##### Bel Pre Recreational Association

**Board of Directors**

**Minutes of Meeting February 6, 2018**

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

1. The board convened at the Bel Pre Elementary School at 7:30 p.m. Board members present were President Elliot Chabot, Vice President Greg Miller, Secretary Paul Spelman, Chris Jennison, Billy Ruppert and Ted Bechtol. Treasurer Larry Vaught arrived at 7:39. Megan Virga was absent. Former board member Andy Wright had submitted his resignation between the January and February meetings. BPRA Long Term Planning Committee Chair Karen Purdy, Assistant Treasurer Rita Vaught, Recreation and Entertainment Committee Chair Chris Swan, former President Steve Jennison, and BPRA members Dagmawi Lakew, Joe Moeller, and Jackie Moeller were in attendance.

2. President Chabot called the meeting to order and Secretary Paul Spelman called the roll and a quorum was present. A motion was made to approve the agenda. The motion passed unanimously with Chabot, Spelman, Bechtol, Miller, Jennison, and Ruppert in favor.

##### STATEMENTS FROM ASSOCIATION MEMBERS

3. BPRA members were invited to speak on any items. Member Dagmawi Lakew expressed concern over commercial vehicles parking in the BPRA neighborhood now that the County had limited parking on parts of Hewitt Avenue. Lakew said that sometimes his mailbox was actually blocked by parkers. Miller explained that the BPRA board has little power over who can and cannot park in the neighborhood, and that the County has control over this. Chabot noted that permit parking might be a possibility, but, again, they would have to seek this from the County. Moreover, Chabot noted that permit parking might inconvenience people living in or visiting the neighborhood. The board did not take any action on the matter, but suggested Mr. Lakew speak with the office of County Council Member Nancy Navarro, who represents the Strathmore Bel Pre area.

##### APPROVAL OF MINUTES

4. The board deferred approval of prior board minutes until the next meeting. Vaught, however, asked that, in the future, minutes be distributed more promptly after each meeting so that members could be reminded about tasks assigned to them at the previous board meeting.

**FILLING VACANCY ON BOARD OF TRUSTEES**

5. Chabot reported that there had only been one applicant for the vacancy on the BPRA board created by Andy Wright’s resignation. The applicant was Karen Purdy, a long-time resident of the community and current Long Term Planning Committee Chair. A motion was made to approve Purdy’s application to serve out the remainder of Wright’s term, and the motion passed unanimously with Chabot, Spelman, Bechtol, Miller, Jennison, Vaught, and Ruppert in favor.

##### PET WASTE STATION

6. Joe and Jackie Moeller reported that the pet waste station was getting more use than anticipated, and the receptacle was filling up every week. They felt that the station is serving a need and is leaving the communal property cleaner than in the past, when some pet owners would toss pet waste into and around the pool property dumpster. The Moellers asked the board to approve additional funds to have the station receptacle emptied every week, as opposed to every other week.

7. Miller made a motion to approve an additional $520 to pay for this. Jennison stated his opposition, stating that it is not the BPRA’s role to pay to clean up people’s pet waste; it is the owners’ responsibility. Spelman expressed concern that the board was now paying to clean up waste that, prior to installation of the pet waste station, would have been returned to people’s home garbage cans and picked up by the county for free. Miller disagreed, noting that some people weren’t carrying the waste home, and were instead littering on the communal property, property it is the BPRA’s responsibility to keep clean. A motion was made to approve the $520, and the motion passed with Chabot, Bechtol, Miller, Vaught, Purdy, and Ruppert in favor, and Jennison and Spelman opposed.

##### TREASURER’S REPORT

8. (a) Monthly Financial Statements: Vaught presented the Treasurer’s report. He said there was nothing particularly noteworthy to report pertaining to the budget and profit and loss statements, and that the Association was starting to receive annual dues payments.

 (b) Assistant Treasurer Rita Vaught suggested posting signs to remind community residents that dues payments are due. A motion was made to approve $130 for signs (which can be re-used in future years) and the motion passed unanimously with Chabot, Spelman, Bechtol, Miller, Jennison, Vaught, Purdy, and Ruppert in favor.

(c) Delinquent Accounts: Vaught reported that the number of dues delinquencies stands at 18, with half of those made up of short term (under a year) delinquencies and half consisting of longer term delinquencies, some as much as $1000 overdue. Vaught proposed using the BPRA's attorney Thomas Shield, who would go after the overdue money and then charge delinquent homeowners—as much as $375/hour—for the work entailed in getting the funds. Vaught said that attorney Shield could file liens, file lawsuits, or even begin foreclosure proceedings as a way of convincing delinquent homeowners to pay their dues, with the homeowner being responsible for the cost of collection. Spelman suggested it would be a good idea to make sure that before unleashing Shield, delinquent homeowners should be informed exactly what the collection process would be, and what steps would occur if they did not satisfy their dues obligations. Chabot suggested that Vaught come up with a formal policy that could be circulated to the community and published in *The Bugle* newspaper, and Vaught said he would do that for the next meeting.

(d) Vaught reported that the FY2016 audit was finished and just waiting for the management representation letter. Chabot subsequently presented the signed letter to Vaught, who said he would pass it along to DeLeon & Stang, the accountants.

(e) Concerning the 2017 FY audit, Vaught suggested that the board re-examine what it means to get an annual “accounting of financial records,” as required by the BPRA By-Laws (Article XII, Section 2(d)) and determine if this accounting requirement might be satisfied in a less formal manner than by an exhaustive official opinion stating that the association is in compliance with GAAP (Generally Accepted Accounting Principles), as the board has been doing. Vaught noted that there are other, lower levels of accounting review and assurance, and getting a GAAP-compliance letter is more costly. He felt it might not be necessary for a community association such as the BPRA, which only handles 700-1000 checks per year. Vaught suggested that they might opt instead for financial statement review engagements, which cost approximately 25% less than full audit engagements. Chabot said that before the board made such a decision, they needed to look into whether state and county laws required official GAAP audits from homeowner associations.

##### POOL MANAGEMENT CONTRACT

9. The board resumed its consideration of the four proposals for the new pool management contract, and discussed whether it was proper to ask bidders to amend their proposals (as the board had voted to do at the January 9, 2018 board meeting)—particularly the dollar amounts. Miller, who the board had tasked with asking Georgetown Aquatics whether it would amend its proposal, told the board he felt they could not, in good faith, ask bidders to amend proposals submitted in response to an RFP. Spelman responded that it was his understanding that the board was not obligated to accept an offer exactly as proposed, and the board was instead free to discuss terms and pricing with the bidders before making a final decision. Miller disagreed and said he would not convey such a request to Georgetown Aquatics. Chabot noted that the board was not obligated to pick the bidder with the lowest price, and was free to consider other factors, such as established competence, familiarity, local hiring preferences, and contract terms (including the fact that, in this case, a lower bidder had a clause stating it could terminate the contract with just 30-days’ notice). Chabot added that in the past, the board had chosen Georgetown Aquatics even when its proposal had been considerably more expensive than other bidders, based on other factors that the board felt made Georgetown a better overall value. Vaught said that if they decided to choose Georgetown Aquatics on the basis that it offered the best overall value for the community, they should be sure to explain this on the record for transparency purposes. Jennison added that he essentially agreed with Spelman with respect to the board’s right to negotiate, but felt that they had run out of time to do so for the upcoming 2018 season, and should therefore opt for Georgetown Aquatics.

10. A motion was made to select Georgetown Aquatics’s proposal—based on overall value to the community—for one year at $68,750, with options for 2019 and 2020, and with the contingency that Georgetown’s fee increases in option years not exceed 3% per annum. The motion included a proviso that in the event that Georgetown did not want to re-engage for the 2019 and 2020 seasons, the BPRA would still hire them solely for the 2018 season. The motion passed with Chabot, Spelman, Bechtol, Miller, Jennison, Purdy, and Ruppert in favor, and Vaught opposed. Miller said he would take this proposal to Georgetown and report back to the board. Chabot further noted that before the next management RFP, the board should reach a consensus on what approach to take with respect to negotiating and accepting higher bidders.

##### WEBMASTER’S REPORT.

11. Jennison reported that he still wishes to step back from maintaining the website and is in the process of handing responsibilities to Ruppert. Jennison reiterated his belief that the board should try to obtain a better technological system and platform for the website, and consider paying a professional to manage it.

##### BOOKEEPING RESPONSIBILITIES

##### 12. Assistant Treasurer Rita Vaught cited a letter she had written to the board, and delivered just prior to the meeting, outlining her desire to relinquish her role as assistant treasurer, and recommending that due to the time required to perform the bookkeeping duties, the board hire a professional bookkeeping service. According to Vaught, $200 per month was insufficient and unrealistic compensation for the tasks required. Vaught said, however, that she was willing to handle the upcoming receipt of dues payments in exchange for additional compensation of $650. She also offered to help the board find a replacement.

**RECREATION AND ENTERTAINMENT COMMITTEE REPORT**

13. At the request of Recreation and Entertainment Committee Chair Chris Swan, the board deferred this report to the next meeting.

##### LONG TERM PLANNING COMMITTEE REPORT

14. Recently appointed Long Term Planning Committee Chair Karen Purdy reported that she plans to look at what the LTPC has done in the past, as well as put together a record of what facility maintenance has been performed and when. Once the committee has this information, Purdy says she hopes to produce a future long-term schedule for facility maintenance and construction.

##### GROUNDS AND FENCE MAINTENANCE

15. Grounds & Landscaping Coordinator Bechtol reported that the grounds were still in need of brush removal, and that he would follow up on this. He further reported that they needed to get bids for mowing services, and said he is considering hiring a new service this year rather than going with Kollins Landscaping. He also reported that he had done some work on the pavilion, clearing out and leveling the gutters.

##### PHYSICAL FACILITIES MAINTENANCE

16. Moeller said that there were no big issues to report right now, but that the picnic tables had treated with wood stain, and the 6x6 foot wood beams surrounding the pirate ship had been removed. According to Ruppert, new beams have been purchased and are ready for installation. Moeller said the new video security system for the parking lot was still not functioning properly, and that he would keep trying to reach the installer.

##### TENNIS COURTS

##### 17. Chabot reported that he received an email from Tennis Courts Committee Chair George Usher saying that the committee would meet soon to discuss court needs. Usher also said they had formed a list of contractors and would shortly provide recommendations to the board for improvements and maintenance.

##### MAPMASTER’S REPORT

18. Mapmaster Spelman reported that he was making progress on the digital version of the community map and hoped to present a finished copy to the board at the next meeting.

##### PATH TO MEMBERSHIP

19. With New Member Recruitment Coordinator Virga absent, the path-to-membership report was deferred to the next meeting.

##### POOL RULES REVIEW PLAN

20. Chabot said there would be a meeting to review the pool rules on Wednesday, February 21, 2018 at 7:30 at the Chabot residence on Beret Lane, and everyone was welcome.

**ADMINISTRATIVE ASSISTANT’S REPORT**

21. Chabot presented the Administrative Assistant’s report from Brenda Henry. Chabot said there was little new to report, but said the report now has the full list of board meetings for the coming year, and lists the training required for recently re-elected or appointed board members.

##### LEGAL REPRESENTATION CONTRACT RENEWAL

22. The legal representation contract renewal discussion was deferred to the next meeting.

##### CALENDAR FOR BPRA ELECTIONS AND BUDGET

23. The calendar for BPRA elections and budget was deferred to the next meeting.

**OTHER BUSINESS**

24. Treasurer Vaught reported that due to the failure of some vendors to respond with Form 1099 information for tax purposes, he was instituting a new policy by which any vendor that wants to get paid must submit tax information first.

25. Jennison suggested the board go into executive session in accordance with Maryland Homeowners Association Act § 111(4)(i), Discussion Of Matters Pertaining To Employees And Personnel,to discuss Assistant Treasurer Rita Vaught’s letter and proposal (*see* item *#*12 above). The motion passed unanimously with Chabot, Spelman, Bechtol, Miller, Jennison, Vaught, Purdy, and Ruppert in favor. Treasurer Larry Vaught then recused himself from the meeting and did not attend or participate in the executive session. The board went into executive session at 9:38 p.m.

26. After discussing Assistant Treasurer Vaught’s proposal, the board emerged from executive session at 10:15 p.m. A motion was made to offer Vaught $300 ($100 per month) in additional compensation for handling the annual dues payments during the spring season, with the understanding that she would also help the board locate and transition to a new bookkeeper. The motion passed unanimously with Chabot, Spelman, Bechtol, Miller, Jennison, Purdy, and Ruppert in favor.

**ADJOURNMENT**

27. The board adjourned at 10:20 pm.

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