

**Charlestowne Village Condominium
Board of Directors Meeting Highlights
November 12, 2024**

- Insurance: Owners and residents are advised to contact their individual insurance agents to obtain coverage for their personal property, including furniture, clothes, property improvements and upgrades, and liability coverage. It would be wise to complement the building's master insurance policy. Owners should consider purchasing sewer backup insurance. The association's agent is HMS Insurance Associates, Inc. and the agent can be reached at 1-800-356-6563 to discuss the master policy or individual insurance. If information is needed for mortgage loans send request via fax to Michael Morrison at 443-632-3481 or email Michael.Morrison@marshmma.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 December 7th and December 8th and will be removed on Monday, December 9th. The 3 unmarked spaces near the shed will not be available between 7:00 am Friday, December 6th to Noon, Monday, December 9th.**
- The CVC Board has adopted the following rules regarding noise problems:
 1. 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.
 2. Television sets and all types of audio equipment shall be played only at levels which do not disturb other co-owners.
 3. 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.
- **Community Reminders:**
 - **Call CVI at 301-596-2600 for all service requests for record keeping purposes. Do not call the maintenance staff at the shop or stop the staff while they are on the property.**
 - **Common elements mean all the condominium except inside the units. Limited common elements mean those common elements exclusive use of a unit but not all the units (ex. patio, balcony.)**
 - Caliber Homeowner Portal: The portal allows owners to view their account balance, submit and track any service requests and view any violations regarding their home. If you need information to register, please contact Portal Support at portalsupport@cviinc.com.
- **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.
- To avoid any interruption in trash/recycling services provided, please help us by putting the proper recyclables in the appropriate receptacles and closing those receptacles when done.

Remember that items should be loose, not in plastic bags. Please be sure to flatten all cardboard boxes. Please refer to the [Recycling Flyer](#) for more clarification.

- **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:** Mutual of Omaha's new website address is <https://propertypay.firstcitizens.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.

- **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.**
- **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 14, 2025, at 7:00 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting Highlights
October 8, 2024**

- The Board approved Brightview to conduct snow removal for the 2024-2026 snow season.
- Thank you to all of the owners that attended the Community Walk on September 17, 2024 with Chief Bowers. The Association appreciates your participation despite the rain. We look forward to having another walk in the Spring.
- The Association is in the process of renewing its insurance policy for the year. The Master Policy insurance expires on 10/31/24. The Board utilizes a broker (HMS/Marsh) to broker the best possible policy for the community. HMS is currently bidding out to 16 different carriers to obtain quotes. Generally, those quotes are presented to the community 10-14 days prior to renewal. The Board would also like to point out that the insurance market has been extremely volatile in the past few years. The most recent nationwide weather events are not helping with this volatility. The Board will have to make a decision on the policy between Board meetings. Once the policy is finalized, owners will be able to obtain proof of insurance through CVI which you can have for your records.
- The CVC Board has adopted the following rules regarding noise problems:
 1. 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.
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 - As a reminder, the Board voted that Residents were to keep their grills out from Memorial Day until the weekend after Labor Day and removed from the balconies and patios by **September 7, 2024**. 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.
 - Caliber Homeowner Portal: The portal allows owners to view their account balance, submit and track any service requests and view any violations regarding their home. If you need information to register, please contact Portal Support at portalsupport@cviinc.com.

- **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.
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- **Online Payments:** Mutual of Omaha's new website address is <https://propertypay.firstcitizens.com>.
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**Charlestowne Village Condominium
Board of Directors Meeting Highlights
September 10, 2024**

- Chief Bowers will be hosting a community walk on Tuesday, September 17, 2024 at 6pm beginning at the shed. The walk will be around the Charlestowne Village property.
- A Landscaping Credit was provided by Brightview for the reduced number of mows this year due to drought. That credit will be used for additional aeration and overseeding throughout the property to help the condition of the turf. That work will be scheduled for early October. Once a date is finalized, notice will be sent to owners.
- Management provided an update on the current insurance markets for Condominiums. The Charlestowne insurance is set to renew at the end of October. Currently, the Board is having their insurance broker HMS bid out to any available carrier to attempt to get the best rates available. However, the market is showing anywhere from 20% to 300% increases across the country for Condominium insurance.
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Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting Highlights
July 9, 2024**

- As a reminder, the Board approved the 2024/2025 Budget with a 14.7% increase in monthly assessments instead of the 16% that was proposed. A thorough explanation was given on the 14.7% increase and future increases. A copy is attached. The fiscal year began on May 1, 2024 to April 30, 2025. Please be sure to adjust your fees for your payments if you have not done so already. If you have questions pertaining to your account please contact Dawn Croft at dcroft@cviinc.com or 301-596-2600 ext. 2230.
- 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 August 10th and 11th and will be removed on Monday, August 12, 2024.
- 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 7, 2024. 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.
- JES unfortunately is still having issues with permitting for the community waterproofing project. The new prospective start date for the project will be August 1, 2024. Both projects are planned to be completed at the same time once a proposal is provided for the tot lot work
- 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.
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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 11, 2024
Highlights**

- JES unfortunately is still having issues with permitting for the community waterproofing project. The new prospective start date for the project will be August 1, 2024. In the interim, JES will be visiting the property the week of June 17th to address the ponding concerns near the tot lot. Both projects are planned to be completed at the same time once a proposal is provided for the tot lot work
- To avoid any interruption in trash/recycling services provided, please help us by putting the proper recyclables in the appropriate receptacles and closing those receptacles when done. Remember that items should be loose, not in plastic bags. Please be sure to flatten all cardboard boxes. Please refer to the [Recycling Flyer](#) for more clarification.
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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 15, 2024
Highlights**

- The Board approved a shutter-style of a louvre style shutter. The staff is getting measurements for the upper and lower shutters for each location that needs replacement throughout the Community.
- JES foundation repairs are still scheduled for 7972 through 7994. We are still waiting on final permits. Once those are obtained, notice will be given to the building group to inform them of when work is to commence. There will be no disruption to any services at the building. There may be limited access to storage units at the time of work, but information will be given regarding work locations.
- The onsite staff has completed the gas blow off valve enclosures. Each of the enclosures is going to be stained once the wood has cured in those locations.
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**The next Board Meeting is scheduled for
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**Charlestowne Village Condominium
Board of Directors Meeting
April 10, 2024
Highlights**

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- Community Mulch will be provided to the community early May. Notices will be provided when it is confirmed.
- Gutter King's have been approved to do gutter cleaning throughout the Community. Notices will be provided once a date is set for the work to be completed.
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- 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, May 14, 2024, at 7:15 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
March 13, 2024
Highlights**

- Thanks to all homeowners who attended the Annual Meeting or by proxy. The Annual Meeting was officially held with a quorum of 31.52% of homeowners. The meeting resulted in the re-election of Lois Rosado and Silke Pope for a two year term, the

election of Daniel Northover for a two year term and Zeng Wang for a one year term. After the elections were held, the Board held their organizational meeting to elect officers. Your 2024 Board of Directors is:

President- Daisy Brown
Vice President- Jake East
Treasurer- Lois Rosado
Secretary- Thyra Packett
Director- Silke Pope
Director- Daniel Northover
Director- Zeng Wang

- Congratulations to our cash drawing winners First Prize of \$130 went to Neil Fetizanan at 8046; Second Prize of \$125 went to Barbara Leekins at 7806 and third prize of \$120 went to Aminata Kondeh at 7712.
- The Board approved the 2024/2025 Meeting dates. Please note that all meetings will be held virtually unless specified.
- The Board approved the 2024/2025 Budget with a 14.7% increase in monthly assessments. A thorough explanation was given on the 14.7% 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 the weekend of April 6th and 7th and will be removed on Monday, April 8, 2024. 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.
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 - 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 9, 2024, at 6:00 pm
Virtually via Zoom**

**Charlestowne Village Condominium
Board of Directors Meeting
February 13, 2024
Highlights**

- The Board approved the proposed budget (attached) to be sent to all owners in January 2024. An open budget discussion was held during the meeting. Another Open Meeting with homeowners to discuss the proposed budget will be held on March 12, 2024.
- Some of the main concerns during the budget discussions were as follows:
 1. Insurance renewal price- Management and the Board explained to owners that the renewal occurred in October of 2023 and a mailing was sent to owners explaining the cause for the major increase. The Association went out to bid with 17 carriers and the bid received was the best option available to the community. Even with the best option, the insurance costs increased by \$57,106. If any owners would like a copy of the insurance correspondence, please contact management at mmericle@cviinc.com.
 2. Increased contractor pricing for 2024. The Board did have to increase budgeting for increased contract pricing for trash removal, landscaping, plumbing repairs, and other services.
 3. Increased material pricing that the Board needed to account for in 2024.
 4. Increased legal fees.
 5. The Board also discussed changing the format on the budget to make it more clear when the fiscal year begins, and how much has been spent during the current budget year. These changes will take place for next years budget .

The Board would like to also remind owners that any questions you may have on the budget can be sent to management and will be answered. Please be sure to send those questions to mmericle@cviinc.com to ensure questions are answered and the Board receives a copy of the questions for their review

- As a reminder, the 2024 Annual Meeting will be held at the Greenbelt Community Center, Community Meeting Room #103, 15 Crescent Road, Greenbelt, Maryland on Tuesday, March 12, 2024 at 6:00 PM. Please see attached notice previously sent and don't forget to Vote.
- 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 12, 2024 at 6:00 pm
At the Greenbelt Community Center
Room 103**

<https://charlestownevillage.com/>

**Charlestowne Village Condominium
Board of Directors Meeting
January 9, 2024
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 12, 2024 at 6:00 p.m., location TBD. There are three positions on the Board for two-year terms. They are currently held by Lois Rosado, Doug Mangum and Silke Pope. Two of the Board Members have announced they will be running in the election. Owners have until January 12, 2024 to submit their statements to be listed on the annual meeting ballot. The annual meeting notice will be mailed on February 9, 2024. Please remember to VOTE.
- JES waterproofing has pulled permits for electrical and ground work at the property. They are awaiting better weather to schedule waterproofing project in the community. Once a date is set, information will be sent to the community.
- The 2024-2025 budget is in the process of being established. Due to the large increase in insurance premiums and the projected planned projects (material, labor and service), there will be an increase in assessments in the upcoming year. The Board plans to have an open meeting in February to allow owners to discuss the draft in more detail.
- Planned projects include for the upcoming year:
 - Asphalt work
 - Concrete work
 - Roofing work/ replacements
 - Retaining walls

- Tree removal (if necessary)
- Tree replacements .
- 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 2023. 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 13, 2024 at 7:00 pm
Virtually via Zoom**