

## **Bel Pre Recreational Association (BPRA) Board of Trustees Minutes of Meeting of April 7, 2020**

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

The board convened by teleconference at 7:34 pm. President Karen Purdy reported that the meeting was being held by teleconference because of the current COVID-19 restrictions, including the Governor's stay-at-home order and prohibition on gatherings of more than ten people; and the guidance from the Montgomery County Commission on Common Ownership Communities. Notice that the meeting would be held by teleconference was announced on the Strathmore Bel Pre website and listserv, with information on how to participate.

President Purdy announced that the standard BPRA Board meeting procedures relating to contributions by Association members would be followed:

- 15 minutes are set aside each Board meeting for statements by Association members. This time will be divided evenly between speakers; with a maximum of 5 minutes per speaker.
- Following the Statements by Association Members, non-Board members may only speak if recognized by the Chair of the meeting.

Additionally:

- Participants need to identify themselves when they are talking
- Participants may be asked to identify anyone who is present with them during the call.
- When not speaking, participants should mute the call on their end to avoid interruptions and unnecessary background noise.

### **2) Roll Call and Attendance**

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, Greg Miller, Billy Ruppert, and Larry Vaught. BPRA members Elliot Chabot and Joe Moeller were present. Secretary Swan took the minutes.

### **3) Approval of the Agenda**

After discussion, Miller moved that the April 7 agenda be approved. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

### **4) Statements by Association Members**

BPRA members were invited to speak on any items. BPRA member Joe Moeller reported that the bathhouse telephone is now working.

### **5) Approval of Minutes (February and March 2020 Board meetings)**

After discussion, Foraker moved that the February 4 and March 3, 2020, minutes be approved. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**6) Swim Team calendar**

After discussion, Swan moved that the Swim Team's proposed calendar be accepted, presuming that the pool opens on time. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed

**7) SBP Civic Association support**

After discussion, Foraker moved approval of \$800 to support *The Bugle* (\$200 per issue, in lieu of BPRA purchasing ad space) and \$500 to support the Summer Entertainment Series for the current fiscal year. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed

**8) Physical Facilities**

**a. Pump room: replacement of filters and associated piping**

Work on the pump room has been deferred to the fall. Clark Baugher, of Georgetown Aquatics, will work on the pricing and a contract.

**b. List of work to be completed at pool property**

Purdy and Moeller walked the pool property on Friday, April 3, as the Saturday April 11 walk-through meeting was cancelled. Moeller presented a list of proposed repairs, with a cost of \$2,675. After discussion, Pullen moved that the proposal be adopted, with expenditures of not more than \$2,675. The motion was seconded and approved, with Bechtol, Foraker, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and Jennison opposed.

**9) Georgetown Aquatics: status of opening preparation, contract re: late opening**

Georgetown Aquatics has been preparing the pool and facilities for the summer opening. The grounds are being cleaned up, and water is filling up the pool. It is unknown at this time whether the County Health Department will permit the pool to open, due to the COVID-19 outbreak, and/or any dates for the opening. The Board discussed operation of the contract should the pool not open, or open late. Miller will reach out to Clark Baugher regarding his opinion under these circumstances, with a focus on the payment options.

**10) Budget & Finance**

**a. Monthly financial statements**

Treasurer Pullen presented the February 29 Financial Snapshot report, Balance Sheet, and Budget Comparison-Income Statement. Pullen noted that the finances are fairly stable at this time of the year. He felt that the current expenditures all are appropriate.

**b. Delinquent accounts**

The COVID-19 situation and its impact on member's ability to pay their annual dues was discussed. Pullen presented a draft policy to cover the processes and procedures to grant leniency, and what kind of leniency will be granted. After discussion, the Board sent the proposal to the Finance Committee.

**c. Annual Assessment – status of collections**

As of April 7, 593 households have paid their BPRA dues, for a total of \$182,905.84, which is 83% of the total Recreational Association membership. 85% of those households paid by check, with the

remainder (15%) paid electronically through American Community Management's electronic lockbox. Pet waste contributions were \$670.00. The net amount to BRPA was \$182,905.84. Not paid, or in transit, are 120 BRPA members dues.

Pullen noted that approximately 100 homeowners have incorrect names and/or mailing addresses in our records. He anticipates that it will take some time to get the records correct. If anyone sees a property changing hands, let Pullen know.

Civic Association (SBPCA) dues collected were \$4,158.00, for 222 members. Pullen will issue a check in April to the SBPCA for their collected dues paid to date. SBPCA dues that arrive later in the year will be paid on a quarterly basis to the Civic Association.

**d. Delinquent Accounts**

Treasurer Pullen indicated that our law firm is actively pursuing payment of the delinquent accounts. 16 accounts are in arrears, 4 are still with the law firm.

**e. American Community Management (ACM)**

Pullen will schedule a conference call with ACM to scope out the work needed to be done over the next 2 months. He will report back to the Board.

**f. Other Items**

Audit Coordinator Foraker reported that 3 proposals have been received from firms interested in conducting the FY17-FY20 audits. Foraker, Purdy, and Pullen will review the proposals and make recommendations to the Board.

**11) Committee Reports, Administrative Assistant's Report**

President Purdy indicated that Swan needs to take the County's Commission on Common Ownership Communities training.

**a. Questions about Reports**

The County's Office of Community Use of Public Facilities (CUPF) is not accepting room reservations until May, so no reservations can be made at this time for the fall meeting room spaces.

The Board discussed use of the telephone conference calling features needed for upcoming Board meetings. Swan moved the President Purdy be authorized to spend up to \$50 for telephone conference calls. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed

**b. Entertainment and Recreation Committee – calendar changes**

Due to the measures to counteract the spread of COVID-19, the Board considered upcoming community events. Miller moved approval of the changes:

- the Spring Thing, scheduled for May 9 is canceled.
- the Dolphin Dash 5K, scheduled for May 25, moves to sometime in September
- the Summer Market and Yard Sale moves from May 30 to September 12

- the May 30 Movie Night is cancelled.

The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

The remaining community events will be held as long as the County Health Department allows the pool facilities to be open this summer:

- June 20, Music Concert, featuring Motor Driven Band (with Paul Stagnitto), 7 to 9 pm
- July 4, Independence Day parade and events at the pool
- July 11, Summer Movie
- July (date TBD), Summer Public Affairs Forum, featuring the County Police Department
- July 19, Music Concert, featuring the Breakaways (with Beth & Phil Kominski)
- August 1, Summer Movie
- August 23 [tentative], Kid's concert
- September 5, Summer Movie
- October 10 or 11, BlocktoberFest
- October 31, Trunk or Treat

**c. Snack Bar Update**

Jennison reported on his progress to locate a new Snack Bar operator. He has reached out to several potential operators, and posted a notice on the listserv. He will reach out to a new member, Rod Oo, owner of the Pizza Spot at Plaza Mercado; and also to the Edison School Culinary Program, in pursuit of a new operator.

**12) Other Business**

None.

**13) Adjournment**

There being no further business, the meeting was adjourned at 8:34 pm.

**14) Next Meeting**

The next meeting is scheduled for Tuesday May 5, 2020, at 7:30 pm by teleconference (originally scheduled to be at the Bel Pre Elementary School).

Respectfully submitted,

-- Chris Swan, Secretary