

**Bel Pre Recreational Association (BPRA) Board of Trustees
Minutes of Meeting of May 15, 2021**

1) Call to Order and review of social distancing guidelines

The board convened at the pool pavilion (13920 Bethpage Lane) at 10:05 a.m. President Purdy called the meeting to order and reminded participants of the current COVID-19 rules and guidance.

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, Claire Pak, and Maria (Cookie) Stagnitto. Board member Phil Kominski was absent. Pullen and Foraker left the meeting around 11:15 am. BPRA members Elliot Chabot (Governing Documents Committee Chair), Arnold Hoffman, 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. Pak moved that the agenda for the meeting be approved. The motion was seconded and approved, with Bechtol, Foraker, 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) Budget & Finance (Deferred from May 5, 2021 Meeting, Item 13)

a. Monthly financial statements

Treasurer Pullen presented the Financial Statements. Pullen reported that the Association is in fine financial shape and the Association can cover all of its debts. Pullen noted that a budget column has been added to the Financial Statements.

b/c. 2021 Annual Assessment / Delinquent Accounts

Pullen reported that the number of delinquent accounts has fallen from 84 to 42. Pullen asked for guidance from the Board on how to deal with

- households have paid all of their dues except for interest and/or collection costs;
- a military family overseas that had been transferred twice and received their bill after the payment deadline; and
- three households that claimed they had not received their bill at all.

After discussing various alternatives, it was the consensus of the Board that the Dues Collection Policy should be enforced as written and that the Assessment Assistance Committee should handle requests for relief, with minor amounts being referred to the Assessment Assistance Committee for consideration.

6) Committee Reports (Deferred from May 5, 2021 Meeting, Item 12)

a. Questions about reports

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

b. Entertainment & Recreation – Yard Sale parking lot use Saturday, 9/25 (rain date 9/26)

Entertainment and Recreation Committee Chair Swan reported that the Strathmore Bel Pre Civic Association would like to hold the annual community yard sale in the pool parking lot on the morning of Saturday, September 25, with Sunday, September 26 as the rain date. The Civic Association is not asking for public access to the bathrooms. Pullen moved that the Civic Association’s request be approved, provided that all COVID guidelines are to be followed. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

c. Grounds & Landscaping

i. Tree Plaque

Grounds and Landscaping Coordinator Bechtol requested advice for the wording for the plaque to be placed on the tree on the pool grounds (funded by the Civic Association) in honor of Louisa Hoar for her many years of service to the community. The Board discussed various wording alternatives. Bechtol indicated that he would speak with Hoar about the final wording.

ii. Other

Bechtol reported that the flagstone work requested has been completed. He also reported that the bathhouse roof has been cleaned, but is in bad shape.

7) Summer 2021 Pool operating rules and procedures

Purdy reported that, based on the discussion at the May 4 Board meeting, as well as guidance received from the County since that meeting, she had provided the Board with several versions of draft special pool rules for the 2021 season. The Board engaged in extensive, spirited discussion – particularly about acceptable levels of risk. Pak moved that Version 2, Draft 2, as modified, be approved. The motion was seconded, discussed further, and approved, with Bechtol, Foraker, Jennison, Pak, Purdy, and Stagnitto in favor, and Swan opposed. (For the text of the adopted rules, see Exhibit 1 of these minutes).

8) Swim Team facility use requests

a. Use of parking lot

Purdy reported that the Swim Team has asked for permission to use the pool parking lot on Monday, May 31, from 8:00 to 10:00 a.m. to distribute t-shirts for this year’s 5K (which will be virtual). The Board discussed the request. Swan moved that the request be approved and that it be from 7:30 am to 10:00 am. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Purdy, Stagnitto, and Swan in favor, and none opposed.

b. Permission to host visiting teams

The Board resumed its May 4 discussion of the Swim Team's request to be able to host visiting teams at A and B meets. Purdy recommended that the Board permit the Swim Team to host visiting teams at the pool once the County has reached a 60% first vaccination rate. Pak indicated that she had no objection to requiring that visiting teams (and their spectators) be required to wear masks. The Swim Team is prepared to use virtual meets if hosting visitors is not permitted, or alternatively to just attend away meets. The first swim meet is currently scheduled for June 26. There was a consensus that written protocols should be submitted to the Board before it takes any action on the request.

c. Other

None.

9) Drive-in movies/movies on the lawn

Swan reported that the County Health Officer has approved the Civic Association's request to hold movies on the lawn. The Civic Association would like to use a rain date, instead of using the pavilion if it rains. Swan moved that the Civic Association's request be approved to hold movies on the lawn, provided that social distancing and any County Health COVID-19 rules are enforced. The motion was seconded and approved, with Bechtol, Jennison, Pak, Purdy, Stagnitto, and Swan in favor, and none opposed.

10) Other time sensitive business

The Board discussed making lap lanes available. Pak moved that lap lane nights be available on Tuesday and Friday nights from 6:30 to closing. The motion was seconded and approved, with Bechtol, Jennison, Pak, Purdy, Stagnitto, and Swan in favor, and none opposed.

Stagnitto moved that the minutes of April 10 be approved. The motion was seconded and approved, with Bechtol, Jennison, Pak, Purdy, Stagnitto, and Swan in favor, and none opposed.

11) Property walk-through

Jennison reported that he has had discussions with Rod Oo, who would like to run the snack bar this year. Jennison has asked Oo to provide a letter of intent.

Moeller led the Board in a walk-through of the property. See Exhibit 2 of these minutes for notes.

12) Adjournment

There being no further business, the meeting was adjourned at 12:01 p.m. The next regular monthly Board meeting is scheduled for Tuesday, June 8, 2021, at 7:30 p.m., by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary

Exhibit 1

Adopted by BPRA Board 5/15/2021

**Operating Procedures and User Rules for Bel Pre Recreational Association Pool
Summer 2021
(As of May 15, 2021)**

Please note the following procedures and rules supersede any conflicting BPRA facility rules posted online and at the pool and are specific to COVID-19 era regulations. These rules will evolve as local, state and federal agencies provide updates.

Basic Rules

- Do not come to the pool if you or any member of your household is ill or not feeling well.
- Members are required to wear face coverings when moving around the facility.
 - Staff and patrons are required to wear face coverings over the nose and mouth when outside of the water whenever possible.
 - Face coverings are required while waiting for entrance to the pool, exiting the pool grounds and while speaking to any guards or other members. Any socialization with someone outside of your household requires following social distancing guidelines and face coverings.
 - Face coverings may be removed while sitting on the pool deck or grounds provided a physical six-foot distance is maintained with those that do not reside in your household.
 - Do not wear face coverings in the pool. It is unsafe to try to swim with a face covering
- Members and staff are to follow social distancing guidelines both in and out of the water.
 - Maintain a physical six-foot distance from those who do not reside in your household.
 - Any socialization with someone outside of your household requires following social distancing guidelines and face covering guidance.
 - Guards will have a 6-foot area around their chairs that must be kept clear. Please do not speak to the lifeguards while in the chair unless it is an emergency.
- Members need to check in **and out** each time they come to the pool. All individuals must provide a first and last name and phone number for contact tracing.
- Households must acknowledge in writing that they have read and understand the pool rules and must sign a waiver of liability before entering the pool grounds for the first time this season. This document will be posted on the website. **Please read the rules, print and sign the document, and bring it with you the first time you come to the pool.**
- Children under the age of 15 need to be accompanied by an adult at the pool. Adults should be present to help guide minors through social distancing procedures. When the

Adopted by BPRA Board 5/15/2021

Montgomery County Health Officer determines that 50% of the general population is fully vaccinated, this age will drop to 12.

- Guests are **not** allowed. Pool use is for your household only, which will include your children, grandchildren and caretakers. Members cannot bring other members' children.
- The baby pool is open with social distancing guidelines in place.
- The pool capacity will be set at a TBD* number during this COVID-19 pandemic period. This is a formula driven by the square footage of our pool. This is per the federal, state and county guidelines. This number will be posted at the pool. *This number may change during the season as federal, state and county guidance changes.
- The pool will be open for
 - **Household lap swimming** – limited to a single household. More than 2 lap swimmers from the same household are allowed to share a single lane. Lanes may be used for lap swimming, water walking or other appropriate exercise. Please let the guard on duty know a single household is using the lane.
 - **Socially distanced lap swimming** – up to 2 members from different households. Swimmers do not need to be related or reside in the same household. Lanes are for universal use and patrons may share a lane with an individual who is exercising a different way. Neither exercise should interfere with another. The lane will be split down the middle and swimmers will remain on the same side up and down the lane (no circle swimming). Stagger entrance and exit and maintain social distance.
 - **Socially distanced recreational use** – multiple households share pool space in a socially distanced manner.
- Pool deck and grounds use
 - Members may select their own deck space provided they maintain appropriate social distance from other households. Members may also place their chairs, towels or blankets in the grass as long as social distance is maintained.
- Deck furniture
 - Some chairs, tables and umbrellas will be available for use on the pool deck. Each household must maintain a physical six-foot distance from those who do not reside in their household.
 - Members may bring their own chairs.
 - Do not remove or touch the chairs, benches, etc. that are put away under the pavilion.
- Bathroom use
 - Members and staff must follow social distancing guidelines and wear a face covering.

Adopted by BPRA Board 5/15/2021

- Children always need to be supervised by an adult in the restrooms.
- Showers will be available for socially distanced use.
- There will be no shared equipment such as kickboards or noodles available. Lap swimmers will need to bring their own kickboards. Equipment (dumbbells, flotation belt, etc.) for in water exercise will be permitted.
- Please do not share items that are difficult to clean, sanitize or disinfect or that are meant to come in contact with the face (e.g., goggles, nose clips and snorkels.)
- Please do not share items such as food, equipment, toys and supplies with those that do not live in your household.
- The diving board will be available for socially distanced use at certain times depending on the pool set up and at the discretion of the pool manager. **Swimmers waiting for the diving board must maintain social distance.**
- The Pirate Ship and Playground are open for socially distanced use. Face coverings and adult supervision are required.
- The Pavilion will be open for limited use. Patrons must follow social distancing guidelines. Pavilion use will be re-evaluated during the course of the summer as conditions and guidelines change.
- The grounds are available for masked, socially distanced use by members using the pool or as capacity limits allow, purchasing items at the snack bar.
- Gatherings and events will be limited based on county, state and federal guidance and facility capacity limits. Gathering and event limits will be posted at the pool. All attendees must wear a face covering and follow social distancing guidelines.

Snack Bar Use Policy

Once the snack bar opens for the season, members' households will be permitted to enter the pool grounds to purchase and consume food from the snack bar. Social distancing must be maintained. The following are the rules / guidelines for purchase and consumption of food from the snack bar.

- All members must check in and check out when entering or exiting the pool grounds and let the guard at the desk know that you are entering to purchase food from the snack bar. Please let the guard at the front desk know if you plan to order as "take out" or stay to eat on the pool grounds.
- Maintain Social Distancing: Keep at least six feet of distance between you and people who are not members of your household.
- Wear a face covering when moving around the grounds.

Adopted by BPRA Board 5/15/2021

- Limited numbers of tables and chairs will be available. You may bring your own chairs or a blanket / towel etc.
- Please select a space that provides sufficient distance between you (and your household) and other members (and their households). Food and beverages, other than water in plastic or metal containers, are not allowed on the pool deck.
- Follow any instructions from on-site management regarding space selection and/or use.
- Take all trash, food and belongings with you when you leave your spot.
- If the capacity of the pool grounds is reached, priority will be given to those using the pool.

Exhibit 2

BPRA Pool and Property Inspection 15 May 2021 11:30am

Cookie, Karen, Claire, Chris, Elliot, Ted & Joe

Pool Season 2021 opening notes:

- Reduced deck chairs and tables
 - GA slated to setup next weekend. Joe Moeller will arrange a suggested setup on Wednesday for GA to emulate the rest of the way around the pool starting 5/21/21
 - Baby pool - 2 sets of 2 lounge chairs along each side of the baby pool (16) plus 4-6ish regular chairs
 - Main pool - 2 lounges in each of the painted areas on deck plus a regular chair in every other pod (or every, not sure how many of those chairs we actually have)
- Plan to stash/stack unused lounge chairs on Water heater side of the building on the sidewalk. Wrap with snow fence to deter people from grabbing them
- Pavilion table and chairs setup. May need pavilion for additional unused chair storage
- No volley ball, but still place picnic table on hill by the court
- No Tether ball
- No pull-up bar, still wrapped in snow fence from last year. *Joe's guess, forgot to ask the board.*
- No Ping Pong, assuming no corn hole for same reason
- Capping seven combined showers between both bathrooms for social distanced showering
- Typical pool layout with the addition of the short lap lane West of the regular lap lanes

1. Tennis Court

- a. Resurfacing and addition of Pickleball court contract awarded
 - i. Work started week of 3 May 2021, will take ~45 days to complete.
 1. Closing court (new locks) 5/16/21
 - ii. Three tennis courts and a pickle ball court
 - iii. ~~BPRA needs to remove all grass and such from the courts as well as clear all debris.~~ **Done prior to 5/16/21**
 - iv. ~~Back board needs to be moved off the court~~ **Joe Moeller Done 5/16/21**
 - b. ~~Trash notice board, or what's left of it, mounted to fence. Next time dumpster is available.~~ A replacement notice board should be installed somewhere outside the pool fence before the 2021 season starts – location TBD. **Lucas Moeller Done 5/16/21**
 - c. Replace signs next to gates
 - i. **Dave** will provide Joe verbiage so he can order two new signs
 - d. Tennis Committee may recommend inside-the-fence benches at some point.

2. Basketball court

- a. Find and mark property corners

- i. Where are the boundary lines between BPRA property, the County property, and the Griesbauer property?
- b. See if MoCo will fix sidewalk next to long sidewalk
 - i. After trees next to tennis courts are removed, contact the county **Jackie Fary-Moeller**
- c. Fill hole in sidewalk between basketball court and parking lot **Juan Carlos #2**

3. Parking Lot

4. Perimeter

- a. Widen double gate by two feet
 - i. It's too narrow and thus gets hit and mangled a lot
 - ii. At some point when we have funds, or when we setup the playground equipment fence. If that ends up at the East end of the property.
 - iii. Get a quote for board to consider **Joe Moeller**
- b. Straighten exit gate. Someone hit the left gate **Joe Moeller**
- c. Community notice board by the entrance gate **Chris Swan**
 - i. Get quotes/concepts for board to consider

5. Pavilion

- a. Gutters
 - i. Find contractors to install gutter guards so we don't have to clean them (get estimates) **Bud Kessler 4/25/21 confirmed with Bud he is still willing to pursue this.**
- b. Table and chairs quantity
 - i. End of season stack chairs in stacks of 10
 - ii. Going forward (Numbers decided on at Fall 2019 walk thru)
 - 1. 16 Square tables
 - 2. 64 white plastic chairs
 - a. 4 per table
 - iii. Round tables go around the pools. Square tables live in the pavilion
 - 1. Getting larger groups using the pavilion that need tables and chairs
- c. All plastic tables and chairs
 - i. Georgetown Aquatics to pressure wash all of them
- d. Tarp for volleyball side of the building to prevent rain entry during events
 - i. Will purchase in 2022 **Joe Moeller**
- e. Odd board in the roof underlayment
 - i. Board near the pirate ship. Seems to be oozing pine pitch
 - ii. Staining the concrete red. Very odd
 - iii. Shingles above board seem to be fine
 - iv. Inspect again and possibly add tarp to see if we can stop it and thus figure out what is happening **Joe Moeller**
- f. Remove or stabilize flag stone toward pirate ship.
 - i. ~~Ted is going to remove the current stones and add dirt to bring grass up to level with the pavilion slab.~~ **From 5/4/21 Board meeting Done 5/14/21**
 - 1. Flagstone very nicely moved to top of small stair case at pavilion
- g. Picnic table needs repair. Blew over damaging a 2x6 **Juan Carlos #3**

- h. Top of small stair case railings need to be replaced. **Juan Carlos in Spring 2022**
- 6. Volley ball court
 - a. Table did not get up on concrete blocks (Check end of year)
 - i. Unless we move them all to the pavilion every year.
- 7. Pirate ship
 - a. Clean out Pirate ship of trash daily
 - i. Add to Georgetown Aquatic daily list **Joe Moeller**
 - b. Critter now has main entrance and emergency exit
 - i. Large critter rock is missing
 - 1. Will replace with cinderblock pieces **Joe Moeller**
 - c. Freshen, add to wood chips, and replace underlayment, maybe something thicker **Ted Bechtol**
 - d. Ship needs sanding before opening for the Season **Juan Carlos #4**
 - e. ~~Remove exposed weed cloth. Tripping hazard. Mark Foraker Done 5/16/21~~
- 8. Wood play equipment (North of baby pool perimeter fence)
 - a. Solicit contributions to replace
 - b. Top 2x4 needs to be replaced off season next year **Juan Carlos #5**
 - c. ~~Remove exposed weed cloth. Tripping hazard. Mark Foraker Done 5/16/21~~
 - d. Pressure wash, and paint. Rubber coat or some sort of coating on metal ladder rungs **Juan Carlos #5**
- 9. Entertainment equipment for pool
- 10. Main pump room
 - a. Fund concrete work to extend life **Karen Purdy & Joe Moeller**
 - i. Rebar is making an appearance
 - ii. Get quote to replace roof slab.
 - b. Pump room wall vent is falling apart again
 - i. Fan failing as well, replace fan motor and hood **Joe Moeller #1 Spring**
 - c. Main Pool filter pump strainer lid cracked
 - i. Looking to make a new one. Buying is Crazy expensive **Joe Moeller**
 - d. ~~Need new fire extinguisher **Joe Moeller #2 Spring Installed 4/24/21**~~
- 11. Pool Decking
 - a. Loose deck drain cover East of diving well **Joe Moeller #3 Spring**
 - b. Paint railing black, a lot of white showing where paint has peeled off or has been scraped off.
 - i. Fix/attach gaps in railing **Joe Moeller #4 Spring**
 - c. Does the landscaper weed/repair the gravel around the pool decking? **Ted Bechtol**
 - i. **Ted has an estimate from Kollins (\$1500.00) to remove the plastic black deteriorated edging around the pool deck and add pea gravel to the level of the concrete. Both the deck edge and loss edging present a tripping hazard.**
 - ii. Approved at April BPRA meeting
 - d. Deck lights very dirty
 - i. Add to Georgetown aquatics list
 - e. Deck chair **Georgetown Aquatics**

- i. Train guards how to replace straps (Lisa said she used to do it when she was a guard)
 - ii. Have material, did not happen in 2020 due to Corona Virus
 - f. Leave the foot control for the foot shower
 - i. Board said to leave foot operated shower for 2021, in case some are not comfortable using the interior showers **5/15/21**
 - g. Monitor gap under deck near the pump room. Slab has sunk and rock material has washed out from under
 - i. Fix when the pump room slab is installed
 - h. Get seams in the deck recaulked that we did not replace the first time. *Georgetown Aquatics*
 - i. **Joe Moeller** to get quote for the fall 2021
 - i. Underwater light power supply station closest to the lift chair is heaving out of the ground.
 - i. One side seems to have been pushed up six inches, causing it to be quite unlevel
 - ii. Chris proposed replacing with bench type like the underwater lights near the stairs.
- 12. Grounds:
 - a. 4x4 Posts around pool
 - i. Need to be reset *Billy and Mark Mark did many in May 2021, will revisit in Fall*
 - b. Considering adding another storage shed for the SBCA
 - i. Part to store SBCA equipment
 - 1. Signs
 - 2. Movie equipment
 - 3. Records
 - ii. Part to store BSA Pack and Troop equipment
 - iii. Size and location to be determined in the future.
- 13. Building
 - a. Roof
 - i. Roof drains need to be regularly cleaned
 - 1. At least monthly, **Ted** is doing this, I think
 - 2. Need to discuss again who does this. It may shift during the seasons
 - 3. *Ted cleared roof on 5/14/21*
 - ii. 2019 Roof repair has failed, new material is not bonded to old roof in some locations allowing water through. Some damage in girl's bathroom
 - 1. **Joe Moeller** reaching out to Fox Creek for warranty work
 - b. Building
 - i. Soffet over boy bathroom door has holes allowing birds to enter *Juan Carlos*
 - c. Water Heater room
 - i. **Added a fire extinguisher 4/24/21**
 - d. WiFi
 - i. Look at options for upgrading router and procure extender in the Spring before we open **Dave Pullen**
 - e. Leave sign in desk as is
 - i. Add phone inside check in desk *Joe Moeller Done 5/14/21*

- f. Building lights cleaned and relamped **Dave Pullen**
 - i. Joe will procure a screw bit for the lamp fixtures **Delivered 5/8/21**
- 14. Bathrooms
 - a. Men's shower pan repair
 - i. Juan Carlos said repair material from New York, no way to accomplish in April 2020
 - b. ~~Add hooks to fill in missing space~~ **Joe Moeller Done 5/10/21**
 - c. Do the ceilings need to be repainted again? Some bubbles, when was it last painted.
Ceiling was touched up Spring 2020 Juan Carlos #7
- 15. Children pool
 - a. Fan procured, need piping and intake vent **Joe Moeller**
 - b. Concrete benches are leaning, but not wobbly
 - c. Pressure wash, prime and paint inside and outside of the pump pit cover **Juan Carlos #6**
 - d. Wading pools will be open this year, with social distancing
- 16. Snack bar
 - a. ~~One ceiling fixture needs to be replaced~~ **Joe Moeller #7 Spring Replaced 4/24/21**
- 17. Office
 - a. Add dehumidifier to back office **Joe Moeller**
 - i. Was this approved? **~\$200 Not in Oct Meeting**
 - b. Add locks to filing cabinets
 - c. Combo locks with same combo as key box? **Joe Moeller #8 Spring**
 - i. Elliot will be transferring files to the back office
 - ii. Reclaim files from Kim
 - 1. Anyone heard from her?
 - iii. Move files from front office to filing cabinet
 - d. Use double door metal cabinet in back office to store unused paper products between seasons
 - i. Not sure this happened over 2020-21 winter
- 18. Security and Network [**Kye Pak and Joe Moeller**]
 - a. Need to power the pole cameras during the day \$
 - i. Need to by a 12VDC power supply for transmitter **Joe Moeller**
 - 1. Approved to move ahead with battery power for pole cameras which will allow me to reactive the parking lot light timer turning the lights off during the day
 - b. BPRA Lock box for keys
 - i. Georgetown Aquatics, center of entrance gates
 - ii. BPRA, just gates, side of entrance gates
 - iii. BPRA all the keys, side of Exit gate