**GREENEBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS VIRTUAL MEETING**

**Wednesday, June 17, 2020**

**MINUTES**

**Board Members Present**

Will Yakel, President

Rachel Roberts-Jones, Vice President

Missy Weaver, Secretary

Henry Vegter, Director

**Others Present**

Leslie Perez, Community Manager (CAMP)

Susan Blackburn. President (CAMP)

**Call to Order**

Will Yakel called the meeting to order at 5:32 P.M. The Board welcomed all the participants and introduced the Board and the management representatives.

**Approval of Minutes**

By a motion duly made and seconded, the minutes of the Board of Directors Meeting of January 29, 2020 and June 1, 2020 were unanimously approved as presented.

**Development Report**

Mr. Yakel reported that the final paving and striping in Phase 3 had been completed. Landscaping in that section is also complete except for dead tree replacement which will take place in the Fall. Greenbelt Station Parkway will be final paved in August. There may be some disturbance to parking during the paving process. Brick crosswalks will also be installed at that time. Any remaining landscape issues will be addressed in the Fall.

**committee reports**

Kristen Weaver, Chair of the Activities Committee, reported that, due to COVID 19, community activities had been cancelled for the foreseeable future. It was noted that the Architectural Review Committee needed volunteers.

Henry Vegter joined the meeting at 5:38 P.M.

**FINANCIAL SUMMARY**

Susan Blackburn reported that, as of April 30, 2020, the Association’s Operating account had a balance of $237,650, the Repair & Replacement Reserve account at Union Bank had a balance of $99,107 and $206,820 in cash and investments in a Repair & Replacement Reserve account with Morgan Stanley.

$75,000 from the Union Bank Repair & Replacement Reserve Account was recently transferred to Morgan Stanley for investment. In addition, $180,000 from the Union Bank Operating Account was transferred to Morgan Stanley for investment in a new Operating Reserve Account. These transfers exceeded the amounts authorized by the Board because the account balances had grown considerably since January. The goal is to keep unneeded cash invested as much as possible. Rachel Roberts-Jones and Susan Blackburn are signatories on the new Operating Reserve Account. There had been no expenditures year-to-date from the Repair & Replacement Reserve Fund. The balance in this fund is in line with the Reserve Study completed in 2019. Through April 2020, the Association had an operating surplus of $27,169 which was under budget by $27,305.

The Association is carrying a balance of $20,296 in Accounts Receivable. The Allowance for Doubtful Accounts is ($3,600), leaving a collectible balance of $16,696, 3% of the annual assessments. This is in line with the industry standard of 3% - 5%. The receivable amount includes the debt of about 12 accounts.

**Management Report**

Leslie Perez stated that the community wide architectural inspection was expected to be completed by June 30, 2020. Regular meetings have been conducted with the landscape and pond maintenance contractors. Parking & towing enforcement has been on-going. Bids are being obtained for cleaning graffiti off the sound barrier wall. This needs to be coordinated with the manufacturer to ensure the proper cleaning solutions are used. Ms. Perez will be exploring ways to restrict access to the area to prevent further vandalism. A good contact has been made at the City of Greenbelt to assist with code enforcement relative to short term rentals within the community.

**CONSENT AGENDA**

By a motion duly made and seconded, the Board unanimously approved the consent agenda including the following items:

Towing Reimbursement Request – Account #R0368717L0305975

Proposed Repayment Plan from Sterns Lending, LLC

Closure of the Tot Lot – COVID 19

**NEW BUSINESS**

**Approval of Charter for Ad Hoc Trash Committee:**

By a motion duly made and seconded, the Board unanimously approved the Ad Hoc Trash Committee Charter with the modification that the committee be required to review the language in the governing documents regarding the storage of trash containers.

**Appointment of Ad Hoc Trash Committee Members:**

By a motion duly made and seconded, the Board unanimously voted to appoint the following homeowners to the Ad Hoc Trash Committee:

Alisa Mosley

Jennifer Nearhood

Rube Ahmed

Dayne Rekieta

Denny Charlton

Tamisha Miller

Judith Griffith

The Board would like a recommendation from the Ad Hoc Trash Committee within three months. A town hall meeting will be scheduled after the recommendations from the committee are available and the new Board is seated in September.

**Open Board Seat Appointment:**

By a motion duly made and seconded, the Board voted unanimously to appoint Brian Drewry to fill the Board seat vacated by Stan Solomon whose term will expire in September 2021. The Board thanked Mr. Cornell Lynch who also volunteered for the position.

**RESIDENT PARTICIPATION**

The following issues were discussed during Resident Participation:

The trail to the Metro, construction to start sometime next year

Shuttle bus will continue to run through 2021 – funded by NVR

Storage of trash receptacles/trash can violations/buying smaller trash receptacles

Landscape improvements scheduled for the Fall

Cars parking on and driving over the grass

**Adjournment**

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 7:05 P.M.