

Bel Pre Recreational Association, Inc. – Board of Trustees Meeting January 4, 2024

1. Call to Order
 - President Karen Purdy called the meeting to order at 7:31 PM.
2. Roll Call
 - Claire Pak took attendance.
 - Karen Purdy (President), Jay Staggs (Vice President), Claire Pak (Secretary), Dave Pullen (Treasurer) Christine Tyler Pell, Charlie Meininger, and Ted Bechtol were present at roll call. Board Member Andy Popadich arrived at 7:40, during agenda Item 9. Board Member Rod Oo was absent.
 - Association member Elliot Chabot (Governing Documents Committee Chair) was also present.
3. Approval of Agenda
 - Ted Bechtol offered a motion to approve the agenda. Jay Staggs seconded.
 - Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell 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 BPRC Conflict of Interest Policy, with any item proposed for discussion or decision at this meeting?
 - Jay and Claire both declared potential conflicts arising from their children's summer employment with Georgetown Aquatics.
5. Statements by Association Members
 - Karen opened the floor for statements by Association members. No statements were made.
6. Approval of Minutes
 - Claire - if we cannot fit any text immediately below, I'd recommend moving the entire item to the next page so that the relevant text is on the same page as the title.

- Jay Staggs offered a motion to approve the minutes of the December 5, 2023 Board meeting. Ted Bechtol seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed. The minutes approved.

7. Set Annual Assessment

- Karen Purdy provided background: On January 23, 2020, the general membership authorized the Association's Board of Trustees to increase the annual dues up to \$300 for 2020, \$325 for 2021, \$350 for 2022, \$375 for 2023, \$400 for 2024, and thereafter to increase the annual dues in an amount indexed to the annual cost of living. Prior to the 2020 increase, the annual assessment had been \$225 since 2005. More info here: [Oct 2019 Bugle](#).
- Jay Staggs moved to proceed with increasing the assessment to \$400 in accordance with the increase schedule approved by the membership in 2020. Claire Pak seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed. The motion to increase the annual assessment to \$400 was approved.

8. Annual Assessment Notice and eSoft Planner Items

- As in previous years, the SBPCA and the SBP Dolphins will include inserts in the annual mailing, and will contribute to the costs.
- Dave Pullen requested funds not to exceed \$1200 to cover printing and mailing costs. This was taken as a motion. Claire Pak seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed, and the funding request was approved.
- The Board discussed continuing to offset credit card transaction fees for members so that they can pay their annual assessments online with no credit card fees. Jay offered a motion to continue absorbing the fees, rather than passing the cost on to members. Dave seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed, and the motion to continue absorbing members' credit card transaction fees was approved.

9. Adoption of Budget

- All households received a copy of the draft budget. Dave has not received any questions or comments, either at the Annual Meeting or since.
- The draft budget assumes assessment revenue based on an annual assessment amount of \$400.
- There was a brief discussion of cost projections and inflation.
- Dave offered a motion to adopt the budget. Jay seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, Pell, and Popadich voted in favor. None were opposed. The 2024 budget was adopted.

10. Proposed 2024 Calendar

- The proposed calendar was e-mailed by Karen to the Board on January 4.
- The March and May property walk-through dates are tentative. At least one walk-through will also be a Board meeting. Dates for both walkthroughs are still to be confirmed pending Pool Property Coordinator Joe Moeller's availability.
- The tentative date for the May property walk-through should be May 11, not May 13.
- The July meeting will take place on July 9, with the potential second July meeting (if needed) on July 23.
- The annual assessment may be set at the December 3 meeting, if necessary to meet printing and distribution requirements.
- Jay moved to adopt the calendar. Ted seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed. The calendar was adopted.

11. Proposed 2024 Appointments

- The complete list of appointments was e-mailed by Karen to the Board on January 4.
- Charlie Meininger is considering volunteering to serve as Entertainment and Rec Chair; he and Karen will discuss.
- Assessment Assistance Committee - Claire Pak will continue to serve on this Committee. Dave provided background on the Committee and its responsibilities. Christine Tyler Pell and Andy Popadich also volunteered to serve.
- Audit Coordinator - Mark Foraker will continue to serve in this position.
- Jay moved to approve the appointments. Ted Bechtol seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed. The appointments of Assessment Assistance Committee members and Audit Coordinator were approved.

12. Proposed Georgetown Aquatics contract

- The contract is nearly ready; it will be ready to review and approve at next month's meeting.

13. Budget and Finance

- No statements to review this month. Dave provided a brief overview, and said that the Association has more than enough money to conduct its business.
- December expenditures ~\$8,800, revenues (mostly delinquent accounts) \$2,100. As always, most of our income comes in in February and March as members pay their assessments.
- Board Officers need to meet to discuss a separate account for the Reserve Fund.
- The assessment increase will generate an additional \$30,000 in revenue.
- We received a \$741 refund from Nationwide Insurance. Dave is looking into this, as the refund came with no explanation.

- Dave will ask Larry Vaught to file our tax returns for a fee not to exceed \$500. This was taken as a motion. Claire Pak seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed. Dave is authorized to engage Larry Vaught to file our 990 for a fee not to exceed \$500.
14. Committee Reports. No discussion or questions on reports.
15. Update on Pool Break-In. Purdy moved that the Board enter Executive Session pursuant to § 111(4)(iv) and (v) of the Maryland Homeowners' Association Act to consult with Board members in connection with potential litigation or other legal matters and investigative proceedings concerning possible or actual criminal misconduct. Jay Staggs seconded the motion. Purdy, Pullen, Pak, Bechtol, Staggs, Meininger, Pell, and Popadich voted in favor. None were opposed. The Board entered Executive Session at 8:02 PM. At the conclusion of our discussion, Karen made a motion to exit the Executive Session. Jay seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Pell voted in favor. None were opposed. The Executive Session ended at 8:18 PM.
16. During the Executive Session, the Board authorized Karen, Dave, and Charlie to act on behalf of the Association by contacting the responsible household and seeking repayment for the damages in accordance with the BPRA Recreational Facilities Policy, under which a homeowner may be held solely responsible for damage resulting from the actions of any member of their household and their guests: "Lot Owners are responsible for all actions of their tenants, guests, household, and family unit. All dues, charges, and damages to property of the Club incurred or caused by a member, member of the family unit, household, tenant, or member's guest, shall constitute a debt by the member to the BPRA."
17. Adjournment
- The meeting adjourned at 8:25 PM.
 - Next meeting: February 6, 2024, 7:30 PM, via Zoom.