

**Bel Pre Recreational Association  
Board of Directors  
Minutes of Meeting November 5, 2019**

**CALLED INTO SESSION/ROLL/AGENDA**

1. The board convened at Bel Pre Elementary School, room 138 at 7:35 pm. Board members present were President Elliot Chabot, Vice President Gregg Miller, Karen Purdy, Megan Virga, Larry Vaught and Ted Bechtol. Larry Vaught left the meeting at 9:00 pm. Board members Steve Jennison and Billy Ruppert were absent. Chris Jennison moved out of the community and is no longer on the Board.

2. Secretary Mark Foraker, Treasurer Dave Pullen, Recreation and Entertainment Committee Chair Chris Swan and BPRA member Joe Moeller were present.

3. Secretary Foraker called the role and a quorum was present. A motion to approve the agenda was made by Miller and it was seconded by Bechtol. The motion passed unanimously with Bechtol, Chabot, Miller, Purdy, Vaught and Virga in favor.

**STATEMENTS FROM ASSOCIATION MEMBERS**

4. BPRA members were invited to speak on any items.  
No statements were made.

**APPROVAL OF MINUTES**

5. Secretary Foraker stated that the September 10 Board meeting minutes and the September 14 walkthrough minutes were circulated prior to the meeting and that the October 1 meeting minutes are still in process. Miller moved to approve the September 10 meeting minutes and the September 14 walkthrough minutes and the motion was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, Miller, Purdy, Vaught and Virga in favor.

**TREASURER'S REPORT**

6. Treasurer Dave Pullen gave an overview of the finances of the BPRA (see the Financial Statements for September 2019 for more details).

**a. American Community Management (ACM)**

Pullen stated that the transition to ACM handling the monthly financial reporting is still new and that adjustments will be made as needed. Pullen solicited input on the format of the financial reports and will provide feedback to ACM if changes are needed.

**b. Monthly Financial Statements**

The September financial reports are complete and the October reports are still in process. The time required for ACM to complete the financial report is longer than when this was done by BPRA volunteers.

### **c. Delinquent Accounts and Collections**

Pullen reported that letters have been sent to approximately 50 households that have not paid dues this year (this does not include households already in collections). Pullen stated that there have been a few cases requesting relief from late fees and fines.

**Case 1:** Homeowner stated they did not receive the initial notice because the address was incomplete and this was confirmed to be an error in the BPR data base. Miller moved to approve waiving all fees and fines as this was a BPR error. The motion was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, Miller, Purdy, Vaught and Virga in favor.

**Case 2:** The son of the homeowner (acting as caretaker) did not get the notices directly and did not see the notices when visiting the home. He requested that we wave the late fee and fines. Miller moved to wave the late fee only and the household will still need to pay interest on the dues. This motion was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, Miller, Purdy, Vaught and Virga in favor.

**Case 3:** The homeowner does not occupy the residence and the renter did not see the notices. The homeowner stated that the renter is responsible for the dues according to the lease. According to the bylaws, the homeowner is responsible for ensuring the annual dues are paid regardless of any agreement in the lease. No concessions were granted and Pullen will follow up with the homeowner.

**Case 4:** This is another case where the son is the caretaker for the household and paying bills for the family member. This is a similar circumstance to case two. He requested that we wave the late fee and fines. Miller moved to wave the late fee only and the household will still need to pay the interest on the late dues. This motion was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, Miller, Purdy, Vaught and Virga in favor.

The Board agreed that all approvals were on a one-time basis and should not be repeated for subsequent requests by these households in the future.

### **d. Other Items**

7. Pullen stated that due to turnover in Treasurers we are behind schedule in issuing collection letters for unpaid annual dues. The Board discussed adjusting the timeline for collection letters for this year only and then returning to the regular schedule for the 2020 calendar year. Pullen will send the collection letters in the next couple of weeks.

## **FARMERS MARKET**

8. Virga reported that work is still in process regarding putting together a concept for a spring Market and is considering a google form to gauge interest.

## **FINANCIAL AUDITS**

9. Foraker reported that he intends on circulating the RFP to prospective auditors prior to the end of the calendar year.

### **LONG TERM PLANNING COMMITTEE (LTPC)**

10. Purdy stated that the information regarding the LTPC recommendation for the assessment increase has gone out and that she has only heard from one person so far. The caller left a message expressing their displeasure with the increase but the call was anonymous and there was no way to contact the caller in response. Purdy has not set a date for the next LTP meeting and will do so following the annual meeting.

### **ANNUAL MEETING**

11. Chabot reported that the annual meeting notice has gone out. Chabot also stated that election judges are needed. Bechtol agreed to be a judge and Moeller stated the some of the Boy Scouts will be able to attend and assist as needed.

12. Pullen shared a draft letter and Official Proxy form that could be posted to the list serve. He recommended that it come from Elliot as the BPR President. Some minor revisions were made to the form and it was agreed that it should be posted prior to the meeting.

### **PHYSICAL FACILITIES MAINTENANCE**

13. Moeller reported that the DVR for the security system is now working. He raised the discussion on replacing the filter system and the Board decided to table the issue until Spring 2020.

14. The Miller family is stepping down from running the snack bar and will not operate it this coming pool season. Greg Miller stated that Laura Miller has been in touch with other community members who may be interested in operating the snack bar and the transition should not cause any disruption.

15. The valve replacement for the water supply to the main pool is complete. Moeller will follow up on the status of the repairs to the urinals.

### **GROUNDS AND FENCE MAINTENANCE:**

16. Bechtol laid down fertilizer, and gave an update on the tree planting project conducted by Kollins. The leaves have not been collected but the work is planned. The status of the fence repair was raised and a motion was made by Chabot to authorize Foraker and Ruppert to spend up to \$200 to repair the fence. The motion was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, Miller, Purdy, Vaught and Virga in favor.

### **RECREATION AND ENTERTAINMENT COMMITTEE REPORT**

17. Updates were made for the following items:

**a. Blocktober Fest (and block party grants)**

Virga gave a brief report on the event and stated that attendance has declined each year.

**b. Trunk or Treat**

Those who attended this event felt that it was not as heavily attended as last year. It could be that it was held after Halloween and we should either consider holding the event on Halloween or on a Saturday before Halloween.

**c. Other items**

Virga reported that the Christmas Tree vendor will not be able to do an event this year so other options are being considered for a holiday event on the grounds.

**TENNIS COURTS COMMITTEE**

18. Pullen reported that the committee is waiting on Mid-Atlantic Asphalt to issue quotes on the revised scope of work.

**WEBSITE, FACEBOOK and TECHNOLOGY:**

19. Ruppert sent the website utilization report prior to this meeting and gave an overview of updates made to the website.

**GOVERNING DOCUMENTS COMMITTEE—Deferred to January**

**ASPEN HILL VISION ZERO:**

20. The Montgomery County Planning Board staff has issued their recommended Aspen Hill Vision Zero Report and Chabot has posted a notice on the list-serve. The report is expected to include an appendix volume that lists recommendations that are outside of the study area.

**ADMINISTRATIVE ASSISTANT’S REPORT and PAVILION SCHEDULER’S REPORT:**

21. The Administrative Assistant’s report and Pavilion Schedulers report was emailed to the Board prior to the meeting, please reference this report for details.

**REQUEST for FORGIVENESS of LATE FEES—Executive Sessions**

22. This item was discussed during the Budget and Finance Committee report section. The items discussed did not require going into an executive session.

**OTHER:**

23. There was no other business raised for discussion.

The meeting adjourned at 9:12 pm.

24. The next meeting of the Board is scheduled for Tuesday, December 3, at 7:30 pm, at Strathmore Elementary School, library.