

# Bel Pre Recreational Association, Inc. – Board of Trustees Meeting February 7, 2023

1. Call to Order and Review of Teleconference Guidelines. Karen Purdy called the meeting to order at 7:30 pm and reminded attendees that teleconference guidelines were in effect.
2. Roll Call
  - Claire Pak took attendance
  - **PRESENT:** Board members Karen Purdy, Jay Staggs, Dave Pullen, Ted Bechtol, Steve Jennison, Patrick Welteroth, Andy Popadich, and Claire Pak.
  - **ABSENT:** Board member Rodney Oo
  - Governing Docs Chair Elliott Chabot and immediate past Secretary Chris Swan were also in attendance
3. Approval of Agenda
  - Steve Jennison offered a motion to approve the agenda as presented. Ted Bechtol seconded the motion.
  - Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor. None were opposed. 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 BPRA Conflict of Interest Policy, with any item proposed for discussion or decision at this meeting?
  - No conflicts were declared.
5. Statements by Association Members
  - Karen Purdy opened the floor for statements by Association members.
  - No statements were made; however, Governing Docs Chair Elliott Chabot requested five minutes during agenda item 7 to discuss new resident welcomes. Karen Purdy granted his request.
6. Approval of Minutes (January 2023 Board Meeting)

- Jay Staggs offered a motion to approve the January 2023 meeting minutes, sent via email ahead of the meeting. Ted Bechtol seconded the motion.
- Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor. None were opposed. The January 2023 Board meeting minutes were approved.

7. New resident welcomes – disclosure of names/addresses of new residents

- Karen Purdy provided some background. At the January 2023 meeting, Association member Suzanne Lawson expressed interest in chairing a committee to welcome new residents. She requested names and addresses of new members. Karen noted security and privacy concerns and suggested that one solution would be to set up a new member page on the website where new residents can find information and obtain BPRA and SPBCA contact information.
- SBP Civic Association (member) Elliott Chabot said that SBPCA would like to take on the responsibility for welcoming new members. An SBPCA member is willing to take the lead. SBPCA already receives names and addresses for the directory.
- Jay Staggs also expressed concerns about privacy. He does not believe that we should share new residents' contact information, and suggests that we should deliver flyers to new members' homes to welcome them, offer help, etc.
- Elliott explained that the Civic Association is requesting only addresses- they don't want emails or phone numbers. Jay suggests that we provide an address only, not a name.
- Steve Jennison said that the BPRA used to send a welcome packet to new households.
- Dave Pullen said that Elliott already delivers the resale package to the realtor. We can ask the realtor to share BPRA and Civic Association information with buyers.
- Patrick Welteroth agreed with the privacy concern and suggested establishing a committee to manage new member welcomes. Elliott agreed and said that SBPCA is willing to co-sponsor the committee.
- Dave Pullen explained that even within the Board, we don't share names and addresses of new residents - only the President and Treasurer and others with a legitimate business need receive new residents' information. He is not opposed to the committee idea, but would want members to sign NDAs, as committee members do not have the same duty obligation as BPRA members.
- Andy Popadich asked if responsibility for new resident welcomes might fall under the jurisdiction of an existing committee. Dave said that it does not.
- Association Member Christine Swan suggested that we resume the practice of delivering welcome letters to new residents through the realtor.

- Dave Pullen suggested a refrigerator magnet (mentioning that this was a previous suggestion). Karen said that we can send magnets with community information to all residents, not just new residents.
- Dave will look into product and pricing options.
- Claire suggested an opt-in form with the resale packet. Elliott explained that the packet contains a large number of forms and documents, and an opt-in form would be lost in the shuffle.
- Karen reminded everyone that our goal is to drive people to the website as much as possible. Elliott agreed but also reminded the group that the welcome team wants to offer coupons for local businesses and other non-electronic items. Another option is to ask real estate agents to hand the welcome packet to new residents.
- Karen suggested a new resident welcome event at the pool each year. Association member Chris Swan suggests that the Spring Thing would be a good venue for new member welcomes.
- Returning to the subject of welcome packets, Dave asked about numbers - Elliott estimates about 80 per year. Our next mailing will be the Nominating Committee report (summer). We can include an opt-in form with this mailing.
- The Board declined to share information about new owners at this time but is interested in exploring ways to welcome new residents.
- Ms. Lawson asked to meet with Karen following the Board meeting. Dave Pullen and Chris Swan volunteered to work with Ms. Lawson on new member welcome ideas including a magnet, Spring Thing, webpages and other ideas. Karen will connect Ms. Lawson, Dave, and Chris.

#### 8. GA contract extension 2023

- Karen Purdy and Pool and Rec Committee Chair Ted Bechtol met with Georgetown Aquatics (Clark Baugher) in December 2022. Clark provided a list of supplies, chemicals, etc., with expected price increases for each item. He also expects an increase in labor costs but does not have a projected amount.
- Clark provided an estimate of \$92,900 for the summer, which Ted believes is reasonable and which compares favorably with competitors.
- Jay Staggs said that this is a reasonable amount, Karen agreed.
- Dave Pullen expressed concern about the contract clause that requires payments on specified dates - GA does not always send its invoices in a timely fashion, and Dave cannot make a payment without an invoice. Karen said that Clark acknowledged this concern and instructed her to strike that clause from the contract.
- With discussion concluded, Jay Staggs offered a motion to approve Clark's bid. Ted Bechtol seconded the motion.

- Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor. None were opposed. The bid was approved.
- Ted will notify Clark that the bid was approved. He will include a note regarding the change in the contract language regarding payment dates, and will copy Karen and Jay.

#### 9. Assessment Mailing – printing issue

- Last week, Karen sent a Google Forms survey to determine the extent of reported errors (missing pages) on the annual mailing. As of the time of the meeting, the survey received 49 responses. 100 percent of respondents received the most important pages (letter and assessment explanation). About 50 percent of respondents received incomplete packages, missing one or more pages. The full package was posted online by February 1, and remains online. Karen explained that from a legal perspective, we have met our obligation to inform the community of the annual assessment due date and other key information.
- Dave informed us that the mailing house has acknowledged the error. They received all eight pages of the packet, and provided a proof that matched our requirement: four sheets, two-sided, for a total of eight pages.
- The Board discussed potential remedies. Dave said that he believes that a second mailing would be confusing and wasteful; Claire Pak agreed. Andy Popadich asked if there is a way to determine an amount to request as a refund. Karen suggested a simple calculation based on the number of inserts and pages.
- Dave mentioned that he has worked with the mailing house (Mailings Unlimited) for several years, has never had a problem with their work, and is willing to work with them again. Steve Jennison suggested that requesting a credit for future mailings may be a better option than a cash refund; Dave agrees.
- Karen suggested that a starting point for negotiations should be a 50 percent credit or refund, but also acknowledged that Mailings Unlimited will likely try to negotiate downward.
- Claire Pak offered a motion to authorize Karen and Dave to negotiate a credit with Mailings Plus. Jay Staggs seconded. Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor, none were opposed, and the motion was approved. Dave and Karen are authorized to negotiate with Mailings Unlimited and to settle for a mutually agreeable credit, at their sole discretion.

#### 10. Budget & Finance

- Dave Pullen reviewed the draft monthly financial statements, which were distributed before the meeting. The Association has sufficient money to run its business, and assessment payments will provide additional revenue. We have an

upcoming payment of \$2780 to Mid-Atlantic Asphalt to cover the warranty extension (Board-approved). This is the only significant and out-of-the-ordinary expense.

- Tax return filing - Larry Vaught has agreed to file our return this year, and is working on this now. Dave offered a motion seeking approval for Larry's fee (\$300). Ted Bechtol seconded. Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor, none were opposed, and the payment to Larry was approved. Dave further noted that this is our first full year under the new calendar year FY system.
- 2023 Assessment Payments. At last count, about 170 or so payments had been collected. Additional payments are coming in daily. Dave is very pleased to see that a large number of households are paying online, reducing the paperwork burden for the volunteers.
- Consideration of reversal of delinquent fees - Last year, a member filed an appeal for reversal of delinquent fees. The appeal was denied, as the member was unable to produce documentation proving that he had mailed his payment on time. Last week, the homeowner received the envelope returned from the Post Office, postmarked before the March 31 due date; however, the envelope was addressed incorrectly (one digit off). Dave recommended reversing the late fee. Steve Jennison moved to refund all fees, including the collection costs. Claire Pak seconded. Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor, none were opposed, and the motion was approved. The homeowner will receive a refund for the late fee and mailing costs. He remains responsible for payment of the full assessment amount.
- Dave explained that the ARC of Montgomery County owns three properties whose assessment payments are delinquent. They are working with Dave to pay the assessment on one of the properties. The other two have gone into collection.
- Other items - Dave reminded us that we will revisit the subject of investment policy and service at a future meeting. All are asked to give some thought to this topic and come prepared to discuss the Association's investment strategy.

#### 11. Snack Bar RFP

- Karen is still working on this; she plans to have a draft for Board review at the next meeting.
- Steve Jennison suggested that we consider vending machines for sodas and snacks; Karen mentioned some concerns; primarily, that the vending machine company will not consistently service or repair the machines unless sales volume is sufficient. She has heard that we may have one or two people interested in running the snack bar.

- Karen also reminded everyone that there is no requirement that we offer a snack bar. Additionally, there is no requirement governing the menu offering or operating hours.

## 12. Committee Reports

- Karen Purdy opened the floor for questions about the Committee Reports. There were no questions. Karen also reminded everyone about the purpose of the reports, which is to avoid spending meeting time on Committee Reports. Accordingly, she requested all Committee Chairs to update their reports well in advance so that Board members will have time to review them before the meeting. She also reminded all Board members to review the reports before the meeting.
- Entertainment and Recreation Committee Report
  - Approval of dates, and use of parking lot. The Committee is requesting approval to hold the Spring Thing on May 6, 2023 (rain date, May 7) from 2 – 4 pm. Chris Swan is organizing the event. Claire Pak offered a motion to approve the requested dates. Ted Bechtol seconded. Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor, none were opposed, and the dates requested were approved.
  - Approval of dates, use of parking lot. The Committee is requesting approval to hold the Community Yard Sale on June 3, 2023 (rain date: June 4), from 9am – 12pm. Paulette Ladas would like to make a dumpster available during the weekend of the sale and for two weeks following. Jay Staggs offered a motion to approve the requested dates and the dumpster. Ted Bechtol seconded. Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor, none were opposed, and the dates requested were approved.
  - Karen requested approval to request a special eSoft Planner report, for a cost of \$380. This will take us \$80 over the previously approved \$1200 eSoft budget. Dave Pullen offered a motion to approve the excess \$80. Ted Bechtol seconded. Purdy, Staggs, Pullen, Bechtol, Jennison, Popadich, Pak, and Welteroth voted in favor, none were opposed, and the request was approved

## 13. Other Business

- Dave Pullen is moving to a new address within the neighborhood. He mentioned that although the assessment mailing provides specific instructions on how and where to send payments, some residents still drop payments off at his home. Dave has asked the new owner to hold BPRA mail for him, and she has agreed to do so, but he noted that there may be one or two late assessments if payments are dropped off to the wrong address.

- Karen asked all Board members to pay their assessments online. There was a brief additional discussion of the next eSoft Planner release, which will offer a much more user-friendly interface and mobile capability.

#### 14. Adjournment

- Our next meeting will take place on 3/7/2023 via teleconference
- The meeting adjourned at 8:55 PM.