

Bel Pre Recreational Association (BPRA) Board of Trustees
Minutes of Meeting of September 13, 2022

1) Call to Order and review of teleconference guidelines

President Purdy called the meeting to order at 7:31 p.m. The meeting was held virtually via Zoom, 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, Rodney Oo, and Claire Pak. Vice President Mark Foraker and Steve Jennison were absent. BPRA members Elliot Chabot (BPRA Governing Documents Committee Chair), Joe Moeller (Pool Property Helpers Coordinator), Kye Pak (former Trustee), and Patrick Welteroth (BPRA Trustee candidate) were also present. There was a quorum. Secretary Swan took the minutes.

3) Approval of Agenda

Claire Pak moved that the agenda for the meeting (previously distributed by President Purdy) be approved. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

4) Conflict of Interest Disclosure

President Purdy asked the Board whether, based on the agenda just approved, or on any new business which a Trustee intends to raise at this meeting, does any member perceive the need, or intend, to declare a conflict of interest, as that term is defined in the BPRA Conflict of Interest Policy, with any item proposed for discussion or decision at this meeting. No member responded affirmatively.

5) Statements by Association Members

BPRA members were invited to speak on any items. No statements from association members were made.

6) Approval of Minutes (August Board Meeting)

Purdy reported that Swan had distributed draft minutes for the August 2, 2022, meeting. Pullen moved that the minutes for August 2 be approved, with the following amendments to item 13(b):

- Replace “go out in August” with “go out no later than September 15”; and
- Replace “August 30” with “September 30”.

The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

7) Broomall Lane Drainage/Fence Issue

Oo reported that he spoke individually with former Board Secretary Gordon Klang and Klang’s neighbor concerning their dispute over fencing and drainage. The neighbor was not willing to discuss the issue with Klang. Oo therefore suggested that Klang reach out to the Montgomery County Department of Permitting Services.

8) End of Season Pool Update/Recap

Pool and Recreational Facilities Committee Chair Bechtol reported that he would follow up with Georgetown Aquatics regarding the status of year-closing activities.

Oo reported that he had scrubbed down the snack bar and that it is in pretty good shape. All Pizza Stop food has been removed from the snack bar. Moeller indicated that, once the Swim Team food has been removed, the refrigerator and freezer can be unplugged and left open over the winter.

9) Physical Facilities

Pool Property Helpers Coordinator Moeller reported that:

- The Swim Team cups in the tennis/pickleball court fence will be removed before the Civic Association's annual yard sale (September 25).
- Work on the pool fence was completed September 8. The barbed wire has been repaired and replaced so all of the barbed arms face outward. The double gate has been made 2 feet wider. The old doors will be kept for possible reuse with the tennis/pickleball fence.
- The pool-side chairs need to be fixed.
- The plan for pavilion tarps will be presented to the Board in the Spring.
- The trophy case lighting has been replaced.
- Moeller recommends that a separate circuit for the lighting over the check-in desk be installed.
- Both trash dumpsters have been emptied for the season. Starting next season, Georgetown Aquatics should check the area behind the dumpsters.
- Both pool chairlift batteries died this season. Georgetown Aquatics replaced the batteries. Moeller will add a backup.
- The hot water heater was repaired.
- The water fountain has a drain leak. Moeller can fix the problem or replace the water fountain with one that can fill water bottles.
- The post-season property walk-through should wait until Georgetown Aquatics has finished its end-of-season work.
- Pullen has not yet received Georgetown Aquatics' end-of-season invoice. Bechtol will follow up with Georgetown Aquatics.

Kye Pak reported that he and Joe Moeller, Chris Huffine, and Daniel Breeden have been developing plans to improve the pool's WiFi. The WiFi coverage is currently very spotty. This causes problems with the eSoft Planner system for check-in. Though the WiFi system was state of the art when it was installed many years ago, it is now outmoded. Pak would like to reach out to Verizon for recommendations to upgrade the system. The group has identified two possible replacement systems or upgrading the current system as alternatives. Moeller noted that an improved WiFi would also assist with the pool's security system.

Swan moved that Pak (in coordination with Treasurer Pullen) be given access to the Association's Verizon account to determine the current status of the system and to report back to the Board. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

10) Tennis Court Warranty Work Update & Funds Authorization

Tennis and Pickleball Courts Committee Chair Pullen reported that there are cracks in the courts, even though the new installation was completed last year. Pullen, Purdy, Bechtol, and Committee member Cookie Stagnitto met with Mid-Atlantic Asphalt (the company that repaired the courts). Mid-Atlantic agreed that there was more cracking than expected, as well as acknowledging apparent prod-

uct/application failures that they wished to research further before recommending an appropriate remediation.

Pullen moved that the President, with the concurrence of the Treasurer and the Chair of the Pool and Recreational Facilities Committee, be authorized to approve repairs to the tennis and pickleball courts, not to exceed \$5,000. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

11) Reserve Study

Purdy reported she has requested the PM+ Reserves make several minor revisions to the Reserve Study to conform to the Board's discussion of August 9, 2022. Pullen moved that the Board approve the Reserve Study with the revisions. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

Governing Documents Committee Chair Chabot pointed out that an amendment (effective October 1) to the Maryland Homeowners Association Act requires publication of the Reserve Study to Association members. Pullen moved that the final version of the Reserve Study be posted on the password protected Financial Documents page of the Strathmore Bel Pre website, by October 1, 2022. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

12) December Board meeting and Town Hall meeting – date change?

Purdy reported that she will not be able to attend the December 6 Board meeting and the December 6 Town Hall meeting because of a family commitment. Swan moved that the December Board meeting and the Town Hall meeting be moved to Thursday, December 8. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

13) FY2023 Budget

Finance Committee Chair Pullen reviewed the proposed budget (recommended by the Finance Committee) with the Board, noting that:

- The budget has been reformatted and restructured from last year to meet the Reserve Study requirements contained in the recent amendments to the Maryland Homeowners Association Act.
- The recommended \$375 annual assessment is consistent with the proposal approved by the General Membership in January of 2020.
- 90% of the Association's budget income is from the annual assessment.
- In the joint mailings with the Swim Team and the Civic Association, those two organizations pay their proportional share of printing and postage.
- Donations for the pet waste station have consistently covered the costs of the station.
- The Association's law firm (Thomas Schild Law Group) has closed out 4 multiyear delinquencies this year.
- Credit card costs are budgeted at a higher level because of the large increase in credit card use to pay dues since members can now pay through eSoft Planner.
- "FOG" in the proposed budget is "fat, oil, and grease".
- The proposed pool operation expense increase is based on a preliminary estimate.

Purdy noted that the reserve fund contribution in the proposed budget does not match up with the planned reserve expenditures in the Reserve Study summary, because the Association's estimate of

what **will be spent** in 2023 does not match (nor is it required to match) what the Reserve Study stated **should be set aside** to maintain the Association's major systems. The Reserve Study does not mandate expenditures, it mandates that funds need to be set aside for repair and replacement to maintain the current facilities. The Reserve Study does not provide for new or changed or additional facilities.

In accordance with Article VIII, § 7 of the BPRA By-Laws, Pullen moved that the draft budget (with minor corrections) be sent to the general membership. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

13A) Extension of the meeting

Swan moved that the meeting be extended to 9:30 p.m. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

14) Annual Meeting mailing – contents and funds authorization

In accordance with BPRA By-Laws Article VIII, §§ 3 & 7, and Article X, § 1; and Montgomery County Code § 10B-17, Pullen moved that, the notice of the annual meeting be mailed to the General Membership, not to exceed \$1,200. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

15) Budget & Finance

a. Monthly financial statements

Pullen reported that the Association is in fine condition to meet all of its expected business needs through the end of the year.

b. Delinquent accounts (notice of intent to refer to Schild any/all 2022 delinquent accounts as of October 1)

Pullen reported that, consistent with the BPRA's Annual Dues Collection Policy, any account not paid in full by September 30, will be referred to the Association's attorney for collection. Notice to homeowners, who have not paid their annual assessment and any late fees or interest, in full, have been sent out by certified mail. Pullen moved that any account with less than \$60 due not be referred to the Association's attorney. The motion was seconded and approved, with Bechtol, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

c. Other items

Pullen reported that there is no update available on getting a CPA to conduct the Association's audit.

16) Committee Reports

a. Questions about reports

None.

b. Other

Pool and Recreational Facilities Committee Chair Bechtol moved that an amount not to exceed \$500 be authorized for fertilizer and grass seed. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

Swan reported that Kye Pak has agreed to get the road closure permit needed for BlocktoberFest; and Scout Troop 763 will be moving chairs and tables from the shed at the pool to the BlocktoberFest site.

Volunteers are still needed for BlocktoberFest (October 15) and Trunk or Treat (October 29). Swan moved that funds to reserve a room at Bel Pre Elementary School (so that BlocktoberFest participants will have access to bathrooms) be authorized. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Oo, Pak, Pullen, Purdy, and Swan in favor, and none opposed.

17) Other Business

None.

18) Adjournment

There being no further business, the meeting was adjourned at 9:28 p.m. The next regular monthly Board meeting is scheduled for Thursday, October 6, 2022, at 7:30 p.m., by teleconference, via Zoom.

Respectfully submitted,

-- Chris Swan, Secretary