

NOTICE OF ANNUAL MEMBERSHIP MEETING

Greenbelt Homes, Inc.

Thursday

May 13, 2021

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 for this meeting will be present virtually.

2021 ANNUAL MEMBERSHIP MEETING

May 13, 2021

7:30 p.m.

MEETING LOCATIONS:

1. A virtual Zoom meeting for members to participate remotely via computer or smartphone.
2. An in-person meeting option at 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 for the Annual Meeting held on October 29, 2020
6. Reports of officers, directors, and elected committees.
7. Presentation of Candidates.
8. Nominations and Elections of the Nominations and Elections Committee.
9. Old Business.
10. Announcements:
 - a) GHI Member Outreach Committee Report.
 - b) GHI Transition Task Force Report.
 - c) GHI Maglev Task Force Report.
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 hybrid virtual and in-person 2021 annual membership meeting on Thursday, May 13, 2021 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 due to the COVID-19 pandemic.

Members are strongly encouraged to attend the virtual meeting if possible. For the virtual meeting, you will use the 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 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 (two board members, 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, May 13, 2021, 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, May 13, 2021, at 7:30pm – Doors open at 7:00pm.**
- **Requires advance registration subject to capacity, 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 that fully covers their nose and mouth 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 received notification for the 2020 annual meeting or has responded to recent requests to provide your email, will automatically be registered. This year, GetQuorum will send advance email notifications enabling members to confirm we have your correct email address. If you do not receive an email message from GetQuorum by April 26, 2021, please contact the GHI office to update your email addresses. GetQuorum will send you a registration link 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; or,
- 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 or Neron Adams-Escalera in the Member Services Department Office at 301-474-4161, ext. 1140 or 1138 or send an email to cgyemfi@ghi.coop or nescalera@ghi.coop.

How do I register for the in-person meeting?

To register for the in-person meeting, please complete the registration form included in your packet of annual meeting materials and submit it to GHI's Member Services Department at 1

Hamilton Place, Greenbelt. Please note 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(es) regarding how to raise your hand to ask questions, vote, use the chat function, etc., no later than two weeks prior to the meeting. You will also receive reminder emails regarding registering for the meeting. It is very important to become familiar with the Zoom controls prior to the meeting. Members who dial in via telephone 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 that fully cover the nose and mouth at all times 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. 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 approval of minutes for the 2020 annual meeting and election of members to the Nominations and Elections Committee.

Virtual meeting participants will see a polling window pop up on the screen of your computer or smartphone which will allow you to register your choice of vote. Once polling on an item is closed, GetQuorum will report the results to the GHI Board President who will be the chair of the annual meeting.

The virtual meeting may also include online voting using a link emailed to each member, with a period of time during the meeting for members to cast votes.

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.

What if I do not receive my meeting registration email from GetQuorum?

If you do not receive a meeting registration email from GetQuorum, it may be due to one of the following reasons:

1. The registration email was directed to a spam/junk folder in your email account.
 - a. Please make notices@getquorum.com a trusted email source from your personal email account and check your spam or junk folder.
2. GHI does not have your updated or correct email address.
 - a. Please submit an updated [Member Information Update & Emergency Contacts](#) form on GHI's website (Contact Us>Online Forms>Member Information Update & Emergency Contacts) or submit a paper form, which is included in your Annual Meeting Packet. GHI staff will update this information immediately and send GetQuorum a notice of the updated information.

After 5:00 PM Friday May 7th, any member needing to update their contact information should complete an updated Member Information Update & Emergency Contacts Form (online or in-person) and send an email with your name and address to nescalera@ghi.coop. The Member Services Department will acknowledge receipt of the email and send GetQuorum a notice of the updated information. Also, any member needing to contact GHI after 5:00 PM May 7th because they did not receive the GetQuorum registration email should send a message to nescalera@ghi.coop.

Will there be a Sign Language Interpreter at the meeting?

Yes. GHI has contracted with a sign language interpreter at the meeting, who will participate virtually. In addition, automated closed captioning will be available to online participants.

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 completes its business and goes into recess, GetQuorum will email a voting link to each member to cast an online ballot in the election for Audit Committee and Board of Directors. Online voting will be available from the time the annual meeting recesses on Thursday night until noon Friday, May 14, 2021.

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

On Friday, May 14, 2021, 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 in person

must wear a face mask that fully covers their nose and mouth at all times and practice social distancing. The following members will be ineligible to vote during this time:

1. A member who has designated another member as their proxy;
2. A member who has submitted an application for an absentee ballot; or,
3. 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 obtaining an application from the GHI office May 7th – May 11th and returning it to the Director of Member Services at the GHI Management office by 5pm Tuesday May 11th.
2. **Proxies:** Members can designate a proxy to vote on their behalf for the annual meeting and election by obtaining an official proxy form from the GHI management office or the Board Secretary Ed James (56D Crescent Road). Members must return their proxy to the GHI office by 5 p.m. Friday, May 7th or by 5 p.m. Saturday, May 8th to Secretary Ed James. Note that a member can carry no more than one proxy.

Virtual Meeting Attendee User Guide

You are invited to the Greenbelt Homes Inc. Virtual Meeting which will be broadcast using a Zoom Webinar hosted by GetQuorum, a company specializing in corporate governance services and electronic voting.

Attend using the Zoom App

To attend the meeting via the application, you must register online via the button sent in the notice emailed to you.

1. Install the Zoom application for your computer at <https://zoom.us/download>
2. Click on download under “Zoom Client for Meetings”
3. Please visit <https://zoom.us/test> to conduct a test run once you have installed the Zoom application.
4. On your cell phone or tablet, go to the app store on your device and search “Zoom”, then download the app.

Attend by Dialing-In

If you choose to dial into the meeting you will **not be able to participate in live motions or Q&A**. If you have an email on file with the corporation, you will receive an email with a button to your voting portal and can participate in live voting.

If you will not be able to access your email during the meeting please submit your electronic proxy or paper proxy to your Association’s manager before the meeting if you plan to dial into the meeting.

Steps to dial-in:

1. Dial one of the following numbers:
877-853-5257 (Toll Free) or 855-703-8985 (Toll Free) or 888-475-4499 (Toll Free) or 833-548-0276 (Toll Free) or 833-548-0282 (Toll Free) or 877-853-5257 (Toll Free)
2. See this link for more for more specific country numbers :
<https://zoom.us/zoomconference>
3. Following the prompt enter the meeting ID: 99657975549 , followed by #. The password is 051883.
4. If the meeting has not started yet, ignore the prompt to enter the host key, just press # to wait for the meeting to start.

5. You may also be prompted to enter your unique participant ID. Attendees can press # to skip this step as well.

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

The following pages contain a user guide with instructions on how to participate in a virtual meeting via the zoom app.

Participating in the Webcast

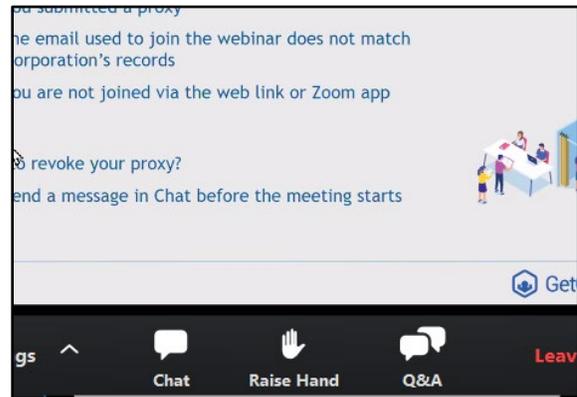
IMPORTANT: As an attendee, you will be UNABLE to unmute your microphone or turn on your webcam. The meeting's host will need to unmute your microphone in order for you to speak.

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.

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

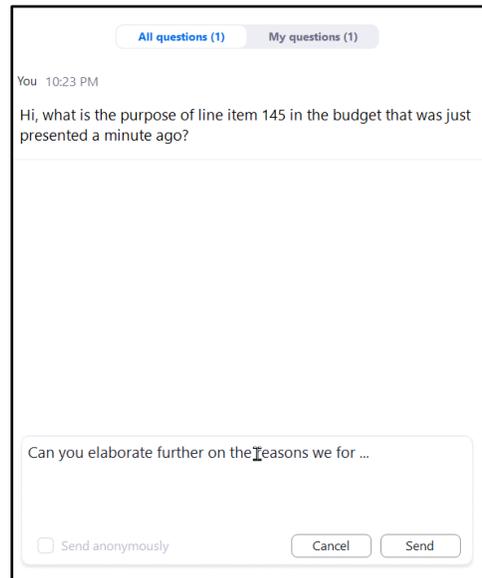
Asking Questions and Getting Help

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.

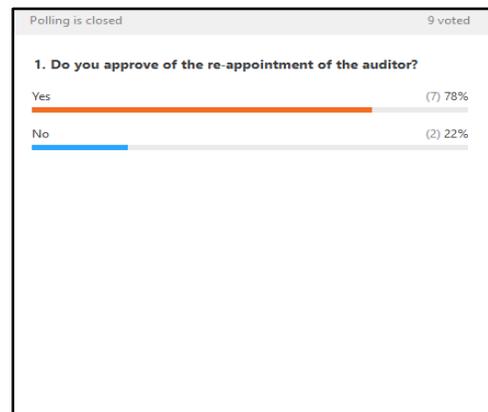
If you require technical assistance during the meeting, you may also use the Q&A box to send a message to the support team on hand.



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.

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.

Approximately 30 minutes prior to your meeting, you will be emailed a link to access the meeting and to

your voting portal. The email will be from your Association's Manager and the subject line will be: "Meeting and Voting Portal Link". Please check your spam folder if the email is not in your inbox prior to voting.

Click the GO TO MY MEETING PORTAL button, your voting portal page will automatically refresh when the voting period begins.

After that, it's just a few clicks to complete your vote.

To join the meeting:

Click on the button below to be taken to your meeting portal, the connection details will be provided there.

GO TO MY MEETING PORTAL

The portal will also be used for voting should it be required during the meeting.

IMPORTANT: DO NOT FORWARD OR SHARE THIS EMAIL WITH ANYONE ELSE, DOING SO MAY COMPROMISE YOUR VOTE. THE PORTAL IS UNIQUE TO YOU.

Thanks,

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.
- Your voting portal link will be sent to the email on file with your corporation.

Have more questions?

Please send an email to voters@getquorum.com.

2021 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 – October 29, 2020
via Zoom / In-person (Community Youth Center)

1. Issuance of Voting Cards:

Voting cards were issued to members, starting at 7:30 p.m. (Only for members physically attending the meeting at the Greenbelt Youth Center).

2. Proof of Due Notice of Meeting:

Secretary Ed James presented a receipt from Neopost certifying that on October 14, 2020, 1,600 pieces of presorted first-class mail with postage prepaid at \$1.23 each totaling \$1968.00 were delivered by Neopost service to a US Postal Service facility. This constitutes due notice of meeting in accordance with the GHI Bylaws, Article IV Section 4, which requires that notice of meeting shall be “mailed or delivered not less than ten and not more than twenty days before the meeting to each member of record on the Corporation’s book as of the date twenty days before the meeting.”

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 7:31 pm, 141 members had registered signifying that a quorum was present to conduct business.

President Skolnik started the meeting by reading the GHI Mission Statement:

“Greenbelt Homes, Inc. is a cooperative that provides quality homes for our members and fosters opportunities for community. We will accomplish this by celebrating and respecting the historical legacy and ideals of the original Greenbelt plan.

We will maintain, protect and enhance the assets of our cooperative including the buildings, architectural design, open space plan (woods, walkways, playgrounds), while preserving the financial stability and sustainability of our cooperative community.

We will promote member diversity, member and community involvement, and education regarding our rights and responsibilities as co-op members.

We are the keepers of our property, and we have the right to expect that all of us will act responsibly to protect and care for that which each own and treasure together.”

Ed James
Deborah McKinley

Tom introduced the 3 candidates running for one-year terms on the Audit Committee.

Audit Committee Candidates:

Christopher Carbone, *Statement presented by Tom Jones*
Sam Lee
Kathleen McNamara

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, Alex Barnes, Terry Henderson, Luisa Robles and Mary Salemme for one-year terms May 2020-May 2021.

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 done by acclamation”.

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

9. Old Business

None.

10. Announcements:

Skolnik recognized Jason Luly.

Jason Luly, 19-B Ridge Road, thanked the members who volunteered their time and donated to the “Chuffed Project” to help raise funds for members during the COVID-19 crisis.

Daniel Seibert, 5-B Eastway, mentioned that on Tuesday, November 10th at 7 pm there will be a Virtual Social hosted by the Member Outreach Committee.

John Campanile, 15-S Laurel Hill Road, thanked the Homes Improvement Program team for a job well done, and solicited volunteers for the Bicycle Committee.

12. Recess

Recess for voting.

Moved: Chuck Hess

42-D Ridge Road

Seconded: Ed James

56-D Crescent Road

Carried

Skolnik recognized Zina Ahmed (GetQurum) who explained the online voting process.

Tom Jones, N&E explained the in-person voting process at the Community Youth Center and at the GHI administration building on Friday October 30th from 4:00 pm – 8:00 pm.

Skolnik thanked everyone who attended and staff for putting this meeting together.

The meeting recessed at 8:25 p.m.

Ed James
Secretary