

GREENBELT STATION MASTER ASSOCIATION
BOARD OF DIRECTORS VIRTUAL MEETING
Thursday, July 27th, 2023
MINUTES

BOARD MEMBERS PRESENT

Cornell Lynch, President
Devon Donovan – Vice President
Danielle Peterson, Treasurer

OTHERS PRESENT

Rosana Gilmore, Community Manager/CAMP
Leslie Benitez, Portfolio Manager/CAMP
Kristen Weaver, Activities Committee Chair
Alex Campbell, Grounds Committee Chair
Members at large

CALL TO ORDER

Cornell Lynch called the meeting to order at 7:02 P.M.

APPROVAL OF AGENDA

By a motion duly made and seconded, the Board unanimously voted to approve the agenda with a change of items 4 and 5.

WELCOME & INTRODUCTIONS

The Board of Directors and the CAMP management team members introduced themselves and welcomed homeowners to the meeting.

RESERVE STUDY PRESENTATION

Keith Ruehl from Global Solutions Partners presented to the Board.
Michelle Baldry from Reserve Advisors presented to the Board.

APPROVAL OF MINUTES

Devon Donovan motioned to approve the May 11th, 2023, Board of Directors Planning Session Minutes and the May 25th minutes of the Board of Directors Meeting. The motion was seconded and passed by a unanimous vote.

COMMITTEE REPORTS

Kristen Weaver, Activities Committee Chair, reported on the Activities Committee Summer Party at the Park on June 10th, 2023. They had between 100-120 residents who showed up. The Activities Committee's next events will be a September Movie Night, a fitness event, a Halloween party, and a Holiday Party. They would like to have some signs to advertise the events. Kristen brought up the request of some residents to rent Central Park. At this time,

residents cannot rent the park for private events. The current policy is for residents to use the park casually only. The City will not change the policy unless they have Board approval. Alex Campbell, Grounds Committee Chair, reported on the shade structures along Central Park proposed by the City of Greenbelt. The City wants input from residents on the color of the shades. They will install four shade structures on the corners of the Park on top of the benches. The Grounds Committee will send a survey to residents with a few color choices, and the final decision will be made at their mid-August meeting. They encourage residents and Board members to attend the meeting to give their input. Board members agreed they would prefer the shade structures to have natural colors and a neutral pallet so as not to be the central focus of the Park. Alex will send Management the color decision to be presented to the Board via email before sending it to the City. Danielle Peterson mentioned that the City has allocated \$200,000.00 for additional improvements at Greenbelt Station. The shades will cost around \$50,000.00. All other improvements must be included in the City's Budget for the following years.

MANAGEMENT REPORT

Rosana Gilmore provided her management report. Rosana Gilmore reported that the Covenants Committee conducted a hearing on June 5, 2023, for storage of property outside of the garage and play activities on Alleyway. The property was sent a Fines Imposed Notice, and the Covenants Committee is asking the Board to consider a Resolution for using Common Spaces. They met on July 10, 2023, to conduct hearings on trash cans out on non-trash days. Mabel Wang has resigned from the Covenants Committee but offered to stay until a replacement is found. The Grounds Committee met on June 8, 2023. The Ad Hoc Parking Committee met on June 21, 2023. Only two of the committee members attended. One of the Committee members resigned after the meeting. At this point, we do not have an active Ad-Hoc Parking Committee or an Ad-Hoc Neighborhood Watch.

Maple Grove fixed the fallen street sign on Stream Bank Ln. JAMS Landscaping installed the tot lot's woodchips on 6/23/23 and performed regular lawn maintenance service visits for June and July. Applied systemic and contact applications to trees, mowed and trimmed the hillside along Stream Bank Lane, and pruned common area trees and shrubs. Rosana Gilmore approved the seed installation behind the mailbox along Davis Point Lane by Jam's Landscaping for \$325.00. Rosana Gilmore scheduled, notified the community, and provided Board feedback and instructional materials to all Committees. She participated in the Covenants and Ad-Hoc Parking Committee this month. She helped to organize the Summer Party, contacted the City of Greenbelt to provide tables and tents, and processed the Moon Bounce rental. At the Summer Party event, Rosana Gilmore met City of Greenbelt police officers and residents and distributed Call for Volunteers flyers.

Rosana Gilmore completed the Questionnaire part of the Community of the Year application and forwarded it to the Board. She reported to Prince George's County a property running a business from it. The upcoming Work Session with the City of Greenbelt Council is scheduled for Monday, August 28th, 2023, at 7:30 pm. All residents are invited to attend. Rosana Gilmore followed up on poop pickup for the City property and tree maintenance. The City does not provide poop pick-up on their property. Rosana Gilmore communicated with Parking enforcement and the City of Greenbelt police. They sent a report that no significant events

occurred at Greenbelt Station. Rosana Gilmore sent a termination notice to Doody Calls and processed a 1-year contract with PoopScoop Troopers to start on September 1, 2023. She is working on street stripping proposals. She declined the PG Community Collaborative Resolution Center request for mediation by a resident and worked with legal representation on an accessible Parking space request. Rosana Gilmore mailed to the Developer a letter crafted by Mike Sundermman, as requested by the Board. Annual inspections are ongoing. Over 200 violations have been submitted. She submitted weekly updates and sent a Trash Memo to the Community to answer residents' questions and concerns.

Rosana Gilmore worked on the Annual Election materials. She sent the Annual Meeting Notice and Call for Candidate mail to the printer and a mass communication email to the community on July 18, 2023, as scheduled. All monthly recurring items have been processed, updated, and uploaded to CIRA.

The next Board Meeting is the Annual Meeting on September 21, 2023.

FINANCIAL REPORT

Rosana Gilmore provided the Board with a financial update.

As of June 30, 2023, the Association had \$740,576.00 in cash and investments. The Repair & Replacement Reserve Fund totaled \$550,498.00, and the Alleyway Fund totaled \$19,808.00. The Operating Fund had \$63,184, and the Operating Reserve fund had \$125,938.00. The accounts are fully FDIC-insured. The Association has spent \$1,725.00 year to date from the Repair and Replacement Reserve Fund. Through June 2023, the Association had an Operating Surplus of \$24,318.00, which was under budget by \$27,450. This year-end surplus, if any, will be added to Owners Equity. The Association is carrying a balance of \$17,166.00 in Accounts Receivable. The Allowance for doubtful accounts is \$2,900, leaving the collectible balance of \$14,266.00. The receivables include the debt of about eight accounts.

MATURING CD/INVESTMENT WITH MORGAN STANLEY

By a motion duly made and seconded, the Board unanimously voted to approve the Association investment firm, Morgan Stanley, to reinvest the CD for \$50,000, maturing in September 2023, from the Replacement Reserve Fund in the investment ladder.

GROUNDS COMMITTEE APPOINTMENT

By a motion duly made and seconded, the Board unanimously voted to approve the appointment of Tamitha Davis-Rama to the Grounds Committee.

STORMWATER MANAGEMENT POND MAINTENANCE CONTRACT REMOVAL

By a motion duly made and seconded, the Board unanimously voted to approve the renewal of the Storm Management Pond Maintenance Contract submitted by Lake Source LLC for a one-year term of \$3,540.00 to be billed monthly at \$295.00.

VOTE HOA NOW (VHN) RENEWAL

By a motion duly made and seconded, the Board unanimously voted to approve the proposal from Vote HOA Now for the 2023 Annual Meeting election for \$950.00

INSURANCE POLICY RENEWAL

By a motion duly made and seconded, the Board unanimously voted to approve the Greenbelt Station Master Association Insurance Policy package presented by Sahouri Insurance for the coverage period of August 21, 2023, until August 21, 2024, in the amount of \$10,221.00.

WEBSITE HOSTING AND MAINTENANCE CONTRACT RENEWAL

By a motion duly made and seconded, the Board unanimously voted to table the approval of the Website hosting and maintenance renewal proposal submitted by Brand Desing, Inc. for \$300.00 a year for Website hosting, \$1,550.00 a year for a Level 4 Maintenance program and \$1,200.00 a year for social media management. The Board would like a month-to-month option.

SMITH COVE LANE ALLEYWAY TREE INSTALLATION PROPOSAL

By a motion duly made and seconded, the Board unanimously voted to approve the proposal submitted by Jams Lawn and Gardening to install a tree on the Smith Cove Lane alleyway common area for \$1,495.00.

HOLIDAY LIGHT INSTALLATION

By a motion duly made and seconded, the Board unanimously voted to approve the Holiday decorations proposal submitted by Mr. Clean Power Washing LLC for \$800.00.

POLICY RESOLUTION No. 2023-1 ENFORCEMENT PROCEDURES

By a motion duly made and seconded, the Board unanimously voted to table Policy Resolution No. 2023-1, Enforcement Procedures, pending legal review.

DISCUSSION ITEM: COMMUNITY ASSOCIATION OF THE YEAR APPLICATION AND CAI MEMBERSHIP

The Board approves of CAI membership for Board Members. They are unsure if the Board has time to write the essay required to submit the Community Association of the Year application.

RESIDENT PARTICIPATION

The following issues were brought up during Resident participation:

A resident brought up the case of the basketball hoop attached to the common area wall and playing in the alleyway at all times, including until late at night.

EXECUTIVE SESSION

By a motion duly made and seconded, the Board unanimously voted to convene an Executive Session at 9:25 P.M. to discuss a resident complaint matter and a contract matter.

RETURN TO OPEN SESSION

The Board returned to open session at 9:55 P.M.

RESIDENT COMPLAINT

After careful review and consideration, the Board unanimously voted to approve a Cease-and-Desist letter to be sent to Account # R0368713L0305971. The motion was duly made and seconded.

2023 RESERVE STUDY PROPOSAL

By a motion duly made and seconded, the Board unanimously voted to approve the full Reserve Study (Level 1) proposal presented by Reserve Advisors for \$4,600.00 for the fiscal year 2023.

ADJOURNMENT

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 10:00 P.M.