

**Minutes**  
**GREENBELT DEVELOPMENT CORPORATION**  
**October 4, 2018**

Board Members Present: Brodd, James, Jones, Kapfer, Seely, Skolnik and Watkins

Excused Absences: Hess, Holland (*left the building. at 7:43pm*)

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Stuart Caplan, Director of Technical Services

Molly Lester, Audit Committee Member

Henry Haslinger, Audit Committee Member

Sabrina Baron

Carole Breakstone

Brooke Bailey

Rick Bailey

Lore Rosenthal

Ben Fischler

Monica Johnson, Recording Secretary

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

1. Approval of Agenda

Item 3e was revised to change “GDC’s 2<sup>nd</sup>” to “GDC’s 2018 2<sup>nd</sup>”.

**Motion: To approve the agenda as revised.**

Moved: James

Seconded: Seely

Carried: 7-0

2. Visitors (Comment Period)

None

3. For Action or Discussion

3a. Approve Minutes of Open Session Meeting Held on June 21, 2018

**Motion: I move that the Board of Directors approve the minutes of the Open Session meeting that was held on June 21, 2018 as presented.**

Moved: James

Seconded: Seely

Carried: 7-0

3b. Approve Minutes of Open Session Meeting Held on July 5, 2018

**Motion: I move that the Board of Directors approve the minutes of the Open Session meeting that was held on July 5, 2018 as presented.**

Moved: James

Seconded: Jones

Carried: 7-0

3c. Review GDC's 2018 2nd Quarter Financial Statements

*Perry reviewed the GDC's 2018 second quarter financial statements and answered questions from the Board.*

3d. Proposal to Provide an Incentive to Tenants to Sign Either One or Two-Year Leases

At present, new tenants of the Parkway Apartments initially sign a 12-month lease. When the 12-month lease expires, a tenant enters into a month-to-month lease agreement.

In order to reduce vacancy losses and costs incurred in refurbishing apartments for new rentals, staff proposes that the Board consider offering month-to-month tenants an incentive to enter into either one or two-year lease agreements. Tenants who opt to remain on a month-to-month lease agreement should be subject to a higher rent increase as compared to tenants who select a one or two-year lease agreement. The details of the proposal are as follows:

- All changes would become effective from January 1, 2018.
- All month to month tenants would have the option to sign a one or two year lease agreement to keep their monthly rental amounts at a reduced rate.
- All month to month residents would be subject to a higher rental increase as compared to tenants who sign a one or two year lease agreement.
- Automatic renewal at the end of each lease term of one-year would take place, if notice is not received within 30 days of the termination of the lease.

The table below shows the monthly rental amounts that tenants in an efficiency apartment would pay assuming that the Board raises the rents of tenants with one-year leases by 3 percent in 2019 and 2020; and increases the rents of tenants with month-to-month leases by 7.5 percent each year.

Type of lease agreement	2018	2019	2020
Month-to-month lease through 2020	\$770	\$828	\$890
One-year lease signed on Jan 1, 2019; followed by another one-year lease signed on Jan 1, 2020	\$770	\$793	\$817
One-year lease signed on Jan 1, 2019; followed by a month to month lease thereafter	\$770	\$793	\$852
Two-year lease signed on January 1, 2019	\$770	\$793	\$793

**Motion: I move that the Board of Directors adopt staff's recommendation to offer tenants at the Parkway Apartments an incentive to enter into either one or two year lease agreements, by requiring tenants who opt for month-to-month lease agreements to pay a rental increase that is 7.5 percentage points higher than the rental increase that the Board**

**stipulates in a given year for tenants on year-to-year leases.**

Moved: James

Seconded: Brodd

Carried: 7-0

3e. Establish Date for Continuation of Strategic Planning Review

The Board began a strategic planning review of GDC Operations during a work session on September 28, 2017. Attachment #4. is a list of the strategic objectives that the Board developed during that meeting.

During a work session on November 13, 2017, the Board decided to defer further strategic planning because of other pressing priorities. The Board should establish a date (by consensus) to continue the strategic planning review. The purpose of the work session should be as follows:-

- a. To review the strategic objectives in Attachment #4. that the Board decided on 9/28/2017.
- b. Establish GDC's goals and objectives for the next two to five years.
- c. Establish GDC's action plan and priorities during the next year.

**By Consensus: That the GDC Board of Directors shall meet on November 29, at 7 pm for Continuation of GDC's Strategic Planning Review.**

**Motion: To Adjourn.**

Moved: James

Seconded: Brodd

Carried: 7-0

The meeting adjourned at 8:14 p.m.

Ed James  
Secretary