

NOTICE OF ANNUAL MEMBERSHIP MEETING

Greenbelt Homes, Inc.

Thursday

October 29, 2020

7:30 p.m.

Greenbelt Youth Center Auditorium

In accordance with ARTICLE IV, Section 5 of the GHI Bylaws, you are hereby notified that if the above membership meeting is not held because of the absence of a quorum, a further meeting may be called for the same purpose, such further meeting to proceed even in the absence of a quorum, as authorized by Section 5-206 of the Corporations and Associations Article of the Annotated Code of Maryland as follows:

- “(a) Calling of additional meeting. - If the number of members present at a properly called meeting of the members of a non-stock corporation is insufficient to approve a proposed action, another meeting of the members may be called for the same purpose if:
- (1) The notice of the meeting stated that the procedure authorized by this section might be invoked; and
 - (2) By majority vote, the members present in person or by proxy call for the additional meeting.
- (b) Notice of additional meeting. - Fifteen days notice of the time, place, and purpose of the additional meeting shall be given by advertisement in a newspaper published in the county where the principal office of the corporation is located. The notice shall contain the quorum and voting provisions of subsection (c) of the section.
- (c) Quorum and voting requirements at additional meeting - At the additional meeting, the members present in person or by proxy constitute a quorum. A majority of the members present or by proxy may approve or authorize the proposed action at the additional meeting and may take any other action which could have been taken at the original meeting if a sufficient number of members present had been present. (An. Code 1957, art.23, sec. 135; 1975, ch. 311, sec. 2).”

Ed James
Secretary



Sign language interpreters will attend the meeting virtually.

2020 ANNUAL MEMBERSHIP MEETING

October 29, 2020

7:30 p.m.

MEETING LOCATIONS:

1. A virtual Zoom meeting room for members to participate remotely via computers or telephones.
2. Greenbelt Youth Center Gymnasium at 99 Centerway, Greenbelt, MD 20770. *(No more than 50 persons may physically attend the meeting at this facility, due to public gathering restrictions resulting from the Covid-19 pandemic).*

AGENDA

1. Issuance of voting cards beginning at 7:00 p.m. (only for members physically attending the meeting at the Greenbelt Youth Center) *.
2. Proof of due notice of meeting.
3. Certification of presence of a quorum.
4. Approval of agenda.
5. Action on minutes:
 - a. Annual Meeting - May 9, 2019.
 - b. Special Membership Meeting – December 12, 2019.
6. Reports of officers, directors, and elected committee.
7. Presentation of Candidates.
8. Nominations and Elections of the Nominations and Elections Committee.
9. Old Business.
10. Announcements
11. Recess.

Ed James
Secretary

* Registration for persons attending the meeting at the Greenbelt Youth Center will be alphabetical by last name. Where two or more persons hold a membership together and their last names differ, the registration lists will first show the name of the first person on the Mutual Ownership Contract (MOC). *Example: The membership is held jointly by Pamela Arcadia and Joe Zenith. Joe Zenith's name is shown first on the MOC. Pamela Arcadia would therefore register at the table displaying the letter "Z".*

GHI VIRTUAL/IN-PERSON ANNUAL MEMBERSHIP MEETING INFORMATION

Greenbelt Homes, Inc. is excited to host our first hybrid virtual and in-person annual membership meeting Thursday, October 29, 2020 at 7:30 pm via Zoom, and at the Greenbelt Youth Center located at 99 Centerway Drive, Greenbelt Md. This means that we will have two forms of the meeting available to members! We are holding a hybrid meeting because of restrictions on the size of public gatherings imposed by Prince George's County due to the Covid-19 pandemic.

Members are strongly encouraged to attend the virtual meeting if possible. For the virtual meeting, you will log in to a Zoom meeting platform (from anywhere via a computer or smartphone with an internet connection) and have the ability to view a live video feed of speakers, as well as any presentation slides, right on your screen. If you do not have access to a computer or smartphone, you may dial into this meeting in listen-only mode but will not be able to participate in live voting.

The in-person meeting at the Greenbelt Youth Center is particularly for those members who do not have access to a computer, a smartphone, or an internet connection. The room capacity is limited to 50 people. Eight officials (GHI's Board President, GHI's Board Secretary, a parliamentarian, two staff persons, an audio technician and two members of the Nominations and Elections Committee) will attend the in-person meeting, so only forty-two (42) other members can register to attend the in-person meeting.

Learn more by reviewing the important information fact sheet below and responses to frequently asked questions.

IMPORTANT INFORMATION

VIRTUAL MEETING

- **Thursday, October 29, 2020, at 7:30pm – Virtual Meeting opens at 7:00pm.**
- **If you are not familiar with Zoom, please join at 7pm to become familiar with Zoom meeting controls.**

IN-PERSON MEETING: Greenbelt Youth Center

- **Thursday, October 29, 2020, at 7:30pm – Doors open at 7:00pm.**
- **Requires advance registration, and only members listed on the Mutual Ownership Contract can attend.**
- **Attendees are required to submit to temperature testing prior to being allowed into the meeting hall.**
- **Attendees must wear a mask and practice social distancing by staying at least 6 feet from others as much as possible. Anyone not wearing a mask at all times will need to leave.**

- **Attendees are asked to turn off their cellular or smart device's Wi-Fi to prevent interference with the meeting's internet speed/connection.**

FREQUENTLY ASKED QUESTIONS

REGISTRATION

How do I register and access the virtual meeting?

The virtual meeting will be broadcast using a Zoom webinar presented by GetQuorum, the company GHI hired to host the virtual meeting. In order to participate in the meeting, you must have the Zoom desktop or smartphone application. This application is available for most computers, tablets, and smartphones. If you participate in other meetings using Zoom, you already have this application. Installation is simple and only takes a single click and a few minutes to complete. Please visit <https://zoom.us/test> to conduct a test run once you have installed the Zoom application.

In order for you to participate in the virtual meeting, GHI must have your email address. Everyone who receives the E-News or has responded to recent requests to provide your email will automatically be registered. GHI will submit names, unit addresses, and email addresses of members to GetQuorum, who will send you information via email several days before the annual meeting. To attend the meeting virtually, you must register online using the link sent in the notice emailed to you. After registering, you will receive an email with instructions on how to join the meeting webcast, including the access link to join the Zoom virtual meeting.

The following members will be ineligible to participate in the virtual meeting:

- a. A member who designates another member as their proxy
- b. A member who submits an application for an absentee ballot
- c. A member who registers to attend the annual membership meeting in person

Please note that if you dial into the meeting by telephone, you will not be able to participate in live voting.

What will my virtual meeting registration include?

Your virtual meeting registration will give you access to the notice of the meeting, agenda, voting topics, and additional information related to attending the meeting virtually. If you have any questions regarding the virtual meeting, please call Christine Gyemfi in the Member Services Department Office at 301-474-4161, ext. 1147 or send an email to cgyemfi@ghi.coop.

How do I register for the in-person meeting?

To register for the in-person meeting, please complete the registration form that is included in your packet of annual meeting materials and submit it to GHI's Member Services Department at 1 Hamilton Place, Greenbelt. Please note that registrations will close after forty-two (42) persons have registered to attend the in-person meeting.

MEETING PROCEDURES

How do I prepare for the virtual meeting and become familiar with the meeting controls?

To prepare you for this meeting, GetQuorum will send information to your email address regarding how to raise your hand to ask questions, vote, use the chat function, etc., no later than one week prior to the meeting. In addition, GHI has arranged for member volunteers who are familiar with the Zoom platform to schedule virtual information sessions with members prior to the annual meeting. Dates for the virtual information sessions will be published in GHI's e-newsletter. It is very important to become familiar with the Zoom controls prior to the meeting. For members dialing in via cellphone (non-smart phone), you will only be able to listen to the meeting and not participate in live voting.

How will the in-person meeting be setup?

Registered participants and meeting facilitators will enter/exit through the back door of the gymnasium at the Greenbelt Youth Center. Face masks must be worn by everyone entering the facility. Temperature checks and recording of your contact information are required upon entry. Seats will be at a minimum of 6 feet apart. Restrooms will be available for use. The main entrance door to the gymnasium will be closed and only used in case of an emergency.

How will voting take place during the meeting?

Live voting will take place on items such as the approval of minutes for the last annual meeting and special membership meetings that were held on May 9 and December 12, 2019, and elections of members to the Nominations and Elections Committee.

For participants in the virtual meeting, a polling window will pop-up on the screen of your computer or smart phone which will allow you to register your choice of vote. Once polling on an item is closed, Get Quorum will report the results to the GHI Board President who will be the chair of the annual meeting.

Members attending the in-person meeting will be issued voting cards upon arrival at the meeting. Polling at the in-person meeting will be done by a "show of cards" vote. Members of the Nominations and Elections Committee will count the votes and report the tally to the GHI Board President.

The Board President will add the votes received from the virtual and in-person meetings and announce the results to the audience.

Will the meeting be recorded?

Yes. GetQuorum, the virtual meeting host, will provide GHI a recording of the meeting within 48 hours after it recesses.

VOTING AFTER THE ANNUAL MEMBERSHIP MEETING RECESSES

How will the election of members to the Audit Committee and the Board of Directors be conducted?

After the annual meeting recesses, Get Quorum will open a voting portal on the Zoom on-line platform so members can cast ballots in the Audit Committee and Board of Directors election. The voting portal will be open from the time the annual meeting recesses on Thursday night until noon Friday, October 30, 2020.

Members attending the in-person meeting will be able to cast ballots at the Greenbelt Youth Center after the annual meeting recesses.

On Friday, October 30, 2020, in-person voting will also be conducted outside the GHI Management Office from 4.00 p.m. to 8.00 p.m. All members casting ballots must wear a face mask and practice social distancing. The following members will be ineligible to vote during this time:

- a. A member who has designated another member as their proxy
- b. A member who has submitted an application for an absentee ballot
- c. A member who has voted online

The Nominations & Elections Committee has made the following arrangements to enable members to cast ballots in-person with minimal social contact:

1. **Absentee Ballots:** Members can receive an absentee ballot by completing the application they will receive with the annual meeting announcement and returning it to the Director of Member Services at the GHI Management office by noon on Wednesday, October 28, 2020.
2. **Proxies:** Members can designate a proxy to vote on their behalf for the annual meeting and election by submitting official proxy forms to the GHI management office or the Board Secretary Ed James (56D Crescent Road) by 5 p.m. on Saturday October 24, 2020. Note that a member can carry no more than one proxy.
3. Members voting Friday from 4–8pm will be given the opportunity to schedule an appointment for priority balloting. These appointments will also distribute voting throughout the day and reduce crowding. Members who do not schedule an appointment are welcome to come any time at their convenience during election hours to cast a ballot. If needed, they will be asked to form a line with 6 feet between members.



Virtual Meeting Attendee User Guide

Greenbelt Homes Inc. will hold the virtual part of the Annual Meeting using the Zoom platform hosted by GetQuorum, a company specializing in corporate governance services and electronic voting.

To attend the meeting virtually, you must register online via the link that GetQuorum will send to you shortly. After registering, you will receive an email with instructions to join the meeting webcast.

In order to participate in the meeting, you will be required to install the Zoom application. The application is available for most computers, tablets, and smartphones. Installation is simple and only takes a single click and a few minutes to complete. Please visit <https://zoom.us/test> to conduct a test run once you have installed the Zoom application.

You may join the meeting **15 minutes before the start time** on the day of the meeting for registration. Please join at that time to ensure you are able to access the webcast and to complete any attendance requirements.

The other option to join the meeting is by dialing in via a telephone. You will dial the number provided in the meeting notice, and enter the meeting ID and password (if applicable).

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1. If the meeting has not started yet, ignore the prompt to enter the host key, just press **#** to wait for the meeting to start.
 2. You may also be prompted to enter your unique participant ID. Attendees can press **#** to skip this step as well.

Please Note: If you choose to dial into the meeting you will not be able to participate in live voting. Please submit your electronic proxy or paper proxy to the Nominations and Elections Committee before the meeting if you plan to dial into the meeting.

Need assistance prior to the meeting? Please send an email to voters@getquorum.com.

How to Participate

Participating in the Webcast

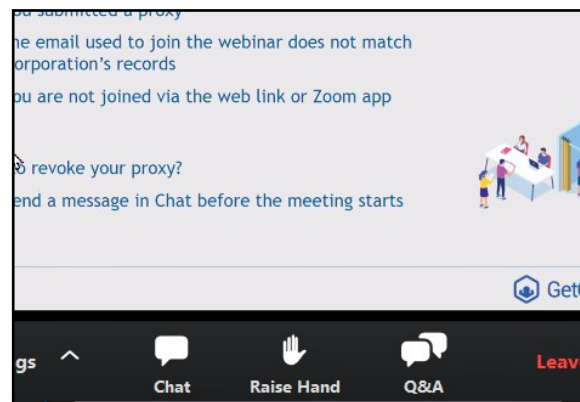
If you are using a computer, you may find that the meeting is in “full screen mode”. To exit full screen mode, press the “Esc” button on your keyboard.

IMPORTANT: As an attendee, you will be UNABLE to unmute your microphone or turn on your webcam. The meeting’s host will need to unmute your microphone in order for you to speak.

Participating in the Virtual Meeting

There are buttons located in the control panel at the bottom of your screen. These buttons allow you to do the following:

- Raise your hand virtually
- Ask questions of the current speakers via text



Raising your Hand

To raise your hand virtually, press the “Raise Hand” button in the bottom control panel. One press raises your hand, a second press will lower your hand. The current speaker may ask you to raise your hand for the following reasons:

- When asking for an attendee to “make a motion” (eg. a “MOVER” and “SECONDER”)
- When asking for a “show of hands” vote after a motion
- To indicate that you would like to be unmuted to speak during a Q&A session
- To register an objection when the speaker asks for objections
- Or for other purposes in which a hand raise would be utilized

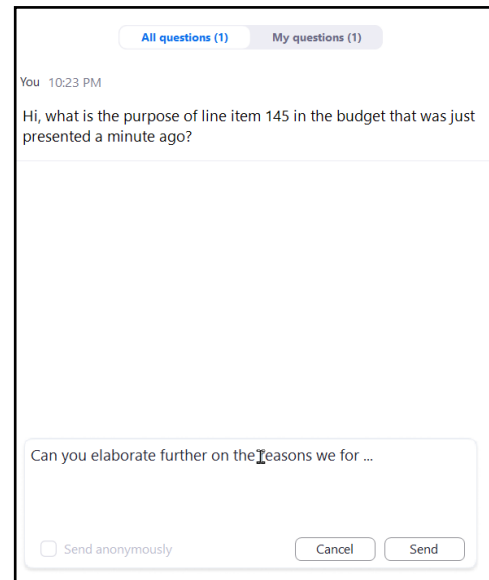
Asking Questions and Getting Help

Press the “Q&A” button in the bottom control panel to open a panel that will allow you to pose questions to the current speaker.

Simply type in your message and press the “Send” button.

The host and speakers will be able to see your question. You can send questions at any time during the meeting, however they may only be answered during certain dedicated Q&A periods.

If you require technical assistance during the meeting, you may also use the Q&A box to send a message to the support team on hand.

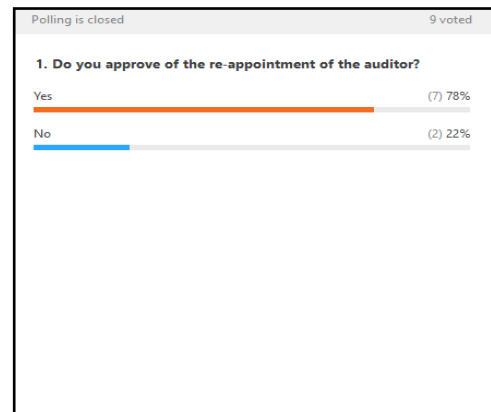


Participating in Polls

The current presenter may choose to use polling during the meeting. If a poll is issued, a polling window will popup which allows you to register your choice.

Once polling is closed, the presenter may share the results with the audience.

Polling may be used in place of a “show of hands” vote, or simply to take a survey of the audience.



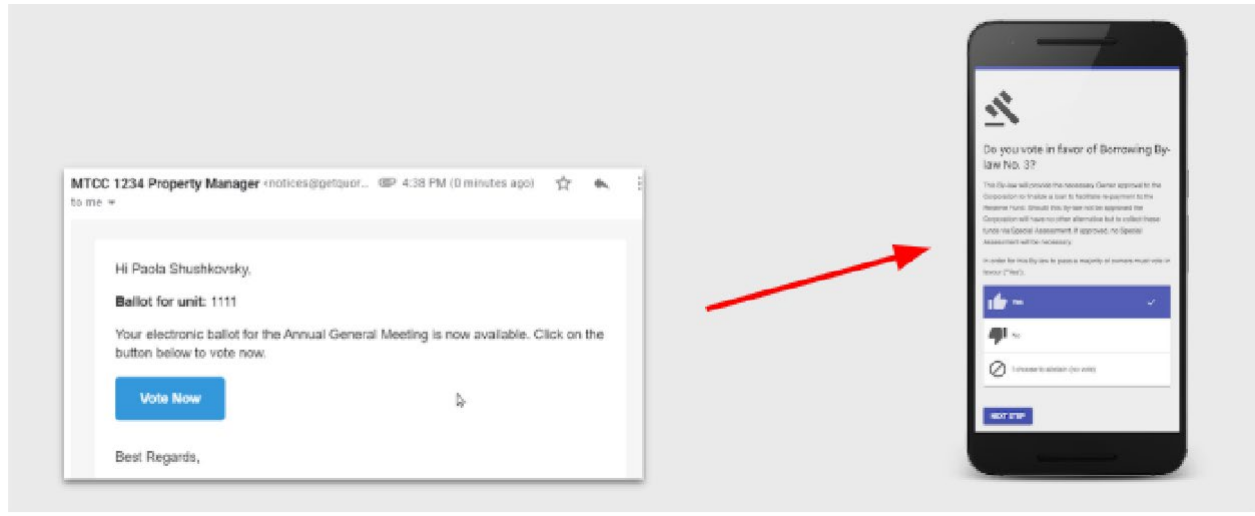
Participating in Elections

Prior to elections taking place, candidates may be given the opportunity to speak for a specific allotment of time. In order to speak, candidates must have a working microphone or phone audio. Candidates will be individually unmuted when it is their turn to speak.

Voting for Candidates

Voting during the elections will take place during a dedicated voting period. Elections require a secure voting system that generates an audit trail. As such, a separate voting platform will be used during elections.

Check your email when voting starts. You will receive an email with a link to the voting portal to complete your vote. Simply click on the link and follow the instructions, it only takes a few clicks to complete your vote online.



IMPORTANT:

- You will need the latest version of Chrome, Safari, Edge or Firefox to access the voting portal.
- You must complete your vote within the voting period, otherwise your vote will not be counted.
- You must be signed into the webcast using the Zoom app and using the same email address as per the organization's records. If your email does not match, you will NOT receive a ballot.

Have more questions?

Please send an email to voters@getquorum.com.

2020 GHI Annual Meeting
In-Person Registration Form

First Name

Last Name

Address

Signature

Important Information

- Members are strongly encouraged to attend the annual meeting virtually; limited seating is available at the in-person meeting
- If attending in person, please wear a mask and practice social distancing of at least 6 feet
- Temperature checks are required
- **Submit the completed form to GHI's Member Services Department at 1 Hamilton Place, Greenbelt as soon as possible, prior to the annual meeting**

Draft Minutes
Greenbelt Homes Inc.
Annual Membership Meeting - May 9, 2019

1. Issuance of Voting Cards: Voting cards were issued to members, starting at 7:00 p.m.
2. Proof of Due Notice of Meeting:

Secretary Ed James presented a receipt from the Greenbelt Post Office certifying that on April 25, 2019, 1,600 pieces of presorted first-class mail with postage prepaid totaling \$800.00 were delivered by Greenbelt Homes, Inc. to the Greenbelt facility. This documentation constitutes due notice of meeting in accordance with Article IV, Section 4 of the GHI Bylaws.

3. Certification of Presence of a Quorum:

President Steve Skolnik called the meeting to order at 7:30 p.m. Board Secretary Ed James announced that at 7:20 pm, 90 members had registered signifying that a quorum was present to conduct business.

4. Approval of Agenda:

Motion: I move approval of the agenda as presented.

Moved: Chuck Hess

42-D Ridge Road

Seconded: Jennifer Page

6-E Plateau Place

Carried

5. Action on Minutes

- 5a. Annual Membership Meeting - May 10, 2018.

Motion: Move to revise the minutes of May 10, 2018:

Page 2 item 8 change “Jenny” to “Ginny”,

Page 3 item 10a motions: change “Failed” to “Amended and failed at a later vote”,

Under Amendment change “Failed” to “Carried”,

Motion as Amended in the moved section change “Bill Jones” to “Montrese Hamilton” and “15-D Ridge Road” to “33-J Ridge Road”, remove Seconded, change “Passed” to “Failed”, Move “Motion as Amended” to follow the “Motion to Call the Question”,

Page 4 Motion for Option 2 for the vote result insert “Amended and carried by a later vote”,

Page 5 item 11b: sub-item ii under the Four \$25 gift certificates to the Co-op Supermarket add an “e” to “Jeanett” to make it “Jeanette”.

Moved: Ed James
56-D Crescent Road

Carried

Motion: Move approval of the Annual Membership Meeting Minutes of May 10, 2018 as revised.

Moved: Ed James
56-D Crescent Road

Carried

5b. Special Membership Meeting – August 6, 2018.

Motion: Move approval of the Special Membership Meeting Minutes of August 6, 2018, as submitted

Moved: Ed James
56-D Crescent Road

Carried

6. Reports of Officers, Directors, and Elected Committees:

President's report: Two questions were raised by members on the President's report.

7. Presentation of Candidates

Tom Jones, chair of the Nominations and Elections Committee, recognized the other members of N&E Committee: Alex Barnes, Theresa Henderson, Terry Kucera and Mary Salemme. He then thanked the Member Services staff for their assistance for helping with making sure that the election process runs smoothly and effectively. Tom introduced the three candidates running for one-year terms on the Audit Committee and the five candidates for Board of Directors for two-year terms. He then explained the procedures for voting for the candidates.

Tom introduced the 3 candidates running for Audit Committee in alphabetical order by last names to give a statement for 3 minutes in length.

Audit Committee Candidates:

Joyce Campbell, *Statement was presented by Tom Jones.*

Carol Griffith, *Statement was presented by Tom Jones.*

Lindsay McAndrew

Tom introduced the 5 candidates running for Board of Directors in alphabetical order by last names to give a statement for 3 minutes in length.

Board of Directors Candidates:

Chuck Hess

William Jones, *Statement was presented by Tom Jones.*

Sue Ready

Steve Skolnik

Anna Socrates

8. Nominations and Elections of the Nominations and Elections Committee

There are five open positions existing on the Nominations and Elections Committee and five members have consented to run: Tom Jones, Terry Kucera, Theresa Henderson, Mary Salemme and Alexander Barnes for one-year terms May 2019-May 2020.

Skolnik read from the Bylaws: Section VIII (b): “If the number of candidates is equal to or fewer than the number of open positions, then the election may be by acclamation”.

Skolnik stated “I hereby acclaim that candidates for Nominations and Elections Committee are elected”.

Skolnik recognized Eldon Ralph, General Manager, Tom Sporney, Assistant General Manager, Joe Perry, Director of Finance, Maesha McNeill, Human Resource Manager, Christine Gyemfi, Staff, Neron Adams-Escalera, and Monica Johnson, Staff. Skolnik also acknowledged City Councilmembers Ed Putens, Colin A. Byrd and Judith Davis, Mayor ProTem. Skolnik then recognized the two Parliamentarians Wanda Sims and Patricia Pauley.

9. Old Business

Molly Lester, 6-M Hillside Road mentioned that last year the membership had established a formal policy to protect the GHI woodlands. She asked if the policy could be published on the GHI website along with the Annual Membership minutes.

10. New Business

10a. – Board Proposal to Amend the Bylaws: Article VIII. Section II. Expenditure of Funds and Contracts, Sub-section d.

The Board proposes that Article VIII, Section 11. Expenditure of Funds and Contracts, Subsection d. be amended by deleting words with the strikethrough effects and adding words with double-underline effects as follows:

- d. ~~The total outstanding amount required for multiyear contracts greater than \$40,000 per year and/or of a duration in excess of five years shall not exceed \$400,000, subject, however, to the following exceptions:~~

The total aggregate costs of the following multiyear contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than \$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years.

The \$400,000 aggregate limit shall not apply to the following contracts:

- I. Contracts for which the purpose and amount shall be approved at a membership meeting by a two-thirds vote;
- II. Contracts with respect to borrowing money, mortgages, and mortgage notes;
- III. Contracts relating to insurance with a one-year cancellation clause;
- IV. Contracts relating to assignments now or hereafter made by members of their Mutual Ownership Contracts;
- V. Contracts relating to matters connected with loans to members.

Motion: I move that the GHI membership amend GHI Bylaws, Article VIII, Section 11: Expenditure of Funds and Contracts, Subsection d. by removing the initial phrase and replacing it with the following phrase: “The total aggregate costs of the following multiyear contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than \$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years.

The \$400,000 aggregate limit shall not apply to the following contracts:”

Moved: Ed James

Carried

56-D Crescent Road

10b. – Member Outreach Committee Announcement re: The Recent Member Survey.

Daniel Seibert, 5-B Eastway thanked the membership for their participation in GHI 2019 Membership Survey. Mr. Seibert mentioned that 331 members completed the online survey, and 239 members completed the paper version of the survey for a grand total of 570 members which is 35% of the membership.

Mr. Seibert announced the three members who won the drawing to receive a one-time \$100 credit toward their Co-op fee:

1. Jessica O’Roark, 41-A Ridge Road
2. Darrell Russell, 9-G Laurel Hill Road
3. Julie Phelps, 3-A Eastway

10c. – Long Range Planning Committee Presentation re: Data Collected for the Committee’s Planning Activities.

Cynthia Newcomer and Rosanne Douglas with the Long-Range Planning Committee presented a PowerPoint outlining data collected for the committee’s planning of activities.

PowerPoint will be attached to the minutes.

10d. – Woodlands Committee Presentation re: Common Area Caretaker Program.

Lori Dominick reviewed the common area Caretaker Program.

PowerPoint will be attached to the minutes.

11. Good and Welfare

11a. Announcements:

Skolnik gave a correction to a statement, made by a Board member at a previous meeting, that there is strong protection against selling GHI lands because the Articles of Incorporation require a vote of 1,000 or more members to do so. That statement was incorrect; what is stated in the documents is that a vote of 1,000 or more members is required to dissolve the GHI cooperative. Members may be assured, however, that there is no intention, either present or future, to sell any of GHI's land assets.

Chuck Hess, 42-D Ridge Road mentioned at the last board meeting the board voted favorably on a action that the Buildings Committee had suggested, next year is year five of HIP. Next year all members will have the opportunity to get the Optional Items to be done in year five.

Sylvia Lewis, 2-C Gardenway asked if someone chooses to do that, will the rebate be offered to them.

Lola Skolnik, 8-A Ridge Road, Chair of Architectural Review Committee mentioned "Forever Homes" program. She stated that more information can be found on the GHI website.

Flyer will be attached to the minutes.

11b. Door Prizes:

i. Three \$100 gift certificates toward GHI co-op fee:

Millicent Allenby, 4-A Hillside Road
Lori Dominick, 19-M Hillside Road
Sarah Peterson, 59-F Ridge Road

ii. Four \$25 gift certificates to Co-op Supermarket:

Terry Henderson, 1-H Laurel Hill Road
Kathleen Anderson, 7-Q Research Road
Catherine Janis, 2-K Research Road
Aaron Marcavitch, 13-F Ridge Road

iii. Five \$20 gift certificates to the New Deal Café:

John Schmit, 11-K Ridge Road
Douglas Johnson, 4-K Ridge Road
Elizabeth Fairey, 17-J Ridge Road
Joe Murray, 9-F Ridge Road
Beverly Conner, 7-G Southway

12. Recess

Recess for voting.

Moved: Chuck Hess
42-D Ridge Road

Seconded: Aaron Marcavitch
13-F Ridge Road

Carried

The meeting recessed at 8:56 p.m.

Ed James
Secretary

**Draft Minutes
Greenbelt Homes Inc.
Special Membership Meeting – December 12, 2019
Greenbelt Volunteer Firehouse
125 Crescent Road, Greenbelt MD**

1. **Issuance of Voting Cards:** Voting cards were issued to members beginning at 6:30 pm.
2. **Proof of Due Notice of Meeting:**

Secretary Ed James presented a receipt from the Greenbelt Post Office certifying that on November 22, 2019 1,600 pieces of prepaid first-class mail with postage totaling \$800.00 were delivered by Greenbelt Homes, Inc. to the facility. This mailing constitutes due notice of meeting in accordance with Article IV, Section 4 of the GHI Bylaws.

3. **Certification of Presence of a Quorum:**

Ed James announced that at 7:30 p.m. 78 members had registered signifying that a quorum was present to conduct business. President Steve Skolnik called the meeting to order at 7:31p.m.

4. **Approval of Order of Agenda Items:**

The order of the items on the agenda was approved by consensus.

5. **Motions to be presented to the membership by the Board of Directors:**

A. Proposed contract for tree maintenance services during 2020 to 2022- (refer to the attachment)

- *Proposition by the Board of Directors that the membership approve a motion to authorize the Board to enter into a 3-year contract for tree maintenance services within the Gill community during 2020 to 2022.*
- *Membership vote on the motion presented.*

B. Proposed contract for landscape maintenance services during 2020 to 2022 -(refer to the attachment)

- *Proposition by the Board of Directors that the membership approve a motion to authorize the Board to enter into a 3-year contract for landscape maintenance services in common areas within the Gill community during 2020 to 2022.*

A. WHY IS THE MEMBERSHIP BEING REQUESTED TO AUTHORIZE THESE CONTRACTS?

In GHI's bylaws, Article VIII. Financial Regulations§11. Expenditure of Funds and Contracts Paragraph d. states: *The total aggregate costs of the following multi-year contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than*

\$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years.

The \$400,00 aggregate limit shall not apply to the following contracts:

- I. Contracts for which the purpose and amount shall be approved at a membership meeting by a two-thirds vote;
- II. Contracts with respect to borrowing money, mortgages, and mortgage notes;
- III. Contracts relating to insurance with a one-year cancellation clause;
- IV. Contracts relating to assignments now or hereafter made by members of their Mutual Ownership Contracts; or
- V. Contracts relating to matters connected with loans to members.

The estimated total aggregate costs of the proposed 3-year tree maintenance contract and the 3-year landscape maintenance contract exceed \$400,000; hence the Board is requesting the membership to approve them.

B. SUGGESTED MOTION #1 RE: PROPOSED CONTRACT FOR TREE MAINTENANCE SERVICES DURING 2020-2022 AND RATIONALE FOR THE MOTION

Motion #1: Be it moved that the membership of Greenbelt Homes Inc. authorize GHI's Board of Directors to enter into a contract with Brightview Landscapes LLC, to provide tree maintenance services to GHI, covering the period January 1, 2020 to December 31, 2022, in accordance with the price schedule for 2020 listed below, with options of renewal for the years 2021 and 2022 and price increases of 3% for 2021 and 3% for 2022.

Price Schedule

Diameter Sizes	Tree Trimming	Tree Removals
Up to 6"	\$29.00	\$61.00
>6" to 12"	\$97.50	\$152.00
>12" to 18"	\$100.00	\$242.00
>18" to 24"	\$296.00	\$483.00
>24" to 30"	\$380.50	\$929.00
>30" to 36"	\$507.00	\$1,520.00
>36" to 42"	\$676.00	\$1,690.00
>42" to 48"	\$886.00	\$2,570.00
>48"	\$929.00	\$2,906.00
Miscellaneous Services		
Remove branches from roofline		\$171.00
Fertilization cost per sq. ft.		\$74.00
Cabling, bracing, guying cost per ft.		\$43.00
Vertical mulching cost per sq. ft.		\$86.00
Air spade excavation cost per sq. ft.		\$74.00
Stump grinding cost per sq. ft.		\$15.00

Moved: Ed James
56-D Crescent Road

Carried: By a wide
margin

Rationale for suggested motion #1

GHI's current contract with Brightview Landscapes LLC, to provide tree maintenance services within our community expires at the end of 2019.

During the 2nd quarter of 2019, staff solicited bids for a new tree maintenance contract from ten firms. Bids were requested for a one-year contract period, commencing from January 2020, with options for renewal in 2021 & 2022. Three contractors attended a pre-bid meeting to discuss the specifications and tour the site. Two contractors i.e. Pro Arbor Tree Care and Brightview Landscapes, submitted bids.

Companies were requested to quote unit prices for the following services:

- a) Trimming trees for 9 diameter sizes
- b) Removing trees for 9 diameter sizes
- c) Trimming cost to remove a branch from a roofline
- d) Fertilization cost per sq. ft.
- e) Cabling, bracing, guying cost per sq. ft.
- f) Vertical mulching cost per sq. ft.
- g) Air spade excavation cost per sq. ft.
- h) Stump grinding cost per sq. ft.

In order to determine the lowest overall bidder, staff utilized statistics on the average annual historical quantities of services and calculated estimated costs that GHI would incur for each contractor over a 3-year period based on their bid prices. The estimated tree maintenance costs per contractor are summarized in the table below:

TRIMMING TREES	AVERAGE QUANTITY PER YR	PRO ARBOR TREE CARE		BRIGHTVIEW	
		Unit Cost bid	Total	Unit Cost bid	Total
Up to 6"	0	\$125.00	\$0	\$29.00	\$0
>6" to 12"	12	\$200.00	\$2,400	\$97.50	\$1,170
>12" to 18"	16	\$400.00	\$6,400	\$100.00	\$1,600
>18" to 24"	38	\$600.00	\$22,800	\$296.00	\$11,248
>24" to 30"	25	\$800.00	\$20,000	\$380.50	\$9,513
>30" to 36"	9	\$1,200.00	\$10,800	\$507.00	\$4,563
>36" to 42"	7	\$2,000.00	\$14,000	\$676.00	\$4,732
>42" to 48"	4	\$2,600.00	\$10,400	\$886.00	\$3,544
>48"	4	\$2,800.00	\$11,200	\$929.00	\$3,716
Sub-Total: Tree Trimming			\$98,000		\$40,086
REMOVAL OF TREES	AVERAGE QUANTITY PER YR	PRO ARBOR TREE CARE		BRIGHTVIEW	
		Unit Cost bid	Total	Unit Cost bid	Total

Up to 6"	1	\$125.00	\$125	\$61.00	\$61
>6" to 12"	26	\$200.00	\$5,200	\$152.00	\$3,952
>12" to 18"	30	\$400.00	\$12,000	\$242.00	\$7,260
>18" to 24"	24	\$1,200.00	\$28,800	\$483.00	\$11,592
>24" to 30"	24	\$1,600.00	\$38,400	\$929.00	\$22,296
>30" to 36"	9	\$3,000.00	\$27,000	\$1,520.00	\$13,680
>36" to 42"	8	\$3,400.00	\$27,200	\$1,690.00	\$13,520
>42" to 48"	1	\$3,600.00	\$3,600	\$2,570.00	\$2,570
>48"	0	\$3,800.00	\$0	\$2,906.00	\$0
Sub-Total: Removal of Trees			\$142,325		\$74,931
MISC. SERVICES	AVERAGE QUANTITY PER YR	PRO ARBOR TREE CARE		BRIGHTVIEW	
		Unit Cost bid	Total	Unit Cost bid	Total
Remove branch from roofline	0	\$300.00	\$0	\$171.00	\$0
Fertilization cost/sq. ft.	10	\$15.00	\$150	\$74.00	\$740
Cabling, bracing, guying per ft.	0	\$31.00	\$0	\$43.00	\$0
Vertical mulching per sq. ft.	0	\$0.65	\$0	\$86.00	\$0
Air spade excavation per sq. ft.	0	\$2.25	\$0	\$74.00	\$0
Stump grinding per sq. ft.	0	\$50.00	\$0	\$15.00	\$0
Sub-total: Misc. Services			\$150		\$740
Total estimated costs for Year 1			\$240,475		\$115,757
Total estimated costs for Year 2		3% increase	\$247,689	3% increase	\$119,229
Total estimated costs for Year 3		3% increase	\$255,120	3% increase	\$122,806
Total estimated costs for 3 years			\$743,284		\$357,792

The lowest bidder over a three-year period is Brightview Landscapes, LLC. This company is currently under contract with GHI and has provided satisfactory service to GHI in the past. On September 5, 2019 GHI's Board of Directors reviewed the bids that were submitted and accepted the proposal from Brightview Landscapes, LLC. The Board of Directors therefore recommends that the membership authorize it to enter into a contract with Brightview Landscapes for tree maintenance services during 2020 to 2022 in accordance with the price schedule for 2020 listed in the table below, and price increases of 3% for 2021 and 3% for 2022.

Price Schedule

Diameter Sizes	Tree Trimming	Tree Removals
Up to 6"	\$29.00	\$61.00
>6" to 12"	\$97.50	\$152.00
>12" to 18"	\$100.00	\$242.00
>18" to 24"	\$296.00	\$483.00
>24" to 30"	\$380.50	\$929.00
>30" to 36"	\$507.00	\$1,520.00
>36" to 42"	\$676.00	\$1,690.00
>42" to 48"	\$886.00	\$2,570.00
>48"	\$929.00	\$2,906.00
Miscellaneous Services		
Remove branches from roofline		\$171.00
Fertilization cost per sq. ft.		\$74.00
Cabling, bracing, guying cost per ft.		\$43.00
Vertical mulching cost per sq. ft.		\$86.00
Air spade excavation cost per sq. ft.		\$74.00
Stump grinding cost per sq. ft.		\$15.00

C. Suggested motion #2 re: Proposed Contract for Landscape Maintenance Services During 2020 –2022 and rationale for the motion

Motion #2: Be it moved that the membership of Greenbelt Homes Inc. authorize GHI's Board of Directors to enter into a contract with Brightview Landscapes LLC, to provide landscape maintenance services to GHI's common areas at the contractor's bid price of \$64,662 for the year 2020, with options for renewal in 2021 with a 2% price escalation and in 2022 with a further 2% price escalation, plus a 5% allowance for contingencies that may arise, for costs not to exceed \$67,895 in year 2020, \$69,253 in year 2021, and \$70,638 in year 2022.

Moved: Ed James
56-D Crescent Road

Carried: By a wide
margin

Rationale for suggested motion # 2

GHI's current contract with LandCare USA to provide landscape maintenance services within GHI common areas expires at the end of 2019.

During the 3rd quarter of this year, staff solicited bids from a total of eight landscape maintenance firms. Bids were requested for a one-year contract period, commencing from January 2020, with options for renewal in 2021 & 2022. The summary of the scope of work to be performed within the GHI common areas is detailed below.

Landscape Maintenance Activity	General Common Areas in GHI	Administration Building and Garages at 17 Ct. Ridge.
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Mowing & trimming	Required 18 times per year	Required 18 times per year
Edging curbs and sidewalks	Required every other mowing or 9 times per year	Required every other mowing or 9 times per year
Manual weed control and mulching		All landscaped beds and tree wells

Overall, five Contractors attended a pre-bid meeting to discuss the specifications and tour the site. These same five contractors submitted bid prices for the year 2020 along with the percentage increases to perform the work in years 2021 and 2022. The summary of these bids is presented in the following table:

Company	2020 Base Bid for GHI	% increase for 2021 & 2022		2020-22 Costs for GHI
Brightview Landscapes, LLC	\$64,662	2%	2%	\$197,892
LandCare USA, LLC	\$92,000	0%	3%	\$278,760
Davey Tree Expert Company	\$72,286	2%	2%	\$221,224
Artistic Landscaping, Inc.	\$147,490	0%	0%	\$442,470
Complete Industries, Inc.	\$43,040	0%	0%	\$129,120

On October 17, 2019, GHI's Board of Directors reviewed the bids that were received and accepted the proposal from Brightview Landscapes LLC, after staff informed the Board that it was unable to verify references that Complete Industries (the lowest bidder) provided; references did not return calls and the company did not respond to staff's requests for additional references. Brightview Landscapes LLC, the second lowest bidder, is a large landscape maintenance company with a good reputation. Staff has worked with Brightview's Tree Maintenance department in the past with satisfactory results.

The Board recommends that the membership approve a contract with Brightview Landscapes LLC to provide landscape maintenance services to GHI's common areas for the amount of its bid of \$64,662 for the year 2020, with 2% and 2% escalation in year 2021 and year 2022 respectively, plus a 5% allowance for contingencies that may arise, for costs not to exceed \$67,895 in year 2020, \$69,253 in year 2021, and \$70,638 in year 2022.

6. **Adjournment**

Motion: I move to Adjourn.

Moved: Chuck Hess
42-D Ridge Road

Seconded: Bill Jones
15-D Ridge Road

Carried: Unanimously

The meeting adjourned at 7:44 p.m.

Ed James
Secretary