

NOTICE OF MEETING AND AGENDA
GHI FINANCE COMMITTEE
Thursday, August 10, 2023, 5:45 PM
Virtual Zoom Meeting

1. Discussion of agenda
2. Member comment period
3. Discussion of minutes – June 8, 2023
4. July 2023 aged receivables
5. Discussion of GHI and GDC summary fee schedule
6. Discussion of language in delinquency letters

Supporting Documents:

- a) Minutes – June 8, 2023
- b) July 2023 aged receivables
- c) Summary Fee Schedule (with last increases)
- d) Delinquency letters (M-1, M-2, M-3, M-4)
- e) Letter to lender (financial default)

Chuck Hess
Chair

Distribution:

Committee Members: Hess, Holland, James, Jones, Miller
Board of Directors and Audit Committee
Caruso, Fischler, T. Jones, Kahn, Kroll, Lester, Legendre, McClellan, Morse, Schmidt,
Wilhelm
James Claggett, General Manager
Joseph Perry, Jr., CPA, Director of Finance (Staff Liaison)
Hamid Abdelmoneim, Accounting Manager

GHI FINANCE COMMITTEE MEETING NOTES 2023

Date of Meeting: June 8, 2023

DRAFT

Attending:

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

Board/Audit: S. Baron

Guests: C. Jones, S. Legendre, M. Lester

Staff: Joseph Perry, Jr., Director of Finance (Staff Liaison)

Hamid Abdelmoneim, Accounting Manager

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

1. Agenda: Was it revised? No.

Motion to approve agenda as presented.

Motion by: James; Seconded by: Jones; Motion carried: 4-0

2. Member comment period

Molly Lester – question about the Parkway Apartments and letters mailed to GHI members in May.

Claudia Jones – questions about the Parkway Apartments

3. Minutes: Were there changes to the minutes? No.

Move to approve the minutes of the April 24, 2023 meeting as presented.

Motion by: Holland; Seconded by: Jones; Motion carried: 4-0

4. Aged Receivables

No action taken

Maria Sylvia joined during the review of the first quarter financial statements. @6:03pm

5. Agenda item description: Review the First Quarter Financial Statements for GDC and GHI

No action taken

6. Agenda item description: Discussion of the Refund of the Optional Improvement Review Summary Fee Schedule

I move the Finance Committee recommend the Board of Directors cease the charging of optional improvement replacement reserve funds as of August 1, 2023 for members who choose to opt out of the program.

Motion by: Holland; Seconded by: Jones; Motion carried: 5-0

I move the Finance Committee recommend the Board of Directors authorize refunds to members who choose to opt out of the optional improvement replacement reserve program for mini-split heat pumps only if they are contributing to the optional improvement replacement reserve program at the time the refund is issued. The amount of the refund will be equal to the full amount of what GHI has already collected from the member. The refund will be in the form of a credit against the eligible member's coop fees as of July 31, 2023.

Motion by: Holland; Seconded by: Jones; Motion carried: 5-0

7. Agenda item description: Discussion of the Summary Fee Schedule

No action taken.

8. Next Meeting: August 10, 2023

9. Meeting adjourned at 6:57 pm.

Motion to adjourn

Motion by: Holland; Seconded by: Jones; Motion carried: 5-0

Respectfully submitted,

Joseph Perry, Jr.

Aged Receivables

Age As Of: 07/31/2023 Post To: 07/2023

Property	Property	Total	0-30	31-60	61-90	Over 90	Prepays	Balance
	Name	Unpaid	days	days	days	days		
		Charges						
frame	GHI Frame Homes	134,278.78	71,313.84	16,474.89	1,651.08	44,838.97	-265,630.58	-131,351.80 take back \$157K
larger	GHI Larger Homes	23,624.50	1,139.10	22,426.41	0.00	58.99	-2,512.49	21,112.01
masonry	GHI Masonry Homes	58,064.96	28,690.07	7,171.63	402.96	21,800.30	-403,812.63	-345,747.67 take back \$317K
parkwy01	Greenbelt Development Corp	8,157.25	8,013.01	-604.32	850.94	-102.38	-18,505.42	-10,348.17
Total		224,125.49	109,156.02	45,468.61	2,904.98	66,595.88	-690,461.12	-466,335.63

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

GREENBELT HOMES INC.
HAMILTON PLACE
GREENBELT, MARYLAND 20770
(301) 474-4161

DATE

«Name»
«Address», «Unit_N2»
Greenbelt, MD 20770

Dear Member:

Your monthly co-op fee is past due. You currently owe GHI \$«Balance»

Please pay the amount due immediately. Members who are seriously delinquent may be required to vacate all rented garages and storage space. If you are experiencing financial challenges due to unforeseen circumstances, please contact the Finance Department to let us know. Our staff is available to assist you.

If you have already sent your payment we thank you.

Sincerely,
GREENBELT HOMES, INC.
Joseph Perry, Jr., CPA
Director of Finance

cc: UDB – M/S
«M1»

GREENBELT HOMES INC.
HAMILTON PLACE
GREENBELT, MARYLAND 20770
(301) 474-4161

Date

«Name»
«Address», «Unit1»
Greenbelt, MD 20770

Dear «Name»

Our records reflect that your co-op fee is more than 30 days past due. As of the date of this letter, we have not received your payment. Your balance, including late fees, is \$«Amount». If you have already sent your payment, we thank you. Otherwise, please pay this amount immediately.

If you have a share loan with a lending institution, in accordance with GHI's Recognition Agreement with that institution, we are notifying your lender that your co-op payments are in arrears.

If you fail to resolve this delinquency prior to the first of next month, GHI will begin court action to obtain a judgment against you for all unpaid amounts. Should legal proceedings begin, you will be liable for court and legal costs incurred. These additional fees may exceed \$500.00.

If you are experiencing financial challenges due to unforeseen circumstances, please contact our Finance Department to let us know. Our staff is available to assist you.

If you rent a garage and/or storage space from GHI or GDC you must vacate that garage and/or storage space within thirty days of this letter. Items that remain after thirty days will be removed and all related expenses will be charged to your account.

Sincerely,
GREENBELT HOMES, INC.

Joseph Perry, Jr., CPA
Director of Finance

cc: UDB – M/S
«Ltr_type»

GREENBELT HOMES INC.
HAMILTON PLACE
GREENBELT, MARYLAND 20770
(301) 474-4161

DATE

«Name»
«Address», «Unit1»
Greenbelt, MD 20770

Dear «Name»,

Your monthly co-op fee is more than 60 days past due. Our records show that, as of the date of this letter, your outstanding balance is \$«Amount».

Your membership is at risk. Your right to occupy your unit is based on the payment of the co-op fees for your co-operative housing unit.

GHI has directed our attorney to file in court seeking a judgment for the unpaid balance on your account plus court costs and legal fees.

If you have a share loan with a lending institution, in accordance with GHI's Recognition Agreement with that institution, we are notifying your lender that your co-op payments are in arrears.

Please either pay your full balance immediately by certified check, cashier's check or money order or contact our Finance Department to make other arrangements for payment.

If you have not paid your balance or made other arrangements with the Finance Department, this matter will be referred to the Board of Directors at an executive session on <<DATE of BOD MEETING>> @ 7:00PM, for a hearing regarding this delinquency. **You are requested to attend the hearing by phone 301-715-8592 or virtually via this link:**

<https://us06web.zoom.us/meeting/register/tZUqdeyorD0sEtcBmdxTdFEDAIBWsQ577c35>

If this delinquency remains unresolved, the cooperative will initiate further legal proceedings in the District Court to remove you from your unit and to terminate your membership.

Sincerely,
GREENBELT HOMES, INC.

Joseph Perry, Jr., CPA
Director of Finance

cc: UDB – M/S
Board of Directors

«Ltr_type»

GREENBELT HOMES INC.
HAMILTON PLACE
GREENBELT, MARYLAND 20770
(301) 474-4161

DATE

Certified Mail

NAME

ADDRESS, UNIT-#
Greenbelt, MD 20770

Dear NAME,

Your monthly co-op fee is more than 90 days past due. Our records show that, as of the date of this letter, your balance is \$AMOUNT.

This matter was not resolved at the meeting that the Board of Directors scheduled with you on <<BOD MEETING DATE M-3 TO ATTORNEY>>. The cooperative has initiated legal proceedings to remove you from this unit. If full payment, including court cost, is not received on or before that date, your membership will be terminated effective as of that date.

Please contact the GHI Finance Department immediately. To have the court action dismissed, you must immediately pay Greenbelt Homes, Inc. the amount due by certified check, cashier's check or money order.

Sincerely,
GREENBELT HOMES, INC.

Joseph Perry, Jr., CPA
Director of Finance

cc: UDB – M/S
Board of Directors

M-4

GREENBELT HOMES INC.
HAMILTON PLACE
GREENBELT, MARYLAND 20770
(301) 474-4161

DATE

BANK NAME
BANK ADDRESS ,
BANK CITY, STATE ZIP CODE

Loan#

NAME
ADDRESS.UNIT-#
Greenbelt, MD 20770

The member has been in arrears for an extended period of time.

Monthly cooperative payments, due and owing under the member's Mutual Ownership Contract and the Recognition Agreement, have gone unpaid. This unit is now in default with Greenbelt Homes, Inc. for non-payment of monthly cooperative fees. The current balance due and owing as of this date is **AMOUNT**. Additional charges are due on the first of each month.

Pursuant to the terms of the Recognition Agreement, specifically §§ I. G. and II A., notice is hereby given by Greenbelt Homes, Inc. to **BANK NAME** of the existence of this monetary default. Furthermore, consistent with the terms of the Recognition Agreement, within 15 days of this notice **BANK NAME** may cure this monetary default through the payment of the above sum. Such sum may be sent directly to this office.

Consistent with the terms of the Recognition Agreement, should this monetary default not be cured by **BANK NAME**, Greenbelt Homes, Inc. intends to pursue all of its remedies available under the Recognition Agreement, the Mutual Ownership Contract and under law.

Sincerely,
Greenbelt Homes, Inc.

Joseph Perry, Jr., CPA
Director of Finance

cc: UDB – M/S

<<M-LETTER>>