

**NOTICE OF MEETING AND AGENDA**

**GHI BOARD OF DIRECTORS  
REGULAR SESSION**

*Begins after GDC Regular Open Session Meeting adjourns.*

**Thursday, January 7, 2021**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Announcement of Executive Session Meetings**
  - a. **Announcement of an Informal Hearing Held in a Closed Meeting on December 28, 2020 – (Attachment #1)**
  - b. **Announcement of an Executive Session Meeting held on January 7, 2021 – (Attachment #2)**
3. **Visitors and Members (Comment Period)**
4. **Approval of Addendum for Trust Ownership and Trustee's Affidavit – (Attachment #3)**
5. **Approval of Membership Applications**
6. **Committee and Homes Improvement Program Reports**
7. **For Action or Discussion**
  - a. Approve Minutes of Special Open Session Meeting Held on December 3, 2020 – (Attachment #4) 2 minutes Discussion/Action
  - b. Approve Minutes of Regular Open Session Meeting Held on December 3, 2020 – (Attachment #5) 2 minutes Discussion/Action
  - c. Fee Deferral Plan for Members Financially Affected by COVID-19 – (Attachment #6) 10 minutes Discussion/Action
  - d. Proposed Revisions to GHI Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards ~~– (Attachments #7a – 7c)~~ 15 minutes Discussion/Action
  - e. Consider GHI's Response to WMATA's Proposed Budget Cuts – (Attachment #8) 10 minutes Discussion/Action
  - f. Establish a Board Sub-committee to Finalize Draft of Reasonable Accommodation Policy 2 minutes Discussion/Action
  - g. Consider Whether Fees Should be Charged to Process GHI Permits 10 minutes Discussion/Action
8. **Items of Information**
  - a. Board 12 Month Action Plan and Committee Task List (Attachments #9a – 9b)
  - b. Monthly GHI and City Calendars (Attachment #10a – 10b)
  - c. President's Items
  - d. ~~Board~~ Members' Items
  - e. Audit Committee's Items
  - f. Manager's Items

Ed James, Secretary

**NOTE:** AT 10:15 PM, THE BOARD MAY IMMEDIATELY MOVE TO ITEM 8, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.



# GREENBELT HOMES, INC.

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## MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager 

DATE: December 31, 2020

SUBJECT: Items for the **GHI REGULAR SESSION** Board Meeting on January 7, 2021

### GHI Open Session Meeting

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit – (Attachment #3)  
Member requests approval of the Addendum for Trust Ownership and Trustee's Affidavit of (redacted) Trust of 2020, thereby allowing her to place the membership and equity interest in (redacted) into the Trust. (redacted) will serve as trustee and beneficiary under a trust agreement dated December 7, 2020. The updated Mutual Ownership Contract will be presented for approval under new memberships.

(Redacted) is therefore requesting the Board to approve the Addendum for Trust Ownership and Trustee Affidavit in Attachment #3.

**Suggested motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of (redacted), thereby allowing her to place the membership and equity interest in (redacted), into a living trust dated December 7, 2020.**

7a. Approve Minutes of Special Open Session Meeting Held on December 3, 2020 – (Attachment #4)

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on December 3, 2020 (as presented/as revised).**

7b. Approve Minutes of Regular Open Session Meeting Held on December 3, 2020 – (Attachment #5)

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on December 3, 2020 (as presented/as revised).**

7c. Fee Deferral Plan for Members Financially Affected by COVID-19 – (Attachment #6)

Prince George's County Bill CB-16 -2020 (attachment #6) prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. This bill applies to tenants with substantial loss of income due to the COVID-19 pandemic, who are unable to make rent payments because of the emergency.

On May 7, 2020, GHI's Board of Directors approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment is not required prior to January 2021. On December 17, 2020, the Board requested the Manager to ask legal counsel whether 2021 fee increases for these members could be deferred until 90 days after the end of the emergency. For example, if the monthly fee increase for a particular member is \$12.00 in 2021, and the emergency ends on September 2021, could the fee increase be deferred and GHI charge the member the amount of \$144 i.e. (\$12 x 12 months) at the end of December 2021?

GHI's legal counsel advised as follows: *(redacted)*.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors direct the Finance Committee to recommend a fee deferral plan for members who are financially affected by the COVID-19 pandemic, based on the provisions of Prince George's County Bill CB-16 - 2020 and the advice provided by legal counsel. The Finance Committee shall provide its recommendation by \_\_\_\_\_**

7d. Proposed Revisions to GHI Rule, Section III. Minimum Use and Maintenance Standards –Homes and Yards –(Attachments #7a – 7c)

On September 3, 2020, the Board discussed revisions to Section III. Minimum Use and Maintenance Standards –Homes and Yards. B. Exterior (attachment #7a) that included language that GHI's legal counsel proposed and also language from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-23 1(a)(7). The Board requested staff to obtain comments from the membership regarding the proposed rule revisions.

Eight (8) members submitted comments that are listed in attachment #7b. On October 15, 2020, the Board requested the Communications Committee to edit the proposed rule revisions based on the member comments. On December 17, 2020, the Board reviewed the edits that the Communications Committee made and accepted Director Sue Ready's offer to make further revisions.

Attachment #7c is a draft of GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior that includes the edits that Director Ms. Ready made with input from Directors James and McKinley.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors adopt the revised GHI Member Handbook Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior (as presented/as further revised) on January 7, 2021.**

7e. Consider GHI's Response to WMATA's Proposed Budget Cuts – (Attachment #8)

On November 5, 2020, after discussing the impact of proposed reductions in public transportation services by the Washington Metropolitan Area Transit Authority (WMATA), the Board directed the Member Outreach Committee to conduct a survey of GHI's membership by 12/31/20, about their utilization of public bus services and provide a report with the survey results to the Board by 1/31/21. On November 5, the Board was also informed about a letter dated October 20, 2020 (attachment #8) that the City of Greenbelt had sent to the WMATA indicating that the proposed service changes will have profound adverse impacts on Greenbelt residents who rely on transit to reach jobs, schools, shopping, medical appointments, and other business needs

Additional WMATA service cuts/reductions were announced after the October 2020 letter sent by the City of Greenbelt and include:

- eliminating weekend rail service
- shortening the system's hours of operation
- slashing Metrobus routes by more than half
- closing 16 percent of stations
- sending fewer trains to suburban stops and laying off up to 3,800 workers.

The additional service reductions are part of WMATA's proposed FY2022 budget. The comment period for these budget related cuts will open in mid-January 2021.

This item is on the agenda for the Board to consider whether GHI should submit comments regarding WMATA's proposed budget cuts.

7f. Establish a Board Sub-committee to Finalize Draft of Reasonable Accommodation Policy

On October 15, 2020, the Board reviewed a 'Reasonable Accommodation Policy' that GHI's legal counsel drafted and requested the Communications Committee to revise its format. On November 5, 2020, the Board reviewed the re-formatted policy and requested staff to obtain comments from the membership regarding the proposed policy.

This item is on the agenda for the Board to appoint a sub-committee of the Board to finalize the policy while considering the comments that members submitted.



**Suggested motion: I move that the Board of Directors appoint a sub-committee of the Board comprised of Directors \_\_\_\_\_ to further revise the draft Reasonable Accommodation Policy by \_\_\_\_\_.**

7g. Consider Whether Fees Should be Charged to Process GHI Permits

The issue of whether to institute fees for the time that staff spends in processing member permits has been discussed a few times in the past. During the fourth quarter of 2020, the Finance Committee discussed this topic and proposes to make a recommendation to the Board shortly.

The GHI permit request form states

► CONTACT TECHNICAL SERVICES OFFICE FOR INSPECTIONS ◀  
**GHI INSPECTIONS REQUIRED: Footings Framing Close-in Final**  
(only those circled/underscored)  
**This GHI permit may have certain inspections, conditions or exceptions, and details that are important to comply with during the progress of the work authorized. These are requirements that must be followed, and noncompliance may result in significant rework to make corrections. Please advise your contractor that the GHI rules §X.C.3 & §X.C.4 make you, the member, ultimately responsible for obtaining proper permits and inspections.**

Many members do not contact staff for the specified inspections. Often, members have their contractors act as their agents for the duration of the improvements. Many contractors are not inclined to contact staff; perhaps they view inspections as an obstacle to completion of their work. Occasionally, staff encounters construction defects sometime after improvements have been made, that could have been avoided if members/contractors had allowed the required inspections to occur. Staff suggests that one component of a permit processing fee should be a refundable inspection fee that would be returned to members who fully comply with GHI's permit inspection requirements; a refundable inspection fee may motivate members to comply with the inspection process.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors direct the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements including a refundable fee which would be returned to members who comply fully with GHI inspection requirements. The Finance Committee shall provide its recommendation by \_\_\_\_\_.**

Announcement of an Informal Hearing Held in a Closed Meeting on December 28, 2020

On December 28, 2020, Board members Stefan Brodd, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge held an informal hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 8-1 vote of the Board of Directors during an Executive session meeting on December 17, 2020.

The complaint hearing commenced at 7:01 p.m. and ended at 7:59 p.m.

Announcement of an Executive Session Meeting held on January 7, 2021

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone, and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting tonight and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

**Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).**

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on December 3, 2021	(vii)
2. Contract for Tub-reglazing - 1 <sup>st</sup> reading	(vi)
3. Member Complaint Matters	(iv)

Draft Minutes  
Board of Directors  
GHI Special Open Session  
(Virtual Zoom)  
December 3, 2020

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

Excused Absence:  
Ready

Others in Attendance

Eldon Ralph, General Manager	Kathleen McNamara, Audit Committee Member
Tom Sporney, Assistant General Manager	Agnes Erskine, Recording Secretary
Maesha McNeill, Human Resources Manager	Nabila Sarwar, USI
Joe Perry, Director of Finance	Theresa Melson, USI
Neron Adams-Escalera, Director of Member Services	
Christopher Carbone, Audit Committee Member	

President Brodd called the meeting to order at 7:01 p.m.

**AGENDA:**

1. Vote to Conduct an Executive Session Meeting

**Suggested Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting later this evening to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).**

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on November 5, 2020	(vii)
2. Contract for 2021 Property and Business Owners’ Insurance Coverage – 1 <sup>st</sup> reading	(vi)
3. Proposed Procurement of an Integrated Property Management Software System – 1 <sup>st</sup> reading	(vi)

Moved: James

Seconded: Jones

Carried: 8-0

The meeting adjourned at 7:02 p.m.

Ed James,  
Secretary



Draft Minutes  
Board of  
Directors  
GHI Regular Open  
Session (Virtual Zoom)  
December 3, 2020

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

Others in Attendance

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
Joe Perry, Director of Finance  
Neron Adams-Escalera, Director of Member Services  
Christopher Carbone, Audit Committee Member  
Kathleen McNamara, Audit Committee Member  
Agnes Erskine, Recording Secretary  
Stephen Holland  
William Ralbovsky  
Francis DeBemardo  
Ben Fischler,  
Juanita Beck  
Molly Lester  
Tom Adams

President Skolnik called the meeting to order at 8:05 pm.

1. Approval of Agenda

**Motion: I move that the Board of Directors approve the agenda as presented.**

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of an Executive Session Meeting held on December 3, 2020

The Board of Directors did not conclude its business prior to the Regular Session meeting but will report on its Executive Session actions at the next GHI Regular Session meeting.

3. Visitors and Members (Comment Period)

- Stephen Holland commented on the removal of all but one bus route and the effects it will have on GHI and GDCmembers and tenants.
- Anna Socrates also commented on the changes to the public transit routes.

4. Approval of Membership Applications

**Motion:** I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement.

- Nathan C. Snook and Katherine E. Snook, Tenants by the Entirety; 5-D Gardenway
- Clara I. Breault and Devyn J. Breault, Tenants by the Entirety; 6-S Hillside Road

Moved: James

Seconded: Hess

Carried: 9-0

5. Committees and Homes Improvement Program Reports

**Homes Improvement Program:** Tom Sporney reported on the progress of the Homes Improvement Program.

**Finance Committee:** Hess reported on Finance Committee meeting to take place on December 10, 2020.

6. For Action or Discussion

6a. Approve Minutes of Regular Open Session Meeting Held on November 5, 2020 – (Attachment #2)

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on November 5, 2020 as revised.

Moved: James

Seconded: Skolnik

Carried: 8-1

Opposed: Ready

6b. Review 2020 3<sup>rd</sup> Quarter Financial Statements

GHI's 2020 3<sup>rd</sup> quarter financial statements are included as attachment #3 for your review. Joe Perry, GHI's Finance Director, presented them during the meeting.

6c. Companion Animal Committee Report for July 2019 to July 2020

Attachment #4 is a report from the Companion Animal Committee, regarding its activities during the period July 2019 to July 2020.

**Motion:** I move that the Board of Directors accept the report from the Companion Animal Committee, regarding its activities during the period July 2019 to July 2020.

Moved: Hess

Seconded: McKinley

Carried: 9-0

6d. Exterior Building and Yard Inspection Task Force Report

On February 20, 2020, the Board of Directors decided to forego a formal program of community beautification inspections during 2020 and passed the following motion:

*"I move that the Board of Directors establish a task force to recommend the scope of a yard and building exterior inspection program that should be implemented. The task force shall submit its report by October 31, 2020 with recommendations including all but not limited to the following elements:*

- 1. Objectives of the program.*
- 2. Name of the inspection program.*
- 3. Inspection checklist to be used.*
- 4. Education program for members and staff doing the inspections.*
- 5. Incentives to members to encourage compliance.*
- 6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.*
- 7. Staff organization required for the program.*

GHI members Joseph Ralbovsky, Ed James, Alex Barnes, Kemlyn Brazda, Jeannette Grotke, and Philip Lake were appointed to serve on the task force; George Bachman served as the staff liaison, and Ed James as the Board liaison.

The task force recently submitted a report (attachment #5) for the Board's review.

**Motion#1: I move that the Board of Directors accept the report from the GHI Yards and Exterior Task Force dated October 31, 2020.**

Moved: James

Seconded: Ready

Carried: 9-0

**Motion#2: I move that the Board of Directors hold a work session on January 4, 2021 for a more detailed discussion of the report that the GHI Yards and Exteriors Task Force submitted.**

Moved: James

Seconded: Skolnik

Carried:

9-0

6e. Next Steps re: Succession Planning Task Force Report on Transition and Sustainability Issues - (Attachment #6)

The Board established a Succession Planning Task Force comprised of members Tom Adams & Amy Odegaard (co-chairs), Frank DeBernardo, Chuck Hess, Stephen Holland, and Tim Murray to review approaches to leader continuity and succession planning for organizations like GHI, and recommend policies and possible actions to reduce risks during leader transitions and increase mission sustainability, resiliency and adaptability of GHI over the long term.

On November 18, 2020, the Board held a work session with the task force to discuss its report titled "A Transition and Sustainability Issues Report" (attachment #6), that is intended to serve as a guide in planning for and executing a number of major transitions over the next several years. During the work session, the Succession Task Force recommended that the Board should consider authorizing the continuation of its successful work under a successor Transition and Sustainability Task Force. This Task Force should be comprised of interested members of the current Task Force and additional members with Board President concurrence. The charge of the Transition and Sustainability Task Force should include the following:

- 1) Review issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board:
  - a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and
  - b. Which issues or recommendations are best left to be considered by the Board of Directors and next General Manager.
- 2) Hiring of a Transition Consultant to work with and guide the Task Force and Board in designing a transition planning process which appropriately engages the Board, members and staff and prepares GHI for a successful General Manager transition and related changes that advance the mission and sustainability long-term of GHI. This work is different from and preparatory to a search for a new General Manager when the current Manager announces his retirement.
- 3) Coordinate closely with the Board liaison to the Task Force and the Board in advancing this work incrementally as it occurs, since the issues are interrelated and the resolution of each, influences options for other issues.

The Task Force requested an initial budget of \$7,500 to engage a transition consultant and acknowledged that additional consulting costs may need to be expended in 2021 to support specific work on the issues and the preparation for the General Manager succession. For planning purposes, it is estimated at this point that the additional consulting expenses will not exceed \$18,000. The Task Force also acknowledged that staff resources may be needed to advance its work and the Board should authorize the General Manager to allocate staff time to this work as he deems appropriate.

This work is expected to be concluded in 2021. Per the Board Succession Policy, the Board will appoint a Transition and Search Committee to lead the search for a new General Manager when the current Manager gives notice of retirement.

This item is on the agenda for action.

**Motion #1: I move the Board of Directors establish a Transition and Sustainability Task Force to review the issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board:**

- a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and
- b. Which issues or recommendations are best left to be considered by the successor to the current general manager and Board of Directors.



Moved: Skolnik

Seconded: McKinley

Carried: 9-0

**Motion #2: I move that the Board of Directors allocate an initial budget of \$7500 for the engagement of a transition consultant.**

Moved: Ready

Seconded: Jones

Carried: 8-1

Opposed: Hess

6f. Proposed Upgrade of GHI's Website

Vendor support for Drupal 7, the content management software for GHI's website, expires in November 2021. By that time, every Drupal user must migrate to Drupal 9. The new property management system that GHI acquires next year will include a secure online portal to store much information that is now publicly displayed on GHI's website; hence the capacity of GHI's website will be greatly reduced.

The following options should be explored for upgrading GHI's website:

1. Upgrade the software operating system for the website to Drupal 7 and continue our relationship with 4Site (the current website service provider). Include a link that members will use to log in to the member portal on the Yardi property management system.
2. Request a firm/person other than our current website provider to build a new website on another platform other than Drupal. The new website will include a link that members will use to log in to the member portal on the Yardi property management system.

Staff recommends that the Board establish a task force to recommend which option should be implemented.

**Motion: I move that the Board of Directors establish a task force to recommend by January 31, 2021, what upgrade(s) should be done to GHI's website.**

Moved: Hess

Seconded: Ready

Carried: 9-0

6g. Joint-Use Agreement with City of Greenbelt re: Utilization of Maryland Natural Resources Program Funds for Renovation of a GHI Playground

On July 11, 2019, staff informed the Board that the City's FY 2020 Budget included a proposed renovation/replacement of GHI's playground at 2 Court Research. The City now proposes to seek approval from the Maryland Department of Natural Resources to use Program Open Space (POS) funds for this project; this process requires submission of a joint-use agreement (attachment #7) to the Maryland Department of Natural Resources, that is signed by representatives of the City and GHI.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors authorize the Board President to sign a joint-use agreement that the City of Greenbelt will submit to the Maryland Department of**



**Natural Resources seeking approval to utilize Program Open Space funds for renovating the GHI playground at 2 Research Rd.**

Moved: Ready

Seconded: McKinley

Carried: 8-1

Opposed: Hess

6h. Effects of Recent P.G. County and City of Greenbelt Legislation re: Landlord-Tenant Matters on GHI Operations

GHI’s legal counsel has advised that under the Prince George’s County Code (see below), a housing cooperative is included under the definition of “Multifamily Rental Facility,” which means that GHI falls within the definition of a “Landlord.”

**PRINCE GEORGE’S COUNTY CODE - SUBTITLE 13. - HOUSING AND PROPERTY STANDARDS.**

**DIVISION 3. - LANDLORD-TENANT REGULATIONS.**

**Sec. 13-138. - Definitions.**

(a) For the purposes of this Division (and Division 4):

- \* \* \*
- (7) **Landlord** shall mean the legal and equitable owner(s) of a property, or any portion thereof, used or to be used as a single-family rental facility or a multifamily rental facility and shall include, without limitation, a mortgagee, vendee, contract purchaser, assignee of rents, receiver, trustee, executor, personal representative, lessee, or any person, firm, or corporation who manages the multifamily rental facility by contractual agreement with the owner.  
\* \* \*
- (9) **Multifamily Rental Facility** shall mean any building, structure, or combination of related buildings, structures, and appurtenances, operated as a single entity, housing cooperative (“COOP”), or a condominium, in which the landlord provides for a consideration three (3) or more rental dwelling units; .....

Due to the COVID-19 pandemic, the Prince George’s County Council and City of Greenbelt have passed the following bills and ordinances regarding landlord-tenant matters which may impact the operations of GHI:

1. Prince George’s CB-16-2020 - (Attachments #8a – 8b)

Prince George’s CB -16 -2020 (attachments #8a – 8b) prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. On October 20, 2020, the Governor extended the State of Emergency. This bill applies to tenants with substantial loss of income who are unable to make rent payments because of the emergency.

Based on the Governor’s Order, “Substantial Loss of Income” means with respect to an individual, a substantial loss of income resulting from COVID-19 or the related proclamation of a state of emergency and catastrophic health emergency, including, without limitation, due to job loss, reduction in compensated hours of work, closure of place of employment, or the need to miss work to care for a home-bound school-age child.

On May 7, 2020, the Board approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment will not be required prior to January 2021.

Based on CB-16-2020, that Board should consider whether GHI could either charge late fees to a member, apply a 2021 coop fee increase or terminate the member's mutual ownership contract due to financial default, if the member's co-op fees are deferred under GHI's COVID-19 fee deferral program. This provision applies during the COVID-19 State of Emergency and within the 90-day period after the emergency ends.

This issue will be referred to the Finance Committee for research and recommendations.

2. Prince George's CB-78-2020 – (Attachment #8c)

Prince George's CB -78 -2020 (attachment #8c) will be adopted early next year. It prohibits a landlord from increasing rent or imposing late fees for a tenant with a substantial loss of income, if the rent increase would take effect during the COVID-19 emergency and within 90 days after the emergency expires. It also prohibits a landlord from increasing rent in an amount that exceeds 2.6 percent per annum for any tenant not suffering a loss of income because of the emergency.

GHI's legal counsel stated the following: *"Under Section 13-139(a) of the Bill, the rent increase restrictions will take effect on the "date of adoption" of the Bill. This suggests that they will take effect as of the date on which the Council votes to approve the bill, unless there is some other information that I am missing. If the GHI fee increases will be effective as of January 1, 2021, and if the Bill is passed by the Council after January 1, 2021, the GHI 2021 fee increases will not be subject to the restrictions imposed by the Bill. However, you should continue to stay in touch with the Council on this, so that you will know if they change the language of the bill to alter the effective date, or if they actually pass the Bill before January 1".*

Action on this issue will be deferred until we get further information next year.

3. City of Greenbelt Ordinances Freezing Late Fees and Rent Increases

On November 23, 2020, Greenbelt's City Council approved ordinances freezing late fees and rent increases. The versions that were introduced are presented as attachments #8d and 8e. Staff has requested the City Manager to provide us the final versions; she indicated that they would be provided when they become available from the City Solicitor.

Both ordinances prohibit landlords from imposing any late fees on rents or rent increases on tenants for apartment complexes or ownership of apartments of more than 10 units. President Brodd who attended the City Council meeting, advised that the original language of the ordinances was amended to stipulate that the freezes would apply between the date of adoption of the ordinances and 60 days after the end of the emergency; and also that landlords shall offer tenants a repayment plan for deferred rents.

Since a housing cooperative is regarded as a landlord and a member as a tenant under the P.G. County's landlord- tenant regulations, the Board may wish to consider obtaining an opinion from our legal counsel about whether these two ordinances affect GHI.

**Motion: I move that GHI seek legal advice from at least two separate attorneys regarding the legislation at the county and city levels regarding rent increases and late fees.**

Moved: Hess

Seconded: Socrates

Failed: 4-5

Opposed: Brodd, Skolnik, Ready, Jones, McKinley

**Motion: to recess for 5 minutes.**

Moved: Hess

Seconded: Socrates

Carried: 5-4

Opposed: McKinley, Ready, Brodd, Skolnik

The meeting recessed at 9:44 p.m. and reconvened at 9:49 p.m.

6i. Request to Establish a Board Policy re: Storage of Vehicles in GHI's Boat Lots – (Attachment #9)

Members routinely rent parking lots in GHI's Boat Lots for storing recreational vehicles. In the past, there were several situations where members abandoned vehicles in the boat lots and staff experienced great difficulties in getting them removed. This prompted staff to develop a 'Recreational Vehicle (RV) Boat Lot Procedure' (attachment #9) which states that abandoned vehicles shall not be left in the boat lot and renters should provide documentation of vehicle registration annually.

The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments.

Twenty-four members are currently storing vehicles in the Boat Lot; fourteen members have not provided evidence of registration certificates to staff despite being initially requested to do so in July 2020.

Staff recommends that the Board establish a policy to regulate the storage of vehicles in GHI's Boat Lots.

**Motion: I move that the Board of Directors establish a task force to recommend a policy regarding the storage of vehicles in GHI's Boat Lots.**

Moved: Jones

Seconded: Skolnik

Carried: 9-0

7a. Board 12 Month Action Plan and Committee Task List

7b. Monthly GHI and City Calendars

7c. President's Items

President Brodd reported on a Board work session taking place on December 13, 2020.

7d. Board Members' Items

None.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

**Motion: To adjourn.**

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 10:14 p.m.

Ed James  
Secretary

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

**2020 Legislative Session**

Bill No. CB-16-2020

Chapter No. 9

Proposed and Presented by Council Members Ivey, Turner, Hawkins, Dernoga, Streeter,  
Harrison, Franklin, Taveras, Glaros, Anderson-Walker and Davis

Introduced by Council Members Ivey, Turner, Hawkins, Dernoga, Streeter,  
Harrison, Franklin, Taveras, Glaros, Anderson-Walker and Davis

Co-Sponsors \_\_\_\_\_

Date of Introduction May 18, 2020

**EMERGENCY BILL**

1 AN EMERGENCY ACT concerning

2 Landlord-Tenant Code – Prohibition of Rent Increases, Rental Terminations and Late Fees

3 During the COVID-19 Public Health Crisis

4 For the purpose of amending the Landlord-Tenant Code to prohibit rent increases, rental  
5 terminations; provides payment plans with certain tenants and prohibit late fees or penalties from  
6 being charged during the COVID-19 state-wide emergency.

7 BY repealing and reenacting with amendments:

8 SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

9 Section 13-138, 13-139, 13-140, 13-141, 13-142 and 13-143

10 The Prince George's County Code

11 (2019 Edition).

12 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,  
13 Maryland, that Sections 13-138, 13-139, 13-140, 13-141, 13-142 and 13-143 of the Prince  
14 George's County Code be and the same are hereby repealed and reenacted with the following  
15 amendments:

16 SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

17 DIVISION 3. LANDLORD AND TENANT RELATIONS.

18 SUBDIVISION 1. GENERAL PROVISIONS.

19 Sec. 13-138. Definitions.



1 (a) For the purposes of this Division (and Division 4):

2 \* \* \* \* \*

3 (11) Tenant shall mean any person who occupies;

4 (A) a rental dwelling unit for living or dwelling purposes; and

5 (B) tenant shall mean an existing tenant and does not include a prospective tenant; and

6 (C) this new provision is provided for tenants that are able to provide proof through  
7 documentation or other objectively verifiable means, that the tenant suffered a Substantial Loss  
8 of Income and are therefore unable to make rent payments as a result of the emergency, as  
9 defined by the Governor of the State of Maryland's Executive Order Number 20-04-30-01, 20-  
10 03-30-01 and 20-05-13-01, as amended and extended by the Governor, and under Section 143A-  
11 02 of the Public Safety Article of the Maryland Code;

12 \* \* \* \* \*

13 (14) Emergency shall mean the catastrophic health emergency declared by the Governor of  
14 Maryland on March 5, 2020, as amended or extended by the Governor, by Executive Order  
15 Number 20-03-30-01, 20-04-03-01, 20-05-13-01 and under Section 14-3A-02 of the Public  
16 Safety Article of the Maryland.

17 **Sec. 13-139. [Reserved] Rent Increases and Late Fees or Penalties During Certain**  
18 **Emergencies - Prohibited.**

19 (a) A landlord shall not increase a tenant's rent nor impose late fees or penalties if the rent  
20 increase would take effect during an emergency as defined in Sec. 13-138 (14) of this Subtitle  
21 and within 90 days after the expiration of an emergency; or

22 (b) A landlord shall not issue notice of a rent increase, late fees or penalties during an  
23 emergency and within 90 days after the expiration of an emergency.

24 **Sec. 13-140. [Reserved] Notices of rent adjustments and Rent Payment Plans-Required**  
25 **During the Emergency.**

26 (a) During an emergency and within 90 days after the expiration of an emergency, a  
27 landlord shall not notify a tenant of a rent increase.

28 (b) A landlord shall inform a tenant in writing to disregard any notice of a rent increase if:

29 (1) the landlord provided the notice to the tenant prior to the emergency; and

30 (2) the effective date of the increase would occur on or after the date the emergency  
31 began.

1 (c) A landlord may offer rent payment plans, in writing, to tenants.

2 **Sec. 13-141. [Reserved] Late fees or penalties – when prohibited.**

3 (a) A landlord shall not charge late fees if they apply to payments required during the  
4 emergency.

5 (b) A landlord shall not charge penalties during the emergency.

6 (c) A landlord shall inform a tenant in writing to disregard any late fee or penalty notice if  
7 the landlord provided the notice to the tenant during the emergency.

8 (d) A landlord may charge the costs of return check fees.

9 **Sec. 13-142. [Reserved] Notice of prohibition of rent increases, late fees and penalties.**

10 (a) The Department of Housing and Community Development (DHCD) and Department  
11 of Permitting Inspection and Enforcement (DPIE) shall provide information about the  
12 requirements of this Section on their respective websites, including the date that the emergency  
13 expires, and the date that is 90 days after the expiration of the emergency.

14 (b) The DHCD and DPIE shall email and post notice to license holders of the prohibition  
15 of rent increases, evictions, late fees or penalties within 15 days of the adoption of this bill.

16 (c) The DPIE shall exercise the enforcement authority provided pursuant to  
17 Sec. 13-102 of Subtitle 13 and Sec. 1-123 of Subtitle 1 of this Code:

18 (1) This enforcement authority shall include the authority to impose fines for  
19 violations of the provisions of this subtitle, including:

20 (2) The authority to impose a penalty in the amount of \$500 for the first violation of  
21 the provisions of Sec.13-139 through 13-142 of this Subtitle; and

22 (3) The authority to impose a penalty in the amount of \$1000 for any subsequent  
23 violation of the provisions of Sec.13-139 through 13-142 of this Subtitle;

24 (4) Any penalty collected shall be distributed to general fund.

25 **Sec. 13-143. [Reserved] Evictions are Prohibited for Non-Payment of Rent.**

26 (a) A landlord shall not evict for non-payment of rent by a tenant that occupies a dwelling  
27 unit for living or dwelling purposes;

28 (b) this new provision shall apply to any pending eviction proceedings not initiated before  
29 the COVID 19 emergency.

30 (c) As a result, any pending eviction proceedings, for non-payment of rent, not initiated  
31 before the COVID 19 emergency shall be suspended until the duration of the emergency; and

1           (d) new complaints filed against tenants for failure to pay rent shall be prohibited during  
2 the duration of the emergency;

3           (e) this new provision applies from date of the Governor of the State of Maryland's  
4 Executive Order Number 20-04-03-01 until August 31, 2020.

5           SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby  
6 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,  
7 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of  
8 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining  
9 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this  
10 Act, since the same would have been enacted without the incorporation in this Act of any such  
11 invalid or unconstitutional word, phrase, clause, sentence, paragraph, subparagraph, subsection,  
12 or section.

13           SECTION 3. BE IT FURTHER ENACTED that in accordance with the provisions of  
14 Section 317 of the Charter, the County Council hereby declares that a public emergency exists  
15 affecting the public health, safety, and welfare; said emergency being the COVID-19 Public  
16 Health Crisis.

17           SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect on the date it  
18 becomes law.

19           SECTION 5. BE IT FURTHER ENACTED that the County Council may extend the terms  
20 of this bill for an additional 90 days by resolution.  
21

1       Adopted this 9th day of June, 2020, by an affirmative vote of two-thirds of the members of  
2 the full County Council.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Todd M. Turner  
Council Chair

ATTEST:

\_\_\_\_\_  
Donna J. Brown  
Clerk of the Council

APPROVED:

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Angela D. Alsobrooks  
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks \*\*\* indicate intervening existing Code provisions that remain unchanged.

\* \* \* \* \*

THE COUNTY EXECUTIVE HAVING FAILED TO RETURN THIS BILL WITH EITHER  
APPROVAL OR VETO WITHIN TEN (10) DAYS AFTER THE DATE OF ITS  
PRESENTATION TO HER, THIS BILL BECAME LAW ON JUNE 29, 2020.

## B. EXTERIOR

1. All block exterior wall surfaces shall be uniformly painted with clean edges.
2. All chipping, cracking, or peeling wall paint shall be corrected as directed by GHI.
3. All **exterior wood surfaces**; i.e., doors and trim shall be properly sealed and protected from moisture damage. All chipping, cracking, or peeling trim paint shall be corrected as directed by GHI.
4. Mold and mildew shall not be allowed to accumulate on **exterior walls**.
5. No fence posts, flag poles, wall hangings, brackets, or other attachments may be secured to or through **vinyl siding** with the exception of mail boxes and house numbers. All ornaments and fixtures must be maintained and free of rust.
6. **Walkways** shall be maintained in a safe and proper condition, free of obstructions; i.e., ice, snow, yard debris and litter. Vegetation shall be kept trimmed back from the edge of walkways. On shared walkways, the responsibility is shared by adjacent neighbors.
7. Bare spots on **lawns** shall be resown and maintained. Alternately, a suitable ground cover, mulch, or landscaping shall be placed and maintained to cover all bare ground and prevent erosion. (See Section V.I for recommended ground cover options.)
8. A **lawn** must be cut before it exceeds a height of 10 inches.
9. All **shrubs**, hedges, and plantings shall be trimmed in accordance with Section V.D.
- ~~10. **Yard areas** shall be free of trash, debris, and noxious plants such as poison ivy.~~
- ~~11.10.~~ Tools, mowers, toys and miscellaneous items shall be neatly **stored**.
- ~~12.11.~~ **Yard swales** shall not be blocked in any manner. Ponding water and improper grade conditions shall be reported to GHI immediately.
- ~~13.12.~~ All **fences** shall be upright, taut, and free of rust, peeling paint, or damage. All fences and privacy screens shall be in compliance with GHI fence regulations.
- ~~14.13.~~ English **ivy** and creeping vegetation shall not be allowed to grow on structures or trees. Trim such vegetation away from walls, foundation, vent openings and crawl space doors. Members are also required to prevent the spread of creeping invasive vegetation outside their yard boundaries and maintain a minimum thirty [30] foot buffer from their rear yard line. Yard areas shall be free of noxious plants, such as poison ivy.



~~15.~~14. All **sheds** shall be in compliance with GHI shed regulations, structurally sound, surfaces free from damage and rust, and properly maintained.

~~16.~~15. **Storm or screen doors** shall be in good condition; no holes in screening materials, glass intact, and door frame properly sealed or painted. Metal storm doors approved after May 1, 1995, must be an approved trim color (See Section XI for colors). Unfinished storm or screen doors are not allowed.

~~17.~~16. **Trash** containers shall not exceed 32 gallons and must have tight fitting lids and handles for lifting. Containers must be placed in a trash closet, trash container cabinet, or screened area on the side of the unit from which trash is collected. Trash cabinets must be structurally sound and properly sealed or painted. They must accommodate all recycling bins and trash containers and must permit access for trash removal workers. Screening, if used, must be large enough to hide the trash containers and must be of a type approved by GHI. Evergreen shrubs may be used as screening if they are at least 36" tall and completely hide all containers.

~~18.~~17. Planting, maintenance, and removal of all **trees** must be in accordance with Section V.E.

~~19.~~18. **Beekeeping** shall not be permitted on GHI property.

~~20.~~ No condition in violation of **health and safety** shall be allowed, e.g., trash closet must be kept clean and trash properly contained; no uncontained compost piles; pet feces must be promptly removed and properly disposed of; firewood not exceeding one cord (a stack 4' high, 4' wide and 8' long), must be neatly stacked no less than six (6) inches from the ground and at least 10' from the building.

19. Exterior areas must be maintained in safe and orderly condition:

- a) No condition posing a hazard to health or safety shall be permitted.
- b) Trash closets must be kept clean and trash must be properly contained.
- c) Uncontained compost piles are not permitted.
- d) Pet feces must be promptly removed and properly disposed of.
- e) Wood not exceeding one cord (a stack 4' high, 4' wide and 8' long) must be neatly stacked not less than 6 inches from the ground and not less than 10 feet from the building.
- f) There must be no rubbish in yard areas; rubbish shall mean all solid waste consisting of both combustible waste (including, but not limited to, paper, cardboard, wood, cloth, bedding material, lawn and yard clippings not located in an established compost pile, and dead trees and limbs to include any hazardous or uprooted trees) and noncombustible waste (including, but not limited to, metals, glass, crockery, tin cans, and junked appliances).

**Proposed Revisions to Member Handbook Section III. Minimum Use and Maintenance Standards – Homes and Yards**

Member	Address	Comments
[REDACTED]	[REDACTED]	<p>In general - Even though the earlier section in the Handbook explains the division of responsibilities between management and member, it is not clear in many of these following sections whether GHI mgmt. or the individual member is the responsible party.</p>
[REDACTED]	[REDACTED]	<p>Here are my member comments on the proposed revisions to GHI Rule Section III regarding yard standards.</p> <ul style="list-style-type: none"> <li>- 3. I think "i.e" should be "e.g".</li> <li>- 12. The second sentence is redundant.</li> <li>- 13. Requiring members to maintain an area extending 30 ft beyond their yard line is unrealistic. Areas outside of yard lines are either GHI common areas or non GHI property.</li> <li>- 19a. This is all that we need for item 19. Perhaps the board ca add language explicitly stating the condition of the yard must conform with all applicable codes (city, county, and so on).</li> <li>- 19b. Trash closets is too specific. Change to trash enclosures or other appropriate general term.</li> <li>- 19f. What about temporary storage of rubbish while waiting for a trash pickup, or construction debris, cc. There are legitimate reasons for having debris in a yard and would be prohibited by the proposed wording.</li> </ul>
[REDACTED]	[REDACTED]	<ol style="list-style-type: none"> <li>1) #13 - 'minimum 30 feet buffer from rear yard line'. i know what that says, but i can't picture it and so don't understand it. please expand/explain</li> <li>2) if a climbing plant is not on the 'forbidden list' and dies out in the fall, is it ok to let the plant climb on a tree? needs a caveat.</li> <li>3) #7 - how big is a spot before it is considered a 'bare spot'? there used to be a size indicated otherwise it is subjective.</li> <li>4) this is tangential to the list: whoever does the inspections NEEDS TO BE TRAINED. specifically, <ol style="list-style-type: none"> <li>A) s/he needs to know what poison ivy LOOKS like and needs to actively look FOR it. i have never seen it cited in peoples' yards when i know they have a ton of it.</li> <li>B) the person(s) inspecting need to know the BY-LAWS. for example: in section V- PLANTINGS item E-4-A maintenance requirements, which you refer to, it specifically states that anything over 8 feet is not the member's responsibility, and yet i was cited for something that was as tall as my house.</li> <li>C) CONSISTENCY in inspections is sorely lacking....</li> </ol> </li> </ol>
[REDACTED]	[REDACTED]	<p>In general - Even though the earlier section in the Handbook explains the division of responsibilities between management and member, it is not clear in many of these following sections whether GHI mgmt. or the individual member is the responsible party.</p> <p>Much of the information in this section III B is also addressed in IV. Such duplications and differences will surely be addressed / eliminated.</p> <p>B EXTERIOR</p> <p>1-3These are GHI Maintenance Dept. responsibilities - right?</p> <p>14....30 / Thirty feet outside the yard seems extreme. Didn't it used to be 3 / Three feet? Regardless - 30 feet into the woods, for example, is a long way; 30 on many yards means all the way to the street or into other areas that the member has never been responsible for individually - mowers are regularly trimming most of these areas - even when acceptable ground cover has been planted.</p> <p>If 3 feet is not enough, surely 6 feet is.</p>

**Member****Address****Comments**

The proposed language regarding "creeping invasive vegetation" is unclear and unnecessary since invasive plant control within yards is already stipulated in the section on Plantings: V.F.5. If there is a need for clarification or adjustment of wording related to invasive plants, it should be done in this section. If GHI intends to impose a duty on members to control plants outside their yards, this needs much more consideration and discussion.

The meaning of the phrase below is not clear:

"Members are also required to prevent the spread of creeping invasive vegetation outside their yard boundaries and maintain a minimum thirty [30] foot buffer from their rear yard line.

- Does this refer to a buffer inside or outside the yard?
- Would this mean the member is responsible for removing any "creeping invasive vegetation" outside their yard, up to a distance of 30 yards?
- Would that include poison ivy?
- Would that include Virginia creeper, which is a native non-noxious species?

If the intention is to have a buffer inside the yard which does not have English Ivy or periwinkle then the language should be revised accordingly and give a small but reasonable buffer, e.g. one yard. It would be clearer to name particular species or make the language more specific than "creeping invasive vegetation." Otherwise it is unclear whether a slow-growing plant such as seedum is allowed. It is also arguably unclear about whether this covers plants that expand via roots, even if they don't appear to be "creeping."

In general this does not appear to have been carefully thought through, nor subject to appropriate consultation with people familiar with plants and gardening.

Best Regards

Bryan Bruns

Member, Woodlands Committee

McKinley Comments on the Proposed Revisions to Section III.B.

1.General. Suggested editorial revisions are provided below after Comment 14.

2.Paragraph B.6. Suggested text revisions are provided in track changes below to clarify member requirements because GHI is responsible for walkway replacement as well as maintenance of common walkways.

3.Paragraph B.7., First Sentence. The term predominantly used in the Handbook is "yard". Suggest "lawn" be replaced with "yard" so that consistent terminology is used throughout the Handbook.

4.Paragraph B.8. See Comment 7 above.

5.Paragraph B.8. The predominant convention in the Handbook is to spell out the number, followed by the numeral in parentheses. Need to be consistent throughout the Handbook.

6.Paragraph B.8. Elsewhere in the Handbook it says 8 inches. Need to be consistent.

7.Paragraph B.11., Second Sentence. To what department should this be reported? The specific department should be identified to avoid unnecessary delays in addressing the problem and for clarity.

8.Paragraph B.12., Second Sentence. It would be helpful to members to reference the specific section of the Handbook where the GHI fence regulations are presented.

9.Paragraph B.13., First Sentence. It needs to be clarified that the member is only responsible for creeping vegetation in their yards. GHI is responsible for creeping vegetation in common areas.

10.Paragraph B.14. It would be helpful to members to reference the specific section of the Handbook where the GHI shed regulations are presented.

11.Paragraph B.14. What exactly does "properly maintained" mean? The term "properly maintained" is vague and subjective. Once person's definition is not necessarily the same as another's. The meaning of "properly maintained" should be clarified or a specific section in the Handbook be referenced that lays out what it means to "properly maintain" sheds.

12.Paragraph B.19.e). If sheds are included in this requirement, then suggest "structure" be used instead of "building." It appears that sheds are not considered a "building" in the Handbook.

13.Paragraph B.19.f), First Sentence. It should be noted that Section 17-17 of the City of Greenbelt Code has different definitions for rubbish and solid waste. The City defines rubbish as "Nonputrescible solid wastes." The City defines solid waste as "Any garbage, refuse, sludge, and other discarded material, including solid, liquid, semisolid, or gaseous material, resulting from residential habitation, industrial, commercial, mining, and agricultural operations. The City defines trash as "Solid waste as defined in this article." The City defines garbage as "Putrescible solid waste." Assuming GHI requirements cannot conflict with City of Greenbelt requirements, this text would appear to require further study and potential revision for consistency with the City Code.

14.Paragraph B.19.f), First Sentence. It is not clear why the word "all" needs to be in the sentence.

I review the proposed changes to the Minimum Use and Maintenance Standards. All of the changes, and the resulting text, look fine to me. Just letting you know that it DOES get reviewed. Thank you to the folks in the revision committee: GOOD WORK.

**Member****Address****Comments**

I am writing in response to the call for comments pertaining to some Rule revisions. There is one item that presents a quandary for me. It pertains to the seemingly straight forward requirement for the storage of trash containers. But I will begin by invoking another rule, as an analogy that supports my dilemma. When we moved to Maryland and GHI from the mid-west, I was surprised to learn that hanging laundry outdoors to dry was forbidden in the larger townhomes, such as ours. I had been in the habit of doing so - because we preferred it and view it as an ecologically positive choice. It was explained to me that 1.) no member was permitted to dry laundry on the Garden-side of their home, 2.) the somewhat recently constructed (18 years prior) townhomes were considered the "showcase homes", and thus even their Service-side yards should not be sullied by clotheslines, and 3.) we have the rare basements to accommodate a clothes dryer anyway. We try to be good, responsible co-operative members. We also try to be good, responsible inhabitants of the planet. And, as such, we were extremely disappointed that we would be forced to use electricity rather than the sun and wind for drying laundry. But we have obeyed. We face a similar dilemma with trash containers, and for the same reasons. We live in an inner unit, with only a "front" and "back" yard. And we have only one small crape myrtle tree in our Service-side yard. Yet every autumn I had been filling a minimum of 30 large paper leaf bags. This is due to the forested Common Area on our adjacent Garden-side yard. It contributes voluminous quantities of leaves, and not just in the autumn. Again, as new co-operative members, we were instructed to Not return leaves to the Common Area. It was explained that they would add fuel to the forest - something to be avoided, even though those trees were the source of the leaves. So, bag them we did. And then we learned that the city would collect leaves from reusable containers, on the condition that those containers be labeled with "Yard Waste" stickers provided by the city. We immediately adopted that option, and we now have several for that purpose. Those containers are in use year round, with the exception of the occasional snowy periods. Many of the the trees in the Common Area are oaks that drop their leaves continuously from autumn through spring. And those trees also drop branches that collect in a swale that runs behind all of the townhomes in our row. Those leaves and branches must be removed as soon as possible to allow the water flow. With spring come weeds. They continue to pop up until freezing temperatures return. They are pulled as fast as possible. And most of this debris is deposited in the reusable containers. In trying to be both responsible co-operative members and responsible planet inhabitants, we once again have a collision of Rules. While paper is a renewable resource, we would prefer to keep those trees alive to clean the air. We need more of them, not fewer. So we use the containers instead, whenever possible. But there is not enough space to accommodate all of them within the trash surround. And therein lies the quandary. I have created a small paved space adjacent to the trash surround to neatly house the extra containers. They cannot possibly be stored indoors. And a shed is also inappropriate for our small, terraced yards. While an evergreen hedge would be a nice shield, our yards are riddled with below-ground, tunneling rodents that destroy the plants' roots. I say this with much experience. I have been forced to grow plants in pots instead. So this explanation is my response to that one detail in this particular Rules section. I completely understand and support the desire to shield trash containers from view, as much as is possible. But there are circumstances that sometimes collide with that requirement. And I believe this is one of them. I hope that you and the Board will consider exceptions to this Rule. Because I cannot think of a storage alternative to the one that we are using. I thank you for making time to read my response. And, as always, I thank you for your exceptional service to our Co-operative. You are much appreciated.

I am writing to comment on the proposed change to rule III.B.13:

"14. English ivy and creeping vegetation shall not be allowed to grow on structures or trees. Trim such vegetation away from walls, foundation, vent openings and crawl space doors. Members are also required to prevent the spread of creeping invasive vegetation outside their yard boundaries and maintain a minimum thirty [30] foot buffer from their rear yard line. Yard areas shall be free of noxious plants, such as poison ivy."

Bryan Bruns already submitted comments on this rule that I agree with. I would like to add two further comments:

First, the reference to "creeping vegetation" needs to be clarified. Certainly creeping vegetation should not be allowed on structures. However, the prohibition of creeping vegetation on trees needs to distinguish between native and non-native creeping vegetation. The Greenbelt News Review published a letter on this topic by GHI member Damien Ossi that explains this; see "Vine Concern" on pages 2 and 4, <https://www.greenbeltnewsreview.com/issues/GNR20200326.pdf>.

Second, the reference to "noxious plants" also needs to be clarified. While poison ivy fits the common definition of noxious (harmful, poisonous, or very unpleasant), the state of Maryland has a very specific list of noxious weeds that are regulated under state law and this list does not include poison ivy; see [https://mda.maryland.gov/plants-pests/Pages/noxious\\_weeds\\_in\\_md.aspx](https://mda.maryland.gov/plants-pests/Pages/noxious_weeds_in_md.aspx).



## B. EXTERIOR

1. All block exterior wall surfaces shall be uniformly painted with clean edges.
2. All chipping, cracking, or peeling *exterior* wall paint shall be corrected as directed by GHI.
3. All **exterior wood surfaces**; i.e. *e.g.*, door and trim shall be properly sealed and protected from moisture damage. All chipping, cracking, or peeling trim paint shall be corrected as directed by GHI.
4. Mold and mildew shall not be allowed to accumulate on **exterior wall surfaces**.
5. No fence posts, flag poles, wall hangings, brackets, or other attachments may be secured to or through **vinyl siding** with the exception of mailboxes and house numbers. All ornaments and fixtures must be maintained and free of rust.
6. **Walkways providing access to units** shall be ~~maintained in a safe and proper condition~~ *kept* free of obstructions; i.e. *such as* ice, snow, yard debris, and litter ~~tools, toys, etc.~~ *Vegetation shall be kept trimmed back from the edge of walkways.* On shared *access* walkways, ~~the~~ *this* responsibility is shared by adjacent neighbors. *Vegetation shall be kept trimmed back from the edge of all walkways.*
7. Bare spots on **lawns** shall be resown and maintained. Alternately, suitable ground cover, mulch, or landscaping shall be placed and maintained to cover all bare ground and prevent erosion. (See Section V.I for recommended ground cover options.)
8. A **lawn** must be cut before it exceeds a height of 40 *eight (8)* inches.
9. All **shrubs**, hedges, and planting shall be trimmed in accordance with Section V.D.
- ~~10. Yard areas shall be free of trash, debris, and noxious plants, such as poison ivy.~~
- ~~11.10.~~ Tools, mowers, toys, and miscellaneous items shall be neatly **stored**.
- ~~12.~~ **11. Yard swales** shall not be blocked in any manner. Ponding water and improper grade conditions shall be reported to GHI's *Department of Technical Services* immediately.
- ~~13.~~ **12.** All **fences** shall be upright, taut, and free of rust, peeling paint, or damage. All fences and privacy screens shall ~~be in compliance~~ *comply* with GHI fence regulations. (*See Section VII.*)
- ~~14.~~ **13.** English **ivy** and creeping vegetation shall not be allowed to grow on structures or trees *in member's yard areas*. ~~Trim~~ *Member shall ensure that* such vegetation *is kept trimmed* away from walls, foundation, vent openings and crawl space doors. Members are also required to prevent the spread of creeping invasive vegetation



*growing inside their yards from spreading outside their yard boundaries. and maintain a minimum thirty (30) foot buffer from their rear yard line.*

14. *Members residing in middle row units shall maintain a five (5) foot buffer zone inward from their distal gardenside yard line. Members residing in end units shall maintain a five (5) foot buffer zone inward from their distal gardenside and end yard lines. Member shall not allow any creeping, invasive vegetation to grow within this buffer zone. Members shall keep their Y yards areas shall be free of noxious plants, such as poison ivy.*

		Unit A	Unit B	Unit C	Unit D	
Buffer Zone		Garden Side Yard	Garden Side Yard	Garden Side Yard	Garden Side Yard	Buffer Zone
	Buffer Zone	Buffer Zone	Buffer Zone	Buffer Zone	Buffer Zone	

- 15.. All **sheds** shall be in compliance *comply* with GHI shed regulations, *be* structurally sound, surfaces *be* free from damage and rust, and *be* properly maintained.
16. **Storm or screen doors** shall be in good condition; no holes in screening materials, glass intact, and door frame properly sealed or painted. Metal storm doors approved after May 1, 1995, must be of an approved trim color (*See* Section XI for colors). Unfinished storm or screen doors are not allowed.
17. **Trash** containers must not exceed *thirty-two* (32 gallons *in capacity* and must have tight fitting lids and handles for lifting. Containers must be placed in a trash closet, trash container cabinet, or screened area on the side of the unit from which the trash is collected. Trash cabinets must be structurally sound and properly sealed and painted. They must accommodate all recycling bins and trash containers and must permit access for trash removal workers. Screening, if used, must be large enough to hide the trash containers and must be of a type approved by GHI.

Evergreen shrubs may be used for screening if they are at least 36" tall and completely hide all containers.

18. Planting, maintenance, and removal of all **trees** must be in accordance with Section V.E.
19. **Beekeeping** shall not be permitted on GHI property.
- ~~20. No condition in violation of health and safety shall be allowed, e.g., trash closet must be kept clean and trash properly disposed of; firewood not exceeding one cord (a stack 4' high, 4' wide and 8' long) must be neatly stacked no less than six (6) inches from the ground and at least 10' from the building.~~
20. Exterior areas must be maintained in safe and orderly condition.
  - a) No condition posing a hazard to health or safety shall be permitted.
  - b) Trash closets *and other trash enclosures* must be kept clean and trash must be properly contained.
  - c) Uncontained compost piles are not permitted.
  - d) Pet feces must be promptly removed and properly disposed of.
  - e) Wood not exceeding one (1) cord (a stack *four (4)' feet* high, *four (4)' feet* wide and *eight (8)' feet* long) must be neatly stacked not less than *six (6)* inches from the ground and not less than *ten (10)* feet from the building.
  - f) There must be no rubbish in yard areas; rubbish shall mean all solid waste consisting of both combustible waste (including, but not limited to, paper, cardboard, wood, cloth, bedding material, lawn and yard clippings not located in an established compost pile, and dead trees and limbs to include any hazardous or uprooted trees) and noncombustible waste (including, but not limited to, metals, glass, crockery, tin cans, and junked appliances). *Note: Properly contained yard debris or other special trash awaiting pickup by the City may be in the service side yard for a period of up to seven (7) days [fourteen (14) days] if there was no pickup scheduled the previous week]. Member are encouraged to place items for pickup by the City in the yard as close as possible to the scheduled pickup day.*

# CITY OF GREENBELT, MARYLAND

Item 7e. Attachment #8

25 CRESCENT ROAD, GREENBELT, MD 20770

October 15, 2020



Mr. Paul C. Smedberg, Chair  
Washington Metropolitan Area Transit Authority  
600 5<sup>th</sup> Street, N.W.  
Washington, DC 20001

**CITY COUNCIL**  
Colin A. Byrd, Mayor  
Emmett V. Jordan, Mayor Pro Tem  
Judith F. Davis  
Leta M. Mach  
Silke I. Pope  
Edward V.J. Putens  
Rodney M. Roberts

Re: Proposed FY 21 WMATA Metro Service and Budget Changes

Dear Mr. Smedberg:

The Greenbelt City Council has reviewed the proposed service reductions/eliminations for Metrorail and Metrobus, and while it understands that these are unprecedented times presenting financial challenges for all, the Council cannot support the proposed service changes. Specifically, service changes that result in early closure of Metrorail and Metrobus, elimination of entire bus lines (i.e., B30), elimination of an entire day of service (i.e., Saturday service on the R12) and reduced hours of Metrobus service (i.e., Sunday service on the G12). Rather than eliminating Metrobus lines and/or weekend day service, the proposed changes should focus on service adjustments such as increasing headways as a means of retaining some portion of service where it has come to be relied on.

The City Council wants to reiterate its opposition to the elimination of the B30. The B30 bus provides the only direct bus service between Prince George's County and the BWI Thurgood Marshall Airport (the busiest airport in the region). It is the only convenient and cost-effective way to get from the DC Metro system to the BWI Airport via public transportation. Eliminating the B30 is not an equitable decision as National Airport has a metro station and Dulles in the future will also. This is an unfair and disrespectful elimination. The City Council urges WMATA to undertake efforts such as marketing, increased frequency and resumption of weekend service as a means of addressing the performance challenges that has plagued this line, rather than voting to eliminate this important regional service. The residents of Prince George's County deserve better.

The proposed service changes will have profound adverse impacts on our residents who rely on transit to reach jobs, schools, shopping, medical appointments and other business needs. During these challenging times, we need to be supporting our residents by providing the services they need and deserve to access jobs, economic and educational opportunities. Rather than eliminating service where it is needed, the City Council agrees with the Prince George's County Council that jurisdictional collaboration and innovative transit planning should be WMATA's focus during these challenging times.

**A NATIONAL HISTORIC LANDMARK**

PHONE: (301) 474-8000 [www.greenbeltmd.gov](http://www.greenbeltmd.gov)

Thank you for the opportunity to comment. If you have any questions, please feel free to contact Terri Hruby, Director of Planning and Community Development, at (301)345-5417.

Sincerely,

A handwritten signature in black ink that reads "Colin Byrd". The signature is written in a cursive style with a large, prominent "C" and "B".

Colin A. Byrd  
Mayor

cc: City Council  
Nicole Ard, City Manager

Board Action Plan Updated on 12-13-2020 Status as of 12-28-2020									
2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 5 and 5+ of HIP.	A	X		X	HIP expected to be completed by April 2021.	Ongoing
		A.1.b	Continue member education - continue E-Newsletter updates, webinars.	A	X	BLD & COM	X	E-News updates are provided weekly. Three virtual meetings were held during the week beginning June 1, 2020.	Ongoing
		A.1.c	Continue frame crawl space improvements including asbestos removal.	A	X		X	All completed except 4 pilot crawlspaces where abandoned pipe with asbestos debris will be removed by the end of January 2021.	In process
		A.1.d	Continue documentation of HIP for posterity. Staff and the contractor should prepare a report summary at the end of each year to be submitted to the Board of Directors (BOD).	B	X		X	On 12/5/19, the Board accepted a report from staff that summarized HIP activities for 2016 to 2018. On 12/17/2020, the Board reviewed a report on 2019 activities; a report on 2020/21 activities will be provided when the program ends.	In process
		A.1.e	Arrange a function to celebrate successful HIP completion	B	X	MOC	X		Not started
	A.2. Implement sustainable practices	A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. A contract was signed; installation of the panels is currently in process and should be completed by the end of January 2021.	In process
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X	BLD	X	Was on hold. Board to ask the Buildings Committee to resume work on this assignment.	Started.
		A.2.c	Implement pilot program for testing performance of heat-pump water heaters.	B	X	BLD	X	Eight of eleven units have been installed so far in crawlspaces of masonry homes.	In process
	A.3 Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repoint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process



A.3.b	Continue to study program for inspections of building exteriors and yards.	A	X	EYITF	X	The Board decided to forego a formal inspection program in 2020 and establish a task force to recommend the scope of a future yard and exterior building inspection program. The Board will hold a work session on January 4, 2021 to discuss the task force's report.	In process
A.3.c	Negotiations with WSSC re: water pipe replacements for masonry homes.	A	X		X	Board and the City of Greenbelt sent a letter to WSSC's General Manager in 2019, asking for negotiations to be resumed and pipes to be replaced in conformance with the 1958 agreement. WSSC's General Manager responded on Jan 31, 2020. On November 3, 2020, a joint letter signed by the Board President and City of Greenbelt Mayor was sent in response to the WSSC's Manager's letter.	In process
A.3.d	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc.	B	X	ARC	X	The Board approved changes to GHI's rules for fences on August 20, 2020.	In process
A.3.e	Storm Water Management Task Force continues to address drainage issues.	B	X	SWTF	X	On 2/7/2019, the Board of Directors accepted the SWMTF's proposition that GHI participate in a MDNR-funded project through UMD as a pilot study to test-proof the concept for mapping non-tidal flood risks. On 2/15/2019, the UMD received a grant for the Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland. The grant funding period ends on 6/30/2021, although an extension is possible due to the pandemic. The SWMTF recommended the hiring of a part-time green infrastructure staff person to facilitate the integration of green stormwater infrastructure practices. This staff position was approved and included in the 2021 budget. The SWMTF plans to propose a green solution to stormwater problems in the 33 Court Ridge area.	Ongoing

Item 8a. Attachment #9a

	A.3.f	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	On February 20, 2020, the Board approved the hiring of a consultant (ETC Inc.) to evaluate the condition of water supply and waste pipes in a sample of frame and masonry homes, provide a report on replacement options, provide a report on the performance of epoxy lined pipes in 2 units and design a pilot study to evaluate methodologies for replacement of the piping. The Board reviewed ETC's report on November 19, 2020 and decided not to have the consultant design the pilot study.	In process	
	A.3.g	Implement Admin complex security.	A	X	STF	X	On June 18, 2020, the Board approved a contract for the installation of an access control system for the Admin Building. The system has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed by the end of January 2021.	In process	
	A.3.h	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. On November 19, 2020, the GDC Board decided that GDC will continue to request loans from GHI for the capital improvements program as needed.	In process	
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt and met with the City Council on July 20, 2020 to discuss GHI's position on the proposed NCOZ Standards for Greenbelt. Awaiting draft NCOZ from M-NCCPC.	in process
	A.5 Enhance and improve buildings and grounds	A.5.a	Expand Fee-For- Service program.	A	X	BDTF	X	The Board decided that this review should be undertaken by a Business Development Task force that it passed a motion to establish. Unfortunately, no members volunteered to serve on this task force.	Not started
		A.5.b	Develop policy for storage of recreational vehicles in GHI Boat Lots.	A	X		X	Task Force established on 12/3/2020	Not started
	B. Orga	B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.

B.2 Improve operation of the Board	B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held for the 2020-21 Board on 12/8/2020. On 12/8/2020, staff held a training program on interpreting financial statements.	Ongoing
	B.2.b	Create understudy program for Board officers.	A	X		X		Not started
	B.2.c	Investigate all aspects of continuing to hold virtual Board, committee and membership meetings post Covid-19.	A	X		X	Training and infrastructure may be required. The Board may consider establishing a task force.	Not started
B.3 Improve committee operation and promote member involvement	B.3.a	Provide training for committee chairs.	A	X		X	Last training program for committees was held in September 2018. Plan to hold another training program in 2021.	Ongoing
	B.3.b	Increase participation in committees.	A	X	MOC	X		Ongoing
	B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Last volunteer recognition event was held on October 16, 2019.	Ongoing
B.4 Prepare for succession of administrative staff	B.4.a	Plan for succession of General Manager.	A	X	TSTF	X	The Board passed a motion on December 3, 2020 to establish a Transition and Sustainability Task Force and allocate \$7,500 for hiring a consultant to assist the task force with its work.	In process
B.5 Review and develop policies	B.5.a	Revise, update and implement record retention policy. Recommend storage methodology for historical documents.	A	X	RRTF		Staff prepared a draft records' retention policy. The Board subsequently appointed a task force to recommend historical documents that should be retained and how they should be stored. The task force is currently working on this assignment.	In process
	B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X	GDCTF	X	A task force is currently working on this assignment.	In process
B.6 Review bylaws issue	B.6.a	Need to address ' new acquisition of property/business opportunity' clause in GHI bylaws. .	B	X		X		Not started
B.7 Increase operational efficiency	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management, and knowledge transfer in scope.	A	X		X	Staff continues to work on this task and will make further changes as the new property management system is implemented.	In process
	B7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	C	X	RRTF	X	Staff's top priority for 2021 is to successfully implement the integrated property management system. It is also prudent to postpone this project until the records retention task force completes its work and the Board adopts a records retention policy.	Not started

C. Financial Stability	C.1 Increase revenue through business development.	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	B	X	BDTF	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that the Long-range planning Committee recommended. No member applied to serve on the task force. A further attempt will be made to obtain volunteers for the task force; if this fails, the Board may consider hiring a consultant.	In process
	C.2 Continue education programs on GHI finances and produce them as webinars	C.2.a	Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors.	A	X	FIN	X		Not started
		C.2.b	Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website.	A	X	FIN	X		Not started
		C.2.c	Continue education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges, replacement reserves' program	A	X	FIN	X		Not started
	C.3 Increase grant-based income opportunities	C.3.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X		In process
	C.4 Manage finances to address issues that arise.	C.4.a	Review investment policies.	A	X	INVC	X	On 7/11/2019, the Board reviewed the Investment Committee's report regarding the Prudent Person Rule that is applicable to GHI and whether to hire an Investment advisor. On July 9, 2020, the Board adopted a revised charter for the Investment Committee. The Committee is currently reviewing GHI's investment policy and is expected to recommend a revised policy soon.	In process
		C.4.b	Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	B	X	LGAC	X		Not started
	C.5 Explore other money saving opportunities	C.5.a	Explore holding equity of 10-40 percent in some member units.	C	X	FIN & INVC	X		Not started



D. External Communication	D.1 Attract people drawn to co-ops & community living	D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/MARK			Ongoing
	D.2 Coordinate efforts w/external entities	D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	A	X	LGAC	X	LGAC recommended and the Board approved a task force to advocate GHI's position re: Maglev project. LGAC drafted a letter which the Board President sent to the Maryland Transportation Authority stating GHI's position on the Environmental Impact Study for the I-495 Beltway and the BW Parkway expansion project.	Ongoing
		D.2.b	Advocate for adequate public transit resources to be provided to the GHI community.	A	X	MOC	X	On November 5, 2020, the Board requested the Member Outreach Committee to Survey the Membership re: Use of Public Bus Services.	In process
	D.3 Be a leader in cooperative living & coops	D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC		GHI intends to recommend a nominee to serve on the CCOC Commission	In process
E. Internal Communication	E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members after they move in and request a visit, to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members. On November 5, 2020, the Board approved a Court Communicator program that the MOC recommended.	Ongoing
	E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Ongoing
		E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started
	E.3 Use technology for improved member access and communication	E.3.a	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information.	A	X	COM	X	On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	
E.3.b		Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X		In process	



	E.3.c	Improve GHI website per recommendations from membership survey.	A	X	COM	X	The Board passed a motion on December 3, 2020 to establish a task force to recommend upgrades of the website.	In process
E.4 Improve member handbook	E.4	Upgrade member handbook.	A	X	COM	X	On September 17, 2020, the Board directed the Communications Committee to review and recommend revisions to the format of the Member Handbook.	In process

Committees and Task Forces	
AM TF - Addition Maintenance Task Force	LGAC - Legislative and Government Affairs Committee
BDTF – Business Development Task Force	LRPC - Long Range Planning Committee
BLD - Buildings Committee	MOC - Member Outreach Committee
BTF - Board Task Force	RRTF – Record Retention Task Force
COM/MARK - Communications & Marketing Committee	STF – Safety Task Force
EBYITF – Exterior Buildings and Yard Inspection Task Force	SWTF – Storm Water Task Force
FIN - Finance Committee	WC - Woodlands Committee
GDCTF – GDC Task Force	ZTF - Zoning Task Force
INVC – Investment Committee	
IT TF - Information Technology Task Force	

Priority
A. Must be addressed within a year
B. Everything in between A and C; this could include items of high importance but not high urgency
C. Probably won't get to it within a year but want it on the list



Committee Task List: Jan - Dec 2021

Item 8a. Attachment #9b

Committee	Committee Assignments for the 2020-2021 Board Term		Status	Not Started	In Progress	Completed
<b>Architectural Review Committee</b>	1	Review GHI's Rules on fencing and recommend style changes.	Completed. The board approved revisions to the fence rules on August 20, 2020			X
	2	Review design guidelines for double-doors	In progress		X	
<b>Bicycle Committee</b>						
<b>Buildings Committee</b>	1	The GDC Board requested the Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on hold by the Committee		X	
	2	Investigate feasibility of heat-pump type water heaters for installation in GHI	In progress		X	
	3	Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Joint recommendation with Woodlands Committee resulted in the Board deciding on August 20 to remove the tree.			X
	4	Review ETC Inc. plumbing system report	In progress. The Board agreed with the Committee's recommendation that ETC should not proceed to design a pilot study.		X	
	5	Investigate water quality testing options	In progress		X	
	6	Develop a pilot project to electrify a set of GHI garages	In progress		X	
	7	Investigate various solutions to address discoloration on slate roof tiles	not started	X		
<b>Communications and Marketing Committee</b>	1	Review and recommend changes to the format of the GHI Member Handbook. Task was assigned by the Board on September 17, 2020	In progress		X	
	2	Revise the format of a draft 'Reasonable Accommodations Policy'	Re-formatted draft was reviewed by the Board on December 17			X
	3	Revise draft of GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior to incorporate member comments	Revisions to the rule were reviewed by the Board on December 17			X

Committee Task List: Jan - Dec 2021

<b>Companion Animal Committee</b>	1	Continue to develop articles relating to companion animals.	Ongoing		X	
<b>Finance</b>	1	Discuss financing options for GDC Capital Improvements	GDC Board accepted the Committee's recommendation to finance GDC Capital Improvements as necessary.			X
	2	Review unreserved operating fund and recommend Board action regarding available unreserved funds.	No available funds			X
	3	Discuss financial impact of proposed legislation CB-078-2020 with LGAC to prepare communication to Prince George's County Council prior to November 17th 1:30PM hearing	LGAC issued letter for Board President			X
	4	Recommend actions GHI should take to comply with Prince George's County bill CB-16-2020	Initially discussed on December 10, 2020		X	
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Draft a Charter for the task force	Completed this task on December ; Board will review charter on January 7.		X	
	2	Review GDC Bylaws	Requested the Board to approve a review of the Bylaws by legal counsel.		X	
<b>GHI's Website Task Force</b>	1	Elect Chair	First meeting Thursday, January 7th, between 4 and 6pm.	X		
	2					
<b>Investment</b>	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.		X	
	2	Consider changes to investment policy and committee charter	On July 9, the Board adopted the Committee's recommendation for changes to the committee charter; the committee is reviewing changes to the investment policy.		X	
<b>Legislative and Government Affairs</b>	1	Monitor Federal, State and MD legislative actions that may impact GHI	In progress		X	
	2	Submit a report to the Board regarding the status of the proposed SCMaglev Project with a recommendation on actions GHI should take to advocate the 'No Build' option.	Completed. Report accepted by the Board on September 17, 2020.			x

Committee Task List: Jan - Dec 2021

	3	Review Draft Environmental Impact Statement on I 495 and I-270 Managed Lanes Study and submit a recommendation to the Board about what actions GHI should take to mitigate the potential impact on GHI.	Committee drafted a letter that the Board adopted and sent to the Maryland Transportation Authority regarding GHI's concerns about the DEIS.			X
<b>Long-Range Planning Committee</b>	1	Study, discuss, and make recommendations on any issues affecting GHI's ability to continue providing affordable, high-quality housing for its members, along with offering any new facilities, services, or benefits the membership may approve.	The Committee prepared an Initial Research and Data Analysis Report which the Board reviewed on August 6 and deferred for a further review .		X	
<b>Member Outreach</b>	1	Organize New Member Orientation Event	Member outreach- new member social was held on July 8, 2020; another will be held on January 13, 2021 at 7 pm			X
	2	Recommend Court Communicator Program	The Board accepted the Committee's recommendation for a Court Communicator program on November 5.-			X
	3	Court Communicator Program	Information Session will be on 1/28/21 @ 7pm		X	
	4	Survey the membership re: Use of Public Bus Services	Discussion of this task in progress.		X	
<b>Records Retention Task Force</b>	1	Develop form for document review project	Completed			X
	2	Review records in UDB and Warehouse	In progress		X	
	3	Establish categories and document types of historical documents	In progress		X	
<b>Storm Water Management Task Force</b>	1	Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.		X	
	2	Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in parthnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.		X	



Committee Task List: Jan - Dec 2021

	3	I.Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II.Develop a multi-year plan to address stormwater issues in GHI. III.Develop strategies for implementing improvements/remediation IV.Interact with other committees and task forces within GHI relative to our mission	Not started	X		
<b>Succession and Back-up Emergency Planning Task Force</b>	1	Develop Charter Succession Policy	Develop Succession policy- submitted final report to the Board 6/18/20			X
<b>Integrated Property Management Systems Task Force</b>	1	Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity were current potential vendors.			X
	2	Schedule demonstrations of systems	Completed.			X
	3	Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs	Completed.			X
	4	Meet with task force members and make a system recommendation	Completed			X
	5	Submit a report to the Board regarding the final recommendation	Completed			X
<b>Woodlands</b>	1	Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.		X	
	2	Implementation of Caretaker Program	In progress.		X	
	3	Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Report submitted to the Board on August 20.			X
<b>Yards and Exteriors Task Force</b>	1	Recommend components of a Yard and exterior inspection program to replace the community beautification program.	Board will hold a work session on January 4, 2021 to review the task force report		X	

Committee Task List: Jan - Dec 2021

<b>Zoning Rewrite Task Force</b>	1	Review P.G. Zoning Re-write Project and keep the Board informed of developments.	Task force held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt.			X
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# January 2021

January 2021							February 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27	28	29	30	31	Jan 1, 21 OFFICE CLOSED - NEW YEAR'S DAY	2
3	4	5	6	7 9:00am Storm Water 7:00pm Special Open 7:02pm GHI Executive 7:45pm GDC Open	8 OFFICE CLOSED	9
10	11 7:00pm Sustainability Subcommittee	12 7:30pm Legislative and Government Affairs Committee Meeting (Board Room)	13 7:00pm New Member Social (Zoom Social) 7:00pm Member 7:30pm Architectural	14	15	16
17	18	19 7:00pm LRPC (Virtual) 7:30pm Companion Animal Committee Meeting (GHI Lobby)	20 5:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting	21 7:00pm Special Open Session 7:02pm GHI Executive 7:45pm GHI Open	22 OFFICE CLOSED	23
24	25	26	27 7:00pm Buildings Committee Meeting (Board Room)	28 7:00pm Court Communicator Information Session (via Zoom)	29	30
31	Feb 1	2	3	4	5	6





< PREVIOUS MONTH

JANUARY 2021

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 11:45 PM <u>New Year's Eve Celebration</u>	2 9:00 AM <u>Donation Drive for Hunger Relief</u>
3 9:00 AM <u>Donation Drive for Hunger Relief</u>	4 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> 7:30 PM <u>Special Meeting/Closed Session – (City Manager Evaluation Process), (Virtual)</u>	5 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 11:00 AM <u>Food Bank</u> 7:00 PM <u>Public Safety Advisory Committee</u> 7:00 PM <u>Arts Advisory Board Meeting</u>	6 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 8:00 PM <u>Legislative Meeting, (Virtual)</u>	7 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u>	8 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u>	9 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u> 9:00 AM <u>Comprehensive School Boundary Initiative</u>
10 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u>	11 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u> 11:30 AM <u>Food Bank</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	12 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u> 11:00 AM <u>Food Bank</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u>	13 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 6:30 PM <u>Comprehensive School Boundary Initiative</u> 8:00 PM <u>Work Session - Public Session on the Collective Bargaining Agreement, (Virtual)</u>	14 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	15 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	16 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>
17 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	18 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 8:00 PM <u>No Meeting</u>	19 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 11:00 AM <u>Food Bank</u> 7:00 PM <u>Advisory Committee on Tress</u>	20 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 8:00 PM <u>Work Session - Comcast (stakeholder), Virtual</u>	21 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> <u>Free Diapers</u>	22 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	23 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 8:00 AM <u>Council Goal &amp; Objectives Session, (Virtual)</u>
24 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	25 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	26 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 11:00 AM <u>Food Bank</u> 6:00 PM <u>Advisory Committee on Education Annual Principals Meeting</u> 7:30 PM <u>Advisory Committee on Education Meeting</u>	27 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u> 8:00 PM <u>Work Session - TBD, (Virtual)</u>	28 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	29 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	30 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>
31 <u>Free Tutoring</u> <u>FREE ESOL Classes</u> <u>FREE GED Prep Class</u>	1	2	3	4	5	6

