**GREENEBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**Wednesday, July 24, 2019**

Greenbelt Community Center – 114 Senior Classroom

15 Crescent Road, Greenbelt, MD 20770

7:00 P.M.

**Board Members Present**

Missy Weaver, Secretary

Rachel Roberts-Jones, Treasurer

Rigel Wolf-Hubbard, Director

Stan Salomon, Director

**Board Members Absent**

Will Yakel, Vice President

**Others Present**

Mayea Lipscomb, Manager (CAMP)

Susan Blackburn, President (CAMP)

Members at Large

**Call to Order**

Missy Weaver called the meeting to order at 7:00 P.M.

**Approval of Minutes**

By a motion duly made and seconded, the minutes of the Board of Directors Meeting of April 24, 2019 were unanimously approved.

**Resident Participation**

The following issues were discussed during resident participation:

* How and why was the location of the bike share at the end of Central Park.
* Additional parking options – metered parking by Shell station on Branchville Rd. (Berwyn Heights)
* Possible dog park location (per City) a north end of Branchville Rd. (Near entrance to Indian Creek Trail)
* Enforcement of covenants, specifically the storage of trash receptacles throughout the community.

**Development Report**

Mr. Yakel provided a written report in his absence.

Homebuilding Update: Ryan Homes will start their last townhouse building this month. Their goal is to settle the last unit by the end of the year.

Phase 3: The installation of landscaping and other amenities will continue in the Fall. Surface paving for this phase may begin in the Fall however, it could be delayed until the Spring.

Greenbelt Station Parkway: Concrete replacement and surface paving will commence in 2020.

Bike Share: The City informed me that the County has decided to delay the implementation of the Bike Share program in Greenbelt Station until 2020.

WMATA Trail: The Developer has received approval afro their Stormwater Concept Plan from the County. They are working on the preparation of the Preliminary Utility Design, Tree Conservation Plan and Site Development Plan this summer. Finally, there is no timeline available for the start of the trail, but the Developer continues to move forward.

**committee reports**

 Kristen Weaver, Chair of the Activities Committee reported on their most recent event, Party In The Park back on June 15th. There were over 175 homeowners in attendance, along with CAMP and several members of the City Council. There was a moon bounce for the kids, food, music and more. The event was a success. The committee did decide to shorten the event in the future to 3 hours. The City was also instrumental in the event as they provided the sound system and games for the event. Ms. Weaver gave a special thank you to JAMS Landscaping for sponsoring some of the refreshments for the event. The committee intends to focus on the Holiday Party in December. Finally, Ms. Weaver reported that there are 2 new volunteers for the committee.

Mike Sunderman, Chair of the Covenants Committee reported on the committee’s recent meeting, which was their first covenants hearings. There were 4 hearings total and the committee determined that all 4 owners in question were in violation of the Association’s covenants and were fined accordingly.

Finally, Ms. Lipscomb gave a brief report on the Communications Committee. They have been working along with Ms. Lipscomb diligently on the content for the website as well as a community logo. Recommendations for both were presented to the Board. The committee anticipates the website going live soon.

**Management Report**

Mayea Lipscomb reported that she along with the Communications committee have been working on 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.

**Action Items**

**Committee Appointments**

By a motion duly made and seconded, the Board unanimously approved appointment of Lisa Mills and Christina Searcy to the Activities Committee and Jennifer Nearhood to the Covenants Committee.

**Draft Audit**

 This matter was tabled by the Board.

**Audit Engagement Letter**

By a motion duly made and seconded, the Board unanimously approved the 2019 Audit Engagement Letter as presented by Strauss & Associates.

**2018 Tax Returns**

By a motion duly made and seconded, the Board unanimously approved the 2018 Federal and State tax returns as presented by Strauss & Associates.

**Reserve Study**

By a motion duly made and seconded, the Board unanimously approved the 2019 Reserve Study update as presented by PM+ Reserves.

**Insurance Renewal**

By a motion duly made and seconded, the Board unanimously approved the Greenbelt Station Master Association policy renewal offer from Nationwide Insurance for the coverage period of August 21, 2019 through August 21, 2020, in the amount of $2,616.00.

**Reinvestment of CD**

By a motion duly made and seconded, the Board unanimously approved the reinvestment of a $50,000 to a 36-month CD for the Association’s investment ladder.

**Landscape Weed Treatment**

This matter was tabled by the Board.

**Consent Agenda**

By a motion duly made and seconded, the Board unanimously approved to ratify the previously approved items listed in the consent agenda for the Board of Directors meeting agenda of July 24, 2019.

* Appointment of Board Member
* Website/Logo Creation
* Homeowner Waiver Request
* Towing Reimbursement Requests
* Architectural Applications

**Adjournment**

By a motion duly made and seconded, the July 24, 2019 meeting of the Board of Directors adjourned at 8:52 PM.