

## **BPRA Committee Reports and Updates for the July 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):**

See meeting minutes. kp

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

For details, see the BPRA Board minutes of June 2, 16, 23, and 30. The first movie of the summer (Aladin) was held on Saturday, June 27, as a drive-in movie. Attendance was capped at 50 people because of the County's COVID-19 regulations. Social distancing and face coverings rules were followed and a good time was had by all. For the next movie, priority will be given to families that were not able to see the first movie.

The Board has approved allowing all of the remaining movies and music concerts to be held on the parking lot using the drive-in format.

The July 4th celebration was converted into a car parade and flag ceremony. The event started in front of Strathmore Elementary School. The scouts led the flag ceremony. The car parade route was expanded beyond the community's traditional parade route and went through the north side, east side (Deckman area), and south side of the community. Lots of cars and lots of folks waving and cheering along the parade route. (Because of the COVID-19 restrictions, there was no field day, magician, or special pool events for the 4th this year.)

We continue to adjust as the COVID-19 rules change.

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

- July 11, Summer Movie Night - Sonic the Hedgehog
- July 19th, Music concert - the Breakaways, featuring Phil and Elizabeth Kominski, 4 to 6 pm
- 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

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Thank you to John Bogasky and his volunteers who made the movie a success and to Lilla and Bill Hammond and their volunteers who made the 4th of July celebration a success.

### **3) Neighborhood Dispute Resolution Committee (Chair TBD):**

Nothing to report. kp

### **4) Finance Committee (Dave Pullen, Chair):**

Re-build of BPRA's Quickbooks accounting software in underway, by contract with Rita Vaught. Essentially, we must reconstruct all transactions from Sept. 2019 through May 2020 to capture all transactions recorded by ACM in its proprietary accounting software. Search for a permanent contract bookkeeper is underway.

#### **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.

#### **B. Assessment Assistance (Dave Pullen)**

The Assessment Assistance Committee has not yet met; it will do so within the next 1-2 weeks as schedules allow. Focus is on those who filed a specific request for relief, followed by action plans for those who have neither paid nor filed a request for relief.

#### **c. Audit Coordinator (Mark Foraker):**

Due to schedule delays related to COVID 19 there has been no progress since the last report in May. 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.

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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 (June 2020):

1. 1 Beachvue Court - land use covenants
2. 13507 Rippling Brook Drive - wants to join
3. 13308 Rockview Court - land use covenants

#### **b. Physical Facilities Rules update project**

The Committee met on Thursday, June 4 by teleconference to finish reviewing the current draft of the proposed physical facilities rules (including the pool, pavillion, tennis courts, and parking lot rules). The new rules would go into effect with the 2021 pool season. The draft will be forwarded to the Board shortly.

#### **c. Documents Retention Policy**

The Committee met on Thursday, June 18 to discuss establishing a Documents Retention Policy for the Association. Members of the Committee are researching document requirements in the BPRA governing documents and the Maryland Homeowners' Association Act, as well as recommendations from the CCOC, Maryland State Archives, National Council on Nonprofits, and models from other small nonprofits. The next meeting of the Committee is scheduled for Wednesday, July 15, at 7:30 pm, by teleconference.

#### **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?

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### **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 received confirmation that all three Board members with terms ending are not running for an additional term. Mark continues to speak with community members about Board and committee participation. He has received confirmation from one community member that they intend to run for the Board this year. Please send the names and contact information of any community members you believe may be interested in Board service.

#### **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):**

#### **9) Tennis Courts Committee (Chair TBD):**

Mid-Atlantic Asphalt company made a site visit to BPRA tennis courts and has submitted a preliminary proposal for repairs. Once layout diagram is provided (a requested supplement to the proposal), the Committee will determine whether to move forward seeking Board approval/authorization to contract for services. (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 Louisa's last summer as Pavillion Scheduler/Pool Pass Coordinator/Tennis Court Key Distributor. The Board will need to look for volunteers to take over Louisa'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 July 2020 BPRC Board of Trustees Meeting

### 14) Web Master Report (Billy Ruppert):

A few website updates for new meetings.

	June 1, 2019 to July 3, 2019	June 1, 2020 to July 3 2020
<b>Traffic</b>		
Unique Visitors	544	857
Visits	542	972
Pageviews	1442	2755
 <b>Visits by Device</b>		
Desktop	333	601
Mobile	229	586
Tablet	19	35

