

# Bel Pre Recreational Association, Inc.

## Meeting of the Board of Trustees

### January 3, 2023

#### 1. Call to Order and Review of Teleconference Guidelines

- Teleconference guidelines were emailed before the meeting. Karen Purdy called the meeting to order at 7:31pm and reminded attendees that teleconference guidelines were in effect.
- Purdy thanked the Board for serving the community and reminded the Board that in order to facilitate efficient and effective meetings, comments, questions and interactions during meetings should be on-topic, should provide new information or insight, and should be respectful and constructive with a goal of moving things forward toward a resolution or decision.
- Purdy reminded all that the BPRC operates in accordance with a series of rules outlined in our governing documents, including by-laws, plan of organization, facility rules, etc., and that all of these documents are available on the website.
- Purdy further reminded attendees that the SBP Civic Association listserv is NOT an official channel for BPRC communication. Board members are welcome to engage on the listserv as Association members and community residents but should not engage on behalf of the Board of Trustees, with the exception of posting meeting or event notices and similar as a courtesy to SBPCA members.

#### 2. Roll Call

- Karen Purdy took attendance.
- **Present:** Board members Karen Purdy, Jay Staggs, Dave Pullen, Ted Bechtol, Rod Oo, Patrick Welteroth. Governing Documents Committee Chair Elliot Chabot joined at 8:31pm.
- **Absent:** Board members Claire Pak, Steve Jennison, Andy Popadich

#### 3. Approval of Agenda

- Jay Staggs offered a motion to approve the agenda as presented. Ted Bechtol seconded the motion.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted in favor, none were opposed, and the agenda was approved.

#### 4. Conflict of Interest Disclosure

- Karen Purdy read the standard request for COI disclosures: Based on the agenda just approved, or any new business that 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 BPRC Conflict of Interest Policy, with any item proposed for discussion or decision at this meeting?
- No conflicts were declared.

#### 5. Statements by Association Members (15 minutes)

- Karen Purdy opened the floor for statements by Association members
- No statements were made

#### 6. Approval of Minutes (December 2022 Board Meeting)

- Dave Pullen made a motion to approve the December 2022 minutes as written. Jay Staggs seconded the motion.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted in favor. None were opposed.. The December 2022 minutes were approved.

#### 7. Set Annual Assessment (due March 2023)

- Dave Pullen offered a motion to set the 2023 annual assessment at \$375 in accordance with the assessment increase plan approved by the BPRC membership in 2020. \$375 is the maximum authorized for 2023 at the January 23, 2020, Special General Membership Meeting. Jay Staggs seconded the motion.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted in favor. None were opposed. The 2023 annual assessment was set at \$375.

#### 8. Authorization of Funds – eSoft Planner 2023

- Dave Pullen offered a motion to authorize funds in an amount not to exceed \$1200 for eSoft Planner services for 2023. Jay Staggs seconded the motion.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted in favor. None were opposed. Dave is authorized to pay eSoft Planner invoices up to \$1200.

## 9. Annual Assessment Notice and Related eSoft Planner Items

- Item A: Include SBP Civic Association and SBP Dolphins inserts in the annual mailing. Each organization will cover a portion of the costs of the mailing ( $\frac{1}{3}$  each for postage, X/Y where X is number of pages per organization, Y is total # of pages in the mailing, and pages are defined as printed sides. Note that pet waste station donations will continue to be collected. In the past, we have collected enough in donations to cover the costs of the pet waste station. This is non-assessment revenue.
- Item B: Allow members to donate to the Summer Entertainment Series via the mailing and eSoft Planner.
- Item C: Authorize funds in an amount not to exceed \$1,200 for the assessment mailing.
- Dave Pullen offered a motion to approve Items A, B, and C. Jay Staggs seconded the motion. Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted in favor. None were opposed. Items A, B, and C were approved. The mailing will include Dolphins and Civic Association inserts, members will have the option to donate to the Summer Entertainment Series via the mailing, and up to \$1,200 in funding is authorized to cover mailing costs.
- Item D: Jay Staggs offered a motion to continue the policy by which BPRA absorbs credit card and transaction fees for assessment payments through eSoft Planner, with the provision that the Civic Association and the Dolphins will be responsible for the portion of the fees resulting from SBPCA and Dolphins transactions. Ted Bechtol seconded the motion. Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted in favor. None were opposed. The BPRA will continue to absorb credit card transaction fees for payments made via eSoft Planner.
- Item E - Other: Purdy and Pullen will attend a conference call with eSoft Planner to discuss the upcoming major update to the software. A timeline for new features (including a shopping cart) will be provided after the call.

## 10. Adoption of 2023 Budget

- Dave Pullen provided some background about the bylaw requirements for expenditure approvals. Dave then offered a motion to adopt the 2023 budget, as follows: “I move the adoption of the proposed 2023 Operating Budget, with the express understanding that by doing so, the Board has satisfied its obligation under Article 14, Section 8, of the Bylaws to approve disbursements within the limits of the 2023 Budget document; and with disbursements to be requested by

the Treasurer and approved by the President; and further conditioned upon the monthly reporting in the Financial Statements of all expenditures made to contractors (or like providers), listing both the reporting month's expenditures and year-to-date total payments to each such entity." Rod Oo seconded the motion.

- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted to adopt the budget in accordance with Dave's motion, and the 2023 budget was adopted.
- There was additional discussion regarding the Treasurer's authority to pay routine bills (utility bills for example) without specific Board approval. All acknowledged that it may be appropriate to discuss and approve larger disbursements for one-time expenses. Jay Staggs clarified the understanding that the Treasurer and President are empowered to authorize day-to-day, regular expenditures.

#### 11. Proposed 2023 BPRA Calendar including method of meeting (Zoom vs in person)

- Details: April meeting will be held on April 11 (after MCPS spring break). All Board meetings through May 2023 will be held via Zoom. The June and July meetings will be held in person at the pool. Venue/method for August and September TBD. October 2023 through January 2024 will be held via Zoom.
- Jay Staggs offered a motion to approve the proposed calendar. Patrick Welteroth seconded.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted to approve the calendar, and the proposed 2023 calendar was adopted.
- The adopted 2023 calendar is attached.

#### 12. Proposed 2023 BPRA Appointments

- Jay Staggs offered a motion to approve the 2023 appointments list as presented. Dave Pullen seconded.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted to approve the appointments list.
- The approved appointment list is attached.
- Additional discussion: Jay Staggs may be willing to take over as Pool and Recreation Chair. He will discuss with current Chair Ted Bechtol and Joe Moeller. A decision will follow. Karen Purdy reminded Board members to encourage friends and neighbors to volunteer, even if only in a limited capacity.

### 13. Georgetown Aquatics Contract Extension

- Background: The pool management contract is up for bid every 3 years. For many years, the contract has been awarded to Georgetown Aquatics, which has served the community well. GA encountered an unanticipated, significant increase in costs for 2022. The contract requires supplemental payment for certain types of increases above the original contract amount. The previous Board approved this supplemental payment for 2022 and acknowledged that a renegotiation for 2023 would be necessary due to continued increased costs.
- Purdy and Pool and Recreation Chair Ted Bechtol met with GA President Clark Baugher in December 2022, and discussed preliminary estimates for anticipated 2023 cost increases. Clark should have more info and a proposed budget for 2023 in the next month or so.

### 14. Budget and Finance

- Item A: Monthly financial statements - a draft will be sent in the next week or so - it is difficult to produce the report for the meeting when month-end and year-end are just a few days before the meeting. The Association has sufficient funds to do business - \$257,655 in money market, and \$7650 in checking. Yearly revenue starts to come in in February.
- Item B: Delinquent accounts – see Committee Report. Dave is “whittling away” at delinquent accounts. Three households still owe the full amount, several owe some (fees, etc.). All delinquents have been referred to Schild.
- Item C: Tax return filing - Association Member Larry Vaught has filed the Association’s tax returns for a below-market fee for the last several years. He is very familiar with the operations and financial accounts of the Association. Dave Pullen will contact Larry to see if he is interested in filing the returns again this year. If yes, Dave will seek Board approval to proceed.
- Item D: Financial audits - no change. Mark Foraker continues to work on this issue..

### 15. Draft Resolutions re: Bank Accounts and Investment Accounts

- Not seeking approval tonight.
- Recommend incorporating the final approved resolutions into the Plan of Organization when the time comes.
- Bylaws limit investment to Federal government securities and bonds. Board should consider other options and possible changes to bylaws. Should get professional advice when we reach that point.

## 16. Document Retention/Storage

- Item A: Document Retention Policy - This is on the list for the Governing Documents Committee. They are about  $\frac{3}{4}$  the way through a draft to present to the Board. Dave Pullen recommends that the Board take a close look at the recommended times for retention when the policy is presented.
- Item B: Document Storage Solution - Patrick will take boxes from Dave and store them.
- There was a short discussion about the need to go electronic with most BPRA business and document storage. There may be some obstacles.

## 17. Snack Bar RFP

- The BPRA needs a new snack bar operator. We will begin by sending a simple RFP to the community (listserv, website, other).
- We are open to a wide range of ideas. Rod Oo will assist Purdy with the RFP.

## 18. Committee Reports

- Questions about Reports - there were no questions about reports.
- Committee Reports are attached.

## 19. Other Business

- The Mid-Atlantic Asphalt tennis/pickleball courts warranty is up for renewal (year 2)
- There are several major outstanding court issues associated with the work done in 2021. Mid-Atlantic Asphalt has assured the Association that they will fix the issues. This work will need to be done in spring/summer when temperatures are appropriate. It would be best to keep the warranty in place as we work to resolve this.
- Dave Pullen offered a motion to approve funds in the amount of \$2780 for the 2nd year of the Mid-Atlantic Asphalt tennis/pickleball courts warranty. Jay Staggs seconded.
- Purdy, Staggs, Pullen, Bechtol, Oo, and Welteroth voted to approve the funds request. None were opposed.

## 20. Adjournment

- The next Board of Trustees meeting will be held on 2/7/2023 via teleconference.
- The meeting adjourned at 8:39pm