

NOTICE OF MEETING AND AGENDA

GHI FINANCE COMMITTEE

THURSDAY, JANUARY 14, 2021, TIME 5:45 PM

VIRTUAL ZOOM MEETING

1. Discussion of agenda
2. Discussion of minutes – December 10, 2020
3. Discussion of aged receivables – December 2020
4. Discussion and recommendation of changes to COVID-19 deferral program
5. Discussion and recommendation of charging members for processing permits

Supporting Documents:

- a) Minutes – December 10, 2020
- b) Aged receivables – December 2020
- c) Board of Directors requests for recommendations
- d) CB-16-2020 Prince George's County Legislation

Chuck Hess  
Chair

Distribution:

Committee Members: Bozzi, Hess, James, Jones, Miller  
Board of Directors and Audit Committee  
Caruso, Fischler, T. Jones, Kahn, Kroll, Lester, McClellan, Morse, Schmidt, Wilhelm  
Eldon Ralph, General Manager  
Joe Perry, Director of Finance (Staff Liaison)  
Greg Eck, Accounting Manager

## GHI FINANCE COMMITTEE MEETING NOTES 2020

Date of Meeting: December 10, 2020

DRAFT

### Attending:

Committee: (circle attendees) Pam Bozzi, Chuck Hess, Ed James, Bill Jones, Silvia Maria Miller

Guests: M. Lester

Staff: Joe Perry, Director of Finance (Staff Liaison)

Greg Eck, Accounting Manager

Eldon Ralph, General Manager

### Meeting called to order by Chair, Chuck Hess, at 5:33 pm.

**1. Agenda:** Was it revised? No.

Motion to approve by: Bozzi

Seconded: Jones

Motion carried: 4-0-0

**2. Minutes:** Were there changes to the minutes? No.

Move to approve the minutes of the November 12, 2020 meeting.

Motion by: Jones

Seconded: Bozzi

Motion carried: 4-0-0

**3. Aged Receivables**

**Notes: No action taken**

**4. Agenda item description: Discussion of recent legislation**

**Note:** Finance Committee was tasked with reviewing Prince George's County Bill CB-16-2020 and recommending to the Board of Directors what action should be taken to comply with the provisions of the bill

**Discussion included the following:**

The Finance Committee recommends the following actions be taken to comply with CB-16-2020

1. GHI staff to contact members on the deferral list
2. Get an updated status regarding COVID-19 financial condition
3. Ensure no late fees are charged
4. Enter credits to their accounts to offset increase in 2021 over 2020 coop fees
5. Credits would be deferrals without interest.
6. Provide letters to lenders regarding member's COVID-19 status

**NOTE – Question for legal opinion:**

a. If we increase rent after emergency is over, will we risk violating legislation?

Regarding the City of Greenbelt legislation – Is City solicitor's opinion adequate for GHI to rely on? If no response that can be relied upon in writing, GHI may need a judicial response.

**5. Next Meeting:** Will be held on January 14th at 5:45 pm.

**6. Meeting adjourned at 7:07 pm.**

Move to adjourn.

Motion by: Miller

Seconded: James

Motion carried: 3-0-0 (Bozzi, James, Miller)

Respectfully submitted,

*Joseph Perry, Jr.*

Greenbelt Homes Inc.  
Accounts Receivable Aging  
Report as of 12/31/2020

Home Type	Totals	30 Days	60 Days	>60 Days
Frame Homes	\$ 508,054	\$ 494,190	\$ 4,386	\$ 9,478
Larger Homes	27	27	-	-
Masonry Homes	20,973	16,631	1,428	2,914
<b>Totals</b>	<b>\$ 529,053</b>	<b>\$ 510,848</b>	<b>\$ 5,814</b>	<b>\$ 12,392</b>

(Optional HIP in >30 days is \$488K frame; \$12K masonry)

COVID-19 - \$1,719 (Units in this balance-2, Total in program-17)

Greenbelt Homes Inc.  
Accounts Receivable Aging Distressed Units  
Report as of 12/31/2020

Home Type	Totals	30 Days	60 Days	>60 Days
Frame Homes	\$ 12,301	\$ 1,232	\$ 1,367	\$ 9,703
Larger Homes	-	-	-	-
Masonry Homes	18,811	1,215	1,371	16,225
<b>Totals</b>	<b>\$ 31,111</b>	<b>\$ 2,447</b>	<b>\$ 2,737</b>	<b>\$ 25,927</b>

Consists of 4 units (2-frame, 2-masonry)

Greenbelt Development Corporation  
Accounts Receivable Aging  
Report as of 12/31/2020

Home Type	Totals	30 Days	60 Days	>60 Days
Parkway Apts.	\$ 3,481	\$ 2,025	\$ 1,239	\$ 218
<b>Totals</b>	<b>\$ 3,481</b>	<b>\$ 2,025</b>	<b>\$ 1,239</b>	<b>\$ 218</b>

GHI	Totals	30 Days	60 Days	>60 Days
As of 12/31/2020	\$ 560,164	\$ 513,295	\$ 8,551	\$ 38,319
As of 11/30/2020	\$ 88,233	\$ 28,689	\$ 13,564	\$ 45,981
As of 10/31/2020	\$ 115,554	\$ 42,515	\$ 11,006	\$ 62,033
As of 9/30/2020	\$ 110,177	\$ 33,940	\$ 16,307	\$ 59,930

GDC	Totals	30 Days	60 Days	>60 Days
As of 12/31/2020	\$ 3,481	\$ 2,025	\$ 1,239	\$ 218
As of 11/30/2020	\$ 3,027	\$ 2,509	\$ 518	\$ -
As of 10/31/2020	\$ 3,511	\$ 3,281	\$ 230	\$ -
As of 9/30/2020	\$ 1,292	\$ 1,144	\$ 148	\$ -

GHI	Totals	30 Days	60 Days	>90 Days
includes 4 units	\$ 31,111	\$ 2,447	\$ 2,737	\$ 25,927
includes 2 units	\$ 17,588	\$ 1,211	\$ 1,152	\$ 15,226
includes 4 units	\$ 47,573	\$ 6,442	\$ 10,535	\$ 30,595
includes 10 units	\$ 57,883	\$ 7,802	\$ 9,161	\$ 40,921

## Board of Directors Requests for Recommendations

### Regarding the COVID-19 Fee Deferral Program

Prince George's County Bill CB-16 -2020 prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. This bill applies to tenants with substantial loss of income due to the COVID-19 pandemic, who are unable to make rent payments because of the emergency.

On May 7, 2020, GHI's Board of Directors approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment is not required prior to January 2021. On December 17, 2020, the Board requested the Manager to ask legal counsel whether 2021 fee increases for these members could be deferred until 90 days after the end of the emergency. For example, if the monthly fee increase for a particular member is \$12.00 in 2021, and the emergency ends on September 2021, could the fee increase be deferred and GHI charge the member the amount of \$144 i.e. (\$12 x 12 months) at the end of December 2021?

**The Board of Directors directed the Finance Committee to recommend a fee deferral plan for members who are financially affected by the COVID-19 pandemic, based on the provisions of Prince George's County Bill CB-16-2020 and the advice provided by legal counsel. The Finance Committee shall provide its recommendation by March 31, 2021.**

### Regarding Charges for Permits

The issue of whether to institute fees for the time that staff spends in processing member permits has been discussed a few times in the past. During the fourth quarter of 2020, the Finance Committee discussed this topic and proposes to make a recommendation to the Board shortly.

The GHI permit request form states

◆ CONTACT TECHNICAL SERVICES OFFICE FOR INSPECTIONS ◆

GHI INSPECTIONS REQUIRED: **Footings Framing Close-in Final**

(only those circled/underscored)

This GHI permit may have certain inspections, conditions or exceptions, and details that are important to comply with during the progress of the work authorized. These are requirements that must be followed, and noncompliance may result in significant rework to make corrections. Please advise your contractor that the GHI rules §X.C.3 & §X.C.4 make you, the member, ultimately responsible for obtaining proper permits and inspections.

Many members do not contact staff for the specified inspections. Often, members have their contractors act as their agents for the duration of the improvements. Many contractors are not inclined to contact staff. Perhaps they view inspections as an obstacle to completion of their work. Occasionally, staff encounters construction defects after improvements have been made, that could have been avoided if members/contractors allowed the required inspections to occur. Staff suggests that one component of a permit processing fee should be a refundable inspection fee that would be returned to members who fully comply with GHI's permit inspection requirements; a refundable inspection fee may motivate members to comply with the inspection process.

**The Board of Directors directed the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements including a refundable fee which would be returned to members who comply fully with GHI inspection requirements. The Finance Committee shall provide its recommendation by April 30, 2021.**

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

**2020 Legislative Session**

Bill No. CB-16-2020

Chapter No. 9

Proposed and Presented by Council Members Ivey, Turner, Hawkins, Dernoga, Streeter,  
Harrison, Franklin, Taveras, Glaros, Anderson-Walker and Davis

Introduced by Council Members Ivey, Turner, Hawkins, Dernoga, Streeter,  
Harrison, Franklin, Taveras, Glaros, Anderson-Walker and Davis

Co-Sponsors \_\_\_\_\_

Date of Introduction May 18, 2020

**EMERGENCY BILL**

1 AN EMERGENCY ACT concerning

2 Landlord-Tenant Code – Prohibition of Rent Increases, Rental Terminations and Late Fees

3 During the COVID-19 Public Health Crisis

4 For the purpose of amending the Landlord-Tenant Code to prohibit rent increases, rental  
5 terminations; provides payment plans with certain tenants and prohibit late fees or penalties from  
6 being charged during the COVID-19 state-wide emergency.

7 BY repealing and reenacting with amendments:

8 SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

9 Section 13-138, 13-139, 13-140, 13-141, 13-142 and 13-143

10 The Prince George's County Code

11 (2019 Edition).

12 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,  
13 Maryland, that Sections 13-138, 13-139, 13-140, 13-141, 13-142 and 13-143 of the Prince  
14 George's County Code be and the same are hereby repealed and reenacted with the following  
15 amendments:

16 **SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.**

17 **DIVISION 3. LANDLORD AND TENANT RELATIONS.**

18 **SUBDIVISION 1. GENERAL PROVISIONS.**

19 **Sec. 13-138. Definitions.**

(a) For the purposes of this Division (and Division 4):

\* \* \* \* \*

(11) Tenant shall mean any person who occupies;  
(A) a rental dwelling unit for living or dwelling purposes; and  
(B) tenant shall mean an existing tenant and does not include a prospective tenant; and  
(C) this new provision is provided for tenants that are able to provide proof through documentation or other objectively verifiable means, that the tenant suffered a Substantial Loss of Income and are therefore unable to make rent payments as a result of the emergency, as defined by the Governor of the State of Maryland’s Executive Order Number 20-04-30-01, 20-03-30-01 and 20-05-13-01, as amended and extended by the Governor, and under Section 143A-02 of the Public Safety Article of the Maryland Code;

\* \* \* \* \*

(14) Emergency shall mean the catastrophic health emergency declared by the Governor of Maryland on March 5, 2020, as amended or extended by the Governor, by Executive Order Number 20-03-30-01, 20-04-03-01, 20-05-13-01 and under Section 14-3A-02 of the Public Safety Article of the Maryland.

**Sec. 13-139. [Reserved] Rent Increases and Late Fees or Penalties During Certain Emergencies - Prohibited.**

(a) A landlord shall not increase a tenant’s rent nor impose late fees or penalties if the rent increase would take effect during an emergency as defined in Sec. 13-138 (14) of this Subtitle and within 90 days after the expiration of an emergency; or

(b) A landlord shall not issue notice of a rent increase, late fees or penalties during an emergency and within 90 days after the expiration of an emergency.

**Sec. 13-140. [Reserved] Notices of rent adjustments and Rent Payment Plans-Required During the Emergency.**

(a) During an emergency and within 90 days after the expiration of an emergency, a landlord shall not notify a tenant of a rent increase.

(b) A landlord shall inform a tenant in writing to disregard any notice of a rent increase if:

(1) the landlord provided the notice to the tenant prior to the emergency; and

(2) the effective date of the increase would occur on or after the date the emergency began.

1 (c) A landlord may offer rent payment plans, in writing, to tenants.

2 **Sec. 13-141. [Reserved] Late fees or penalties – when prohibited.**

3 (a) A landlord shall not charge late fees if they apply to payments required during the  
 4 emergency.

5 (b) A landlord shall not charge penalties during the emergency.

6 (c) A landlord shall inform a tenant in writing to disregard any late fee or penalty notice if  
 7 the landlord provided the notice to the tenant during the emergency.

8 (d) A landlord may charge the costs of return check fees.

9 **Sec. 13-142. [Reserved] Notice of prohibition of rent increases, late fees and penalties.**

10 (a) The Department of Housing and Community Development (DHCD) and Department  
 11 of Permitting Inspection and Enforcement (DPIE) shall provide information about the  
 12 requirements of this Section on their respective websites, including the date that the emergency  
 13 expires, and the date that is 90 days after the expiration of the emergency.

14 (b) The DHCD and DPIE shall email and post notice to license holders of the prohibition  
 15 of rent increases, evictions, late fees or penalties within 15 days of the adoption of this bill.

16 (c) The DPIE shall exercise the enforcement authority provided pursuant to  
 17 Sec. 13-102 of Subtitle 13 and Sec. 1-123 of Subtitle 1 of this Code:

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

20 (2) The authority to impose a penalty in the amount of \$500 for the first violation of  
 21 the provisions of Sec.13-139 through 13-142 of this Subtitle; and

22 (3) The authority to impose a penalty in the amount of \$1000 for any subsequent  
 23 violation of the provisions of Sec.13-139 through 13-142 of this Subtitle;

24 (4) Any penalty collected shall be distributed to general fund.

25 **Sec. 13-143. [Reserved] Evictions are Prohibited for Non-Payment of Rent.**

26 (a) A landlord shall not evict for non-payment of rent by a tenant that occupies a dwelling  
 27 unit for living or dwelling purposes;

28 (b) this new provision shall apply to any pending eviction proceedings not initiated before  
 29 the COVID 19 emergency.

30 (c) As a result, any pending eviction proceedings, for non-payment of rent, not initiated  
 31 before the COVID 19 emergency shall be suspended until the duration of the emergency; and



1        (d) new complaints filed against tenants for failure to pay rent shall be prohibited during  
2 the duration of the emergency;

3        (e) this new provision applies from date of the Governor of the State of Maryland's  
4 Executive Order Number 20-04-03-01 until August 31, 2020.

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

13                SECTION 3. BE IT FURTHER ENACTED that in accordance with the provisions of  
14 Section 317 of the Charter, the County Council hereby declares that a public emergency exists  
15 affecting the public health, safety, and welfare; said emergency being the COVID-19 Public  
16 Health Crisis.

17                SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect on the date it  
18 becomes law.

19                SECTION 5. BE IT FURTHER ENACTED that the County Council may extend the terms  
20 of this bill for an additional 90 days by resolution.  
21

1 Adopted this 9th day of June, 2020, by an affirmative vote of two-thirds of the members of  
2 the full County Council.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Todd M. Turner  
Council 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.

\* \* \* \* \*

**THE COUNTY EXECUTIVE HAVING FAILED TO RETURN THIS BILL WITH EITHER APPROVAL OR VETO WITHIN TEN (10) DAYS AFTER THE DATE OF ITS PRESENTATION TO HER, THIS BILL BECAME LAW ON JUNE 29, 2020.**