

PHRA Board of Directors meeting

March 2, 2021

8:00pm via zoom

Roll call: (X indicates present)

X James Berry

X Chris Cook, Vice President

X Marc DeLuca, President

X John Grossmann, Assistant Treasurer

X Elizabeth Hosinski, Secretary

X Shari Kane

Shawn Kline

X Dorothy Lange

X Jim Nach

X Dan O'Grady

X Nick Reskusic, Treasurer

X Rob Reynolds

X Allison Viola, Registrar

Call to order

1. Approval of the previous board meeting minutes

Chris moved, Dan seconded, and all present approved the February 2 minutes. Dan moved, Elizabeth seconded, and all present approved the February 10 minutes.

2. Treasurer report

Nick said Member Splash should be ready to capture dues. Nick and Shari are meeting on March 3 to finalize a proposal for the due dates for shareholders, currently proposed for April 1, and renters (since renters typically have had a different dues due date) and email communications about the dues. In response to a question from Allison about members who want to pay by check instead of credit card, Dan and Nick said Member Splash should still generate an invoice for check payers. Shari reminded the board that inactive members need to be switched back to active status in Member Splash in order to receive their invoices and pay dues. Shari thought MailChimp would automatically reflect these changes once they were made in Member Splash.

Nick said PHRA's long-time accountant was retiring and welcome recommendations for a new accountant. Marc asked Dan, Nick, and Shari to discuss separately the names the current accountant had recommended.

Waitlist fees are now starting to come in after an initial Member Splash hiccup. Nick also reviewed the monthly income statement, which is included in appendix A. Nick and Shari will also be discussing the budget.

3. Committee discussions

a) pool

Marc said Northern Virginia Swimming League will make a decision about the coming swim team season by March 14 and that DCCL has announced it intends to proceed with a swim season. PHRA's swim team has a new treasurer, Anya Robyak, and Marc and Nick will work on transitioning swim team treasurer responsibility from Marc to Anya once the February numbers are completed. Regarding the general swim season, Virginia government guidelines haven't changed but Marc expects they will be revised, after which the board will need to take those into consideration. In addition, Marc named the committee members for the pool committee. They are Debra Lee, Mike Nicholas, Margaret Neubig and Ari Autor. Their next scheduled meeting will be after the NVSL meeting scheduled for March 14. Lastly, Marc mentioned that the looking for lifeguards email had been sent and thanked all involved.

b) tennis

John asked for feedback on using Member Splash vs another reservation system integrated with PTY's system. The other system would cost \$200 a month. Dan and Shari reported the Member Splash tennis reservation system was well-used and -regarded last season. Shari pointed out members can't use the system until their accounts are reactivated, though. Shari also thanked John and Kristin Fitzgerald for updating the website calendar and agreed the reservation system should reflect times when tennis programs are being run and courts are not available for general reservations. Dan and Shari said they had been fielding questions about the new tennis court code. John said he would ask PTY to email membership with a link to where they could find the code. Dan said he thought it was odd to have PTY send such a message instead of the board.

c) membership

James Berry said the first meeting went well (details provided in appendix B) and the committee aimed to meet the week after the regular board meeting. Marc asked the membership committee to review PHRA's articles of incorporation and related regulations or laws with respect to the 500 membership limit. Marc also mentioned that we might want to have Quentin Robinson of Blankenship & Keith to opine on the max number of members, as he was a previous PHRA counsel.

d) grounds

Dan moved, Marc seconded, and all present approved \$1700 for a stone mason to fix stone steps along one of the paths on the grounds (details provide in appendix C), a unanimous recommendation from the grounds committee. Nick asked how this work fit into a larger plan for the grounds and expressed reservations about spending without confirmation dues will rebound from their COVID low of last year. Dan said he did not want to wait because he considered the stones a safety issue and the stone mason might not be available later in the season. As for the larger plan, Dan said the committee did not plan any other expenditures other than the usual grounds work done by Oscar Landscaping. Also, the committee planned some volunteer days to help defray some landscaping costs. In response to a question from Chris, Dan said the path was not on the county easement.

e) long range/capital

Allison thanked Barb Mayer for volunteering to co-chair and said the committee planned meet every Thursday before the regularly scheduled board meeting. The committee aims to survey members for their views on capital spending priorities and also their wish list for activities with the goal of presenting survey responses to the annual shareholder meeting in the fall.

4. Open dialogue

Marc said he would re-send the waiver to the board and asked if board members wanted to included the waiver in the dues paying process as is or spend about \$1500 to have counsel review the waiver. Marc reminded the board that the waiver was developed by Holland and Knight and used in Virginia plus 27 other states. Dan supported using the waiver as is. John proposed adding the waiver to the dues paying process, which Shari supported.

Marc also proposed spending \$360 to upgrade PHRA's MailChimp service level, which would remove the daily contacts cap and allow for up to 10 email campaigns a month. Elizabeth added the \$360 would also purchase live user support vs the current, free level, which does not include any user support beyond FAQ and help manuals. No board member present objected.

Barb Mayer offered to have her high schooler design this year's newsletter. Marc thanked Barb and family and accepted the offer.

Allison asked that if anyone is contacted by someone looking to sell their share, to please point them to Nick and her so she can better track and handle these requests.

8. Adjournment

c. 8:49pm

Appendix A- treasurer report

1	Poplar Heights Recreation Assoc. Inc.		
2	Financial Activities		
3	February - March, 2021		
4			
5	Treasurer Notes:		
7	There has been dues activities in recent days (not reflected below), but we		
8	<u>need a communication to members and renters re: Dues and Due Date</u>		
10	Mr. Oler, our long time CPA is retiring, we need to source replacement		
12	Despite an initial hiccup, new waitlist fees are flowing again		
13			
14	Financial Activities, February 2021:		
15			
16	Cash Today	189,952	
17			
18	Cash Receipts	Quantity	Amount
19	A5 Shareholder	1	560
20	Applicants Waiting List	24	600
21	TOTAL		1,160
22			
23	Vendor Payments	Total	
24	Titan Pool Service LLC	8,100	First Installment - Pool Contract
25	Oscar's Landscaping & Tree Service, LLC	6,490	Leaf CleanUp, Nov and Dec
26	Oler Tootsey & Associates CPAs LLC	6,360	Accountant Fees
27	Great American Insurance Co.	2,306	First Installment - Insurance
28	Rees Broome, PC	1,538	Legal
29	Direct Current, Inc.	1,122	Tennis Lights (from Dec)
30	Fairfax Water	1,116	
31	Carroll V. Shreve & Sons	307	
32	Verizon	149	
33	John Grossmann	123	Tennis Lock Repair
34	Dominion Energy (Tennis Lights)	121	
35	State Corporation Commission	100	Annual Report, VA SoS
36	American Disposal Services	66	
37	Washington Gas Company	12	
38	Bank Card USA	4	
40	TOTAL		27,912
41			
42	Share Redemptions	Total	
43		2,709	
44		2,709	
45		2,709	
46			8,127
47			
48			

Appendix B- Membership committee report from James Berry

The following information is from the Membership Committee's first meeting:

1. The Membership Committee met the week of 8 February, after the February board meeting with an agenda to provide committee members a platform to introduce everyone and set up some basic guidelines for the committee.

Action Item: Determine when and where to meet

Decision: I used Google Meet for the first meeting and aside from one audio issue the platform worked to host the meeting audio and video. We will continue using Google Meet for these meetings.

The membership committee will meet each month the week after the PHRA board meets. If the full board assigns anything to the membership committee, this committee will provide feedback on the topic.

2. The Committee is made up of the following members:

PHRA Board President: **Marc De Luca**

Membership Committee Chair: **James Berry**

PHRA Committee Members:

Shari Kane – Board Member, Shareholder, keeper of all knowledge – past and present!

Debra Lee – New to PHRA as a Renter.

Julie Srey – Experienced Renter – waiting for a share since 2013

John Kosco – Shareholder about 10 Years

Mike Paulson – Distinguished shareholder since the early 90's, now Honorary member. Also, Mike has previous board experience (thank you!)

3. Discuss our committee charter. Discussion during the committee meeting and action to all members of the committee to think about what is important to them to be included in the charter to document our mission and goals. **Action Item:** The Chair will draft the first version of the charter and distribute to the committee members for review during the next meeting.

4. Discuss potential ways to improve transparency to members. This discussion included the thought to utilize technology available to support transparency and trust between the members and the board.

5. Discuss how the committee can support providing members about the available tennis program and how it operates to serve the PHRA community. We discussed the need to work with the Tennis committee to establish a unified plan forward. **Action Item (AI):** The Membership committee requests a working session with the Tennis committee (or designee) to improve PHRA's member knowledge how the Tennis program operates, talk about ways to distribute information for Tennis events, match schedules, standings, etc.

6. The Committee discussed the newly released process to open up visibility for the wait list by publishing it on the www.poplarheights.org website. Now members and prospective members can see the waitlist for equity and non-equity membership.

7. Discussion about meeting etiquette, Roberts Rule of order has a section on committees that the chair will need to review but plans to defer to the PHRA Board President for guidance on Roberts Rule of order if an interpretation is needed on the membership committee.

8. The committee talked about the option to use technology to help gather information from PHRA members (this includes Honorary, Shareholders, and Renters). We generally agreed the membership committee should focus on improving engagement between members and the PHRA Board of Directors.

Appendix C- Grounds committee update from Dan O’Grady

Colleagues: I'm providing some context for the (unanimous) recommendation from the Grounds Committee that we complete the stone bridge crossing over the side stream near Poplar Street (see photos below). The stone mason who installed the 600-pound main slab last spring is available to insert three large steps on each side of this slab. Each individual step would weigh up to 200 pounds and would sit on four inches of gravel for drainage. Unlike the current set-up, which was a temporary jerry-rigged deal given the 2020 Covid budget, the new steps would be immovable and therefore safer. The proposed cost is \$1700.

As context, initially we considered putting in a wooden bridge, but found out that this would require railings and a building permit from the County. Even Oscar's tentative quote for such a bridge was around \$5,000.

Let me know if you have any questions.

Dan

