

## **Bel Pre Recreational Association (BPRA) Board of Trustees**

Minutes of Meeting of January 4, 2022

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

President Purdy called the meeting to order at 7:35 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, Treasurer Dave Pullen, Secretary Chris Swan, Ted Bechtol, Steve Jennison, Rodney Oo, Claire Pak, and Maria (Cookie) Stagnitto. BPRA members Elliot Chabot (Governing Documents Committee Chair) and Joe Moeller (Pool Property Helpers Coordinator) were also present. Vice President Mark Foraker was not 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 (as proposed by Purdy) be approved. The motion was seconded and approved, with Bechtol, Jennison, Oo, 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 December 7, 2021, Board meeting. Swan moved that the minutes be adopted. The motion was seconded and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

### **6) Physical Facilities**

Moeller reported that:

- Tennis Courts:
  - The old road side gate chain was hacked. Joey Moeller will weld it back together.
  - Joe Moeller is working on getting pricing for inside-the-fence benches.
  - Joe Moeller and Chris Swan will follow up on a message board for outside the tennis courts and one for outside the pool entrance.
- Basketball court:
  - Juan Carlos Mora will fix the cracks in the sidewalk between the basketball court (and tennis courts) and the parking lot.
  - Montgomery County Government put on asphalt to patch the sidewalk behind the tennis courts that connects Bethpage Lane to Birchtree Lane.

- Perimeter:
  - ▶ Joe Moeller will get estimates for widening the double gate by 2 feet. The current gate is too narrow, and thus gets hit and mangled a lot. Joe Moeller will save the old gate.
  - ▶ Joe Moller will straighten the exit gate. Someone hit the left gate.
- Pavilion:
  - ▶ Bud Kessler is still trying to find a contractor to provide estimates to install gutter guards, so we won't need to clean them so often.
  - ▶ Joe Moeller is ready to purchase a tarp for the volleyball side of the pavilion, to prevent rain entry during events. Consensus of the Board was to wait and see if we will be having events in the pavilion in 2022.
- Pirate Ship:
  - ▶ Ted Bechtol will freshen/add to the wood chips around the pirate ship; and will also look into adding mats under the pirate ship's swings.
- Entertainment equipment for pool:
  - ▶ The portable basketball hoop needs some tender loving care. Joe Moeller will look into filling the base with gravel instead of sand.
- Main pump room:
  - ▶ It has been five years since the pump room structural condition survey by Holbert Apple Associates, Inc. (Structural Engineers). Joe Moller will contact Holbert Apple Associates to get a cost estimate for an updated pump room structural condition survey.
  - ▶ The pump room wall vent is falling apart again and the fan is failing as well. Joe Moeller will replace the fan motor and hood.
- Pool Decking and Fencing:
  - ▶ Loose deck drain cover east of the diving well. Joe Moeller will repair in the Spring.
  - ▶ Joe Moeller will ask Juan Carlos Mora for an estimate for painting the railing black (a lot of white is showing where the paint has pealed off or has been scraped off).
  - ▶ Joe Moeller will look into replacing the railing around the children's pool with something that does not need to be repainted.
  - ▶ Joe Moeller will return the foot shower control before the 2022 season.
  - ▶ Joe Moeller will again seek a quote from Georgetown Aquatics to re-caulk deck seams that were not replaced last time; with the work to be done in the Fall of 2022.
  - ▶ The underwater light power supply station closest to the ADA chair lift is heaving out of the ground. One side seems to been pushed up six inches, causing it to be out of level. Joe Moeller plans to implement Chris Swan's recommendation to encase it with bench-type platform, like one covering the underwater lights near the stairs to the pool.
- Grounds:
  - ▶ Billy Rupert and Mark Foraker had reset the 4x4 posts around the pool in May 2021. They will revisit them this Fall.

- ▶ Consider adding another storage shed for the Strathmore Bel Pre Civic Association. This would be used in part to store the Civic Association's signs, movie equipment, and records. Part of it would be used to store Boy Scouts Troop/Pack 763's equipment. Size and location of the shed to be determined in the future -- perhaps after the Spring of 2022.
- Building:
  - ▶ Water piping overhead the hot water heater electronics has a very slow leak. At the end of last season, a large pipe was used to divert the water. Joe Moeller will repair the leak in the Spring.
  - ▶ Dave Pullen is looking into options for upgrading the WiFi router and procuring an extender in the Spring, before the pool opens. The current WiFi booster was provided by the Swim Team. The last time an upgrade to the router was needed, Verizon paid for it as part of a fiber upgrade. The preliminary consensus of the the Board is to buy an extender, but the issue will be revisited by the Board in a month or so.
  - ▶ John Kominski would like the Swim Team trophy display case plexiglass returned to the display case (the plexiglass has been used for the 2020 and 2021 seasons to shield the lifeguards at the check-in desk). Rod Oo offered to supply replacement plexiglass for the check-in desk.
- Bathrooms:
  - ▶ The repair of the men's shower pan had not taken place previously because of difficulty getting the necessary material. It is the consensus of the Board to hold off pursuing the repairs at this time.
- Children's pool:
  - ▶ The new fan for the children's pool pump pit has been procured. Joe Moeller will look into piping and intake vent.
- Office:
  - ▶ Board authorization needed before Joe Moeller can go forward to purchase a dehumidifier.
  - ▶ Elliot Chabot has files that will be put into the filing cabinet in the back office, once there is humidity control in the room. Steve Jennison offered to speak with retired BPRA Administrative Assistant Brenda Henry to get help getting back the blueprints and other files held by former BPRA Vice President Kim Waters.
  - ▶ The double door metal cabinet in the back office should be used to store unused paper products between seasons.
- Security and Network:
  - ▶ Joe Moeller has purchased a 12 VDC power supply to the transmitter. Battery power for the pole cameras will allow reactivating the parking lot light timer to turn the lights off during the day.
  - ▶ Kye Pak, Chris Huffine, and Joe Moeller will come up with a plan and present to the Board to replace the failed analog cameras and add more cameras to the parking lot pole.

Pullen requested that Moeller provide a list of costs in priority order and indicating which costs are to come from the monthly allocation approved by the Board for use by the Pool Property Helpers Coordinator, and which costs are outside that fund.

**7) Proposed 2022 BPRA Calendar**

Purdy presented the proposed 2022 calendar that had previously been distributed to the Board. Purdy reported that she had tried to use the third Monday of each month as the regular meeting day, but there were too many problems reconciling that with the deadlines for adoption of the budget, the 5-Year Plan, and the annual assessment, along with the deadlines for the annual mailings. The proposal was discussed, with decisions made with alternatives for the July and September Board meetings. Purdy moved that the amended calendar be adopted (see Attachment 1 of these minutes), with the understanding that Financial Statements will be distributed as “Draft” and “Final” Statements for the month distributed by the 3<sup>rd</sup> week of the month. The motion was seconded and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**8) Method of meeting (Zoom vs in person)**

Purdy reported that the new § 11B-113.6 of the Maryland Homeowners Association Act makes permanent the authority that the Montgomery County Commission on Common Ownership Communities had temporarily granted (in its letters of March 6 and April 2, 2020), that homeowners’ associations may hold Board, General Membership, and committee meetings using teleconferencing. Pak moved that meetings not held at the pool continue to be held by teleconference. The motion was seconded, discussed, and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**9) Proposed 2022 BPRA Appointments**

President Purdy presented her list of appointments for Board approval (see Attachment 2 of these minutes). Swan moved that the appointments be approved as presented. The motion was seconded, discussed, and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**10) Set annual dues assessment due March 2022**

Purdy recommended that the assessment due March 1, 2022 be set at \$350. \$350 is the maximum authorized for 2022 at the January 23, 2020, Special General Membership Meeting. Pullen moved that the annual assessment due March 1, 2022 be set at \$350. The motion was seconded, discussed, and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**11) Annual assessment notice**

**a. Authorize funds**

Purdy asked the Board to authorize funds to mail out the annual assessment notice required by the governing documents. Purdy noted that the Strathmore Bel Pre Civic Association and the Strathmore Bel Pre Dolphins Swim Team will reimburse the BPRA for their share of the mailing

(based on the number of pages devoted to each group). Pullen reported that the mailing will include a return envelope. Jennison moved that an amount not to exceed \$950 be authorized for the mailing. The motion was seconded, discussed, and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**b. Inclusion of SBP Dolphins**

Purdy requested that the Dolphins be included in the annual assessment notice mailing on the same basis as the Civic Association. Pullen moved that Purdy's proposal be adopted. The motion was seconded and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**c. Other**

None.

**12) Adoption of Budget/By-Laws Fiscal Year Amendment**

Purdy reported that the General Membership approved an amendment to the By-Laws changing the BPRA fiscal year from March 1 thru the last day of February to January 1 thru December 31. The due date for annual assessment payments remains at March 1. Treasurer Pullen noted that the existence of the short fiscal year that ran from March 1, 2021 to December 31, 2021 does not entitle members to a \$54.17 rebate or credit (1/6 of the \$325 that was due March 1, 2021), since the dues are annual. No objection was raised to Pullen's determination.

Pullen moved that the budget previously proposed by the Board (and distributed to the General Membership) as the FY23 budget be adopted as the calendar year 2022 budget. The motion was seconded and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**13) Authorization of Funds - eSoft Planner 2022**

Purdy reported that the current 1-year license for eSoftPlanner is expiring. Pullen moved that \$900 be authorized for this year for eSoft Planner licenses. The \$900 does not include any module add-ons. If there appears to be a need for add-ons, the eSoft Planner Coordinator will notify the Board and ask for authorization. The motion was seconded, discussed, and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

**14) Reserve Study Draft**

Stagnitto reported on the review of the Reserve Study Working Group of the reserve study proposals submitted in response to the BPRA's Request for Proposals. Four firms sent proposals: ASG (Architectural Support Group, LLC) of Olney; Criterium Harbor Engineers of Annapolis; Falcon Group of Rockville; and PM+Reserves, of Chantilly. The Working Group recommended that BPRA hire one of the four firms for the reserve study. The Board then engaged in spirited discussion.

The Board agreed by consensus to give preliminary approval for one of the four firms, pending negotiations on items raised during the Board's discussion. Purdy asked Pak to notify the four firms that BPRA will respond to their proposals by the first week of March and to correspond with the one firm concerning timelines and negotiations. Purdy asked Stagnitto to coordinate with Pak, Oo, and Purdy to review comments and questions. Swan asked that she and Chabot be included in that group.

## **15) Budget & Finance**

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

Treasurer Pullen presented the preliminary monthly financial statement, which had previously been distributed to the Board. Pullen reported that the Association has more than enough money in its accounts to meet all business needs for the next few months. The annual assessments due March 1 will add substantially to the Association's resources. Pullen reported that he does not anticipate any short-term financial crises and expects that 85% of the assessments will be received by March 1.

Pullen also reported that Rita Vaught, the BPRA's interim bookkeeper, is still working on cleaning up the Association's records. Pullen hopes to have a recommendation for a new bookkeeper by the February Board meeting.

Pullen recommended that up to \$240 be authorized for the interim bookkeeper for work in January (10 hours at \$24 per hour). Swan moved that up to \$300 be authorized. The motion was seconded, discussed, and approved, with Bechtol, Jennison, Oo, Pak, Pullen, Purdy, Stagnitto, and Swan in favor, and none opposed.

### **b. Delinquent accounts**

Pullen reported that the number of delinquent accounts is shrinking. Thomas Schild Law Group has filed suit against one more household, based on the authority granted by the Board December 7, 2021.

### **c. FY change application (By-Law amendment) tax return filing**

Pullen reported that he will reach out to Larry Vaught, who has been the BPRA's tax preparer for many years, about filing the BPRA's tax return for the short fiscal year (March 1 to December 31, 2021) and to apply for IRS authorization to permanently change the BPRA's fiscal year to the calendar year. Pullen reported that the IRS normally grants requests from non-profit corporations to change their fiscal years. Pullen indicated that L. Vaught has been charging the BPRA \$275 for preparing the Association's tax returns.

### **d. Financial audits**

In the absence of Audit Coordinator Foraker, Purdy reported that there has been no change in the status of the audits. Foraker will resume working on this in mid-January.

**e. Other items**

Pullen reported that he is trying to improve the accuracy of the BPRA's owner records -- and is matching the BPRA records with the Maryland land records to verify owners' names.

Pullen also reported that because there have been so many home sales recently, he has been addressing the mailings to "BPRA Homeowner" in order to circumvent U.S. Postal Service automated procedures that forward mail based on the NAME it associates with an address, often resulting in our mailings being sent to the previous homeowner. Pullen reported that the assessment letter will be provided to Mailings Unlimited early enough that the letter should arrive at all BPRA homeowners' addresses by the first week of February.

Pullen further reported that he expects that the Finance Committee will have recommendations for amendments to the Annual Dues Collections Policy for the February Board meeting.

**16) Committee Reports — Questions about reports**

None.

**17) Other Business**

None.

**18) Adjournment**

There being no further business, the meeting was adjourned at 9:12 p.m. The next regular monthly Board meeting is scheduled for Tuesday, February 1, 2022, at 7:30 p.m., by teleconference.

Respectfully submitted,

-- Chris Swan, Secretary

## Attachment 1

### Approved 2022 calendar for BPRA Board Meetings, elections, budget, & property walk-throughs

**January 4, 2022** (Tuesday) – Board meeting via teleconference

- Adopt Annual Budget
- Set the annual assessment

**February 1, 2022** (Tuesday) – Board meeting via teleconference

**March 1, 2022** (Tuesday) – Board meeting via teleconference

**\*April 2, 2022** (Saturday) – Board meeting at pool with property walk-through (9 a.m.). *\*to be confirmed at a later date*

**April 5, 2022** (Tuesday) – Board meeting via teleconference (Easter is 4/17, MCPS spring break is 4/9 to 4/18)

**May 3, 2022** (Tuesday) – Board meeting via teleconference

**\*May 14, 2022** (Saturday) – Board meeting at pool with property walk-through (9 a.m.) *\*to be confirmed at a later date*

**May 28, 2022** (Saturday) – Memorial Day weekend starts – pool opens

**June 7, 2022** (Tuesday) – Board meeting via teleconference or at pool

**June 21, 2022** (Tuesday) – Board meeting via teleconference or at pool (if needed)

**July 12, 2022** (Tuesday) – Board meeting at the pool (July 4th is a Monday)

**July 26, 2022** (Tuesday) – Board meeting via teleconference or at pool (if needed)

**August 2, 2022** (Tuesday) – Board meeting via teleconference or at pool

**August 16, 2022** (Tuesday) – Board meeting via teleconference or at pool (if needed)

**August 19, 2022** (Friday) – Deadline for the Nominating Committee recommendations to the General Membership (*60 days prior to the notice of the Annual Meeting*)

**September 5, 2022** (Monday) – Labor Day – last day of pool season

**September 13, 2022** (Tuesday) – Board meeting via teleconference or at pool

**September 27, 2022** (Tuesday) – Finance Committee transmits its Annual Budget recommendations to the Board. Long Term Planning Committee submits its annual 5-year plan to the Board. (1 week before items are to be considered by the Board.)

**October 3, 2022** (Monday) – deadline for candidates (not nominated by the Nominating Committee) to notify the Secretary that they are running for a seat on the Board (*45 days before the Annual Meeting*)

**October 4, 2022** (Tuesday) – Board meeting via teleconference

- Board approves preliminary budget to be submitted to the General Membership with the
- Annual Meeting notice.
- Deadline for action on any recommendations from Nominating Committee concerning the nomination and election rules



**October 18, 2022** (Tuesday) deadline for Annual Meeting notice to the General Membership (*30 days before annual meeting*)

**November 1, 2022** (Tuesday) – Board meeting via teleconference

**November 17, 2022** (Thursday) – Annual Meeting via teleconference

- Election of Trustees
- Presentation of annual budget

**December 6, 2022** (Tuesday) – Board meeting via teleconference or location TBD followed by Reconvened Annual Meeting (if needed) or Town Hall meeting

- Election of officers at Board meeting (must be done within 30 days of the annual meeting)

**January 3, 2023** (Tuesday) – Board meeting via teleconference

- Adoption of budget
- Set the annual assessment

**Attachment 2**  
**Approved 2022 Appointments**

- Pool & Recreational Facilities Committee Chair –Maria (Cookie) Stagnitto
- Entertainment & Recreation Committee Chair – Chris Swan
  - o Block Party and Spring Thing Coordinator – Maria (Cookie) Stagnitto & Claire Pak
  - o Trunk or Treat Coordinator - Chris Swan
- Neighborhood Dispute Resolution Committee Chair – vacant/TBD
- Finance Committee Chair – Dave Pullen
  - o Audit Coordinator – Mark Foraker • Assessment Assistance Committee
  - o Chair– Dave Pullen
  - o Members – Steve Jennison, Claire Pak
- Governing Documents Committee Chair – Elliot Chabot
- Nominating Committee Chair – Mark Foraker
- Long Term Planning Committee Chair – Karen Purdy
- Grounds and Landscaping Coordinator – Ted Bechtol
- Tennis Courts Committee Chair – vacant/TBD (Dave Pullen until replacement appointed)
- Administrative Assistant – vacant/TBD
- Pavilion Scheduler – vacant/TBD
- eSoft Planner Coordinator – Karen Purdy (interim)
- Tennis Court Keys Distributor – Jim Eaton
- MapMaster – Paul Spelman
- New Member Recruitment Coordinator – vacant/TBD
- Web Master – Billy Ruppert
- Pool Property Helpers Coordinator – Joe Moeller
- Pet Waste Station Coordinator – Jackie Fary-Moeller

Of the positions listed, the following receive honoraria: none (to be reviewed in the future)