##### Bel Pre Recreational Association

**Board of Directors**

**Minutes of Meeting January 9, 2018**

##### CALLED INTO SESSION/ROLL/AGENDA

1. The board convened at the Bel Pre Elementary School at 7:40 p.m. Board members present were President Elliot Chabot, Treasurer Larry Vaught, Secretary Paul Spelman, Billy Ruppert and Megan Virga. Chris Jennison, Greg Miller, Ted Bechtol, and Andy Wright were absent. Assistant Treasurer Rita Vaught and Recreation and Entertainment Committee Chair member Chris Swan were in attendance. BPRA member Karen Purdy joined at 8:18.

2. President Elliot Chabot called the meeting to order and Secretary Spelman called the roll. A quorum was present. A motion was made to approve the agenda. The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### STATEMENTS FROM ASSOCIATION MEMBERS

3. BPRA members were invited to speak on any items. There were no statements by association members.

##### APPROVAL OF MINUTES

4. A motion was made to approve the minutes of the November 7, 2017 and December 5, 2017 meetings. The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### SPECIAL USE OF THE POOL – 5 STAR KIDS CAMP & COSMIC KIDS

5. The board considered requests by two community daycare providers, 5 Star Kids Camp and Cosmic Kids, to bring their children to the BPRA pool on certain days during the summer season. 5 Star Kids requested to use the pool on Fridays from 1 to 3 p.m., from June 22 to August 10, for 40-45 kids. Cosmic Kids requested to use the pool on Tuesdays and Thursdays from 12:30 to 3:00 p.m., from June 25 to August 17, for 20-25 kids. All daycare children who are not residents of BPRA member houses would pay standard guest fees. Board members noted that both childcare groups have been approved for such use in prior years without significant problems.

6. A motion was made to approve the requests and have Pavilion Coordinator Louisa Hoar notify the board when a large group requests use of the pool or pavilion at a time that might conflict with the daycare groups. The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### TREASURER’S REPORT

7. (a) Monthly Financial Statements: Vaught presented the Treasurer’s report, and said there was nothing especially noteworthy to report pertaining to the budget and profit and loss statements.

(b) Assessments and Liens: Vaught reported that the number of dues delinquencies stood at 20, with half of those made up of short term (under a year) and half consisting of longer term delinquencies, some as much as $1000 overdue.

(c) Chabot reported that annual assessment letters would be ready to be sent out shortly.

(d) Vaught reported that the FY2016 audit was finished and essentially ready to be signed.

(e) Vaught reported that the attempt to find new auditors for 2017 FY had been unsuccessful. He suggested that the board re-sign with current the auditors despite general unhappiness with their lack of responsiveness. A motion was made to use DeLeon and Stang for the FY2017 audit, and the motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### POOL MANAGEMENT CONTRACT

8. The board reviewed four proposals submitted by pool management companies in response to an October 3, 2017 BPRA Request For Proposals (RFP). Miller, who was not in attendance but had overseen distribution of the RFP, recommended via email communication that the board select Georgetown Aquatics (GA) again, due to GA’s relatively low price (second to lowest among the four bidders) and its long history of managing the BPRA pool facility. Other board members, however, expressed concern over the fact that GA was $1600 higher than another bid, and that the proposed GA contract appeared to last for just one year (as opposed to the RFP’s requested three), after which the BPRA might have to renegotiate and pay a higher fee. Some board members also expressed an interest in getting a commitment from whichever firm was chosen to include a preference for BPRA community teens as BPRA pool lifeguards. A motion was made to postpone a final decision in order for Miller to seek more information from the management firms, and see if there was any flexibility on pricing, duration, and local hiring. The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### SCHEDULE FOR 2018 PROPERTY WALK-THROUGHS

9. The Board moved to set the schedule for the 2018 property walk-throughs as follows:

a) Sunday April 2 at 2pm

b) Saturday May 12 at 10am

c) Saturday September 15 at 10am

##### 10. The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### APPOINTED POSITIONS

11. Chabot asked that the board approve the following members nominated for BPRA positions:

1. Administrative Assistant – Brenda Henry
2. Assistant Treasurer – Rita Vaught
3. Block Party Coordinator – Megan Virga
4. Entertainment & Recreation Committee Chairman – Chris Swan
5. Finance Committee Chairman – Larry Vaught
6. Governing Documents Committee Chairman – Elliot Chabot
7. Grounds & Landscaping Coordinator – Ted Bechtol
8. Long Term Planning Committee Chairman – Karen Purdy
9. MapMaster – Paul Spelman
10. New Member Recruitment Coordinator – Megan Virga
11. Pavilion Scheduler/Pool Pass Coordinator/Tennis Court Keys Distributor – Louisa Hoar
12. Pool & Recreational Facilities Committee Chairman – Greg Miller
13. WebMaster – Billy Ruppert

12. A motion was made to approve the submitted nominations and the motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

##### GROUNDS AND FENCE MAINTENANCE

13. Chabot reported that Bechtol was not able to personally attend, but that he had reported to him that he was generally happy with the work performed by Kollins Landscaping at the pool property.

##### PHYSICAL FACILITIES MAINTENANCE

14. Chabot reported that Joe Moeller was not able to personally attend and report on physical facilities maintenance, but that he had sent a note reporting that maintenance and repair work performed by Juan Carlos Mora had been satisfactory. Chabot further reported, however, that according to Moeller, the new security cameras were still not working properly, but that Moeller was working with the installer to remedy this. Chabot also noted that the contract included a two-year guarantee.

##### TENNIS COURTS

##### 15. Chabot reported that the tennis committee would meet later in January and committee chair George Usher would have a report for the board afterwards.

##### INFORMATION SYSTEMS

16. Ruppert reported that he is still in the process of learning the ropes from departing webmaster Chris Jennison, but that it was generally slow going, and the new website was not fully up-to-date. Vaught and others expressed concern that some important BPRA notices and updates were not being published on the site, and that some of the information from the old site had not been transferred to the new one. Members noted that this could become a legal issue if meeting notifications were not getting posted for the community. Ruppert said he would contact Jennison and try to obtain password access so he could remedy the issue.

##### PATH TO MEMBERSHIP

17. New Member Recruitment Coordinator Virga said she had still not heard back from the one family that had expressed a serious interest in permanently joining the association, but that it was still possible that they or another family might come forward to join. Virga proposed setting a deadline of March 31 for waiving legal fees for new joiners, and said she would prepare notices to other opt-in homes outlining the summer guest membership program.

##### POOL RULES REVIEW PLAN

18. Chabot said there would be a meeting about the pool rules review Wednesday, February 21, 2018 at 7:30 at the Chabot residence on Beret Lane.

##### MAPMASTER’S REPORT

19. Mapmaster Spelman updated the board on the progress with the digital and paper versions of the community map, and explained he was still cleaning up the digital files but that it was a slow and painstaking process.

**RECREATION AND ENTERTAINMENT COMMITTEE REPORT**

20. Committee chair Chris Swan requested, on behalf of Paulette Ladas, approval for the annual shred event in the pool parking lot. The shred event could be part of a larger Spring Fling at the pool parking lot.  A motion was made to approve the request.  The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

21. Swan also reported on polls that were handed out at two meetings regarding community entertainment preferences. She said, however, that she still wants to get more input, and Virga suggested putting a survey in the annual assessment letter.  A motion was made to approve the request.  The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

**ADMINISTRATIVE ASSISTANT’S REPORT**

22. Chabot presented the Administrative Assistant’s report from Brenda Henry. Chabot said the most noteworthy update was that Henry had spoken to Waste Management about the high cost of trash removal services, and had been told that this could only be discussed when services resumed in May 2018. Henry planned to follow up at that time.

**OTHER BUSINESS**

23. A motion was made to approve the FY2019 budget as submitted. The motion passed unanimously with Vaught, Virga, Chabot, Spelman, and Ruppert in favor.

24. Rita Vaught reported, on behalf of the Finance Committee, that there has been an ongoing problem of collecting annual dues from homeowners in a timely manner, and suggested the board finalize a process of first warning letters, then liens, then turning the delinquent homeowners over to an attorney who could collect fees—from the delinquent homeowner—for time incurred seeking payment of the dues. At last resort, the board could seek foreclosure against long-term delinquents.

25. Boardmembers agreed with the overall plan but said that a formal policy should be set out in writing, and perhaps disseminated to homeowners, before going into effect. Vaught said he would write up a proposed process and present at the next board meeting.

**ADJOURNMENT**

26. The board adjourned at 9:06 pm.

27. The next board meeting is February 6 at 7:30 at the Bel Pre Elementary School.