

**Covington Recreation Association
Board of Directors Meeting
Wednesday, October 12, 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; Rosalyn Moore; Director; Marsha Peeks, Director; Danelle Boso, Community Manager, Zalco Realty, Inc.; Susan R Yoffe, Recording Secretary; Members per sign in. Absent: Maria Startzel, Director.

The meeting was called to order at 7:30pm

Open Forum

Members present noted/discussed/inquired the following:

- Why is the pool not open seven (7) days per week

The BOD responded that this was a BOD decision based on financial issues of the association.

- Does the rental income factor into the budget?

The BOD responded that it would factor in the budget, however, it can only be estimated and the current year was lower due to the condition of the flooring, etc. inside the community center.

- A small increase in the annual dues might be a burden to some of the members.
- The BOD responded that the reality is that those that are paying their annual dues are paying for those who are not and needs to be weighed against the needs of the community. The delinquency balance is very high and legal counsel is working with the delinquent members to provide reasonable payment plans and collect the delinquent fees.

Approval of Prior Meeting Minutes

Rosalyn Moore moved to approve the minutes from the BOD meeting held September 14, 2011 as submitted. Marion Shipman seconded. The motion was unanimously approved.

Management Information/Discussion & Decision Items

Financial

Danelle Boso reported that the September 2011 was emailed to Loretta Polite Shipman to distribute to the remainder of the BOD members.

Ms. Boso explained the procedure for approval and payment of association invoices as follows:

- When the invoices are received by the Community Director a check request is completed as a cover sheet with an assigned general ledger account number and approval of the expense
- The check request and invoice are then emailed to the Community Manager for review and approval
- The Community Manager then submits the invoice to Accounts Payable for payment

Ms. Boso noted that she will be reviewing the task list with the Community Director after each BOD meeting.

The BOD unanimously approved the payment to reimburse Jeffrey Alexander for the invoices submitted for expenses paid pertaining to the maintenance of the website:

- \$19.32 for the domain name renewal
- \$140.25 for the annual website maintenance fee.

Pool

Continental Pools has submitted the proposal for the 2012 season pool management to the Center Director, which was then forwarded to the BOD President to distribute to the remainder of the BOD.
The BOD directed management to solicit proposals for the 2012 season pool management.

The request for the revised proposal for the pool closing has been submitted to Continental Pools and will be emailed to the BOD when received.

Snow Removal

Danelle Boso reported that proposals for snow removal have been requested and will be forwarded to the BOD when received.

Marion Shipman reported receipt of a letter from the City of Bowie, to be forwarded to Danelle Boso, that regulations for snow removal equipment operations be performed only during the hours of 9am -10pm Monday through Friday and 10am-10pm Saturday and Sunday. Ms. Boso will investigate this matter and report back to the BOD as this may impact the snow removal and contractor for the association.

Fitness Equipment

Danelle Boso reported that the direction for the repairs was submitted to RMS, who after ordering the parts has scheduled the repair to be performed October 13, 2011.

Community Center

Danelle Boso reported the request to the Center Director to contact Jonathan Fitzgerald for miscellaneous repairs to the Community Center building such as the missing roof shingles, missing lights and bulk trash.

Mr. Fitzgerald will not be able to repair the broken bricks and a proposal will have to be requested from another contractor.

Playgrounds

Danelle Boso reported that Playground Specialists will inspect and make recommendations to the BOD for any repairs that might be needed. Some of the issues may be under warranty.

Site Map

Danelle Boso submitted a revised map of the community indicating the playgrounds, monuments and community center noted to be the responsibility of the Covington Recreation Association.

Monument Flags

Danelle Boso reported that the flags at the monument located at Route 197 and Mitchellville have been removed.

Management is in the process of requesting pricing for the purchase and installation of new flags. The BOD suggested management request this pricing from the landscaping contractor.

Trash

Danelle Boso reported that she is researching the cost savings to remove the dumpster and install totes next to the building. In addition, Ms. Boso is also researching the pricing for a change in pick up frequency including additional pickups on the trails and fewer pickups during the winter months.

2012 Draft Budget

Danelle Boso submitted the initial 2012 Draft Budget with a 0% increase in the annual dues for review and consideration by the BOD.

The BOD discussed the following concerning the draft budget:

- Collections are down from legal counsel
 - Current year \$7,400 and \$750 for legal fees
- Include deck repair and monument cleaning
- Management Contract
 - 0% increase in past two years
 - 3% in 2012
 - 2% in 2013
- Capital improvements should include Community Center furniture, painting and fitness equipment upgrade over several years

All questions and adjustments should be directed to Danelle Boso and the final 2012 draft budget will be approved at the November 2011 meeting.

The BOD unanimously approved the payment of the annual dues to be invoiced for January and allowable payments to be split between January and February of 2012.

Committee Reports

Activities

Loretta Polite Shipman reported the following:

- The Center Director reported that a member has offered to sell an X-Box unit and various games for \$140 to the association.
 - The BOD directed the Center Director to research the age of the unit and the games and the number of controllers.
- The attendance of the activities has decreased and therefore some of the activities have been suspended at this time, such as adult movie night, family movie night and arts and crafts.
- The BOD discussed suspending many activities until after the holiday season or adjusting the hours of operation for the Center.
- The BOD requested the Center staff to work on additional ideas to create more interest from the members of the association.

Old Business

None

New Business

Future Meetings

The next BOD meeting is scheduled to be held on Wednesday, November 9, 2011 at 7:30pm

Adjournment

The meeting was adjourned at 8:45pm

Minutes accepted by: _____

Date: _____