

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

**Thursday, November 19, 2020
7:45 p.m.**

Virtual Zoom Meeting Room

Agenda:

1. Approval of Agenda
2. Action on Minutes for Annual Stockholders' Meeting held on June 6, 2019
3. President's Report re: GDC's Operations for the Year 2019
4. Election of Board of Directors for 2020-21
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: November 12, 2020

Subject: Items for GDC Stockholders' Meeting – November 19, 2020

1. Approval of Agenda

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

2. Action on Minutes for Annual Stockholders Meeting on June 6, 2019 – (Attachment #1)

Suggested motion: I move that the Stockholders of GDC approve the minutes for the June 6, 2019 Annual Stockholders' meeting (as presented/as revised).

3. President's Report re: GDC's Operations of GDC for the Year 2019 – (Attachment #2)

The President's report is in attachment #2.

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

4. Election of GDC Board of Directors for 2020 – 2021

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 2020-21:

- Stefan Brodd
- Chuck Hess
- Edward James

- **Bill Jones**
- **Deborah Mckinley**
- **Sue Ready**
- **Steve Skolnik**
- **Anna Socrates**
- **Zoe Carter-Woodbridge**

Draft Minutes
ANNUAL STOCKHOLDERS MEETING
GREENBELT DEVELOPMENT CORPORATION
June 6, 2019

Board Members Present: Brodd, Hess, Holland, James, Ready, Skolnik and Socrates

Excused Absences: Jones, Watkins

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Neron Adams-Escalera, Director of Member Services

Joyce Campbell, Audit Committee Member

Lindsay McAndrew, Audit Committee Member

Molly Lester, 6-M Hillside Road

Tamara James, Recording Secretary

President Skolnik called the meeting to order at 7:46 p.m.

1. Approval of Agenda

Motion: I move approval of the agenda.

Moved: Hess

Seconded: James

Carried: 7-0

2. Action on Minutes for Annual Stockholders' Meeting on June 21, 2018

Motion: I move that the Stockholders of GDC approve the minutes for the June 21, 2018 Annual Stockholders' meeting as presented.

Moved: James

Seconded: Hess

Carried: 5-0-2

Abstained: Ready, Socrates

3. President's Report re: GDC's Operations for the Year 2018/19

Motion: I move that the Stockholders of GDC accept the report submitted by the GDC Board President regarding GDC's 2018/19 operations.

Moved: James

Seconded: Hess

Carried: 7-0

4. Election of Board of Directors for 2019/20

Motion: I move that the stockholders of GDC elect the following persons to serve on the Board of Directors for Greenbelt Development Corporation during 2019/2020:

- **Stefan Brodd**
- **Chuck Hess**
- **Stephen Holland**
- **Ed James**
- **Bill Jones**
- **Sue Ready**
- **Steve Skolnik**
- **Anna Socrates**
- **Tami Watkins**

Moved: Hess

Seconded: James

Carried:7-0

Motion: To Adjourn.

Moved: Hess

Seconded: James

Carried: 7-0

The meeting adjourned at 7:49 p.m.

Ed James
Secretary

Greenbelt Development Corporation

President's Report for 2019

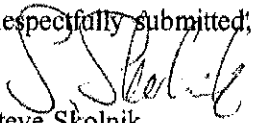
This report presents the major activities that GDC's Board of Directors, GHI Committees and staff accomplished during 2019 on behalf of Greenbelt Development Corporation (GDC). GDC's financial statements as of December 31, 2019 are attached. GDC is in a strong financial position, with a net income of \$100,402 in 2019, no outstanding loans, cash assets of \$234,730 and a total equity of \$401,317 at the end of 2019.

Major Activities

1. GDC stockholders met on June 6 and elected a new Board of Directors. The new Board elected officers for the 2019-20 term, during its first meeting on June 6.
2. The GDC Board requested that GHI's Finance Committee review a capital improvements plan for the Parkway Apartments (that was revised in 2018) and recommend sources of financing for the planned improvements. The Finance Committee is currently working on this assignment.
3. The Board passed a motion to establish a task force 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.A task force was appointed in January 2020 and is currently working on this assignment.
4. GHI's Finance Committee presented a report to GDC's Board of Directors that estimated the annual financial rate of return on the apartments at 15-19 and 21-27 Parkway to be between 5% and 7%.
5. GDC paid off the outstanding \$100,000 balance on a \$550,000 loan that it obtained from GHI in 2002.
6. The following capital improvement projects were completed at 15-19 and 23-27 Parkway:
 - Cooling towers on the rooftops were replaced for \$94,083.
 - Heat exchangers in the boiler rooms were replaced for \$23,626.
7. The Board authorized the following service contracts for the apartment buildings at 15-19 and 21-23 Parkway:
 - 5-year contract with FMB laundry to provide laundry services with ten front load washers and ten electric dryers.
 - 3-year contract with Goode Companies to remove solid waste, commencing in February 2020.
 - 3-year contract with Artistic Landscaping Inc. beginning in January 2020, to provide landscape maintenance services to external common areas.
 - 3-year contract with Stratus Building Solutions commencing in September 2019 for the janitorial cleaning of interior common areas.
8. GHI's maintenance staff completed 585 maintenance work orders at 15-19 and 21-23 Parkway:

9. On November 21, the Board of Directors considered and approved a 2020 budget of \$677,560.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S. Skolnik", written over the typed name.

Steve Skolnik

President, Greenbelt Development Corporation

**Greenbelt Development Corporation
Year-End Financial Statements
2019**

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Greenbelt Development Corporation
Balance Sheet
As of 10/31/2019

CURRENT ASSETS:

Cash	\$ 234,750	
Accounts receivable (net)	11,264	
Prepaid expense	<u>4,200</u>	
	250,214	
Total current assets		\$ 250,214

PROPERTY & EQUIPMENT

Buildings & improvements (net)	143,695	
Boiler equipment (net)	<u>180,978</u>	
Total property and equipment	324,673	

Total property, equipment & other assets		<u>324,673</u>
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TOTAL ASSETS		<u>\$ 574,887</u>
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LIABILITIES & EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses	\$ 123,798	
Deposits & deferred revenue	<u>49,772</u>	
Total current liabilities	173,570	
Total liabilities		\$ 173,570

EQUITY

Capital stock	150	
Accumulated equity	300,765	
Net Income	<u>100,402</u>	
Total equity		<u>401,317</u>

TOTAL LIABILITIES & EQUITY		<u>\$ 574,887</u>
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Greenbelt Development Corporation
Income Statement
For the Year Ending 12/31/2019

	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	\$ 645,470	\$ 645,470	\$ -	0.0%
Vacancy Loss	(23,851)	(22,600)	(1,251)	5.5%
	<u>621,619</u>	<u>622,870</u>	<u>(1,251)</u>	<u>-0.2%</u>
OTHER INCOME				
Garage Fee Income	43,352	41,950	1,402	3.3%
Other Income	(A) 10,123	5,000	5,123	>100%
Total Income	<u>675,094</u>	<u>669,820</u>	<u>5,274</u>	<u>0.8%</u>
EXPENSES:				
Contract Work	(B) 55,054	51,475	3,579	7.0%
Materials	48,245	49,820	(1,575)	-3.2%
Electricity	15,848	15,000	848	5.7%
Gas	17,860	16,700	1,160	6.9%
Water	(C) 21,190	16,500	4,690	28.4%
Licenses/Permits	7,509	7,200	309	4.3%
Insurance	19,770	19,770	-	0.0%
Telephone	942	1,200	(258)	-21.5%
Real Estate Taxes	(D) 56,885	65,000	(8,115)	-12.5%
Labor	108,000	108,000	-	0.0%
Management Fee	159,460	159,450	10	0.0%
Legal/Professional	7,634	8,100	(466)	-5.8%
Bad Debts Expense	3,504	3,500	4	0.1%
Interest Expense	(E) 2,011	5,000	(2,989)	-59.8%
Depreciation	33,988	35,450	(1,462)	-4.1%
Miscellaneous	(F) 16,456	100	16,356	>100%
Total Operating Expense	<u>574,692</u>	<u>562,265</u>	<u>12,427</u>	<u>2.2%</u>
Net Income	<u>\$ 100,402</u>	<u>\$ 107,555</u>	<u>\$ (7,153)</u>	<u>-6.7%</u>

Greenbelt Development Corporation
Notes to Income Statement
For the Year Ending 12/31/2019

(A) Other Income (Up >100%) **\$ 5,123**

This favorable variance reflects the revised/corrected washer/dryer commission rate for 2019.

(B) Contract Work (Up 7.0%) **\$ 3,579**

Contract work for 2019 consists of the following components:

	<u>Actual</u>	<u>Annual Budget</u>
•Janitorial	\$ 16,189	\$ 16,275
•Fire protection	3,477	400
•Boiler maintenance & repair	3,956	5,000
•Home inspection (lead testing)	2,636	3,000
•Solid Waste Disposal	2,672	4,100
•Chemical management	2,145	2,600
•Landscape work	5,191	5,200
•Unit patch, paint and renovation	14,530	9,000
•Pest extermination	-	600
•Bathub reglazing	1,035	1,500
•Tree maintenance	-	3,800
•Sidewalk repairs	3,223	-
Total contract work	<u>\$ 55,054</u>	<u>\$ 51,475</u>

(C) Water (Up 28.4%) **\$ 4,690**

This unfavorable variance was caused by an unusually large bill that has been researched by management and appears to be valid.

(D) Real estate taxes (Down 12.5%) **\$ (8,115)**

This favorable variance results from a successful appeal of GDC's real estate taxes by a real estate tax attorney, William Monks.

(E) Interest expense (Down 59.8%) **\$ (2,989)**

This favorable variance results from the early payoff of GDC's loan from GHI.

(F) Miscellaneous (Up >100%) **\$ 16,356**

This line item includes estimated Maryland state income taxes of \$10,204.