**GREENBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS VIRTUAL MEETING**

**Wednesday, July 22, 2020**

**MINUTES**

**BOARD MEMBERS PRESENT**

Will Yakel, President

Rachel Roberts-Jones, Vice President

Missy Weaver, Secretary

Henry Vegter, Director

Brian Drewry, Director

**OTHERS PRESENT**

Leslie Perez, Community Manager (CAMP)

Susan Blackburn, President (CAMP)

**CALL TO ORDER**

Will Yakel called the meeting to order at 7:02 P.M. The Board welcomed all participants and introduced the Board and management representatives.

**APPROVAL OF MINUTES**

By motion duly made and seconded, the minutes of the Board of Directors Meeting of June 17, 2020 were unanimously approved as presented.

**DEVELOPMENT REPORT**

Surface paving is scheduled to begin on July 23 and to be completed in early August. Work will start at the far end of Greenbelt Station Parkway and finalize at the brick crosswalk. During paving operations, North and South Center Drive will temporarily be one-way traffic and parking will be allowed on both sides of those streets. Temporary signs will be installed directing traffic flow and detours as work progresses towards the brick crosswalk. Repairs to the damaged landscaping will be performed once work is completed and touched up later in the fall.

WMATA Trail plan reviews and recordation of legal documents were delayed due to COVID 19 and are now in progress. Permits will be secured in early 2021 followed by construction on Spring/Summer 2021. Connection and easement agreements are being reviewed by the City of Greenbelt and WMATA. Electric final designs were resubmitted for review. Storm Water Management concept plan was approved, step 2 Sediment Control Plan was approved, and final Sediment Control plan is pending approval. Plans have been resubmitted to the Department of Permitting, Inspections and Enforcements for review. The Tree conservation Plan was submitted to the county and has been approved. A permit application has been submitted to WMATA to allow consultants access to the WMATA site for surveying and geotechnical exploration.

**COMMITTEE REPORTS**

Kristen Weaver, Chair of the Activities Committee, reported no change in the status of activities due to COVID 19. Management reported that the Ad-Hoc Trash Committee will meet on July 28th and the Covenants Committee is scheduled to meet on August 6th.

**FINANCIAL REPORT**

Leslie Perez reported that, as of May 30, 2020, the Association had $543,798 in cash and investments. The operating account had a balance of $151,144, the Repair & Replacement Reserve account at Union Bank had a balance of $105,2333, and the remaining $287,431, was in cash and investments in Repair and Replacement Reserve account with Morgan Stanley.

There have been no expenditures year to date from the Repair and Replacement Reserve Fund. The balance in this fund is in line with the recent Reserve Study completed in 2019.

Through May 2020, the Association had an operating surplus of $35,042 which was under budget by $35,013. This year end surplus, if any, will be added to Owners equity.

The Association is carrying a balance of $24,187 in Accounts Receivable. The Allowance for Doubtful Accounts is $3,700, leaving the collectible balance of $20,487, 3% of the annual assessments. This is in line with the industry standard of 3%-5%. The receivables include the debt of about 10 accounts.

**MANAGEMENT REPORT**

Leslie Perez stated the second phase of concrete replacement in preparation for the Surface Paving project is currently on-going. Daily updates are being provided to the community and posted on all communication platforms. A total of 10 light poles were inspected and repaired by Power Systems Electric. A nocturnal inspection will take place the following week to ensure all lights are working properly. Trash Away was responsive in addressing and resolving trash delays and missed locations for this week’s trash collection. All maintenance contracts are operating on schedule. Ms. Perez provided meeting schedule for the remainder of 2020.

**CONSENT AGENDA**

By a motion duly made and seconded, the Board unanimously approved the consent agenda of the following Architectural Applications:

Taiwo & Florence Awosika 5321 Stream Bank Lane Deck/Approved

James & Patrice Williams 5469 Stream Bank Lane Deck/Approved

Adriane & Justin Harris 5447 Stream Bank Lane Patio & Deck/Approved

**NEW BUSINESS**

**Covenants Committee Appointments:**

By a motion duly made and seconded, the Board unanimously voted to appoint Cornell Lynch and Evelyn Diaz to the Covenants Committee.

**2020 Reserve Study:**

By motion duly made a seconded, the Board unanimously voted to approve the proposal from PM + Reserves for a reserve study update in the amount of $3,700 to be paid from the Repair & Replacement Reserves.

**2019 Audit Review:**

By a motion duly made and seconded, the Board unanimously voted to approve the 2019 Audit & Tax Returns as presented by Strauss & Associates.

**Insurance Renewal:**

By a motion duly made and seconded, the Board unanimously voted to approve the Greenbelt Station Master Association insurance renewal offered by Nationwide Insurance for the coverage period of August 21,2020, until August 21,2021, in the amount of $2,724. with modifications reflecting conveyed homes, phase 3 completion, and updated address.

**Reinvestment of CD:**

By a motion duly made a seconded, the Board unanimously voted to instruct Ted Hart at Morgan and Stanley to reinvest $50,000 from the proceeds of the CD that matures on August 17, 2020 and $100,000 from the Repair & Replacement Reserve cash account into the investment ladder. In addition, instruct Ted Hart to invest $150,000 from the Operating Reserve account, into a three-year investment ladder.

**Election Voting Platform for Annual Meeting:**

By a motion duly made and seconded, the Board unanimously approved the proposal from Vote HOA NOW for the 2020 Annual Meeting Election.

**Landscape Contract Expiration:**

By a motion duly made and seconded, the Board unanimously voted to issue a 90 – day notice provision to JAMS Landscaping and Gardening as agreed upon under the contract terms. New bids to include snow removal services.

**RESIDENT PARTICIPATION**

The following issues were discussed during Resident Participation:

 Snakes in community

 Landscape improvements scheduled to begin in the Fall

 Trash near trail and scheduling a community wide cleanup day

 The Community website provides information to residents and homeowners

 Street lighting on Sable Court and potentially added light

 Mulching of Tot lot will be scheduled in near future

 Shuttle schedule remains the same and will continue through 2021 – Funded by NVR

 Construction of the trail will begin Spring/Summer 2021

**ADJOURNMENT**

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 9:02 P.M.