was seconded and approved, with Bechtol, Foraker, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

10) Other Business

None

11) Adjournment

There being no further business, the meeting was adjourned at 8:44 pm. The next property walk-through is scheduled for Saturday, April 10, at 9 a.m., at the pool grounds. The next regular monthly Board meeting is scheduled for Tuesday, May 4, 2021, at 7:30 pm, by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary