

**GREENBELT STATION MASTER ASSOCIATION
BOARD OF DIRECTORS VIRTUAL MEETING
Thursday, January 25, 2024
MINUTES**

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Rosana Gilmore, Community Manager/CAMP
Captain Gulledge, City of Greenbelt Police Department
Scott Sheck, Grounds Committee Chair
Members at large

CALL TO ORDER

Cornell Lynch called the meeting to order at 7:00 P.M.

APPROVAL OF AGENDA

By a motion duly made and seconded, the Board unanimously voted to approve the split of section 11C into two different sections: 11C & 11D.

WELCOME & INTRODUCTIONS

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

GREENBELT STATION POLICE STATUS REPORT:

Captain Gulledge presented at the Board Meeting. He reported that in 2023, Greenbelt Station represented 3% of the crime in the City of Greenbelt. So far, in 2024, there have been two package thefts.

He reported that the police are working on the license plate reader camera to be installed at the community's entrance. Chief Bowser will present it to the City Council at their February meeting.

He also mentioned they are working with the City of Berwin Heights to issue violations around the scrap yard area. Danielle Petterson mentioned the bike path behind the scrap yard and the Indian trail. The Indian Trail is patrolled, but knowing it is an area of concern for the Board and the community, he will bring the concern to Chief Bowser. Also, Danielle Peterson mentioned a news article about the police being unable to use Ring camera footage any longer. Captain Gulledge was unaware of the article and will follow up on it.

APPROVAL OF MINUTES

Alex Campbell motioned to approve the November 30, 2023, Minutes of the Board of Directors Meeting and the December 5, 2023, Townhall Meeting Minutes. The motion was seconded and passed by a unanimous vote.

COMMITTEE REPORTS

Scott Sheck, Grounds Committee Chair, reported that the Grounds Committee had a short meeting in January because of the snow and that he will report at the next Board meeting.

MANAGEMENT REPORT

Rosana Gilmore gave a brief overview of projects, events, and updates since the last Board Meeting on November 30, 2023. The Activities Committee organized a lighting ceremony at the Central Park Pavilion on 12/2/24. A nocturnal night light inspection was ordered, and repairs were made accordingly. JAMS Landscaping replaced dead trees in the association's common area as contracted. I monitored the weather and the two snow events in January, maintaining continuous communication with Maple Grove. I encountered no problems throughout the snow event and no complaints from residents. Management worked with the Greenbelt Police Department and the Greenbelt Station Board of Directors to host a town hall meeting to address public safety concerns on 12/5/23. I worked with Connor Gaffney, the collection attorney with Whiteford, on delinquent accounts. I reviewed the legal bills from Whiteford for accuracy and requested a few adjustments. Attorney Ian Douglas from Whiteford and Rosana Gilmore attended the PG County District Court on 12/4/23. The judge ruled in our favor. The period for appeal has elapsed, and the matter is now closed. I have been communicating with Zach Fortune at Reserve Advisors. I reminded the community about their water and sewer assessments with Baypoint Utilities, LLC, due in January. All Board members have been processed for membership with CAI (Community Association Institute). Due to the new Enforcement Procedure policy that took effect on January 1, 2024, Management is closing all previous violation notices. All fines have been halted. A new violation cycle will be initiated to ensure all properties and homeowners are treated equally under the new rules. I provided the community with the Christmas tree pick-up information. I requested a listing of rental units in the community from the City of Greenbelt. Currently, the city has 128 units listed as rentals. I contacted Chief Bowser to request additional patrol during the holiday season and to place a decoy car at the end of Greenbelt Station Pkwy. I sent weekly community updates and reminders. I processed all my monthly tasks and end-of-the-year tasks. Our next Board Meeting is March 23, 2024.

FINANCIAL REPORT

Rosana Gilmore provided the Board with a financial update.

As of November 30, 2023, the Association had \$816,219.00 in cash and investments. The Repair & Replacement Reserve Fund totaled \$580,346.00, and the Alleyway Fund totaled \$27,332.00. The Operating Fund had \$79,790.00, and the Operating Reserve fund had \$127,822.00 (24% of the annual assessments). The accounts are fully FDIC-insured.

The Association has spent \$1,725.00 from the Repair and Replacement Reserve Fund. In December, we paid a landscaping invoice for the tree replacement 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 \$21,531.00 in Accounts Receivable. The Allowance for doubtful accounts is \$2,100.00, leaving the collectible balance of \$19,431.00. The receivables include the debt of about eight accounts.

Through November 2023, the Association had an Operating Surplus of \$42,713.00, which was under budget by \$43,240.00. This year-end surplus, if any, will be added to the Owners' Equity.

RESIDENT PARTICIPATION

The following issues were brought up during Resident participation:

Condominium owners complained about the increased fees and the lack of communication.

Brian Drewry, President of the Courts, gave a general statement on how the Budget is created and distributed at the Courts.

LIGHT MAINTENANCE PROGRAM APPROVAL

By a motion duly made and seconded, the Board unanimously voted to approve the light maintenance agreement provided by Pro-Tech Electrical contractors for time and materials cost for a 1-year term to conduct monthly light inspections, with an amendment to provide information of past repairs in 2023.

CIRA TEXT ALERT SYSTEM

By a motion duly made and seconded, the Board unanimously voted to approve the Cira \$50/month flat mass communications subscription fee, including email and text messages.

WEB SITE UPDATE

By a motion duly made and seconded, the Board unanimously voted to table the approval to update the current website until a working session open to the public is scheduled to gather ideas of what information the Board would like to revise.

SOCIAL MEDIA MANAGEMENT/FACEBOOK

By a motion duly made and seconded, the Board unanimously voted NOT to solicit bids for social media management, including a Facebook page.

DISCUSSION ITEM – 2024 ANNUAL CALENDAR & CONTRACT SCHEDULE

Management presented the 2024 Annual Calendar & Contract Schedule

DISCUSSION ITEM – BANC OF CALIFORNIA AND PACIFIC WESTERN BANK MERGER

Pacific Western Bank has merged with Banc of California and is now known as Banc of California. As Pacific Western is the bank account for all Association accounts (excluding Reserve investment accounts), we are informed that this change does not impact Association funds except in name only. All routing and account numbers remain the same, and the Intra-fi Sweep program remains in place for all balances that exceed \$250,000.

EXECUTIVE SESSION

By a motion duly made and seconded, the Board unanimously voted to convene an Executive Session to discuss 2023 write-offs and a fee waiver request.

By a motion duly made and seconded, the board unanimously voted to return to open session at 9:35 P.M.

2023 WRITE-OFF APPROVAL

The Board unanimously voted to approve the write-off of \$819 on account R0561603L039041 and \$1,232 on account R0359097L0302563 to be charged against the Bad Debt account. The motion was duly made and seconded.

FEE WAIVER REQUEST

After careful review and consideration and by a motion duly made and seconded, the Board unanimously voted to approve the waiver request for \$300.38 for account R0520917L0393067 and \$448.73 for account R0737527L0392997.

ADJOURNMENT

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 9:45 P.M.

APPROVED 3/21/2024