

# Bel Pre Recreational Association, Inc. – Board of Trustees Meeting March 5, 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), Charlie Meininger, Rod Oo, Ted Bechtol, and Andy Popadich (who arrived at 8:08) were present. Board member Christine Tyler Pell was absent.
  - Association members Elliot Chabot (Governing Documents Committee Chair), Joe Moeller (Pool Property Coordinator), Rita Vaught (Bookkeeper) and Larry Vaught (former BPRA Treasurer) were also present.
3. Approval of Agenda
  - Jay Staggs made a motion to approve the agenda. Ted Bechtol seconded.
  - Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Oo 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?
  - Karen acknowledged Claire Pak's and Jay Staggs's previously declared potential conflicts arising from their children's summer employment with Georgetown Aquatics.
  - No other conflicts were declared.
5. Statements by Association Members
  - Karen opened the floor for statements by Association members. No statements were made.

## 6. Approval of Minutes

- Jay Staggs offered a motion to approve the minutes of the February 6 Board meeting. Rod Oo seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Oo voted in favor. None were opposed. The minutes were approved.

## 7. Physical Facilities

- Funds requests. Joe is requesting \$600 for a new air conditioning unit in the snack bar and \$1500 for replacement of the water fountain with combination water fountain and bottle filler. Both expenses were included in the 2024 budget. Jay asked if there are any additional requirements (piping, electrical) that would increase costs. Joe said that additional costs if any would be minimal and would be covered within Joe's monthly allowance. Jay moved to approve the funds request; Ted seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Oo voted in favor. The funds requests for the snack bar AC unit and replacement of the water fountain were approved.
- Joe asked for thoughts on the tennis court backboard - does it need to be repainted? Jay and Dave said no, this is not an immediate need.
- There was a brief discussion of solar panels for the bathhouse roof - Joe asked if the Board is opposed to the idea or if it's a possibility for future consideration. Charlie has done some research and recommends against leasing solar panels but is open to the possibility of purchasing the panels. Karen asked about thermal water heating options. Joe said that this is not a good investment considering our water use habits (heavy use during the summer; minimal use during the off-season).
- Although no vote was taken, the Board generally agrees that solar panels are worth considering, and we may take up the matter in a future meeting.
- Joe asked about the tennis court rekeying effort. Dave is planning to move forward with a bulk order of 150 keys, as approved during the February 6, 2024 Board meeting.
- Georgetown Aquatics inquired about the pool ladder repair. Jay will tell them that we will defer a decision until after the spring inspection.
- Ted said that we still have a list of projects for Lucas Moeller (in accordance with our previously approved agreement with Lucas, which is outlined in the November 7, 2023 meeting minutes). Joe will check with Lucas to see when his school schedule will allow time to complete some of the projects.
- Rod reminded us that we need to have the range hood inspected and cleaned, and the fire suppression system serviced. Cost will be about \$500. Rod will follow up with the contractor. Jay has been in contact with the Washington Suburban Sanitary Commission (WSSC) regarding an inspection.

- Joe asked if the Durans (snack bar operators) will be serving anything that would require use of the fire suppression system. They did not use it last year, and might not need to use it this year. During its 2023 inspection visit, the Department of Health mentioned that the fire suppression system needed to be inspected and maintained.
  - Rod will arrange for the inspection and maintenance visit, some time in April.
8. Break-in Update
- Repairs have not been started yet.
  - The Montgomery County Police Department (MCPD) has requested that we sign a release waiving our right to seek prosecution. Karen is inclined to hold off on signing the waiver until we receive reimbursement. Joe will move the break-in related repairs to the top of the list, so that we can bill the responsible property owner.
9. Snack Bar Food Service License (reimbursement request). The license cost will be about \$600, with possible additional funds to cover training for Alvaro Duran. This expense is covered in the budget. Jen Duran's training is up to date, so only Alvaro will need training. Claire moved to approve funding for the food service license and additional training. Dave seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Oo voted in favor. Reimbursement to the Durans in an amount not to exceed \$600 for the license and training is approved.
10. Entertainment and Recreation Committee Chair.
- Karen appointed Charlie Meininger as Chair of the Entertainment and Recreation Committee, and asked for a motion to approve the appointment. Jay Staggs moved to approve. Ted Bechtol seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Oo voted in favor, and Charlie Meininger was duly appointed Chair of the Entertainment and Recreation Committee.
11. Facility Use Requests
- Emerson Miller has requested use of the pool and grounds on Friday August 23 (12 - 4) for the Army Band Family Picnic; around 350 people would be invited.  
Discussion:
    - i. Maximum capacity for the pool and grounds is 515 people within the gates at any one time, so we could technically accommodate 350.
    - ii. General discussion of requirements - staffing, kitchen/catering, bathrooms, pool capacity, parking, etc.
    - iii. The picnic would be catered, and we can require the caterers to clean up the food.
    - iv. The pool will NOT close to members during this event.
    - v. Additional discussion around the intent of the guest policy, and the precedent that such a large event would set. This would be a much larger gathering than we have accommodated in the past.

- vi. Policy interpretation - previous exceptions have been for community-focused events. Section 606 of the BPRA's Recreational Facilities Policy limits events to 50 people except for BPRA sanctioned events such as the 4th of July functions, Swim Team, and Fifty Plus Club meetings.
- vii. General consensus that there could be downsides (crowding, safety issues, member complaints) but that we also want to at least consider the request, since the event would benefit service members and families.
- o Dave Pullen moved to defer a decision until we can obtain additional information on catering plans, actual numbers expected to attend, etc. Claire Pak seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, and Oo voted in favor. Jay will reach out to Emerson to get additional detail, and we will discuss this request again at a future meeting.

#### 12. Georgetown Aquatics Contract 2024

- o The 2024 contract with GA is now fully executed. The BRPA and GA both have signed copies on file.

#### 13. Budget and Finance

- o Monthly financial statements. We have full financial statements through December 2023. Rita Vaught is back from vacation, and we expect to be caught up on financial statements in time for the April meeting.
- o The Board has more than sufficient funds to run our business.
- o 2024 assessment payments - about 54 percent of homeowners have paid so far. Although assessments were technically due on March 1, many more payments will come in during March, ahead of the grace period expiration on March 31. Dave suggested communication with homeowners to explain the significant increase in the bill if they pay after March 31.
- o About 60 percent of people who have paid so far have paid online. We hope that additional enhancements to the system, including the addition of a shopping cart, will make online payments easier and more appealing.
- o There was a brief discussion of ACH payments. Our current payment receipt options are credit card or check. Two property owners have asked to pay via ACH transfer, which requires us to share banking information. Dave believes that ACH transfers are safe and convenient, and recommends that we proceed. Charlie suggested a "buffer" checking account, from which we can transfer ACH payments. Most banks will establish a sub account. Dave asked for a motion to proceed with setting up the buffer account and enabling payments via ACH transfer. Claire moved in favor, and Jay seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, Popadich, and Oo voted in favor. Dave is authorized to establish a "buffer" checking account for the purpose of processing ACH transfers, and to initiate a process for accepting payments via ACH.

- Tax return - Larry Vaught will file our tax return (as approved by the Board at the January 4, 2024 meeting) on or before the May 15 deadline.

#### 14. Committee Reports

- Karen opened the floor for questions about the reports. There were no questions.
- Grounds and Landscaping
  - i. Ted received the proposal from our landscaping contractor and is requesting approval to proceed. They are requesting a five percent increase over last year. The total is \$12,000, including regular mowing, mulching, fence line clearing, and wood chips for the playground. Ted's request was taken as a motion. Claire seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, Popadich, and Oo voted in favor. Ted is authorized to engage the landscaping contractor for the 2024 season.
- Recreation and Entertainment
  - i. Movie Night proposed dates - June 1, July 6, August 3, August 31 (all Saturdays) on the hill or under the pavilion in the event of rain. No drive-in movie is planned this year. Jay moved to approve this schedule. Dave seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, Popadich, and Oo voted in favor. The movie schedule is approved. Charlie will notify the SBP Civic Association.
  - ii. Spring Thing. Charlie proposed May 11, as this is the only day that the Boy Scouts are available to help. Charlie is compiling a list of supplies and other needs (paper goods, signs, entertainment, etc.) This is still a 50-50 shared event with the Civic Association. Charlie's proposal to set the date for May 11 (2 PM to 4 PM) was taken as a motion. The rain date is May 12. Jay seconded. Purdy, Staggs, Pullen, Pak, Meininger, Bechtol, Popadich, and Oo voted in favor. The Spring Thing is scheduled for May 11, with a rain date of May 12.

#### 15. Other Business

- There was no other business.

#### 16. Adjournment

- The meeting adjourned at 8:28 PM.
- Next meeting: April 9, 2024, 7:30 PM, via Zoom.