

GREENBELT STATION MASTER ASSOCIATION

Minutes from the 2022 Annual Meeting

Thursday, September 22, 2022

In Attendance – Board of Directors

- Devon Donovan, President
- Cornell Lynch, Vice President
- Danielle McKinney, Treasurer
- Rachel Robert Jones, Director
- Mike Sunderman, Director

In Attendance – Property Management

- Susan Blackburn, President/Owner of Community Association Management Professionals (CAMP)
- Leslie Benitez, Portfolio Manager from Community Association Management Professionals (CAMP)
- Rosana Gilmore, Community On-Site Manager with Community Association Management Professionals (CAMP)

I. Call to Order

The Greenbelt Station Master Association convened its 2022 Annual Meeting on Thursday, September 22, 2022. The meeting was convened using Go to Meeting due to the social distancing requirement associated with COVID-19. Board President Devon Donovan called the meeting to order at 7:03 p.m. Introductions ensued between Board members and management personnel.

II. Proof of Notice

Leslie Benitez certified that notice of the 2022 Annual Meeting was sent to all owners of record.

III. Proof of Quorum

Leslie Benitez certified that 504 homes were represented during the 2022 Annual Meeting either in person or by proxy. The minimum needed to achieve quorum was 51 homes.

IV. Approval of Prior Annual Meeting Minutes

As presented, Danielle McKinney moved to approve the September 23, 2021, Annual Meeting minutes. Mike Sunderman *seconded*, and the motion carried unanimously.

V. Management Report: Leslie Benitez reported the following information:

- The Board of Directors negotiated the shuttle continuation for an additional six months.
- The Board communicated with the City of Greenbelt and WAMATA regarding completing the trail and executing easement agreements for the construction project.
- The Board implemented a power washing project for the front monuments, tot-lot, pergolas, and stairs.
- The Board supported the City of Greenbelt Parking Expansion on N Center and S Center Drive. Forty additional parking spaces were added this year.
- The NDC and the City of Greenbelt enlisted a Grounds Committee liaison for the community amenities program head.
- A trash collection contract was executed to include twice weekly trash pick-up and bulk trash pick-up once per month.
- The Board arranged tot-lot safety inspections and needed maintenance repairs.
- 329 homeowner communications and 141 customer care calls were completed in 2022.
- 295 vendor disbursements were completed.
- 71 resale inspections were completed. 119 resale inspections were completed in 2021.
- 145 violation citations were issued.

VI. Committee Reports

A. Activities Committee: Kristen Weaver reported the following information:

- The committee worked with the City of Greenbelt for access to the Park for the Concert in the Park.
- The annual Summer party was held in June.

- On Saturday, October 1, 2022, the “Move in Central Park” will be held, showing Despicable Me. The rain date will be Saturday, October 8, 2022.
- A Halloween activity will be held on Sunday, October 30, 2022.
- The committee is currently working on the Winter party.
- The committee hopes to have 2023 activities planned before the end of 2022.

B. Grounds Committee: Alex Campbell reported the following information:

- The tot lot has been updated.
- The committee is looking to update the ponds.
- The committee will be replacing several trees destroyed by beavers.
- The meeting initially scheduled for September will be rescheduled.

C. Ad Hoc Trash Committee: Leslie Benitez reported the following information:

- The committee members feel their contributions would be better served on other committees and are looking to disband the Ad Hoc Trash Committee. This will be part of the next Board of Directors meeting.

D. Ad Hoc Parking Committee: Leslie Benitez reported the following information:

- The September meeting will be rescheduled.

E. Covenants Committee: Devon Donovan reported the following information:

- The committee is looking for additional members.

F. Rachel Robertson suggested that a part-time employee be hired by CAMP to answer phone calls and interact with homeowners.

VII. Election

Two Board of Directors seats were up for election during the 2022 Annual Meeting held by Cornell Lynch and Rachel Roberts Jones. Three homeowners

submitted their candidacy for the Board of Directors, including Fei Liu, Thurston Livingston, and Cornell Lynch.

VIII. Announcement of Election Results

Mrs. Benitez announced that Fei Liu and Cornell Lynch received the greatest number of votes and were each elected to the Board of Directors to serve a three-year term. Mrs. Benitez thanked Thurston Livingston for submitting his petition of candidacy.

IX. Committee Recognitions

Devon Donovan thanked all committee members for their hard work during 2022.

X. Homeowners' Open Forum

Management and the Board of Directors asked homeowners for questions and comments. No questions or comments were received.

XI. Adjournment to Executive Session

Cornell Lynch moved to adjourn the 2022 Annual Meeting of the Greenbelt Station Master Association at 7:39 p.m. Mike Sunderman ***seconded***, and the motion carried unanimously.