

# GREENBELT STATION MASTER ASSOCIATION

Minutes from the 2021 Annual Meeting

Thursday, September 23, 2021

## In Attendance – Board of Directors

- Rachel Roberts-Jones, President
- Brian Drewry, Vice President
- Will Yakel, Secretary
- Devon Donovan, Treasurer
- Cornell Lynch, Director

## In Attendance – Property Management

- Leslie Perez, Community Manager from Community Association Management Professionals (CAMP)

### **I. Call to Order**

The Greenbelt Station Master Association convened its 2021 Annual Meeting on Thursday, September 23, 2021. The meeting was convened using Go to Meeting. Board President Rachel Roberts-Jones called the meeting to order at 7:02 p.m. Introductions ensued of Board members and the management team.

### **II. Proof of Notice**

Ms. Perez certified that notice of the 2021 Annual Meeting was sent to all owners of record on September 7, 2021.

### **III. Proof of Quorum**

Ms. Perez certified that over 10 percent of homeowners were represented during the 2021 Annual Meeting either in person or by proxy. The minimum needed to achieve quorum was 51 homes.

### **IV. Approval of Prior Annual Meeting Minutes**

Devon Donovan *moved* to approve the September 24, 2020 Annual Meeting minutes as presented. Brian Drewry *seconded*, and the motion carried unanimously.

### **V. Committee Reports - Part I**

A. Grounds Committee: Danielle McKinney reported the following information:

1. The Grounds Committee worked with management and the Homeowners Association to secure a contract renewal with Jams Landscaping. The Grounds Committee also held a meeting with representatives from Jams to discuss future services.
2. The committee has been considering ways to use some of the property's greenspace, and is considering the implementation of a community garden as well as outdoor recreation facilities.
3. The Grounds Committee would welcome additional volunteers to serve on the committee. Interested persons should speak with a member of the management team.

B. Ad Hoc Trash Committee: In the absence of Jennifer Nearhood, Ms. Perez reported the following information:

1. The ad hoc committee reviewed the Association's trash contract. Since that time, service has improved.
2. Additional volunteers are needed to serve on the Ad Hoc Trash Committee. Interested persons should speak with a member of the management team.

C. Covenants Committee: On behalf of the Covenants Committee, Leslie Perez reported the following information:

1. The committee held two meetings to date in 2021 and continues to review architectural applications submitted by homeowners.
2. The Covenants Committee would welcome additional volunteers to serve on the committee. Interested persons should speak with a member of the management team.

## VI. Developer Report/Update

William Yakel reported the following information:

- A. Phase 3: The maintenance work is nearly complete in Phase 3. The concrete work has been done. During the week of September 27, 2021, a crew will be on-site to straighten the street signs and perform minor cleanup work. The landscaping outside of the right-of-way will be addressed in spring 2022.
- B. Greenbelt Station Parkway: The county will soon begin working to address minor maintenance of the parkway bridge. A meeting will be held during the week of September 27, 2021 to discuss the project.
- C. WMATA Trail: The current plan is to begin construction of the WMATA trail in summer 2022. The planning and permitting processes are already underway and will continue through the end of 2021.

## VII. Management Report

Ms. Perez reported the following information:

- A. Aggressive efforts were made to address the trash issues with Potomac Disposal. The Association ultimately terminated the contract with Potomac Disposal, and the Board decided to contract with J&S Professional Refuse Services. Management and the Board continue to monitor the service.
- B. The Association went out to bid for its master insurance services, but the Board of Directors ultimately decided to renew the existing insurance policy.
- C. The Board also approved a 2021 landscaping contract with support from the Grounds Committee.
- D. The Board approved replacement of the monument lights at the entrance to the community and refreshment of the tot lot.
- E. Support was provided for the city's grant outreach efforts to secure additional funds for the walking trail.
- F. The Board of Directors worked with the Greenbelt Police Department to increase police patrols within the community.
- G. A Summer Picnic in the Park was hosted by the Activities Committee.
- H. The Board of Directors met virtually with several of the Association's professional advisors such as the investment advisor from Morgan Stanley to discuss the Association's reserve funds; the financial auditor from Strauss & Associates to ensure the necessary documentation and information was provided; and the Association's collections attorney to discuss delinquent accounts.
- I. There are currently 150 open violations related to trash. Residents are asked to properly secure and dispose of their trash before placing it out for collection. Ms. Perez thanked those who have already cured any noted violations.
- J. Ms. Perez has been on-site to conduct inspections, including 27 resale inspections year-to-date. She has also met on-site with several vendors; conducted street signage inspections; performed trash analysis; delivered parking passes; and performed follow-ups on previously-noted violations. Ms. Perez has met with several contractors and developer representatives.
- K. Ms. Perez is working to finalize the draft 2022 budget for the Master Association. The Board of Directors plans to meet on Thursday, October 14, 2021 to discuss and vote on the budget.
- L. Informational packages have been provided in advance of each Board Meeting and Special Meeting (approximately 19 total combined since the 2020 Annual meeting).
- M. Ms. Perez has consulted with Tidewater Property Management regarding Master Association business. They will meet again on Thursday, October 7<sup>th</sup> to perform inspections of the condominiums.

N. Community safety concerns have been passed to Lt. Gullede, the Community Police Liaison from the Greenbelt Police Department.

### **VIII. Committee Reports - Part II**

A. Activities Committee: Kristen Weaver reported the following information:

1. The COVID-19 pandemic limited the number of events the Association was able to hold since the 2020 Annual Meeting. However, a 2020 Halloween event was held. A 2020 tree lighting event was held in the park during the holidays. A 2021 Fourth of July party was held in the park with food trucks and was enjoyed by more than 150 participants. Spring and fall cleanup events were held, with less trash collected with each subsequent event.
2. The Activities Committee is working with the city's Department of Recreation to hold an outdoor movie night on Saturday, October 2<sup>nd</sup> in coordination with the Greenbelt Theater. Residents are urged to vote for the film of their choice.
3. A 2021 Halloween event is being planned, with details forthcoming
4. The 2021 winter party details are under consideration.

### **IX. Election**

One Board of Directors seats were up for election during the 2021 Annual Meeting - those held by Brian Drewry. Two homeowners submitted their candidacy for the Board of Directors, including Brian Drewry and Danielle McKinney. Mr. Drewry and Ms. McKinney were granted a few minutes to offer remarks concerning their professional background, and why they chose to run for election to the Board of Directors.

### **X. Announcement of Election Results**

Ms. Perez announced that Danielle McKinney received the greatest number of votes, and was therefore elected to the Board of Directors. Ms. Perez thanked Brian Drewry for submitting his candidacy for potential re-election. Board members thanked Mr. Drewry for his time of dedication and service on behalf of the Master Association.

### **XI. Committee Recognitions**

Ms. Roberts-Jones thanked the volunteers of the Association's various committees for their service to the Master Association during the past year. Ms. Roberts-Jones encouraged interested persons to join a committee.

### **XII. Homeowners' Open Forum**

Management and the Board of Directors provided responses to questions and comments raised by owners:

- Thanking the Board of Directors for hiring the new trash and recycling company.
- Seeking recommendations for companies that provide maintenance of the water heaters.
- Again announcing the film options for the upcoming movie night.
- Inquiring about a timeline for the one-way streets along the park.
- Noting there are no brick crosswalks in Phase 3.
- Asking how to contact the new trash and recycling company.
- Inquiring whether it is possible to obtain bulbs with lower wattage for the streetlights.

### **XIII. Adjournment to Executive Session**

The 2021 Annual Meeting of the Greenbelt Station Master Association was adjourned at 7:33 p.m.

These minutes were respectfully drafted and submitted by:

**The Professional Documents**  
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