



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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

To: Our Valued Members
From: Eldon Ralph, General Manager
Date: March 23, 2020
Subject: Coronavirus Communication

Dear Members,

Greenbelt Homes Inc. continues to adapt to the evolving situation regarding COVID-19 (Coronavirus). Our top priority is to safeguard the health and well-being of our members and employees.

Governor Larry Hogan issued an Executive Order this morning that requires all “non-essential” businesses to close, effective 5.00 p.m. Monday, March 23, 2020. Note that the Governor’s order classifies building and property maintenance companies as essential businesses and exempt from closure. GHI is therefore able to continue providing maintenance services to our members. We want to follow the guidance and recommendations made by public health officials and wish to share a few updates with you. In accordance with public health recommendations and guidance, GHI is immediately implementing the following measures:

- GHI’s Administration Building will be closed to members and visitors. Department Directors remain available to assist you via email and by telephone.
- For the protection of members and employees, GHI’s maintenance employees and contractors will remain available for **emergency service only** as well as work on the exterior of the buildings and in some common areas as needed. We trust you will understand that we are not able to perform routine maintenance work inside your homes at this time. Please feel free to continue requesting emergency maintenance services through the maintenance department at 301-474-4161, ext. 1127 or emailing Maintenance Director George Bachman at gbachman@ghi.coop.
- The start of the 2020 Homes Improvement Program must be postponed until further notice.
- Until further notice, GHI’s Technical Services Department will not undertake reviews of **new** permit applications for building improvements.
- Members are encouraged to make your coop fee payments via GHI’s website. Alternatively, you may place your check into the mailbox at the front entrance of the Administration Building.

- The Board of Directors will write you separately about a rapidly developing plan to continue meeting and doing GHI's important business via an electronic meeting format.

GHI appreciates your cooperation as we navigate this difficult and unprecedented situation together. Our focus is to ensure that we continue to serve you, while remaining focused on preserving the health of everyone living and working within our community.

We urge every GHI member to stay at home and not to gather with others; so far, physically separating ourselves is one of the most effective weapons to combat the novel coronavirus

Please feel free to reach out to me or our management staff with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Eldon Ralph". The signature is written in a cursive style with a horizontal line underneath the name.

Eldon Ralph
General Manager