

GREENBELT STATION MASTER ASSOCIATION
BOARD OF DIRECTORS VIRTUAL MEETING
Thursday, November 30th, 2023
MINUTES

BOARD MEMBERS PRESENT

Cornell Lynch, President
Danielle Peterson, Vice President
Mike Sunderman, Director
Alex Campbell, Director
Fei Liu, Director

OTHERS PRESENT

Leslie Benitez, Portfolio Manager/CAMP
Members at large

CALL TO ORDER

Cornell Lynch called the meeting to order at 7:01 P.M.

APPROVAL OF AGENDA

By a motion duly made and seconded, the Board unanimously voted to approve the addition of the Executive Session to the Agenda.

WELCOME & INTRODUCTIONS

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

APPROVAL OF MINUTES

Mike Sunderman motioned to approve July 27, 2023, Board of Directors Meeting minutes, the October 5, 2023, Budget Review Meeting minutes, and the October 12, 2024, Final Budget Review Meeting minutes. The motion was seconded and passed by a unanimous vote.

COMMITTEE REPORTS

Leslie Benitez Reported on behalf of the Activities Committee. The committee planned on hosting a lighting ceremony for the lights at Central Park and having a moment of silence dedicated to the recent passing of the City of Greenbelt Council Member Rick Gordan.

Scott Scheck, member of the Grounds Committee, reports that Jams planted the trees in the grass area, and it looked good. They will coordinate a community walk-through with JAMs and invite homeowners to join. They would like to begin a Green Thumb Award for the best-kept yard in 2024. They would also like to invite Home Depot or local hardware stores to join Activities in the community to provide demos for lawn care and tips on spring planning for yards.

Scout also stated the NDC program has received final approval for installing shade structures in Central Park. The date of installation is still to be determined.

MANAGEMENT REPORT

Leslie Benitez provided the Board with the following management report:

Leslie reported she worked with Mr. Clean Power Washing LLC to install the holiday lights at the community entrance for the holiday season. She also coordinated with Chief Bowers from the City of Greenbelt Police Department to plan a Town Hall meeting at Verde Apartment, tentatively set for December 5th, focusing on community safety concerns. She worked closely with the association collection firm to manage delinquent accounts, which are currently under the firm's care.

The draft budget was emailed and mailed to homeowners as scheduled. Management responded to homeowners' questions regarding the budget.

Jams Lawn and Gardening performed routine lawn care, including fall flower installation, edging, and mulching garden beds, and a leaf management session on November 13th. Four dead trees were replaced.

Leslie addressed many homeowner calls/emails and communicated with landscape vendors, public works, the City of Greenbelt Police, Trash vendors, and committee members. In addition, she processed and reviewed invoices, collection status reports, and monthly financial reports and conducted several resale inspections. Community Communications included draft 2024 budget distribution and upcoming events/meetings.

FINANCIAL REPORT

Leslie Benitez provided the Board with a financial update.

As of October 31st, 2023, the Association had \$790,453.00 in cash and investments. The Repair & Replacement Reserve Fund totaled \$574,518.00 and the Alleyway Fund totaled \$19,808.00. The Operating Fund had \$67,371.00, and the Operating Reserve fund had \$127,799.00 (25% of the annual assessments). The accounts are fully FDIC-insured.

The Association has spent \$1,725.00 year to date from the Repair and Replacement Reserve Fund. We anticipate a landscaping invoice for the four tree replacements approved by the Board for \$5,675.00, bringing the total spent from the Repair and Replacement Reserve fund to \$7,400.00.

The Association is carrying a balance of \$20,428.00 in Accounts Receivable. The Allowance for doubtful accounts is \$2,900.00, leaving the collectible balance of \$17,528.00. The receivables include the debt of about ten accounts.

Through June 2023, the Association had an Operating Surplus of \$38,254.00, which was under budget by \$39,302.00.

SELECTION OF OFFICERS

By a motion duly made and seconded, the Board unanimously voted to approve the Association the following slate of officers:

President: Cornell Lynch

Vice President: Mike Sunderman
Treasurer: Alex Campbell
Secretary: Fei Liu
Director: Danielle Mckinney

FINAL BUDGET ADOPTION

By a motion duly made and seconded, the Board unanimously voted to approve the FY2024 Budget as presented.

COVENANTS COMMITTEE APPROVAL

By a motion duly made and seconded, the Board unanimously voted to approve Anita Butler & Heather Roman-Stork to the Covenants Committee.

SNOW REMOVAL CONTRACT RENEWAL

By a motion duly made and seconded, the Board unanimously voted to approve the 2023-2024 Snow Removal Contract as submitted by Maple Grove.

RESIDENT PARTICIPATION

The meeting was disconnected at the resident participating portion. An email was subsequently sent to residents, informing them of the meeting's conclusion and instructing homeowners to submit their requests, questions, feedback, or concerns via email.

EXECUTIVE SESSION

By a motion duly made and seconded, the Board unanimously voted to convene an Executive Session at 7:40 PM. to discuss negotiation strategies related to court matters concerning an expired parking pass reimbursement.

RETURN TO OPEN SESSION

The Board returned to open session at 8:25 P.M.

COURT SETTLEMENT AGREEMENT ACCOUNT #R0359136L0302602:

Mike Sunderman motioned to reject monetary reimbursement or an apology letter. Instead, if the owner persists, the Association would pursue legal action, seeking reimbursement for legal fees.

Vote:

Yays – Mike Sunderman
 Danielle McKinney
 Fei Lui

Nays – Alex Campbell

A majority vote carried the motion.

ADJOURNMENT

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 8:31 P.M.