

**Bel Pre Recreational Association (BPRA)  
Board of Trustees  
Minutes of Meeting of January 7, 2020**

**1) Called to Order**

The board convened at 3440 Beret Lane, the home of Karen Purdy, at 7:35 pm. The Bel Pre Elementary School being closed due to inclement weather, the location for the meeting was changed. A notice was posted on the neighborhood listserv, and on the door to the school regarding the changed location.

**2) Roll Call and Attendance**

Secretary Swan called the roll. Board members present were President Karen Purdy, Vice President Mark Foraker, Treasurer Dave Pullen, Secretary Chris Swan, Ted Bechtol, Steve Jennison, Greg Miller, Billy Ruppert, and Larry Vaught. No Board members were absent. BPRA members Elliot Chabot and Rita Vaught were present. Secretary Swan took the minutes.

**3) Approval of the Agenda**

After discussion, the January 7<sup>th</sup> agenda was approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed. Miller moved that all future meetings should be limited to a 9 pm end time, with extensions as needed. The motion was seconded and passed, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, and Vaught in favor, and Swan opposed.

**4) Statements by Association Members**

BPRA members were invited to speak on any items. No statements from association members were made.

**5) Prior Board Minutes**

President Purdy moved that the October 1<sup>st</sup>, November 5<sup>th</sup>, and December 3<sup>rd</sup> minutes be approved. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**6) Budget and Finance Reports**

**a) Financial matters**

Treasurer Pullen presented the November 30, 2019 Balance Sheet, Financial Snapshot Report, Budget Comparison-Income Statement, and Bank Reconciliation. Discussion topics included banks holding BRRRA funds (currently at SunTrust) and the speed by which checks were being written by American Community Management (ACM) to pay BPRA bills (slow).

**b) Delinquent Accounts**

Treasurer Pullen indicated that current records show 29 delinquent accounts. 6 accounts are under collection by the Schild law firm, for a total of \$9,200 outstanding delinquent dues. After discussion, Pullen moved to authorize transmittal of the 29 delinquent accounts to the law firm for collection, at the Treasurer's discretion, no later than February 1<sup>st</sup>. The motion was seconded, discussed, and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

Pullen reported that ACM sent out notices for overdue payments without authorization (and with incorrect amounts due). Pullen has reiterated to ACM that they are not to send out notices for overdue accounts without his authorization.

**c) Tax Returns**

The Board discussed hiring Trustee (and former Treasurer) Vaught to compute and file the BPRAs 2019 tax returns. Treasurer Pullen indicated that the price was substantially below market rates, Vaught is familiar with BPRAs finances and documents, and has done the taxes in the past. After discussion, Pullen moved that BPRAs Trustee Vaught should be hired to compute and file the 2019 BPRAs tax returns. The motion was seconded and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, and Swan in favor, and none opposed. Vaught abstained.

**d) Financial Audits**

Vice President Foraker reported his efforts were progressing, to locate a firm to perform the audits, for BPRAs Fiscal Years 17, 18, 19, and 20, with a financial review possibly planned for Fiscal Year 21. Three firms have been identified and Foraker is looking for more.

**e) Annual Assessment**

President Purdy moved that the BPRAs annual assessment be set based on the upcoming January General Membership meeting vote regarding the Assessment proposal. The proposal sets the maximum and basis of the annual assessment to \$300 for the assessments due and payable March 1, 2020, Fiscal Year (FY) 2020-2021. If the proposal is approved, the assessment will be \$300. If the proposal is not approved, the assessment will be \$225 for FY 2020-2021. The assessment is \$225 for FY 2019 to 2020. The motion was seconded, discussed, and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**f) Budget**

The board reviewed the proposed BPRAs Fiscal Year 2021 budget. A motion was made to adopt the budget as presented at the November General Membership meeting. The motion was seconded, discussed, and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

**g) Finance Committee**

Pullen indicated that Finance Committee meeting schedule has not be set yet. Vaught volunteered to serve on the committee.

**7) 2020 BPRAs Calendar**

The 2020 calendar was discussed, with decisions made to regarding the July dates: July 7, and July 20, if needed. Purdy moved that the amended calendar be adopted. The motion was seconded, discussed, and approved, with Bechtol, Foraker, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and Jennison opposed.

## **8) 2020 BPRA Appointments**

Purdy moved that the appointments be approved as presented, noting that vacancies existed, and urging members to find volunteers for the positions. The motion was seconded, discussed, and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed.

## **9) Special General Memberships Meetings**

The Board discussed the processes and procedures regarding the 3 upcoming Special General Membership meetings, January 9, 16, and 23. Written proxies are permitted.

## **10) Physical Facilities**

Deferred to the February meeting.

## **11) Grounds and Fence Maintenance**

Bechtol reported that several nice sized trees (2 maples and a crape myrtle) have been planted on the BPRA pool property. The landscape firm (Kollins) did the fall cleanup in early December. Foraker and Ruppert have repaired a gap in the fence, which should deter easy access by deer.

## **12) Committee Reports**

### **a) Future Monthly Committee Reporting**

Purdy requested that committees should send out written reports by the Friday prior to the next meeting. No vote was taken.

### **b) Long Term Planning**

Report deferred to the next meeting.

### **c) Governing Documents**

Purdy moved that the proposed revision to the Plan of Organization be adopted (see page 6 of these minutes). The motion was seconded, discussed, and approved, with Bechtol, Foraker, Jennison, Miller, Pullen, Purdy, Ruppert, Swan, and Vaught in favor, and none opposed. Jennison requested that the Committee consider changes to the Guest Pass rules. Elliot Chabot, Committee Chair indicated that the Committee will do that as part of the rewrite of the pool rules.

### **d) Recreation and Entertainment**

Purdy noted that the Committee hoped to have a schedule of events ready for the February meeting.

### **e) Tennis Courts**

Purdy noted that the Tennis Courts Committee needs volunteers.

### **f) Website, Facebook and Technology report**

Purdy reported that Rupert had distributed the report to all Board members today.

## **13) Administrative Assistant's Report**

Purdy reported that she had e-mailed the report to all Board members.

**14) Adjournment**

There being no further business, the meeting was adjourned.

**15) Next Meeting**

The next meeting is scheduled for Tuesday February 7, 2017, at 7:30 pm at the Bel Pre Elementary School.

Respectfully submitted,

Chris Swan  
Secretary

### Adopted Schedule

- January 7 – Board meeting at Bel Pre Elementary School
  - Adopt Annual Budget
  - Set the annual assessment
- February 4 – Board meeting at Bel Pre Elementary School
- March 3 – Board meeting at Bel Pre Elementary School
- April 7 – Board meeting at Bel Pre Elementary School
- April 11 – Board meeting at pool with property walk-through (10 a.m.)
- May 5 – Board meeting at Bel Pre Elementary School
- May 16 – Board meeting at pool with property walk-through (10 a.m.)
- May 23 – Memorial Day weekend starts – pool opens
- June 2 – Board meeting at the pool
- June 4 – Tentative General Membership Meeting (*Possible update on Long Term Planning Committee progress and next steps or revised assessment plan proposal*)
- June 16 – Board meeting at pool (if needed)
- July 7 – Board meeting at the pool
- July 21 – Board meeting at pool (if needed)
- August 4 – Board meeting at the pool
- August 18 – Board meeting at pool (if needed)
- August 21 – Deadline for the Nominating Committee recommendations to the General Membership
- September 7 – Labor Day – last day of pool season
- September 12 – Board meeting at pool with property walk-through
- September 15 – Board meeting at pool
- September 28 – Finance Committee transmits its Annual Budget recommendations to the Board. Long Term Planning Committee submits its annual 5-year plan to the Board.
- October 5 – deadline for candidates (not nominated by the Nominating Committee) to notify the Secretary that they are running for a seat on the Board
- October 6 – Board meeting at Bel Pre Elementary School
  - Board approves preliminary budget to be submitted to the General Membership with the Annual Meeting Notice .
  - Deadline for action on any recommendations from Nominating committee concerning the nomination and election rules
- October 9 – probable deadline for *Bugle* articles
- October 20 – deadline for Annual Meeting notice to the General Membership
- November 10 – Board meeting at Bel Pre Elementary School
- November 19 – Annual Meeting at Bel Pre Elementary School
  - Election of Trustees
  - Presentation of annual budget
- December 1 – Board meeting at Bel Pre Elementary School followed by Reconvened Annual Meeting (if needed) or Town Hall meeting
  - Election of officers at Board meeting
- January 5, 2021 – Board meeting at Bel Pre Elementary School
  - Adoption of budget
  - Set the annual assessment

## **Appointments approved**

- Pool & Recreational Facilities Committee Chair – Greg Miller
- Entertainment & Recreation Committee Chair – Chris Swan
  - Block Party and Spring Thing Coordinator – vacant/TBD
  - Trunk or Treat Coordinator – Beth Kominski
- Neighborhood Dispute Resolution Committee Chair – vacant/TBD
- Finance Committee Chair – Dave Pullen
  - Overdue Collections Coordinator – Dave Pullen
  - Audit Coordinator – Mark Foraker
- Governing Documents Committee Chair – Elliot Chabot
- Nominating Committee Chair – Mark Foraker
- Long Term Planning Committee Chair – Karen Purdy
- Grounds and Landscaping Coordinator – Ted Bechtol
- Tennis Courts Committee Chair – vacant/TBD
- Administrative Assistant – Brenda Henry
- Pavilion Scheduler/Pool Pass Coordinator/Tennis Court Keys Distributer – Louisa Hoar
- MapMaster – Paul Spelman
- New Member Recruitment Coordinator – vacant/TBD
- Web Master – Billy Rupert
- Pet Waste Station Coordinator – Jackie Fary-Moeller

Of the positions listed above, the following receive honoraria: Administrative Assistant and Pavilion Scheduler/Pool Pass Coordinator/Tennis Court Keys Distributor.

## **Plan of Organization amendment adopted:**

Revise § 13(m) to read:

Refer all requests for homeowner association documents to the Chair of the Governing Documents Committee or person otherwise designated by the President, with the approval of the Board of Trustees.