**GREENEBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**Tuesday, October 24, 2017**

Greenbelt Community Center – 201 Multipurpose Room

15 Crescent Road, Greenbelt, MD 20770

7:00 P.M.

**Board Members Present**

Michael Yelton, President

Will Yakel, Vice President

Missy Weaver, Secretary/Treasurer

**Others Present**

Susan Blackburn, President/Owner (CAMP)

Mayea Lipscomb, Community Manager (CAMP)

Members at Large

**Call to Order**

Michael Yelton called the meeting to order at 7:00 P.M.

**Modification of the Agenda**

Michael Yelton made a motion to modify the Agenda to hold Resident Participation after Committee Reports. The motion was duly seconded and passed by a unanimous vote.

**Approval of Minutes**

By a motion duly made and seconded, the minutes of the Board of Directors Meeting of July 19, 2017 were unanimously approved.

**Committee Reports**

Activities Committee: Kristen Weaver provided a recap of the “Party by the Pond” event that took place on Saturday, July 22nd. The committee is waiting for the Board to make new committee appointments before planning 2017 holiday events.

Ad Hoc Parking Committee: The Parking Committee members in attendance agreed to discuss committee progress on parking issues later in the meeting as parking was on the Board agenda.

Grounds Committee: Members of the Grounds Committee updated everyone on their meeting schedule and the committee’s discussions regarding the grounds contract and other pending grounds issues.

**Resident Participation**

The following issues were raised and discussed during resident participation:

 Installation of an additional pet waste station towards the front of the community

 Trash collection in the park area

 Timing of the turnover of the park to the City of Greenbelt

 Communications between the Master Association and the Condominium Associations

 Communications with residents and new homeowners

 Maintenance of the slope behind Stream Bank Lane behind the split rail fence

 Potential for a bulletin board in the park

 Day care facility being operated and obstructing traffic on Stream Bank Lane

 Automobile service being operated in alley behind South Channel Drive

 Potential use of the meeting room at the Verde Apartments for future Board meetings

**Development Report**

 Central Park is scheduled to be inspected by the City of Greenbelt within the next two weeks in preparation for the turnover of the park area to the city

 Construction of the Phase three sound barrier at the metro tracks has begun

 New NV and Ryan models in Phase Three are scheduled to open in early November

 Sealing work on the bridge at the entrance to the community, required for turnover to Prince George’s County, was completed this month

 Phase One & Two concrete repairs and final paving will start next Spring and continue into the Fall

**Management Report**

Mayea Lipscomb presented the management report including the following updates:

 Progress on the parking and towing issues with the Parking Committee

 Landscape activities including aeration, seeding, fall flowers and turf weed treatments

 Development of the 2018 budget

 Increases in trash pickup and servicing of pet waste stations in the park

 Proposals for household trash service

 Appointment of committee members

**Action Items**

**2017 Repair & Replacement Reserve Study**

By a motion duly made and seconded, the Board moved to approve the 2017 Repair & Replacement Reserve Study completed by PM+Reserves with the correction that the community buildout number will be 505 units, not 503. The motion passed by a unanimous vote. The new Reserve Study increases the contribution to the reserve fund from $32,688 to $36,860 per year. The increase is due to the expansion of the common areas in the community.

**2018 Budget**

By a motion duly made and seconded, the Board moved to approve the 2018 Budget with the caveat that the Net Income/(Loss) be adjusted to zero. The motion passed by a unanimous vote.

The budget includes the following points:

Assessments remain at their current rate for 2018

There will be an estimated 75 new settlements in 2018

The landscape contract has been expanded to include new areas added that must be maintained

Trash pickup and servicing of pet stations in the park will continue in 2018

New trash contract figures have been included

**Ratification of the Approval of the 2016 Tax Returns**

By a motion duly made and seconded, the Board moved to ratify the approval of the 2016 Federal & State Tax Returns as prepared by Strauss & Associates. The motion passed by a unanimous vote.

The Association did not owe any taxes this year.

**2017 Audit Engagement Letter**

By a motion duly made and seconded, the Board moved to approve the Audit Engagement Letter submitted by Strauss & Associates for the preparation of the 2017 audit and tax returns in the amount of $1,700. The motion passed by a unanimous vote.

**Trash & Recycling Contract**

By a motion duly made and seconded, the Board moved to approve the trash and recycling proposal submitted by Trash Away with adjustments to the fee outlined on page 3 of the Agreement to reflect that trash cans and recycling bins will not be leased. The motion passed by a unanimous vote. The start date of the new contract will be determined by the termination terms of the current trash contract.

**Towing Agreement**

By a motion duly made and seconded, the Board moved to approve the Agreement with Fast Lane Towing for parking enforcement in Greenbelt Station as submitted. The motion passed by a unanimous vote.

**Appointment of Committee Members**

By a motion duly made and seconded, the Board moved to approve the following homeowners to committees:

Bryan Champion Ad Hoc Parking

Tanya Champion Ad Hoc Parking

Katrina Gaskins Ad Hoc Parking

Adrian Backus Ad Hoc Parking

Rita Randolph Ad Hoc Parking

Alexis Tibbs Ad Hoc Parking

Kevin Barefoot Ad Hoc Parking

Kristen Weaver Activities

Fabiola St Fort Activities

Corey Totress Activities

Nobert Akas Activities

Lina Trullinger Activities

**Adjournment**

By a motion duly made and seconded, the October 24th meeting of the Board of Directors was adjourned at 9:00 P.M.