

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING
Starts after GDC Open Meeting Ends.
Thursday, September 7, 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 July 31, 2023 (Attachment #1a)
- b. Statement of a Closed Meeting of the Board of Directors Held on August 7, 2023 (Attachment #1b)
- c. Statement of a Closed Meeting of the Board of Directors Held on August 8, 2023 (Attachment #1c)
- d. Statement of a Closed Meeting of the Board of Directors Held on August 17, 2023 (Attachment #1d)
- e. Statement of a Closed Meeting of the Board of Directors Held on September 7, 2023 (Attachment #1e)

3. Visitors and Members (Comment Period)

4. Approval of Addenda for Trust Ownership and Trustee's Affidavits

- a. Addendum for Trust Ownership and Trustee's Affidavit
- b. Addendum for Trust Ownership and Trustee's Affidavit
- c. Addendum for Trust Ownership and Trustee's Affidavit

5. Approval of Membership Applications

6. Committee Reports

7. For Discussion/Action

- | | | |
|---|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on June 15, 2023 (Attachment #3) | 2 Minutes | Discussion/Action |
| b. Corporate Credit Card Authorization | 5 Minutes | Discussion/Action |
| c. Finance Committee's 2024 Budget Recommendation for Membership Fee Increases (Attachment #4) | 5 Minutes | Discussion/Action |
| d. Review of GHI's 2023 Second Quarter Financial Statements (Attachment #5) | 10 Minutes | Discussion |
| e. Proposed Revisions to GHI's Alcohol and Drug Policy for Employees (Attachment #6) | 5 Minutes | Discussion/Action |
| f. Correspondence between GHI and the City of Greenbelt concerning Storm Drain Maintenance and Repair August 2023 (Attachment #7) | 5 Minutes | Discussion |
| g. Discussion Concerning In-person or Virtual Meetings | 5 Minutes | Discussion |
| h. Motion to Hold a Closed Meeting on September 21, 2023 | 2 Minutes | Discussion/Action |

8. 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 8, EVEN IF DISCUSSION OF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

REVISED



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: James Claggett Jr., General Manager
DATE: September 6, 2023
SUBJECT: Items for the **GHI OPEN** Board Meeting on September 7, 2023

GHI Open Meeting

4a. Addendum for Trust Ownership and Trustee's Affidavit

the member at
Trust Ownership and Trustee's Affidavit
Trustee and Beneficiary of the
membership and equity interest

requests approval of an Addendum for
thereby allowing
Revocable Trust of 2023, to place the
into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Suggested Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of the Revocable Trust of 2023 Trustee and Beneficiary thereby allowing to place the membership and equity interest into the Trust.

4b. Addendum for Trust Ownership and Trustee's Affidavit

the member at
Trust Ownership and Trustee's Affidavit
Trustee and Beneficiary of the
membership and equity interest

requests approval of an Addendum for
thereby allowing
Revocable Trust of 2023, to place the
into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Suggested Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of Trustee and Beneficiary of the

Revocable Trust of 2023 **thereby allowing**
to place the membership and equity interest **into**
the Trust.

4c. Addendum for Trust Ownership and Trustee's Affidavit

the member requests approval of an Addendum for
Trust Ownership and Trustee's Affidavit thereby allowing
Trustee and Beneficiary of Revocable Trust of 2023, to place the
membership and equity interest into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Suggested Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of Trustee and Beneficiary of the Revocable Trust of 2023 to place the membership and equity interest thereby allowing into the Trust.

7a. Approve Minutes of the GHI Open Meeting Held on June 15, 2023 (Attachment #3)

Motion: I move that the Board of Directors approve minutes of the Open Meeting held on June 15, 2023 (as presented or as revised).

7b. Corporate Credit Card Authorization

GHI's current company credit card was issued through BB&T Bank (now Truist Bank) under the previous General Manager, Eldon Ralph, with a credit limit of \$30,000. GHI staff uses the credit card for emergencies and occasions when issuing payment by check is not a viable option. When staffing changes occur, it is necessary to update various authorizations. Staff needs to be able to do this without delay to ensure timely payment to vendors. That has not always been the case with the corporate credit card issued through Truist Bank. In the past, staff faced significant difficulties accessing credit card account information and initiating changes to the authorized users.

Now that the former General Manager has retired and cannot authorize changes to the existing credit card, the staff recommends opening a new one. As a result, the Board of Directors is asked to approve either James Claggett, Jr., General Manager, or Joseph Perry, Jr., Director of Finance, to apply for a GHI corporate credit card with a credit limit of up to **\$40,000**.

We will evaluate credit card options with the banking institutions with which GHI has a relationship and other creditors to determine the best choice for GHI.

Suggested Motion: I move that the Board of Directors authorize James Claggett, Jr., General Manager, or Joseph Perry, Jr., Director of Finance, to apply for a corporate credit card in the name of Greenbelt Homes, Inc., with a credit limit of up to \$40,000.

7c. Finance Committee's 2024 Budget Recommendation for Membership Fee Increases (Attachment #4)

The Finance Committee examined the existing Summary Fee Schedule and considered the increasing costs to maintain the various elements of the cooperative to which these fees are directly related. The Finance Committee understands that if these fees do not cover the costs of providing services and the costs to maintain assets, the entirety of the cooperative is subsidizing the benefit of the individual members receiving services or utilizing assets.

As a result, the Finance Committee recommends that the Board of Directors accept a 5% increase in membership fees, rounded up to the next whole dollar, as displayed in the Summary Fee Schedule in Attachment #4.

Suggested Motion: I move that the Board of Directors accept the Finance Committee's recommendation of a 5% increase in membership fees, rounded up to the next whole dollar, beginning January 1, 2024, as displayed in the Summary Fee Schedule presented in Attachment #4, and to have the benefits of this increase implemented in the development of the 2024 GHI Budget.

7d. Review of GHI's 2023 Second Quarter Financial Statements (Attachment #5)

GHI's 2023 Second Quarter Financial Statements are in Attachment #5 for your review. Joseph Perry Jr., GHI's Director of Finance, will present them during the meeting.

7e. Proposed Revisions to GHI's Alcohol and Drug Policy for Employees (Attachment #6)

Please review the revised "Drug and Alcohol Policy" in Attachment #6. GHI's attorney has updated it to ensure consistency with recent law changes concerning the use of cannabis. Additionally, the attorney re-examined the policy to address questions posed by the Board at the Open Meeting on August 3, 2023.

Suggested Motion: I move that the Board of Directors approve the revised GHI Employee Drug and Alcohol Policy, as presented.

7f. Correspondence between GHI and the City of Greenbelt concerning Storm Drain Maintenance and Repair August 2023 (Attachment #7)

Please review the attached correspondence from the City of Greenbelt. Management will request a meeting with the new City Manager (Mr. Josué Salmerón) in September/October to discuss the storm drain and other shared interests.

7g. Discussion Concerning In-person or Virtual Meetings

The COVID-19 pandemic required many businesses, companies, communities, and people to incorporate virtual options for conducting business, holding meetings, and communicating. Although incorporating virtual options for allowing members to access meetings remotely has worked well at GHI, holding occasional in-person meetings, at least annually, may provide benefit to the membership and GHI's foundation of community.

This item is on the agenda for discussion.

7h. Motion to Hold a Closed Meeting on September 21, 2023

Suggested Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on September 21, 2023.

REVISED

Statement of a Closed Meeting of the Board of Directors on July 31, 2023

On July 31, 2023 at 7:00pm, the Board of Directors conducted a Closed Meeting via internet audio/video conference to discuss a Complaint Matter.

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

The motion to hold the hearing was approved by an 8-0 vote by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin and McKinley during a Closed Meeting on June 1, 2023.

Statement of a Closed Meeting of the Board of Directors on August 7, 2023

On August 7, 2023 at 7:00pm, the Board of Directors conducted a Closed Meeting via internet audio/video conference to discuss a Complaint Matter.

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

The motion to hold the hearing was approved by an 8-0 vote by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin and McKinley during a Closed Meeting on June 1, 2023.

Statement of a Closed Meeting of the Board of Directors on August 8, 2023

On August 8, 2023 at 7:00pm, the Board of Directors conducted a Closed Meeting via internet audio/video conference to discuss a Complaint Matter.

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

The motion to hold the hearing was approved by an 8-0 vote by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin and Whipple during a Closed Meeting on June 15, 2023.

Statement of a Closed Meeting of the Board of Directors Held on August 17, 2023

GHI’s Board of Directors held a Closed Meeting at 7:00 pm on August 17, 2023, in the GHI Board Meeting Room to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

<p>1. Consider Approval of the Following Contracts:</p> <ul style="list-style-type: none"> • 2023 Contract for Replacing Roofs and Gutters on Masonry Block Homes – 2nd reading. • 2023 Contract for Underground Storm and Sewer Pipe Repairs – 2nd reading. • Engineering Services for GHI Pipe Repair and Replacement Refurbishment Pilot Program (GPRP) 	<p>(vi)</p>
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During the Board meeting, the Board authorized the following contracts:

- A contract with RRH Associates using Ethylene Propylene Diene Monomer (EDPM) to replace roofs at thirty-two (32) block homes during 2023 at the contractor’s bid price of \$370,636.00, plus 10% for contingencies, for a total not to exceed \$407,699.60.
- A contract with Humphrey & Sons Inc. to undertake underground utility pipe repairs at fourteen (14) sites presented above, at the contractor’s bid of \$286,700, plus 15% for contingencies, for a total not to exceed \$329,705.00.
- A contract with Engineering and Technical Services to perform the design, bidding, and Construction Administration of the GHI Pipe Repair/Refurbishment Pilot Program (GPRP) at its bid of \$18,500.00 plus 15% for contingencies, for a total contract amount not to exceed \$21,275.00.

A motion to hold the Closed meeting was approved during an Open Meeting August 3, 2023, by Directors Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley, and Whipple.

Statement of a Closed Meeting of the Board of Directors Held on September 7, 2023

GHI's Board of Directors held a Closed Meeting on September 7, 2023 at 7:00 pm, 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 the Closed Meeting Held on June 15, 2023	(vii)
2. Member Financial Matters	(viii)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • Arborist Contract for 2024, 2025, and 2026 • 2023 Contract for Exterior Repairs to Masonry Units 	(vi)
4. Complaint Matters	(vi)

- The Board approved a contract with Arborist Associates, LLC for 2024, 2025, and 2026. The total cost of the contract is not to exceed \$37,593.
- The Board approved a contract with American Professional Chimney & Masonry to perform masonry repairs at 24 locations. The total cost of the contract is not to exceed \$41,457.50.

A motion to hold the Closed Meeting was approved during an Open Meeting on August 3, 2023, by Directors Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley, and Whipple.

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
Thursday, June 15, 2023
Starts after GDC Open Meeting ends

Board Members Present: Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, Whipple

Excused Absences: McKinley

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Bruce Mangum, Contract Processor

Brian Levin, Project Manager

Bill Jones, Audit Committee Chair

Zach Conron, Audit Committee

Stephen Holland,

Joe Ralbovsky,

Laura McGrath, 1

Ralph Koziarski,

Diana Rock,

Brian York,

Linda Orrin,

Shawnda Atkins,

Stephanie O'Brien,

Jackie Kendall,

Elizabeth Sheppard,

Scott Legendre,

Claudia Jones,

Ben Fischler,

President Brodd called the meeting to order at 7:54 pm.

1. Approval of Agenda

Added to the Agenda was Item 7g: "Request Invitation from the City of Greenbelt to Participate in Peace Month Activities (Attachment #7)".

Motion: To approve the agenda as revised.

Moved: James

Seconded: Hess

Carried: 8-0

2. Statement of a Closed Meeting

2a. Statement of a Closed Meeting of the Board of Directors Held on June 15, 2023

GHI's Board of Directors held a Closed Meeting at 7:00 pm on June 15, 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 the Closed Meeting Held on May 4, 2023	(vii)
2. Member Financial Matters	(viii)
3. Consider Approval a 2023 Contract for Replacing Roofs on Frame Units and Additions – 1 st reading	(vi)
4. Member Complaint Matters	(iv)

A motion to hold the Closed Meeting was approved during the Open Meeting of June 1, 2023, by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley and Whipple.

3. Visitors and Members (Comment Period)

Brian York requested to have Item 7e discussed earlier in the meeting. President Brodd asked if the Board had any opposition to hearing Item 7e after Item 7a. No Board members opposed.

The Audit Committee Chair, Bill Jones, introduced the new Audit Committee member, Zach Conron.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit

the member requests approval of an Addendum for Trust Ownership and Trustee's Affidavit thereby allowing the Trustee and Beneficiary of the Revocable Trust of 2023 to place the membership and equity interest into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of the Trustee and Beneficiary of the Revocable Trust of 2023 thereby allowing to place the membership and equity interest into the Trust.

Moved: James

Seconded: Hess

Carried: 8-0

5. Approval of Membership Applications

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

- **Julia M. Brooke, Sole Owner,**

Moved: James

Seconded: Larkin

Carried: 8-0

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

- **Sole Owner, is hereby changed to Revocable Trust of 16 May 2023.**

Moved: James

Seconded: Hess

Carried: 8-0

6. Committee Reports

Director of Technical Services, Thomas Williams, reported that the Architectural Review Committee (ARC) is in discussions for providing the Buildings Committee with ARC's recommendations on black roofs or white roofs as well as recommendations on amendments to the neighbor consent process. Thomas advised that the committee has completed the Forever Homes document and will be submitting it to the Board for review and approval.

Director Hess reported that the Finance Committee met the prior week to approve financial reports and began working on the 2024 Budget. Director Hess also advised that the Finance Committee is allowing members to opt out of the optional home improvements reserve program.

Director Hess reported that neither the Investment Committee nor the Finance Committee will be meeting in July.

7. For Discussion/Action

7a. Approve Minutes of the Open Meeting Held on May 4, 2023 (Attachment #2)

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

Moved: James

Seconded: Hess

Carried: 4-0-4

Abstained: Baron, Boyd, Kapfer, Larkin

Discussion moved forward to Item 7e.

7b. Request by a Member for Exceptions to GHI Rules to Allow a Structure to be Installed Around a Vegetable Garden (Attachments #4a-4b)

Ms. Linda Orrin, submitted a permit request to GHI Technical Services on March 7, 2023 to allow a fence/structure that was installed without a GHI or City of Greenbelt permit to remain in place. The structure consists of 4"x 4" posts with chicken wire casing (refer to Attachment #4a) that protrudes into the City of Greenbelt right of way. The structure was installed in violation of GHI Member Handbook Rule § V.II A. 1. which states,

“WRITTEN PERMISSION in the form of a permit is required from GHI for *all types* of fences, either new or replacement.”

Based on a Memorandum of Understanding (MOU) between the City of Greenbelt and GHI regarding GHI yard areas encroaching onto City rights of way, the City of Greenbelt allows plants to grow within encroachment areas; however, a new structure or fence is not allowed in a right of way without a permit. Attachment #4b includes a yard plat showing the yard area that encroaches into the right of way as well as an email from Ms. Terri Hruby, Director of Planning and Community Development for the City of Greenbelt, about the process that a member must follow to secure a City of Greenbelt permit for the structure to remain in place.

The permit request requires exceptions to the following provisions in § V. II. of the GHI Member Handbook:

- § V. II. A.4. If the subject structure is a fence, “The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty-eight (48) inches.” The structure is 13’ L x 14’ W, with 6’-2” high corner posts and an 8’-0” high center pole.
- § V. II. C.2. INSTALLATION. The fence/structure is non-compliant.
- § V. II. C.3. FINISHING. The fence/structure is non-compliant.
- § V. II. F. APPROVED STYLES. The fence/structure does not comply.
- § X.D. Construction Specifications. The structure is non-compliant with GHI construction specifications and standards.

During the Architectural Review Committee (ARC) meeting on May 10, 2023, the following topics were discussed:

- There are numerous less intrusive and acceptable alternatives for protecting vegetables and plants that could be permitted, compared to the unpermitted fence/structure erected by the member.
- The City of Greenbelt requires a permit to build a structure in the right of way. However, by mutual agreement the City of Greenbelt requires a GHI permit prior to the City of Greenbelt considering the issuance of a permit.
- The fence/structure is a potential risk & liability to GHI.
- Members should be able to have gardens without GHI rules.

The Architectural Review Committee passed a motion recommending that the Board of Directors not grant an exception to the rules. Five committee members voted in favor of the motion, and two members voted against it.

This item is on the agenda for discussion and action. The Board may wish to consider either of the following motions:

Motion #1: I move that the Board of Directors grant exceptions to GHI Member Handbook rules in § V. II. A.4, § V. II. C.2, § V. II. C.3, § V. II. F and § X.D, thereby allowing the member to retain the structure of dimensions 13' L x 14' W, with 6'-2" high corner posts and an 8'-0" high center pole in its current location, contingent on the member obtaining a City of Greenbelt permit to allow the structure to encroach onto the City's right of way.

Moved: Whipple

Seconded: Kapfer

Failed: 3-5

Opposed: Baron, Boyd, Brodd, Hess, Larkin

The Board decided by consensus to allow the member to retain the structure, in its current state, until the end of the growing season. Upon conclusion of that timeframe, the Board will revisit the topic.

7c. Proposal to Reinstate the Member Outreach Committee (Attachments #5a-5b)

During a strategic planning review in July 2012, the Board decided to reconstitute a Member & Community Relations Committee, and on October 4, 2012, the Board adopted a charter (Attachment #5a) for the reconstituted committee, which was renamed 'Member Outreach Committee'. The Board dissolved the Member Outreach Committee on November 17, 2022. The dissolution was due to a lack of membership and the infrequency of meetings.

GHI member Joe Rabovsky is requesting the Board of Directors to reestablish the Member Outreach Committee and has submitted a draft Charter (Attachment #5b) for the Board's consideration.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors reinstate the Member Outreach Committee and adopt the Charter for the committee as presented.

Moved: Larkin

Seconded: James

Carried: 8-0

7d. Review 1st Quarter 2023 Financial Statements (Attachment #6)

1. GHI's 2023 First Quarter Financial Statements are presented in Attachment #6 for your review. Joseph Perry, GHI's Director of Finance, presented them during the meeting and answered questions from the Board.

Discussion moved forward to Item 7f.

7e. Consider Whether to Establish Rules Re: Social Events in GHI Common Areas

In the past, members have, on their own accord, organized and held social events in GHI common areas. GHI does not currently have rules regulating the types of events that may be held in common areas by members or non-members. Some of the potential risks of allowing events to be held in common areas include slips and falls, property damage, complaints from members about excessive noise, and liquor liability if persons over-consume alcoholic beverages and get injured on GHI's property.

The Board should consider whether to establish rules to regulate the activities and conduct permitted at social events that members or non-members wish to hold or attend in GHI common areas.

The Board decided by consensus to allow the members to block off the alley for a court party. The Board also decided by consensus to have GHI provide picnic tables for the event.

Discussion moved backward to Item b.

7f. Motion to Hold a Closed Board Meeting on July 6, 2023

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on July 6, 2023.

Moved: Hess

Seconded: James

Carried: 8-0

7g. Request Invitation from the City of Greenbelt to Participate in Peace Month Activities (Attachment #7)

Attachment #7 is a letter from the Mayor of the City of Greenbelt that invites GHI to participate in a Peace Month activity during the month of June; it was received by staff on June 6. The recognition of Peace Month is intended to promote peace and non-violence and increase awareness about programs and groups that work toward that goal. Suggested activities include a lecture, a panel discussion, study circle, video, musical performance, or arts project.

This item is on the agenda for discussion and possible action.

No action was taken by the Board.

8. Items of Information

8a. President's Items

President Brodd reminded members of the June 22nd Board work session with GHI's legal counsel, Joe Douglass, and the June 29th Board work session with the Finance Committee.

8b. Board Members' Items

Director Hess congratulated Zach Conron on his appointment to the Audit Committee.

Director Baron raised concerns about exterior paint and asked that staff be directed to work with the Architectural and Review Committee.

Director Larkin congratulated Zach Conron on his appointment to the Audit Committee.

Director Whipple congratulated the new Board members on their election to the Board.

8c. Audit Committee's Items

Zach Conron stated that he is honored to serve GHI as a member of the Audit Committee.

8d. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Boyd

Carried: 8-0

The meeting adjourned at 9:21 pm.

Ed James
Secretary

Item 7c. Attachment #4

Summary Fee Schedule	Recommended By Finance Committee				Last Increase
	2024	2023	2022	2021	
GHI					
Storage Canoe (monthly)	\$ 6	\$ 5	\$ 5	\$ 5	never
Storage lot (monthly)	\$ 29	\$ 27	\$ 27	\$ 27	2017 was \$25
Open garage (monthly)	\$ 34	\$ 32	\$ 32	\$ 32	2017 was \$30
Closed garage (monthly)	\$ 58	\$ 55	\$ 55	\$ 55	2019 was \$52
Storage garage (monthly)	\$ 113	\$ 108	\$ 108	\$ 108	2017 was \$100
Storage boiler (monthly)	\$ 116	\$ 110	\$ 110	\$ 110	2016 was \$100
Late fee (current month only) (at max)	5%	5%	5%	5%	at max
Returned check fee (at max)	\$ 35	\$ 35	\$ 40	\$ 40	at max
Admin fee (intent to sell)	\$ 1,113	\$ 1,060	\$ 1,060	\$ 1,060	2019 was \$1,020
Membership fee (new member)	\$ 720	\$ 685	\$ 685	\$ 685	2019 was \$655
Admin fee (membership change)	\$ 536	\$ 510	\$ 510	\$ 510	2019 was \$490
Admin fee (MOC add)	\$ 90	\$ 85	\$ 85	\$ 85	2019 was \$81
Termite Inspection	\$ 53	\$ 50	\$ 50	\$ 50	2013 was \$35
Credit check (per applicant)	\$ 53	\$ 50	\$ 50	\$ 50	2013 was \$35
Sublease Fee (no charge for credit rpt)	\$ 53	\$ 50	\$ 50	\$ 50	policy began 2013
Re-key charge (new lock)	\$ 53	\$ 50	\$ 50	\$ 50	never
Assignment fee (4-24 months)	\$1,470-\$6,090	\$1,400-\$5,800	\$1,400-\$5,800	\$1,400-\$5,800	policy began 2017
Cut new key (existing lock)	\$ 16	\$ 15	\$ 15	\$ 15	never
Fee for Service (handy man) (hrly)	\$ 63	\$ 60	\$ 60	\$ 60	2014 was \$50
Fee for Service (skilled labor) (hrly)	\$ 74	\$ 70	\$ 70	\$ 70	2016 was \$60
Fee for Service (landscaping) (hrly)	\$ 48	\$ 45	\$ 45	\$ 45	began 2015 @\$45
Fee for Service (correct violation) (hrly)	\$ 79	\$ 75	\$ 75	\$ 75	2016 was \$65
Re-inspection fee	\$ 79	\$ 75	\$ 75	\$ 75	2019 was \$60
Lockout fee	\$ 53	\$ 50	\$ 50	\$ 50	never
Duplicate 1098 (current yr/prior yrs)	\$11/\$27	\$10/\$25	\$10/\$25	\$10/\$25	never
Permit for additions (initial charge)	n/a				n/a
Permit other than additions (initial charge)	n/a				n/a
Submeter credit (members)	\$ (5)	\$ (5)	\$ (5)	\$ (5)	2019 was (\$3)
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>Last Increase</u>
Parkway	Displayed 3%				If 8% allowed
Efficiencies	\$927 leased/ \$999 Mo2Mo	\$900 leased/ \$970 Mo2Mo	\$833 leased/ \$898 Mo2Mo	\$833 leased/ \$898 Mo2Mo	\$972 leased/ \$1048 Mo2Mo
1 Bedroom	\$1,143 leased/ \$1,232 Mo2Mo	\$1,110 leased/ \$1,196 Mo2Mo	\$1,027 leased/ \$1,107 Mo2Mo	\$1,027 leased/ \$1,107 Mo2Mo	\$1,199 leased/ \$1,292 Mo2Mo
1 Bedroom/open porch	\$1,181 leased/ \$1,274 Mo2Mo	\$1,147 leased/ \$1,237 Mo2Mo	\$1,062 leased/ \$1,145 Mo2Mo	\$1,062 leased/ \$1,145 Mo2Mo	\$1,239 leased/ \$1,336 Mo2Mo
1 Bedroom/enclosed porch	\$1,251 leased/ \$1,349 Mo2Mo	\$1,215 leased/ \$1,310 Mo2Mo	\$1,125 leased/ \$1,213 Mo2Mo	\$1,125 leased/ \$1,213 Mo2Mo	\$1,312 leased/ \$1,415 Mo2Mo
Late fee (current month only) (at max)	5%	5%	5%	5%	at max
Returned check fee (at max)	\$ 35	\$ 35	\$ 40	\$ 40	at max
Earnest Deposit	\$ 50	\$ 50	\$ 50	\$ 50	never
Credit & Criminal Report	\$ 50	\$ 50	\$ 50	\$ 50	2013 was \$35
Lockout fee (during business hrs)	\$ 35	\$ 35	\$ 35	\$ 35	never
Lockout fee (after business hrs)	\$ 75	\$ 75	\$ 75	\$ 75	2019 was \$50
Entry door new key	\$ 75	\$ 75	\$ 75	\$ 75	2019 was \$50
Apt. door new key	\$ 15	\$ 15	\$ 15	\$ 15	never

**Greenbelt Homes, Inc.
Financial Statements
June 2023**

Greenbelt Homes, Inc
Balance Sheet
6/30/2023

ASSETS

CURRENT ASSETS:

Cash	\$ 669,382
Accounts receivable (net)	226,930
Notes receivable	47,443
Prepaid expenses	<u>101,837</u>
	1,045,592

OTHER CURRENT ASSETS

Accrued bond interest	2,214
GHI controlled homes for sale	(A) 722,672
Inventory	(B) <u>175,358</u>
	<u>900,244</u>

Total current assets \$ 1,945,836

PROPERTY & EQUIPMENT

Buildings & improvements (net)	27,065,354
Vehicles & operating equipment (net)	<u>146,455</u>
Property and equipment	<u>27,211,809</u>

Total property and equipment 27,211,809

OTHER ASSETS:

Investment in Sub-GDC	576,783
Investment in NCB	885,137
Investments (Bonds & Bond Fund)	(C) <u>15,709,545</u>
Total investments	<u>17,171,464</u>

Total other assets 17,171,464

TOTAL ASSETS \$ 46,329,109

LIABILITIES & MEMBER EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses	3,245,431
Payroll liabilities	136,828
Deposits & deferred revenue	<u>671,868</u>
Total current liabilities	<u>4,054,128</u>

Total liabilities 4,054,128

MEMBER EQUITY

Replacement reserves	(D) 8,670,891
Contingency reserves	1,296,473
Working capital	2,051,323
Accumulated equity	(E) <u>30,256,295</u>

Total members equity 42,274,982

TOTAL LIABILITIES & MEMBER EQUITY \$ 46,329,109

Greenbelt Homes, Inc.
Notes to Balance Sheet
As of 6/30/2023

Assets**(A) 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.

(B) Inventory

Inventory value reflects the semiannual inventory count which was taken the first week of July.

(C) Investments

Included in this line item are corporate bonds, treasury and agency securities which are listed at face value below:

<u>Bond Issuer</u>	<u>Rate</u>	<u>Maturity</u>	<u>Face Value</u>	<u>Yield to Maturity</u>
US T Bills (zero coup)	0.00%	7/20/23	750,000	4.80%
US T Bills (zero coup)	0.00%	8/24/23	2,000,000	5.10%
US T Bills (zero coup)	0.00%	11/2/23	1,000,000	4.70%
Fed Home Loan BA	4.75%	3/8/24	1,500,000	4.80%
Stryker Cop	3.37%	5/15/24	750,000	3.37%
Truist Bk	1.50%	3/10/25	750,000	5.00%
CVS Corp	4.10%	3/25/23	750,000	5.10%
Lowe's Cos	4.40%	9/8/25	750,000	4.70%
Mondelez Intl	3.63%	2/13/26	750,000	5.10%
Raytheon Tec Corp	5.00%	2/27/26	750,000	5.00%
Goldman Sachs	1.45%	9/14/26	500,000	5.90%
Starbucks	2.00%	3/12/27	750,000	2.00%
Becton Dickinson	3.70%	6/6/27	750,000	3.70%
Tulsa Cnty Okla	4.30%	5/1/25	750,000	4.30%
Port Oakland Calif	1.16%	5/1/26	700,000	1.16%
Jacksonville Fla Rev	1.30%	10/1/26	750,000	5.00%
California St Univ	1.34%	11/1/27	750,000	1.34%
Fed Farm Cr Bks Bond	5.48%	10/25/27	1,500,000	5.50%
Total			<u>16,200,000</u>	

The discount associated with these investments totaled \$659,511 at 6/30/2023. Also included is a premium of \$6 and the Vanguard Short Term Bond Fund with a book value of \$153,094.

Equity**(D) Replacement Reserves**

The components that make up replacement reserves are as follows:

Replacement Reserves- Frame	\$ 4,296,145
Replacement Reserves- Masonry	2,884,933
Replacement Reserves- Larger	198,741
Replacement Reserves-Additions	<u>1,291,072</u>
Total	<u>\$ 8,670,891</u>

(E) Accumulated Equity

The components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	\$ 27,211,809
Other Equity (includes unreserved & optional replacement)	<u>3,044,486</u>
Total	<u>\$ 30,256,295</u>

Greenbelt Homes, Inc.
Income Statement Summary
For the Period Ending 6/30/2023

	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>RECEIPTS</u>				
Member charges	\$ 6,929,283	\$ 6,811,656	\$ 117,627	1.7%
	<u>6,929,283</u>	<u>6,811,656</u>	<u>117,627</u>	<u>1.7%</u>
Service income	(A) 378,018	322,644	55,374	17.2%
Other income	(B) 274,893	142,776	132,117	92.5%
	<u>652,910</u>	<u>465,420</u>	<u>187,490</u>	<u>40.3%</u>
Total receipts	<u>7,582,193</u>	<u>7,277,076</u>	<u>305,117</u>	<u>4.2%</u>
<u>EXPENSES:</u>				
Real estate taxes	2,621,948	2,621,946	2	0.0%
Trash collection	231,706	230,898	808	0.3%
Insurance	375,984	375,984	(0)	0.0%
Admin/BOD/Comm/Mbr	(C) 884,674	839,934	44,740	5.3%
Maintenance operations	(D) 1,904,515	2,192,874	(288,359)	-13.1%
Transfer to reserves	1,204,041	1,204,038	3	0.0%
Total expenses	<u>7,222,867</u>	<u>7,465,674</u>	<u>(242,809)</u>	<u>-3.3%</u>
Receipts over (under) expenses	<u>\$ 359,326</u>	<u>\$ (188,598)</u>	<u>\$ 547,926</u>	<u><-100%</u>
Depreciation member units	<u>\$ 667,095</u>	<u>\$ 665,550</u>	<u>\$ 1,545</u>	<u>0.2%</u>

Greenbelt Homes, Inc.
Notes to Income Statement Summary
For the Period Ending 6/30/2023

INCOME

(A)	Service Income (Up 17.2%)	\$ 55,374
	This favorable variance is directly related to collections for optional improvements, late charges and other sundry fees through June.	
(B)	Other Income (Up 92.5%)	\$ 132,117
	This favorable variance is directly related to increased memberships and income from investments net of investment advisor fees through the second quarter. Interest income of \$171,941 less fees of \$47,856 net \$124,085 through June.	

EXPENSES

(C)	Admin/BOD/Comm/Mbr (Up 5.3%)	\$ 44,740
	This unfavorable variance related to office supplies, temporary staffing and computer related expenses which exceed the budget through June.	
(D)	Maintenance Operations (Down13.1%)	\$ (288,359)
	This favorable variance is related to maintenance labor being significantly under budget. This item is being evaluated by staff.	

Greenbelt Homes, Inc.
Administration Summary
For the Period Ending 6/30/2023

		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	(A)	458,647	476,502	\$ (17,855)	-3.7%
Fringe benefits	(B)	94,195	124,032	(29,837)	-24.1%
Office supplies/postage	(C)	41,391	15,750	25,641	>100%
Copier		6,604	7,500	(896)	-12.0%
Telephone		22,034	19,098	2,936	15.4%
Hiring & training	(D)	24,065	16,002	8,063	50.4%
Temp & prof help	(E)	82,255	52,002	30,253	58.2%
Legal	(F)	(38)	13,998	(14,036)	>-100%
Annual audit		8,458	9,498	(1,040)	-10.9%
Assoc. dues & conferences		2,918	1,248	1,670	>100%
Board/Audit/Committees		21,938	24,606	(2,668)	-10.8%
Members' expenses		2,078	4,002	(1,924)	-48.1%
Utilities	(G)	16,518	4,002	12,516	>100%
Personal Property tax		2,750	2,748	2	0.1%
Depreciation		15,439	12,468	2,971	23.8%
Other		245	3,378	(3,133)	>100%
Information technology service	(H)	85,179	53,100	32,079	60.4%
Total admin		<u>\$ 884,674</u>	<u>\$ 839,934</u>	<u>\$ 44,740</u>	<u>5.3%</u>

Greenbelt Homes, Inc.
Notes to Administration Summary
For the Period Ending 6/30/2023

(A) Labor (Down 3.7%)		<u>\$(17,855)</u>
	This favorable variance is directly related staff vacancies. The favorable variance in this line item is offset by the unfavorable variance in temporary and professional help noted below.	
(B) Fringe (Down 24.1%)		<u>\$(29,837)</u>
	This favorable variance is being evaluated by staff.	
(C) Office supplies/postage (up 100%)		<u>\$ 25,641</u>
	This unfavorable variance is primarily related to postage and distribution costs associated with the annual meeting packets to members.	
(D) Hiring & training(Up 50.4%)		<u>8,063</u>
	This unfavorable variance relates to additional training for new staff which was greater than initially budgeted.	
(E) Temp & prof help (Up 58.2%)		<u>\$ 30,253</u>
	This unfavorable variance results from temporary help necessary to support admin staff due to vacancies.	
(F) Legal (Down >-100%)		<u>(14,036)</u>
	This favorable is due to the timing of charging legal fees back to members who were ultimately responsible for them. The cooperative pays the legal bills when due, then has to perform an analysis to charge members when appropriate.	
(G) Utilities (Up >100%)		<u>\$ 12,516</u>
	This unfavorable variance is a combination of rate increases as well as the additional time it has taken to receive solar credits. Distribution Charge rate increased 60% and Energy Charge rate increased 13%. We began receiving solar credits in early 2023.	
(H) Information Technology (Up 60.4%)		<u>\$ 32,079</u>
	This unfavorable variance is due to additional costs associated with the Yardi system.	

Greenbelt Homes, Inc.
Maintenance Summary
For the Period Ending 6/30/2023

		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>MAINT SUMMARY</u>					
Labor	(A)	957,716	1,110,204	\$ (152,488)	-13.7%
Fringe benefits		409,505	406,656	2,849	0.7%
Materials	(B)	188,887	159,252	29,635	18.6%
Contract work	(C)	255,643	413,946	(158,303)	-38.2%
Vehicles	(D)	54,720	61,110	(6,390)	-10.5%
Dumpsters	(E)	9,971	15,996	(6,025)	-37.7%
Uniforms		9,271	9,000	271	3.0%
Submeter court lights		7,096	5,004	2,092	41.8%
Depreciation		11,705	11,706	(1)	0.0%
Total maintenance		<u>\$ 1,904,515</u>	<u>\$ 2,192,874</u>	<u>\$ (288,359)</u>	<u>-13.1%</u>

Greenbelt Homes, Inc.
Notes to Maintenance Summary
For the Period Ending 6/30/2023

(A) Labor (Down 13.7%) **\$ (152,488)**

This favorable variance is currently being evaluated by staff.

(B) Materials (Up 18.6%) **\$ 29,635**

This unfavorable variance is primarily due increased costs and frequency of maintenance work being performed through the first half of the year.

(C) Contract Work (Down 38.2%) **\$ (158,303)**

Contract work performed through the second quarter of 2023 is displayed

	<u>Actual</u>	<u>Budget</u>
Fee For Service Expense	\$ 995	\$ -
General Repairs/Improvements	51,083	58,680
Structural foundation repairs - frame	-	22,500
Stablization masonry 6F-H Hillside	-	28,500
Gutter Cleaning	-	41,004
Landscape Maintenance	41,972	42,504
Tree Maintenance	67,838	105,000
Drainage Improvements	9,700	20,004
Masonry Crack Repairs	2,310	22,500
Parking Lot Minor Repairs	12,000	30,996
Pest Control	43,015	18,000
Tub Reglazing	5,655	9,996
Janitorial Services	19,341	13,260
Permits and Licenses	840	-
Mold Repair	895	-
Asbestos Remediation - Contracted	-	1,002
Total	<u>\$ 255,643</u>	<u>\$ 413,946</u>

(D) Vehicles (Down 10.5%) **\$ (6,390)**

This favorable variance is likely due to timing of expenses related to vehicles.

(E) Dumpsters (Down 37.7%) **\$ (6,025)**

This favorable variance is related to lower costs for Goode Trash Removal than budgeted.

Drug and Alcohol Policy

Purpose

In compliance with the Drug-Free Workplace Act of 1988, Greenbelt Homes, Inc (GHI) has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of GHI employees and to the security of the company's equipment and facilities. Alcohol abuse or illegal drug use and its physiological effects represent a threat to the well-being and security of employees and could cause extensive damage to the company's reputation and community standing. **For these reasons, GHI is committed to the elimination of drug and alcohol use and misuse in the workplace.**

Scope and Enforcement

This policy applies to all employees and all applicants for employment with GHI. The human resource (HR) department is responsible for policy administration. The HR director is responsible for policy interpretation, administration and enforcement.

Employee Assistance

Greenbelt Homes, Inc. will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other GHI policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. **This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.**

Work Rules

1. Whenever employees are working, are operating any GHI vehicle, are present on GHI premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing any drug (excluding OTC medications but does include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or any drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. Greenbelt Homes will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties

safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

3. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by HR and an additional member of senior management. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- **Odors (smell of alcohol, cannabis, body odor or urine).**
- **Movements (unsteady, fidgety, dizzy).**
- **Eyes (dilated, constricted or watery eyes, or involuntary eye movements).**
- **Face (flushed, sweating, confused or blank look).**
- **Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).**
- **Emotions (argumentative, agitated, irritable, drowsy).**
- **Actions (yawning, twitching).**
- **Inactions (sleeping, unconscious, no reaction to questions).**

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must arrange transportation of the employee to the testing facility and arrange for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to any work-related accident regardless of the severity but explicitly those which seriously damage a GHI vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a GHI pickup truck, van, front-end loader or automobile) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if

not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must arrange transportation of the employee to the testing facility and arrange for the employee to be transported home.

Random Drug Testing

GHI reserves the right to conduct random drug screens at any time to be administered through Human Resources.

Procedure:

1. The supervisor will be notified by 9:00am on the day the employee is required to report for drug testing and the supervisor will in turn notify the employee.
2. Once the employee has been notified to report for testing, he or she must do so at the designated time.
3. The employee must report to human resources to get directions to the testing facility and a signed testing authorization form.
4. All tests are confidential and are shared only with the employee, their supervisor and the General Manager.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a GHI-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a GHI designated testing facility and directed to provide urine specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by GHI, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to GHI until such time that the MRO has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in an illegal drug test or who test positive will not be hired at that time.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements GHI may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by GHI for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately terminated from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended without pay pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

GHI reserves the right to inspect all portions of its premises for illegal drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal an illegal drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

GHI prohibits all employees from manufacturing, distributing, dispensing, possessing or using any illegal drug in or on company premises or while conducting company business. GHI employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

GHI does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, GHI reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the

conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with GHI.

Definitions

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by GHI or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Drug and Alcohol Policy Certificate of Receipt

I hereby certify that I have received a copy of GHI's Drug and Alcohol Policy.

Employee Signature

Date



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4606



August 9, 2023

Mayor, Emmett V. Jordan
Mayor Pro Tem, Kristen L. K. Weaver
Councilmember, Colin Byrd Councilmember,
Judith F. Davis Councilmember, Ric Gordon
Councilmember, Silke Pope Councilmember,
Rodney M. Roberts

Dear Honorable Members of the Greenbelt City Council,

During our meeting with you on August 2, 2023, we discussed GHI's request for reimbursement for the costs incurred in undertaking emergency stormwater main repairs in 2022. These repairs were conducted on stormwater mains that GHI believes are the city's responsibility. The Council recommended that GHI contact the City before undertaking future projects of a similar nature. This advance contact would allow time for the Council to confirm responsibility and determine if a contractor of the Council's choosing could provide lower pricing.

Following the Council's recommendations, we are writing to inform you of GHI's plans for stormwater main repairs in 2023. The attachment to this letter lists four locations that may be the responsibility of the City of Greenbelt. We've also included relevant documentation about the project, including requests for proposals sent to contractors, returned bids from the contractors, and video inspection footage. These planned repairs are time-sensitive. GHI hopes to award contracts for these repairs by September 5, 2023. Please advise when the City's staff would be available to discuss GHI's planned 2023 repairs before GHI awards a contract for the repair work.

Additionally, would the Council be willing to provide GHI with an update on the City's staff and Legal Counsel review of the Storm Drain Conveyance Agreements that were formulated between the Prince George's County Council and the City of Greenbelt and between the City of Greenbelt and GHI when the Federal Government conveyed the storm drains to the City of Greenbelt in 1952/53? GHI is anxious to work with the Council and city staff to develop a Memorandum of Understanding stipulating procedures for repairing storm water mains on GHI's property.

We remain thankful to the Council for our continuing partnership with the City of Greenbelt and for considering our requests.

Respectfully submitted,

Deborah McKinley,
Vice President
Greenbelt Homes Incorporated

CC: City Clerk, GHI Board of Directors
Enclosure: Requests for Proposals, Returned Proposals.

GREENBELT HOMES, INCORPORATED

**2023 UNDERGROUND UTILITY REPLACEMENT &
STORM WATER DRAINAGE IMPROVEMENT PROGRAM**

BID PROPOSAL FORM

**GREENBELT HOMES, INC.
1 HAMILTON PLACE
GREENBELT, MD 20770**

NAME OF BIDDER	Humphrey and Son, Inc.
ADDRESS	7805 Contee Rd.
	Laurel, MD 20707
PHONE NO. OF BIDDER	301-725-9075
NAME OF CONTACT	Hugh Humphrey
EMAIL	Hugh@Humphreyandsons.com
DATE	7/13/2023

Having carefully examined the Bidding Documents that include the Project Specifications, the Supplemental Conditions, Instructions to Bidders, the Sample Owner-Contractor Agreement, Site Plans and Construction Drawings by GHI, and all Clarifications and/or Addenda issued during the bid period, and having examined the sites and conditions affecting the work, the undersigned hereby, submits the following proposal to provide all the labor and materials, equipment, licensing, and any and all incidental items necessary for the proper construction and completion of the work, as outlined below and as defined by said Bidding Documents.

The Owner may elect to split the Work of this Contract between contractors, in which case, they would work concurrently on different schedules. The Owner may elect to delete from the Scope of Work one or more items from each category should the bids received exceed, in total, the amount budgeted for this work. Should, on the other hand, the bids received not exceed, in total, the budgeted amount available, the Owner may elect to add sites under the Scope of Work for this project.

GREENBELT HOMES, INCORPORATED

A. UNDERGROUND UTILITY REPLACEMENT PROGRAM

The following line-item prices correspond to replacing existing underground utility lines and structures at the following sites listed below, within Greenbelt Homes, Incorporated.

Please see the "2023 Underground Utility Handbook" for scope of work detail.

Description	Underground Utility (\$Price)
1. 2 L Gardenway	\$ 16,000.00
2. 6 Ct. Hillside Road	\$ 22,000.00
3. 5 M Laurel Hill Road	\$ 12,000.00
4. 3 A-B Ridge Road	\$ 15,000.00
5. 11 J Ridge Road	\$ 14,600.00
6. 11 U Ridge Road	\$ 15,900.00
7. 11 V Ridge Road	\$ 16,400.00 Alternative CIPP pricing: \$35,600.00
8. 18 Ct. Ridge Road	\$ 20,600.00
9. 26 F Ridge Road	\$ 23,600.00 Alternative Pricing: \$8,500.00
10. 31 A & B Ridge Road	\$ 23,800.00
11. 36 E Ridge Road	\$ 15,000.00
12. 45 Ct. Ridge Road	\$ 45,300.00
13. 4 Woodland Way	\$ 28,000.00
14. 14 L-P Laurel Hill Road	\$ 18,500.00
TOTAL: \$ 286,700.00	
In Words: <u>Two hundred eighty six thousand, seven hundred</u> <u> </u> Dollars <u>zero</u> <u> </u> Cents	

SWM 2023 Repair Location	Bid Amount (Humphrey & Sons)
18 Court Ridge	\$20,600.00
45 Court Ridge Road	\$45,300.00
4 Woodland Way	\$28,000.00
14 L-P Laurel Hill	\$18,500.00
Sub-Total 4 Sites	\$112,400.00

GREENBELT HOMES, INCORPORATED

4. The Work of this Contract is anticipated to start in September 2023. Allowable work hours will align with GHI's business hours: Mon-Thurs 8:00-6:00, Fri 8:00- 5:00. The office is closed every other Friday. Written permission must be authorized to work non-business hours.

F. OTHER CONSIDERATIONS

1. GHI reserves the right to reject any or all bids with or without cause.
2. The undersigned certifies that the above price(s) include all services materials, fees, taxes, licenses, permits, and all other incidental charges necessary in order to accomplish a complete job package.
3. The undersigned agrees that if this proposal is acceptable to the Owner, he/she will enter a written Contract, a sample of which was received by the undersigned and has been thoroughly reviewed.

FIRM: Humphrey and Son, Inc.

BY: Hugh Humphrey, Vice President
(Proprietor, General Partner or Duly Authorized Principal Officer)

State License No: 166597737 **License Type** MD Business License

FIRM ADDRESS: 7805 Contee Rd. Laurel, MD 20707

TYPE OF BUSINESS: Construction - Underground Utilities, Water, Sewer, Storm & CIPP Lining



2023 Underground Utility Project Handbook

June 14, 2023

13 Site Identified

Brian Levin

Humphrey & Son, Inc.
7805 Contee Road
Laurel, Maryland 20707-9249
Phone (301) 725-9075
Humphreyandson@comcast.net

Attachment 1 – Work in Progress

1. Truck House Road, Anne Arundel Co. Maryland X7388290 – Manhole and pipe replacement. \$227,092.50

Humphrey & Son, Inc.
7805 Contee Road
Laurel, Maryland 20707-9249
Phone (301) 725-9075
Humphreyandson@comcast.net

Qualification of Bidder

1. Years in business under current name: 62 Years
2. Type of organization: Corporation, incorporation date 01/17/1967, state of Maryland
Officers -- James Humphrey, president
Hugh Humphrey, vice president
Kyle Humphrey, vice president
3. Type of licenses and registrations:
Maryland Business License (Construction Firm) #166597737
Federal Tax ID #52-0853447
Maryland Tax ID #0707809
4. Description of work in progress: **Attachment 1**
5. List of all customers for similar work performed over the previous three years:
Attachment 2
6. Bank References: Sandy Spring Bank
14404 Baltimore Avenue
Laurel, MD 20707
800-399-5919
7. Vendor References: **Attachment 3**
8. Proof of Insurance: **Attachment 4**

Humphrey & Son, Inc.**Attachment 2 - List of Customers With Similar Work Over Previous Three Years**

Project Name	Contact	Phone Number
I&I Storm Sewer Work CIPP Lining Pipe Repairs Town of Mt. Airy, MD	Barney Quinn	301-829-1424
Greenelt Homes	Brian Levin	301-706-2140
PGCPS Renovation at Bowie Belair HS Annex	Lloyd Skaggs	240-993-6951
Carroll County CIPP Pipe Replacement	Sheena Housman	410-259-1564

Humphrey & Son, Inc.
7805 Contee Road
Laurel, Maryland 20707-9249
(301) 725-9075
humphreyandson@comcast.net

Attachment 3 – Vendor References

1. Beltsville Construction Supply
11525 Edmonston Road
Beltsville, MD 20705
301-937-8087
Account No. 440

2. Keys Materials & Utilities, Inc.
2705 Mystic Woods Court
Mt. Airy, MD 21771
410-635-2092
jkeys@keysmaterials.net

3. Maryland Reclamation, LLC
P.O. Box 508
College Park, MD 20741
301-937-1662
301-937-2514 Fax
Account No. 250



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency
One Church Street, Suite 500
Rockville MD 20850

CONTACT NAME: Rochelle Barbee
PHONE (A/C No., Ext.): 301-838-9400 **FAX (A/C No.):** 301-838-9095
E-MAIL ADDRESS: Rochelle.Barbee@MarshMMA.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Selective Insurance Company of America	12572
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
HUMPHREY & SON, INC.
7805 COTTEE ROAD
LAUREL MD 20707

HUMP&SO-01

COVERAGES

CERTIFICATE NUMBER: 1813159770

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	S1797180	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		S1797180	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ <input checked="" type="checkbox"/> CLAIMS-MADE		S1797180	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC245214	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Greenbelt Homes is an additional insured under General Liability, if required by written contract and in accordance with policy terms and conditions.

CERTIFICATE HOLDER

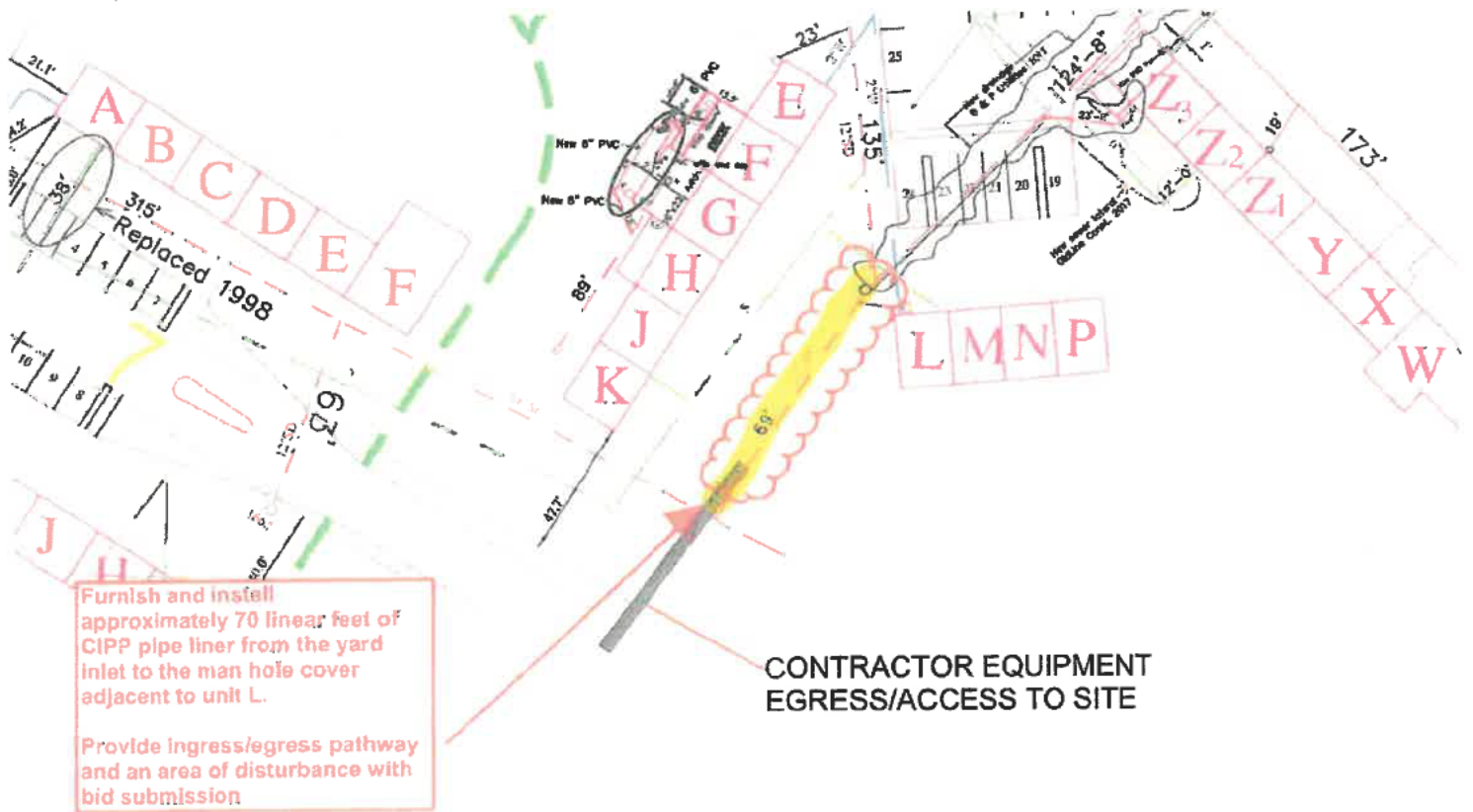
CANCELLATION

Greenbelt Homes
1 Hamilton Place
Greenbelt MD 20770

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

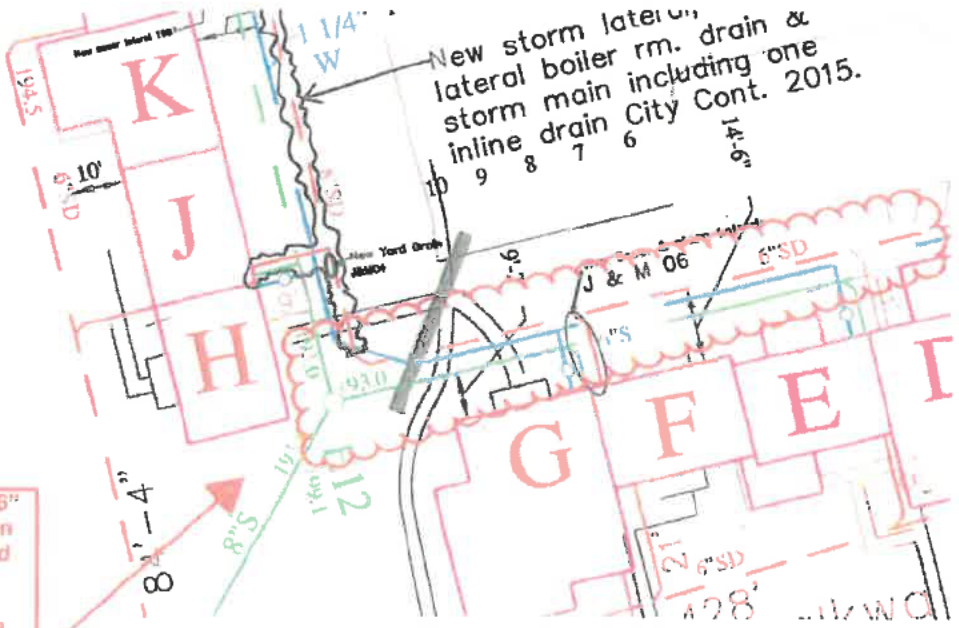
AUTHORIZED REPRESENTATIVE

18 Ridge Road



45 Ridge Road

286



Excavate roughly 6-15 feet deep and remove 6" storm main pipe in front of unit G and between units G and H to extricate the clog/roots found during the most recent pipe inspection.

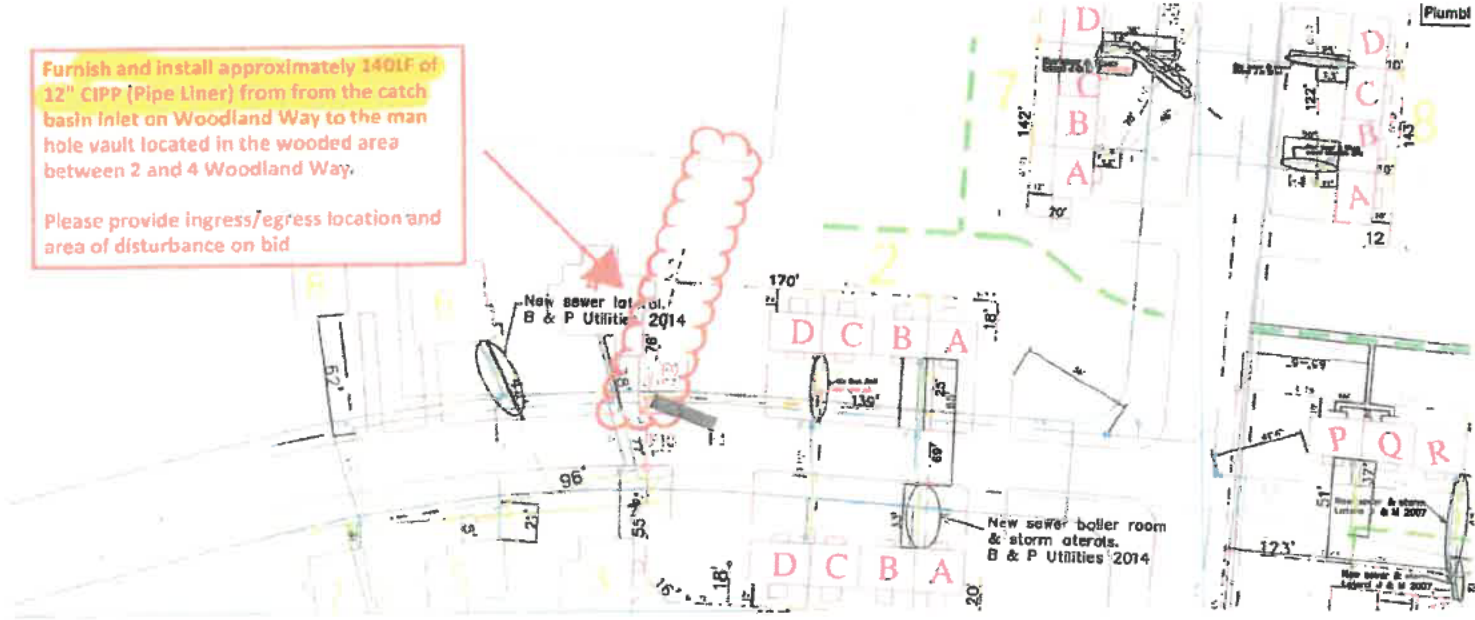
Replace approximately 110 feet of 6" pipe and add a yard inlet drain box for the new pipe.

Provide an ingress/egress path highlighted with a total area of disturbance with bid submission.

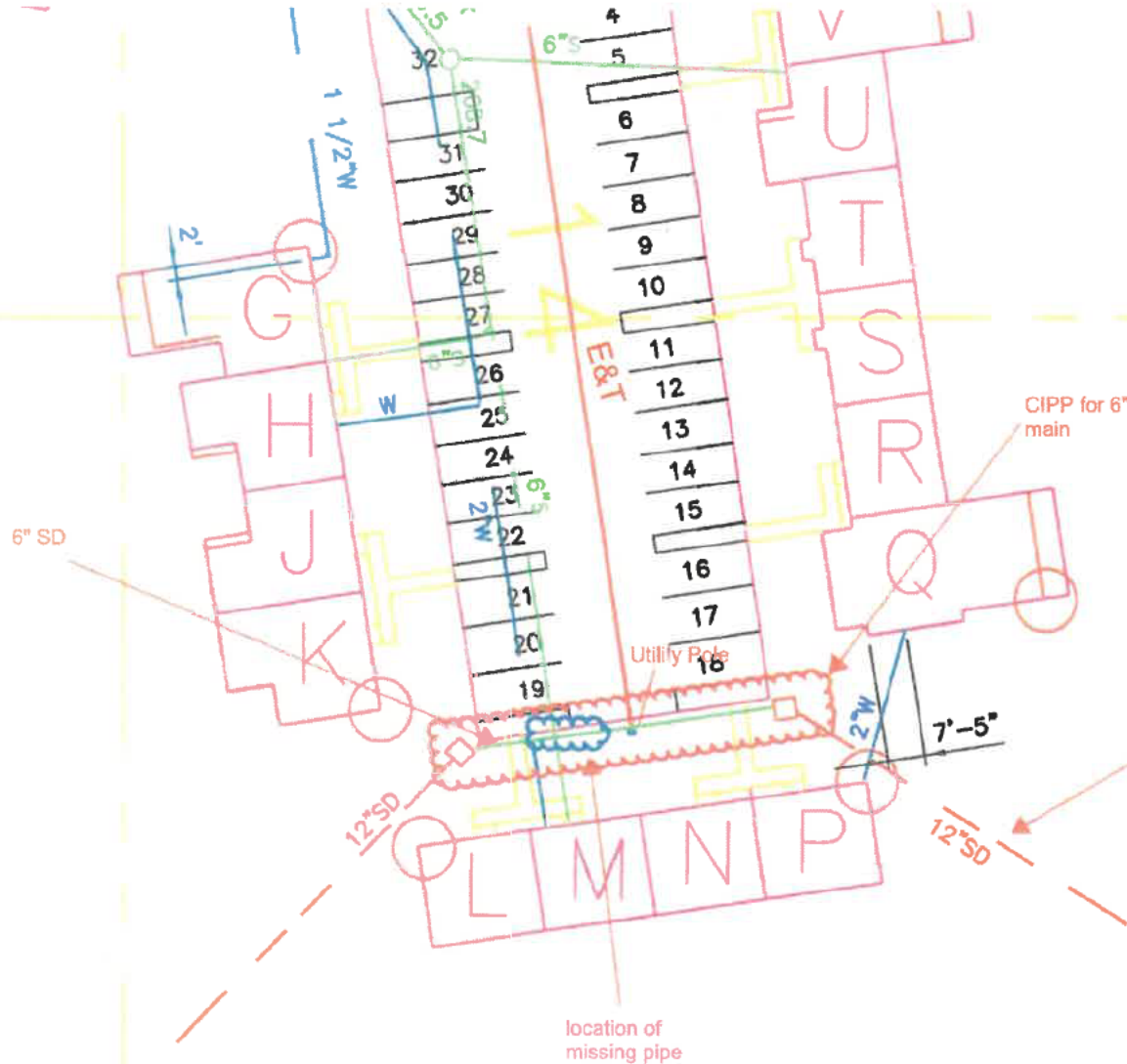
4 Woodland Way

Furnish and install approximately 140LF of 12" CIPP (Pipe Liner) from from the catch basin inlet on Woodland Way to the man hole vault located in the wooded area between 2 and 4 Woodland Way.

Please provide ingress/egress location and area of disturbance on bid



14 L-P Laurel Hill



Excavate and reinstall missing section of 6" SD pipe (clouded in blue), approximately 10 linear feet.

Install roughly 70 linear feet of 6" CIPP pipe liner from yard inlet in front of unit P to the inlet in front of unit L. Replace inlet in front of unit P with CIPP installation.

12" SD pipe outfall has been abandoned and will NOT be reinstalled

CITY OF GREENBELT, MARYLAND

25 CRÉSCENT ROAD, GREENBELT, MD 20770



August 30, 2023

Deborah McKinley
Vice President
Greenbelt Homes Incorporated
Hamilton Place
Greenbelt, MD 20770

CITY COUNCIL
Emmett V. Jordan, Mayor
Kristen L.K. Weaver, Mayor Pro Tem
Judith F. Davis
B. Ric Gordon
Silke I. Pope
Rodney M. Roberts

Dear Ms. McKinley:

The City Council is in receipt of your letter dated, August 9, 2023. The Council appreciates GHI's follow-up on this issue from the August 2, 2023, work session and agrees that the issue of storm drain maintenance is an important issue that needs to be better understood and managed. As shared in the work session, it is the City's position that any storm drain projects that GHI wishes to undertake that are to be associated with a request for City funding must be vetted and pre-approved by the City from project inception to implementation. The City needs to be involved from the beginning and concur that repairs are immediately needed and also be party to identifying the solution.

The City Council requests that the GHI not proceed at this time with any planned storm drain projects for which GHI intends to seek reimbursement from the City. If there are projects that GHI considers to be of an emergent nature, such as the four locations referenced in the August 9th letter, the City is committed to working with GHI to understand the problem and to be part of the solution, but it must be done collaboratively and prior to project implementation. Understanding emergencies arise, the Council has directed staff to work with your staff on a draft Memorandum of Understanding to address emergency storm drain repairs.

As shared at the August 2nd work session, Prince George's County under its Municipal Storm Drain Acceptance Program is committed to working with the City to assume responsibility for public storm drain systems in Central Greenbelt. The first step towards the County accepting systems within Central Greenbelt is the conveyance of storm drain easements to the County. The City is currently working with the engineering firm of Charles P. Johnson & Associates and the County to move the easement process forward. City staff has met with your staff to discuss the easement process and seek input/support in the process. While this process will take time and resources, it is an important first step for the County to assume storm drain maintenance.

The Council is hopeful GHI understands that for the City to currently undertake projects of a non-emergency nature when the County has committed to working with the City on assuming storm drain responsibilities is not in the City's best interest.

In the meantime, if GHI has any questions or concerns, please do not hesitate to contact us.

Sincerely,


Emmett V. Jordan
Mayor

CC: Greenbelt City Council
GHI Board of Directors
Tim George, Interim City Manger
Terri Hruby, Planning Director