

BPRA Committee Reports and Updates for the May 2020 BPRA Board of Trustees Meeting

These updates are distributed to the BPRA Board prior to the monthly meetings and included with the minutes.

1) Pool & Recreational Facilities Committee (Greg Miller, Chair):

Georgetown Aquatics is awaiting information from the county and state as to when pools and rec centers can be open.

2) Entertainment & Recreation Committee (Chris Swan, Chair):

As of April 30, the County has:

- closed all public schools through May 15;
- closed all Parks Department playgrounds, outdoor fitness equipment, and tennis (and pickleball) courts through May 31;
- closed all libraries, and Recreation Department recreation centers, aquatic centers, and senior centers until further notice; and
- cancelled all rentals of recreation centers, libraries, schools, and other government buildings until further notice.

At the April 22 virtual town hall meeting hosted by the District 19 members of the state legislature, Sean O'Donnell (the County Department of Health and Human Services' Administrator for Public Health Emergency Preparedness and Response) indicated that he expects that the department will look to the Governor to decide if community pools will be permitted to operate this summer.

On April 24, the Governor released his plan for reopening the state ([Maryland Strong: Roadmap to Recovery](#)). The plan does not specifically address community swimming pools, but it does indicate that the initial stage of reopening would allow "limited outdoor gym and fitness classes". County Health Officers are given authority to work out the details of what will be allowed.

The first event that we currently have scheduled for the season is the June 20 live music concert. (At the April 7 BPRA Board meeting, we canceled or rescheduled the 4 events that had been planned for May). Assuming that the pool is open by then, these are the events scheduled for the summer and fall:

- June 20, Music concert, featuring Paul Stagnitto's band, 7 to 9 pm
- July 4, Independence Day parade and events at pool
- July 11, Summer Movie - Sonic the Hedgehog
- July [date TBD], Summer Public Affairs Forum, featuring the County Police Department
- July 19th, Music concert - the Breakaways, featuring Phil and Elizabeth Kominski, 4 to 6 pm
- August 1, Summer Movie - Beautiful Day in the Neighborhood

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- August 23 [tentative], Kids concert
- September 5, Summer Movie - Spider-man: Far from Home
- September 12, Yard Sale (rescheduled from May 30)
- September [date TBD], Dolphin Dash 5K
- October 10 or 11, BlocktoberFest
- October 31, Trunk or Treat

Permission from the County and the State to open will almost certainly include a requirement for “social distancing” (really physical distancing). The SBP Civic Association Board (our co-sponsor for many of the summer events) discussed at its April 28 (Zoom) meeting some possibilities for implementing distancing. I would like to have this fleshed out by the BPRA Board’s June 2 meeting. We hopefully will have a better idea of the County Health Department’s plans by then, as well.

3) Neighborhood Dispute Resolution Committee (Chair TBD):

Nothing to report. kp

4) Finance Committee (Dave Pullen, Chair):

ACM is in its last month of contract service for BPRA. Transition tasks are underway, but it is likely we will have to “rebuild” Quickbooks on our own, either by CSV file upload where possible, and failing that, by manual input. Search for a (replacement) contract bookkeeper is beginning.

a. Overdue Collections (Dave Pullen):

1. Assessment collections continue. Approximately 85% of member-households have made full or partial payments. 1st Delinquency letters were issued 4/27, assessing late penalty, interest, and collection costs.
2. One homeowner who entered into a payment plan agreement negotiated by Schild Law firm has NOT met ongoing payment responsibilities. Schild has issued a “demand” letter to the homeowner requesting payment of 100% of the outstanding balance owed.
3. Financial statements for the month of March were emailed to Trustees on Sunday, May 3, in preparation for the May 5 teleconference meeting.

b. Audit Coordinator (Mark Foraker):

We have narrowed the search to two firms, Frank Hajek and Associates, P.A. and Chuck Rajca, CPA. We will check with each firm to see how the Governor’s order and the overall COVID 19 responses will impact this project and the timeline for start and completion. We are requesting references and will have an “interview” call with each person within the next 30 days. After the interview and review of their CV / firm history, we will make a recommendation to the Board for a vote. We hope this can be achieved by the June meeting.

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Chuck Rajca, CPA submitted a proposal with rates ranging from \$1,500 to \$1,200 per audit. The rates depend on if we commit to all of the outstanding audits at once or if we just do one or more years if/when we engage his services.

Frank Hajek and Associates, P.A., has submitted a proposal for completing the FY 2017--FY 2020 audits at \$995.00 each. This assumes that we will be able to appropriately support the audit work from our end.

5) Governing Documents Committee (Elliot Chabot, Chair):

a. HOA document requests

Requests for HOA documents, etc. handled by the Chair of the Governing Documents Committee (February 2020):

1. 13827 Beacon Hollow Lane - status of accounts
2. 13828 Beacon Hollow Lane - status of accounts
3. 3228 Beret Lane - status of accounts
4. 2905 Hewitt Avenue - HOA documents

b. Physical Facilities Rules update project

All of the comments to the draft proposal received last summer and in last year's community survey have been incorporated into a new draft. The Governing Documents Committee will review the suggestions (by teleconference) in the next few weeks and make its final recommendations to the Board for the Board's June meeting.

c. Documents Retention Policy

Along with updates to the Plan of Organization (see paragraph d, below), we hope to develop a Documents Retention Policy for Board review. In addition to requirements already contained in the BPRA governing documents, the Maryland Homeowners' Association Act, and the Montgomery COunty Common Ownership COmmunities Ordinance, we will also try to incorporate best practices from the Internal Revenue Service. If any Board members have any sources for best practices, please pass them on to the Committee.

d. Proposed amendments to the ByLaws and Plan of Organization

Once the proposed Physical Facilities Rules have been sent to the Board, hope to take up these proposed amendments to the Plan of Organization:

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- In § 7A, replace "Long Range" with "Long Term". This will make § 7A consistent with § 1(a)(7).
- Any others?

e. Special Projects

- Identifying the section number for each address within the BPRA. Once this is done, the list can be used to greatly simplify the process of responding to HOA document package requests.

6) Nominating Committee Report (Mark Foraker, Chair):

Mark has reached out to the BPRA members who are in the final year of their term to see if they are running this year. Two of the three have confirmed that they are not running for another term. A request was made to publish an announcement in the next Bugle regarding running for the Board. Mark has spoken with several community members about Board and committee participation over the last month.

7) Long Term Planning Committee (Karen Purdy, Chair):

No meetings currently scheduled. Next steps: find an architect to discuss bathhouse concepts and options with.

8) Grounds and Landscaping Report (Ted Bechtol, Coordinator):

Will be requesting approval to purchase spring fertilizer and grass seed. Will meet Kollins to look at repairs for the plastic edging around the pool deck, and the addition of pea gravel. Will provide them a gate key for access so they do not need to get into the lock box.

9) Tennis Courts Committee (Chair TBD):

(Nothing new since February update)I have contacted two additional to request/invite quotes for repair/restoration of the courts to safe condition, including an option to convert 1-2 courts to permanent pickleball courts (# depending on orientation and meeting USPBA specifications for run-off requirements.) (Dave Pullen)

10) Administrative Assistant's Report (Brenda Henry, Administrative Assistant):

The full Administrative Assistant's Report is distributed to the Board monthly. Please see that report. kp

11) Pavilion Scheduler/Pool Pass Coordinator/Tennis Court Keys Distributor – (Louisa Hoar):

Louisa has notified BPRA President Karen Purdy that this will be Lousia's last summer as Pavillion Scheduler/Pool Pass Coordinator/Tennis Court Key Distributor. The Board will need to look for volunteers to take over Lousia's responsibilities. kp

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12) MapMaster Report (Paul Spelman):

Nothing to report. kp

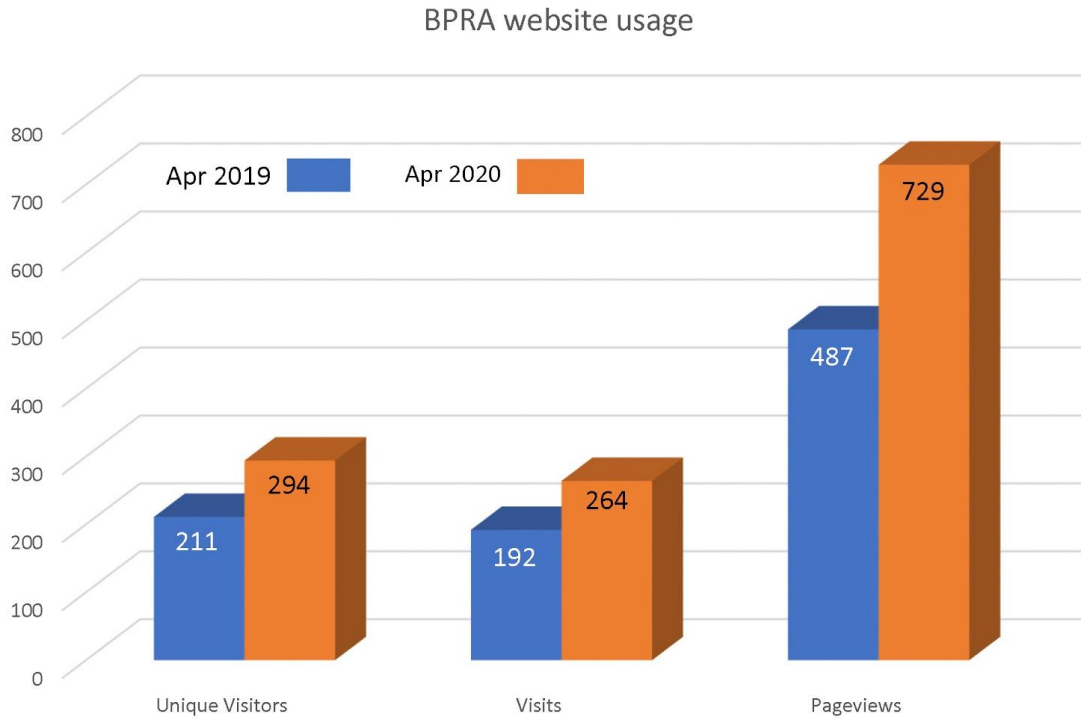
13) New Member Recruitment Report (Coordinator TBD)

Nothing new to report. See Administrative Assistant's Report for current status. kp

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14) Web Master Report (Billy Ruppert):

Squarespace renewal is due this month (\$216). Added February and March 2020 minutes.



April 1, 2019 to April 30, 2019
Traffic

April 1, 2020 to April 30, 2020

Unique Visitors	211	294
Visits	192	264
Pageviews	487	729

Visits by Device

Desktop	144	207
Mobile	50	50
Tablet	11	6