

December – No Board Meeting

**Charlestowne Village Condominium
Board of Directors Meeting**

**November 8, 2022
Highlights**

- The Board would like to thank everyone who attended the last virtual Board meeting of 2022. The next meeting will be held on January 10, 2023.
- A special Thank you Jake East, Doug Mangum and all of the Charlestowne Village Veterans for your service.
- CVI is closed on the following days:

Thanksgiving Day	Thursday and Friday, November 24th and 25th
Christmas Day	Monday, December 26th
New Year’s Day	Monday, January 2nd

However, one of the Charlestowne Village Maintenance staff members will be available onsite.

- The tree people pruned and cut out dead limbs on trees throughout the Community.
- Marafatsos & Sons completed the Foundation work in the laundry room at 7816-7830 Lakecrest Drive.
- The 2023 Annual Meeting is scheduled for March 14, 2023. The Call for Nominations is scheduled to be mailed to all homeowners on December 9, 2022. There will be four positions available for a two year term.
- If you need a Certificate of Insurance for your mortgage company, please contact HMS at 1-800-356-6563 or fax: 443-632-3497.
- The Board of Directors is sponsoring the final “dumpster weekend” for the 2022 fiscal year for the convenience of all residents. The dumpster will be located inside the dumpster area the weekend of December 3rd and December 4th and will be removed on Monday, December 5th. **The 3 unmarked spaces near the shed will not be available between 7:00 am Friday, December 2nd to Noon, Monday, December 5th.** Owners are reminded only items such as broken down cardboard boxes, small furniture, area rugs, and other small bulk items may be deposited in the dumpster. No large appliances, no construction or building material, sofas or large pieces of furniture may be deposited. As in the past, these large bulk items are your responsibility to remove from the property. If a contractor is coming to replace shelving, carpeting, an appliance, etc. coordinate with the contractor for the removal of your old items.
- As a reminder, if you require the water to be shut off in order for a contractor to do work within your home, we recommend consulting with a licensed and insured plumber about the project. Often water can be shut off directly at the shut of valve to the item – sink, toilet, etc. and you can complete the project without having the water shut off to the entire building. If you require the water to be shut off to the entire building group in order to complete your project: Water shut offs are typically scheduled for a window between 9 a.m. – 2 p.m. Monday-Friday with water not being turned off until 9 a.m. and water needing to be restored by 2 p.m unless there is an emergency (pipe burst).

Contact the CVI Service Coordinator at lthomas@cviinc.com no less than three business days in advance in order to coordinate the shut off. The Association will deliver notices door to door and via email.

- The association has a contract which covers roaches, ants, silverfish, rats, crickets and mice. Residents call Economy directly at 1-800-498-1166 to schedule service. Service FREE and it is available on the 1st & 3rd Saturday of each month.
- The laundry room is located in the lower level of your building and is available between the hours 8:00 a.m. - 10:00 p.m. The machines are serviced by Coinmach. If you have any problems with the machines contact Coinmach at 1-800-229-7837 or submit a service ticket online at <http://servicerequest.coinmach.com/>.
- We encourage all homeowners to report any maintenance requests as soon as possible. You may call Letitia Thomas or Matt Mericle at 301-596-2600 ext. 2000 or 4230 or you may email your request to lthomas@cviinc.com.

Most importantly, BE SAFE and enjoy the Holiday Season!

**The next Board Meeting is scheduled for
Tuesday, January 10, 2023 at 7:15 pm - Virtually via Zoom**

Website: <https://charlestownevillage.com/>

**Charlestowne Village Condominium
Board of Directors Meeting****October 11, 2022
Highlights**

- The Board would like to thank everyone who attended the virtual Board meeting.
- Thank you to everyone who has put their grills away. As a reminder, nothing shall be placed upon or suspended from balcony railings. No gas or diesel fueled vehicle/equipment or bikes may be stored or parked on patios or balconies. **All grills were to be removed and stored in your bin in the storage room as of SEPTEMBER 10, 2022.** Please take the time to review the Rules and Regulations (attached) for items approved to be placed on balconies/patio.
- The Association Condominium fees are made up of all the costs associated with running the condo corporation. From water and sewer expenses, common electricity, insurance, payment to a management company, legal, landscaping and snow removal are just a few items that may be included in putting together a budget. And let's not forget, a portion of this fee is allocated towards the capital reserves to pay for major expenditures over the lifetime of the buildings. Attached is a copy of the current budget for your reference.
- Greenbelt CARES is dedicated to promoting responsible behavior and appropriate family management skills, utilizing existing community resources wherever possible and responding to the special needs of Greenbelt citizens. Greenbelt and County residents may call Greenbelt CARES at 301-345-6660 for available information or appropriate referrals related to child, family, adult and senior services within the community or click the link below:
<https://www.greenbeltmd.gov/government/departments/greenbelt-cares/virtual-resources>

- There were 9 trees that have been planted by the Tree people in the community. On October 31, 2022, they will be pruning throughout the community. Trees have been marked; however, if you see any that need to be pruned and are not marked notify management no later than October 20, 2022.
 - Prior to doing any exterior alterations (door changes, windows, landscaping) present an architectural plan request to the Board of Directors to ensure project support. Any landscaping that is requested for the common areas once approved then belong to the association.
 - Please dispose of trash properly. **Boxes are to be broken down into small pieces!!** Trash Days are Monday and Friday and recycling is Wednesday. We encourage you to take trash/recycling out the night before or before 7 a.m. the day of pick up.
 - The association maintains a master casualty and liability insurance policy for the common areas. This policy insures your home, excluding all personal property, including furniture, clothes, food, glass, property improvements, upgrades, additional living expense and liability insurance. Each owner must carry their own personal insurance policy. The deductible on any loss to your unit is the individual unit owner's responsibility. In Addition, unit owners must obtain insurance coverage for the Association's master policy deductible up to \$10,000. Those in ground floor units should consider purchasing sewer backup coverage. The agent for the Master insurance policy is HMS, 1-800-356-6563.
 - If you need a Certificate of Insurance for your mortgage company, please contact HMS at 1-800-356-6563 or fax: 443-632-3497.
 - The Board of Directors is sponsoring another “dumpster weekend” for the convenience of all residents. The dumpster will be located inside the dumpster area the weekend of December 3rd and December 4th and will be removed on Monday, December 5th. This will be a good time to clean your patio and balcony of any items that is not patio furniture related or flower pots.
 - Owners are reminded only items such as broken down cardboard boxes, small furniture, area rugs, and other small bulk items may be deposited in the dumpster.
 - No large appliances, no construction or building material, sofas or large pieces of furniture may be deposited. As in the past, these large bulk items are your responsibility to remove from the property. If a contractor is coming to replace shelving, carpeting, an appliance, furniture, etc. coordinate with the contractor for the removal of your old items.
 - IMPORTANT: Any items that are dumped in the dumpster area when a dumpster is not present will be subject to fines from the City of Greenbelt and the homeowner will be charged for the cost of removal of the items by the Association.
- If you witness someone dumping bulk trash inside the dumpster area at a time other than December 3rd and December 4th, please contact CVI in writing with the offender's address in order for the Association to bill the homeowner for charge to remove it and any fines that may be assessed by the City of Greenbelt.
- The association has a contract which covers roaches, ants, silverfish, rats, crickets and mice. Residents call Economy directly at 1-800-498-1166 to schedule service. Service is available on the 1st & 3rd Saturday of each month.

**The next Board Meeting is scheduled for
Tuesday, November 8, 2022 at 7:00 pm**

**Charlestowne Village Condominium
Board of Directors Meeting****September 13, 2022
Highlights**

- **Tree replacement** – Three trees were lost in the vicinity of 7738. The Board agreed that they would be replaced by one Crepe Myrtle and two Cherry trees. Six more Leland Cypress are needed behind 7800. They will be added to the end of the fence. We will work with BrightView and the Tree People regarding how and where to find these trees and the planting process.
- **Retaining Wall in Horseshoe Court** – The retaining walls in the horseshoe court are all made of wood. They all have problems with rot and the two nearest Lakecrest are often hit by the trash truck or other vehicles. It was suggested that we install stone retaining walls that would match the ones done by Brightview. Management will gather information on what is available and get pricing.
- **Open Verizon Cable Boxes** – Silke called in to Verizon regarding an open Verizon cable box. Bella reported that there is an open box behind her house (7800 row). The open boxes are dangerous for anyone walking. Silke will help Bella report the one behind her home.
- Nothing shall be placed upon or suspended from balcony railings. No gas or diesel fueled vehicle/equipment or bikes may be stored or parked on patios or balconies. **All grills were to be removed and stored in your bin in the storage room as of SEPTEMBER 10, 2022.** Please take the time to review the Rules and Regulations for items approved to be placed on balconies/patio. If you need a copy of the Rules and Regulations please email lthomas@cviinc.com for a copy to be emailed to you.
- The Dumpster weekend was a success. The next Dumpster weekend will be December 2-3, 2022.
- Ring Door bell cameras are allowed in the community; however, just regular cameras are not allowed. Also, you must still fill out an architectural application for approval.
- As a reminder, if you require the water to be shut off in order for a contractor to do work within your home, we recommend consulting with a licensed and insured plumber about the project. Often water can be shut off directly at the shut of valve to the item – sink, toilet, etc. and you can complete the project without having the water shut off to the entire building. If you require the water to be shut off to the entire building group in order to complete your project: Water shut offs are typically scheduled for a window between 9 a.m. – 2 p.m. Monday-Friday with water not being turned off until 9 a.m. and water needing to be restored by 2 p.m unless there is an emergency (pipe burst).

Contact the CVI Service Coordinator at lthomas@cviinc.com no less than three business days in advance in order to coordinate the shut off. The Association will deliver notices door to door and via email.

- Each CVC co-owner is entitled to one storage locker (bin), located in the storage areas under each building. Storage areas must be kept clean and free of obstruction. All storage items shall be kept totally within each storage bin. No items shall be stored outside the bins and no items may be stored within 18" of the ceiling. All bins shall be marked with the co-owner's unit number or the contents may be considered abandoned. Persons who want to store articles outside the storage bins must

submit a written request to Management Agent for approval. Please be sure to secure your items at all times.

- The CVC Board has adopted the following rules regarding noise problems:
 - Quiet hours are observed from 11:00 p.m. to 7:00 a.m. every day. Use of hammers, dishwashers, washers, dryers and other noisy appliances should be curtailed during these hours.
 - Television sets and all types of audio equipment shall be played only at levels which do not disturb other co-owners.
 - Noise complaints must be submitted in writing to Management Agent. Management Agent will then write the offending party a cease and desist letter. If a documented noise problem continues, a hearing will be scheduled before the CVC Board.
- For the safety and consideration of others, please keep the laundry room door closed and locked. **In addition, per the rules and regulations, the laundry room should only be used during the hours of 8:00 a.m. and 10:00 p.m. to avoid disturbing the units that live near the facility.** If you hear anyone in the laundry room after 10 p.m. or before 8 a.m. you are encouraged to call the police.
- If any resident including children witness loitering in the common areas or vandalizing another owner's property to please submit a letter to the Board of Directors, c/o CVI, identifying the home where they live. The association will then pursue the rules enforcement process. **WE WOULD ALSO LIKE TO TAKE THIS OPPORTUNITY TO ENCOURAGE everyone to PLEASE, PLEASE** report any suspicious persons, vehicles, or activity to the Police – 301-474-7200, so they can investigate.
- Those homeowners, who will be renting their units, need to supply the association with a copy of the lease. The length of the lease may not exceed two years; lease request waivers are to be sent to the Board for consideration once the two year leasing period has expired. Rental rates may be marked out on the copy submitted. The lease should require that tenants abide by all of the association's legal documents, i.e. rules & regulations, etc.

The City of Greenbelt Community Development office would like everyone to be aware that all residential rental units within the City limits are required to be licensed and inspected annually. If you have not yet obtained a license, or you have any questions, please call 301-345-5417.

- As a reminder, if you are interested in replacing your windows, storm doors, sliding glass doors, etc. or if you would like to make landscaping changes to the area around your home, please make sure you submit an architectural change application to the Board noting the details of your requested change. The Board will need to review all requests before owners make these exterior changes. A copy of the form can be requested by emailing Letitia Thomas at lthomas@cviinc.com.

**The next Board Meeting is scheduled for
Tuesday, October 11, 2022 at 7:15 pm
Via Zoom**

August – No Board Meeting

**Charlestowne Village Condominium
Board of Directors Meeting****July 13, 2022
Highlights**

- The Board meeting originally scheduled for July 12, 2022, was rescheduled due to the weather and power outages. Pepco informed us that the power would be restored by 6pm therefore the meeting was rescheduled for July 13, 2022, due to availability of the Board and Management.
- The Board would like to Thank Louis & Brightview for a great job cleaning up the property after the storm last week.
- The Charlestowne Village Board of Directors have approved the development of a website for the Community. The website is now live and available to all residents by clicking here: <https://charlestownevillage.com/>
- Dumpster Weekend coming soon! The dumpster will be located on the concrete pad next to the shed the weekend of August 27th and August 28th and will be removed on Monday, August 29th.
- Owners are reminded only items such as broken-down cardboard boxes, small furniture, area rugs, and other small bulk items may be deposited in the dumpster. No large appliances, no construction or building material, sofas or large pieces of furniture may be deposited. As in the past, these large bulk items are your responsibility to remove from the property. If a contractor is coming to replace shelving, carpeting, an appliance, etc. coordinate with the contractor for the removal of your old items.
- **Common elements mean all the condominium except within the units. Limited common elements mean those common elements exclusive use of a unit but not all the units (ex. patio, balcony.)**
- Owners must request and receive written approval from the Board of Directors prior to commencement of any work or improvements on the exterior of the home.
- The Board of Directors would like to remind owners that water usage is very important for all Association members. We please ask that all residents are very mindful of their water usage in the common areas and within their units. The community shares responsibility for the utility bills. The more usage for all owners, the higher the shared cost to the Association is. Please be mindful of your usage and try to limit water consumption as much as possible.
- In a concerted effort to reduce the water & sewer bills, please contact the shop at 301-345-8995 to setup an appointment for Monday-Friday between the hours of 9:00-2:00pm. It may be that you have no visible leaks, but it is important that we inspect your unit for leaks and perform minor preventative steps.
- We would like to remind you that pet owners are responsible for CLEANING UP after their pets. Pet droppings that are left in the common area create an unhealthy and unsanitary environment. Animal droppings also invite rats and cause damage to the lawns. Case in point: Brown “burn” spots on the lawn caused by our dogs’ urine. They make the yard unsightly and seem just about impossible to get rid of. To help prevent the brown spots:
 - Use a leash to control where your dog urinates.
 - Water the lawn right after your dog urinates to dilute the nitrogen on the grass
 - Dilute your dog’s urine by encouraging them to drink more water

If you see someone who is not following the Association’s policies, identify the person and unit address, date and time of observation, and submit a signed written complaint in writing to the CVI office along

Charlestowne Village Condominium Board Meeting Highlights for 2022

with a picture so that the rule enforcement process can begin in accordance with the Association's Bylaws.

- The association has a contract which covers roaches, ants, silverfish, rats, crickets and mice. Contact Economy Pest Control, 1-800-498-1166 to schedule an appointment. Service is available on the 1st & 3rd Saturday of each month.
- The laundry room is located in the lower level of your building and is available between the hours 8:00 a.m. - 10:00 p.m. The machines are serviced by Coinmach. If you have any problems with the machines, contact Coinmach at 1-800-229-7837. Call CVI – 301-596-2600 – to request a key. There is \$5.00 charge for the laundry room key.
- Those homeowners, who are or will be renting their units, need to supply the association with a copy of the lease. The length of the lease may not exceed two years; lease request waivers are to be sent to the Board for consideration once the two-year leasing period has expired. Rental rates may be marked out on the copy submitted. The lease should require that tenants abide by all of the association's legal documents, i.e., rules & regulations, etc.

The City of Greenbelt Community Development office would like everyone to be aware that all residential rental units within the City limits are required to be licensed and inspected annually. If you have not yet obtained a license, or you have any questions, please call 301-345-5417.

Be Safe & Enjoy Your Summer!!!!

The next Board Meeting is scheduled for Tuesday, September 13, 2022, at 7:15 pm
Virtually via Zoom

Website: <https://charlestownevillage.com/>

Charlestowne Village Condominium Board of Directors Meeting

**June 14, 2022
Highlights**

- Storm Door/Shutter Violations: An outside contractor conducted the Community Inspections this year. An error was made and some residents were cited for not having a storm door. We do apologize for the error. Please note that a storm door is not required and shutters are an association responsibility. However, if there was an existing one and the frame is still there then the frame needs to be either removed or the door is to be replaced. If you have any questions please contact management via email at Lthomas@cviinc.com
- The Charlestowne Village Board of Directors have approved the development of a website for the Community.
- Poster Project for Eleanor Roosevelt High School. They are gathering sponsors/advertisers to feature on the border of the posters. The Board approved for an advertisement on the poster.
- The Board approved Marafatsos & Sons to complete Masonry Wall Replacement at 7748-64 Laundry Room.

- Be courteous and considerate of your neighbors. We are a small, close knit community. Please keep outside noise in check (i.e. car honking, loitering, hanging out of windows, etc.). Report any suspicious activity.
- Be a Good neighbor! Remember to check on elderly or disabled neighbors in the community during extreme heat advisories or emergencies.
- As a reminder, the Board voted that Residents can keep their grills out from Memorial Day until the weekend after Labor Day and removed from the balconies and patios by September 10, 2022. After this time period the grills will need to be removed and stored out of sight and not on the balconies or patios. Any owners that do not comply will be sent a violation letter, possibly called to a hearing, and fined.
- The maintenance staff service the grounds Monday-Friday 8-3:30pm. Please report all services issues to CVI at 301-596-2600. **Please do not contact the maintenance staff on the weekends and or after hours. AFTER HOURS EMERGENCY: In the event of an emergency such as fire (after calling Fire Department - 911), flood and sewer backups, call 301-596-2086.**
- Those homeowners, who will be renting their units, need to supply the association with a copy of the lease. The length of the lease cannot be less than twelve (12) months and may not exceed two years; lease request waivers are to be sent to the Board for consideration once the two year leasing period has expired. Rental rates may be marked out on the copy submitted. The lease should require that tenants abide by all of the association's legal documents, i.e. rules & regulations, etc.

The City of Greenbelt Community Development office would like everyone to be aware that all residential rental units within the City limits are required to be licensed and inspected annually. If you have not yet obtained a license, or you have any questions, please call 301-345-5417.

- Laundry Room Reminder: The machines are serviced by Coinmach. If you have any problems with the machines contact Coinmach at 1-800-229-7837.
- The association has a contract which covers roaches, ants, silverfish, rats, crickets and mice. Residents call Economy Pest directly at 1-800-498-1166 to schedule service. Service is available on the 1st & 3rd Saturday of each month.
- Furnace Filter- Residents are reminded that furnace filters must be replaced on a regular basis and no less than quarterly. Dirty or clogged filters are not only a health and fire hazard, but it does not allow your furnace to function properly. Owners should confirm their tenants are replacing the filters regularly. You may want to inform them of the need as tenants may not be aware of the importance of replacing filters. Now that we are getting close to the cooling season, air conditioners should be checked for proper service and condensate lines should be cleared of debris to avoid leaks into other units. If you are unable to check your condensate line, feel free to contact us to have the staff check and clear as needed.
- Do you have a leak? Does your gutter/downspout need repair? Is there a problem with the laundry/storage room? Is there a common area light out? All maintenance requests should be directed to the CVI office. When you call, CVI will log your request on a database and dispatch the maintenance staff to handle the request. By calling CVI to request work, this allows us to track your request to be sure it is completed. In addition, it gives the association a history of the problems with your home and/or building. PLEASE, do not contact the maintenance staff directly. Many times they are in the middle of a project or don't have a way to log your request to follow through. By calling

CVI, we can properly dispatch, follow through and complete the work. Call 301-596-2600, x2000 or x4230.

- Are you planning to...replace your windows? Install/replace storm door? Replace/change color of your front door? Change the landscaping of your yard? Before any of this work can begin, you MUST have written approval from the Board of Directors. At the monthly Board meetings, the Board reviews applications for architectural changes, so plan ahead to get approval in time for contractor scheduling. Need an application? Call 301-596-2600, x2000 or email lthomas@cviinc.com to have an application sent to you.

**HAPPY FATHER'S DAY TO ALL OF THE CHARLESTOWNE VILLAGE
DAD'S IN THE COMMUNITY.**

**The next Board Meeting is scheduled for
Tuesday, July 12, 2022 at 7:15 pm
Virtually Via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting**

**April 12, 2022
Highlights**

- The Board welcomed Bella Olguin of 7812 Lakecrest Drive to her first Board meeting as a Board of Director.
- The Board is currently requesting more proposals for Trash & Recycling pick up within the property.
- The Board provided an update on the retaining wall at 7748 Lakecrest Drive.
- In celebration of Arbor Day, the City of Greenbelt will be handing out native trees and shrubs to residents to plant in their yards. All species are native to Maryland, are acclimated to our climate and provide food and shelter for wildlife. The giveaway will be limited to 1 plant per household as supplies are limited. Greenbelt residents only, must show proof of residency.
- To register click the following link: <https://www.greenbeltmd.gov/government/public-works/green-steps-sustainability/arbor-day-tree-giveaway-registration>
- Maintenance request are to be reported Monday- Friday 8-3pm. Call CVI at 301-596-2600 or email lthomas@cviinc.com for all service requests for record keeping purposes. The Association is currently putting together a survey which will be provided once the work in your home has been completed by our staff.
- **Reminder: Across the door to the outside of your home is the common area, any plantings, trees, etc. becomes the property to the community.**
- The damaged fence between CVC and the neighboring community is schedule to be repaired.
- Those homeowners, are renting their units, need to supply the association with a copy of the lease. The length of the lease may not exceed two years; lease request waivers are to be sent to the Board for consideration once the two year leasing period has expired. Rental rates may be marked out on the

copy submitted. The lease should require that tenants abide by all of the association's legal documents, i.e. rules & regulations, etc.

- **Rental units are subject to building inspections required by the City of Greenbelt and each rental unit owner must have a City license to rent their home. You must provide renter with a copy of the Charlestowne Village Condominium Rules and Regulations. If you have not yet obtained a license, or you have any questions, please call 301-345-5417 or <https://www.greenbeltmd.gov/business/permits-licensing/rental-property-licensing-and-inspections>**
- **A co-owner is responsible for the actions and conduct of his or her tenant(s) and guest(s) and shall provide his or her tenants with a copy of the Council's Master Deed, Bylaws and duly adopted Rules and Regulations upon the execution of a lease of the condominium unit. As a condition to any lease entered between a co-owner and a tenant, the co-owner should require the tenant to agree to abide by the provisions of the Council's Master Deed, Bylaws and duly adopted Rules and Regulations.**
- Are you considering adding a storm door, replacing your windows or other exterior improvement to your home/yard? Before beginning this type of project, you first need approval from your Board of Directors. To begin this process, you need to submit an architectural application and plans to the CVI office. Once received, your request will be added to the next meeting agenda (you will receive a postcard confirming the meeting date). You will receive notification in writing whether your application was approved. REMEMBER, you must first have Board approval before beginning any exterior project. Please keep in mind that the Board has approximately 30 days to approve your application and they only meet once per month...so plan ahead when submitting!
- **Furnace Filter-** Residents are reminded that furnace filters must be replaced on a regular basis and no less than quarterly. Dirty or clogged filters are not only a health and fire hazard, but it does not allow your furnace to function properly. Owners should confirm their tenants are replacing the filters regularly. You may want to inform them of the need as tenants may not be aware of the importance of replacing filters. Now that we are getting close to the cooling season, air conditioners should be checked for proper service and condensate lines should be cleared of debris to avoid leaks into other units. If you are unable to check your condensate line, feel free to contact us to have the staff check and clear as needed.

**The next Board Meeting is scheduled for Tuesday, May 10, 2022 at 7:15 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting**

**March 8, 2022
Highlights**

Thanks to all homeowners who attended the Annual Meeting or by proxy. The Annual Meeting was officially held with a quorum of 34.55% of homeowners. The meeting resulted in re-election of Daisy Brown, Jake East, Thyra Packet and election of Bella Olguin for a (1) year term. Lois Rosado, Doug Mangum and Silke Pope for a (2) year term.

The Board approved the following officers: Daisy Brown President; Jake East Vice President; Lois Rosado Treasurer, and Thyra Packett Secretary. Doug Magnum, Silke Pope and Bella Olguin are also Directors.

The Board approved the 2022-2023 Meeting dates. Please note that until the Association is able to have meetings at the Greenbelt Community center all meetings will be held virtually until further notice.

Officers Report:

- Discussed issues with trash overflow/dumping- Trash Days – 2 days a week – Mondays and Fridays – suggest residents take trash out night before (Sunday and Thursday nights).
- Recycling is on Wednesdays – New Recycle Policy went into effect July 1, 2015.
- Responsibility of owner vs association for plumbing.
- Smoke Detectors/Washer Dryer Installations/Furnace Replacement –When furnaces are replaced and new vent has to be installed, OWNER MUST OBTAIN APPROVAL FROM THE BOARD.
- Update on vent sleeves, painting and curb painting.
- Discussed planned reserve projects for the coming year.
- Overview of the importance of the Reserve Study & the 2020/2021 Accomplishments.
- Provided information on reporting damaged Verizon & Comcast utility boxes. Residents can report via email at cersvcagency@verizon.com.

Community Mulch will be provided to the community Mid-April or May. Notices will be provided when it is made available.

Congratulations to our cash drawing winners First Prize of \$130 went to Shari Jerrels at 7914; Second Prize of \$125 went to Mark & Lisa Gransfors-Hunt at 7934 and third prize of \$120 went to Marsha Lucas of 8038.

The Board approved the 2022/2023 Budget with a 1 percent increase in monthly assessments. A thorough explanation was given on the 1% increase and future increases. A copy will be mailed to all homeowners in the April yearly mailing.

As a reminder, management company duties is not to keep the Board in line or to fire Board of directors they are the employees of the Association and they carry out the duties given by the Board.

Online Payments: Mutual of Omaha's new website address is <https://propertypay.cit.com>.

The Board of Directors is sponsoring another “dumpster weekend” for the convenience of all residents. The dumpster will be located inside the dumpster area the weekend of April 2nd and 3rd and will be removed on Monday, April 4, 2022. This will be a good time to clean your patio and balcony of any items that is not patio furniture related or flowerpots.

Those homeowners, who will be renting their units, need to supply the association with a copy of the lease. The length of the lease may not exceed two years; lease request waivers are to be sent to the Board for consideration once the two year leasing period has expired. Rental rates may be marked out on the copy submitted. The lease should require that tenants abide by all of the association's legal documents, i.e. rules & regulations, etc.

The City of Greenbelt Community Development office would like everyone to be aware that all residential rental units within the City limits are required to be licensed and inspected annually. If you have not yet obtained a license, or you have any questions, please call 301-345-5417.

Address/Name Changes- Any address or name changes must be received by CVI in writing. It is the homeowner's responsibility to keep the Association appropriately informed with current address information.

Extermination- The association has a contract which covers roaches, ants, silverfish, rats, crickets and mice. Residents call Economy Pest directly at 1-800-498-1166 to schedule service. Service is available on the 1st & 3rd Saturday of each month.

Help keep our neighborhood safe by reporting any suspicious activity within the community to the Greenbelt Police, 301-474-5454 and non-emergency is 301-474-7200.

Laundry Room- The laundry room is located in the lower level of your building and is available between the hours 8:00 a.m. - 10:00 p.m. The machines are serviced by Coinmach. If you have any problems with the machines, contact Coinmach at 1-800-229-7837 or submit a service ticket online at <http://servicerequest.coinmach.com/>. There is \$5.00 charge for replacement laundry room keys.

Furnace Filter- Residents are reminded that furnace filters must be replaced on a regular basis and no less than quarterly. Dirty or clogged filters are not only a health and fire hazard, but it does not allow your furnace to function properly. Owners should confirm their tenants are replacing the filters regularly. You may want to inform them of the need as tenants may not be aware of the importance of replacing filters. Now that we are getting close to the cooling season, air conditioners should be checked for proper service and condensate lines should be cleared of debris to avoid leaks into other units. If you are unable to check your condensate line, feel free to contact us to have the staff check and clear as needed.

As a reminder, if you smell gas in the Community and/or within your home please abide by the following:

- IMMEDIATELY evacuate everyone from your home and/or building group.
- Call 911 or WASHINGTON GAS IMMEDIATELY at 1-703-750-1400.
- Then call CVI – 301-596-2600 or after hours, 301-596-2086.
- DO NOT re-enter the home until the fire department or your local utility has declared it safe.

**The next Board Meeting is scheduled for Tuesday, April 12, 2022, at 7:15 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting****January 11, 2022
Highlights**

Happy New Year! Thank you to all of the residents who joined the first meeting of the year. We look forward to having more residents join in the near future.

The Annual Meeting is scheduled for March 8, 2022 at 6:30 p.m., at the American Legion. The 2021 Annual Meeting will be held and the community will be voting for four directors for a one year term. Following this election the 2022 Annual Meeting will be held to vote for three directors for a two year term. Owners had until January 14, 2022 to submit their statements to be listed on the annual meeting ballot. The annual meeting notice will be mailed on February 11, 2022. Remember to vote.

The 2022-2023 budget is in the process of being established to include the following work throughout the Community.

Extermination: The association has a contract which covers roaches, ants, silverfish, rats, crickets and mice. Contact Economy Pest Control, 1-800-498-1166 to schedule an appointment. Service is available on the 1st & 3rd Saturday of each month.

Foundation work is being completed on the 7832 Lakecrest Drive row beginning January 17, 2022. This work will be weather permitting. All work will be completed within the crawl space and will not need access to owner units. The work will create some noise during business hours for those owners who are home during the day. More detailed notice will be going out to all owners within that row to explain the process.

Community Reminders:

It was brought to our attention that a resident in the community has been witnessed washing several cars near the employee parking area. The association is alerting everyone of this situation in the hopes that you can help resolve this matter. When residents invite friends and family over to wash their cars, this puts a severe dent into the conservation effort and the cost of the water bill. The Board would like to remind all residents to do their part to help the community conserve water and keep the cost of water down. Car washing in the community is for residents only.

Working on vehicles in the common areas is prohibited.

Patios and balconies must be kept clean, in good order, and are not to be used as storage areas. A hinged storage container may be neatly kept on the balcony/patio. The storage container must be tan, brown, green, or dark blue in color, and be no larger than 33 gallons in size. Nothing shall be shaken or thrown from patios or balconies.

ALL GRILLS AND COOLERS SHOULD HAVE BE REMOVED AS OF NOVEMBER 30, 2020. Review Rules for items approved to be placed on balconies/patio.

PARKING IN THE FIRE LANES IS STRICTLY PROHIBITED! By parking in the fire lanes you are blocking the way for emergency, medical, and fire vehicles from entering the area. By parking in the fire lanes, you are making it difficult for other residents getting in and out of their parking spaces. By parking in the fire lanes you are running the risk of being towed and incurring costly charges and fees.

WE ASK YOU TO DISPOSE OF YOUR TRASH, PROPERLY BY:

Charlestowne Village Condominium Board Meeting Highlights for 2022

- Bagging household items in secure plastic bags and placing it in the proper trash container in your trash area.
- Boxes are to be broken down into small pieces and plastic, glass, aluminum and steel cans are to be placed in the "commingled recycling" containers.
- No plastic or styrofoam containers are to be placed in the recycling bins. If you carry recyclables in plastic bags they must be emptied into the correct bins. With everyone's assistance we can ensure that Charlestowne will continue to be a clean, beautiful neighborhood.

**The next Board Meeting is scheduled for
Tuesday, February 8, 2022 at 7:00 pm
Virtually via Zoom**