

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

**1) Call to Order and review of teleconference guidelines**

President Purdy called the meeting to order at 7:37 p.m. 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, Steve Jennison, Claire Pak, and Maria (Cookie) Stagnitto. BPRA members Elliot Chabot (Governing Documents Committee Chair), Rod Oo (Board of Trustees candidate), and Rita Vaught (Bookkeeper) were also present. There currently is 1 vacancy on the Board. There was a quorum. Secretary Swan took the minutes.

**3) Approval of Agenda**

Purdy presented the proposed agenda for the meeting. Foraker requested that discussion of the welcome letter be included in the meeting. Purdy suggested that it be taken up as part of "Other Business" at the end of the meeting. Pak moved that the agenda for the meeting (as proposed by Purdy) 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) Approval of Minutes**

Purdy presented the minutes of the August 3 and October 5 Board meetings. Swan moved that the minutes of the August 3, 2021, meeting be adopted. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

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

**6) Annual Meeting**

Purdy reminded the Board that the Annual General Membership Meeting will be held on Thursday, November 18, at 7:30 p.m. on Zoom. Notices of the meeting should have arrived in all members' mail boxes by now. The order of the meeting will be:

- Candidate statements
- Proposed By-Laws amendment

- Summary of BPRA activity (past and planned)
- Potential Season Pass elimination
- Short Q&A session

Purdy reported that there has been a request for an accommodation for a member of the association with a hearing disability. The member has indicated that they will not be accessing the meeting by computer, does not use American Sign Language, and does not want third party involvement. Purdy reported that she will reach out to the member to find out what the member would like the Association to do and that the Association is committed to making reasonable accommodation for the member.

### **7) Reserve Study Draft**

Purdy presented the draft Reserve Study Request for Proposals, that Chabot had drafted with the involvement of Swan, Purdy, and BPRA Pool Helpers Coordinator Joe Moeller. A list of the 10 firms in Maryland, D.C., and Northern Virginia that conduct reserve studies and are affiliated with either the Community Associations Institute (Washington Metropolitan Chapter or Chesapeake Region Chapter) or the Association of Professional Reserve Analysts, was distributed.

Pullen asked if the provisions not traditionally in a reserve study RFP would scare off potential bidders. Chabot responded that the recently adopted amendment to the Maryland Homeowners Association Act requiring that each Montgomery County homeowner association include the reserve study recommendations in their budget changed the ground rules for reserve studies so much, that it was advisable to put that issue front and center. Traditionally, a reserve study is just a set of recommendations and then the Board would exercise its own business judgment to decide what level of funding would be in the budget.

Pullen moved that the Request for Proposals be approved and distributed. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

Purdy asked for a volunteer to coordinate sending out the RFP to potential bidders, be the contact person for bids, track the proposals received, and organize information on the proposals for the Board. Pak volunteered.

### **8) Plan of Organization**

The Board resumed its discussion from the August 3 Board meeting, about the proposed general revision of the Plan of Organization.

Purdy indicated that she had three concerns outstanding: §§ 110(b)(3), 110(i)(2)(v), and 330(a).

- **§ 110(b)(3)** - Purdy recommended that the last sentence of the subsection be deleted  
 (“Nonetheless, except where the Board determines that a matter in an emergency or otherwise

time-sensitive, the Plan of Organization recommends that new policies, and changes in policies and other important matters be reviewed by a committee before the Board takes final action.”). The Board discussed the proposed change and Purdy requested a straw vote. Purdy and Pullen indicated that they would prefer deleting the sentence and Bechtol, Foraker, Jennison, Pak, Stagnitto and Swan indicated that they would prefer to keep the sentence.

- **§ 110(i)(2)(v)** - Purdy recommended that NextDoor be deleted from the list of recommended meeting notice locations. The Board discussed the proposed change and agreed to it by consensus.
- **§ 330(a)** - Purdy recommended that “If requested by the President” be deleted. The Board discussed the proposed change and agreed to it by consensus.

Pullen asked about the use of “BPRA households” versus “Strathmore Bel Pre community” as is used in the Plan of Organization. Chabot responded that the term “Strathmore Bel Pre Community” included all of the BPRA households plus the opt-in homes

There being no further discussion, Swan moved that the Plan of Organization submitted by the Governing Documents Committee for the August 3 Board meeting be approved with the amendments to §§ 110(i)(2)(v) and 330(a). The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

## **9) 2022 Appointments**

### **a. Recommendations**

Purdy noted that the Board normally approves appointments for the year at its January meeting, but that she would like to know whether those Board members, who had not previously expressed a preference to her, would be willing to continue in their current appointed positions. Bechtol indicated that he is willing to continue as Grounds and Landscaping Coordinator. Pullen indicated that he would prefer to step down as Tennis and Pickleball Courts Committee Chair and suggested that Jim Eaton (the current Tennis Court Keys Distributor) might be willing to serve as the committee’s chair. Foraker indicated that he is willing to continue as Audit Coordinator and as Chair of the Nominating Committee. Pullen, Jennison, and Pak indicated that they would be willing to serve on the Assessments Assistance Committee.

### **b. Honoraria**

Purdy asked that the Board begin a discussion as to what positions, if any, should receive an honoraria in 2022. She noted that the system for receiving honoraria in 2020 and 2021 had been set up many years ago, before widespread use of the internet and the BPRA’s current technology tools. Some of the functions previously done by hand are now automated and responsibilities of various positions have been shifted to other positions.

Purdy indicated that she has spent an enormous amount of time getting eSoft Planner to meet the BPRA’s needs, but that function and the records upkeep functions will need to be done by someone else in the future — possibly by several people. The Board discussed the pros and cons

of situations where Georgetown Aquatics staff exercises increased responsibility for the records and software.

With Louisa Hoar's retirement as Pavilion Scheduler/Pool Pass Coordinator/Tennis Court Keys Distributor, the Administrative Assistant is the only position currently receiving an honoraria. Pullen indicated that because so many of the functions traditionally carried out by the Administrative Assistant are now done by others, he felt that the position should no longer receive an honoraria.

It was pointed out that the current Administrative Assistant, Brenda Henry, has served the BPRA for decades as the sole Administrative Assistant, and that her contributions to the BPRA should be recognized. Pullen moved that - starting in January 2022 - the Administrative Assistant position should not receive an honoraria. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed. Purdy will reach out to Henry to see if she is willing to continue (as an unpaid volunteer) to serve in the position next year, or whether she would prefer to retire.

#### **10) 2022 Calendar**

Purdy asked the Board to start a discussion about next year's calendar — noting that the President traditionally submits the proposed schedule prior to the Board's December meeting. Pullen noted that it is difficult to provide the Board with the monthly financial statement in advance of the Board meeting, when the Board is meeting the first Tuesday of the month (especially when the first Tuesday of the month is the 1st of the month). The Board discussed various alternatives and the consensus was to move the Board meetings to the third Tuesday of the month, starting in 2022.

Purdy raised the question of whether one or all of the property walk-throughs should be changed from Board meetings to a property inspection by the President, the Grounds and Landscaping Coordinator, and the Pool Property Helpers Coordinator. Swan pointed out that there have been times when having the property walk-through as a meeting has been beneficial because the Board was able to immediately take action on issues raised during the walk-through and for other time-sensitive issues that occurred very close to the start of the pool season. Swan also pointed out that once a meeting is scheduled and announced, it can always be cancelled if there is no reason to hold it.

#### **11) Season Passes**

Purdy reported that the community survey on the season pass option has drawn 54 responses so far (2 by mail and 52 on-line). 27 of the respondents were season pass holders and 27 of the respondents used the household option. Purdy reviewed with the Board the reasons given by season pass holders for using that option. It was agreed that further input would be requested at the Annual General Membership Meeting, and that Board will try to decide the issue at its December meeting.

## **12) Budget & Finance**

### **a. Monthly financial statements**

Treasurer Pullen presented the new format of the monthly financial statements to the Board and invited feedback. Pullen indicated that if the new format is acceptable, he will regenerate monthly statements for each month of 2021.

Pullen reported that the Association has more than enough money in bank accounts to meet all current business needs. The final bill for the 2021 pool season has not yet been received from Georgetown Aquatics.

### **b. Delinquent Accounts**

Pullen requested that the Board authorize him to not forward to the Association's attorney an account that is less than \$60 in arrears. The Board agreed by consensus to the request.

Pullen also reported that Ron Taylor is the new Director of Finance and Operations for the Barrie School (the Barrie School currently administers the largest block of BPRA memberships of any single property owner). Pullen will meet with Taylor to see about getting attendance proxies for the upcoming BPRA General Membership meeting and to make sure that all accounts are up to date.

### **c. Other items**

None.

## **13) Committee Reports — Questions about reports**

None.

## **14) Other Business**

Stagnitto presented a proposed welcome letter for new and perspective members of the community. The letter had previously been reviewed by several members of the Board and committee chairs. Swan moved that the letter be approved for distribution with the HOA Documents packets that go to real estate agents on request. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

## **15) Adjournment**

There being no further business, the meeting was adjourned at 8:54 p.m. The next annual General Membership meeting is scheduled for Thursday, November 18, 2021, at 7:30 p.m., by teleconference. The next regular monthly Board meeting is scheduled for Tuesday, December 7, 2021, at 7:30 p.m., by teleconference. The next Town Hall meeting is scheduled for Tuesday, December 7, at 8:00 p.m., by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary