

BPRA Committee Reports and Updates for the October 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 (Ted Bechtol, Chair):

Finalized RFP is to be approved by the Board in the October meeting and then go out to prospective bidders.

The extended season was successful although as in past years the pool water temperature can drop quickly with a few rain storms and cooler night temps.

Pool closure went well and Clark Baugher said that he appreciated the Board's efforts this summer to make the season as successful as possible under the Covid-19 restrictions.

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

a. Movies at the Pool Parking Lot

The fourth and fifth movies of the summer -- Spider-man: Far From Home and Jumanji: The Next Level -- were held on September 5th and 19th, respectively.

The Strathmore Bel Pre Civic Association (our partner in the Summer Entertainment Series) has expressed an interest in having a final movie of the year on the evening of Saturday, October 24, with October 31 (Halloween) as the inclement weather date. The movie would be Coco. I recommend that the Board approve the use of the parking lot for the movies on those days. No use of the bathrooms are expected.

b. Trunk or Treat

The County's [Halloween COVID-19 guidance](#) says that trunk or treat events (and traditional Trick or Treating) should be "avoided" this year. So, no Trunk or Treat in 2020.

Elizabeth Kominski (BPRA's Trunk or Treat Coordinator) and I have discussed alternatives. We are considering a pumpkin decorating contest, co-sponsored with the Civic Association. For the contest, we would like community voting on the decorated pumpkins. If the Webmaster is good with this, then a webpage would have photos of the entrees with a method for the community to vote on them. We could announce the winners at the Annual Meeting. The Civic Association may be willing to provide some sort of small cash or gift card prizes.

3) Neighborhood Dispute Resolution Committee (Chair TBD):

Nothing to report. Kp

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4) Finance Committee (Dave Pullen, Chair):

Re-build of BPRA's Quickbooks accounting software through May 2020 (performed by Rita Vaught, per approved contract) is now completed. Our business relationship with ACM is concluded. One proposal received to date to perform ongoing bookkeeping services. Seeking to solicit at least 2 more proposals before Finance Committee consideration and recommendation to the Board.

a. Overdue Collections (Dave Pullen):

Assessment collections continue. Several more homeowners have made delinquent payments (most in anticipation of mortgage refinancing or sale of the home). Those who have made partial late payments (initial principal assessed but without paying assessed penalties, interest, and collection costs) will be contacted again after the Assessment Assistance Committee disposes of initial claims.

b. Audit Coordinator (Mark Foraker):

Over the past year we developed an RFP for audit services and conducted a search over several months. The focus of the RFP was to complete audits of the BPRA for the Fiscal Years 2017, 2018 and 2019 with the option of completing FY 2020. We identified 11 potential firms / auditors and we received four complete responses / bids ranging in price from \$995 to approximately \$5,000 per audit year. A review of the proposals was conducted and the search was narrowed to two candidates. Each had comparable proposals with some variations in price, timeline and approach.

I am recommending Chuck Rajca, CPA to conduct the audits for the BPRA. Mr. Rajca submitted a proposal with rates ranging from \$1,500 to \$1,200 per audit. I am recommending that we engage Mr. Rajca to complete all outstanding audits at a price of \$1,200 per audit year (including FY 2020). Mr. Rajca works with approximately 250 organizations annually and has more than 30 years of experience in accounting and auditing, including working with HOAs and civic groups. He has been responsive and proactive throughout this process and has consistently given thoughtful, clear and accurate responses to questions. If we begin work in October 2020, he anticipates that all four audits can be completed by the end of December 2020. That would depend on our ability to gather and submit the necessary documentation. All work will be conducted virtually and supporting documents from Mt. Rajca will be sent to the BPRA Board via email.

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c. Budget Planning (Dave Pullen)

The Finance Committee met twice in September via ZOOM, and exchanged additional clarifying emails outside those meetings, to arrive at a draft Budget for FY 2022 that was distributed to Trustees on 10/1 and will be an Agenda item requiring action at the Board's 10/6 meeting.

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 (September 2020):

1. 2941 Beaverwood Lane - HOA documents
2. 2941 Beaverwood Lane - status of accounts
3. 3212 Birchtree Lane - trash pick-up and mailbox rules
4. 3229 Birchtree Lane - status of accounts
5. 13416 Hathaway Drive - HOA documents

b. Physical Facilities Rules update project

Hope to have the recommendations of the Committee for the new pool/pavillion/tennis court/parking lot rules to the Board soon. 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 meeting scheduled for September 30 was cancelled, so the Finance Committee could finish its work on the budget. The Governing Documents Committee will meet in October to try to finish drafting the Documents Retention Policy.

d. Covenant enforcement

Once work is done on the Physical Facilities Rules and the Documents Retention Policy, the Committee plans to begin working on developing a written policy on covenant enforcement.

e. Proposed amendments to the ByLaws and Plan of Organization

Items to be included in the next update to the Plan of Organization:

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

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- Any others?

f. 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):

Three candidates have declared they are running for seats on the BPRA Board. The three community members are: Claire Pak; Cookie Stagnito and Phil Kominski. These three candidates were presented to the Board at the regular August meeting and notification has been sent to the community. No other names or petitions have been put forward as of 10/05/2020.

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

Draft 5 Year Plan transmitted to the Board on 9/30/2020 for revision/adoption at 10/6/2020 Meeting.

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 request the Board approve up to \$500.00 for the procurement of fertilizer for two applications to lawn areas through November.

5 spireas and 3 Japanese hollies were planted as replacements in the front entrance planting by the Pool House and under the pines by the Pavillion. These were donated.

Contact with a third party Arborist to review tree conditions across the property still needs to be accomplished.

9) Tennis Courts Committee (Dave Pullen, Chair):

(No change) 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)

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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

12) MapMaster Report (Paul Spelman):

Working on adding overlay to the [community map](#) to show each of the "sections" of Strathmore Bel Pre.

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):

Website traffic for September 2020

