

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING

Starts after the GDC Open Meeting Adjourns
Thursday, January 5, 2023

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. Approval of Agenda

2. Statements of Closed Meetings

- a. Statement of a Closed Meeting of the Board of Directors Held on December 15, 2022 (Attachment #1a)
- b. Statement of a Closed Meeting of the Board of Directors Held on January 5, 2023 (Attachment #1b)

3. Visitors and Members (Comment Period)

4. Approval of Membership Applications

5. Committee Reports

6. For Discussion/Action

- | | | |
|--|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on November 17, 2022 (Attachment #2) | 2 Minutes | Discussion/Action |
| b. Bicycle Committee's 2022 Year-End Report (Attachment #3) | 5 Minutes | Discussion/Action |
| c. Review GHI 2022 3rd Quarter Financial Statements (Attachment #4) | 15 Minutes | Discussion/Action |
| d. Review Status of the Board's 2022-2023 Action Plan (Attachment #5) | 20 Minutes | Discussion/Action |
| e. Motion to Hold a Closed Meeting on January 19, 2023 | 2 Minutes | Discussion/Action |

7. Items of Information

- a. President's Items
- b. Board Members' Items
- c. Audit Committee's Items
- d. Manager's Items

Ed James
Secretary

NOTE: AT 10:15 P.M., THE BOARD MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF DISCUSSION OF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager *Eldon Ralph*
DATE: December 29, 2022
SUBJECT: Items for the **GHI OPEN** Board Meeting on January 5, 2023

GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on November 17, 2022 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on November 17, 2022 (as presented/as revised).

6b. Bicycle Committee's 2022 Year-End Report (Attachment #3)

Attachment #3 is a report from the Bicycle Committee regarding activities during 2022.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the report from the Bicycle Committee regarding activities during the year 2022.

6c. Review GHI 2022 3rd Quarter Financial Statements (Attachment #4)

GHI's 2022 3rd Quarter Financial Statements are submitted as Attachment #4 for your review. GHI's Director of Finance, Joseph Perry, will present them during the Board meeting.

This item is on the agenda for discussion.

6d. Review Status of the Board's 2022-2023 Action Plan (Attachment #5)

Attachment #5 is the 2022-2023 Board Action Plan as of December 31, 2022. The Board should review the tasks that are in progress, include additional tasks that are a high priority, and discuss steps to initiate high-priority tasks in the Board Action Plan that have not yet begun.

6e. Motion to Hold a Closed Meeting on January 19, 2023

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on January 19, 2023.

Statement of a Closed Meeting of the Board of Directors Held on December 15, 2022

GHI's Board of Directors held a Closed Meeting at 7:00 pm on December 15, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of a Closed Meeting Held on November 3, 2022	(vii)
2. Request by an Applicant for Membership for Exceptions to GHI's Membership Selection Criteria Policy	(iv)
3. Discussion of a Personnel Matter	(i)
4. Consider Approval of the Following Contract: <ul style="list-style-type: none"> • 2023-2025 Pest Control Contract -1st reading 	(vi)
5. Discussion of Complaint Matters	(iv)

A motion to hold the Closed Meeting was approved during the Open Meeting of December 1, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

Statement of a Closed Meeting of the Board of Directors Held on January 5, 2023

GHI's Board of Directors held a Closed Meeting at 7:00 pm on January 5, 2023, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of a Formal Hearing Held on October 27, 2022	(vii)
2. Approve Minutes of a Closed Meeting Held on November 17, 2022	(vii)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2023-2025 Pest Control Contract -2nd reading • Contract with a Firm to Undertake the 2022 External Audit and Prepare Tax Returns 	(vi)
4. Member Financial Matters	(viii)
5. Complaint Matters	(iv)

During the meeting, the Board of Directors authorized the Manager to enter into the following contracts:

- a) A 3-year contract with ATEK Pest Management Company to provide pest control services to GHI during January 1, 2023 to December 31, 2025, in accordance with the following price schedule:

• Cost of treatment/week for up to 15 units, exclusive of specialty pests	\$220.00
• Cost of treatment/week for each building unit over 15 units	\$15.00
• Cost per residential unit for resale termite inspection	\$45.00
• Cost per residential unit for treatment of termites	\$225.00
• Cost per garage unit for treatment of termites	\$175.00
• Cost per residential unit for treatment of carpenter ants	\$95.00
• Cost per garage unit for treatment of carpenter ants	\$75.00
• Cost per residential unit for treatment of carpenter bees	\$75.00
• Cost per residential unit for treatment of bed bugs per treatment	\$175.00
• Cost per residential unit for treatment of fleas/ticks	\$65.00
• Cost per residential unit for treatment of flies	\$35.00
• Cost per residential unit for treatment of bees/wasps/hornets	\$45.00
• Cost per residential unit for treatment of lice	\$65.00
• Cost per residential unit for treatment of external rodents	\$7.00

- b) A contract with _____ to conduct a full audit of the 2022 Consolidated Financial Statements for GHI and GDC and prepare federal and state tax returns for the year ending December 31, 2022, at a cost of _____ plus 10% for contingencies for a total cost not to exceed \$_____.

A motion to hold the Closed Meeting was approved during the Open Meeting on December 15, 2022, by Directors Brodd, Hess, James, Luly, McKinley, Mortimer, and Whipple.

DRAFT GHI Board of Directors
Open Meeting
(Virtual Zoom)
November 17, 2022
Starts After GDC Open Meeting

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

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Everett Hitcher, Director of Human Resources

Jim Morris, Director of Maintenance

Bill Jones, Audit Committee Chair

David Benack, Audit Committee

Molly Lester, 6-M Hillside Road

Ben Fischler, 14-V4 Ridge Road

Henry Haslinger, 4-A Ridge Road

Kristen Bullard, 2-A Ridge Road

Claudia Jones, 7-D Laurel Hill Road

Stephanie O'Brien 6-A Crescent Road

Kathy Bartolomeo, 15-R Laurel Hill Road

Shawnda Atkins, 24-N Ridge Road

Cynthia Newcomer, 4-U Laurel Hill Road

President Brodd called the meeting to order at 8:08 pm.

1. Approval of Agenda

Motion: To approve the agenda, as presented.

Moved: James

Seconded: Hess

Carried: 9-0

2. Statements of Closed Meetings

2a. Statement of a Formal Hearing Held in a Closed Meeting on October 27, 2022

On October 27, 2022 at 7:00 pm, the Board of Directors conducted a formal hearing regarding a complaint matter in a closed meeting, via internet audio/video conference.

The closed meeting was authorized by sub-paragraph§ 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by a 9-0 vote of the Board of Directors during a closed meeting on September 15, 2022.

2b. Statement of Closed Meeting of the Board of Directors Held on November 17, 2022

Meeting still in session, statement to be included at a subsequent meeting.

3. Visitors and Members (Comment Period)

Molly Lester, 6-M Hillside, thanked Technical Services and Maintenance for their efforts during her underground utility work. Molly also thanked Finance for providing clarification on some questions she submitted. President Brodd thanked her for her comments.

Cynthia Newcomer, 4-U Laurel Hill Road, asked if the Board would at some time be considering the recommendations she submitted as the co-chair of the Long-Range Planning Committee. President Brodd thanked her and the entire committee for their work and advised the recommendations were provided in the Board packet for November 17th, but the items would likely not be discussed until the Annual Meeting in May 2023.

Claudia Jones, 7-D Laurel Hill Road, asked if the agenda item regarding two non-members residing in a GHI home had been approved. President Brodd advised the Closed Meeting, where the request was being discussed, was in recess and explained that based on the Closed Meeting platform, he would not be able to confirm any decision made by the Board. Claudia inquired if members would have the opportunity to meet the semi-finalist candidates for the new General Manager. President Brodd explained there had not been a decision made on that aspect of the hiring process. Vice-President McKinley, who also sits on the Transition and Search Committee, advised Claudia that the committee is developing a communications plan to ensure effective communication of activities with members.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement.

- **Jessica Shen, Sole Owner, 12-A Laurel Hill Road;**
- **Jennifer J. White, Sole Owner, 9-J Research Road;**
- **Sydney B. Siegel, Connor R. Corcoran, Timothy E. Corcoran, Anne D. Corcoran, Joint Tenants, 4-G Southway.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

Vice-President McKinley advised that the Storm Water Management Subcommittee's work on exploring pervious surface rules is going slower than anticipated based on scheduling conflicts for the committee and the two individuals they wish to interview about the implementation of pervious surfaces.

Vice-President McKinley announced that Steve Skolnik has been newly appointed as the interim Chair of the Buildings Committee during Joe Ralbovsky's absence. President Brodd thank Steve for his willingness to serve on the committee.

6. For Discussion/Action6a. Approve Minutes of the Open Meeting Held on October 6, 2022 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on October 6, 2022 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Finance Committee RecommendationsA. Sale of Solar Renewable Energy Credits (SRECs)

On April 11, 2022, the Board directed the Finance Committee to recommend how SRECs generated by GHI's Photovoltaic Electric System (PVES) should be sold. One SREC is earned for every 1,000 kilowatt hours of electricity produced. Some states such as Maryland have passed legislation that require utilities and/or other energy suppliers to source a certain percentage of the electricity they generate from renewable sources. Utilities can secure this solar power either by building their own solar projects or by purchasing renewable energy credits on an open SREC market. Pending a recommendation from the Finance Committee, staff proceeded to register GHI's operational Solar PVES through Sol Systems as GHI's broker.

The Finance Committee deliberated this item and passed the following motion:

Motion: The Finance Committee recommends GHI select Sol Systems as the broker to sell SRECs generated by GHI as they are created.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the Finance Committee's recommendation to select Sol Systems as the broker to sell SRECs generated by GHI as they are created.

Moved: Hess

Seconded: McKinley

Carried: 9-0

B. Whether to Separate GHI and GDC's Property and Directors & Officers Liability Insurance Policies

On April 21, 2022, GHI's Board of Directors directed the Finance Committee to recommend whether or not GDC should purchase insurance separately from GHI, and state the pros and cons for the committee's recommendation.

The Finance Committee deliberated this item and passed the following motion:

Motion: The Finance Committee recommends that the Board of Directors obtain quotes for property insurance for GHI and GDC together as well as separately and choose the policy(s) which is (are) the least expensive as long as the coverage is the same.

USI (GHI's Insurance Broker) is scheduled to make a presentation to the Board on December 1, 2022 and will address this item; hence staff suggests that the Board postpone action on this item.

This item is on the agenda for discussion.

Consensus: To defer until the 01 DEC 2022 meeting.

C. Discussion of GHI and GDC fees

During a work session between the Board of Directors and the Finance Committee on August 25, 2022 regarding the 2023 budget, the Finance Committee was requested to review the current schedule of service and other income charges and recommend changes before the 2023 budget is approved.

The Finance Committee subsequently reviewed the schedule of service and other income charges and passed the following motion regarding rental fees for garages:

Motion: The Finance Committee recommends fees remain the same for garages unless a study is done to quantify any increases in costs.

This item is on the agenda for discussion.

No action was taken.

6c. Proposed 2023 GHI Operating Budget- 2nd reading (Attachment #3)

The Board of Directors and Finance Committee held a work session on October 13, 2022 to review the first draft of the 2023 GHI operating budget. On November 3, 2022 the Board adopted the budget for first reading in the amount of \$14,931,802 with depreciation of members' homes in the amount of \$1,331,100.

Attachment #3 is the 2023 operating budget, which is being presented for second and final reading.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors adopt the 2023 operating budget for Greenbelt Homes Incorporated for second and final reading in the amount of \$14,931,802 with depreciation of members' homes in the amount of \$1,331,100. Further, I move that the Board of Directors authorize expenditure of the approved GHI operating budget for fiscal year 2023 in accordance with the GHI Bylaws, Article VIII, §11. Expenditure of Funds and Contracts, paragraphs a. and b.

Moved: Hess

Seconded: Luly

Carried: 9-0

6d. Charge for the Transition and Search Committee (Attachment #4)

On October 20, 2022, the Board directed the newly formed Transition and Search Committee to review a sample Charge in GHI's Manager Succession Policy and recommend a Charge for the Committee. Attachment #4 is the Charge that the Transition and Search Committee is presenting for review and adoption by the Board.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors adopt the Charge for the Transition and Search Committee as revised.

Moved: Hess

Seconded: Mortimer

Carried: 9-0

6e. Review Status of the Long-Range Planning and Member Outreach Committees (Attachments #5a-5b)

This item is on the agenda for the Board to decide whether to resuscitate or dissolve the Long-Range Planning Committee and Member Outreach Committee, whose charters are outlined in Attachment #5a.

Long-Range Planning Committee

The Long-Range Planning Committee (LRPC) has been in existence for over 4 years. Last August, a former co-chair of the Committee submitted a report of the LRPC's recommendations (Attachment #5b) to President Brodd; she informed him that the committee's membership had dwindled and summer 2021 was the last time the LRPC had worked on the document.

Many of the suggestions in the LRPC's reports have been incorporated in the Board of Directors' most recent Strategic Action Plan.

Member Outreach Committee

During a Strategic Planning Review in July 2012, the Board decided to reconstitute the Member & Community Relations Committee and on October 4, 2012, the Board adopted a charter for the reconstituted committee that was renamed 'Member Outreach Committee'. The committee's membership has dwindled, and the committee has not met for over one year.

If the Board decides to retain the two committees, it may wish to discuss what actions should be taken to revive them. This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors dissolve the Long-Range Planning Committee.

Moved: Hess

Seconded: McKinley

Carried: 9-0

Motion #2: I move that the Board of Directors dissolve the Member Outreach Committee.

Moved: Hess

Seconded: McKinley

Carried: 9-0

6f. Proposed Acquisition of a New Vehicle for the Maintenance Department

The GHI maintenance department currently has 4 four-wheel drive pickup trucks which are equipped with plows and used to remove snow from parking lots during the winter season. When these trucks are not involved in snow removal activities, they are used for transporting maintenance employees and materials to work sites. The ages of the 4 four-wheel drive pickup trucks are as follows:

- Chevy 2500 - 16 years old
- Chevy 2500 - 18 years old
- Toyota Tacoma- 20 years old
- Ford F250 - 26 years old

The estimated life for a pickup truck in GHI's replacement plan is 22 years old. The Ford 250 pickup truck that is 26 years old, has surpassed its estimated life. It is essential that the maintenance department acquires a new vehicle to eventually replace the Ford F250 truck and ensure there are four pick-up trucks in good working condition that are able to remove snow. The 2022 maintenance reserve budget has an amount of \$60,000 for new vehicle purchases. Staff contacted three auto dealers; and requested quotations for a four-wheel drive pickup truck with a snow plow attachment. Because market and supply chains are currently topsy-turvy, each dealer offered prices for different models of vehicles on hand as follows:

Dealer	Model of Truck Available	Price
Lindsay Ford	Ford F-150	\$51,005.99
DarCars Ford/Kia	Ford F-150	\$59,178.50
Koons Ford	Ford F-250	\$59,993.12

While very heavy snowfall is a rarity in the DC region, a more powerful vehicle like the Ford F-250 with a snow plow is handy in such a situation. Hence, staff recommends the purchase of a Ford F-250 pickup truck with plow from Koons Ford for \$59,993.12

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors authorize the Manager to purchase one new 2022 model Ford F-250 4-wheel-drive pick-up truck with a snow plow attachment, at a cost of \$59,993.12 from Koons Ford in Silver Spring, Maryland.

Moved: Hess

Seconded: Luly

Carried: 9-0

6g. Motion to Hold a Closed Meeting on December 1, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on December 1, 2022.

Moved: Hess

Seconded: Whipple

Carried: 9-0

7. Items of Information7a. Two Recent Incidents of Shooting in the Community

On or around September 10, 2022, a home located at 21 Court Ridge Rd was damaged by 2-3 bullets that pierced through 1-2 windows on the serviceside of the home. In addition, approximately 3-4 bullet holes were discovered in the doors of the GHI-owned garages at the front of 21 Court Ridge Rd. The police activity log shows that on the night in question, an anonymous report of shots fired in or around 21 Court Ridge Rd was received.

On or around October 27-29, 2022 a shot was fired through a home located in 14 Court Ridge. The member was out of town from the 27th-29th and upon returning home, she discovered a bullet hole in her gardenside window. She contacted the Greenbelt Police Department who removed a 9mm bullet from a wall inside the unit.

7b. President's Items

None

7c. Board Members' Items

Vice-President McKinley remembered she wanted to give an update on the Member Handbook and Board Policies and advised they have worked on an initial draft that will be continued to be worked on during the December meeting.

Secretary James asked about city funds being used for closing costs on purchases. President Brodd said he had contact with a local realtor, but no definitive action.

7d. Audit Committee's Items

None

7e. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 9:02 pm.

Ed James
Secretary

December 7, 2022

GHI BICYCLE COMMITTEE

Year End Report to the GHI Board

First Quarter:

Service Bicycle Locker proposal was presented to the board president Stefan Brodd and GHI General Manager Eldon Ralph. The committee's discussion focused on the concerns that may be encountered by both the board and the Buildings and Architectural Review Committee - aesthetics, size, materials, placement, used for other storage (i.e., gardening tools). The proposal was placed on the February 3 agenda by Board Liaison Heather Mortimer for introduction. At that meeting, the Buildings Committee was assigned to evaluate the proposal and report back to the board on or before late July.

The recently installed **bicycle repair station** on GHI grounds outside of the maintenance building has been awaiting the installation of a wood chip path from Hamilton Place flagpole to the station. In the meantime, Staff Liaison Bruce Mangum placed temporary directional signs at both the corner of Ridge Road and Hamilton Place and near the flagpole.

The production of a short "How To Use the Repair Station" video was proposed by Bruce. A 5:00 video was produced in March by John Campanile, who is a producer/editor for Greenbelt Access Television (GATe).

<https://www.greenbeltacesstv.org/recent-productions>

https://www.youtube.com/watch?v=GoS_nRGSrXg

The repair station video was promoted on the GHI E-Newsletter and the Greenbelt News Review. It is also available on the GATe website and YouTube.

The committee discussed hosting another event for the community similar to the March and October 2021 events involving presentations by the Washington Area Bicyclist Association (WABA). We hoped for an in-person meet-up, but virtual remained an option. Vice Chair Diana McFadden sent inquiring emails to bicycle-oriented organizations.

Second Quarter

The committee discussed the **Memorandum of Understanding (MOU) with the City of Greenbelt** for the installation of bicycle parking racks on GHI playgrounds. Upon further discussion, the committee would also like to see

racks installed at various non-GHI locations, such as the Roosevelt Center [some informal, off-the-cuff discussions have taken place with city officials]. A spreadsheet prepared by Joe Robbins in 2019 indicates current rack locations and where more should be added:

[Greenbelt Bicycle Parking Racks.xlsx](#)

The committee again participated in the annual **Bike to Work Day (BTWD)** held on May 20. Our branded bells, approximately 100, were delivered to Greenbelt's BTWD coordinator for inclusion in their "swag bag." Representatives from the committee were also present at the Greenbelt Pit Stop to discuss about GHI and GHI's efforts to improve bicycling in the community.

Post-BTWD, the committee discussed what **other GHI-BC branded items** could be purchased for future events. Water bottles, reflective ankle bands, lights and neck gaiters are among the items to consider in 2023.

Third Quarter

GHI residents **Rebecca Squire** and **Lisa Milani** joined the committee.

WABA was contacted in regards to a planned **October social event**, with the topic of the Greenbelt Road master plan in regards to bicycling and pedestrian safety. WABA provided the committee contact information for a representative of the East Coast Greenways, Elliott Caldwell, to lead the discussion. Due to ongoing Covid-concerns, the gathering was planned to be held outdoors. A request was sent to the board to schedule the event for October 15. It was later moved to October 29.

The July storms provided a further setback for the installation of the repair station's **wood chip path**. However, in early August some 60% of the lumber was received by the maintenance department.

To our knowledge, no recommendations have been made by the **Buildings Committee** in regards to the serviceside bicycle locker proposal. We understand that there may be some concerns regarding recent County zoning rules for GHI.

Diana attended a Labor Day event on behalf of the committee that provided participants to promote their organizations' community service.

Committee work on the **2023 budget** got underway, including funding for two committee events next year and the purchase of GHI BC-branded items.

Fourth Quarter

Activities are winding down for the ground crew thereby allowing time to install the bike station path. However, some emergencies regarding WSSC work has delayed work once again. But hopes are the path will be in by the end of the year

The committee's **budget request**, totaling \$4500, was submitted. With some remaining monies in the 2022 budget, branded stickers were ordered.

Word was received that the board was too busy with other concerns to address the MOU with the city. We will likely request this as an agenda item early on 2023.

The October 29 Greenbelt Road social event was attended by some 24 residents, including Mayor Emmett Jordan and Mayor Pro Tem Kristen Weaver. Elliott Caldwell of East Coast Greenway and Jeff Lemieux of Proteus Bicycles led the discussion. Other event(s) for 2023 are under consideration, such as a forum to discuss bicycling infrastructure within Greenbelt, and a basic bicycle maintenance session.

The GHI Bicycle Committee Members:

Chair.....John Campanile
Vice Chair.....Diana McFadden
Secretary.....Jackson Tan
Member.....Lisa Milani
Member.....Rebecca Squire

Friends of the Committee:

Ed James
Joe Robbins
Peter Teuben

**Greenbelt Homes, Inc.
Financial Statements
September 2022**

ASSETS

CURRENT ASSETS:

Cash	(A)	14,375,189	
Accounts receivable (net)		84,637	
Notes receivable		48,895	
Prepaid expenses		44,996	
		<u>14,553,717</u>	

OTHER CURRENT ASSETS

Accrued bond interest		6,833	
GHI controlled homes for sale	(B)	182,436	
Inventory	(C)	<u>149,786</u>	
		<u>339,055</u>	

Total current assets \$ 14,892,772

PROPERTY & EQUIPMENT

Land, buildings & improvements (net)		26,286,589	
Vehicles & operating equipment (net)		<u>121,164</u>	
Property and equipment		<u>26,407,753</u>	
Total property and equipment			26,407,753

OTHER ASSETS:

Investment in Sub-GDC		550,748	
Investment in NCB		885,137	
Investments (Bonds & Bond Fund)	(D)	<u>543,599</u>	
Total investments		<u>1,979,484</u>	

Total other assets 1,979,484

TOTAL ASSETS \$ 43,280,009

LIABILITIES & MEMBER EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses		1,919,031	
Payroll liabilities		(53,567)	
Deposits & deferred revenue		<u>(61,205)</u>	
Total current liabilities		<u>1,804,259</u>	
Total liabilities			<u>1,804,259</u>

MEMBER EQUITY

Replacement reserves	(E)	8,866,531	
Contingency reserves		569,406	
Working capital		1,952,572	
Accumulated equity	(F)	<u>30,087,242</u>	

Total members equity 41,475,750

TOTAL LIABILITIES & MEMBER EQUITY \$ 43,280,009

Greenbelt Homes, Inc.
Notes to Balance Sheet
As of 9/30/2022

Assets**(A) Cash**

Cash balance includes \$14,739,522.68 of Federal Money Market fund.

(B) GHI controlled homes for sale

This balance represents costs associated with taking back units assigned to GHI for repair, marketing and sale to new members. There are ten units included in this balance.

(C) Inventory

An inventory count was performed in September. An entry was completed to true up the Inventory with the count.

(D) Investments

Included in this line item are corporate bonds which are listed below:

Bond Issuer	Rate	Maturity	Face Value
General Dynamics	2.25%	11/15/22	200,000
Allergan Inc	2.80%	3/15/23	200,000
Total			\$ 400,000

Equity**(E) Replacement Reserves**

The components that make up replacement reserves are as follows:

Replacement Reserves	\$ 7,712,395
Replacement Reserves-Additions	<u>1,154,136</u>
Total	<u>\$ 8,866,531</u>

(F) Accumulated Equity

The components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	\$ 26,407,753
Other Equity (includes unreserved operating and optional replacement reserves.)	<u>3,679,489</u>
Total	<u>\$ 30,087,242</u>

Greenbelt Homes, Inc.
Income Statement Summary
For the Period Ending 9/30/2022

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
RECEIPTS				
Member charges	9,278,847	9,288,171	\$ (9,324)	-0.1%
	<u>9,278,847</u>	<u>9,288,171</u>	<u>(9,324)</u>	<u>-0.1%</u>
Service income	447,786	433,251	14,535	3.4%
Other income	(A) 302,080	250,715	51,365	20.5%
	<u>749,866</u>	<u>683,966</u>	<u>65,900</u>	<u>9.6%</u>
Total receipts	<u>10,028,713</u>	<u>9,972,137</u>	<u>56,576</u>	<u>0.6%</u>
EXPENSES:				
Real estate taxes	3,466,988	3,466,989	(1)	0.0%
Trash collection	342,427	339,561	2,866	0.8%
Insurance	435,536	420,530	15,006	3.6%
Admin/BOD/Comm/Mbr	1,177,977	1,169,418	8,559	0.7%
Maintenance operations	2,886,328	2,999,572	(113,244)	-3.8%
Transfer to reserves	1,913,216	1,913,220	(4)	0.0%
Total expenses	<u>10,222,472</u>	<u>10,309,290</u>	<u>(86,818)</u>	<u>-0.8%</u>
Receipts over (under) expenses	<u>\$ (193,759)</u>	<u>\$ (337,153)</u>	<u>\$ 143,394</u>	<u>-42.5%</u>
Depreciation member units	<u>\$ 793,673</u>	<u>\$ 910,503</u>	<u>\$ (116,830)</u>	<u>-12.8%</u>

Greenbelt Homes, Inc.
Notes to Income Statement Summary
For the Period Ending 9/30/2022

INCOME

(A)	Other Income (Up 20.5%)	\$ 51,365
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This favorable variance is primarily due to Interest Income better than budget for the year, partially offset by lower than budgeted Fee for Service.

Greenbelt Homes, Inc.
Administration Summary
For the Period Ending 9/30/2022

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<u>ADMIN EXPENSES:</u>				
Labor	684,655	687,297	\$ (2,642)	-0.4%
Fringe benefits	158,475	173,439	(14,964)	-8.6%
Office supplies/postage	(A) 17,001	25,622	(8,621)	-33.6%
Copier	(B) 8,318	11,439	(3,121)	-27.3%
Telephone	(C) 23,274	27,647	(4,373)	-15.8%
Hiring & training	20,512	23,440	(2,928)	-12.5%
Temp & prof help	(D) 43,959	16,425	27,534	>100%
Legal	22,350	20,997	1,353	6.4%
Annual audit	14,247	14,247	-	0.0%
Assoc. dues & conferences	3,296	1,872	1,424	76.1%
Board/Audit/Committees	35,349	36,979	(1,630)	-4.4%
Members' expenses	7,289	6,003	1,286	21.4%
Utilities	(E) 33,473	19,503	13,970	71.6%
Personal Property tax	4,125	4,122	3	0.1%
Depreciation	21,600	21,600	-	0.0%
Other	3,124	5,886	(2,762)	>100%
Information technology services	76,930	72,900	4,030	5.5%
Total admin	<u>\$ 1,177,977</u>	<u>\$ 1,169,418</u>	<u>\$ 8,559</u>	<u>0.7%</u>

Greenbelt Homes, Inc.
Notes to Administration Summary
For the Period Ending 9/30/2022

(A)	Office Supplies/Postage (Down 33.6%)	\$	(8,621)
	This favorable variance is primarily due to less purchases of supplies.		
(B)	Copier (Down 27.3%)	\$	(3,121)
	This favorable variance is due to two 2021 invoices for Marlin voided in 2022.		
(C)	Telephone (Down 15.8%)	\$	(4,373)
	This favorable variance is due to no charges associated with Mobile Radios.		
(D)	Temp & Prof Help (Up >100%)	\$	27,534
	This unfavorable variance results from temporary staffing necessary to meet the operational needs of the organization due to vacancies.		
(E)	Utilities (Up 71.6%)	\$	13,970
	This unfavorable variance is primarily due to rate increases. Distribution Charge rate increased 60% and Energy Charge rate increased 13%.		

Greenbelt Homes, Inc.
Maintenance Summary
For the Period Ending 9/30/2022

	<u>Year-To-Date Actuals</u>	<u>Year-To-Date Budgets</u>	<u>Y-T-D Dollar Variance</u>	<u>Y-T-D % Variance</u>
<u>MAINT SUMMARY</u>				
Labor	1,527,408	1,587,753	\$ (60,345)	-3.8%
Fringe benefits	562,953	535,203	27,750	5.2%
Materials	211,170	198,225	12,945	6.5%
Contract work	(A) 469,703	528,057	(58,354)	-11.1%
Vehicles	(B) 70,421	95,668	(25,247)	-26.4%
Dumpsters	(C) 10,218	22,500	(12,282)	-54.6%
Uniforms	(D) 8,883	12,744	(3,861)	-30.3%
Submeter court lights	(E) 11,067	7,497	3,570	47.6%
Depreciation	14,505	11,925	2,580	21.6%
Total maintenance	<u>\$ 2,886,328</u>	<u>\$ 2,999,572</u>	<u>\$ (113,244)</u>	<u>-3.8%</u>

Greenbelt Homes, Inc.
Notes to Maintenance Summary
For the Period Ending 9/30/2022

(A) Contract Work (Down 11.1%) **\$ (58,354)**

Contract work performed through September:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 19,746	\$ 18,000
Swale & drainage	500	25,000
Janitorial	17,748	26,750
Landscaping	54,558	67,275
Gutter cleaning	35,510	77,000
Parking lot repairs	-	45,500
Fire and security	5,618	5,750
Pest control	32,591	36,000
Fee for service	5,574	69,000
Renovations/repairs	13,864	137,800
Tree trimming	280,338	175,000
Asbestos remediation	-	2,000
Miscellaneous	3,656	19,000
	<u>\$ 469,703</u>	<u>\$ 704,075</u>

(B) Vehicles (Down 26.4%) **\$ (25,247)**

This favorable variance is primarily timing differences. Through September needed repairs has been lower than expected.

(C) Dumpsters (Down 54.6%) **\$ (12,282)**

This favorable variance is partially due to timing differences of invoicing for Goode Trash Removal.

(D) Uniforms (Down 30.3%) **\$ (3,861)**

This favorable variance is primarily due to slightly lower invoices than 2021.

(E) Submeter Lights (Up 47.6%) **\$ 3,570**

This unfavorable variance is primarily due to rate increases. Distribution Charge rate increased 60% and Energy Charge rate increased 13%.

2022-2023 Strategic Action Plan as of 12/30/2022

2-5 Yr. Strategy		#	GHI 2022-2023 (12 Month) Strategic Action Plan		P r i o r i t y	B o a r d	C m t e	S t a f f	Comments on Status	Status
Goal	Objective		Work Plan: Actions							
A · B u i l d i n g s & P r o p e r t y	A.1. Implement sustainable practices	A.1.a	Update replacement reserves plan.	A			X	Staff will prepare an RPP to obtain bids from consultants to update the reserve plans for GHI homes as well as additions on the maintenance reserve program, during 2023.	Not started	
		A.1.b	Review recommendations from the Buildings Committee on EV charging stations throughout the coop.	B	X	BLD		The Board requested the Buildings Committee to undertake a survey to ascertain member interest in electric cars and charging stations.	In process	
		A.1.c	Staff to provide a report to Board regarding whether heat pump installation in masonry units that have water heaters in boiler rooms should be continued.	B	X		X	The Board decided that maintenance staff should continue to replace conventional water heaters with heat-pump types as long as the current Pepco rebate is in place. Due to the steep increase in heat pump hot water heater costs, their installations have been discontinued.	On hold	
	A.2. Maintain & protect buildings & grounds.	A.2.a	Implement pilot program for replacement/refurbishment of piping in masonry and frame homes. <ul style="list-style-type: none"> • Buildings Committee to conduct survey to determine members interested in participating. • Finance Committee to recommend compensation. • Staff to develop specs, hire contractor and specialized project manager (for pilot & full program), and administer program. 	A	X	BLD & FIN	X	On July 14, 2022, the Board of Directors accepted the Buildings Committee's final report on a GHI Pipe Replacement/Refurbishment Pilot Program for frame and masonry homes. Members submitted responses to the Buildings Committee survey but only one complete row of two units has been identified for selection. Staff is awaiting a decision on compensation to be paid to pilot members. After rows of pilot homes are determined, a consultant will be hired to prepare specifications for the work to be undertaken by contractors. Thereafter, bids will be obtained from contractors to undertake the work. Ads have been placed for recruiting a project manager to administer the program.	In process	

Item 6d. Attachment #5

2-5 Yr. Strategy		#	GHI 2022-2023 (12 Month) Strategic Action Plan		P r i o r i t y	B o a r d	C m t e	S t a f f	Comments on Status	Status
Goal	Objective		Work Plan: Actions							
		A.2.b	Conduct negotiations with WSSC re: water pipe replacements for masonry homes. WSSC needs to come on board for exterior & sewer pipes, water supply for masonry homes. Legal opinion may be needed for negotiating 1958 agreement. Involve City of Greenbelt (signatory to 1958 and a good GHI ally).		A	X	WSSC TF	X	On January 1, 2022, the Board decided to hire an attorney to represent GHI in future negotiations with WSSC and that the Board President would send a letter to the membership advising them about the status of negotiations with WSSC. The Board appointed a task force and hired an attorney to negotiate with WSSC on GHI's behalf. Prior to resuming negotiations with WSSC, the task force sent a letter to the attorney seeking information on several issues. The attorney's response was discussed by the Task Force on July 12, 2022. The Board subsequently decided to postpone negotiations until a new WSSC General Manager is appointed. A new GM will be appointed with effect from January 1, 2023.	In process
		A.2.c	Continue to study program for inspections of building exteriors and yards. (Expect to hear back from membership in the fall.)		B	X	EBYI TF	X	On February 18, 2021, the Board accepted a report from the Yards and Exteriors Task Force and decided the scope of an inspection program for 2021. On October 7, 2021, staff provided the Board a report on the 2021 inspection program. The 2022 inspection program was completed, and staff will provide a performance report on January 19 th . Get feedback from members on how the inspections are working. Hedges overgrown, many weed trees, some too close to walkways and structures. Board should revisit the program.	In process
		A.2.d	Conduct a community-wide tree inspection program. Specifically look at trees that are currently or can in the future compromise structures.		A			X	One goal is to remove trees when young and inexpensive to remove	Not started
		A.2.e	Continue to address stormwater management issues.		A	X	SWMS	X	Tasks are performed by the SWMS on an as-needed basis as directed by the Board.	Ongoing

Goal	2-5 Yr. Strategy Objective	#	GHI 2022-2023 (12 Month) Strategic Action Plan		P r i o r i t y	B o a r d	Cmte	S t a f f	Comments on Status	Status	
			Work Plan: Actions								
B . G o v e r n a n c e											
			A.2.f	Develop policy for utilization of semi pervious materials for walkways and parking lots.	A	X	SWMS	X		In process	
			A.2.h	Engage with City over responsibility for stormwater maintenance in GHI.	A	X		X	A work session with the City was held on August 3, 2022 when this matter was discussed.	In process	
			A.2.i	Execute a building envelope improvement program for GHI's larger town homes.	A			X	The program is underway and should be completed during the spring of 2023.	In process	
		B.1 Prepare for succession of GHI staff.	B.1.a	Develop plan to capture institutional knowledge of GHI staff during personnel transitions.	A	X		X		In process	
		B.2 Improve committee operation and promote member involvement.	B.2.a	Provide training for committee chairs.	B	X		X		Ongoing	
		B.3 Review and develop policies.	B.3.a	Revise, update and implement Records Retention Policy. Recommend storage methodology for historical documents.	A	X		X	The Board and Record Retention Task Force will be holding a work session on January 26, 2023 to discuss the status of this project.	In process	
			B.3.b	Develop Plan for Handling Personally Identifiable Information.	A	X		TF?		Not Started	
		B.4 Improve member handbook.	B.4.a	Update and improve member handbook to reflect current operations, include board policy, and be internally consistent. Restructure the handbook for ease of use and maintenance. Update how members access the handbook and its updates.	A	X		MHBPS TF	X	The Board appointed a Member Handbook/Board Policies Standardization Task Force and hired a technical writer to update, standardize, format, and revise the Member Handbook and Board policies for clarity and consistency.	In process

2-5 Yr. Strategy		#	GHI 2022-2023 (12 Month) Strategic Action Plan		P r i o r i t y	B o a r d	Cmte	S t a f f	Comments on Status	Status
Goal	Objective		Work Plan: Actions							
				Develop accompanying quick reference guide / FAQ.						
		B.4.b		Review Permit TF recommendations to address fees, process, and permit revisions -- and reflect in member handbook.	B	X	BLDG	X	On December 2, 2021, the Board directed the Manager to implement recommendations stated in the Permit Task Force report that require staff involvement, by January 30, 2023. Staff hopes to complete this assignment by the end of February 2023.	In process
C · F i n a n c e	C.1 Manage finances to address issues that arise.	C.1.a		Review investment policies. Develop workaround to the Prudent Person issue. Does hiring an investment management company as a prudent investor meet the prudent person requirements? Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	A	X	INVC LGAC	X	A firm has been selected to invest GHI funds in accordance with the prudent investor rule.	Completed
	C.2 Continue education programs on GHI finances.	C.2.a		Review and revise Tom Jones' breakdown of fees and distribute to realtors and vendors.	A	X	FIN	X		Not started
		C.2.b		Continue education program on GHI finances and produce them as webinars. Include member charges, inflation, value of money, what is included in monthly charges, replacement reserves' program.	B	X	FIN	X	Need bandwidth to actually operate this.	Not started

Item 6d. Attachment #5

2-5 Yr. Strategy		#	GHI 2022-2023 (12 Month) Strategic Action Plan		P r i o r i t y	B o a r d	C m t e	S t a f f	Comments on Status	Status
Goal	Objective		Work Plan: Actions							
	C.3. Manage insurance costs.	C.3.a	<p>Conduct risk assessment. What impacts the cost of insurance and availability of carriers?</p> <p>Look at risks and ways to make the GHI community more attractive to insurance carriers.</p> <p>Is quoting GHI and GDC together more cost effective than separately?</p> <p>Should GHI take on more risk to offset lower premiums (self-insure)?</p>	A	X	FIN	X	<p>USI (GHI's insurance broker) advised that there was no financial benefit to be gained in having separate insurance policies for GHI and GDC.</p> <p>Philadelphia Insurance and USI's Risk Management team will undertake an on-site inspection with staff, tentatively scheduled for January 18th.</p> <p>Last December 15th, the Board increased GHI's property insurance deductible limit from \$25,000 to \$75,000 per incident saving \$32,000 in annual premium costs.</p>	In process	
	C.4 Increase revenue through business development.	C.4.a	<p>Attempt to re-establish the Business Development Task Force to:</p> <ul style="list-style-type: none"> Investigate pursuing business opportunities and fee-for-service, including but not limited to those recommended by the LRPC Investigate viability of GHI-operated corner shop or other services, targeting business and legal viability. 	C	X	BDTF	X	<p>Put out feelers for individual interest.</p> <p>On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that the Long-Range Planning Committee recommended. No members applied to serve on the task force.</p>	Not started	
	C.5. Investigate reverse share loans.	C.5.a	<p>Follow up on current status of reverse share loans; determine if this is a viable option to allow members to find financial support.</p>	A	X	FIN	X	<p>A membership survey was undertaken; the majority of members who responded were in favor of reverse share loans. On November 3, 2022, the Board directed the Manager to contact the National Association of Housing Cooperatives (NAHC), the Community Associations Institute (CAI), and the National Cooperative Bank, to determine whether they would be willing to take actions in advocating for the passage of legislation in Maryland</p>	In process	

Item 6d. Attachment #5

Goal	2-5 Yr. Strategy		#	GHI 2022-2023 (12 Month) Strategic Action Plan		Priority	Board	Comte	Staff	Comments on Status	Status
	Objective			Work Plan: Actions							
										to enable members of housing cooperatives to obtain reverse mortgages.	
	C.6. Protect equity of GDC parkway apartments.		C.6.a	Finance Committee will convene to determine if GDC Board should move to vote to declare a dividend to GHI. Afterward the board will vote on whether to proceed, then will confer with legal counsel on the proper procedure.	B	X	FIN	X		Should confer with legal counsel to verify that GHI and GDC are operating "at arm's length".	Not started
D · C o m m u n i c a t i o n a n d	D.1 Use technology for improved member access and communication.		D.1.a	Develop standardized process and procedures for using Zoom.	A		ITTF	X			Not started
			D.1.b	Improve GHI website per recommendations from membership survey. Complete outward-facing website.	A	X	WSTF	X		The Board passed a motion on December 3, 2020, to establish a task force to recommend upgrades of the website. The Board accepted the task force's report on September 16, 2021. Staff and GHI member Ken Shields prepared an RFP to solicit bids from firms to rebuild the website on a WordPress platform. A contract was then awarded to a firm who is currently rebuilding the website with assistance from the Communications Committee and staff.	In process
			D.1.c	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information). Make a decision on staffing.	A	X	COM or TBD	X		On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	Not started
	D.2 Get member feedback.		D.2.a	Develop a plan for collecting input from members on a regular basis. (This could include surveys, automatic surveys via Yardi, social media, forums, etc.)	B	X		X		The Member Outreach Committee presented a member survey report to the Board on 9/5/19. MOC is now dormant.	Not started

2-5 Yr. Strategy		#	GHI 2022-2023 (12 Month) Strategic Action Plan		P r i o r i t y	B o a r d	C m t e	S t a f f	Comments on Status	Status
Goal	Objective		Work Plan: Actions							
M e m b e r E n g a g e m e n t	D.3 Increase member engagement.	D.3.a	Reassess the MOC charter and revitalize the committee to focus on improving volunteer recruitment and retention.	A	X	MOC	X	Members should be most familiar with the MOC!	Not started	
		D.3.b	Make members aware of what the various task forces and committees do, and opportunities for participation.	B		MOC	X	Ideas include: <ul style="list-style-type: none"> Conduct recruitment event(s) for committees and task forces. Host afternoon committee "Meet n Greet" event. More clearly establish the idea of "friends of the committee" for people to participate as non-voting members.	Not started	
		D.3.c	Recognize volunteer service and accomplishments publicly.	B	X	MOC	X	Ideas include: <ul style="list-style-type: none"> Do volunteer recognition at Annual Meeting and perhaps host a specific event for volunteers. Include highlight of committee or task force in E-news. 	Not started	

Committees and Task Forces ¹	
BLD - Buildings Committee	MOC - Member Outreach Committee
BDTF – Business Development Task Force	RRTF – Record Retention Task Force
COM/MARK - Communications & Marketing Committee	RV and Boat Lot Task Force
EBYTF – Exterior Buildings and Yard Inspection Task Force	Solar Contract Task Force

¹ Not a complete list of committees and task forces.

Committees and Task Forces ¹	
FIN - Finance Committee	SWMS – Storm Water Management Sub-Committee
INVC – Investment Committee	SS – Sustainability Subcommittee
ITTF - Information Technology Task Force	Transition Task Force
LGAC - Legislative and Government Affairs Committee	WC - Woodlands Committee
LRPC - Long Range Planning Committee	WSTF – Website Task Force
MHBPSTF-Member Handbook and Board Policies Standardization	ZTF - Zoning Task Force

Priority
<p>On 12-month Action Plan</p> <ul style="list-style-type: none"> A. High priority: must be addressed within the next year B. Medium priority: should be addressed within the next year; could include items of high importance but not high urgency
<p>On separate list of pending actions</p> <ul style="list-style-type: none"> C. Low priority: probably will not get to it within the next year but want it on the deferred item list