

## Charlestowne Village Condominium Board of Directors Meeting

February 11, 2025  
Highlights

- CVI is pleased to announce the promotion of Matthew Mericle to Vice President of CVI. The addition of Matt to the Executive Team is to bring an enhanced level of support to the staff and clients. On behalf of the Charlestowne Village Board we would like to Congratulate Matt on his promotion.
- The Board has approved the proposed budget (attached) and a copy will be mailed to all owners. An open budget discussion was held during the February 11, 2025 meeting. Another Open Meeting with homeowners to discuss the proposed budget will be held on March 11, 2025.
- Some of the main concerns during the budget discussions were as follows:
  1. Insurance renewal price-The premium for the Association insurance increased from \$109,000 to \$240,000 for this year.
  2. Contractor price increases- unfortunately, the cost of contractors and materials has increased for this budget year and the Board has made sure to account for these increases.

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](mailto:mmericle@cviinc.com) to ensure questions are answered and the Board receives a copy of the questions for their review

- The 2025 Annual Meeting will be held at the **Greenbelt Community Center, Community Meeting Room #202**, 15 Crescent Road, Greenbelt, Maryland on **Tuesday, March 11, 2025 at 6:00 PM**. The Annual Meeting notice will be mailed to all owners.

- Caliber 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](https://frontsteps.cloud/CaliberWeb2_CondominiumVenture)

### Below are the steps to register:

- a. Click on the link above.
- b. Select the "Register for a login" link.
- c. Enter your account number and email address.
- d. 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.
- e. You will be sent an email with a link to complete your new account process.
- f. The email link will allow you to create a username and password (usernames must be unique).
- g. Once saved, you will be able to login into the web portal.
- h. Email [portalsupport@cviinc.com](mailto:portalsupport@cviinc.com) if you have questions regarding registering.

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- 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 11, 2025 at 6:00 pm  
At the Greenbelt Community Center  
Room 202**

<https://charlestownevillage.com/>

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### January 14, 2025 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 11, 2025 at 6:00 p.m., location TBD. There are four positions on the Board for two-year terms. They are currently held by Daisy Brown, Jake East, Thrya Packett, and Zeng Wang. Two of the Board Members have announced they will be running in the election. The annual meeting notice will be mailed on February 7, 2025. Please remember to VOTE.

## **Charlestowne Village Condominium Board of Directors Meeting**

**The 2025-2026 budget** is in the process of being established. Due to the large increase in insurance premiums and the needed maintenance projects (material, labor and service), there will be an increase in assessments in the upcoming year. The Board hopes to get the draft budget out to owners as soon as possible. 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

**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 2024. 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 11, 2025 at 7:00 pm  
Virtually via Zoom**