

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING
Starts at 7:00 p.m.
Thursday, May 18, 2023

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1.Approval of Agenda

2.Certification of Election for Board of Directors and Audit Committee

3.Board Re-Organization and Election of Officers

4.Code of Ethics Acknowledgement (Attachment #1)

5.Visitors and Members (Comment Period)

6.Approval of Membership Applications

7.Committee Reports

8.For Discussion/Action

- | | | |
|---|------------|-------------------|
| a. Appointment of Member Complaints Panels | 5 Minutes | Discussion/Action |
| b. Designation of GDC Stockholders | 2 Minutes | Discussion/Action |
| c. Approve Minutes of Open Meeting held on April 6, 2023 (Attachment #2) | 2 Minutes | Discussion/Action |
| d. Proposed Board Meeting Dates for the Remainder of 2023 | 10 Minutes | Discussion/Action |
| e. Establish a Date for a Work Session to Review GHI's Proposed New Website | 2 Minutes | Discussion/Action |
| f. Maryland Energy Administration Weatherization Grant (Attachment #3) | 5 Minutes | Discussion/Action |
| g. Motion to Hold a Closed Meeting on June 1, 2023 | 2 Minutes | Discussion/Action |

9.Items of Information

- a. Letters Requesting the P.G. County Council to Amend Rent Control Bill CB-007-2023(Attachments #4a-4c)
- b. President's Items
- c. Board Members' Items
- d. Audit Committee's Items
- e. Manager's Items

Ed James
Secretary

NOTE: AT 10:15 P.M., THE BOARD MAY IMMEDIATELY MOVE TO ITEM 9, 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: May 11, 2023
SUBJECT: Items for the **GHI OPEN** Board Meeting on May 18, 2023

GHI Open Meeting

8a. Appointment of Member Complaints Panels

This item is on the agenda to establish three (3) Member Complaints Panels for the 2023-24 Board term.

8b. Designation of GDC Stockholders

After the election of the 2023-24 GHI Board of Directors, it is necessary to designate Greenbelt Development Corporation (GDC) stockholders. These persons are designated by the GHI Board to hold proxies for GDC stock that GHI owns. Traditionally, the GHI Board grants each GHI Director a proxy for 1/9th of the GHI shares of stock in GDC.

The stockholders will elect a new Board of Directors during the GDC Stockholders' Meeting on June 1, 2023.

Suggested Motion: I move that each member of the 2023-24 Board of Directors of Greenbelt Homes Inc., namely Stefan Brodd, Ed James, Deborah McKinley, James Whipple, _____, _____, _____, and _____, be granted a proxy for 1/9th of the GHI shares of stock in Greenbelt Development Corporation (GDC). These proxies shall remain in force until new proxies are voted.

8c. Approve Minutes of the Open Meeting Held on April 6, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on April 6, 2023 (as presented/as revised).

8d. Proposed Board Meeting Dates for the Remainder of 2023

The following dates are proposed for Board meetings until the end of 2023:

Thursday, June 1 st at 7:00 pm	Regular Board Meeting
Thursday, June 15 th at 7:00 pm	Regular Board Meeting
Thursday, June 22 nd at 7:00 pm	Work session with GHI's attorney re: how to run an effective Board and a review of legal matters.
Thursday, June 29 th at 7:00 pm	Training session re: interpreting financial statements
	Work session to update the Board's Strategic Action Plan (see note 1 below)
Thursday, July 6 th at 7:00 pm	Regular Board Meeting
	Annual work session with the Greenbelt City Council (see note 2 below)
Thursday, August 3 rd at 7:00 pm	Regular Board Meeting
Thursday, August 24 th at 7:00 pm	Work session between the Board and Finance Committee re: preliminary discussions about the 2024 budget
Thursday, September 7 th at 7:00 pm	Regular Board Meeting
Thursday, September 21 st at 7:00 pm	Regular Board Meeting
Thursday, October 5 th at 7:00 pm	Regular Board Meeting
Thursday, October 12 th at 7:00 pm	Work session between the Board and Finance Committee re: the first draft of the 2024 budget, followed by a member input session.
Thursday, October 19 th at 7:00 pm	Regular Board Meeting
Thursday, November 2 nd at 7:00 pm	Regular Board Meeting - 1st reading of the 2024 budget
Thursday, November 16 th at 7:00 pm	Regular Board Meeting - 2nd reading of the 2024 budget
Thursday, December 7 th at 7:00 pm	Regular Board Meeting
	Townhall Meeting with GHI's membership (see note 3 below)
Thursday, December 21 st at 7:00 pm	Regular Board Meeting

Notes:

1. The Board may wish to hold the work session after the new General Manager is employed and decide whether it should be an in-person or virtual meeting.
2. The Board may wish to hold this work session (typically held in July or August) after the new General Manager is employed.
3. The Board has held annual town hall meetings since 2011; a town hall meeting was not held last year. These meetings were usually held on Sundays between 2:00 - 4:00 pm. However, in 2017, a meeting was held on Thursday between 7: 30 – 9:30 pm. The Board may wish to consider holding a meeting in December and decide whether it should be an in-person or virtual meeting.

The Board may approve a schedule of meeting dates by consensus.

8e. Establish a Date to Review GHI's Proposed New Website

On August 11, 2022, the Board approved a contract with Human Service Solutions to rebuild GHI's website using 'Wordpress' as its software platform. This action was taken because the operating system (Drupal 7) for our current website was replaced by Drupal 9 in November 2022, and upgrading to the new Drupal platform necessitated an overhaul of the website.

On September 1, 2022, the Board directed the Communications and Marketing Committee to work with staff and Human Service Solutions in reorganizing the layout and content of GHI's website during the re-design project. Much of the content on GHI's website that is relevant to members has been moved to the member portal of Yardi (an integrated property management software system), and the website has been improved to become more usable and current in its content, design, and technology.

This item is on the agenda for the Board to establish a date for the Communications and Marketing Committee to present the new website for the purpose of obtaining feedback from the Board about its layout and content.

Suggested Motion: I move that the Board of Directors hold a work session with the Communications and Marketing Committee on _____ to review GHI's proposed new website.

8f. Maryland Energy Administration Weatherization Grant (Attachment #3)

Building Change Inc., a 501(c)(3) non-profit organization working with support from members of the Municipal Collaboration and jurisdictions in the Southern and Central Districts of Maryland, are providing weatherization upgrades funded by a Maryland Energy Administration (MEA) grant. Qualified homeowners can obtain upgrades at no cost that will save money on monthly utility bills and make their homes more energy efficient. Typical upgrades include: - energy audits, insulation, air-sealing, duct-sealing, heating, and cooling equipment.

Attachment #3 is an application form for weatherization upgrades. The Board should consider whether to encourage GHI members to apply for weatherization upgrades, and if upgrades to GHI units should be undertaken with oversight by GHI's staff.

This item is on the agenda for discussion and action.

Suggested Motion: I move that the Board of Directors direct the Buildings Committee to recommend whether GHI members should be encouraged to apply for weatherization upgrades funded by a Maryland Energy Administration Grant, and if such upgrades to GHI units should be undertaken with oversight by GHI's staff.

8g. Motion to Hold a Closed Meeting on June 1, 2023

Suggested Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on June 1, 2023.

9. **Items of Information:**

9a. Letters Requesting to the P.G County Council to Amend Rent Control Bill CB-007-2023 (Attachments 4a-4c)

On February 16, 2023, the Board authorized Board President Brodd to send a letter to the Prince George's County Council, requesting GHI to be exempted from any rent control restrictions due to the County Council's enactment of CB-007-2023 (Attachment #4a). Attachment #4b is the letter that President Brodd wrote, and Attachment #4c is a letter that the National Association of Housing Cooperatives sent to the County Council on GHI's behalf. The Manager will provide an update on this matter during the Board meeting.

Greenbelt Homes, Inc.
Director's Code of Ethics¹

The board of directors, elected by the membership to serve our housing cooperative, Greenbelt Homes, Inc., is to act as a trusted agent and decision maker for the members' collective interest. The code of ethics developed here is a tool to be used by each board member to guide and inspire actions and decisions.

Article I. Director's responsibility to the cooperative

A director has a duty of good faith and responsibility to the cooperative. This means that:

- a) While acting in his or her official capacity, a director shall act in the best interests of the cooperative.
- b) A director shall be diligent to ensure that the cooperative's interests are pursued during the meetings of the board of directors.
- c) A director shall not use the position for personal profit, gain, or other personal advantage over other member shareholders of the cooperative.
- d) A director shall not commit fraud or breach of fiduciary duty in the conduct of the cooperative's affairs.

To carry out this duty, here are some guiding rules to follow:

- i) A director should not advance his or her personal interests while in official session at the expense of the cooperative.
- ii) A director should not make personal attacks on other directors, staff, or member shareholders while performing official duties. Discussion should be directed to the issue, and not to the person who raises an opposing point of view.
- iii) A director shall not accept commissions or rebates that belong to the cooperative for his or her personal gain.

¹Adapted from the Code of Ethics of the National Association of Housing Cooperatives

Article II. Honesty and Good Faith

A director has a duty to use care, skill, and diligence when carrying out official acts. This means that:

- a) A director shall act honestly and in good faith, in a manner reasonably believed to be in the best interests of the cooperative, and with the care that a prudent person in a similar position would use under similar circumstances.
- b) A director shall use his or her best efforts to keep apprised of legislation or regulations that affect the cooperative.
- c) A director shall seek the knowledge necessary to make informed decisions in areas in which the director does not feel competent.
- d) A director shall serve the interests of all member shareholders impartially and without bias.
- e) A director shall advocate that the cooperative comply with applicable laws, codes, contracts, and agreements to which the cooperative is bound.

To carry out this duty, here are some guiding rules to follow:

- i) A director is expected to make a diligent effort to become trained and skilled in the business of cooperative housing in such areas as finance, membership sale values, GHI rules, governance, and oversight.
- ii) A director is expected to obtain a working knowledge of laws that regulate the cooperative, such as fair housing and minimum code restrictions that affect the cooperative and its operations.
- iii) A director is entitled to rely upon information and reports presented by officers or other employees of the cooperative whom the director reasonably believes to be reliable and competent.
- iv) A director is entitled to rely upon legal opinions, financial statements, and other information relating to matters that the director reasonably believes to be within the expertise of the person preparing the information.

Article III. Scope of Authority

A director has a duty to act within the boundaries of his or her authority as defined in the charter and bylaws of the cooperative.

- a) A director shall not represent that he or she has any authority outside of a duly called meeting of the board of directors, unless specifically so empowered by a majority of board members during an official meeting of the Board of Directors.
- b) A director serving in an official capacity shall not violate government laws, including those that regulate the operations of the cooperative.
- c) A director serving in an official capacity shall not violate the cooperative's charter.
- d) A director serving in an official capacity shall not violate the cooperative's bylaws.

To carry out this duty, here are some guidelines to follow:

- i) The corporate charter received from the State of Maryland defines the business that the corporation can conduct. GHI's bylaws describe how the cooperative will be operated.
- ii) As the board of directors is obligated to comply with the bylaws of the cooperative, a director should have a working knowledge of the bylaws. Member shareholders who may have been wronged by the failure of the board of directors to comply with the bylaws may have a case of personal liability against the directors who violate the bylaws.
- iii) A director, as a Board Liaison, shall not represent the board of directors, but should be a conduit of information for committees and the board of directors.

Article IV. Conflict of Interest

A director has a duty to disclose to the Board of Directors every personal conflict of interest involving the cooperative.

- a) A director shall make a prompt and full disclosure of any material personal interest, either direct or indirect, he or she may have in a transaction to which the cooperative is a party.
- b) A director shall not vote on or participate in discussions or deliberations on matters when a conflict is deemed to exist other than to present factual information or to respond to questions presented.
- c) A director shall assure that the minutes properly record his or her abstention on any votes on matters for which a conflict may exist.

To carry out this duty, here is a guiding rule to follow:

- i) A director may vote on an issue that benefits the director if the issue is one that is decided for the general good of the cooperative and the membership. An example is voting to replace windows. If the motion is to replace all windows, you can vote. If the motion is to replace windows only in the houses in your court, don't vote.

Article V. Confidentiality

A director shall not divulge or use for personal gain confidential information learned in one's role as director.

- a) A director shall hold confidential all matters involving the cooperative until such time as there has been general disclosure of that information.
- b) A director shall not have direct access to the member files.
- c) A director shall seek or accept confidential member information only when his or her official duties create a specific, clearly defined need to know.

To carry out this duty, here are some guiding rules to follow:

- i) A director must not reveal confidential bidding information from contractors or divulge unauthorized information about the review of bids.
- ii) A director has a duty to protect the confidentiality of information learned in the applicant screening process.

Article VI. Obligation of Non-interference

A director has a duty to participate in the operations of the cooperative only as authorized in the bylaws.

- a) A director's primary obligation is to participate in the governance and policymaking process of a cooperative, and not in its operations.
- b) A director shall not interfere with the staff's enforcement of the Mutual Ownership Contract (MOC) or GHI rules outside of a meeting of the board of directors.

To carry out this duty, here are some guiding rules to follow:

- i) An individual director is not empowered to provide day-to-day work instructions to staff.
- ii) An individual director does not have authority to waive compliance with any GHI rule or policy of the entire board of directors.

GREENBELT HOMES, INC.
DIRECTOR'S CODE OF ETHICS

I have read the GHI Director's Code of Ethics and agree as a Board Member to be guided by the Code and to use it as a tool in my decision making.

Signed _____ Date _____

Print Name: _____

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
April 6, 2023
Starts at 7:45 pm

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

Excused Absences: Luly, Whipple

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Everett Hitchner, Human Resources Manager

Deanna Washington, Director of Member Services

Bruce Mangum, Contract Processor

Bill Jones, Audit Committee Chair

Dave Benack, Audit Committee

Henry Haslinger, [REDACTED]

Ben Fischler, [REDACTED]

Shawnda Atkins, [REDACTED]

Kathleen Bartolomeo, [REDACTED]

Monica Jerbi, [REDACTED]

Suzette Agans, [REDACTED]

Stephanie O'Brien, [REDACTED]

Patrick Carroll, [REDACTED]

President Brodd called the meeting to order at 7:45 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: Hess

Seconded: Bilyeu

Carried: 7-0

2. Statements of Closed Meetings

2a. Statement of a Closed Meeting of the Board of Directors Held on March 16, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on March 16, 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 Closed Meeting Held on February 2, 2023	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)

3. Member Financial Matter	(viii)
4. Consider Approval of the Following Contracts: a) Contract with a Reserve Advisor Firm to Revise GHI's Replacement Reserve and Addition Maintenance Reserve Plans b) Contract for Telephone Services	(vi)
5. Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with DMA Reserves Inc., to revise the current replacement reserve plan for original GHI homes at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200 and to also revise GHI's current addition maintenance reserve plan at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200.
- b) A contract with RingCentral, Inc. to provide telephone services to GHI over 3 years, based on the service provider's bid cost of \$847.23 per month or \$10,166.76 per year, plus 10 percent for contingencies (not including taxes, FCC charges, local tariff, or 911 fees) for a total cost not exceeding \$11,183 per year.

A motion to hold the closed meeting was approved during the open meeting of March 2, 2023, by Directors Hess, James, Lambert, Luly, McKinley, and Whipple.

2b. Statement of a Closed Meeting of the Transition and Search Committee Held on March 21, 2023

The Transition and Search Committee held a closed meeting at 7:19 pm on March 21, 2023, via internet audio/video conference to discuss a personnel matter.

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

The motion to hold the meeting was approved by a 4-1-0 vote of the Transition and Search Committee during an open meeting on March 21, 2023.

2c. Statement of a Closed Meeting of the Board of Directors Held on April 6, 2023

The April 6, 2023 Closed Meeting is in recess and a statement will be available at the April 20, 2023 Open Meeting.

3. Visitors and Members (Comment Period)

Monica Jerbi, [REDACTED] expressed her concerns over the way the Plumbing Pipe Replacement Project is taking place in her unit. Ms. Jerbi explained that she and her neighbor agreed to partake in the project in January and has dealt with so much since that time. She explained that she believes her cat was exposed to poison once the wall was opened, she believes

staff has not been honest about the process or findings behind the walls as she indicated she believes there is mold present. She stated she has serious issues with the entire process and is scheduled to meet with Director of Maintenance, Jim Morris, the following week, but wanted other members to know what they have in store. General Manager, Eldon Ralph, advised he would also visit with Jim the following week to discuss the concerns with Ms. Jerbi.

4. 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:

- Nicholas S. Torbati, Sole Owner, [REDACTED]
- Laura A. McGrath, Sole Owner, [REDACTED]
- Adam Kendall, Sole Owner, [REDACTED]
- Osedeba O. Okojie, Sole Owner, [REDACTED]
- James J. Cooney, Jr., Kathleen M. Cooney, Tenants by the Entirety, [REDACTED]
- Robert B. Mallon, Diane L. Mallon, Tenants by the Entirety, [REDACTED]
- Christopher J. Papp, Sole Owner, [REDACTED]
- David A. Stelzig, Sole Owner, [REDACTED]

Moved: James Seconded: McKinley Carried: 7-0

Motion: I move that the Board of Directors approve the following Mutual Ownership Contract recreation:

- Bethany A. Kerr, Sole Owner, [REDACTED]

Moved: James Seconded: McKinley Carried: 7-0

5. Committee Reports

Vice-President McKinley reported that the Storm Water Management Subcommittee is now up to eight members.

Secretary James reported that the Woodlands Committee received mention three times in the latest edition of the Greenbelt News Review.

Director Mortimer reported for the Member Handbook and Board Policy Standardization Task Force that the group has been reviewing some initial drafts and the consultant has agreed to remain in service for an additional nine months at no additional cost.

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on February 16, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on February 16, 2023 as presented.

Moved: James

Seconded: McKinley

Carried: 7-0

6b. Review the Storm Water Management Subcommittee's 2022 Annual Report (Attachment #3)

Attachment #3 is the Storm Water Management Subcommittee's report regarding their activities during 2022.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the Report that the Storm Water Management Subcommittee presented regarding its activities during 2022.

Moved: Hess

Seconded: James

Carried: 7-0

6c. Proposal to Hold a Special Open Meeting on April 13, 2023

The 2022-2023 Annual Report, which all members must receive prior to the Annual Membership Meeting on May 11, 2023, will be sent to a printing company on April 19, i.e., the day before the next regular Board Meeting on April 20. The Annual Report will include the 2022 External Audit Report and Investment Committee's Report as of December 31, 2022; these two reports are currently being prepared. Also, the Agenda for the Annual Meeting cannot be finalized until after the April 6 deadline for receiving petitions that members wish to be considered during the annual meeting.

The Board should consider holding a Special Open Board Meeting on Thursday, April 13 at 7:00 pm for the purpose of reviewing and accepting or approving the following items:

- 2022 External Audit Report
- Investment Committee Report as of December 31, 2022
- Agenda for the 2023 Annual Membership Meeting

The Board may decide to hold the Special Meeting on April 13, 2023 by consensus.

The Board approved by consensus to hold a Special Meeting on April 13, 2023.

6d. Motion to Hold a Closed Meeting on April 20, 2023

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on April 20, 2023.

Moved: Hess

Seconded: Lambert

Carried 7-0

7. Items of Information

7a. Actions to Prevent Disruption of After-Hours Phone Service for Maintenance Emergencies

On January 4, 2023, staff provided a schedule to our telephone provider, Mitel, that identified specific dates and times to automatically transfer the regular phone line for Maintenance Service requests over to the On-Call Emergency Service Line. There was a disruption in mid-January 2023 due to staff's error of omitting a particular holiday from the schedule Mitel was provided; other disruptions, however, occurred in February 2023 and March 2023 and so far, the telephone provider has not been able to provide reasons for any of the subsequent occurrences. Staff considered manually toggling the phone service to the On-Call Emergency Service Line at the end of each workday but were informed that GHI's telephone system does not allow this process. Mitel has sold its cloud business to Ring Central and announced a roadmap for the retirement of their business phone system and cloud services. The Board of Directors recently approved a three (3)-year agreement with Ring Central to provide telephone service to GHI, and we are hopeful that the problems will be resolved with this migration. The Maintenance Department recently instituted a procedure whereby the maintenance On-Call person is required to dial the maintenance telephone number at the start of their On-Call shift to ascertain whether the telephone system has automatically rolled over to the On-Call service line. In addition, the maintenance On-Call person will also confirm the roll-over of the phone lines on holidays and each Friday when the GHI offices are closed.

7b. Grant Received from the Chesapeake Bay Trust

The Chesapeake Bay Trust recently awarded a grant in the amount of \$4,041 to enable the creation of a conservation landscape on the community space across the street from Greenbelt Elementary School at 65 Ridge Road. The grant request proposal was prepared by a caretaker team affiliated with the Woodlands Committee. The goal of the project is to mitigate heavy storm event erosion issues at the source and provide education to the community, including both students and nearby Greenbelt residents. The project will be used as a demonstration site for conservation landscapes, berms and native plants.

7c. President's Items

None.

7d. Board Members' Items

Vice-President McKinley spoke briefly about her excitement for the grant funds awarded by The Chesapeake Bay Trust based on the work of the Woodlands Committee.

7c. Audit Committee's Items

None.

7d. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Mortimer

Carried: 7-0

The meeting adjourned at 8:08 pm.

Ed James
Secretary

The BFF (E2F2) non-profit organization with support from members of the Municipal Collaboration_ and jurisdictions in the Southern and Central District of Maryland are providing weatherization upgrades, funded by a MEA grant, at no cost to the home owner if qualified, that will save you money on monthly utility bills and make your home more energy efficient.

Website: <https://www.edge-gogreen.com/grants/>

Please contact Lt. (Ret) James (Jim) Flynn 240-417-9098 (cell), Fax# 240-786-4186, or Alison Miller 301-908-4079 to verify.

All homeowners must meet income criteria and be willing to provide documentation of income.

Page 1 and Page 2 of Federal Income Tax Return form 1040

Number of People Living in House	Owner(s) Only Annual Income Must Be Less than	Number of People Living in House	Owner(s) Only Annual Income Must Be Less than
1 →	\$69,800.00	2 →	\$79,750.00
3 →	\$89,700.00	4 →	\$99,600.00
5 →	\$107,600.00	6 →	\$115,600.00
7 →	\$123,600.00	8 →	\$131,600.00

The following make the home ineligible for this opportunity: **False Income Statements** or;

Aggressive dogs not being safely handled; Drug use on premises; Threats to auditor; structurally inadequate; rental property; and/or other safety or issues prohibited by grant special conditions.

In addition to the above, the following could (after inspection) also make the home ineligible:

Nub and Tub wiring (means you can't install attic insulation); Mold problem; water problem such as a hole in the roof or standing water in the basement; home sealed too tight resulting in the inability of fumes to escape through natural ventilation; major roof issues; major plumbing issues; or a Gas leak.

Veterans and/or Retired Homeowners will be given preference.

See accompanying Income Affidavit and Agreement, complete and then: Fax, email or Mail to:

Attn: Lt. (Ret.) James (Jim) Flynn, BFF-E2F2 located 6852 Distribution Drive, Beltsville, MD 20705, 240-786-4186 (fax); email: JF258@aol.com or Alison Miller: stg_am@msn.com



EmPOWER CLEAN ENERGY Communities Grant Program Item 8f. Attachment #3
Blockchain Frontiers Foundation Municipal Collaboration for L/M Income Energy Efficiency Upgrades
Maryland Energy Administration Grant No.: 2020- 01 and 02 -33151

Website: <https://www.edge-gogreen.com/grants/>

Affidavit of Income

Applicant's Name: _____

Address: _____

City, State, Zip: _____

Phone Number: (Home) _____ (Cell) _____

Work: _____ email: _____

____ I am a Veteran ____ I am a Senior Citizen

Number of People Living in House	Owner(s) Only Annual Income Less than:	Number of People Living in House	Owner(s) Only Annual Income Less than:
1	\$69,800.00	2	\$79,750.00
3	\$89,700.00	4	\$99,600.00
5	\$107,600.00	6	\$115,600.00

I certify that there are [] persons living in the house and my/our annual gross income is LESS THAN the stated maximum allowable income identified above in the "Income Table." Supported by the following document which is attached: _____ (*initial*)

I understand that this information is subject to verification by the State of Maryland.

- 2018 or 2019 Federal Form 1040 Income Tax Return (***Page 1 and Page 2 only***)
or
 Social Security Annual Benefit Stub or proof of income (*if you're not required to file*)

Utility and Energy Supplier Information

Gas Utility: _____ Account #: _____

Electric Utility: _____ Account #: _____

Other Fuel Supplier: _____ Oil Propane / Account #: _____

Please complete and return the affidavit with your TAX Forms (income verification) to: Lt. (Ret.) James (Jim) Flynn, BFF-E2F2 located 6852 Distribution Drive, Beltsville, MD 20705, 240-786-4186 (fax); email: JF258@aol.com or Alison Miller at email: stg_am@msn.com , for appropriate processing.

I understand COVID-19 is contagious and I am comfortable with the contractors performing services while utilizing safety PPE equipment for our safety. I solemnly declare, under oath, and subject to the penalties of perjury, declare that the above information is true and correct to the best of my knowledge, information and belief.

Signature of Affiant

Date

Person Receiving Affidavit

Date



COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2023 Legislative Session

Bill No. CB-007-2023
Chapter No. _____
Proposed and Presented by Council Members Oriadha, Burroughs, Blegay, Dernoga, Ivey, Olson
Introduced by _____
Co-Sponsors _____
Date of Introduction _____

BILL

AN ACT concerning

Rent Stabilization Act of 2023

1 For the purpose of temporarily amending the Landlord-Tenant Code to limit landlords' ability
2 to increase rent for certain tenants above a certain amount; providing for certain exemptions;
3 providing that existing obligations or contract rights may not be impaired by this Act; and generally
4 relating to rent restrictions for residential leases and rental dwelling units.

5 BY adding:

6 SUBTITLE 13. HOUSING AND PROPERTY
7 STANDARDS.
8 Sections 13-144, 13-145, 13-146, 13-147
9 The Prince George's County Code
10 (2019 Edition; 2022 Supplement).

11 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
12 Maryland, that Section 13-144, 13-145, 13-146, 13-147 of the Prince George's County Code be
13 and the same are hereby added:

14 **SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.**
15 **DIVISION 3. LANDLORD AND TENANT REGULATIONS.**
16 **SUBDIVISION 1. GENERAL PROVISIONS.**

17 **Sec. 13-144. Temporary Rent Stabilization- Limiting rent increases, notification**
18 **requirements.**

19 (a) From the effective date of this Rent Stabilization Act (Act), a landlord shall not

1 increase rent in an amount that exceeds three percent (3%) per annum of the existing rent amount
2 for any tenant.

3 (b) Affordable housing with Federal, State, or local subsidy or support subject to recorded
4 affordability covenants, any dwelling unit that the tenant is receiving rental assistance,
5 and those who provide affordable housing to low- and moderate-income households
6 under contract with a governmental agency shall be exempt from the provisions of this
7 Act.

8 (c) Dwelling units that received an initial use and occupancy permit in the last five years of
9 the effective date of this Act shall be exempt from the provisions of this Act.

10 **Sec. 13-145. Notices of Rent Adjustments and Rent Payment Plans During the Rent**
11 **Stabilization Act (Act).**

12 During the one-year period of this Act, a landlord:

13 (a) Shall inform a tenant in writing to disregard any notice of a rent increase if:

- 14 (1) the landlord provided the notice to the tenant prior to the enactment of this Act; and
15 (2) the effective date of the increase would occur on or after the date that the Act became
16 effective; and

17 (b) May offer rent payment plans, in writing, to tenants.

18 **Sec.13-146. Information and Enforcement.**

19 (a) Department of Housing and Community Development (DHCD) and Department of
20 Permitting, Inspections and Enforcement (DPIE) shall provide information about the
21 requirements of the Section on their respective websites, including the date that this Act
22 expires.

23 (b) DHCD and DPIE shall email and post notice to license holders of the three percent (3%)
24 per annum limit on rent increases for any tenant within fifteen (15) days of enactment of
25 this Act.

26 (c) DPIE shall exercise the enforcement authority provided pursuant to Section 13-102 of
27 Subtitle 13 and Section 1-123 of Subtitle 1 of this Code:

28 (1) This enforcement authority shall include the authority to impose fines for violations
29 of the provisions of this subtitle, including:

- 30 (i) The authority to impose a penalty in the amount of \$500 for the first violation
31 of the provisions of this Act; and

1 (ii) The authority to impose a penalty in the amount of \$1000 for any subsequent
2 violations of the provisions of this Act: and

3 (iii) Any penalty collected shall be distributed to the general fund.

4 **Sec. 13-147. Expiration and Notice of Expiration.** This Act expires, and has no further force or
5 effect, one-year after the effective date of this Act without further action by the County Council or
6 the County Executive. DPIE and DHCD must post on their respective websites information about
7 the requirements of this Subdivision and the related Sections, including the date that these
8 requirements expire.

9 SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby
10 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,
11 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of
12 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining words,
13 phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this Act, since
14 the same would have been enacted without the incorporation in this Act of any such invalid or
15 unconstitutional word, phrase, clause, sentence, paragraph, subparagraph, subsection, or section.

16 SECTION 3. BE IT FURTHER ENACTED that a presently existing obligation or contract
17 right may not be impaired by this Act.

18 SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect on forty-five (45)
19 calendar days after it becomes law.

Adopted this ____ day of _____, 2023.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Thomas E. Dernoga
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Angela D. Alsobrooks
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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



February 24, 2023

To: Prince George's County Council
CC: Greenbelt City Council

Dear Members of the Prince George's County Council:

On behalf of the Board of Directors of Greenbelt Homes, Inc. (GHI) I am writing with regard to CB-007-2023. As you are no doubt aware, GHI is a cooperatively-owned and member-occupied housing community of 1,600 homes in Greenbelt, Maryland. While we understand the importance of ensuring that renters be protected from unscrupulous landlords, I am writing to request that you amend the bill to exempt GHI and other cooperative-housing communities from its requirements.

We have been advised by our legal counsel that, under County Code, a housing cooperative is defined as a Multifamily Rental Facility, that GHI is therefore defined as a Landlord, and that CB-007-2023 would apply to GHI. We believe that this legislation would be potentially harmful to GHI's short-term stability and long-term sustainability.

GHI is a not-for-profit entity and fees collected from our members are based only upon the actual costs of our staff, property taxes, maintenance and upkeep, and legally mandated repair and replacement reserves. All decisions on fees and expenditures are made by our democratically elected Board of Directors in a transparent process that includes input from both members and our expert staff. Because GHI's members are the owners of our cooperative (in other words, we are in a sense both the landlord and the tenants), the relief for renters in CB-007-2023 will not provide any actual benefit to our community. Rather, as applied to GHI, CB-007-2023 would limit our ability to manage our finances in the manner that we believe will best serve our members. Preventing GHI from collecting sufficient fees to meet its obligations has the potential to undermine the financial health of our stable, affordable community, which is not in the best interest of either GHI or Prince George's County.

We would also note that GHI, in most ways, is much more like a home-owners association or a condominium association than it is like a landlord-tenant situation; the proposed legislation does not appear to apply to these types of associations, and we believe that it should similarly not apply to GHI.

We ask that you not prevent us from continuing to manage our community in a way that we know serves the best interest of our members and the larger public. Please exempt housing cooperatives from the requirements of CB-007-2023.

Thank you for your time and consideration,

Stefan Brodd
President
Greenbelt Homes, Inc.

April 22, 2023

To: Prince George's County Council
CC: Greenbelt City Council

Dear Members of the Prince George's County Council:

The National Association of Housing Cooperatives, a Not-for-Profit membership organization that helps a nation-wide network of member housing cooperatives function and flourish, writes to you today in support of the request of Greenbelt Homes, Inc. to be exempted from the provisions of CB-007-2023, which is clearly, on its face, designed to cap rent increases in landlord-owned multiple dwellings.

As a housing cooperative, Greenbelt Homes is owned jointly, and most notably occupied, by all of its members, who participate in the self-governance of their community and elect the board of directors that sets policy, and, specifically, the annual operating budget for Greenbelt Homes. There is no landlord-tenant relationship at Greenbelt Homes. When funds are needed to meet operating expenses, or to repair or replace systems, or to meet an emergency, the owner occupying members of Greenbelt Homes are the only recourse. If the annual budget requires more than a 3% over a prior year, then that increase must be shared proportionally by the members, otherwise expenses would not all be paid and the cooperative could face serious consequences, potentially even bankruptcy. Nonetheless, Greenbelt Homes has successfully operated its member-occupied community for a number of decades and has been able to do so under the provisions of its governing documents, which require Greenbelt Homes to perpetually operate on a non-profit basis.

We are confident that it was never the intent of CB-007-2023 to be detrimental to the members of cooperatives in general, and more specifically Greenbelt Homes, Inc., who are legally tenants in their member owned, occupied, and operated housing cooperative. We ask that you amend CB-007-2023 to explicitly exempt housing cooperatives, and specifically Greenbelt Homes, Inc., from its provisions.

Thank you for your time and consideration,

Fred Gibbs, President
National Association of Housing Cooperatives

A handwritten signature in black ink, appearing to be "Fred Gibbs", with a long, sweeping underline.