

**Covington Recreation Association
Board of Directors Meeting
Wednesday, August 13, 2008
Community Center
3750 Elder Oaks Boulevard
Bowie, Maryland 20716**

Present at the meeting

Loretta Polite Shipman, President; Marion Shipman, Vice President; Jeffrey Alexander, Treasurer; Maria Startzel, Secretary; Cassandra Frost, Director; Rosalyn Moore, Director; Stephanie Adams, Director; Ginger Fitzpatrick, Community Manager, Zalco Realty, Inc.; Susan R Yoffe, Recording Secretary **Absent:** Brenda Windley, Director; E Scott Frison, Director

Meeting was called to order at 7.40pm

Approval of Prior Meeting Minutes

Maria Startzel moved to approve the minutes from the BOD Meeting held July 9, 2008 as amended below:

- Management Information/Discussion & Decision Items/ Pool – change to “The paint transferred to another teenager...”

Marion Shipman seconded. Unanimously approved. Motion carried.

Open Forum

Jonathan & Brenda Fitzgerald

Jonathan and Brenda Fitzgerald were present to submit a proposal for the installation and maintenance of two (2) vending machines in the community center as follows:

- Beverage and/or snacks
- \$.75 - \$1.25 cost of items
- 24 hour turnaround for addressing maintenance issues
- Will leave \$ for Center Director for refunds due to malfunction

Marion Shipman moved to accept the proposal from Jonathan and Brenda Fitzgerald to install and maintain two (2) vending machines in the community center for beverages and snacks pending the amendment to the contract of 25% of the monthly net profits will be paid to Covington Recreation Association to cover the cost of utilities and proof of liability coverage. The contract is to be reviewed and approved by the association attorney. Rosalyn Moore seconded. Unanimously approved. Motion carried.

This meeting was temporarily adjourned to Executive Session at 8pm and resumed at 9:20pm

Management Information/Discussion & Decision Items

Draft Audit

Ginger Fitzpatrick requested that the BOD sign the Representation Letter submitted by the association auditor, which states that the information provided is believed to be true to the best of their knowledge. This letter was signed by Jeffrey Alexander, BOD Treasurer.

Financial

Reserve Transfer - Ginger Fitzpatrick reported that as approved by the BOD the following transfers from reserves were made to the operating account:

- Virginia Commerce Bank \$32,000
- SunTrust Bank \$45,000

Basketball Court

Ginger Fitzpatrick reported that based on the survey of the contractor, there is not enough room to split the area in the middle and create two (2) courts that the participants would be able to properly utilize. Ms. Fitzpatrick submitted a design for one (1) ½ court and one (1) court for shoot around only at an “L” shape.

Ginger Fitzpatrick submitted a proposal from Playground Specialists, Inc. for the purchase and installation of a Covington bench and a trash can for this area in the amount of \$2,019. Maria Startzel moved to approve this proposal without the recycle receptacle in the amount of \$402.08. Stephanie Adams seconded. Unanimously approved. Motion carried.

Playground

Ginger Fitzpatrick reported that the attempt to resolve the drainage issues at the playground at the bottom of the hill has not been successful. Recommendations have been made to either build a swale or install a French drain. Although the playground is the responsibility of the Covington Recreation Association, the hill is not. The BOD will approach the BOD from Covington Manor & The Townes at Covington to work on a joint venture to resolve this matter.

Committee Reports

None

Old Business

None

New Business

Future Meetings

The next meeting will be held on September 10, 2008 at 7:30pm.

Adjournment

The meeting was adjourned at 9:30pm

Minutes accepted by:_____

Date:_____