

**Notice of Meeting
GDC Annual Stockholders' Meeting**

**Thursday, June 3, 2021
7:45 p.m.**

GHI Board Room

Agenda:

1. Approval of Agenda
2. Action on Minutes for Stockholders' Meeting held on November 19, 2020
3. President's Report re: GDC's Operations for the Year 2020
4. Election of GDC Board of Directors for 2021-2022
5. Adjournment

Ed James
Secretary



GREENBELT HOMES, INC.


HAMILTON PLACE, GREENBELT, MARYLAND 20770

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



Manager's Memorandum

To: GDC Stockholders and Board of Directors, GHI Audit Committee

From: Eldon Ralph, 
General Manager

Date: May 21, 2021

Subject: Items for GDC Stockholders' Meeting – June 3, 2021

1. Approval of Agenda

Suggested motion: I move approval of the agenda as presented.

2. Action on Minutes for Stockholders Meeting held on November 19, 2020 – (Attachment #1)

Suggested motion: I move that the Stockholders of GDC approve the minutes for the November 19, 2020 Annual Stockholders' meeting *(as presented/as revised)*.

3. President's Report re: GDC's Operations for the Year 2020 – (Attachment #2)

Attachment #2 is the President's report.

Suggested motion: I move that the Stockholders of GDC accept the report submitted by the GDC Board President regarding GDC's 2020 operations.

4. Election of GDC Board of Directors for 2021-2022

The following suggested motion is offered:

Suggested motion: I move that the stockholders of GDC elect the following persons to serve on the Board of Directors for Greenbelt Development Corporation during 2021-2022:

- **Erin Bilyeu**
- **Stefan Brodd**
- **Christopher Carbone**
- **Zoe Carter-Woodbridge**
- **Edward James**
- **Denna Lambert**
- **Jason Luly**
- **Deborah McKinley**
- **Heather Mortimer**

Draft Minutes
ANNUAL STOCKHOLDERS MEETING
GREENBELT DEVELOPMENT CORPORATION
VIRTUAL ZOOM
November 19, 2020

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready, Skolnik and Socrates

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Sam Lee, Audit Committee Member

Stephen Holland, 56-E Ridge Road

Molly Lester, 6-M Hillside Road

Marshall Cohen, 17-H Ridge Ridge

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:45 p.m.

1. Approval of Agenda

Motion: I move approval of the agenda.

Moved: Brodd

Seconded: Socrates

Carried: 9-0

2. Action on Minutes for Annual Stockholders' Meeting held on June 6, 2019

Motion: I move that the Stockholders of GDC approve the minutes for the June 6, 2019 Annual Stockholders' meeting as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: McKinley

3. President's Report re: GDC's Operations for the Year 2019

Motion: I move that the Stockholders of GDC accept the report submitted by the GDC Board President regarding GDC's 2019 operations.

Moved: Hess

Seconded: Brodd

Carried: 9-0

4. Election of Board of Directors for 2020/2021

Motion: I move that the stockholders of GDC elect the following persons to serve on the Board of Directors for Greenbelt Development Corporation during 2020/21 as revised.

- **Stefan Brodd**
- **Chuck Hess**
- **Ed James**
- **Bill Jones**
- **Deborah McKinley**
- **Sue Ready**
- **Steve Skolnik**
- **Anna Socrates**
- **Zoe Carter-Woodbridge**

Moved: Hess

Seconded: Brodd

Carried: 9-0

Motion: To Adjourn.

Moved: Hess

Seconded: Brodd

Carried: 9-0

The meeting adjourned at 7:49 p.m.

Ed James
Secretary

Greenbelt Development Corporation

President's Report for 2020

This report presents the major activities that GDC's Board of Directors, GHI Committees and staff accomplished during 2020 on behalf of Greenbelt Development Corporation (GDC). GDC is in a strong financial position, with a net income of \$ 85,373 earned in 2020, no outstanding loans, cash assets of \$279,702 and a total equity of \$486,692 at the end of 2020. GDC's financial statements as of December 31, 2020 are attached.

Major Activities

1. At the request of the Board of Directors of GDC, the Board of Directors of Greenbelt Homes Inc. (GHI) directed GHI's Finance Committee on January 17, 2019 to review a capital improvements plan for the Parkway Apartments with an estimated total expenditure of \$3.948 million during 2019 to 2048. On November 19, 2020, the GDC Board of Directors passed a motion that requested the GHI Board of Directors to provide financing for GDC's capital improvements when needed, with loan terms as negotiated between the parties.
2. Due to the Covid-19 pandemic and statutory restrictions on public gatherings, the annual meeting of the stockholders was not held in June, as required by GDC's bylaws. Instead, it was held via internet audio/video conference on November 19, 2020 and stockholders elected a new Board of Directors comprised of Directors Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik and Anna Socrates. The new Board elected the following officers for the 2020-21 term, during its first meeting on November 19.
 - Stefan Brodd – President
 - Steve Skolnik – Vice President
 - Chuck Hess – Treasurer
 - Ed James – Secretary
3. The GDC Board appointed a task force in January 2020 to accomplish the following tasks:
 - a) Review GDC bylaws and recommend changes that should be made.
 - b) Recommend changes to GHI/GDC bylaws that are needed to make it legal and easier for acquisition of additional GDC properties.
 - c) Prepare a proposed written agreement of GHI/GDC responsibilities to each entity.

Due to the Covid-19 pandemic, the work of the task force was stymied due to restrictions on in-person meetings. The task force began holding virtual meetings later in the year and on December 10, 2020, it finalized a draft of its charter and recommended that GDC refer GDC's current bylaws to an attorney for review and suggested changes, or to prepare a new set of bylaws.

4. On December 3, 2020, the GDC Board reviewed legislation that Prince George's County Council and the City of Greenbelt enacted as a result of the Covid-19 pandemic. As a result, GDC's Parkway Apartments has frozen late fees and rent increases for all tenants until 60 days after the end of the Covid-19 emergency declared by Maryland's Governor Larry Hogan. However, for tenants who suffer substantial loss of income and are unable to make rent payments because of the

emergency, the freeze on late fees will be in effect until 90 days after the end of the emergency and such tenants cannot be evicted during that time. During 2020, there was no instance of a tenant reporting a substantial loss of income due to the Covid-19 emergency.

5. GHI's maintenance staff completed 472 maintenance work orders at 15-19 and 21-23 Parkway during 2020.
6. On November 19, 2020, the Board of Directors considered and approved a 2021 budget of \$687,560.

Respectfully submitted,

A handwritten signature in black ink that reads "Stefan Brodd". The signature is written in a cursive, slightly slanted style.

Stefan Brodd

President, Greenbelt Development Corporation

**Greenbelt Development Corporation
Financial Statements
December 2020**

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Greenbelt Development Corporation
 Balance Sheet
 As of 12/31/2020

CURRENT ASSETS:

Cash	\$ 279,702	
Accounts receivable (net)	3,027	
Prepaid expense	<u>3,600</u>	
	286,329	
Total current assets		\$ 286,329

PROPERTY & EQUIPMENT

Buildings & Improvements (net)	131,156	
Boiler equipment (net)	<u>163,017</u>	
Total property and equipment	294,173	
Total property, equipment & other assets		<u>294,173</u>

TOTAL ASSETS

\$ 580,502

LIABILITIES & EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses	\$ 40,372	
Deposits & deferred revenue	<u>53,438</u>	
Total current liabilities	93,810	
Total liabilities		\$ 93,810

EQUITY

Capital stock	150	
Accumulated equity	401,167	
Net Income	<u>85,375</u>	
Total equity		<u>486,692</u>
TOTAL LIABILITIES & EQUITY		<u><u>\$ 580,502</u></u>

Greenbelt Development Corporation
Income Statement
or the Period Ending 12/31/2020

	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>
INCOME				
Rental Income	646,470	646,470	\$ -	0.0%
Vacancy Loss	(A) <u>(16,678)</u>	<u>(22,630)</u>	<u>5,952</u>	<u>-26.3%</u>
	629,792	623,840	5,952	1.0%
OTHER INCOME				
Garage Fee Income	43,213	44,470	(1,257)	-2.8%
Other Income	<u>8,817</u>	<u>9,250</u>	<u>(433)</u>	<u>-4.7%</u>
Total Income	<u>681,822</u>	<u>677,560</u>	<u>4,262</u>	<u>0.6%</u>
EXPENSES:				
Contract Work	(B) 65,776	53,700	12,076	22.5%
Materials	50,422	51,340	(918)	-1.8%
Electricity	12,027	15,000	(2,973)	-19.8%
Gas	(C) 12,340	16,700	(4,360)	-26.1%
Water	(D) 26,183	16,500	9,683	58.7%
Licenses/Permits	7,200	7,200	-	0.0%
Insurance	20,760	20,760	-	0.0%
Telephone	846	1,200	(354)	-29.5%
Real Estate Taxes	59,800	59,800	-	0.0%
Labor	108,220	108,220	-	0.0%
Management Fee	173,010	173,010	-	0.0%
Legal/Professional	7,799	8,100	(301)	-3.7%
Bad Debts Expense	(E) 13,179	3,500	9,679	>100%
Depreciation	30,500	30,500	-	0.0%
Miscellaneous	<u>94</u>	<u>100</u>	<u>(6)</u>	<u>-6.0%</u>
Total Operating Expense	588,156	565,630	22,526	4.0%
Taxes	(F) <u>8,291</u>	<u>-</u>	<u>8,291</u>	<u>>100%</u>
Net Income	<u>\$ 85,375</u>	<u>\$ 111,930</u>	<u>\$ (26,555)</u>	<u>-23.7%</u>

**Greenbelt Development Corporation
Notes to Income Statement
or the Period Ending 12/31/2020**

(A) Vacancy Loss (Down 26.3%) **\$ 5,952**

This favorable variance is primarily due to a reduction in apartment turnover as a result of the Covid-19 pandemic.

(B) Contract Work (Up 22.5%) **\$ 12,076**

Contract work for 2020 consists of the following components:

	<u>Actual</u>	<u>Annual Budget</u>
•Janitorial	\$ 21,050	\$ 17,700
•Fire protection	2,913	3,000
•Boiler maintenance & repair	4,945	5,000
•Home inspection (lead testing)	3,697	2,500
•Solid Waste Disposal	5,103	5,000
•Chemical management	2,340	2,600
•Landscape work	5,281	5,300
•Unit patch, paint and renovation	17,807	10,000
•Bathtub reglazing	578	1,200
•Eviction Costs	2,047	-
Total contract work	\$ 65,776	\$ 53,700

(C) Gas (Down 26.1%) **\$ (4,360)**

This favorable variance is due to a timing difference. The financial statements reflect only 10 months of expense.

(D) Water (Up 58.7%) **\$ 9,683**

This unfavorable variance is partially due to increased water usage from people spending more time at home during the Covid-19 pandemic. More specifically GDC experienced unusually high water usage during the month of October for units 15-19 Parkway Road. A maintenance request to check for possible leaks also has been placed.

(E) Bad Debts Expense (Up > 100%) **\$ 9,679**

This unfavorable variance is due to the write off of two tenants accounts that exceed the current balance in the allowance for doubtful accounts.

(F) Taxes (up > 100%) **\$ 8,291**

This unfavorable variance was not budgeted in 2020, but is included in the 2021 budget.