

BPRA Committee Reports and Updates for the June 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):

On May 29, the County [announced](#) that community pools will be authorized to open as part of phase 2 of the COVID-19 re-opening orders. The County is scheduled to start phase 1 on June 1 and no date has yet been set for phase 2. Based on the [Governor's May 27 executive order](#), phase 2 will continue to prohibit community gatherings or events with more than 10 people. Phase 2 will also permit drive-in movie theaters to operate.

In light of the uncertainty of what will be permitted and when, I am recommending that the June 20 music concert (Motor Driven Band, featuring Paul Stagnitto), be rescheduled to Sunday, August 23. This would replace the kids' concert that was tentatively scheduled for that date. Paul Stagnitto has indicated that August 23 works for him.

Originally, we had scheduled the first Summer Movie Night for Saturday, May 30. We had cancelled that, because of the COVID-19 virus, but John Bogasky (working with Joe Mueller) has developed a plan for having the movie as a drive-in movie in the pool parking lot. The Strathmore Bel Pre Civic Association (our partner in the Summer Entertainment Series) discussed the proposal at length at their May 26 Board meeting and recommended going forward with this **provided** that the County Department of Health and Human Services gives their o.k. I recommend that we do the same. If this is a success, we may want to use it as a model for having additional movies in the parking lot in the fall.

Planning for the 4th of July celebration is continuing, keeping in mind the limitations that may be imposed by the virus. Lilla Hammond is leading this effort with assistance from Kye Pak, Billy Rupert, Chris Jennison, Rod Oo, Betty Hiner, Cindy Blackman, and others. Current plans include expanding the 4th of July parade so that it will cover the south side of the community as well as the north side.

The following additional events are on the calendar for the remainder of the year:

- July 11, Summer Movie Night - 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

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- August 1, Summer Movie Night - Beautiful Day in the Neighborhood
- August 23, Music concert - Motor Driven Band, featuring Paul Stagnitto (rescheduled from June 20)
- September 5, Summer Movie Night - Spider-man: Far from Home
- September 12, Yard Sale (rescheduled from May 30)
- September [date TBD], Dolphin Dash 5K (rescheduled from May 25)
- October 10 or 11, BlocktoberFest
- October 31, Trunk or Treat

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 clear we will have to “rebuild” Quickbooks on our own, either by CSV file upload where possible, and failing that, by manual input. An interim bookkeeping solution may be available (discussion at June 2 meeting). Search for a permanent contract bookkeeper is beginning. A draft RFP is circulating among Committee members for comment.

a. Overdue Collections (Dave Pullen):

1. Assessment collections continue..2nd Delinquency letters were issued 5/26, assessing late penalty, interest, and collection costs -- but only to homeowners who have no effort to pay at all. Those who have made late payments but without paying penalties, interest, and collection costs will be contacted again AFTER the June 2 Board meeting when we have more clarity on the policy the Board wishes to follow.
2. Financial statements for the month of April were emailed to Trustees on Sunday, May 31, in preparation for the June 2 teleconference meeting.

b. Assessment Assistance (Dave Pullen)

The Finance Committee held two ZOOM meetings in May:

1. On May 13, the Committee convened to establish a workplan for the year, identifying the major tasks it expected to address in 2020. Among these are:
 - i. Search for bookkeeper to replace ACM
 - ii. Exploration of changing fiscal year to coincide with the calendar year.
 - iii. Process for rebuilding Quickbooks to come current in the transition from ACM back to BPRA
 - iv. 2020 Budget planning process and timeline
 - v. Review of Electronic Communications Act processes/permissions and whether BPRA would benefit by aggressive pursuit of homeowner permissions to receive communications electronically.

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- vi. Ascertain the need for an on-line payment program or “store” including scope (assessment payments only? Guest passes? pavilion deposits? snack bar accounts? etc.)
- vii. Initial discussion of concepts/criteria responsive to the Board’s request for same regarding flexibility with respect to Annual Assessment payments
- vii. Separation of (vii) *supra* from revisions to the overall Collections Policy.

2. On May 19, the Committee convened to review/discuss a first draft of its proposed recommendations to the Board regarding flexibility with respect to Annual Assessment payments. **Committee recommendations to follow to Board members by email prior to the June 2 meeting.**

c. Audit Coordinator (Mark Foraker):

Due to schedule delays related to COVID 19 there has been no progress since the last report. The following information remains relevant:

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.

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 (May 2020):

- 1. 3305 Beret Lane - covenants
- 2. _____ Birchtree Lane - fence covenants
- 3. 13829 Blair Stone Lane - HOA documents

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4. 2905 Hewitt Avenue - fence covenants
5. 13912 Rippling Brook Drive - dues level and frequency

b. Physical Facilities Rules update project

The Committee met on Thursday, May 21 by teleconference to discuss the current draft of the proposed physical facilities rules (including the pool, pavillion, tennis courts, and parking lot rules). The Committee covered sections 103 to 290. The Committee will meet again on Thursday, June 4, at 7:30 pm, to continue its review of the document.

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:

- 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 follow up will be made to the third person prior to the next Board meeting. Mark continues to speak with community members about Board and committee participation.

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

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

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

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

12) MapMaster Report (Paul Spelman):

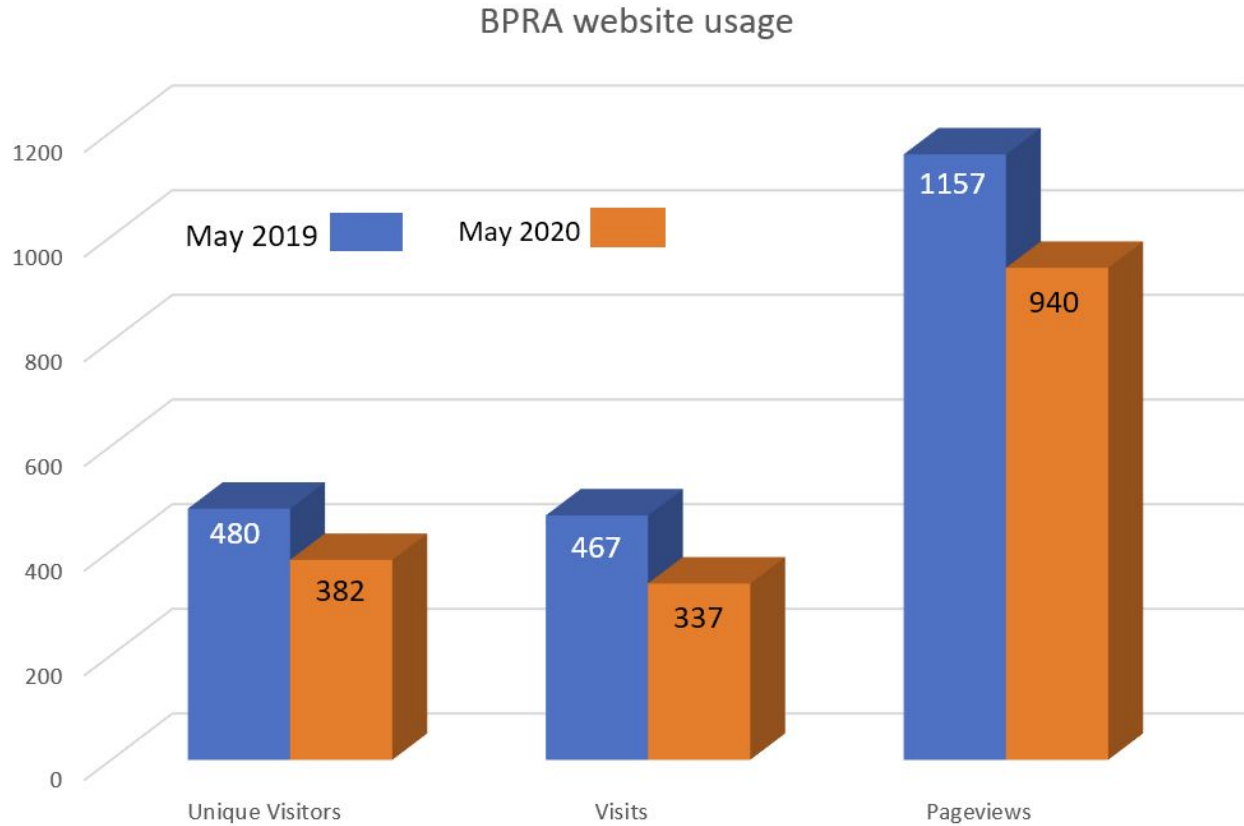
Nothing to report. kp

13) New Member Recruitment Report (Coordinator TBD)

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

BPRC Committee Reports and Updates for the June 2020 BPRC Board of Trustees Meeting

14) Web Master Report (Billy Ruppert):



May 1, 2019 to May 28, 2019

May 1, 2020 to May 28, 2020

Traffic

Unique Visitors	480	382
Visits	467	337
Pageviews	1157	940

Visits by Device

Desktop	228	204
Mobile	218	112
Tablet	21	20