**GREENBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS VIRTUAL MEETING**

**Thursday, July 22, 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**

By a motion duly made and seconded, the minutes of the Board of Directors Meeting of May 27, 2021, were unanimously approved as amended.

**COMMITTEE REPORTS**

Kristen Weaver, Chair of the Activities Committee, provided an overview of the Neighborhood Picnic in the Park. The Committee successfully coordinated permits for Food and ice cream trucks. The community enjoyed yard games, snacks, refreshments, splash pad for kids and raffles. A total of 150 homeowners attended the picnic. The Committee will meet in August to review permit process and timeline and begin planning a movie in the park, Halloween, and Holiday tree planting for the winter holidays.

**FINANCIAL REPORT**

Susan Blackburn provided the Board with a financial update. As of the financial statement dated June 30, 2021, the Association had $612,932 in cash and investments. The Operating account had a balance of $43,299. The Operating Reserve fund had $180,150 and the Repair and Replacement Reserve Fund had $389,483 in cash and investments. There have been no expenditures year to date from the Repair and Replacement Reserve Fund.

Through June 2021, the Association had an Operating Deficit of $52,304. This was caused by snow removal and trash removal costs which was over budget by $41,826. Any deficit will be covered by the Operating Reserve.

The Accounts Receivable balance was $9,856 as of the end of June. The Allowance for Doubtful Accounts is ($1,600) leaving the projected collectible balance at $8,256.

**MANAGEMENT REPORT**

Leslie Perez summarized the past month’s activities including, tot lot/tree mulching, updated parking enforcement, pond treatments, committee meetings, resale inspections, carefully monitored invoices, E-blast communications, and homeowner requests addressed. Leslie communicated regularly with Potomac Disposal and provided the trash committee and community with updates. Leslie and Susan coordinated a meeting with Potomac Disposal to address service concerns. Leslie also met with four insurance providers to bid out the insurance contract as its due to renew on August 28, 2021. Leslie worked with developer representative, Will Yakel and Protech Electrical company to replace all 16 rab lights located at the front entrance monument. Leslie assisted the Activities committee in obtaining county permits and food/ice cream trucks for the Neighborhood Picnic in the Park. It was noted that City Council work session is scheduled for August 28, 2021, at 8:00 PM.

**CD REINVESTMENT**

Devon Donovan moved to instruct the Association’s investment advisor (Theodore Hart of Morgan Stanley) to reinvest the maturing fund of $50,000 from the Repair and Replacement fund to be reinvested to a new Certificate of Deposit in line with the Association’s investment ladder. Brian Drewry seconded the motion which passed by a unanimous vote.

Mr. Cornell Lynch joined the meeting at 7:45 PM.

**DISCUSSION ITEM**

Trash Collection

Management provided the Board with updates on the community’s current trash issues and shared the outcome of their meeting with the Board. Due to the lack of commitment to correct the service concerns, management recommended the Board enter into executive Session to discuss the contract terms and conditions.

**RESIDENT PARTICIPATION**

The following issues were discussed during Resident Participation:

Parking on Rock Quarry Road

Trash bins Replacements and removal

Yellow markings on curbs

**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 trash contract between the Greenbelt Station Master Association and Potomac Disposal.

**RETURN TO OPEN SESSION**

By a motion duly made and seconded, the Board unanimously approved executive session at 8:30 PM.

**ADJOURNMENT**

By a motion duly made and seconded, the Board of Directors unanimously voted to adjourn the meeting at 8:35 PM.