

NOTICE OF MEETING AND AGENDA

**GDC BOARD OF DIRECTORS
OPEN MEETING**

Begins after the GDC Stockholders' Meeting ends
Thursday, June 1, 2023

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. Approval of Agenda

2. Visitors (Comment Period)

3. For Discussion/Action

- | | | | |
|----|---|-----------|-------------------|
| a. | Election of Officers for the 2023-24 Term | 2 Minutes | Discussion/Action |
| b. | Approve Minutes of the Open Meeting Held on May 4, 2023 (Attachment #1) | 2 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: May 25, 2023
SUBJECT: Items for the **GDC OPEN** Board Meeting on May 4, 2023

GDC Open Meeting

3a. Election of Officers for the 2023-24 Term

Suggested Motion: I move that the following Directors be elected by acclamation to serve as Officers on the Board of Directors of Greenbelt Development Corporation during the 2023-2024 term:

- **President- Stefan Brodd**
- **Vice President- Deborah McKinley**
- **Treasurer- Chuck Hess**
- **Secretary-Ed James**

3b. Approve Minutes of the Open Meeting Held on May 4, 2023 (Attachment #1)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on May 4, 2023 (*as presented/as revised*).

Draft GDC Board of Directors
Open Meeting
(Virtual Zoom)
Thursday, May 4, 2023
7:45 pm

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

Jim Morris, Director of Maintenance

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Bill Jones, Audit Committee Chair

David Benack, Audit Committee

Grace Fisher, Audit Committee

Stephen Holland, [REDACTED]

Michelle Davis, Prosperity Home Mortgage

Catherine & James Taylor, [REDACTED]

Ben Fischler, [REDACTED]

Patrick Carroll, [REDACTED]

Lola Skolnik, [REDACTED]

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

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Bilyeu

Carried: 9-0

2. Visitors (Comment Period)

None.

3. For Discussion/Action

3a. Approve Minutes of the Open Meeting Held on January 5, 2023 (Attachment #1)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on January 5, 2023 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

3b. Review GDC's 2022 Year-End Financial Statements (Attachment #2)

GDC's 2022 year-end financial statements are included as Attachment #2 for your review. Joseph Perry, GHI's Finance Director, presented them to the Board and answered questions from the Board.

3c. Select a Date for the 2023 Annual Stockholders' Meeting

GDC's bylaws stipulate that the Annual Stockholders' meeting shall be held in June of each year, with the exact date set by the GDC Board of Directors, at which meeting they shall elect, by plurality vote, a Board of Directors and Officers and may transact such other business as may come before the meeting.

This item is on the agenda for the Board of Directors to establish a date for the 2023 stockholders' meeting.

Motion: I move that the Board of Directors hold the 2023 GDC Stockholders' meeting on June 1, 2023, commencing at 7:45 pm.

Moved: Bilyeu

Seconded: Hess

Carried: 9-0

3d. Review Report re: GDC Operations for the Year 2022 (Attachment #3)

GDC's bylaws stipulate that the President shall cause to be submitted a report of the operations of GDC for the year to the Directors at their meeting preceding the annual meeting of the stockholders, and to the stockholders at their annual meeting. Attachment #3 is the President's report. The 2022 Year-end Financial Statements that the report refers to are included in the Manager's memorandum as Attachment #2.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the report submitted by the Board President regarding GDC's 2022 operations.

Moved: Whipple

Seconded: McKinley

Carried: 9-0

4. Items of Information

4a. Contracts Approved by the Manager During the First Quarter of 2023

The manager approved the following GDC contracts during the first quarter of 2023:

- a) A three (3)-year contract with Brightview Landscapes LLC. to provide landscape maintenance services within common area grounds of GDC buildings at Parkway Road during January to December 2023, for a total cost of \$2,882.00 with a 5% increase in 2024 and also in 2025.
- b) A contract with North American Construction to clean the gutters on Apartment Buildings at 15-19 and 21-27 Parkway during spring 2023 for a cost of \$3,000, and a contract with DGC Cleaning Services to clean the gutters during fall 2023 for a cost of \$1,500.
- c) A contract with DMA Reserves Inc. to prepare a Capital Improvements Plan for the Parkway Apartment Complex, for a cost of \$3,150.

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

The meeting adjourned at 7:54 pm.

Ed James
Secretary