

Bel Pre Recreational Association
Board of Directors
Minutes of Meeting of February 2, 2016

1. The board convened at Bel Pre Elementary School at 7:30 pm. Board members present were President Elliot Chabot, Vice President Greg Miller, Treasurer Larry Vaught, Secretary Paul Spelman, and Billy Ruppert, Ted Bechtol, and Andy Wright. BPR members present were Angie and Steve Chang, Beth Lewis, Jackie and Joe Moeller, DeeDee O'Grady, and Chris Swan. Board member Lou Ann Rector arrived approximately 45 minutes after the meeting began. Missing was board member Kye Pak. Secretary Spelman took the minutes.
2. The roll was called. The agenda was unanimously approved with Chabot, Miller, Vaught, Wright, Spelman, Bechtol, and Ruppert in favor.
3. BPR Association members in attendance were invited to speak on any items (other than the Pet Waste Program or the special pool use requests, which had been allotted separate time slots) for 15 minutes. There were no statements from association members.
4. The board heard from association member Jackie Moeller about a proposed Pet Waste Program. The program, sponsored by the Montgomery County Department of Environmental Protection (DEP), is being offered to HOAs in Montgomery County to reduce pet waste in the community and bacteria levels in local rivers and streams. HOA program participants receive, free for one year, one or more pet waste stations in which dog walkers can dispose of waste in an enclosed receptacle that minimizes the smell. A waste management firm services the stations, which, in Strathmore Bel Pre, would likely be placed near the pool and near the Matthew Henson trail. At the end of the year, the DEP will conduct a survey to determine the effectiveness of the program, and provide a cost analysis of how much it would cost the HOA to maintain the stations. Participating HOAs can then decide whether to adopt the stations and pay for the service themselves.
5. After hearing from Jackie Moeller, and confirming that participating did not bind the HOA to any future costs or obligations, the board voted unanimously to take part in the Pet Waste Program for one year. Voting in favor were Chabot, Miller, Vaught, Spelman, Ruppert, Bechtol, and Andy Wright.
6. The board heard from Five Star Kids Camp and Cosmic Kids daycare, two childcare groups which, for the past several years, have been granted permission to access the BPR community pool for a few hours per week during the summer. Board permission is necessary because of an Association rule that members bringing 10 or more guests must receive approval before using the pool facility. Prior to the meeting, Chabot distributed board minutes from 2006-2014, in which use of the pool by the childcare organizations was discussed at great length.
7. First the board heard from Five Star Kids Camp, a non-profit camp for under-privileged children run by Angie and Steve Chan, who are members of the recreational association. For the past seven years, the Camp—with board approval—has been bringing its children to the pool and

paying guest fees for non-member children. According to Ms. Chan, the Camp has brought between 14 and 40 children in past years, and typically has a 1-to-3 or 1-to-4 ratio of adults to children in order to ensure adequate supervision. Camp staff are trained in CPR and first aid and a certified nurse has accompanied the children to the pool. The Camp asked that it be re-approved to bring its children in 2016 for two hours on Friday afternoons, when pool usage is typically low due to a rule preventing swim team members from swimming the afternoon before Saturday swim meets.

8. Cosmic Kids daycare is run by DeeDee O'Grady and Beth Lewis, both longtime members of the community. They asked for permission to again bring daycare children on Tuesdays and Thursdays for two hours, and said they bring, at most, 25 children. In the past, approximately a third to one-half of Cosmic Kids' children have been BPRAs, and non-member children pay guest fees. Cosmic Kids asked that it be allowed to use the pool in 2016 as it has in the past.

9. The board also considered a request by the 50-Plus Club, whose members attend monthly club meetings at the pool pavilion during the summer. All club members were once BPRAs, but some have since moved out of the community, primarily to Leisure World. The 50-Plus Club allows former BPRAs to remain in the Club, and they visit the pool property for monthly meetings as guests. In 2015, the board approved a practice whereby a BPRAs Club member who had a pool guest pass available could use it for a Club member who was no longer in the BPRAs. If there were not enough free guest passes available, the non-BPRAs Club members would pay guest fees. In order to facilitate this guest-pass-matching practice, the pool compiled two lists, one listing available guest passes, the other a sign-in sheet for Club members no longer part of BPRAs. The guest-pass list was then compared to the non-BPRAs sign-in list, and any additional fees required paid by BPRAs member Maury Potosky. The Club asked that this procedure be utilized again.

10. No one spoke in opposition to the three pool-access requests.

11. The board held a brief discussion about the three pool-access requests. Secretary Spelman asked if there had been any problems or disruptions in the past arising from any of the permitted pool access, and was told there had not. President Chabot explained further that in the first few years of the childcare access, some concerns had been raised about whether childcare-group use would be considered a commercial activity, but the board had determined that it was not.

12. The board then voted unanimously to approve the three requests. Voting in favor were Chabot, Miller, Vaught, Spelman, Ruppert, Bechtol, Wright, and Rector.

13. The board heard an update from BPRAs member Joe Moeller regarding pool facilities and repairs. Moeller, an engineer, presented the board with an assessment of the pool pump house by HA Associates, an Olney engineering firm. The assessment concluded that the pool pump house suffered from slab soffit damage, damaged rebar, slab surface delamination, soffit scaling, interior wall movement and damage, and exterior wall settlement. The engineers' assessment recommends repairs costing approximately \$9,000-10,000. Board members noted that this estimate was a significant decrease from the 2014 Ponte Mellor Architects estimate. Moeller recommended that the board move forward with the repairs. He also said that the engineering

firm had given the okay to knock down an unnecessary wall in the pool pump room, and asked for board approval to perform this task himself.

14. Moeller also reported that the custom doors for the children's pool pump pit are on order, and he would pick them up when completed.

15. Lastly, Moeller explained that it was necessary for the pool to purchase padlocks to secure the new children's pool filter pit doors and the main pump room door. He suggested that the pool purchase 12 new locks, each with the same key, so as to better secure the entire facility and ensure that one key opened all the locks.

16. Vice President Miller moved to authorize Moeller to knock down the unnecessary wall in the pump room, purchase 12 locks, and move forward with the repairs as detailed in the HA Associates report. The motions were unanimously approved by the board.

17. Vice President Miller reported that the repair and upgrade to the security has been completed. The cost was \$350, which was within the amount previously authorized by the Board.

18. Treasurer Larry Vaught presented the Treasurer's report, which included the BPRA Comparative Balance Sheet and the BPRA Profit & Loss Budget vs. Actual for the time period March 2015 through January 2016. The Comparative Balance Sheet showed that as of January 31, 2016, the Association held assets valued at \$174,410. The Profit & Loss statement showed that for the time period March 2015 through January 2016, the Association spent \$78,647 less than budgeted. The difference was primarily due to fewer attorney and bookkeeping fees and the deferral of Repair & Maintenance costs.

19. Board member Ted Bechtol moved that the Association file liens on the 10 homes whose owners are in arrears on their BPRA dues for at least a year. The board voted unanimously to approve the motion. The board also discussed the fact that the \$225 annual dues have remained unchanged since 2005, while some costs have risen with inflation. Some board members noted that the association, while not in debt, does not have significant reserves available for capital expenditures and large repairs, should they become necessary. Members briefly discussed the possibility of raising the annual dues by a few dollars, and what that would require in terms of the community-wide approval process, but the board took no action.

20. Board member Ted Bechtol reported that he had spoken with former Board member Paulette Ladas about the companies that BPRA used for the last several years for lawn and grounds maintenance. Bechtol will submit recommendations to the Board before the 2016 pool season starts.

21. President Chabot reported that the annual report to the Montgomery County Department of Housing and Community Affairs of rental housing in our community (required by Montgomery County Code § 29-19(e)) and the annual report to the Montgomery County Commission on Ownership Communities (required by Montgomery County Code § 10B-17(h)) have been filed.

22. The board discussed adding a new § 15 to the BPRA Plan of Organization stating the following:

Assistant Treasurer¹

Under the direction of the Treasurer, the Assistant Treasurer shall:

- a. electronically record payments received by the Association;
- b. during each day that the post office has normal business hours in February (and at such other times as the Treasurer designates) pick up assessment payments that were received at the Association's post office box; and
- c. perform such bookkeeping and other duties as may be delegated by the Treasurer.

23. Board President Chabot said that creating an Assistant Treasurer position would provide some stability and compensation for the large amount of time required to perform the aforementioned duties. Vice President Miller moved that the board adopt the new § 15 and compensate the Assistant Treasurer at a fixed fee of \$1,500 per year. The motion passed without objection with Chabot, Miller, Spelman, Bechtol, Rector, Ruppert, and Wright in favor. Vaught abstained.

24. President Chabot stated that for the past year, the work of assistant treasurer had been performed unofficially, and free of charge, by Rita Vaught, wife of Treasurer Vaught. President Chabot nominated Ms. Vaught to officially take on the new position of Assistant Treasurer.

25. Board members discussed whether appointing the spouse of the Treasurer to a paid position created any appearance of impropriety or conflicts of interest, and President Chabot explained that that was why the position was set at a fixed fee rather than a per-hour basis, thus preventing the Treasurer from having any influence over the Assistant Treasurer's compensation. Vice President Miller moved that the board approve the appointment of Rita Vaught as Assistant Treasurer. The motion was approved with Chabot, Miller, Spelman, Bechtol, Rector, Ruppert, and Wright in favor. Vaught abstained.

26. President Chabot nominated several people to serve in the following capacities:

- Administrative Assistant – Brenda Henry
- Pavilion Coordinator, Tennis Court Key Distributor, and Distributor of Pool Passes – Louisa Hoar
- Webmaster – Chris Jennison
- Contract Coordinators:
 - Pool Umbrellas – Billy Ruppert
 - Pool Deck and Pump Room – Greg Miller
 - Security System – Kye Pak

¹ BPRA ByLaws Article XIV, § 4 provides:

The President with the approval of the Board may appoint such assistant officers as the needs of the Association may require. Assistant officers shall be members of the Association, but need not be members of the Board of Trustees

- Landscaping, Trees, and Grass – Ted Bechtol
- Law Firm – Elliot Chabot
- Committee Chairs:
 - Pool and Recreational Facilities Committee – Greg Miller
 - Entertainment and Recreation Committee – Chris Swan
 - Neighborhood Dispute Resolution Committee – Kye Pak
 - Finance Committee – Larry Vaught
 - Long Term Planning Committee – Andy Wright
 - Governing Documents – Elliot Chabot

27. The board voted unanimously to approve all the nominations. Voting in favor were Chabot, Miller, Vaught, Spelman, Ruppert, Bechtol, and Andy Wright.

28. Treasurer Vaught moved that the BPRA terminate an agreement to pay for real estate roster updates, since Vaught said that he is receiving such listing information online for free. The motion was unanimously approved by the board. Voting in favor were Chabot, Miller, Vaught, Spelman, Ruppert, Bechtol, and Andy Wright.

29. Chris Swan, Chair of the Entertainment and Recreation Committee, reported that plans for the Sumer Entertainment Series at the pool are to have at least 3 (preferably 4) films and 2 live music nights - co-sponsored with the Strathmore Bel Pre Civic Association. The Board discussed whether to appropriate \$500 for the 2016 Summer Entertainment Series. Member Wright moved that the Board approve the sponsorship and appropriation, that the BPRA also cover the cost of a lifeguard and pool manager for any time for the events that go after regular closing time, and that guest fees be waived for members of the Strathmore Bel Pre community while they attend the series. The motion passed unanimously, with Chabot, Miller, Vaught, Spelman, Bechtol, Rector, Ruppert, and Wright in favor.

30. Vice President Miller moved that the board allow the recreational facilities be used again for the annual Running of the Dolphins race in the spring, which raises money for the SBP Dolphins swim team. The motion passed unanimously with Chabot, Miller, Vaught, Spelman, Bechtol, Rector, Ruppert, and Wright in favor.

31. President Chabot moved that the board approve its annual contribution of \$800 to the Bel Pre Civic Association. The donation is given each year in lieu of purchasing advertising space in the Civic Association's newspaper, the Bugle. According to President Chabot, the advertising space, if purchased at the ordinary commercial rate, would far exceed the annual donation from the BPRA. The motion passed unanimously with Chabot, Miller, Vaught, Spelman, Bechtol, Rector, Ruppert, and Wright in favor.

32. The meeting was adjourned.

33. The next meeting of the Board is scheduled for Tuesday, March 1, 2016, at 7:30 pm, at Bel Pre Elementary School, conference room 138.

