

**Covington Recreation Association
Board of Directors Meeting
Wednesday, November 9, 2011
Community Center
3750 Elder Oaks Boulevard
Bowie, Maryland 20716**

Present at the meeting

Loretta Polite Shipman, President; Marion Shipman, Vice President; Jeffrey Alexander, Treasurer; Cassandra Frost, Secretary; Maria Startzel, Director; Marsha Peeks, Director; Danelle Boso, Community Manager, Zalco Realty, Inc.; Susan R Yoffe, Recording Secretary; Members per sign in. Absent: Rosalyn Moore; Director.

The meeting was called to order at 7:31pm

Open Forum

Members present noted/discussed/inquired the following:

- When will the 2012 Budget be available to the members?

The BOD responded that the budget is on the agenda for this meeting and will be available after approved.

- The equipment for the fitness center is always broken; in fact both treadmills are broken at this time.

The BOD directed management to request estimates for new equipment.

- A proposal was sent to management from a subcontractor of a member to power wash and landscape the monuments. No response was received from management.

The BOD responded that the proposals were not approved due to the BOD's fiscal responsibility to the association. The BOD decision was based on financial issues of the association

- The fencing in the community needs to be power washed.

The BOD responded that the fencing in the community is the responsibility of the various associations, not the community association.

- The monuments should have taken a higher priority than the inside of the community center as they are an eyesore and getting worse.

The BOD responded that the BOD maintains the authority to make the decisions in the best interest of the association and prioritize projects within the funds collected to run the association properly. The repairs to the community center were made in light of that the community center is considered a revenue producer based on the rentals.

- The BOD needs to find the funds to perform the necessary repairs to all six (6) monuments.
- If preventive maintenance had been done throughout the years, there would not be a crunch at this time.
- The association is \$180,000 in arrears. How did this happen? Why is the attorney not collecting the dues?

The BOD responded that the attorney is still attaching liens and attempting to collect the delinquent dues, however the economy and foreclosures have assisted in the delinquency balance rise.

Approval of Prior Meeting Minutes

Marion Shipman moved to approve the minutes from the BOD meeting held October 12, 2011 as submitted. Jeffrey Alexander seconded. The motion was approved with a vote of 5 in favor and 1 abstention.

Management Information/Discussion & Decision Items

Financial

Danelle Boso reported that the October 2011 financial documents will be emailed to Loretta Polite Shipman to distribute to the remainder of the BOD members as soon as they are complete.

Monuments Flags

Danelle Boso reported that Custom Cuts has ordered the flags for the monument sign at 197 and the installation is scheduled for the week of November 7th.

Holiday Decorations

Marsha Peeks moved to accept the proposal from Custom Cuts for the installation of the holiday decorations on all monuments and at the Community Center at a cost of \$1,875. Marion Shipman seconded. The motion was unanimously approved.

Pool Contract

Danelle Boso submitted two (2) proposals for the 2012 pool management contract as follows:

- Continental Pools (current contractor) \$20,500
- Community Pools \$19,500

The BOD discussed various issues concerning the pool management services provided by Continental Pools for the 2011 season.

The BOD requested that management obtain one (1) additional proposal and this matter will be addressed at the January 2012 BOD meeting.

In addition, Ms. Boso reported that the pool winterization has been completed for the season.

Audit

Danelle Boso submitted a proposal from Goldklang Group regarding the 2011 and 2011 audit and tax preparation at a total cost of \$3,325 and \$3,525 respectively. The BOD requested management to obtain another proposal within the next 3-4 weeks, and email it to the BOD for review and consideration. A vote will be taken via email and ratified at the next meeting.

Fitness Equipment

Danelle Boso reported that the new battery for the elliptical equipment will be installed on the 17th of November.

Community Center

Danelle Boso reported that a revised proposal for the painting of the interior of the community center has been received from George's Painting Decorators LLC, however not from Makeover Construction at this time. The BOD requested management to obtain additional proposals to be addressed after the holidays.

Playgrounds

Danelle Boso reported that Jonathan Fitzgerald submitted a proposal to clean the graffiti from the playground equipment. The proposal received for the repairs to the playgrounds will be revised based on the five (5) playgrounds only.

2012 Draft Budget

Danelle Boso submitted the 2012 Draft Budget with various options including a 0% increase and 5% increase (maximum allowed by the bylaws of the association) in the annual dues for review and consideration by the BOD.

The BOD discussed various alternative ways of reducing the association expenses including reducing the newsletter publishing and distribution to twice per year only; electronic posting of the newsletter only; management to attempt to renegotiate all contracts, etc. The BOD also discussed the reduction of the hours of operation for the community center, however, determined that since the expenses for the community center would still be in existence, it would not be cost effective to move in this direction.

Maria Startzel moved to approve the 2012 draft budget with a 5% increase in the annual dues. Jeffrey Alexander seconded. The motion was approved with a vote of 5 in favor and 1 opposed.

The BOD continued to discuss alternatives of reducing the association expenses in light of a more actual projection of the expected income for the association. Based on the recommendation by management the BOD will accept the budget as presented and keep a close eye on the expenses of the association as they arise.

The BOD discussed that the annual fee will increase to \$357 per year and therefore due on January 1, 2012, however payments may be made in two (2) parts by January 25, 2012 and February 25, 2011. Administrative charges for late payment will be assessed to the member's accounts on February 26, 2011. Delinquent accounts will be turned over to legal counsel for collection purposes on April 1, 2011.

Committee Reports

None

Old Business

None

New Business

Future Meetings

The next BOD meeting date will be determined by the BOD.

Adjournment

The meeting was adjourned at 9:45pm

Minutes accepted by: _____

Date: _____