

**Bel Pre Recreational Association
Board of Directors
Minutes of Meeting October 1, 2019**

CALLED INTO SESSION/ROLL/AGENDA

1. The board convened at Bel Pre Elementary School, room 138 at 7:38 pm. Board members present were President Elliot Chabot, Vice President Greg Miller, Steve Jennison, Chris Jennison, Karen Purdy, Billy Ruppert, Megan Virga and Ted Bechtol. Greg Miller left the meeting at 8:30 pm and C Jennison left the meeting at 9:10 pm. Board member Larry Vaught was absent.

2. Secretary Mark Foraker, and BPRa members Dave Pullen, Louise Hoar, Rita Vaught and Katerina Georgallas were present.

3. Secretary Foraker called the role and a quorum was present. A motion to approve the agenda was made by Ruppert and it was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Miller, Purdy, Ruppert, 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 are still in process. Foraker also raised a proposed revision to the August 20 meeting minutes. A revision was recommended to clarify that Fox Creek Builders made the repair to the bathhouse roof. A motion to approve this revision of the August 20 meeting minutes was made by Virga and it was seconded by Bechtol. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Miller, Purdy, Ruppert, and Virga in favor.

ELECTION of TREASURER

6. Chabot stated that Kathleen Dyer has resigned as the BPRa Treasurer due to changes in her work schedule. Chabot stated that Dave Pullen has expressed that he is willing to fill the Treasurer role and gave an overview of Pullen's qualifications. Chabot also reiterated the policy in the by-laws stating that the Treasurer only needs to be a community member and not a BPRa Board member. Purdy nominated Dave Pullen to be the Treasurer of the BPRa and it was seconded by Bechtol. Pullen was elected treasurer by acclamation.

TREASURER'S REPORT

7. 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 a transfer of operating funds of approximately \$30,000 is in process. These are funds will be used by ACM for paying bills approved by the BPRa.

b. Monthly Financial Statements

The September financial statements are still in process as the Board meeting was held on October 1 and sufficient time was not available to complete the statements for that cycle.

c. Delinquent Accounts and Collections-Deferred to end of meeting

Pullen continues to review the collections process with a focus on ensuring that implementation is consistent. Once he has completed the review, he will start sending notices to delinquent households (not including the accounts previously turned over to the attorneys).

d. Other Items

Miller stated that he spoke with the homeowner who is renovating a house at the corner on Beachview Lane. The homeowner knows that the account was delinquent when he purchased the property and intends on getting up to date on all delinquent payments.

FARMERS MARKET

8. Katerina Georgallas attended the October meeting to propose holding regular Farmer’s Markets on the BPRa grounds. Georgallas has professional experience working with Farmer’s Markets and owns a local bakery that sells almost exclusively through these venues. Several ideas and options were discussed. The key barrier is a fixed cost of \$350 for single event insurance through the BPRa insurance provider. An annual quote can be given if the BPRa wants to explore this further. Vendors can attend regular community events without the need for an additional policy.

9. Georgallas gave an overview of the common vendor fee structure at local markets and stated that if this is approved and feasible, the first year would be an experiment and ongoing adjustments will likely need to be made. There was interest to experiment with a “Holiday Market” this year and if it is feasible, an announcement can be made at the annual meeting. The concept would revolve around a community event with cider, cocoa and a tree vendor. Other options could include baked goods and gingerbread houses.

10. Virga requested authorization to work on planning a holiday community event that will include vendors (Christmas Trees). Virga made a motion to explore this concept and potentially propose a December holiday event date. It was seconded by Miller. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Miller, Purdy, Ruppert, and Virga in favor.

11. It was repeated that additional insurance coverage is not needed for vendors to attend regular community events such as the Blocktober Fest.

PRELIMINARY FY2021 BUDGET

12. Chabot presented the FY 2021 preliminary budget for review. Chabot requested input and questions and explained a few variations to the format from previous years. Pullen made a suggestion to clarify the title under Net to read either Net Change or Net Plus / Minus for clarification. The group agreed with the suggestion. S Jennison asked for clarification on the

Administrative Assistant and Pool Pass Coordinator roles and the expenses attributed to them. Louisa Hoar attended the meeting and gave an overview of the history of the roles and an extensive breakout of the workload and responsibilities of each. The group discussed the stipend amount and agreed that it is favorable to the community compared to the significant hours required for each role.

13. Purdy made a motion to authorize the draft budget to be included in the annual general membership meeting mailing and Ruppert seconded. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Miller, Purdy, Ruppert, and Virga in favor.

FINANCIAL AUDITS

14. Foraker stated that he hopes to circulate the RFP to prospective auditors by the end of October.

LONG TERM PLANNING COMMITTEE

15. Purdy sent the draft five-year plan to the Board and gave a brief update on the progress of the plan and supporting data. She stated that an item was added to replace the pavilion chairs and other frequently damaged items on a regular cycle. Bechtol suggested that the Board consider a rain water management system (rain garden). He estimates that about half of the property is hardscaped (Parking lot, tennis courts, etc.) and funds for planning and design could be considered in the future. Purdy pointed out that the current plan does not include routine maintenance (with the exclusion of the grounds maintenance costs). A cover page was also created that ranks the condition of each of the areas of the BPRFA facility as of Fall of 2019.

16. The BPRFA would like include proposal information on the assessment increase in the next edition of *The Bugle*. This will add 12 pages of content and the cost will be \$48 per page, x 12 pages totaling of \$576. Purdy moved to approve the costs and it was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Miller, Purdy, Ruppert, and Virga in favor.

17. A motion was made by Purdy to finalize the 5 year plan. The motion was seconded by Virga. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Miller, Purdy, Ruppert, and Virga in favor.

PHYSICAL FACILITIES MAINTENANCE

18. Moeller was not in attendance.

a. Plumbing Work

Chabot and Miller discussed the proposed plumbing repairs identified in the September 14 walkthrough but were unsure of the status of the work.

b. Other items

No other items were discussed.

GROUNDS AND FENCE MAINTENANCE:

19. Ted Bechtol requested up to \$350 for fertilizer to treat the grounds inside the fence. Chabot made a motion to authorize the funds and Ruppert seconded. The motion passed unanimously with Bechtol, Chabot, C Jennison, S Jennison, Purdy, Ruppert, and Virga in favor.

20. Bechtol gave an overview of a suggested tree planting plan that will be easier to maintain and add shade to open areas. He suggests going with Red Maples, Vitex and Crepe Myrtles to add color. Bechtol suggested a plan for replacing the Oak tree near the pool by planting another tree next to it for a year or so prior to removing the existing tree. Kollins Landscaping will do the work and the estimate is around \$3,200. The funds for tree planting and removal of the Oak tree were previously approved.

RECREATION AND ENTERTAINMENT COMMITTEE REPORT

21. Updates were made for the following items.

a. Blocktober Fest (and block party grants)

The event will take place on October 19 from 3—6:00 pm. Virga stated that the neighbors in the area of where the event will take place have been notified, and signs will be up as per block party requirements. Recycling and trash bins will be available and the rain date will be October 20.

b. Trunk or Treat

The Trunk or Treat event is set for Saturday November 2nd from 6—8:00 pm. Virga will reach out to Katerina Georgallas to see if a “pop up” farmers market is feasible for this event.

c. Other items

No additional items.

TENNIS COURTS COMMITTEE

22. Pullen stated that he has heard from two new bidders interested in rehabilitating / renovating the tennis courts. He also stated that the tennis courts committee is willing to take over distribution of the tennis court keys if Louisa Hoar would like for them to do so.

WEBSITE, FACEBOOK and TECHNOLOGY:

23. Ruppert sent the website utilization report prior to this meeting and gave an overview of updates made to the website. Ruppert also clarified that he does not maintain the facebook page or other social media platforms for the BPRAs.

NOMINATING COMMITTEE

24. Monday October 7 is the cutoff date for BPRAs Board nominees. Volunteers for the Thursday, November 21 annual meeting / election process are still needed.

GOVERNING DOCUMENTS COMMITTEE

25. ACM contacted Chabot and proposed taking on distribution of the BPRAs documents / covenants upon request by community members, real estate agents, etc. Chabot stated that he is

willing to continue to distribute the documents after leaving the Board. The committee will finalize the Pool Rules document prior to next season.

ASPEN HILL VISION ZERO:

26. Chabot gave a brief update of the Montgomery County Planning Board staff draft plan that was distributed to the Board via email. The recommendations from the BPRA / community concerning sidewalks and road pavement markings on streets used by kids to get to our elementary schools were not included in the draft plan. The reason given was that there are not roads without sidewalks in the official study area (Strathmore Bel Pre is adjacent, but not within the study area). The recommendations will be included in an appendix to the final plan.

ADMINISTRATIVE ASSISTANT'S REPORT and PAVILION SCHEDULER'S REPORT:

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

OTHER:

28. There was no other business raised for discussion.

The meeting adjourned at 9:32 pm.

29. The next meeting of the Board is scheduled for Tuesday, November 5, at 7:30 pm, at Bel Pre Elementary School, room 138.