

BPRA Administrative Assistant's report

October 2019

(New information highlighted in yellow.)

1. Activity Report and Upcoming dates

- 10/1/19 (7:30 pm) - Board meeting at Bel Pre Elementary School - room 138 (approve preliminary budget to be submitted to the General Membership with the Annual Meeting notice; approve any final recommendations from Nominating Committee concerning nomination and election rules)
- 10/7/19 - deadline for trustee candidate petitions to Secretary
- 10/9/19 - probable deadline for *Bugle* articles
- 10/15/19 - deadline for homeowners who were sent Delinquency Letter to pay before debt will be turned over to attorney for collection.
- 10/19/19 (3-6 pm) - Blocktober Fest
- 10/22/19 - deadline for Annual Meeting notice to General Membership
- 11/2/19 (6-8 pm) - Trunk or Treat at Pool Parking Lot
- 11/5/19 (7:30 pm) - Board meeting at Bel Pre Elementary School, room 138
- 11/11/19 - deadline for Treasurer to provide Secretary with an alphabetized list of all BPRA members (showing who is paid up)
- 11/21/19 (7:30 pm) - Annual General Membership Meeting at Strathmore Elementary School all purpose room (election of trustees; presentation of annual budget) -- set-up 6:30, sign-in starts 6:45, Civic Association meeting 7:00 to 7:30
- 12/3/19 (7:30 - 7:55 pm) - Board meeting at Strathmore Elementary School, media room, (election of officers)
- 12/3/19 (8:00 pm) - carry-over meeting of Annual General Membership Meeting at Strathmore Elementary School all purpose room
- 1/7/20 (7:30 pm) - Board Meeting at Bel Pre Elementary School - room 138 (adopt FY21 budget; approve appointments of BPRA officials; target date for adopting preliminary calendar for 2020 elections and the adoption of the FY22 budget; target for adopting schedule for pool property walk-throughs and additional Board meetings.)
- 1/9/20 (7:30) - Special General Membership meeting - annual assessment increase at Strathmore Elementary School all-purpose room. Registration starts at 7:00.
- 1/16/20 (7:30) - 2nd Special General Membership meeting - annual assessment increase at Strathmore Elementary School all-purpose room. Registration starts at 7:00.

- 1/23/20 (7:30) - 3rd Special General Membership meeting - annual assessment increase at Strathmore Elementary School all-purpose room. Registration starts at 7:00.
- 2/1/20 - annual assessment notice should be received by members.

2. Mail pick up

Dave Pullen is picking up the mail.

3. CUPF (Community Use of Public Facilities) room reservations

Reservations have been made and confirmed for the Board meetings and General Membership meetings for October 2019 to January 2020.

CUPF was willing to change the Board meeting reservations at Bel Pre from room 161 to room 138 (where the Board used to meet), because the school converted 161 into a regular classroom (instead of a staff room with adult size furniture) after we made our reservations. Room 138 is normally not rented out. CUPF has no objection to us using 138 after January, if it's ok with the school (as long as we rent some classroom in the building for the same time).

4. Training

Montgomery County Code § 10B-17(h) requires that every homeowners association director elected or appointed on or after January 1, 2016, must take a CCOC-approved training within 90 days of becoming a director. The BPRA Plan of Organization § 13(d) requires the Administrative Assistant to retain a copy of each Board member's certificate of completion of training.

Director	Deadline to take training	Completed training
Ted Bechtol	3/4/19	3/3/19
Elliot Chabot	2/15/17	1/25/17
Chris Jennison	2/15/17	12/8/16
Steve Jennison	3/4/19	3/4/19
Greg Miller	3/5/18	11/8/18
Karen Purdy	3/4/19	2/26/19
Billy Ruppert	3/5/18	2/25/18
Larry Vaught	3/5/18	Has still not taken training
Megan Virga	2/15/17	2/14/17

5. Opt-in properties

Homeowners who have informed the BPRa that they would like to join the BPRa by filing permanent Declaration in the land records:

Owners	Address	date notified BPRa	status
Sergio Lacambra & Maria Pilar Garcia	13423 Rippling Brook Drive	10/2/17	received payment and notarized covenant
Susan Lynette Gannaway & Patrick M. Williams	13324 Hathaway Drive	2/28/18	received payment and notarized covenant.
William Alan Totten & Sharon Wolz Totten	2609 Belle Crest Lane	6/2/18	received payment and notarized covenant
Carole Stevens	13413 Rippling Brook Drive	5/5/19	received payment and notarized covenant

Other homes that are eligible to join BPRa by filing permanent Declaration in land records:

Bainbridge Lane: 2600, 2601, 2603, 2608, 2612, 2613, and 2615

Belle Crest Lane: 2607, 2613, 2615, 2617, 2700, 2703, 2704, 2705, 2706, and 2707

Briar Path Lane: 13418

Deckman Court: 5, 6, and 10

Deckman Lane: 2208, 2209, 2220, 2216, 2217, 2228, 2237, 2300, 2305, 2316, 2324, 2328, 2331, 2332, 2335, 2339, 2347, 2350, 2354, and 2355

Deckman Terrace: 13601 and 13605

Hathaway Court: 2, 3, 4, 6, and 8

Hathaway Drive: 13316, 13318, and 13322

Regina Drive: 2807, 2809, 2810, 2811, 2812, 2814, 2815, 2816, 2903, 2904, 2909, 2910, and 3000

Rippling Brook Drive: 13404, 13407, 13408, 13412, 13414, 13415, 13424, 13425, 13426, 13507, and 13508

6. Rental properties

Updating the homeowners list, to include the rental and homes sold over the past year. Here is the current list:

Rentals - Not including group homes

Property address	Owner	Mailing address
Beaverwood Lane 2909	Lam Nuyen	6009 Valerian Lane N. Bethesda, MD 20852
Beaverwood Lane 3009	Hendersan Lukita	Menkis Real Estate 10410 Kensington Pkwy. #109 Kensington, MD 20895
Beechmont Lane 2604	J & J Telford	2163 Lima Loop PMB071-542 Laredo, TX 78045-6420
Beechvue Lane 14008	Vigor Abramov	Menkis Real Estate 10410 Kensington Pkwy. #109 Kensington, MD 20895
Beechvue Lane 14116	Rhonda Watson	Noah's Properties 313 Main Street Gaithersburg, MD 20878
Beret Lane 3224	Ponak	3 Gerald Court Rockville, MD 20855
Beret Lane 3304	Pao	Jean Peng 451 Hungerford Drive #250 Rockville, MD 20850
Beret Lane 3408	Ware	210 Canty Route 37 Central Square, NY 13036
Beret Lane 3409	Lee Davies	

Property address	Owner	Mailing address
Beret Lane 3504	Mark Cokinos	4740 Chevy Chase Drive #200 Chevy Chase, MD 20815
Bethpage Lane 13824	Jae & Mi Lee	3313 Sandburg Terrace Olney, MD 20832
Bethpage Lane 13904	Russell & Elizabeth Brazil	P.O. Box 449 Rockville, MD 20848
Bethpage Lane 14005	Todd & Lisa Figanbaum	military family (plan to rent out starting July 2019) -- last away address: 2980 Ferdinand Court Fernandino, FL 32034
Bethpage Lane 14020	Kristin Hope & Jeremy Sutton	PSC 473 Box 527 FPO, AP 96349
Bingham Court 13400	O'Neal	
Blazer Court 2816	Bohden (Mike) Nakonecznky	6336 Olde Towne Court Alexandria, VA 22307
Bonview Lane 3007	Yingzhe Zhang	9721 Bellevue Drive Bethesda, MD 20814
Bonview Lane 3008	Shepard	3414 Broadmoor Drive, NE Tacoma, WA 98422
Breeze Hill Lane 14032	Gaynell Gunn	5723 27th Street, NW Washington, DC 20015
Briar Path Lane 13403	Khizar Hayat	13214 Rippling Brook Dr. Silver Spring, MD 20906
Broomall Lane 13905	Hsien-Fu Chow	2301 Greenery Lane Apt. #T3 Silver Spring, MD 20906
Broomall Lane 14017	Kim Watters	11748 Lone Tree Court Columbia, MD 21044
Deckman Lane 2205	Khayat/Adami	11820 Tall Timber Drive Clarksville, MD 21029

Property address	Owner	Mailing address
Deckman Lane 2224	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Deckman Lane 2343	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Deckman Lane 2351	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Dressler Lane 2404	Polycar Musinguzi	22 O'Neill Drive #2 Gaithersburg, MD 20877
Hathaway Court 5	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Hathaway Court 7	Oakmont LLLP	15830 Shady Grove Road Rockville, MD
Hathaway Court 9	Oakmont LLLP	15830 Shady Grove Road Rockville, MD
Hathaway Drive 13326	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Hathaway Drive 13400	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Hathaway Drive 13404	Oakmont LLLP	15830 Shady Grove Road Rockville, MD
Hathaway Drive 13409	William P. Roberts III	Barrie School 135900 Layhill Road Silver Spring, MD 20906
Norden Drive 13405	Paul & Lucia Mackell	3500 Shepard Court Chevy Chase, MD 20815
Regina Drive 3004	Parvez Lalami	7909 Ivymont Terrace Potomac, MD 20854-3721

Property address	Owner	Mailing address
Rippling Brook Drive 13704	Sunita Joshi	13507 Rippling Brook Drive Silver Spring, MD 20906
Rippling Brook Drive 13813	Yang Lin & Xuequin Xu	2215 Aventurine Way Silver Spring, MD 20904
Rippling Brook Drive 13921	Moergeli	C&C Rental Property Management 9363 Doctor Perry Road Ijamsville, MD 21754
Rockview Court 13300	Larry & Rita Vaught	13808 Bethpage Lane Silver Spring, MD 20906
Rockview Court 13301	Zhai Yidong	11814 Indigo Road Silver Spring, MD 20906

Group Homes

Property address	Owner	Mailing address
Beauwick Court 13700	CALMRA	5020 Sunnyside Ave. Beltsville, MD 20705
Beaverwood Lane 2905	ARC of Montgomery County	11600 Nebel Street Rockville, MD 20852
Beechvue Lane 14016	CALMRA	5020 Sunnyside Ave. Beltsville, MD 20705
Beret Lane 3216	CHI Centers, Inc.	10501 New Hampshire Ave. Silver Spring, MD 20903
Birchtree Lane 2954	ARC of Montgomery County	11600 Nebel Street Rockville, MD 20852
Birchtree Lane 3004	ARC of Montgomery County	11600 Nebel Street Rockville, MD 20852
Blair Stone Lane 13919	ARC of Montgomery County	11600 Nebel Street Rockville, MD 20852

Property address	Owner	Mailing address
Blazer Court 2804	Bright Side Assisted Living (Melo)	
Blazer Court 2816	Jubilee (Nak) - Bohdan (Mike) Nakoneczny	6336 Olde Towne Court Alexandria, VA 22307
Blazer Lane 14005	CHI Centers, Inc.	10501 New Hampshire Ave. Silver Spring, MD 20903
Blazer Lane 14117	Susan Burch - Porter House of Care	
Blue Spruce Lane 2845	David & Flora Baird - Layhill Manor LLC	
Breeze Hill Lane 14005	Jewish Foundation Group Homes	1500 E. Jefferson Street Rockville, MD 20852
Breeze Hill Lane 14017	Pierre & Tanie Guirand (The Angels Garden)	13418 Rippling Brook Dr. Silver Spring, MD 20906
Broomal Court 4	AlfredHouse Eldercare, Inc.	P.O. Box 9281 Silver Spring, MD 20916
Burning Bush Lane 14109	J. Rose Assisted Living (Merlynn Jayaraman)	
Bustelton Lane 3200	Pierre & Tanie Guirand (The Angels Garden)	13418 Rippling Brook Dr. Silver Spring, MD 20906

7. Solid Waste Contract

Next pick up will be in May 2020.

8. Other

Usual day-to-day operations such as transferring calls to appropriate persons.

Requests for HOA documents, etc. handled by the President:

1. 2604 Beechmont Lane - HOA documents
2. 3232 Birchtree Lane - status of accounts
3. 13904 Blair Stone Lane - certificate of insurance
4. 14016 Blazer Lane - status of accounts
5. 14105 Blazer Lane - status of accounts
6. 13908 Broomall Lane - HOA documents

7. 14001 Burning Bush Lane - BPRa certificate of insurance
8. 2405 Dressler Lane - HOA documents

Respectfully submitted,
Brenda Henry