



Board of Directors' Meeting Agenda

Oct 20, 2022 – 7:30 PM

Location: University Mall community room & virtual platform

DRAFT- not yet approved

Call to Order at 7:18pm

Roll Call of Directors

President – Marian Littleton- resigned 10/20/22	Christine Schull
Vice President – Maurice Brungardt	Mike Bye
Treasurer – Bertha McClintock	Nicki Miller
Secretary – Kelly Thys	Eric Inman- unable to participate

Bond Members in Attendance:

No board members attended via Zoom link or in-person. Zoom link closed at 8:18pm.

Reading and Approval of Minutes of Previous Meetings

- Motion: Moved by Maurice and seconded by Kelly to waive the reading of the August 2022 Meeting Minutes. Motion carried with no opposition.

Reading of Motions Made Via **Online** Voting

- Motion: Moved by Kelly Thys and seconded by Mike Bye for all the money collected (\$125) at the September 2022 Dog Swim event to be donated to Homeward Trails Animal Rescue (11116 Fairfax Station Rd, Fairfax Station, VA 22039) via check or online donation form. Motion carried with no opposition.
- Motion: Moved by Bertha McClintock and seconded by Nicki Miller to have tree work done by Gordon Frazier Tree company in the amount of \$5,450. The work includes: \$2k for tree limbing on the west side of pool, \$1,800 for tree limbing on east side of the pool, \$500 for taking down a dying tree on east side of property near the electrical box, \$800 for removing a Bradford pear and grinding the stump and \$350 for grinding two stumps near electrical box. Motion carried with no opposition.
- Motion: Moved by Christine Schull and seconded by Mike Bye to strike any language that imposes a two-year, or any specific time limit, on summer membership(s). Motion carried with no opposition.

- Motion: Moved by Christine Schull and seconded by Kelly Thys to purchase Zoom subscription for cost of \$149 so that virtual meetings are not limited to 45 minute maximum. Mike, yes. Eric, yes. Marian, yes. Maurice, yes. Nikki, abstain. Bertha, abstain. Motion carried.

President's Report

"We need nominations for members that wish to be on the ballot for the upcoming elections. I am personally burned out from Sideburn Run pool business with the last 5 of 6 years being a board member under several stressful circumstances. Something has to change in order to have members continue to serve on the board and not become overburdened and stressed.

I offer my immediate resignation." [added to agenda by Marian Littleton]

Vice President's Report-

Secretary's Report-

Treasurer's Report

- While the Board approved changing the fiscal year back to a calendar year, it will require a \$2200 payment to the IRS for the IRS to review and approve, therefore, we are not pursuing the change. (Any change less than during a 10 year time frame requires the IRS review. We can pursue a change in 4 yrs when the 10 year period expires). This action is tabled until 2026 when it is more fiscally appropriate.
- The Board approved changing from an accrual basis of accounting to a cash basis of accounting. This appears to be possible by filing with the IRS at no cost (same issue as FY - a change is allowed with no fee every 10 years.) However, despite SRRRA being on an accrual basis, we have very little to accrue (depreciation and insurance). While we have entries in QBs for depreciation, I have not found any documentation for our depreciation schedules. Issue tabled.
- There is no written procedures for any of our accounting/bookkeeping processes. Accounting procedures need to be documented once our accounting method is identified.
- Speaking of depreciation, the 2020 audited financial statements state that it is the policy (unwritten? Or contained in some document from many years ago?) of the pool to capitalize any property or equipment for amounts over \$1,000. I presume this policy extends back when \$1000 was considerably more significant. I have followed the \$1,000 policy for this FY, but we should visit this issue for next year and beyond. If we switch to a cash basis, IRS still has some guidelines for depreciation. Consider this once accounting method is identified.
- The pool is desirous of replacing Wild Apricot (see below) and any new system should not be approved until the interface with bookkeeping (QBs or other system) is understood. QBs is complicated, but does have some beneficial aspects. Its integration with payroll is very helpful and its link to our Bank of America accounts is also helpful. However, our practice of re-recording every member's payment individually is extremely time consuming and results in a duplicate record. One swimming pool app says that the swimming pool app should be the official record of individual payments and income should be entered into QBs in lump sums from the membership app. This needs consideration.

- The Finance Committee was going to explore alternative membership/accounting systems but due to the other effort, we have suspended our review but would like to be involved in the decision to select a system vis-a vis Treasurer needs. All needs to be in place before March 1.
- As you know, we have not obtained a CPA review/audit based on the purported revisions to the bylaws, however the by-law effort was suspended. There were a number of items in the by-laws that affect the Treasurer functions that would be beneficial if changed.
- What will be done to revise the by-laws? Meetings scheduled
 - **Meetings scheduled- By-law Discussion and Voting meetings- consider Nov. 2, 9, & 16; 6:30-8:30pm**
- Motion: Moved by Maurice Brumgardt **and seconded by Christine Schull to hold our monthly SRRRA Board meeting in combination with the by-law (discussion & voting) meeting on Nov.16. Motion carried with no objections.**
- We had 16 new Bond members (including 5 conversions at swim season end) so we collected \$3200 in "redeemable " bond fees. I recommend that if any redemptions are made this FY or early next FY, we limit redemptions to that amount.
 - Membership will identify which bonds can be redeemed, not to exceed \$3200, in redemptions, by the next board meeting (Nov.16).
- As we see from both Christine's and my report, the pool has "policies" that some folks are aware of (2 year limit on summer memberships, \$1000 capitalization rate, etc.) but there doesn't seem to be a "policy" document. I suggest there be established a formal policy document, which is posted on the same part of the web site as the by-laws. This will have to be an evolving document but unless it already exists somewhere all we rely on are memories and hunting down decisions in past minutes. As the Board can establish policies, it can also revise them as needed or eliminate them. A 'policy' document will be considered once bylaw revisions are completed.
- Pete found where we were reimbursed twice for the same items so we are depositing a check to repay the duplicate payment.
- I have not yet established a separate bank account for the Capital Reserve money because interest rates are rising rapidly and I don't want to open a savings account at BoA (notoriously low interest), just to close it in a month or two. The \$10,000 transfer for this FY has been posted in the books. Would someone like to take on the task of looking for a place to put our money remembering this is considered a commercial account? Mike Bye will investigate a commercial account.
- On closing the office, we found 3 checks from 2021 that were not deposited - the amounts were entered in both QBs and Wa by the former President, but not deposited. The 3 members have been contacted by email. As of today, one has responded and gave me a replacement check. How should we proceed on the other 2? One is a bond member, the other a summer member. Treasurer will contact these 2 members to attempt to gain these payments.
- Bertha McClintock will resign as Treasurer as of December 31, 2022. There are a LOT of Treasurer issues that need addressing in the coming year so the transition could be complicated.
- As we are nearing the end of the FY, I recommend that once the books are closed, we hire Willam McClintock to prepare our taxes again. He charged \$300 last year and I presume his fee will be the same. Full disclosure - he is Pete McClintock's brother-in-law. He is a registered tax preparer and has prepared taxes for many years. Motion: Moved by Brumgardt and and seconded by Christine Schull to hire William McClintock to prepare our annual taxes for the pool.
- Pursue Rob Proulx to support treasurer book closing.

- Motion: Moved by Maurice Brumgardt and seconded by Mike Bye that the current Treasurer will submit to the board (electronically) a budget for fiscal year 2022-2023. Motion passed.
- Motion: Moved by Nicki Miller and seconded by Kelly Thys to change our Dreamhost account to email only. Motion passed.

Review of Bills and Communications

- Year to the end of August statements were emailed on Sept. 12th to the board.
- Draft Year-end (Oct) statements were emailed on Oct 19 to the board. They are draft as there are a few items that need to be done with Rob Proulx's help.

Standing Committee Reports

Communications (Nicki) –

Membership (Christine, Committee Chairperson)

- The last minute bond upgrade push did yield some upgrades in bond membership
 - The following bonds were paid for and disseminated:
 - 1899, 1900, 1901, 1902, 1903.
 - 1904 has been asked to mail her check to SRRA's postal address.
 - I strongly recommend that an upgrade push (e.g. Summer member to bond member) happen in June or early July. Labor Day weekend is closeout and not an ideal time for such an endeavor.
- **Reconciliations:** Bertha has requested reconciliations of some financial items in Wild Apricot, creation of invoices and some other tasks. I do not know how to do these functions. I am not comfortable dealing with financial tasks, and I do not have the bandwidth either. I am requesting that the board find a solution.
- **Hardcopy Bonds:** Some bond members from the last few summers and from this summer have still not picked up their bonds. These bonds will be hand delivered.
- **Consideration of role of hardcopy bonds for future memberships and bond redemptions:** The process of writing out and disseminating hardcopy bonds seems cumbersome and unnecessary in 2022. Many exiting members cannot find their "bond" and I question whether getting it back should be penalized at a \$50 cost. Additionally, the storage of physical bonds is a hassle for the pool or membership chair. I am asking the board to consider the following:
 - Do our bylaws require a paper bond? If so would we want to consider removing this requirement when we update bylaws? Is there a Virginia code or policy that requires us to require a physical bond?
 - If not required to have a physical bond, as we move forward to review membership software and app options, would we want look at other options that would replace a physical bond with a digital one or to otherwise affirm membership through an app or software system?
 - I am not prepared to make a motion because we do not have enough information, but I am requesting that this issue become a part of our action items moving forward.

- **Steps:** One summer member indicated that steps are desirable and she would not upgrade a membership to bonded unless it was addressed. Otherwise, she is just signing up for her granddaughter to use the pool. I have heard this more than once. I am wondering if removable steps would be allowed. I do understand there are concerns about the rules of grandfathering and compliance, while we also commit to exploring the topic further in committee. Lakeview added steps several years before the pandemic specifically to address one member's request. As we move forward with the issue this fall, we should also check with Lakeview.
- **Fee structure for seniors** needs to be addressed. The benefit for single seniors or two person seniors is negligible. With two-person, there is a small benefit, but consider the following:
 - Bonded single members paid \$345 for the season this year, as opposed to the \$355 that single seniors pay. The savings is not as substantial for a single senior summer member as it is for other types of members. This is mainly because we do not have a bonded senior rate. We have a Great White Shark rate (20 years plus) which applies to many of our senior members, but not to single seniors that have been members less than 20 years. So after becoming bonded, it takes 40 years to see a difference in the bonded rate versus the summer rate.
 - The price for upgrading from a two person senior would have been 365 as opposed to \$400, so it is a smaller discount than family membership. Once bonded, two person seniors would pay \$410 instead of \$445. Again, the price difference might warrant a look.
 - Perhaps we need a senior bonded rate? Or perhaps we need a wider discount for the bond itself. This is at least true for senior singles.

Nominations (Kelly, Committee Chairperson)

- No updates as of tonight.
- An email MUST go out to bond members to solicit new board members- Maurice to draft
- Slate for potential for board members must be identified no later than the end of November in order to mail ballots in mid December to fill 3-4 board members.

Operations & Maintenance (Bertha, Committee Chairperson)

- Other high expense items before next spring - replace sand in filter room - \$4,178.37 this was provided 2/15/22., do something about office and bathroom floors (cost unknown - still exploring). Putting stairs in pool (\$35K per NV Pools) parking lot unknown, insurance payments for next 6 months - \$4,650
- Motion: Moved by Bertha McClintock and seconded by Maurice B. to replace the sand filters with the crushed glass media prior to pool opening in May 2023. Motion passed.
- Unfortunately, the document to waive the "peak" use was not received by Fairfax Water so we have been charged for peak use. Not sure why it was not received. We were going to find out if FW can make any adjustment to the bill (the bill has been paid but the bill only covered thru mid-June)
- The McClintock and Hickey families assembled the new shed and they, with Nicki Miller's help, moved the smaller shed to the back of the property.

Social (Maurice, Committee Chairperson) – see detail under Vice President

-

Swim and Dive Team (Christine, Committee Chairperson)-

- Kristin Suma and Shannon Danielson have agreed to be swim team reps for 2023.
 - Huge thanks are owed to Nicki Miller for having taken on this task for multiple years.
- Kim Proulx will return as Dive Team rep for 2023.

Technology Committee

- This committee will get off the ground this month. We will be exploring alternative software to be more cohesive with QuickBooks. Committee currently includes: Gretchen Shivik, Nicki Miller, and Kelly Thys. Board presentation from committee in December 2022 or January 2023.
- Systems to review-members splash, pool dues, esoft, aplos, wild apricot

Special Committee Reports:

Other Business:

Action Items moving forward:

- Consider accessibility chair for future meeting(s)
- Plan for the future of the Operations Chairpeople positions- a need to further define and delineate the Operations role into Grounds Maintenance and Personnel
- End of Season Newsletter, Plea for new board members, maybe state what we are really looking for.
- Identify and/or redefine board positions/roles & define responsibilities
- Consider need for pool management company rather than self-management
- New technology/systems - will be presented to board in Dec 2022 or Jan 2023
- Check on the broken umbrellas (where are they and what needs to be done)
- Consider a Welcome letter be included in the bond packets?
- Since she has resigned, get keys from Marian.
- Communicate to members: Need board members, (current vacancies: President, Treasurer), Bylaw revision meeting

Motion: Moved by Maurice Brumgardt and seconded by Mike Bye to approve a reimbursement to Bertha McClintock for \$182 for the cost of various pool supplies.

Kelly Thys moved to adjourn the meeting, Maurice Brumgardt seconded, meeting adjourned at 9:21 pm. Motion carried with no opposition.