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##### Bel Pre Recreational Association

**Board of Directors**

**Minutes of Meeting September 11, 2018**

##### CALLED INTO SESSION/ROLL/AGENDA

1.The board convened at the BPRA Bethpage pool facility at 7:39 pm. Board members present were President Elliot Chabot, Vice President Greg Miller, Treasurer Larry Vaught, Secretary Paul Spelman, Billy Ruppert, Chris Jennison, Ted Bechtol, and Karen Purdy. Megan Virga arrived at 8:05. Assistant Treasurer Rita Vaught and BPRA members Steve Jennison and Kye Pak were in attendance. Miller left at 9:40.

2. Chabot called the roll and a quorum was present. A motion was made to approve the agenda. The motion passed unanimously with Ruppert, Miller, Chabot, Bechtol, Miller, Spelman, Jennison and Purdy in favor.

##### STATEMENTS FROM ASSOCIATION MEMBERS

3. BPRA members were invited to speak on any items. There were no statements by association members.

##### APPROVAL OF MINUTES

4. A motion was made to approve the minutes for the July 10 and August 7, 2018, meetings. Bechtol suggested approving the minutes but changing wording of a sentence in the August 7 minutes to clarify whether the water backflow preventer was intended to prevent water from flowing back into the pool or the water pipes. The motion passed unanimously with Vaught, Ruppert, Miller, Chabot, Bechtol, Spelman, Jennison, and Purdy in favor.

**TREASURER’S REPORT**

5. Vaught presented the monthly financials, which showed that the Association spent $28,000 in August, a relatively large cash outflow. But Vaught said that the expenses should begin to subside now that the swim season had ended. He stated that the Association had a solid cash position of approximately $274,000 in reserve, but still had some large outstanding invoices, such as approximately $4,000 in property taxes due.

6. Delinquent Accounts – Rita Vaught reported that the current total owed by delinquent homeowners was $13,829. Vaught explained that they have turned seven of the most severely delinquent accounts—with amounts owed ranging from $1,514 to $1,787—over to the Association’s outside counsel, Thomas Schild, for collection efforts. Of those seven, one homeowner had begun making partial payments, while the rest had incurred $480 in attorney’s fees and had liens placed on their property.

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7. Rita Vaught further explained that dues for 15 other homeowners remained unpaid for this year, with debts from $253 to $509, depending upon whether they were delinquent for one year or two. She said these delinquent homeowners would be sent a letter by September 30, 2018, informing them that they had 15 days to pay their debt, before they would be turned over to Thomas Schild for collection efforts and potential liens on their properties.

8. Status of BPRA Annual Audits – Larry Vaught reported that he planned to contact BPRA outside accountants DeLeon and Stang about finishing their outstanding audits and then closing the account, after which the BPRA accounting responsibilities would be transferred to the new BPRA outside accountant Cathy Pennington. A motion was made to authorize Vaught to contract with Pennington and enter into a memorandum of understanding with DeLeon and Stang to finish out the audits for prior years if possible, and if not, to have Pennington perform the financial reviews (including internal controls reviews) for those years. The motion passed unanimously with Vaught, Ruppert, Miller, Chabot, Bechtol, Spelman, Jennison, and Purdy in favor.

9. Bookkeeping Transition update – Rita Vaught presented the board with an update on efforts to secure a financial services firm to take over her bookkeeping responsibilities. She said that she had obtained four proposals so far for full service bookkeeping financial services, ranging from $800 to $2100 per month. She said she planned to contact a few additional accounting service firms in the next week or two to solicit additional bids.

10. Preliminary FY20 Budget – Larry Vaught presented the proposed Fiscal Year 2020 budget, which he said needed to be disseminated to the general membership on October 2, 2018. The budget called for total expected income for FY20 to come in at $166,925, while expenses increased due to pool service costs ($71-75,000), repairs and maintenance costs ($38,000 to $45,000) and tennis court repairs. He said that the budget anticipates an $8675 deficit for FY20, which would be paid for out of the capital reserve fund.

11. Purdy raised the issue of whether recently learned of pool repair costs (whitecoating -estimated by Clark Baugher of Georgetown Aquatics at $30-40,000, blue tile replacement -estimated at $10,000; coping stone-estimated at $25,000) had been included in the FY20 budget. Vaught suggested the next step would be to seek bids on the repairs, so as to get more precise figures. Chabot also raised the issue of another possible expense they should consider adding, the bathhouse roof. The roof, which was leaking, is currently patched, but the patch is temporary, and BPRA member Joe Moeller—who patched the roof—has told the board it will have to make more permanent repairs, but first should decide whether it wants to secure the roof for 5 years or for 30. Purdy noted that there were some available funds in this year’s budget that could go toward the roof work.

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12. A motion was made to amend the line item in the proposed budget from $20,000 to $75,000 for building/pool repairs and maintenance to account for the estimates provided by Baugher. The motion passed unanimously with Vaught, Ruppert, Miller, Chabot, Bechtol, Spelman, Jennison, Virga, and Purdy in favor. The Board also asked Miller to contact Baugher and obtain a firmer estimate for the cost of pool repairs.

13. A motion was made to amend the assessments revenue figure in the proposed FY20 budget to include an anticipated assessments increase from $225 to $300 per household, which would increase annual Association revenues from $160,425 to $214,200. The motion also included adding an explanation in the budget about the assessment fee increase, and an explanation as to what the building/pool cost line item was based on. The motion passed unanimously with Vaught, Ruppert, Miller, Chabot, Bechtol, Spelman, Jennison, Virga, and Purdy in favor.

14. A motion was made to authorize dissemination of the preliminary FY20 budget with the four amendments discussed above, as well as a small change in the line items to consolidate the pool operations and pool service into one line. Item. The motion passed unanimously with Vaught, Ruppert, Miller, Chabot, Bechtol, Spelman, Jennison, Virga, and Purdy in favor.

**LONG TERM PLANNING COMMITTEE**

15. Long Term Planning Committee Chair Purdy handed out recommendations from the Committee. Among the Committee’s recommendations were:

1. Obtain a written recommendation from Georgetown Aquatics detailing its determination of the rehabbing and reconditioning work needed for the pool;
2. Get a facility report from Ponte Mellor Architects;
3. Make a recommendation to the BPRA Board for a dues increase based on (a) and (b) above, as well as Purdy’s historical dues analysis, a review of increasing expenses, expected reserve funding needs, and a comparison of membership dues of nearby community pools. The dues increase recommendation would include provisions for yearly increases due to inflation;
4. Work with the board to create an information campaign about the need for the dues increase;
5. Create a comprehensive survey to assess membership priorities;
6. Create a long-term comprehensive building and maintenance plan for BPRA facilities, based on wants and needs of membership;
7. Create a schedule for implementing the long-term comprehensive plan.

16. A motion was made to approve up to $5000 for Ponte Mellor Architects to prepare a facilities assessment report. The motion passed unanimously with Ruppert, Chabot, Bechtol, Vaught, Spelman, Jennison, Virga, and Purdy in favor.

**Tennis Courts**

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17. Discussion on the progress of the tennis court repairs was deferred due to the absence of the Tennis Committee Chair George Usher.

**Physical Facilities and Maintenance Items**

18. General discussion of the physical facilities and maintenance items was deferred due to the upcoming property walk through on September 15, 2018.

19. Security system – BPRA member Kye Pak asked the board to authorize $20 to purchase a wall mount for the pool/parking lot security system in the office. He also reported that the security system is working well, and that all cameras are up and running (although he said one is facing in the wrong direction at present). Pak also recounted that one resident had complained that her car had been dented and scratched on the bumper, and she believed it had happened on the pool parking lot property. But when they reviewed the video, they were able to determine—and show the homeowner—that the damage must have occurred elsewhere, outside of the BPRA facilities.

20. A motion was made to authorize an expenditure of $20 for a wall mount for the security system in the office. The motion passed unanimously with Vaught, Ruppert, Chabot, Bechtol, Spelman, Jennison, Virga, and Purdy in favor.

**GROUNDS AND FENCE MAINTENANCE**

21. Grounds and Landscaping Coordinator Bechtol reported that the grounds were in good condition. He said he would like to get some money for fertilizer and seed for the fall, which he estimated would cost round $300. He also said there was still a need for some brush clearing, particularly along the fence line. Additionally, Bechtol said he has walked around and come up with some idea for new plants and landscaping on the facility premises, and would put together a more formal plan to present to the board. He predicted the total cost would be in the neighborhood of $5000.

22. A motion was made to approve $300 for Bechtol to purchase fertilizer and seed, and the motion passed unanimously with Ruppert, Chabot, Bechtol, Spelman, Vaught, Jennison, Virga, and Purdy in favor.

**RECREATION AND ENTERTAINMENT COMMITTEE REPORT**

23. Chabot reported that the Summer Entertainment Series and Summer Public Affairs Series were now over, and everything had gone smoothly.

24. Virga reported that the BlocktoberFest neighborhood celebration was all set for 3-6 pm on October 13, 2018. She said she had asked Administrative Assistant Brenda Henry to secure a room rental at the Bel Pre Elementary School, and that she had secured the assistance of the Boy Scouts to help with set up and clear out. Virga asked the board to authorize $250 to pay for various supplies.

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25. A motion was made to authorize up to $250 for BlocktoberFest supplies. The motion passed unanimously with Vaught, Ruppert, Chabot, Bechtol, Spelman, Jennison, Virga, and Purdy in favor.

**WEBMASTER’S REPORT**

26. Co-webmaster Jennison reported that he had met with the Strathmore Bel Pre Civic Association regarding the joint website (owned by the Civic Association but primarily maintained and used by the BPRA), and said they are looking into vendors for digitizing the Bugle newspaper archives. He also said he had discussed ownership and management of the site with them. and that the Civic Association expressed an interest in getting more involved with running the site, and had agreed to continue covering some of the costs.

**MAPMASTER’S REPORT**

27. Mapmaster Spelman said that with the swim season over, he would remove the large community map from the pool facility and take it home for safe storage. He also said he would add the four new additions to the BPRA membership to the digital version of the map as soon as everything was finalized and recorded. He said he still planned to ultimately add plat sections to the map, and pledged to continue working on the map even after his term on the board expired in November.

**PATH TO MEMBERSHIP**

28. New Member Recruitment Coordinator Virga reported that there was nothing to report with respect to recruiting new members.

**GOVERNING DOCUMENTS COMMITTEE REPORT**

29. Governing Documents Committee Chair Chabot reported that the Committee had met in August and come up with initial recommendations for amendments to the first half of the pavilion rules, and would meet again October 16 to work more on these recommendations. The recommendations would then be disseminated and discussed, before being finalized in November and unveiled at the BPRA annual membership meeting.

**NOMINATING COMMITTEE**

30. Chabot reported that members had until October 1, 2018 at midnight to submit their names as candidates for the board. Secretary Spelman said that so far, he had not heard from any new entries, and that there remained four candidates running for three seats.

31. Chabot noted that they had been unable to secure space at Bel Pre Elementary School for the annual meeting, so it would be held at Strathmore Elementary School.

32. The board adjourned at 9:59 pm.

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33. The next meeting is the property walk-through on September 15th, 2018 at the Bethpage pool facility at 10 am.