

December – No Board Meeting

Charlestowne Village Condominium
Board of Directors Meeting
November 14, 2023
Highlights

- **Master Policy Insurance:** An update was provided to the community regarding the insurance policy. 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.
- **Service Requests:** Any service requests for common area maintenance or certain home maintenance should be reported through Caliber or called into the CVI office. Do not report any problems or service requests directly to the staff. Contact CVI at to have your request recorded and tracked.

You can access the site by going to the following URL:

https://frontsteps.cloud/CaliberWeb2_CondominiumVenture

Below are the steps to register:

- Click on the link above.
- Select the “Register for a login” link.
- Enter your account number and email address.
- If you are one of multiple owners associated with the provided account number for the Condominium, you are required to select your name from the list provided.
- You will be sent an email with a link to complete your new account process.
- The email link will allow you to create a username and password (usernames must be unique).
- Once saved, you will be able to login into the web portal.

Email portalsupport@cviinc.com if you have questions regarding registering on the portal.

- **Water Shut Off Reminders:** 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. with water not being turned off until 9 a.m. and water needing to be restored by 2 p.m Monday-Friday.**
- Contact the CVI Service Coordinator **no less than three business days** advance in order to coordinate the shut off. The Association will deliver notices door to door and via email.
- **Architectural Variance:** 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.
- **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.
- **Online Payments:** First Citizen's new website address is <https://propertypay.firstcitizens.com/>.
- **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.
- 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, January 9, 2024, at 7:15 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
October 10, 2023
Highlights**

- The Board has approved Good To Da Bone BBQ to host a Food Truck day on October 28, 2023 from 11:30am- 4:00pm. So come out to support this local business and meet your neighbors.
- Special Meeting: The Charlestowne Board of Directors is having a special meeting on October 19, 2023 via Zoom with the Association's insurance broker HMS to discuss the very volatile insurance market and what type of impact this will have on your community.
- Master Policy Insurance: 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.

- Service Requests: Any service requests for common area maintenance or certain home maintenance should be reported through Caliber or called into the CVI office. Do not report any problems or service requests directly to the staff. Contact CVI at to have your request recorded and tracked.
- Water Savings Program: In a concerted effort to reduce the water and sewer bills, the maintenance staff will need access to your unit for inspection. If you cannot be home, please leave a key with a neighbor. You may not currently have visible leaks, but it is still important that we inspect your unit and perform minor preventive steps. Remember, this work is being done at no charge to you. Be sure to create a work ticket in the caliber portal and be sure to include your name, number and date you will be available Monday-Friday between the hours of 8am-3pm for inspection.

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- Architectural Variance: 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.
- Economy Pest has set rodent traps (black boxes) at each building group in the common areas to help to deter the rodent issues that have been reported. If any owners are noticing rodents in the common area, please report that information to management.
- 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.
- Online Payments: First Citizen's new website address is <https://propertypay.firstcitizens.com/>.
- 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.
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Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
September 12, 2023
Highlights**

- 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 and coolers are to be removed and stored in your bin in the storage room as of OCTOBER 1, 2023. Please take the time to review the Rules and Regulations (attached) for items approved to be placed on balconies/patio.
- Management provided an update on the repaving of the horseshoe court that will be completed along with other repairs due to the BGE work that was completed throughout the property.
- The Board approved Soltera Roofing to complete roof replacements and roof repairs in the community.
- The Board approved the retaining wall to be repaired at 7832-7846 Lakecrest Drive.
- The Board is looking into replacing the shutters throughout the Community that have been blown off due to various storms.
- Water Shut Off Reminders: 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.

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Virtually via Zoom**

August – No Board Meeting

**Charlestowne Village Condominium
Board of Directors Meeting
July 11, 2023
Highlights**

- **Washington Gas** is finishing up their work onsite. The representatives from Washington Gas have stated that following the completion of all work, the drive lanes are to be repaved to repair all areas that were impacted by the pipe replacements. No official date has been set for the completion of work. When the Association gets any information on the completion, notice will be sent to owners.
- Chimney Kings replaced Chimney Liners at 7912, 7914 and 7916 on July 6, 2023.
- **Water Shut Off Reminders:** 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.

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**The next Board Meeting is scheduled for
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Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
June 13, 2023
Highlights**

- Please contact Greenbelt CARES at cares@greenbeltmd.gov or call 301-345-6660 for assistance finding programs that can help you and your family. You can also visit <https://www.greenbeltmd.gov/government/city-administration/public-information-communications/coronavirus/resource-page> for a list of free programs available to Greenbelt Residents.
- Hey, parents! Please remind your children of the following:
 - When playing outside, be considerate of other people’s property, i.e., lawns, flower beds, trees/bushes, cars, etc.
 - Destruction of common areas is prohibited, i.e., climbing trees, pulling leaves and bark off of trees, vandalizing electrical or cable boxes and street lights, making pathways or damaging grass with excessive play.
 - Please do not leave bicycles, toys, etc. on the common sidewalks or other common areas. In addition, these items should be cleaned up from your front yard each evening and properly stored.

The wide open spaces on the sides, fronts or back yards look like inviting places to play, however, you could be trespassing in someone else’s yard. Your community spends a considerable amount of money to make the recreation/tot lot areas available for active play and the common areas in good condition for all to enjoy! Let’s all try to use these areas as they are intended. Thank you for your cooperation!

- **PLEASE... NO LOITERING, SMOKING OR HANGING OUT IN ANY COMMON AREAS** (i.e. laundry room,

stairwells and parking lots) **AT ANY TIME. (IT IS DISTURBING & UNCOMFORTABLE FOR PEOPLE ENTERING THEIR HOMES.)**

- **Balcony Netting:** It was agreed that the material should be black mosquito netting which would allow for some privacy as well as visibility for balcony inspection. An architectural request must be submitted to the Board for approval.
- **Online Payments:** First Citizen's new website address is <https://propertypay.firstcitizens.com/>.
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**The next Board Meeting is scheduled for
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Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
May 9, 2023
Highlights**

- Balcony Netting: It was agreed that the material should be black mosquito netting which would allow for some privacy as well as visibility for balcony inspection. An architectural request must be submitted to the Board for approval.
- Online Payments: Mutual of Omaha's new website address is <https://propertypay.cit.com>.
- Those homeowners, who will be renting their units, need to supply the association with a copy of the lease within 10 days. 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.

- Please contact Greenbelt CARES at cares@greenbeltmd.gov or call 301-345-6660 for assistance finding programs that can help you and your family. You can also visit <https://www.greenbeltmd.gov/government/city-administration/public-information-communications/coronavirus/resource-page> for a list of free programs available to Greenbelt Residents.

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**The next Board Meeting is scheduled for
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Greenbelt Community Center**

**Charlestowne Village Condominium
Board of Directors Meeting
April 11, 2023
Highlights**

- Thanks to all homeowners who attended the Annual Meeting or by proxy. The Annual Meeting was officially held with a 27% quorum of homeowners. The meeting resulted in re-election of Daisy Brown, Jake East and Thyra Packett. The Board approved the following officers: Daisy Brown President; Jake East Vice President; Lois Rosado Treasurer, and Thyra Packett Secretary. Doug Magnum and Silke Pope are also Directors.
- Congratulations to our cash drawing winners First Prize of \$130 went to Diana Alvarez at 7932; Second Prize of \$125 went to Stanley Zirkin at 7862 and third prize of \$120 went to Betty Bowen of 7818.
- Community Mulch will be provided to the community Mid-May. Notices will be provided when it is confirmed.
- The Board approved the 2023/2024 Budget with a 3% increase in monthly assessments. A thorough explanation was given on the 3% increase and future increases. The Coupons for the May 1 will be mailed to all owners so be on the look out for them in the mail. A copy will be mailed to all homeowners in the April yearly mailing.
- Online Payments: Mutual of Omaha's new website address is <https://propertypay.cit.com>.
- The Association installed a dog waste station near the shed for residents to use in the Community.
- 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 29th and April 30th and will be removed on Monday, May 1, 2023. 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 within 10 days. 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.

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- It has been reported that residents are leaving food (peanuts, shells, etc.) out for animals. At the Board's request, please cease from leaving food out for the stray animals. Food left out attracts squirrels, mice, rats, roaches, ants and other insects. If you see the bowls please remove them as they will also be removed by our staff if seen. If anyone can identify who is leaving food out, please submit this in writing to the Board of Directors identifying the person or the unit. Thanks for your cooperation.
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**Charlestowne Village Condominium
Board of Directors Meeting
March 14, 2023
Highlights**

- The Charlestowne Village Condominium 2023 Annual Meeting originally called for March 14, 2023, will be reconvened on Tuesday, April 11, 2023 at 6:00 PM virtually via Zoom. At this meeting, the members present in person or by proxy will constitute a quorum. Homeowners are encouraged to attend this reconvened meeting and/or submit their proxy (attached).
- The Board approved the 2023-2024 Meeting dates. The meetings will be held virtually unless specified.
- Community Mulch will be provided to the community Mid-May. Notices will be provided when it is made available.
- The Board approved the 2023/2024 Budget with a 3% increase in monthly assessments. A thorough explanation was given on the 3% increase and future increases. A copy will be mailed to all homeowners in the April yearly mailing.
- 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 in April. Once

the weekend has been confirmed notices will be distributed to the Community. 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 11, 2023, at 6:00 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
February 14, 2023
Highlights**

- The Board has approved the proposed budget and we will be sending to homeowners over the next few days. An Open Meeting with homeowners to discuss the proposed budget will be held on March 14, 2023.
- Calber Portal: Owners service requests can be placed through the Caliber Portal. In the portal you are able to view, upload and print community documents; view your account history; view your violation history; submit maintenance service requests and click on link to make HOA payments.

You can access the site by going to the following URL:

https://frontsteps.cloud/CaliberWeb2_CondominiumVenture

Below are the steps to register:

- Click on the link above.
- Select the “Register for a login” link.
- Enter your account number and email address.
- If you are one of multiple owners associated with the provided account number for the Condominium, you are required to select your name from the list provided.

- You will be sent an email with a link to complete your new account process.
 - The email link will allow you to create a username and password (usernames must be unique).
 - Once saved, you will be able to login into the web portal.
 - Email portalsupport@cviinc.com if you have questions regarding registering.
- As a reminder, 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.
 - Water Shut Off Reminders: 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. with water not being turned off until 9 a.m. and water needing to be restored by 2 p.m. Monday-Friday.
 - Contact the CVI Service Coordinator no less than three business days advance in order to coordinate the shut off. The Association will deliver notices door to door and via email.
- The Master Insurance Policy is currently held by HMS Insurance Associates. If your mortgage company requires a Certificate of Insurance (COI) of the Master Policy, homeowners can request a copy directly from HMS at 1-800-356-6563.
 - 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.
 - 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/> .

**The next Board Meeting is scheduled for
Tuesday, March 14, 2023 at 6:00 pm
At the Greenbelt Community Center
Room 103**

<https://charlestownevillage.com/>

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.

**Charlestowne Village Condominium
Board of Directors Meeting
January 10, 2023
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 14, 2023 at 6:00 p.m., location TBD. There are four positions on the Board up for two-year terms. They are currently held by Daisy Brown, Jake East, Thyra Packett and Bella Olguin. Three of the Board Members have announced they will be running in the election. Owners have until January 13, 2023 to submit their statements to be listed on the annual meeting ballot. The annual meeting notice will be mailed on February 10, 2023. Please remember to VOTE.
- The 2023-2024 budget is in the process of being established. Due to the projected planned projects (material, labor and service), there will be a slight increase in assessments in the upcoming year.
- Planned projects include for the upcoming year:
 - Asphalt work
 - Concrete work
 - Three window trims to be replaced
 - Two bay windows to be replaced
 - Two larger retaining walls to be replaced at horseshoe court. One will be a wooden wall and one will be a stone wall.
 - Two small wooden retaining walls to be replaced near 8024 Lakecrest Drive.
- 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.
- Community Reminders:
 - 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 SEPTEMBER 10, 2022. 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:
 - 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 14, 2023 at 7:00 pm
Virtually via Zoom**