

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

March 11, 2025

- Thanks to all homeowners who attended the Annual Meeting or by proxy. The Annual Meeting was officially held with a quorum of 32.73% of homeowners. The meeting resulted in the re-election of Daisy Brown, Jake East and Thyra Packett for a two year term. After the elections were held, the Board held their organizational meeting to elect officers. Your 2025 Board of Directors is:

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

- Congratulations to our cash drawing winners First Prize of \$135 went to Linda Cox at 7828; Second Prize of \$130 went to Stanley Zirkin at 7726 and third prize of \$125 went to Steve Tomkins at 7988.
- The Board approved the 2025/2026 Meeting dates. Please note that all meetings will be held virtually unless specified.
- The Board approved the 2025/2026 Budget with a 15% increase in monthly assessments. A thorough explanation was given on the 15% increase and future increases. A copy will be mailed to all homeowners in the April yearly mailing.
- We would like to remind pet owners that you *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.
- As always, if you observe and can identify any of your neighbors that do not pick up after their pet, submit the information in writing to CVI as the association can pursue the violation through the rules enforcement policy. Please identify the type of pet, the owner's address, and the date/time of the violation and send your signed complaint to the CVI office.
- Please be a good neighbor and courteous by picking up after your pets.
- **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 12th and 13th and will be removed on Monday, April 14, 2025. 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

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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 8, 2025, at 7:15 pm
Virtually via Zoom**

May 13, 2025

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

- As a reminder, the Emergency Line (301-596-2086) is a dedicated emergency line for serious maintenance issues outside of normal working hours. Please be sure to only use the after hours line for **EMERGENCIES ONLY**. A maintenance emergency is something that, if it isn't repaired immediately, could cause injury, threaten your health, or cause serious property damage. These things could include:
 - A broken water line or flooding
 - Fire (call 911 first, then maintenance)
 - A broken gas line or leak (natural gas smells like rotten eggs)
- The Board voted that Residents can keep their grills out on the balcony/patio from Memorial Day until the weekend after Labor Day and removed from the balconies and patios **by September 6, 2025**. 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.
- Gutter Kings have been approved to do gutter/downspout cleaning throughout the Community on **May 21-22, 2025**. Cleaning out leaves and debris from the gutters and downspouts is messy. To avoid debris overflow onto personal items such as lawn furniture, flower pots, etc. please be sure they are covered or removed from the patio/balcony area during the week the cleaning is scheduled
- The Board of Directors of Charlestowne Village has contracted with Solterra Construction to replace the roof shingles, gutters and downspouts and to wrap rakeboards, soffits, and fascias with new vinyl on building group 7816-7830 & 7748-7764 Lakecrest Drive.

PROJECT TIMELINE & PHASES

Phase 1

☪ 7748 – 7764 Lakecrest Drive
May 19 – May 21 (weather permitting)

Phase 2

☪ 7816 – 7830 Lakecrest Drive
May 26 – May 28 (weather permitting)

- As a reminder, the Board approved the 2025/2026 Budget with a 15% increase in monthly assessments. The fiscal year began on May 1, 2025 to April 30,2026. Please be sure to adjust your fees for your automatic 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.
- 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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- **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 .
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- **Pay Online** – Schedule Recurring Payments or Make One-Time Payments (Convenience fee may be charged by First Citizens Bank) - Go to Website: <https://propertypay.firstcitizens.com>. For questions regarding use of the website, contact First Citizens Bank at 1-866-800-4656.
- 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.
- **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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Virtually via Zoom**

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June 10, 2025

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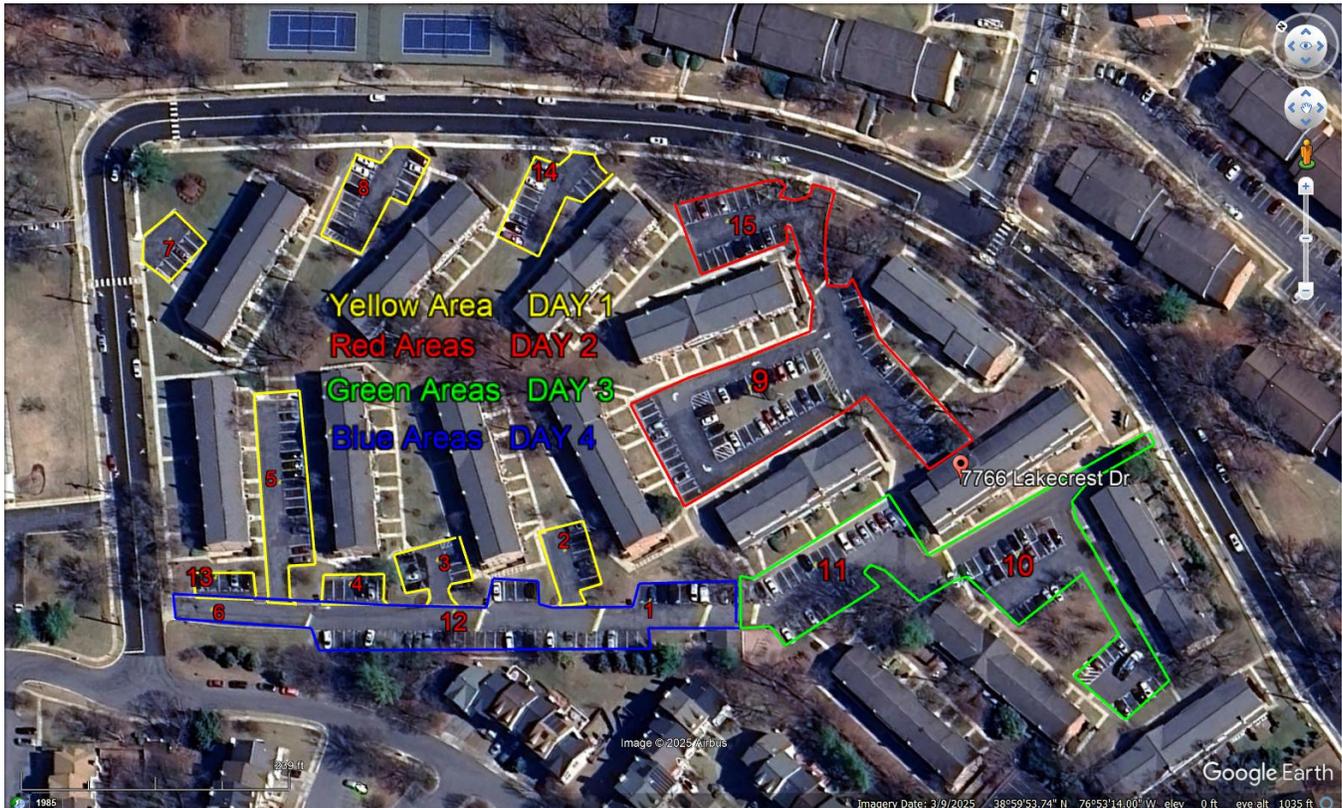
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Virtually via Zoom**

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Charlestowne Village Condominium Board of Directors Meeting Highlights

July 8, 2025

- The Board has approved Chamberlain Contractors to perform the milling, paving, and striping of the community parking lots from Monday, August 11, 2025, through Thursday, August 14, 2025, weather permitting. Notices will be distributed to all residents in advance. Please refer to the map below for the scheduled work areas and corresponding dates.



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September 9, 2025

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October 14, 2025

- **2026 Annual Meeting:** This year, owners will be able to vote electronically. Instructions will be provided in December with the Call for Nominations.
- **Gutter Cleaning:** The Board approved for Gutter Kings to complete Gutter Cleaning throughout the property. Once a date has been selected notices will be sent out to the Community.
- **Certificate of 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 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.)**
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online at <http://servicerequest.coinmach.com/>. There is \$5.00 charge for replacement laundry room keys.

- **Water Shut Off Procedures:** If you're planning a project at home (even if minor) that might need the water turned off, we suggest checking with a licensed and insured plumber first. In many cases, the water can be shut off right at the valve for the sink, toilet, or other fixture—so you can get the work done without interrupting water for your whole building group.

Shut-offs are scheduled during the window of **9:00 a.m. – 2:00 p.m.**, Monday–Friday. (Water won't go off before 9:00 and will always be restored by 2:00 unless there is an emergency.) Please reach out to the CVI at least **three business days** ahead so we can get everything arranged. The Association will make sure everyone is notified via email.

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- **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.

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

- **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, November 11, 2025, at 7:15 pm
Virtually via Zoom**

**CVI office hours are as follows:
Monday-Thursday: 8:30AM-4:30PM
Friday: 8:30AM-12:30PM
Saturday & Sunday: Closed**

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

November 11, 2025

- 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 13th and December 14th and will be removed on Monday, December 15th. The 3 unmarked spaces near the shed will not be available between 7:00 am Friday, December 12th to Noon, Monday, December 15th.**
- The CVC Board has adopted the following rules regarding noise problems:
 4. 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.
 5. Television sets and all types of audio equipment shall be played only at levels which do not disturb other co-owners.
 6. 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:**
 - **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.
 - **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).**
 - **Water Shut Off:** Residents are reminded to confirm whether a **building-wide water shut-off** is needed **before scheduling any plumbing work**. A licensed plumber can often make repairs by turning off water at the fixture (sink, toilet, etc.) without affecting other units. If a full building shut-off is required, contact CVI **at least three (3) business days in advance**.
 - **Pets:** It is against the law for an animal’s owner or custodian to allow it to run free. Any dog or cat found at large may be impounded. Please report any off-leash pet in the neighborhood to Greenbelt Animal Control. Greenbelt Animal Control Officers are on duty Monday-Friday – 8 a.m.-4 p.m. Calls for service should be directed to the Animal Control phone at 301-474-6124 or the Greenbelt Police non-emergency phone number at

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

301-474-7200. In the case of an off-duty emergency, calls should be directed to Prince George's County Animal Control at 301-780-7200.

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- 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>.
- **Rentals:** 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.

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**The next Board Meeting is scheduled for Tuesday, January, 14, 2026, at 7:15 pm
Virtually via Zoom**