**GREENBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS VIRTUAL MEETING**

**Thursday, March 25, 7:00 P.M.**

**MINUTES**

**BOARD MEMBERS PRESENT**

Rachel Roberts-Jones, President

Brian Drewry, Vice President

Devon Donovan, Treasurer

Will Yakel, Secretary

**OTHERS PRESENT**

Leslie Perez, Community Manager (CAMP)

Susan Blackburn, President (CAMP)

Members at large

**CALL TO ORDER**

Rachel Roberts-Jones called the meeting to order at 7:00 P.M.

**WELCOME & INTRODUCTIONS**

Members of the Board of Directors and the CAMP management team introduced themselves and welcomed homeowners to the meeting.

**APPROVAL OF MINUTES**

Will Yakel moved to approve the minutes of the Board of Directors Meeting of January 28, 2021, as presented. Devon Donovan seconded the motion, which passed by a unanimous vote.

**DEVELOPMENT REPORT**

Will Yakel updated the community on the status of development. Aeration and overseeding of phase three common areas will occur tomorrow. Street signs in phase three are being scheduled for repairs soon. Spring cleaning and mowing of the trail will begin soon. Clean-up items on Greenbelt Station Parkway are scheduled to begin within the next 30 days which include repainting yellow curbs, sealing joints, and cleaning up the end of Greenbelt Station Parkway. The WMATA trail is still in process with approval expected this Fall. The design of the bridge and boardwalk is underway, surveillance feeds, conduit layouts and sediment control plans were discussed at a recent meeting.

**COMMITTEE REPORTS**

Kristen Weaver, Chair of the Activities Committee, stated the 2021 calendar events is being worked on. The committee is scheduled to meet in May to finalize events and will provide them for Board review at the next Board meeting. For now, the Committee will host the 2021 Community clean-up day in partnership with the Alice Ferguson Foundation on Saturday, April 10th.

The Ad-Hoc Trash Committee met to discuss the trash bids, violation process, and the new timeline for implementation.

The Grounds Committee met to review the 2021 Landscaping Proposal from Jams Landscape and Gardening. The committee discussed landscape enhancements to Greenbelt Station Parkway and entrance monuments.

It was noted that the Architectural Review Committee needed volunteers.

**FINANCIAL REPORT**

Susan Blackburn provided the Board with a financial update. As of the financial statement dated February 28, 2021, the Association had $676,336 in cash and investments. The Operating account had a balance of $129,392. The Operating Reserve fund had $180,093 and the Repair and Replacement Reserve Fund had $366,851 in cash and investments. There have been no expenditures year to date from the Repair and Replacement Reserve Fund.

Through February 2021, the Association had an Operating Deficit of $40,726. This was caused by snow removal costs. The 2021 snow budget is $10,000 and snow removal costs through February totaled $49,794. The Association finished the 2020 Fiscal Year with a surplus of $81,208. That brought the Association’s total Operating Reserve to $180,093. The 2021 deficit, if any, will be covered by the Operating Reserve fund.

The Accounts Receivable balance was $14,612 as of the end of February. The Allowance for Doubtful Accounts is ($2,900) leaving the projected collectible balance at $11,712, 3% of the annual assessments.

**MANAGEMENT REPORT**

Leslie Perez summarized the past month’s activities including pet waste stations refill delay, updated parking enforcement, snow removal, committee meetings, resale inspections, carefully monitored invoices, E-blast communications, and homeowner requests addressed. Leslie also negotiated trash contract rates, contract terms, reviewed the insurance policy, followed up on professional references, and prepared trash contract for Board review/approval. Leslie connected with the City of Greenbelt to verify that the trash collection and removal methods were acceptable by the City and in line with Prince Georges County codes and regulations. Leslie worked with the Association’s attorney to review delinquent accounts and status reports to ensure record accuracy. Her updated Annual Work Calendar was provided for Board review.

**CD REINVESTMENT**

This item was tabled. The Board asked management to seek a specific investment recommendation from the Associations advisor, Ted Hart. The Board requested a copy of the Association’s investment report and asked that Ted Hart be invited to the next Board meeting.

**LANDSCAPE CONTRACT APPROVAL**

Devon Donovan motioned to approve the 2021 Landscape contract as presented. Cornell Lynch seconded the motion which passed by unanimous vote.

**APPROVAL OF ACTIVITIES COMMITTEE EVENTS**

The Board of Directors approved the 2021 community cleanup day event as presented.

**CONSENT AGENDA**

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

Ratification of action on Account #R0511821L0302540

Trash Contract approval – Potomac Disposal

**RESIDENT PARTICIPATION**

The following issues were discussed during Resident Participation:

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

 Landscape improvements/tree replacements scheduled for the Fall

FBI Headquarters update/City council session link provided

Upcoming Greenbelt Metro Station Closure/WTOP link provided

**EXECUTIVE SESSION**

By a motion duly made and seconded, the Board unanimously voted to convene an Executive Session at 8:00 P.M. to discuss the advice of their attorney relative to the maintenance of Central Park.

**RETURN TO OPEN SESSION**

The Board returned to open session at 8:25 P.M.

**ADJOURNMENT**

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 8:30 P.M.