

BPRA Committee Reports and Updates for the January 2021 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):

Four pool management companies responded to our Request for Proposals; Winkler Pool Management, Lighthouse Pool Management, American Pool and Georgetown Aquatics. Quotes provided for first year service were \$141,310.00, \$109,900.00, \$102,190.00 and \$78,700.00 respectively. Bids presented for the second and third years were essentially inflationary adjustments. Quotes for optional services, such as additional hours and weekends in September, were not at all significant in affecting the dollar amounts from the bidders. Georgetown's low bid is inline with their original bid for the 2020 season of \$77,100. In view of Georgetown's successful past performance it is recommended that the Board select Georgetown Aquatics as our service provider for the 2021 season.

Phil Kominski has expressed a willingness in becoming Chair of this Committee and we feel that with his experience with the Dolphins and his current involvement that he would do an excellent job in this capacity.

Joe Moeller is approaching Clark Baugher with Georgetown Aquatics to finalize the details of a Pump Room project involving replacing filters, related piping, gages, etc. This work has been discussed in the past by the Board and now requires new pricing with hopes of completion well before the summer season. tb

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

a. Pumpkin Decorating and/or Carving Contest

In place of Trunk or Treat, we had a pumpkin contest this Halloween. The winners (as announced at the annual meeting) were:

- 1st Place – The Synkoski Family (Belle Crest Lane) – Cranberry Juice-drinking, skateboarding Jack O' Lantern.
- 2nd Place – The Miller Family (Burning Bush Lane) – set of 5 carved pumpkins
- 3rd place – Tyler Kominski (Beacon Hollow Lane) – beauty treatment pumpkin

b. Movies at the Pool Parking Lot

The Strathmore Bel Pre Civic Association (our partner in the Summer Entertainment Series) has expressed an interest in having a drive-in movie next spring, before the pool season starts. More details should be available by the February BPRA Board meeting.

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c. Dolphin 5K

The Dolphin Dash 5K originally scheduled for last May 25, but was cancelled because of the pandemic. In its place, the Swim Team sponsored the 2020 Virtual Durkey Dash 5K where participants ran or walked on their own at any point in the month of November. Shirts for the 5K participants were distributed from the pool parking lot on Saturday, November 21 from 9-11 am. The 5K was a successful fundraiser for the Swim Team!

d. Spring Thing

Last year, we cancelled the 2020 Spring Thing because the COVID-19 pandemic. Recommendations for whether we should try to have it in 2021 will be presented to the Board for the February Board meeting. Traditionally, the Spring Thing is held the third Saturday in May (which would be May 15 this year).

3) Neighborhood Dispute Resolution Committee (Chair TBD):

Nothing to report. Kp

4) Finance Committee (Dave Pullen, Chair):

a. Bookkeeper

At its 10/6/20 meeting, the Board approved funds to pay an interim bookkeeper through as late as January 2021 while we continue efforts to identify, interview, and retain a permanent candidate firm (or individual) to perform those services. At this juncture, I am doubtful we will receive other proposals prior to the 1/31 expiration of the Board's authorization for a temporary/interim solution. For this reason, on 1/5 I will propose that the Board formally agree to retain Rita Vaught on a one-year contract to perform bookkeeping services at the rate identified in her original proposal (and to which, the Board agreed in approving the interim request).

b. Overdue Collections (Dave Pullen):

As agreed at the November meeting, homeowners who have made no effort to pay the 2020 Assessment by November 31 have been referred to the Schild Law Firm for collection (14 homes) -- a few property owners did respond by 11/30 and brought their accounts current. Several more homeowners have made delinquent payments (most in anticipation of mortgage refinancing or sale of the home).

On 1/5 you will be asked to render a decision whether to authorize the Firm to pursue suit against the Estate of a former owner (where both the Firm and I recommend simply writing off

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the debt); and separately, you will be asked to authorize the Firm to bring a lawsuit against a current owner who is in arrears by 2-3 years and regularly seeking delays (in this instance, I recommend authorizing the Firm to bring suit).

c. Assessment Assistance Committee (Dave Pullen)

The newly-reconstituted Assessment Assistance Committee met pursuant to Notice on December 10 via ZOOM. At that meeting, the Committee resolved 35 of the 39 pending requests for relief/consideration, settling collections on average for \$332.14 per property. Interest was assessed on all accounts in accord with the existing Collections Policy; penalties and collection costs were reduced where possible with the intent to resolve as many accounts as possible for amounts already paid. (Many of these accounts had balances due of as little as \$2.50.) The Committee stresses it anticipates more demanding reviews in 2021 where homeowners have adequate notice of the Committee's existence and Charge.

Of the 4 unresolved cases, one requires further discussion with the current homeowner regarding the terms of sale when he/she acquired the property, which carries a 2019 Assessment debt. The second case has been referred to Schild for assistance, as telephone conversation with the owner(s) has met resistance and where language barriers may be a factor in the conversation. The third remaining case involves a homeowner who, due to loss of income associated with the COVID pandemic, simply does not have the funds to make payment. The homeowner paid roughly one-half of the 2020 Assessment but has been unable to pay the balance. The fourth and final remaining case involves a homeowner who timely paid \$225 of the 2020 Assessment, but has not responded to further requests for the balance. The Committee determined to make one further written plea for payment before considering other actions.

One issue with the current Collections policy that requires the Board's immediate attention on 1/5 is the timing of imposing interest charges. The approved policy directs the Treasurer to impose penalties beginning April 15, while some public documents state that interest accrues as of the first of the month. This requires clarity/resolution. I recommend amending the Collections Policy to stipulate that interest accrues beginning April 1st and the first day of each following month, until the Assessment is paid. This is the logical conclusion from an Assessment that is "due" March 1 but a "grace period" through March 31 allows payment without penalty or costs.

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d. Review of Electronic/on-line Pool Management Services Providers (Dave Pullen)

Pursuant to Board request, the Finance Committee took all necessary actions to review the two vendors identified to it by the Board and provide its recommendations thereon back to the Board in time for further consideration/action at the 1/5 meeting. A memorandum detailing the Committee's actions and conclusion/recommendations is being sent to Board members under separate cover as a stand-alone document.

e. Audit Coordinator (Mark Foraker):

The audits are in process. Mark will coordinate with Dave Pullen and Larry Vaught following the winter holidays to start work on the financial requests from the auditor and a revised timeline will be available in February.

f. Budget Planning (Dave Pullen)

At its 10/6 meeting the Board of Trustees approved the Finance Committee's recommended budget (with one minor reallocation between accounts) for distribution to homeowners in advance of the 2020 Annual Meeting. At the 1/5 meeting, the Board will be asked to formally approve the FY 2022 Budget, which includes adopting the Annual Assessment rate to be charged for the upcoming fiscal year.

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 (November 2020):

1. 3100 Beaverwood Lane - HOA documents
2. 13912 Bethpage Lane - status of accounts
3. CCOC - HOA documents

December 2020:

4. 2901 Beaverwood Lane - status of accounts
5. 3100 Beaverwood Lane - status of accounts
6. 3513 Beret Lane - HOA documents
7. 3228 Birchtree Lane - political sign covenants
8. 13905 Blair Stone Lane - HOA documents
9. 14113 Blazer Lane - status of accounts
10. 13402 Rippling Brook Drive - HOA documents

b. Documents Retention Policy

The Governing Documents Committee will try to meet in January to try to finish drafting the Documents Retention Policy.

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c. Covenant enforcement

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

d. 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).
- **NEW** - Authorization by members to receive electronic mail notification of annual (and special) general membership meetings, the annual report of the Nominating Committee, and the annual assessment letter are set out in **§§ 13(e), 13(f), and 14(a)**, respectively, of the Plan of Organization. The Plan should be amended to specify which officer or official of the BPPA is to certify in writing that the BPRA provided notice as authorized by the member. Section 113.1(a)(3) of the Maryland Homeowners Association Act requires that for a notice by e-mail to be valid, that "An officer or agent of the homeowners association certifies in writing that the homeowners association has provided notice of a meeting or delivered material or information as authorized by the lot owner." **A review of how the annual notices required in our governing documents mesh with Maryland Homeowners Association Act is available.**
- 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):

Outreach to the community regarding committee and Board service is ongoing. Mark requests that names and contact information is provided for (non-Board Member) attendees of all committee meetings. It would be helpful to have a list of individuals that showed interest in and / or attended board meetings, committee meetings or had general inquiries related to board activities over the past two years. Mark plans on writing an updated article for each issue of the Bugle this year to explain the importance of participating in the governance of our community.

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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, Chair):

Kollins has completed leaf removal and closed out their work for the season. Will approach them again about adding new gravel around the outside of the pool deck.

Contact has been made with Casey Trees, a non-profit, to provide us with a third party review of tree health and condition across the property. Their rate is \$50.00/hr. and I would estimate that we should approve up to 5 hours (\$250.00) which would cover onsite inspection and a written follow up report.

I have contacted Louisa Hoar regarding the Board's interest in providing her a commemorative tree on the pool grounds in recognition of her extensive years of support. She selected the newly planted red maple near the pool deck steps, adjacent to Maury Potosky's tree, who she worked with on the Bugle. tb

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

Mid-Atlantic Asphalt company made a site visit to BPRA tennis courts in late Spring 2020 and has submitted a preliminary proposal for repairs. Recently, we received a layout diagram deemed essential prior to referral of the proposal to the Board for review/approval. By email vote, the Committee approved a motion to advance the Mid-Atlantic Asphalt proposal to the Board. Given time constraints, we anticipate bringing the matter to the Board for decision at its February 2021 meeting, so that a timely Spring schedule for the work can be arranged. Per nomination by the President and approval by the Board at its December meeting, Jim Eaton has assumed responsibility for distributing tennis court keys to homeowners who request same.

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

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

Louisa Hoar has completed her end of season tasks and turned over materials to Karen Purdy. Tennis Court key distribution responsibilities and materials have been turned over to Jim Eaton.
kp

12) MapMaster Report (Paul Spelman):

Working on adding overlay to the community map to show each of the “sections” of Strathmore Bel Pre.

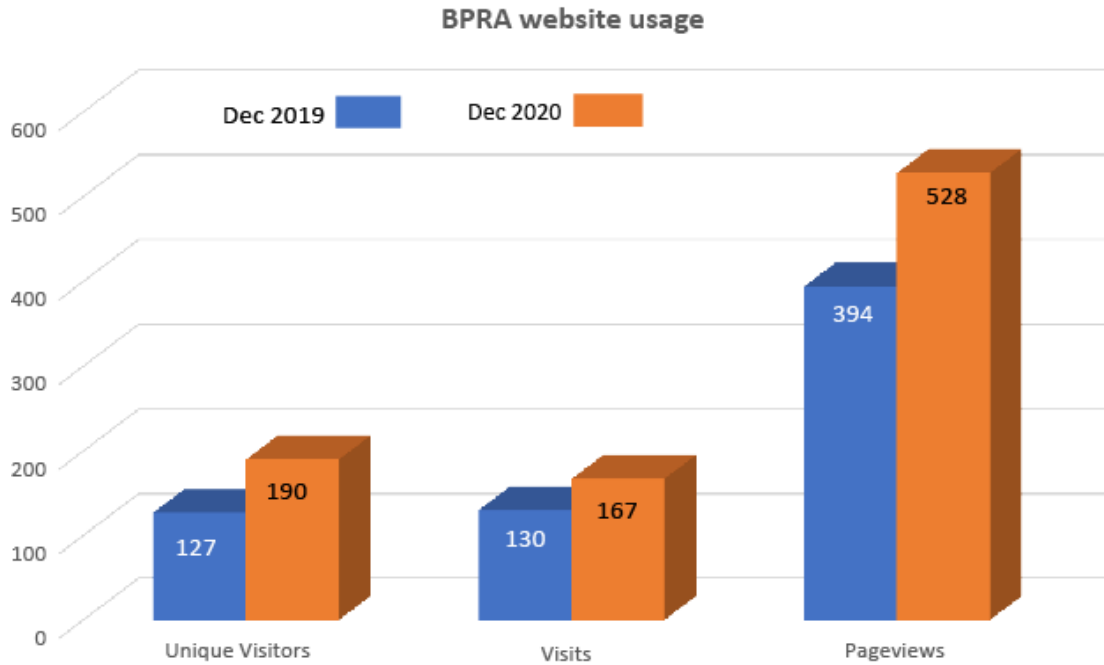
13) New Member Recruitment Report (Coordinator TBD)

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

BPRC Committee Reports and Updates for the January 2021 BPRC Board of Trustees Meeting

14) Web Master Report (Billy Ruppert):

Website traffic for Dec 2020



Visits by Device	Dec 2019	Dec 2020
Desktop	81	126
Mobile	45	38
Tablet	4	5