

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

1. Call to Order
  - Karen Purdy called the meeting to order at 7:32 PM
2. Roll Call
  - Claire Pak took attendance.
  - Board members Karen Purdy (President), Dave Pullen (Treasurer), Ted Bechtol, Jay Staggs Vice President), Steve Jennison, and Claire Pak (Secretary) were present. Board members Andy Popadich, Rod Oo, and Patrick Welteroth were absent.
  - Jeff Popera of Georgetown Aquatics was present to provide an update for item 7.
3. Approval of Agenda
  - Jay Staggs offered a motion to approve the agenda. Ted Bechtol seconded the motion.
  - Purdy, Pullen, Pak, Bechtol, Staggs, 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?
  - Claire Pak and Jay Staggs disclosed that their children are employees of Georgetown Aquatics. Claire and Jay do not have any other financial interest in Georgetown Aquatics.
5. Statements by Association Members
  - Karen Purdy opened the floor for statements by Association members.
  - No Association members were present; no statements.
6. Approval of Minutes (June 6, 2023 Board Meeting)

- Dave Pullen offered a motion to approve the June 2023 meeting minutes. Jay Staggs seconded the motion.
- Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed. The June 6, 2023 Board meeting minutes were approved.

#### 7. Georgetown Aquatics Update

- Jeff Popera of Georgetown Aquatics provided updates:
  - i. The baby pool motor broke on July 10, 2023; it has been replaced. Joe Moeller will try to repair the old motor
  - ii. The guards have been monitoring the women's bathroom. There have been no additional incidents with removal of shower heads.
  - iii. A graffiti incident in the pavilion was also addressed.
  - iv. The guards are requesting new stools for the front desk. The Board will price options, or solicit donations from the community.
  - v. Jeff continues to monitor the main pool pump motor. Joe Moeller is assisting with maintenance.
- Ted Bechtol asked Jeff to remind the guards to monitor the grounds and clean up ground trash and debris. The pirate ship also needs frequent monitoring for trash and debris. Jeff will remind the guards to stay on top of clean-up.
- Steve Jennison complimented the guards on their prompt response to thunder and lightning.
- Claire Pak complimented Maia Antonio and Shane Kent for their careful attention to swimmer safety.
- Jeff will schedule an in-service training for later this month. He will also monitor staffing for August in advance of vacations and college departures.
- Claire Pak suggested a training class at the pool. Jeff will look into this.

#### 8. Facilities Use Requests

- Saturday, August 5, 2023, 12 pm - 4 pm, birthday party - 30 guests (8 BPRM members, 22 non-members). Pool and pavilion. Claire Pak offered a motion to approve this request. Jay Staggs seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed. The request was approved.
- For a second event, an alternate date is pending, possibly August 6. The original request was for August 5, which conflicts with the party mentioned above. Time is 2 pm - 6 pm; the event is a birthday party, for up to 50 guests (15 members, 35 non-members). Party guests will use the pool and pavilion. Karen asked for a motion to approve this request and to grant Carmen Wong, BPRM Pavilion Scheduler, the authority to approve the same party for another date if 8/6 doesn't work for the member. Dave Pullen offered a motion to approve this request. Jay Staggs seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in

favor. None were opposed. The motion was approved, and Karen will notify Carmen that she has authority to schedule the party on a date other than August 6, provided that the other conditions (time and number of guests) remain the same.

- A question was raised - do we allow pavilion reservations or large events on Labor Day? After some discussion, all agreed that the pavilion cannot be reserved on Monday (Labor Day itself); however, members may reserve the pavilion for Saturday or Sunday of the holiday weekend. Following this discussion, Dave Pullen offered a motion to formalize this understanding with a vote. Jay Staggs seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed. The motion passed - BPRAs members may reserve the pavilion for private events on Saturday or Sunday of Labor Day weekend, but not on Labor Day itself
- August 4, 3 to 7 pm. 35 guests (7 members). Steve Jennison moved in favor. Jay Staggs seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed, and the request was approved.

#### 9. Physical Facilities

- See Item 7. The baby pool motor failed and was replaced. Georgetown Aquatics will send an invoice for the replacement. Estimated cost, including labor, is approximately \$800.
- Two additional cameras have been installed; one in the entryway and one in the office.
- Dave Pullen asked if we can change the camera angle in the parking lot. Jay explained that there are some technical limits. The existing cameras work and record to the DVR, but they do not sync with the new system that was installed this year. Additionally, another wi-fi bridge might be necessary to support cameras in the parking lot. This is an expense that we have not planned for. Additional study is necessary.

#### 10. Snack Bar

- Update: Snack bar operations are going well. The Duran family, who are operating the snack bar, seem happy with the support they have received, and the community is patronizing the snack bar.
- Hood cleaning was completed, and the grease trap passed inspection. The fire suppression system still needs to be serviced. Karen will check back with Rod Oo, who is coordinating the fire suppression service (he had previously scheduled a service call and the technician didn't show).
- There was brief discussion of some miscommunication between the Durans and the swim team regarding refrigerator and storage space in the snack bar; all is resolved now.

- Karen Purdy offered to donate her basement refrigerator (after they replace it) to the snack bar.

## 11. Budget & Finance

- Monthly Financial Statements. Dave distributed copies of the current financial statements. The Association is in good financial shape and has enough money to cover its operating expenses.
- The Montgomery County Commission on Common Ownership Communities (CCOC) charges all shared ownership communities a monthly per-household fee. The fee unexpectedly increased to \$6.50 per household (from \$5).
- Update on delinquent accounts. Numbers continue to improve, as more households settle their past-due bills. A few seriously delinquent accounts are unlikely to pay.
- Discussion of authorization to file suit against certain accounts. Thomas Schild Law Group (the BPRA's legal counsel, hereinafter referred to as "Schild") has recommended that the Association file suit against three seriously delinquent households, well over a year in arrears, who have all been unresponsive despite repeated attempts to reach them. Dave said that the Association has a better than 75 percent chance of recovering the delinquent amounts and legal fees. There was a brief discussion of other remedies. Jay Staggs asked about the possibility of calling households directly. Dave explained that the households in question have already received multiple communications via mail and email. All acknowledged his explanation, and Dave offered a motion to authorize Schild to proceed with legal action. Jay Staggs seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed. Schild is authorized to proceed with legal action against the accounts in question.
- Dave proposed that in future cases, the President and Treasurer should be authorized to proceed on behalf of the Board. This does not require a change to the bylaws, only a change to the Plan of Organization. Dave is already authorized to sign on behalf of the Board. Under this proposal, President Karen Purdy and Treasurer Dave Pullen will have authority to instruct Schild to initiate legal action against seriously delinquent households, at their discretion. Steve Jennison moved to approve this proposal. Jay Staggs seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed, and the proposal was approved.
- Dave will begin working on the 2024 budget next month. All Board members were advised to submit their budget requests as soon as possible.
- Discussion of the Reserve Fund. The Board seeks a balance between maintaining appropriate reserve amounts and not setting aside too much in the Reserve Fund, because once money is in the Reserve Fund, it is strictly earmarked for reserve projects. With careful planning and an appropriate balance between reserve and

emergency funds, it may be possible to avoid an unplanned assessment increase to meet our legal obligation to fund the reserve.

- Dave noted that the annual report to the CCOC on rental properties now has a line item that requests information on the community's reserve balance.
- There was a brief discussion of an investment fund (treasury bills, bonds, safe options).
- Karen also mentioned that we need to track payments and mark all expenditures as reserve, operating, or emergency expenses.

## 12. Committee Reports

- Karen opened the floor for questions about the reports. There were no questions.
- Entertainment and Recreation.
  - i. Facility use request - Sunday July 23, 4 pm to 6 pm, concert (Motor Driven). Jay Staggs offered a motion to approve the request. Steve Jennison seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed. The concert was approved.
  - ii. Trunk or Treat, Saturday October 28, 5 pm to 7 pm. Jay Staggs moved to approve; Ted Bechtol seconded. Purdy, Pullen, Pak, Bechtol, Staggs, and Jennison voted in favor. None were opposed, and the Trunk or Treat event was approved.
- There was a brief discussion of the possibility of installing a bocce court. Various concerns (mostly safety related) were raised. All agreed that additional research and discussion are necessary before we consider installing a bocce court.
- Grounds and Landscaping. Nothing to report.

13. Other Business. Re-election. Recruitment Committee Chair Mark Foraker reports that three current Board members (Claire Pak, Steve Jennison, and Patrick Welteroth) are nearing the end of their terms. Note: Patrick Welteroth was elected to fill the term of Maria Stagnitto, who resigned from the Board in 2022; and Steve Jennison was elected to fill the term of Phil Kominski, who resigned from the Board in 2021. Mark will reach out directly to all to ask if they intend to run for re-election. He hopes to identify at least two candidates for each of the three open seats.

## 14. Adjournment

- The meeting adjourned at 8:25 PM.
- Next meeting - 8/1/2023 via Zoom.