**GREENBELT STATION MASTER ASSOCIATION**

**BOARD OF DIRECTORS VIRTUAL MEETING**

**Thursday, November 18th, 7:00 P.M.**

**MINUTES**

**BOARD MEMBERS PRESENT**

Rachel Roberts-Jones, President

Devon Donovan, Treasurer

Cornell Lynch, Director

Danielle Peterson, Director

Will Yakel, Director

**OTHERS PRESENT**

Leslie Perez, Community Manager (CAMP)

Susan Blackburn, President (CAMP)

**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.

**APPROVAL OF MINUTES**

Devon Donovan moved to approve the minutes of the Board of Directors Meeting of July 22, 2021, August 12, 2021, October 14, 2021. Cornell Lynch seconded the motion, which passed by a unanimous vote.

**GUEST:**

Rachel Roberts-Jones welcomed Molly Porter, Community Planner for the City of Greenbelt. Ms. Porter presented the preferred alternative proposal being recommended to the City by the Planning staff and Greenman-Pedersen Inc., the city’s engineer to convert South and North Center Drives to one-way traffic and to allow parking on both sides of both roads. South Center Drive to be converted to one way traffic West towards the Greenbelt Station Parkway and North Center Drive Traffic would become one way East towards Stream Bank Lane. This would create an additional 40 parking spaces. She reported that parking will not be marked as individual spaces, but the end of the parking bay areas would be marked to indicate where parking is permitted. In addition, new signs and bollards will be installed. Flex post will be temporarily installed. Concrete curbs will be installed as a permanent alternative to replace the flex post to reinforce turn restrictions. Implementation of the expansion project is to be determined. Ms. Porter directed homeowners to the City’s website where the plan will be posted and provided her contact information.

**COMMITTEE REPORTS**

Kristen Weaver, Chair of the Activities Committee, provided an overview of the Halloween event. The community enjoyed an obstacle course, spooky maze, photo op and goodie bags were provided to the children. Over 150 homeowners attended the event.

Mrs. Weaver reported there would be no winter event due to the weather and Covid. Instead, a lighting ceremony would be held at the Central Park area so that the community can enjoy the Holiday lights.

Will Yakel Arrived at 7:30 PM

**DEVELOPMENT REPORT**

Will Yakel updated the community on the status of construction. The final plan submissions for the trail were submitted and are being reviewed. Construction is due to begin in late summer and will take twelve months to complete the project.

**FINANCIAL REPORT**

Leslie Perez provided the Board with a financial update. As of the financial statement dated September 30, 2021, the Association had $647,578 in cash and investments. The Operating account had a balance of $65,234. The Operating Reserve fund had $180,238 and the Repair and Replacement Reserve Fund had $402,106 in cash and investments. There have been no expenditures year to date from the Repair and Replacement Reserve Fund.

Through September 2021, the Association had an Operating Deficit of $34,588. The Association has a balance of $12,695 in Accounts Receivable with an allowance for Doubtful Accounts of $1700, leaving the projected collectable balance at $10,995. This coincides with industry standards of 3-5%.

**MANAGEMENT**

Leslie Perez summarized the past month’s activities including, updates on trash collection, trash inspections, parking enforcement, resale inspections, pet waste station inspections, and met with vendors. Leslie worked with electricians from Pro-Tech to install globe fixture on South Channel Drive. Leslie met with Jams Landscaping & gardening to perform a landscape walk-through. Leslie mailed and emailed the Draft Budget to Homeowners and responded to Homeowners questions regarding the budget. Susan Blackburn and Leslie presented a new Board orientation meeting for Mrs. Danielle Mckinney. Leslie reviewed and processed invoices, E-blast communications, addressed homeowner calls/emails and followed up on action items from the October Board meeting and prepared for the upcoming Board meeting.

**ACTION ITEMS:**

**SELECTION OF OFFICERS**

By motions duly made and seconded, the Board unanimously voted to approve the following slate of officers:

Rachel Roberts-Jones, President

Devon Donovan, Vice President

Cornell Lynch, Treasurer

Danielle Peterson, Secretary

Will Yakel, Director

**2022 BUDGET – Final Approval**

The Board reviewed the 2022 Budget and discussed the community’s Operating Reserve, proposed assessment adjustments, and the Association’s current financial position. Cornell Lynch moved to approve the 2022 Budget as presented. Devon Donovan seconded the motion which passed by unanimous vote setting the 2022 Common Assessment at $81 per home and the 2022 Alleyway Home Assessment at $84.75 per home.

**LANDSCAPE CONTRACT RENEWAL**

Danielle Peterson moved to approve the 2022 Landscape Contract with Jams Lawn and gardening in the amount of $103,500. Devon Donovan seconded the motion, which passed by a unanimous vote.

**SNOW CONTRACT RENEWAL**

Cornell Lynch moved to approve the 2022 Snow Removal Contract as submitted by Maple Grove. Will Yakel seconded the motion which passed by unanimous vote.

**HOLIDAY DECORATIONS**

Danielle Peterson moved to approve the Holiday decorations proposed by Ecotek Soft Wash in the amount of $1,030. Cornell Lynch seconded the motion which passed by a unanimous vote.

Community Facebook Page – tabled for January Board Meeting

Rachel Roberts-Jones left meeting at 8:07 PM

Devon Donovan chairs the meeting

The following issues were discussed:

One way traffic alternative presented by the City and concerns of aesthetics of the green spaces

Concerns regarding rental units in the community with more than two vehicles

Shuttle Updates

Communication status with Verde Apartments

Status on Trail to Metro

**ADJOURNMENT**

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