

**NOTICE OF MEETING AND AGENDA**

**GDC BOARD OF DIRECTORS  
OPEN MEETING**

*Begins at 7:45 pm*

**Thursday, September 15, 2022**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

**1. Approval of Agenda**

**2. Visitors (Comment Period)**

**3. For Discussion/Action**

- |  |           |                   |
|--|-----------|-------------------|
| a. Approve Minutes of the Open Meeting Held on July 14, 2022 (Attachment #1)                   | 2 Minutes | Discussion/Action |
| b. Proposal to Rent GDC Parkway Apartments to House Ukrainian Refugee Families (Attachment #2) | 5 Minutes | Discussion/Action |

Ed James  
Secretary



# GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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## MANAGER'S MEMORANDUM

TO: GDC Board of Directors  
FROM: Eldon Ralph, General Manager *Eldon Ralph*  
DATE: September 9, 2022  
SUBJECT: Items for the **GDC OPEN** Board Meeting on September 15, 2022

### GDC Open Meeting

3a. Approve Minutes of the Open Meeting Held on July 14, 2022 (Attachment #1)

**Motion:** I move that the Board of Directors approve the minutes of the Open Meeting held on July 14, 2022 (as presented/as revised).

3b. Proposal to Rent Units at GDC Parkway Apartments to House Refugee Families (Attachment #2)

On September 1, 2022, the Board considered a proposal (Attachment #2) from the Greenbelt Refugee Aid Committee (GRACE) for leasing one or more units at the Parkway Apartments to house Ukrainian refugee families. The Board requested the Manager to obtain advice from legal counsel regarding the terms of a lease agreement that would be necessary. Staff provided the standard GDC lease form to Attorney Joe Douglass who advised as follows:

*'I have reviewed the material you sent me. Some of our other clients have units rented to nonprofit organizations which use the units to house their "clients." You would need a special lease addendum that makes it clear that GDC will hold the organization responsible for the conduct of the persons residing in their unit, and that obligates the organization to remove any person whose conduct becomes a problem, etc. That should be fairly straightforward to draft. However, the sample lease form you sent me generally requires a lot of revisions, both to address legal issues and to provide greater clarity in the language. It will take me some time to do a complete markup of that form'.*

This item is on the agenda for discussion and action.

**Suggested motion:** I move that the Board of Directors direct the Manager to request GHI's legal counsel to draft an appropriate lease agreement to enable GDC to lease one or more units at the Parkway Apartments to GRACE to house refugee families, contingent on GRACE's consent to reimburse GDC for the legal costs incurred in drafting the lease agreement.

Draft GDC Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**Thursday, July 14, 2022**  
**7:45 pm**

Board Members Present: Bilyeu, Brodd, James, Lambert, Luly, McKinley, Mortimer, Whipple

Excused Absences: Hess

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Thomas Williams, Director of Technical Services

Jim Morris, Director of Maintenance

Dave Benack, Audit Committee

Kyla Hanington and Daniel Hamlin, 10-A Plateau Place

Scott Legendre, 2-M Eastway

Barbara Stevens, 10-V Southway

President Brodd called the meeting to order at 7:46 pm.

1. Approval of Agenda

**Motion: To approve the agenda as presented.**

Moved: James

Seconded: Bilyeu

Carried: 8-0

2. Visitors (Comment Period)

None

3. For Action or Discussion

3a. Approve Minutes of the Open Meeting Held on June 2, 2022- (Attachment #1)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on June 2, 2022 as presented.**

Moved: James

Seconded: McKinley

Carried: 8-0

3b. Review 2022 First Quarter Financial Statements - (Attachment #2)

GDC's 2022 First Quarter Financial Statements were submitted as Attachment #2 for review. Joe Perry, GHI's Finance Director, presented them and answered questions.

3c. Board Resolution for Signatures on Bank Documents - (Attachments #3a-3b)

GDC has the following account with the National Cooperative Bank (NCB):

- Greenbelt Development Corporation General Checking Account

GDC has the following accounts with Greenbelt Federal Credit Union (GFCU):

- Greenbelt Development Corporation Tenant Security Deposit Checking and Savings Accounts

Both NCB and GFCU require corporate authorization resolutions to be executed.

Attachment #3a is a copy of the resolution for the National-Cooperative Bank account and Attachment #3b is a copy of the resolution for Greenbelt Federal Credit Union accounts. The Board is requested to approve these resolutions. It is necessary for the Board President to sign the resolutions and for each copy to be witnessed by the Board Secretary.

This item is on the agenda for discussion and action.

**Motion #1: I move that the Board of Directors adopt the National Cooperative Bank corporate authorization resolution as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on this account.**

Moved: McKinley

Seconded: Luly

Carried: 8-0

**Motion #2: I move that the Board of Directors adopt the Greenbelt Federal Credit Union corporate authorization resolution as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on this account.**

Moved: Bilyeu

Seconded: Luly

Carried: 8-0

**Motion: To adjourn.**

Moved: McKinley

Seconded: Bilyeu

Carried: 8-0

The meeting adjourned at 7:57 pm.

Ed James  
Secretary

DRAFT

Memo to: Board of Directors, Greenbelt Development Corporation (GDC)

From: Steve Skolnik, Vice President, Greenbelt Refugee Aid Committee (GRACE)  
Bill Jones, Board of Directors, GRACE

Date: August 15, 2022

Ref: Exception request for rental of unit(s) at Parkway Apartments

This memorandum is to request that the GDC Board of Directors grant permission for the Greenbelt Refugee Aid Committee (GRACE) to be approved as a lessee for one or more units at the Parkway Apartments.

GRACE is a newly formed non-profit corporation that will have 501(c)3 status, with the stated purpose of providing aid to (primarily) Ukrainian refugees arriving in this area. We intend to provide varying means of support as needed to refugee families, including housing, which brings our organization to make this request.

The GRACE Board of Directors includes current and former GHI members, including Directors and Officers; we have a strong understanding of and interest in the longtime health of Greenbelt Homes, Inc. and its subsidiary apartment rental entity.

Greenbelt City Council has expressed support for GRACE's operations; GRACE also receives financial support in the wider Greenbelt community. We are working closely with the Lutheran Social Services agency (LSSNCA), who have indicated they are receiving Ukrainian refugees in September. Refugees will be vetted and will have proper status designated by the U.S. government.

GRACE intends to serve as the responsible lessee, although the refugee family will be the physical occupant(s). Frank Gervasi, GRACE President, former GHI member and Director, is authorized under GRACE's bylaws to execute the lease agreement.

Thank you for giving consideration to this request.