

**GREENBELT STATION MASTER ASSOCIATION**  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**Thursday, November 17, 2022**  
**MINUTES**

**BOARD MEMBERS PRESENT**

Devon Donovan, President  
Cornell Lynch, Vice President  
Danielle Peterson, Treasurer  
Fei Liu, Director

**OTHERS PRESENT**

Rosana Gilmore, Community Manager/CAMP  
Leslie Benitez, Portfolio Manager/CAMP  
Members at large

**CALL TO ORDER**

Devon Donovan called the meeting to order at 7:02 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**

Cornell Lynch motioned to approve the July 28th, 2022, Minutes of the Board of Directors Meeting of July 28th, 2022, and the October 20<sup>th</sup>, 2022, Minutes of the Board of Directors Budget Meeting of October 20<sup>th</sup>, 2022. The motion was seconded and passed by unanimous vote.

Correction: Date on Meeting Minutes corrected from October 14<sup>th</sup>, 2022, to October 20<sup>th</sup>, 2022.

**COMMITTEE REPORTS**

Rosana Gilmore, Community Manager mentioned that the Activities Committee organized and Outdoor Movie Night at the Park on October 8<sup>th</sup> where the overall attendance was probably 35-40 people all together and a Halloween in the Park event on October 30<sup>th</sup> where they had at least 150 people attend overall. The Ground Committee had to adjourn their November Meeting.

**MANAGEMENT REPORT**

Rosana Gilmore summarized the past month's activities, including the Parking expansion project, the removal of an illegal basketball hoop, a nocturnal inspection by Pro-Tech, the 2023 draft Budget distribution, the fall flowers installation and the correction of the tree mulch and edging by Jams Landscape and Gardening and website updates. Rosana also conducted a Phase II shutter inspection and sent 21 missing shutters violations and made Tidewater Management

aware of the missing shutters for the Courts and other violation notices for illegally parked cars and trash cans outside on non-trash days. Leslie Benitez and Rosana Gilmore were able to negotiate with current trash removal company to remove yard waste at no extra cost. Susan Blackburn presented a new Board member orientation meeting to Mrs. Fei Liu. Rosana Gilmore mentioned that she is working on the 2023 Annual Calendar and that the January meeting is scheduled for the 26<sup>th</sup> of January 2023.

### **FINANCIAL REPORT**

Leslie Benitez provided the Board with a financial update. As of September 30, 2022, the Association had \$711,323 in cash and investments. The Repair & Replacement Reserve Fund totaled \$500,484, the Alleyway Fund totaled \$11,094 and the Operating Fund had \$199,745.

There have been no expenditures year to date from the Repair and Replacement Reserve Fund.

Through September 2022, the Association had an Operating Deficit of \$47,865 which was over budget by \$27,511. This is due almost exclusively to snow and salt treatment services (\$34,633) and trash removal (\$9,090). The deficit will be covered by General Operating and Alleyway Reserves.

The Association is carrying a balance of \$14,621 in Accounts Receivable. The Allowance for doubtful accounts is \$1,900, leaving the collectible balance of \$12,721 about 2.4% of the annual assessments. This is in line with the industry standard of 3%-5%. The receivables include the debt of about ten accounts.

### **SELECTION OF OFFICERS**

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

Cornell Lynch, President

Devon Donovan, Vice President

Danielle Peterson, Treasurer

Fei Liu, Secretary

### **FY2023 BUDGET FINAL APPROVAL**

By a motion duly made and seconded, the Board unanimously voted to approve the 2023 Budget as presented, setting the Common Assessment at \$86 per home and the Alleyway Home Assessment at \$89.75 per home.

### **MATURING CD/INVESTMENT WITH MORGAN STANLEY**

By a motion duly made and seconded, the Board unanimously voted to approve the Association investment firm, Morgan Stanley, to reinvest the CD in the amount of \$50,000, maturing in November 2022 from the Operating Reserve Fund in the investment ladder.

### **LANDSCAPE CONTRACT RENEWAL**

By a motion duly made and seconded, the Board unanimously voted to approve the Landscape contract proposed by JAMS Lawn and Gardening, Inc. for a two-year term, in the amount of \$107,472 for FY 2023, and \$112,836 for FY 2024.

### **FRONT MONUMENT REPAIRS**

Danielle Peterson motioned to table the front monument repairs with a consent open agenda for the January meeting to clarify scope of work with pictures and comparative bids. Cornell Lynch seconded the motion, which passed unanimously.

### **SNOW CONTRACT RENEWAL**

By a motion duly made and seconded, the Board unanimously voted to approve the 2022-2023 Snow Removal Contract as submitted by Maple Grove Lawn & Site Service, LLC.

### **HOLIDAY DECORATIONS**

By a motion duly made and seconded, the Board unanimously voted to approve the Holiday decorations proposed by Mr. Clean Power Washing, LLC in the amount of \$800.

### **DISSOLVE AD-HOC TRASH COMMITTEE**

By a motion duly made and seconded, the Board unanimously voted to approve the Dissolution of the Ad-Hoc Trash Committee.

### **COVENANTS COMMITTEE APPOINTMENT**

By a motion duly made and seconded, the Board unanimously voted to appoint Mabel Wang to the Covenants Committee.

### **CITY OF GREENBELT EASEMENT AGREEMENT FOR THE WMATA TRAIL**

By a motion duly made and seconded, the Board voted to approve the Execution of the City of Greenbelt Easement Agreement for the WMATA Trail. The vote passed by unanimous vote.

### **RESIDENT PARTICIPATION**

The following issues were discussed during Resident Participation:

Scott Scheck gave an update on the NDC project and mentioned that they could use resident input on the December 14<sup>th</sup>, 2022, presentation to the Greenbelt Advisory Board.

### **ADJOURNMENT**

The Board of Directors unanimously voted to adjourn the meeting at 8:38 PM by a motion duly made and seconded.