

Bel Pre Recreational Association, Inc. – Board of Trustees Meeting April 11, 2023

1. Call to Order and Review of Teleconference Guidelines. Karen Purdy called the meeting to order at 7:31 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, Rod Oo, Andy Popadich, and Claire Pak.
 - **ABSENT:** Board member Steve Jennison
 - Governing Docs Chair Elliott Chabot, immediate past Secretary Chris Swan, and Association members Suzanne Lawson and Mary Jo Gallagher were also present.
3. Approval of Agenda
 - a. Jay Staggs offered a motion to approve the agenda with the addition of item 10. b. under Facilities Use Requests (see below). Ted Bechtol seconded the motion.
 - Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, 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.
 - Mary Jo Gallagher introduced herself and brought two items to the Board's attention:
 - A recent fire on Rippling Brook resulted in over \$200,000 damage to the affected property.
 - Mary Jo and her neighbors are concerned about commercial vehicle parking on Hewitt Avenue and overflow into the surrounding

neighborhood. She said that this is a long-standing issue but the problem appears to be getting worse.

- Karen said that the Civic Association has been working on the parking issue with several interested community members. Karen suggested that Ms. Gallagher contact Nancy Bechtol to learn more about their efforts.
- Karen re-opened the floor for comments from other Association members in attendance. No other members made statements.

6. Approval of Minutes (March 2023 Board Meeting)

- Brief discussion of requested changes to the draft minutes. Karen and Dave emailed Claire Pak to request changes to the draft minutes that had been sent to the Board via email. Claire made the requested changes - the Board was voting to approve the edited version.
- Dave Pullen offered a motion to approve the March 2023 meeting minutes, with the requested changes incorporated. Ted Bechtol seconded the motion.
- Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. None were opposed. The March 2023 Board meeting minutes were approved.

7. New Neighbor Welcomes

- Suzanne Lawson introduced herself. She is a new resident and interested in leading an effort to welcome new residents, with two goals:
 - Provide useful neighborhood resources and information
 - Be a “friendly face” who will make new residents feel welcome
- Suzanne acknowledged the Board’s concerns about privacy, and the reluctance to share new residents’ contact information. She likes Dave Pullen’s idea of printing and distributing refrigerator magnets with useful contact information.
- She would also like an opt-in to allow new neighbors to request a “welcome wagon” visit.
- Patrick Welteroth suggested that we officially appoint Suzanne as Chair of a new Welcome Committee, which would allow us to share information with her.
- Regarding the welcome “package,” Suzanne suggests that we keep it simple - a refrigerator magnet and a directory (published by the Civic Association).
- Claire Pak suggested that we provide an email address only. Suzanne can then email new residents with a message of welcome and an offer to stop by in person. Suzanne and several Board members liked this idea.
- Chris Swan had earlier proposed that we create a webpage just for new residents with points of contact, neighborhood facts, FAQs, etc. Suzanne likes the idea but is not able to develop the page. Suzanne will send her contact information and a brief bio to Karen who will add this info to the website with a note introducing Suzanne as a point of contact for new residents.

- Brief discussion of logistics - what to include on a magnet, what the magnet would look like, how much will it cost, etc. Suzanne will take the lead on this, including researching vendors and pricing, and proposing content ideas.
 - Brief discussion of mailing magnets to all BPRA homes - the Board could hold an “envelope stuffing party,” or possibly recruit a handful of middle school students who need SSL hours.
8. SBP Civic Association Support (Financial)
 - a. The SBPCA is requesting funding for two items: Bugle printing and distribution (\$800) and the Summer Entertainment Series (\$500).
 - b. Jay Staggs offered a motion to approve these two funding requests. Ted Bechtol seconded. Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. None were opposed, and the funding requests were approved.
 9. Physical Facilities
 - a. This item is deferred until the annual walkthrough meeting on Saturday, April 15. Karen asked Board members to let her know if they will be able to attend the walkthrough.
 10. Facility Use Requests
 - a. Graduation Party, Saturday, June 3, 2 PM - 6 PM. Approximately 75 guests (26 members, 49 non-members). Member requesting the party is in good standing.
 - i. Brief discussion of previous large gatherings, and the pavilion use policy - other members are allowed to use the pavilion even when a member is hosting a party.
 - ii. Brief discussion of additional staffing. Should the member pay for the additional lifeguard(s)? Elliott explained that we have previously limited parties to 50 attendees, which would allow us leeway to request that the member pay for additional lifeguard coverage.
 - iii. Jay noted that the 49 additional guests will pay guest fees; he asked if this revenue would cover the costs. Karen said that the additional revenue might cover the additional costs but explained that guest fees are intended to be pure revenue for the Association, and not an offset for additional expenses resulting from large gatherings. Jay suggested that the member should be asked to pay to cover an additional staff member, since their party is exceeding the 50-guest limit.
 - iv. Jay offered a motion to approve the member’s request contingent on their willingness to pay for the additional staff. Patrick Welteroth seconded. Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. None were opposed.
 - b. Adult birthday party on Sunday June 11. Two BPRA members with approximately 46 guests. Members are in good standing. Claire Pak offered a

motion to approve the request. Dave Pullen seconded. Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. None were opposed.

11. Snack Bar Update

- a. Claire Pak reported that there have been no bids. There was brief discussion of the possibility that neighborhood groups such as the swim team might want to run the snack bar as a fundraiser.
- b. Claire reported that an Association member (Sara Foraker) had done some research on vending machines for the pool. Sara learned that vending machine operators are reluctant to contract with seasonal pools - revenue is not worth the maintenance effort.
- c. The Board discussed the RFP and considered the possibility that the terms might be too complex for small businesses or individuals. The Board agreed that proposals can deviate from the RFP - bidders just need to point out where their proposals differ from the RFP's terms.
- d. Claire will send a reminder, with a note that interested bidders can submit proposals that deviate from the RFP's terms, as long as their proposals identify deviations.

12. Budget & Finance. Dave Pullen explained that he is still struggling with internet access, and waiting for our bookkeeper to return from vacation. As a high-level update, he stated that the Association has sufficient funds to conduct its business.

- a. Monthly Financial Statements - deferred to next meeting.
- b. 2023 Assessment Payments. 87.9 percent of households have paid so far.
- c. Delinquent Accounts. There are currently 102 delinquent accounts. These households will receive notifications of delinquent status after April 15. They will receive two additional notices, and then their accounts will be referred for collection. Dave suggested that we might need to consider additional measures to deal with habitually delinquent accounts. There was a brief discussion of a few specific situations.
- d. Dave offered a motion seeking authorization to disburse funds for the Dolphins and the Civic Association in accordance with our practice of collecting Civic Association membership fees and swim team donations with our annual mailing. Memberships and donations total about \$10,000. Jay Staggs seconded. Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. None were opposed, and the request to distribute funds to the Civic Association and the Dolphins was approved.
- e. Dave mentioned that what we have currently received in pet waste station donations will not cover the annual cost of maintaining the station. There was a brief discussion regarding asking members to contribute directly to the pet waste station fund. Any shortfall will be covered by other non-assessment revenue.
- f. Investment Policy (next steps)

- i. Dave explained that best practice for nonprofits and associations would be to establish a committee. He believes that this committee should be made up entirely of Board members.
 - ii. Other considerations: Do we need to hire a professional investment advisor? No additional discussion or decision on this question.
- g. Other
 - i. Spring Thing - BPRAs support. In past years, the BPRAs contributed \$300 toward the Spring Thing. This year, the Spring Thing committee requested additional funds to hire a face painter, because the person who usually does this on a volunteer basis is not available during that weekend. The budget would increase to \$425, which would cover our portion of the face painter's fee of \$250 (BPRAs would cover half - \$125 - and the Civic Association would cover the other half).
 - ii. There was a short discussion of this expense - Andy Popadich suggested that we recruit a volunteer. Chris Swan was amenable to the idea, as long as someone is willing to find the volunteer. Karen acknowledged that the funding request is relatively small, but she believes that the Board should be conservative with expenditures.
 - iii. Patrick Welteroth offered a motion to approve the funds for the face painter. Claire Pak seconded. Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. Purdy abstained. None were opposed.

13. Committee Reports

- a. Karen Purdy opened the floor for questions about the reports. There were no questions.
- b. Grounds and Landscaping
 - i. Funds requests. Ted met with a tree company a few weeks ago. He is requesting grounds maintenance funds not to exceed \$500. Ted's request was acknowledged as a motion. Dave Pullen seconded. Purdy, Staggs, Pullen, Bechtol, Oo, Pak, Popadich, and Welteroth voted in favor. None were opposed and the funding request was approved. .
 - ii. If the tree company provides an estimate before Saturday 4/15, and there is a quorum present, we can consider a funding request for tree work at that time.

14. Other Business

- a. Karen opened the floor for other business. Rod Oo said that a member asked the Board to look into the roofing company sign that is displayed in front of a house on Rippling Brook. Karen suggested that Rod call 311.
- b. There was a brief discussion of a homeowner who is thought to be selling cars from his home at the corner of Rippling Brook and Bluhaven. Jay Staggs

explained that a private individual cannot sell more than five cars in one year without having a dealer's license. This is also a matter for the County to handle.

- c. Karen said that there was a report of an assault and robbery at the pool parking lot. The Association is cooperating with Montgomery County Police and providing video footage. Dave will report the incident to the insurance company as soon as the police report is available.
 - d. Patrick asked to revisit the topic next month.
15. Adjournment
- a. The meeting adjourned at 9:00 PM
 - b. Next meetings - 4/15 (property walkthrough in person at the pool); 5/2 via teleconference