

# Bel Pre Recreational Association, Inc. – Board of Trustees Meeting September 12, 2023

1. Call to Order
  - Karen Purdy called the meeting to order at 7:31 PM.
2. Roll Call
  - Claire Pak took attendance.
  - All Board members (Karen Purdy (President), Jay Staggs (Vice President), Dave Pullen (Treasurer), Claire Pak (Secretary), Ted Bechtol, Steve Jennison, Andy Popadich, Rod Oo, and Patrick Welteroth) were present.
  - Association members Christine Tyler Pell, Robin Anthony, and Kristi Hullings (SBP Village Coordinator); and Pool Property Helpers Coordinator Joe Moeller, and Governing Documents Committee Chair Elliot Chabot were present.
3. Approval of Agenda
  - Dave Pullen offered a motion to approve the agenda contingent on one correction: Item 11 should be FY2024 Budget, not FY2023. Jay Staggs seconded.
  - Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison 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 previously declared conflicts by Jay Staggs and Claire Pak, whose children are employees of Georgetown Aquatics.
  - No other conflicts were disclosed.
5. Statements by Association Members
  - Karen Purdy opened the floor for statements by Association members.
  - Robin Anthony introduced herself. She is a relatively new community resident with a professional background in public health, and has been working with Kristi Hullings on the SBP Village effort.

- Kristi Hullings introduced herself and provided a brief overview of the Village. The SBP Village is awaiting IRS determination on its request for non-profit status. The Montgomery County Consortium of Villages will be the SBP Village's fiscal sponsor. The Village recently conducted a survey to gauge interest in various community activities, including food truck events.
  - i. Joe Moeller asked if the Village is its own financial entity, since food trucks generally require a minimum sales guarantee, and the sponsoring organization would have to underwrite the guarantee. Kristi confirmed that the Village is an independent entity, and that they are aware of the financial risk involved in scheduling a food truck event.
  - ii. Joe explained that the pool property does not have trash pick-up during the off-season, and that event organizers who hold gatherings at the pool parking lot during the off-season months must remove all trash. Kristi acknowledged that the Village would be responsible for taking away their own trash. She said that the Village would coordinate volunteers for logistics including trash removal, traffic, etc. They were considering holding events about one evening a month, or one weekend day a month.
  - iii. Kristi also explained that she planned for food truck events to take place in the off-season so that food trucks will not be competing with the snack bar.
  - iv. Steve Jennison said that he likes the idea of a food truck event, but wants to understand the insurance implications first. For example, who would be liable if someone contracts food poisoning. Board members agreed that this would likely be the responsibility of the vendor, not the Village or the BPRC, but we would want to confirm this with our insurance carrier.
  - v. Elliot mentioned that several years ago, the BPRC considered a proposal to sponsor a farmers market event. In this event, BPRC was financially responsible. The insurance carrier required a supplemental policy to cover the farmers market event, and the cost was prohibitive. Kristi acknowledged this concern. The Village does not yet have a liability insurance policy and will not have one until the IRS makes its determination on the organization's non-profit status (likely March 2024).
  - vi. Dave will contact the insurance company. The Village will put a notice in the next Bugle asking residents to respond to indicate interest in a food truck event.
  - vii. Patrick asked a question about the distinction between the SBP Civic Association and the SBP Village. Kristi provided some background on the establishment of the SBP Village and the larger Village initiative in the County.
  - viii. Kristi and Robin departed.

- ix. Christine Tyler Pell, whose property is next to the tiny cemetery on Beechvue Drive, also mentioned the possibility of a block party or other Halloween event on her street.
6. Approval of Minutes (August 1, 2023 Board Meeting)
- Jay offered a motion to approve the August 2023 meeting minutes. Steve Jennison seconded.
  - Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison voted in favor. None were opposed. The August 1 meeting minutes were approved
7. Georgetown Aquatics Update
- Jeff Popera was unable to attend the meeting. Jay Staggs provided an update on behalf of Georgetown Aquatics:
    - i. Jeff praised the summer staff, especially managers Asa Virga and Erik Staggs. He said that staffing was good and consistent throughout the summer, and the managers and staff did an excellent job covering shifts, and recruiting friends to fill additional shifts, with minimal reliance on substitutes. Jeff has already notified Asa and Erik that he'd like to have them back as managers next year.
    - ii. Water levels have been dropped to the winter level, and algicide has been added. Water-turn off and winterization is about a month away.
    - iii. There was a brief discussion about the need to readjust or reposition the ladders. This concern has been raised with Georgetown Aquatics; we will wait to see what GA proposes.
    - iv. Jay mentioned that BPRA will need to renegotiate GA's contract for next year.
    - v. Georgetown Aquatics will provide facility repair recommendations after close down is complete.
    - vi. Joe suggested that Jeff should attend the October or November Board Meeting.
    - vii. We briefly discussed the annual pool property fall walkthrough - date TBD.
    - viii. Jay asked about the cracks in the concrete. Joe has them on the maintenance list and has obtained a quote.
8. Physical Facilities
- Joe Moeller distributed copies of the fall action reports. We discussed several specific items:
    - i. Picnic tables - storage, cleaning, sealing
    - ii. Gutter guards for the pavilion
    - iii. Pump room engineering

- iv. Parking lot sealing - this is a pre-winter job. There was brief discussion of fiscal year implications - the sealing should be completed before the cold weather comes, so this expense should be moved from the 2024 budget to 2023. A quote previously obtained may no longer be valid; Jay offered a motion to authorize Joe to obtain an updated quote and a formal contract to proceed with the work assuming that the quote does not exceed \$3,000. Ted Bechtol seconded. Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison voted in favor. None were opposed. Joe Moeller is authorized to obtain a new quote for the parking lot sealing work, and to proceed with the work assuming that the quote does not exceed \$3,000.
- v. Jay mentioned that we are continuing to replace cameras as they break - eventually all analog cameras will be replaced with digital cameras.
- vi. The playground needs to be raised a bit. The pirate ship should be fine for the next five years or so, and needs only some staining/sealing and minor maintenance.
- vii. We discussed replacing the current water fountain with a bottle filler-style fountain.
- viii. The deck slabs near the pump room have settled, creating a trip hazard - this needs to be fixed. Steve Jennison said that this should be a top priority.
- ix. Snack bar - the range hood will need to be cleaned and grease trap will need to be looked at to see if it needs to be cleaned.
- x. Joe asked for permission to install a double water filter in the snack bar slop sink to provide filtered drinking water for the swim team. The team has agreed to pay for the first set of filters and filter housing. The BPRA will pay for the filters moving forward. Claire Pak offered a motion to approve this request. Jay Staggs seconded. Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison voted in favor. None were opposed. The filter housing installation was approved.
- xi. Dave wants clear “no pets” signage for the tennis courts. We also discussed clearer “no food or drink on deck” signs for the pool, as well as one or two signs listing the pool’s basic safety rules. The “no pets” signs will be installed this fall. The other signage will be installed before the pool opens in 2024.

## 9. Annual Meeting and Town Hall

- The Annual Meeting is scheduled for 11/16. Town Hall is scheduled for 12/5.

- Karen proposes that both meetings should be on Zoom. Zoom meetings get better turnout, and we have not had trouble assembling a quorum since the meetings moved to Zoom.
- The annual meeting mailing will include brief agendas for each meeting, the annual budget, and ballots for the Board election - total of four double-sided pages. Dave estimates \$1200 as the total cost for printing, assembling, and mailing the packages through our mailings vendor (Mailings Unlimited). This estimate was taken as a motion to authorize Dave to proceed with the mailing. Steve Jennison seconded. Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison voted in favor. None were opposed. Dave is authorized to proceed with the annual mailing at a cost not to exceed \$1200.
- Dave also called for volunteers to count the ballots. Ted Bechtol and Steve Jennison volunteered. Dave will recruit a third volunteer (likely Billy Ruppert). Ballot counting will take place on 11/18 or 11/19. Dave will serve as Elections Committee Chair.

#### 10. BPRA Board Nominations

- Nomination deadline is Monday, October 2. There are three nominees (Claire Pak, Christine Tyler Pell, and Charles Meininger) for three open seats. No additional nominations have been received.

#### 11. FY 2024 Budget

- Karen and Dave will hold budget meetings beginning next week (week of 9/19). All are reminded to request budget items and funding as early as possible. Dave reminded all Board members that reserve fund requirements make it necessary to plan spending well in advance.
- All Board members are invited to attend the budget meetings.

#### 12. Budget & Finance

- Monthly Financial Statements. Dave distributed the monthly financial statements. The Association has more than enough money to meet its expenses.
- Dave reminded the Board that reserve requirements will need to be funded.
- Brief review of upcoming obligations - groundskeeping, repairs, Georgetown Aquatics invoice.
- The reserve contribution target for next year is \$47,610. Karen explains that this is based on meeting the overall reserve target, assuming that we have spent reserve funds as we expected to do.
- Christine Tyler Pell asked a question: YTD Expenditures by Vendor totaled \$179,733.32 and the Quarterly Statement showed YTD Expenditures to be \$175,923.43 - a difference of \$3,809.89. Dave said that he would research and get back to the Board with an answer.
- We are making continued progress on addressing delinquencies. 20 households remain delinquent. This is about average.

### 13. Committee Reports

- Karen opened the floor for questions about the reports. There were no questions.

### 14. Grounds

- A dead oak tree on the far end of the property needs to be removed. Ted wants to try a new tree company - Bel Pre Tree. They have already done some groundskeeping for the Association. They provided an estimate of \$2,100 to take down the oak tree and remove the remains of an ash tree that broke during a recent storm. This was taken as a motion to authorize Ted to proceed with the work. Staggs seconded. Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison voted in favor. None were opposed. Ted is authorized to proceed with removal of the oak tree and the ash tree, at a cost not to exceed \$2,100.
- Ted also obtained an estimate of \$5350 for removal of the two large trees between the shed and the hill. This includes grinding and removal of the stumps. We will revisit the estimate later in the season.
- There was a discussion of how to account for hazardous tree removal costs - this expense could fall under reserve or regular spending, depending on circumstances.
- There was also a brief discussion about the large, mature white pine trees along Bethpage. Ted continues to monitor their condition.

### 15. BPRA logo.

- Dave brought printed copies of the previously approved logo on a letterhead design, and offered a motion to approve its use as official Bel Pre Recreation Association letterhead. Steve Jennison seconded. Purdy, Staggs, Pullen, Pak, Bechtol, Welteroth, Popadich, Oo, and Jennison voted in favor. None were opposed. The new logo was approved to use on stationery as the official BPRA letterhead.

### 16. Welcome Committee update

- The Welcome Committee met in August. The Civic Association will take “ownership” of the WC. Concerns about funding its activities remain (specifically privacy concerns surrounding the earlier request for names and addresses of new homeowners). The Committee’s solution is to request only addresses of properties recently sold (they will request this information through MLS or County records, not through the BPRA) - they will deliver their packets to those addresses and invite new homeowners to reach out and provide contact information if they want to - an “opt-in” approach.
- Karen agrees with the opt-in approach. Regarding funding, Karen said that we as a Board need to be sure that we are keeping control over small expenditures, with the understanding that our main financial responsibility is upkeep and maintenance of the physical facility.

- These concerns have been raised with the Welcome Committee - they will work on reducing the costs of the welcome packet.
- Christine Tyler Pell suggested that we should consider support for the Welcome Committee as an “investment in engagement” rather than an expense.

17. Blocktoberfest

- Elliot Chabot is recruiting volunteers to assist with set-up, break-down, and clean-up. They will need a total of six to ten volunteers.

18. Adjournment

- The meeting adjourned at 8:56 PM.
- Next meeting - October 3, Zoom.