**GREENEBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**Wednesday, April 24, 2019**

Greenbelt Community Center – 114 Senior Classroom

15 Crescent Road, Greenbelt, MD 20770

7:00 P.M.

**Board Members Present**

Michael Yelton, President

Will Yakel, Vice President

Missy Weaver, Secretary

Rachel Roberts-Jones, Treasurer

Rigel Wolf-Hubbard, Director

**Others Present**

Mayea Lipscomb, Manager (CAMP)

Susan Blackburn, President (CAMP)

Members at Large

**Call to Order**

Will Yakel called the meeting to order at 7:05 P.M.

**Approval of Agenda**

By a motion duly made and seconded, the amended agenda of the Board of Directors Meeting was unanimously approved.

**Approval of Minutes**

By a motion duly made and seconded, the minutes of the Board of Directors Meeting of January 23, 2019 were unanimously approved.

**Resident Participation**

The following issues were discussed during resident participation:

* Drivers making a left off of S. Center Drive onto Greenbelt Station Parkway illegally
* Possible addition to Parking Policy for time frame a vehicle can remain parked in one location.

**Development Report**

Will Yakel of Woodlawn Development, gave an update on the status of construction. All of the NV Homes in Phase 3 have settled. Ryan Homes is the remaining builder and it is anticipated that they will settle the remaining homes by late 2019 or early 2020.

Mr. Yakel noted that he will be working with the City on Phase 2 streets this summer and is hopeful that the bond will be released for the Phase 1 streets soon. He anticipates starting surface paving in Phase 3 in the Fall or Spring 2020. After the surface paving in Phase 3 has been completed, he will continue onto Greenbelt Station Parkway which may continue through 2020.

The Developer is currently seeding several common areas in Phases 2 and 3 as well as Central Park. And the gentle rises on Stream Bank Lane ass well as minor repairs to the Indian Creek Trail will take place in May.

Finally, Mr. Yakel reported that the Storm Water Management plan for the trail has been submitted and is awaiting approval from the County. They are also moving forward with the submission of a site plan for approval. To date, the timeline for the trail to the Greenbelt Metro is still unknown.

**Management Report**

Mayea Lipscomb reported that she along with the Communications committee have been working ton content for the Association’s website. The Board approved the proposal from New Media Horizons for the creation and hosting of the website. New Media will also be creating a logo for the community.

Ms. Lipscomb noted that she has had an opportunity to meet with all of the committees, communications, grounds and covenants. The Communication is working on the website, Covenants is preparing for potential covenants hearings and the Grounds selected a location for a pet station in Phase 3, and reviewed the SWMP maintenance contract.

She also met with a City representative from Public Works regarding maintenance of the park which has been turned over to the City. They will now be responsible for the trash receptacles and pet stations located in the park. This will be a cost savings for the community as we were previously paying for this maintenance.

Ms. Lipscomb noted that she met with a representative from the utility company to review damaged utility boxes throughout the community. Those that were not repaired during the walk-thru were repaired several weeks later.

She also noted that she is in the process of conducting the first follow up inspections for the Spring inspections that began at the beginning of the month. Of the 449 homes inspected, 80 violation letters were issued.

Finally, Ms. Lipscomb reviewed architectural application that have been received, number of homes settled and a brief financial update.

**Committee Reports**

Activities Committee: Kristen Weaver reported on the success of the Holiday Party in December. Not only was this this largest homeowner turnout, the Mayor and several City Council members. Many coats, hats and sweaters were collected and provided to Spring Hill Elementary School. The committee will begin planning 2019 events at their next committee meeting in February.

**Action Items**

**Ratification of Appointment to Activities Committee**

By a motion duly made and seconded, the Board unanimously approved to ratify the appointment of Thelma Harrington to the Activities Committee.

**Ratification of Architectural Application Rulings**

By a motion duly made and seconded, the Board unanimously approved to ratify the rulings on the following architectural modification applications:

5236 Stream Bank Ln Kim Storm Door/Denied

5245 Stream Bank Ln Li Solar Panels/Approved

5508 Stream Bank Ln Kaysin Solar Panels/Approved

8106 Miner St Poole Garage Door/Approved

**Ratification of Website & Hosting Proposal**

By a motion duly made and seconded, the Board unanimously approved to ratify the proposal as submitted by New Media Horizons, Inc. in the amount of $5,200.

**Ratification of Waiver Requests**

By a motion duly made and seconded, the Board unanimously approved to ratify the 3 waiver requests for account ending in: -9131, -4872 and -2986 as presented to the Board.

**Reinvestment of CD**

By a motion duly made and seconded, the Board unanimously approved the reinvestment of $50,000 to a 24-month CD for the Associations investment ladder.

**Storm Water Management Pond Proposal**

By a motion duly made and seconded, the Board unanimously approved 2019-2020 Storm Water Management Pond maintenance contract as submitted by Lake source in the amount of $1,975.

**Reserve Study Proposal**

By a motion duly made and seconded, the Board unanimously approved the 2019 Reserve Study update to be conducted by PM+ Reserves at a cost of $3,600.

**Bad Debt Write Off**

By a motion duly made and seconded, the Board unanimously approved the resolution to allow CAMP to write off bad debt owing on account when there has been a bankruptcy discharge, the property has been sold at foreclosure, and when there is a transfer of ownership.

**Executive Session**

By a motion duly made and seconded, the Board unanimously approved exiting Open Session and entering Executive Session at 8:54 PM.

By a motion duly made and seconded, the Board unanimously approved exiting Executive Session and entering Open Session at 9:01 PM.

**ratification of executive session items**

By a motion duly made and seconded, the Board unanimously approved both legal counsel recommendations for legal action and a payment plan request.

**Adjournment**

By a motion duly made and seconded, the April 24, 2019 meeting of the Board of Directors adjourned at 9:01 PM.