

**Covington Recreation Association
Board of Directors Meeting
Wednesday, November 12, 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; Members per Sign In
Absent: E Scott Frison, Director; Brenda Windley, Director

Meeting was called to order at 7.38pm

Approval of Prior Meeting Minutes

Marion Shipman moved to approve the minutes of the BOD meeting held October 15, 2008 as submitted. Maria Startzel seconded. Unanimously approved. Motion carried.

Management Information/Discussion & Decision Items

Audit

Ginger Fitzpatrick provided the final audit report for the year ended December 31, 2007, from Goldklang, Cavanaugh & Associates to the BOD members present.

Grounds Maintenance

Marion Shipman moved to accept the proposal from Custom Cuts for the grounds maintenance contract for the 2009 season in the amount of \$25,800. Rosalyn Moore seconded. Vote was 4 yes, 2 no (Stephanie Adams, Maria Startzel) and 1 abstain (Jeffrey Alexander). Motion carried.

Pool Management

Maria Startzel moved to accept the proposal from Continental Pools for the 2009 season pool management in the amount of \$20,200. Marion Shipman seconded. Unanimously approved. Motion carried.

Snow Removal

The BOD unanimously approved the proposal for the snow removal services to the landscaping contractor approved for the 2009 season, Custom Cuts at a rate of \$90 per hour.

Vending Machine

Maria Startzel moved to accept the contract with Jonathan Fitzgerald for the installation, maintenance of two (2) vending machines in the community center as amended by the association attorney and with the added language of 20% of the gross receipts to be paid to Covington Recreation Association as a monthly commission. Stephanie Adams seconded. Unanimously approved. Motion carried.

Budget

Stephanie Adams moved to approve the 2009 Budget with a 0% increase in the annual recreation fee. Cassandra Frost seconded. Unanimously approved. Motion carried.

Marion Shipman moved to direct Ginger Fitzpatrick to set up a Contingency Expense on the budget in the amount of \$10,000 and reduce other expenses, including Contribution to Reserves in that amount so as not to change the approved annual recreation fee amount for 2009. Maria Startzel seconded. Unanimously approved. Motion carried. Ginger Fitzpatrick noted that an updated copy of the budget would be emailed to all BOD members for final approval with the above changes and explanations of such.

The BOD also discussed/directed the following concerning the mailing of the payment coupons for the 2009 payments by the members of the association:

- New wording on the coupons concerning the due dates and late dates, etc
- No coupons to be sent to delinquent members
- Delinquent members will receive a letter indicating the delinquent amount
- Newly approved collection policy to be sent with the payment coupons/letters to all members of the association

Open Forum

Brian Williams (16409 Elkhorn Lane)

Mr. Williams was present to discuss his concerns regarding the association attorney and the “outrageous” fees that are being charged to the members of the association that are turned over to his office for collection proceedings. Mr. Williams also noted the unsatisfactory attitude presented by the association attorney when contacted concerning the correspondence received from his office. Mr. Williams requested that the BOD consider making a change to an attorney that is more sympathetic to the members of the association.

The BOD directed the following:

- Member is to check the HUD-1 statement from the settlement of the unit concerning indication of Covington Recreation Association and determine what the title company did concerning the distribution of the funds collected
- Member is to contact the realtor and/or seller as it is their responsibility to notify the purchaser of this obligation
- Management to research the request for the resale document
- Management to research the turnover of this account to the association attorney and all documentation preceding this event

In addition, Mr. Williams requested a waiver of the 2009 recreation fee based on his statement that although he moved into his unit on November 15, 2007, he did not receive notification of Covington Recreation Association until contacted by the association attorney of a balance due including late charges and legal fees.

In response to inquiries, the BOD noted that the association attorney has been effective in his collection efforts reducing the delinquency balance from approximately \$100,000 to approximately \$18,000 at this time. The members present requested that the BOD consider investigating a change in the association attorney.

Committee Reports

None

Old Business

None

New Business

Future Meetings

The annual BOD dinner will be held Friday, December 5, 2008 at 7pm at Jerry’s Seafood in Bowie, Maryland. The next BOD meeting will be held on January 14, 2009 at 7:30pm.

Adjournment

The meeting was adjourned at 8:57pm

Minutes accepted by: _____

Date: _____