

BPRA Committee Reports and Updates for the August 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):

a. Movies at the Pool Parking Lot

The second movie of the summer (Sonic the Hedgehog) was held on Sunday, July 12. This was originally scheduled for Saturday, July 11, but inclement weather was predicted. It turned out that the weather was great on Saturday, but not so good on Sunday. Going forward, rather than moving a drive-in movie to Sunday when rain is predicted for Saturday, we plan to move it to a different Saturday.

Drive-in movies are scheduled for the pool parking lot on

- August 1 - A Beautiful Day in the Neighborhood
- September 5 - Spider-Man: Far From Home

The Strathmore Bel Pre Civic Association (our partner in the Summer Entertainment Series) has expressed an interest in having a 5th movie sometime in the fall.

Update: *The August 1 movie was rained out. It is tentatively rescheduled for Saturday, August 22.*

b. Music Concerts at the Pool Parking Lot

With the recent ruling by the County Health Officer that the [Maryland Health Department Directive and Order Regarding Community, Recreational, Leisure, Cultural and Sporting Gatherings and Events](#) applies to Montgomery County, it is doubtful that we will be able to hold any of the music concerts this summer.

Prior to that decision, the music concerts had been rescheduled, as we tried to develop a format that will work for the musicians and the audience. Because of site lines and because of the differing experiences between drive-in movies and music concerts, not all of the solutions that have worked with the drive-in movies were going to work with the music concerts. Through all this, we needed to stay compliant with the County's COVID-19 rules. The revised schedule was going to be:

- Breakaways (featuring Elizabeth and Phil Kominski) moved from Sunday, July 19 tentatively to Friday, September 4; and
- Motor Driven Band (featuring Paul Stagnitto) moved from Sunday, August 23 to Saturday, August 29.

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

Both concerts were tentatively scheduled to run from 6 to 8 pm in the pool parking lot. Now, it appears neither of them will be able to be held.

c. Fall events

The events scheduled for the Fall are in flux depending on what happens with COVID-19.

- 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

The Civic Association Board indicated at their July 28 that the Yard Sale (which they sponsor and BPRA hosts) is doubtful. This would have been the 39th annual Yard Sale.

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 (performed by Riat Vaught, per approved contract) is almost completed. ACM/Union Bank has now repaid BPRA the residual balance of "advance" funds provided last September. That concludes our business relationship with ACM.

a. Overdue Collections (Dave Pullen):

1. Assessment collections continue 3rd Delinquency letters were issued 6/27, 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 Assessment Assistance Committee reviews/decides their initial claims.

b. 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

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

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.

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 (July 2020):

1. 3009 Beaverwood Lane - HOA documents
2. 3228 Beret Lane - fence covenants
3. 13829 Blair Stone Lane - status of accounts
4. 3213 Birchtree Lane - status of accounts
5. 2824 Blue Spruce Lane - certificate of insurance
6. 13812 Bonsal Lane - fence covenants
7. 13813 Bonsal Lane - certificate of insurance
8. 13900 Bromal Lane - fence covenants
9. 2500 Dressler Lane - current dues
10. 13406 Hathaway Drive - certificate of insurance
11. 13408 Hathaway Drive - HOA documents
12. 13408 Hathaway Drive - status of accounts
13. 13408 Hathaway Drive - fence covenants
14. 2801 Hewitt Avenue - HOA documents
15. 2801 Hewitt Avenue - status of accounts
16. 13402 Rippling Brook Drive - HOA documents
17. 14001 Rippling Brook Drive - shed covenants
18. 14020 Rippling Brook Drive - HOA documents
19. 13308 Rockview Court - status of accounts

b. Physical Facilities Rules update project

Finalizing the crosswalk document comparing the recommendations of the Committee against the current rules. Hope to have the Committee’s recommendations and the crosswalk

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

distributed to the Board shortly. It is the Committee's hope that the new rules would go into effect with the 2021 pool season.

c. Documents Retention Policy

The Committee met on Wednesday, July 15 by teleconference. The Committee agreed on a preliminary schedule for retention of BPRA governance, financial, and other documents - based on recommendations from the Montgomery County Commission on Common Ownership Communities, the American Institute of Certified Public Accountants, and other sources.

The Committee will meet on Wednesday, August 26, by teleconference, to finalize the schedule and to start to address:

- What format should the records be kept in?
- Where should the records be kept?
- How should access to records be provided?

d. Proposed amendments to the ByLaws and Plan of Organization

Once the proposed Documents retention Policy has 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 received confirmation that all three Board members with terms ending are not running for an additional term. Mark has engaged members of the community about Board and committee participation and notices were placed in the bugle. He has received confirmation from three community members that they intend to run for the Board this year. As of 8/1/2020, no other community members have elected to run for the BPRA Board. These three names will be presented to the Board at the August 4 meeting.

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

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):

Sandy Whitley, a Licensed Tree Expert with JC Tree, our usual tree company, inspected white pines across the property. While we found situations that warranted monitoring and possible mitigation she found no impending failures, with the qualifications that there may always be hidden defects or issues that may be uncovered from further physical examination. It may be prudent to obtain a second examination and review.

We did identify 6 trees which are mostly dead or leaning severely including one behind the Stultz residence that are recommended for removal and including the clean-up of the pine by the entrance gate for a price of approximately \$7500.00.

This work is beyond our budget figures for this year and some work could be delayed as pool season is closing but some of the work such as the clean-up and the tree adjacent the Stultz property should be accomplished sooner than later. (Ted Bechtol)

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. ***Still awaiting a layout diagram.*** Once provided, the Committee will determine whether it is ready to endorse a proposal to the Board and seek its 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 Pavilion Scheduler/Pool Pass Coordinator/Tennis Court Key Distributor. The Board will need to look for volunteers to take over Louisa's responsibilities. kp

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

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

14) Web Master Report (Billy Ruppert):

Updates to be provided next month.