GREENBELT STATION MASTER ASSOCIATION

BOARD OF DIRECTORS MEETING

Tuesday, October 25, 2016

7:00 P.M.

Greenbelt Community Center – Multipurpose Room #201

15 Crescent Road, Greenbelt, MD 20770

**Board Members Present**

Justin Frye, Vice President

Will Yakel, Secretary/Treasurer

Michael Yelton, President

**Others Present**

Susan Blackburn, President/Owner

Community Association Management Professionals (CAMP)

Members at Large

**Call to Order**

Susan Blackburn called the meeting to order at 7:00 P.M.

**Approval of Minutes**

By a motion duly made and seconded, the minutes of the August 18, 2016 meeting of the Board of Directors was approved by a vote of two in favor (Frye & Yakel) and one abstention (Yelton).

**2016 Audit Engagement Letter**

Justin Frye moved to approve the audit engagement letter from Strauss & Associates for the preparation of the 2016 Audit, Federal & State Tax Returns for the year ended December 31, 2016 and the Personal Property Tax Return for a fee of $1,600. The motion was seconded by Will Yakel and passed by a unanimous vote.

**2015 Audit**

Justin Frye moved to approve the 2015 audit as presented by Strauss & Associates. Will Yakel seconded the motion which passed by a unanimous vote.

**2017 Budget and Assessment Notice**

Justin Frye moved to approve the 2017 Budget and Assessment Notice as presented. Will Yakel seconded the motion which passed by a unanimous vote.

**Architectural Guideline Modification – Storm Doors**

Justin Frye moved to approve the clarification to the Architectural Guidelines regarding Storm Doors As presented. Will Yakel seconded the motion which passed by a unanimous vote.

**Approval of Landscape Contracts**

Justin Frye moved to approve the following landscape contracts from JAMS in the total amount of $10,625:

 Storm Water Management pond Tree Removal $1,125

 Tree Stake Removal $575

 Nutsedge & Crabgrass Control $625

 Front Entrance Plantings $1,575

 Vertiseeding $2,200

 Core Aeration/Overseeding $2,250

 Parkway Mulching $2,275

Will Yakel seconded the motion which passed by a unanimous vote.

**Funding for the Coat Drive Program**

Justin Frye moved to approve $200 for refreshments for the Coat Drive being planned by the Activities Committee for 2016.

**Activities Committee Report**

Mary Najmi, Chair of the Activities Committee, provided the Board with a report on the Halloween and Coat Drive activities planned for 2016.

**Resident Participation**

The Board opened the floor to residents for comments and questions. The resident participation session lasted approximately one half hour.

**Adjournment**

By a motion duly made and seconded, the Board meeting adjourned at 8:00 P.M.