

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS

Thursday, May 7, 2020

This meeting will be held electronically. Members & Visitors may attend remotely.

Following the GDC Open Session Meeting
REGULAR SESSION (Open to Visitors)

1. **Approval of Agenda**
2. **Announcement of Executive Session Meetings:**
 - a) **Announcement of Executive Session meeting held on April 16, 2020 – (Attachment #1)**
 - b) **Announcement of Executive Session meeting held on May 7, 2020 – (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 Regular Open Session Meeting Held on April 2, 2020 – (Attachment #4) 2 minutes Discussion/Action
 - b. Presentation of 2019 External Audit Report – (Attachment #5) 30 minutes Discussion/Action
 - c. Review 2019 Year-end Financial Statements – (Attachment #6) 10 minutes Discussion/Action
 - d. Finance Committee’s Proposal re: Fee Deferrals at GHI in a Time of Covid-19 – (Attachment #7) 10 minutes Discussion/Action
 - e. Zoning Task Force Recommendation re: Revisions to the M-NCCPC’s Neighborhood Study and Draft NCO Standards for Greenbelt – (Attachments #8a-8d) 45 minutes Discussion/Action
 - f. Options for Holding the Annual Membership Meeting During the COVID-19 Pandemic – (Attachment #9) 20 minutes Discussion/Action
8. **Items of Information**
 - a. Board 12 Month Action Plan and Committee Task List (Attachments #10a – #10b)
 - b. Monthly GHI and City Calendars (Attachments #11a – #11b)
 - c. President’s Items
 - d. Board Members’ Items
 - e. Audit Committee’s Items
 - f. Manager’s Items

Ed James, Secretary

NOTE: AT 10:00 PM, THE BOARD WILL IMMEDIATELY MOVE TO ITEMS 8, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED, FOLLOWED BY EXECUTIVE SESSION, IF NEEDED.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: April 30, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on
May 7, 2020

GHI Open Session

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit – (Redacted)

(Redacted) request approval of the Addendum for Trust Ownership for (Redacted) and Trustee's Affidavit of (Redacted) known as (Redacted). of (Redacted) Trust of 2020 will serve as trustee and beneficiary under a trust agreement dated March 24, 2020. The Mutual Ownership Contract will be presented for approval under new memberships. The Addendum for Trust Ownership, Trustee's Affidavit and revocable Trust agreement are presented in (redacted)

Suggested motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of (Redacted) trustees of the (Redacted), thereby allowing them to place the membership and equity interest for (Redacted) into a living trust dated March 24, 2020.

7a. Approve Minutes of Regular Open Session Meeting Held on April 2, 2020 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on April 2, 2020 (as presented/as revised).

7b. Presentation of 2019 External Audit Report – (Attachment #5)

Attachment #5 is the 2019 audit report that Wegner CPA's, LLP (GHI's external auditor), recently submitted.

A principal from Wegner CPA's, LLP will present the audit report during the Board meeting. However, questions may also be directed to Mr. Perry, GHI's Finance Director, prior to the meeting.

Suggested motion: I move that the Board of Directors accept the 2019 audit report from Wegner CPAs, LLP that includes the Consolidated Financial Statements for Greenbelt Homes Inc. as of December 31, 2019 and December 31, 2018.

7c. Review 2019 Year-end Financial Statements – (Attachment #6)

GHI's 2019 year-end financial statements are included in Attachment #6 for your review. Joe Perry, GHI's Finance Director, will present them during the meeting.

7d. Finance Committee's Proposal re: Fee Deferrals at GHI in a Time of COVID-19 – (Attachment #7)

On March 19, 2020, the Board directed staff to waive late fees for members until further notice, if the member submits evidence of a strong adverse financial effect on them related to the pandemic. The Board also asked the Finance Committee to propose a longer-range plan detailing how GHI may continue to support members who are financially affected by COVID-19, while minimizing the impact on GHI's finances. During its meeting on April 23, 2020, the Finance Committee discussed a 'fee-deferral' letter (Attachment #7) that several members had previously submitted to the Board. Thereafter, the Committee formulated the following proposal for the Board's review.

Finance Committee Proposal re: Fee Deferrals at GHI in a Time of COVID-19

Many of our members are experiencing income loss and other financial stresses during this pandemic. GHI should make strong efforts to help members who are temporarily affected, as long as such help does not cause any loss in the long run to GHI members as a whole. That is, a plan must be made whereby the financial help given to some members will have little or no negative impact on other members.

The following **Emergency Fee Deferral program** will be a substantial help to many of our members, though not all. It provides for up to \$2000 of deferred payment of co-op fees. Repayment will not be required prior to January 2021; a repayment plan will be worked out with the GHI Finance Department.

Any member may apply for the fee deferral program by submitting the following to the GHI Finance Office:

1. Documentation of a strong adverse financial effect on them as a result of the COVID-19 situation.
2. A standard form stating their desire to participate, signed by all members on the MOC. It will also note that all deferrals must be fully repaid if a new share loan is made, or the unit is sold, or a new person is added to the MOC (the **payoff conditions**).

This documentation is to be submitted by email or US mail. After GHI Staff reviews the documentation, and in some cases has a conversation with the member about their documentation, the member will have almost all of their co-op fees temporarily deferred. Specifically, the members can choose the amount of the monthly deferral. A unit is limited to a total of \$2000 in co-op fee deferrals.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the Finance Committee's proposal re: Fee Deferrals at GHI in a Time of COVID-19 (as presented/as revised).

7e. Zoning Task Force Recommendation re: Revisions to the M-NCCPC's Neighborhood Study and Draft NCO Standards for Greenbelt– (Attachments # 8a-8d)

The Zoning Task Force held a meeting on Monday, April 27, 2020 to discuss two documents: the Neighborhood Study Report and the Draft NCO Standards for Greenbelt that the Maryland National Capital Planning and Parks Commission (M-NCPPC) recently released. GHI's Manager contacted GHI's attorney (Redacted) regarding M-NCPPC's interpretation of a state law mentioned on page nine of the Neighborhood Study. (Redacted) has offered to discuss his different interpretation of the state law with M-NCPPC officials; however, he first wants to know what changes GHI wants to see in the Draft NCO Standards.

This item is on the agenda for the Board to discuss the Neighborhood Study and Draft NCO Standards and decide what changes the M-NCPPC should be requested to make to the documents. The following attachments are provided for the Board's review:

- Attachment #8a – NCO Zone Proposal that the Board formulated and approved in February 2019.
- Attachment #8b – Neighborhood Study Report released by the M-NCCPC and the collected comments of the Zoning Task Force regarding the report.
- Attachment #8c – email from Attorney (Redacted) regarding his interpretation of the State Law mentioned on page nine of the Neighborhood Study Report.
- Attachments # 8d – Draft NCO Standards released by the M-NCCPC with comments from the Zoning task force in red font.

Suggested motion: I move that the Board of Directors approve the Zoning Task Force's proposed changes to the Neighborhood Study and Draft NCO Standards for Greenbelt (as presented/as revised). Further, I move that the Board direct the Manager to request GHI's attorney (Redacted) to review the proposed changes and recommend the next steps that should be taken.

7f. Options for Holding the Annual Membership Meeting During the COVID-19 Pandemic – (Redacted)

On March 19, 2019, the Board passed a motion to postpone the 2020 GHI Annual meeting until no later than June 30, 2020. Due to public gathering restrictions that have been imposed as a

result of the Covid-19 pandemic; uncertainty about when those restrictions will be lifted; and a time period of approximately one month to prepare for an annual membership meeting after public gathering restrictions are lifted, it is possible that GHI may not be able to hold an in-person meeting by June 30, 2020. Hence the Board should consider which of the following options it should adopt if public gathering restrictions imposed by Maryland's Governor are not lifted by May 31, 2020:

- a) Hold a regular in-person annual membership meeting within one month after public gathering restrictions are lifted.
- b) Begin to make plans to hold an electronic annual membership meeting including electronic voting on Thursday, June 25, 2020. Staff contacted Get Quorum (a company that hosts virtual meetings via Zoom for community associations) to ascertain whether it could host our annual membership meeting and the cost for doing so. Staff invited Directors Skolnik and Brodd to attend a presentation by Ms. Paola Shushkovsky of Get Quorum on April 28th. (Redacted) is Ms. Shushkovsky's proposal; Get Quorum would charge (Redacted) to host the meeting. There are two impediments to hosting an electronic meeting that includes electronic voting:
 - Get Quorum will require accurate email addresses of all 1,600 members.
 - Several GHI members may not be able to attend the meeting either because they do not have computers or are uncomfortable with the intricacies of participating in a Zoom meeting. Also, members who participate by telephone, will be unable to vote on items such as the approval of minutes, the election of members to the Nominations and Elections Committee and any member petition that is discussed.

Staff will proceed to obtain bids from other vendors to host the meeting if the Board wishes to pursue this option

- c) Hold elections of the Board and Audit Committee by June 30, 2020, if public gathering restrictions are not lifted by the end of May. An electronic meeting could be held to present candidates for the Board and Audit Committee; alternatively, written resumés of the candidates could be delivered to all 1,600 members. Members would be requested to mail in ballots. GHI should be able to self-manage this process. A regular annual membership meeting to approve minutes of the 2019 annual and special meetings, elect members of the Nominating and Elections Committee, discuss reports and new business would be held within one month after public gathering restrictions are lifted.

This item is on the agenda for discussion and possible action.

Announcement of an Executive Session Meeting held on April 16, 2020 – (Attachment #1)

GHI's Board of Directors held an Executive Session meeting on April 16, 2020 via videoconference, with Board members participating from remote locations. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins.

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)
a. Approve Minutes of Executive Session Meeting Held on March 19, 2020	(vii)
b. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2020 Gutter Cleaning Contract – 2nd reading • 2020 Contract for Replacing Air Conditioning Units for Larger Townhomes – 2nd reading • 2020 Contract for Replacing Roofs for Frame Buildings – 2nd reading • 2020-2022 Contract for Employee Uniforms – 2nd reading 	(vi)
c. Member Financial Matters	(viii)
d. Proposed Assignment of the Membership Interest in a Unit to GHI	(iv)
e. Complaint Matters	(iv)
f. Status of Solar PVES Contract for the Administration Building	(vi)

During the meeting, the Board of Directors approved the following contracts:

- a. A contract with DGC Cleaning Services to perform spring & fall cleaning of gutters for frame, brick, block homes, garages, and 400 flat porch roofs without gutters (fall cleaning only) at its bid of \$28,470 (spring) and \$35,220 (fall), respectively, for a total amount of \$63,690, plus 10% for contingencies, for a total contract amount not to exceed \$70,059.

- b. A contract with James Vito, Inc. for the replacement of three (3) air conditioning units in GHI's larger homes at its bid of \$9,520, plus 10% for contingencies, for a total contract amount not to exceed \$10,472.
- c. A contract with RRH Associates to replace the existing shingles and gutters on the roofs at 64 frame homes with Certainteed Landmark Pro AR architectural shingles and seven 7 additions (5 shingles, 1 EPDM, 1 modified bitumen) at its bid of \$188,612, with a 10% allowance for contingencies, for a total contract amount not to exceed \$207,473.
- d. A three-year contract with Ace Uniform for the supply of rental uniforms to GHI employees effective from June 30, 2020, in accordance with its proposal and the costs indicated in the table below:

weekly charges	rental only	+ laundry
Work pants (28-40" waist)	\$0.22	\$0.25
Plus size (>40" waist)	\$0.27	\$0.30
Long sleeve work shirt (S-4X)	\$0.17	\$0.20
Plus size (5X-6X)	\$0.20	\$0.24
Short sleeve work shirt (S-4X)	\$0.17	\$0.20
Plus size (5X-6X)	\$0.20	\$0.24
Polo shirt (S-4X)	\$0.22	\$0.26
Plus size (5X-6X)	\$0.26	\$0.31
Dress slacks (28-40" waist)	\$0.22	\$0.26
Plus size (>40" waist)	\$0.26	\$0.31
Dress shirt	\$0.21	\$0.25
Plus size (specify)	\$0.25	\$0.30

The meeting began at 9:49 p.m. and adjourned at 10:25 p.m.

Announcement of an Executive Session Meeting held on May 7, 2020 – (Attachment #2)

GHI's Board of Directors held an Executive Session meeting earlier this evening via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins.

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)
a. Member Financial Matters	(viii)
b. Two Requests for Exceptions to GHI's Membership Selection Criteria Policy	(iv)
c. Approve Minutes of Executive Session Meeting Held on April 2, 2020	(vii)
d. Consider Approval of the following Contracts <ul style="list-style-type: none"> • 2020 Contract for Exterior Repairs to Masonry Units – 1st reading • 2020 Contract for Parking Lot Repairs – 1st reading • 2020 Contract for Spring Concrete Repairs – 1st reading 	(vi)
e. Status of Contract for 2020-2022 Waste Disposal Services	(iv)
f. Complaint Matters	(iv)

The meeting began at _____ p.m. and adjourned at _____ p.m.

Draft Minutes
Board of Directors
GHI Regular Open Session
April 2, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Kathleen Moors, 9-B Laurel Hill Road
Tom Sporney, Assistant General Manager	Margret Benefiel 5 Woodland Way
Joe Perry, Director of Finance	Barbara Glick, 44-Q Ridge Road
Stuart Caplan, Director of Technical Services	Montrese Hamilton, 33-J Ridge Road
Joe Wiehagen, Director of Homes Improvement Program	Ben Fischler, 14-V4 Ridge Road
Maesha McNeill, Human Resources Manager	Kenneth Haas, 5 Woodland Way
Joyce Campbell, Audit Committee Member	Lauren Karaffa, 4-B Hillside Road
Carol Griffith, Audit Committee Chair	Judith Davis, City Council
Robin Everly, Audit Committee Member	Kathy Jodell, 10-L Southway
	Molly Lester, 6-M Hillside Road
	Michael Hartman, 2-R Gardenway
	Lore Rosenthal, 2-R Gardenway
	Mildred Allenby, 4-A Hillside Road

President Skolnik called the meeting to order at 7:10 p.m.

1. Approval of Agenda

Items 6.d-g were moved to positions 6.e-h and a new item was added: "Item 6d. COVID-19 and Its Impact on GHI".

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

Moved: Hess

Seconded: Jones

Carried: 9-0

2. Announcement of an Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on March 19, 2020

GHI's Board of Directors held an Executive Session meeting on March 19, 2020 in the Board Room of the Administration Building. Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Tami Watkins, and Audit Committee members Joyce Campbell, Robin Everly and Carol Griffith physically attended the meeting in the Board room. Director Stefan Brodd attended the meeting via videoconference.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates.

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting 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)
a. Approve Minutes of Executive Session Meeting Held on February 6, 2020	(vii)
b. Member Financial Matters	(viii)
c. Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria Policy	(iv)
d. Member Complaint Matters	

The meeting began at 7:02 p.m. and adjourned at 10:19 p.m.

2b. Announcement of an Executive Session Meeting held on March 26, 2020

GHI's Board of Directors held an Executive Session meeting on March 26 by videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee member Joyce Campbell participating from remote locations.

The following motion to call this meeting was made during an open meeting on February 6, 2020 and approved by Board members Brodd, Hess, James, Jones and Ready:

Motion: I move that the Board establish March 26, 2020 commencing at 6:30 pm as the date and time for a meeting in executive session with the General Manager, to discuss his 2019 performance evaluation.

The authority to hold this meeting in Executive session was based on sub-paragraph of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

The meeting began at 6:30 p.m. and adjourned at 7:41 p.m.

3. Visitors and Members (Comment Period)

Kathleen Moors, 9-B Laurel Hill Road thanked the Board for all they are doing for the Co-op.

4. Approval of Membership Applications

There were no applications presented to be approved.

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Wiehagen reported that:

For the past two weeks no installations were done.

Year 5+ Cohort: Nearly finished. Bath fans and attic work: four are remaining.

IT Systems Task Force – Holland reported that a new proposal was received from Yardi, will hold a GoToMeeting on April 7.

Finance Committee – Hess reported that the Committee is working on recommendations to the board regarding member fees.

Companion Animal Committee – Skolnik reported that the meeting was cancelled.

Architectural Committee - Skolnik reported that the meeting was cancelled.

Record Retention Task Force – Ready reported that the task force is on hold due to the building being closed.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting held on March 5, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on Marth 5, 2020 as presented.

Moved: James

Seconded: Socrates

Carried: 8-0-1

Abstained: Brodd

6b. Approve Minutes of the Regular Open Session Meeting held on March 5, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on March 5, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Brodd

6c. Request for a Permit to Install a Gardenside Bike Shed at 4-B Hillside that Requires an Exception to GHI Rule §IX.C.3 Storage Shelters- Sheds

On February 5, 2020, GHI staff received a Type II permit request (attachment#5) from Lauren Karaffa and Alec Armstrong, the member at 4-B Hillside Road who desire to install a bike shed in their gardenside yard.

This request will require an Exception to the following GHI Rule:

§ IX.C.3 “No new metal sheds may be erected, including replacement of an existing shed, as of March 30, 1998”.

During the ARC meeting on March 11, 2020, the following points were discussed:

- The member was given the shed as a gift, and she would like to use it as a bike shed.
- The proposed location of the shed is in the gardenside yard. There are no existing sheds on the property.
- The shed is of vinyl coated galvanized metal, and metal sheds are not allowed.
- The size of the shed – 6’-5” wide x 4’-4” tall x 2’-11” deep is not an issue. The size and style are of interest to the Bicycling Committee who are looking into ways to allow bike storage within the community to promote biking as a form of transit.
- Because the shed is metal and susceptible to rust, all sides should be accessible for maintenance.

The ARC recommended 4-1-0 to the Board of Directors that an exception be granted to GHI Rule § IX.C.3 to permit the installation of bike shed in the gardenside yard at 4B Hillside Road.

Reasons for the motion: Size, style and location are unobtrusive

Reason against the motion: Concern for how the shed will age, no exceptional reason for an exception.

Motion: I move that the Board of Directors grant an exception to GHI Member Handbook Rule §IX.C.3, thereby allowing the installation of a metal bike shed in the gardenside yard at 4-B Hillside Road.

Moved: Holland

Seconded Socrates

Carried: 6-3

Opposed: Hess, Jones, Ready

6d. COVID-19 and Its Impact on GHI

In accordance with Governor Hogan’s Executive Order, effective March 30, 2020 @ 8 p.m., all persons living in the State of Maryland must stay in their homes or places of residence except to conduct or participate in essential activities.

GHI’s attorney Tiffany Releford advised that all on-site non-essential activities should cease until further notice. The GHI administration office will be closed to members, non-essential staff, and visitors. Department Directors will be available at home to assist members via email and telephone. There will be one maintenance supervisor and two maintenance staff persons on-site,

to respond to emergency maintenance requests during normal business hours. Members will continue to utilize the emergency maintenance hotline after hours.

We are currently awaiting clarification from GHI's attorney about the applicability of the Federal Paid Sick Leave Act to employees of essential business who are at home, because they are not able to perform essential services. Under this Act, employees may be entitled to receive up to two weeks of paid sick leave if unable to work or telework for the following qualifying reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

From March 31st until April 2nd, non-essential employees will be paid on the basis of administrative leave.

- a) Should employees be required to utilize accrued leave to cover their mandatory absence of leave for the duration of the Governor's order?
- b) If employees are required to utilize their accrued leave, should they be provided paid administrative leave thereafter or leave without pay?

Management, the Board, and various members discussed the impact of the COVID-19 pandemic on GHI Staff, operations, and membership.

6e. Task Force Recommendation re: Revisions to GHI's Subleasing Criteria and Sublease Agreement

GHI's Board of Directors initially discussed several possible revenue generating options during a strategic planning session on June 2, 2019. The Board subsequently asked the Long-Range Planning Committee to analyze the pros and cons of each idea, rank the ideas to identify those that are most feasible, and do a cost analysis on the most promising options.

The Long-Range Planning Committee (LRPC) prepared a report titled "Long Range Planning Committee Comments on GHI Revenue Options" (attachment #7) and proposed the following:

- a) The Board should prioritize the ideas that they would most like the subcommittee or task force to investigate.

- b) A subcommittee or task force should be created with members who have specific expertise needed to evaluate the revenue generating options in more detail.

On February 20, 2020, the Board and the LRPC held a work session to discuss the LRPC report.

This item is on the agenda for the Board to prioritize the ideas for generating revenues and establish a task force to further evaluate the options that the Board selects.

Motion: I move that the Board of Directors adopt the Revisions to GHI's Subleasing Criteria and Sublease Agreement that the Task Force recommended as revised.

Moved: Brodd

Seconded: Ready

Carried 9-0

6f. Long-Range Planning Committee Recommendation re: Revenue-Generating Options for GHI

GHI's Board of Directors initially discussed several possible revenue generating options during a strategic planning session on June 2, 2019. The Board subsequently asked the Long-Range Planning Committee to analyze the pros and cons of each idea, rank the ideas to identify those that are most feasible, and do a cost analysis on the most promising options.

The Long-Range Planning Committee (LRPC) prepared a report titled "Long Range Planning Committee Comments on GHI Revenue Options" (attachment #7) and proposed the following:

- a) The Board should prioritize the ideas that they would most like the subcommittee or task force to investigate.
- b) A subcommittee or task force should be created with members who have specific expertise needed to evaluate the revenue generating options in more detail.

On February 20, 2020, the Board and the LRPC held a work session to discuss the LRPC report.

Motion: I move that the Board of Directors establish a Business Development Task Force to evaluate the following revenue generation ideas, as well as others the Task Force may wish to consider, and recommend the factors that should be considered, and actions taken to ascertain their feasibility:

1. Expand fee-for-service work.
2. Establish a property management company.
3. Establish a foundation to solicit funds from donors and pursue grants.

Moved: Brodd

Seconded: Hess

Carried 9-0

6g. Realtor’s Request that GHI Allow Electronic Signatures on Closing Documents

Mr. Leonard Wallace, Broker and President of Realty 1 Inc. has asked whether GHI will consider accepting electronic signatures on closing documents at settlement in light of the current coronavirus situation. He stated that lenders are now allowing electronic signatures on closing documents to avoid close proximities at settlement.

Staff has requested Attorney Joe Douglass to provide advice on this matter and will hopefully obtain his opinion in time for the Board meeting.

No action was taken.

6h. Motion to Hold an Executive Session Meeting on April 2, 2020

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)
a. Approve Minutes of Executive Session Meeting Held on March 5, 2020	(vii)
b. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2020 Contract for Gutter Cleaning - 1st reading • 2020 Contract for Replacing Air Conditioning Units for Larger Townhomes - 1st reading • 2020 Contract for Replacing Roofs for Frame Buildings - 1st reading • 2020-2022 Contract for Employee Uniforms – 1st reading • 2020-2022 Contract for Waste Disposal Services 	(iv)

Moved: James

Seconded: Hess

Carried 9-0

7. Items of Information:

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

7b. Monthly GHI and City Calendars

7c. President's Items

Skolnik thanked the General Manager for all that he is doing.

7d. Board Members' Items

Brodd thanked the Board President and General Manager.

Hess asked that "Approval of Membership Applications" be removed from the agendas, he also thanked the General Manager.

Ready also thanked the General Manager and Staff.

Socrates thanked the Staff and Leadership

Holland thanked Staff and Leadership.

Jones suggested that a sign be placed on the gate for times when the gate would be unlocked so members could pick up wood chips.

7e. Audit Committee's Items

None.

7f. Manager's Items

Ralph mentioned that GHI Attorney, Mr. McAndrews reported that the court clerk is not docketing any new M-3 financial delinquencies due to the courts being closed. Ralph commended his senior staff for their hard work.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 9-0

The meeting adjourned at 9:10 p.m.

Ed James
Secretary



April 8, 2020

To the Board of Directors
Greenbelt Homes, Inc.
Greenbelt, Maryland

In planning and performing our audit of the financial statements of Greenbelt Homes, Inc. as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Cooperative's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cooperative's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cooperative's internal control.

However, during our audit we noted a certain matter involving internal control that is presented for your consideration.

Documentation of Payroll Reviews by Human Resources

During our audit we were pleased to note that the Director of Human Resources appears to be conducting periodic reviews of the payroll reports, matching pay rates per the reports with employee records and examining the reports for nonexistent employees. However, the documentation behind this process for 2019 could not be located during audit fieldwork. This was also noted as an internal control matter in the prior year. We recommend that the results of this procedure be clearly documented and that the documentation be maintained in a secure location that is readily accessible by authorized staff of the Cooperative.

We will review the status of this comment during our next audit engagement. We have already discussed this matter with Cooperative personnel, and we will be pleased to discuss it in further detail at your convenience or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the board of directors, and others within the Cooperative, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

A handwritten signature in cursive script that reads 'Bruce Mayer'.

Bruce Mayer, CPA
Partner



April 8, 2020

To the Board of Directors
Greenbelt Homes, Inc.
Greenbelt, Maryland

We have audited the financial statements of Greenbelt Homes, Inc. for the year ended December 31, 2019, and we will issue our report thereon dated April 8, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 16, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Greenbelt Homes, Inc. are described in Note 1 to the financial statements. As described in Note 1, the Cooperative adopted the Financial Accounting Standards Board's Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*, and all subsequently issued clarifying ASUs, as of January 01, 2019. We noted no transactions entered into by the Cooperative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the depreciable lives of property and equipment

Management's estimate of the depreciable lives of property and equipment is based on the use of the respective assets and management's experience with similar assets used by the Cooperative. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 8, 2020. Attached is a copy of management's written representations.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Cooperative's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Cooperative's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

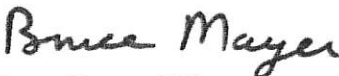
Other Matters

With respect to the supplementary information accompanying the financial statements, we applied certain limited procedures to the information, including inquiring of management about their methods of preparing the information; comparing the information for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements; and obtaining certain representations from management, including whether the required supplementary information is measured and presented in accordance with prescribed guidance.

This information is intended solely for the use of the board of directors and, if appropriate, management of Greenbelt Homes, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP



Bruce Mayer, CPA
Partner



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



April 8, 2020

To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of Greenbelt Homes, Inc., which comprise the consolidated balance sheets as of December 31, 2019 and 2018, and the related consolidated statements of income, members' equity, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of April 8, 2020, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 9, 2019, including our responsibility for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Cooperative's accounts.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.


10. Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the Cooperative is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

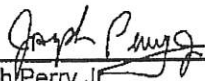
12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Cooperative from whom you determined it necessary to obtain audit evidence.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
15. We have no knowledge of any fraud or suspected fraud that affects the Cooperative and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the Cooperative's financial statements communicated by employees, former employees, analysts, regulators, or others.
17. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
18. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
19. We have disclosed to you the identity of the Cooperative's related parties and all the related party relationships and transactions of which we are aware.
20. Except as made known to you, the Cooperative has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
21. In regard to the tax services, preparation of the financial statements, and bookkeeping services performed by you, we have—
 - Assumed all management responsibilities.
 - Overseen the services by designating Joseph Perry Jr., who possesses suitable skill, knowledge, and experience.

- Evaluated the adequacy and results of the services performed.
- Accepted responsibility for the results of the services.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Greenbelt Homes, Inc. to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.



Eldon Ralph (Apr 7, 2020)
Eldon Ralph
General Manager



Joseph Perry Jr.
Director of Finance






Management Representation Letter

Final Audit Report

2020-04-07

Created:	2020-04-07
By:	Joe Perry (Jperry@ghi.coop)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoJpZjklZLwcJoEf1ZGd-Mjcx9h1tEkG

"Management Representation Letter" History

-  Document created by Joe Perry (Jperry@ghi.coop)
2020-04-07 - 10:08:29 AM GMT- IP address: 73.129.226.124
-  Document emailed to Eldon Ralph (e.ralph@ghi.coop) for signature
2020-04-07 - 10:09:21 AM GMT
-  Email viewed by Eldon Ralph (e.ralph@ghi.coop)
2020-04-07 - 11:38:12 AM GMT- IP address: 172.58.187.188
-  Document e-signed by Eldon Ralph (e.ralph@ghi.coop)
Signature Date: 2020-04-07 - 12:26:41 PM GMT - Time Source: server- IP address: 108.18.135.242
-  Signed document emailed to Eldon Ralph (e.ralph@ghi.coop) and Joe Perry (Jperry@ghi.coop)
2020-04-07 - 12:26:41 PM GMT



GREENBELT HOMES, INC.
FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION
December 31, 2019 and 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Greenbelt Homes, Inc.
Greenbelt, Maryland

We have audited the accompanying financial statements of Greenbelt Homes, Inc., which comprise the consolidated balance sheets as of December 31, 2019 and 2018, and the related consolidated statements of income, members' equity, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

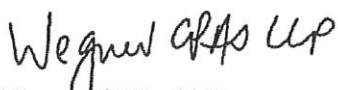
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greenbelt Homes, Inc. as of December 31, 2019 and 2018, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Adoption of New Accounting Guidance

As discussed in Note 1 to the financial statements, Greenbelt Homes, Inc. adopted the Financial Accounting Standards Board's Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*, and all subsequently issued clarifying ASUs as of January 1, 2019. Our opinion is not modified with respect to this matter.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information on future major repairs and replacements on page 16 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Wegner CPAs, LLP
Madison, Wisconsin
April 8, 2020

GREENBELT HOMES, INC.
CONSOLIDATED BALANCE SHEETS
December 31, 2019 and 2018

	2019	2018
ASSETS		
CURRENT ASSETS		
Cash (Note 2)	\$ 7,462,525	\$ 7,558,855
Accounts receivable - net	547,042	286,336
Inventory	90,753	88,771
Prepaid expenses	27,484	9,203
Current portion of notes receivable	4,234	4,500
Total current assets	8,132,038	7,947,665
OTHER ASSETS		
Accounts receivable - noncurrent (Note 3)	33,303	30,862
Notes receivable - less current portion	22,087	27,094
Investments (Note 4)	4,169,346	6,730,789
Homes for sale (Note 5)	2,831	11,298
Property and equipment - net (Note 6)	22,657,508	16,772,130
Investment in NCB (Note 7)	885,137	885,137
Deferred taxes (Note 10)	366,000	4,000
Total other assets	28,136,212	24,461,310
Total assets	\$ 36,268,250	\$ 32,408,975
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable	\$ 1,307,537	\$ 1,159,641
Accounts payable - other	289,702	292,168
Deposits and deferred revenue	337,785	297,226
Prepaid rents	16,091	8,072
Accrued expenses	295,106	259,858
Total liabilities	2,246,221	2,016,965
MEMBERS' EQUITY		
Replacement reserve	5,842,100	8,467,576
Contingency reserve	440,242	400,242
Addition maintenance reserve	1,146,865	1,281,206
Crawlspace improvements fund	-	304,902
Asbestos remediation fund	-	780,971
Working capital fund	1,739,296	1,683,443
Property and equipment	22,657,508	16,772,130
Unreserved operating fund	2,196,018	701,540
Total members' equity	34,022,029	30,392,010
Total liabilities and members' equity	\$ 36,268,250	\$ 32,408,975

See accompanying notes.

GREENBELT HOMES, INC.
CONSOLIDATED STATEMENTS OF INCOME
Years ended December 31, 2019 and 2018

	2019	2018
REVENUE		
Member charges	\$ 12,096,103	\$ 11,469,076
Less: contributions to reserves	(2,353,163)	(2,402,782)
Home improvement program	2,132,154	784,599
Apartment rental income	621,619	595,624
Garage income	239,957	243,750
Contract processing	132,328	156,148
Fee for service	61,452	41,190
Investment return (Note 4)	365,192	402,089
Miscellaneous	130,166	152,765
Total revenue	13,425,808	11,442,459
OPERATING EXPENSES		
Maintenance	4,870,749	4,116,495
Real estate taxes	4,233,815	4,014,780
Administrative	1,506,760	1,523,603
Insurance	502,478	471,929
Trash collection	448,843	461,316
Depreciation on operating assets	60,190	55,942
Member services	22,211	24,692
Total operating expenses	11,645,046	10,668,757
Net income before depreciation on members' units and income taxes	1,780,762	773,702
Depreciation on members' units	911,555	686,781
Net income before income taxes	869,207	86,921
Provision for income taxes (Note 10)	351,796	(16,313)
Net income	\$ 1,221,003	\$ 70,608

See accompanying notes.

GREENBELT HOMES, INC.
CONSOLIDATED STATEMENTS OF MEMBERS' EQUITY
Years ended December 31, 2019 and 2018

	Replacement Reserve	Contingency Reserve	Addition Maintenance Reserve	Crawlspace Improvements Fund	Asbestos Remediation Fund	Working Capital Fund	Property and Equipment	Unreserved Operating Fund	Total
Balance December 31, 2017	\$ 9,861,325	\$ 583,601	\$ 1,278,453	\$ 1,321,274	\$ 28,116	\$ 1,607,848	\$ 11,801,293	\$ 1,361,115	\$ 27,843,025
Net additions to working capital account	-	-	-	-	-	75,595	-	-	75,595
Member capitalizations of reserve accounts	1,801,689	-	194,956	306,137	100,000	-	-	-	2,402,782
Interest income	266,140	-	37,210	-	-	-	-	(303,350)	-
Transfers	18,934	(183,359)	-	(315,541)	1,531,786	-	4,970,837	(6,022,657)	-
Utilization of reserves	(3,480,512)	-	(229,413)	(1,006,968)	(878,931)	-	-	5,595,824	-
Net income	-	-	-	-	-	-	-	70,608	70,608
Balance December 31, 2018	8,467,576	400,242	1,281,206	304,902	780,971	1,683,443	16,772,130	701,540	30,392,010
Net additions to working capital account	-	-	-	-	-	55,853	-	-	55,853
Member capitalizations of reserve accounts	1,899,233	-	193,930	160,000	100,000	-	-	-	2,353,163
Interest income	218,410	-	36,920	-	-	-	-	(255,330)	-
Transfers	-	40,000	9,037	944,009	(34,431)	-	5,885,378	(6,843,993)	-
Utilization of reserves	(4,743,119)	-	(374,228)	(1,408,911)	(846,540)	-	-	7,372,798	-
Net income	-	-	-	-	-	-	-	1,221,003	1,221,003
Balance December 31, 2019	\$ 5,842,100	\$ 440,242	\$ 1,146,865	\$ -	\$ -	\$ 1,739,296	\$ 22,657,508	\$ 2,196,018	\$ 34,022,029

See accompanying notes.

GREENBELT HOMES, INC.
CONSOLIDATED STATEMENTS OF CASH FLOWS
Years ended December 31, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 1,221,003	\$ 70,608
Adjustments to reconcile net income to net cash provided by operating activities		
Depreciation	971,745	742,723
Amortization of bond premiums and discounts	69,500	76,726
Bad debts	4,917	232
Deferred taxes	(362,000)	12,000
(Increase) decrease in assets		
Accounts receivable	(268,064)	372,157
Inventory	(1,982)	(8,969)
Prepaid expenses	(18,281)	12,651
Homes for sale	8,467	314,093
Increase (decrease) in liabilities		
Accounts payable	147,896	193,005
Accounts payable - other	(2,466)	(88,349)
Deposits and deferred revenue	40,559	(235,215)
Prepaid rents	8,019	609
Accrued expenses	35,248	(32,052)
Net cash provided by operating activities	1,854,561	1,430,219
CASH FLOWS FROM INVESTING ACTIVITIES		
Collections on notes receivable	5,273	7,754
Purchases of property and equipment	(6,857,123)	(5,255,629)
Interest retained in investments	(8,057)	(1,318)
Proceeds from sales of investments	2,500,000	1,300,000
Net cash used in investing activities	(4,359,907)	(3,949,193)
CASH FLOWS FROM FINANCING ACTIVITIES		
Member capitalizations of reserve accounts	2,353,163	2,402,782
Member additions to working capital account	207,264	150,187
Member redemptions from working capital account	(151,411)	(74,592)
Net cash provided by financing activities	2,409,016	2,478,377
Net change in cash	(96,330)	(40,597)
Cash - beginning of year	7,558,855	7,599,452
Cash - end of year	\$ 7,462,525	\$ 7,558,855
SUPPLEMENTAL DISCLOSURES		
Cash paid for income taxes	\$ 8,578	\$ 6,132
Property and equipment purchases financed by accounts payable	-	213,307

See accompanying notes.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

Greenbelt Homes, Inc. (the Cooperative) is a non-stock housing cooperative incorporated in Maryland in 1949. The Cooperative provides community facilities, services, and benefits for the welfare of its members and the usefulness of the community. Each of its 1,600 members has entered into a mutual ownership contract with the Cooperative, which in turn entitles the member to occupy, as a principal residence, a dwelling unit in the buildings owned by the Cooperative, which are located in Greenbelt, Maryland. Greenbelt Development Corporation owns and operates 60 apartment units and 52 garages, also located in Greenbelt, Maryland.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Consolidation

The financial statements include the accounts of Greenbelt Homes, Inc. (GHI) and its wholly owned subsidiary, Greenbelt Development Corporation (GDC). All material intra-entity transactions have been eliminated.

Receivables

The Cooperative uses the allowance method to account for uncollectible receivable balances. The allowance is based on management's estimate of potential uncollectible receivable amounts. When accounts become uncollectible they are charged to the allowance reserve. At December 31, 2019 and 2018 the allowance for doubtful accounts was \$25,604 and \$18,887.

Accounts receivable consist of charges due from members (GHI) and rent and other charges due from tenants (GDC). Management writes off an account when all reasonable collection efforts have been exhausted, and the member or tenant has been evicted. GDC tenant accounts receivable are secured by tenant security deposits, which may be applied to unpaid balances.

Inventory

Inventory, which consists of items for repair and replacement of buildings and improvements, is valued at the lower of cost or net realizable value determined using the first-in, first-out (FIFO) method.

Investments

All "held to maturity" securities are reported at amortized cost with realized gains and losses included in earnings. The cost of securities sold is determined by the specific identification method. All "available for sale" securities are reported at aggregate fair value with unrealized gains and losses excluded from earnings and reported as a separate component of the Cooperative's equity.

Property and Equipment

Purchases of property and equipment are recorded at cost. Depreciation is provided using the straight-line method over 5 to 35 years, the estimated useful lives of the assets.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributions to Reserves

The Cooperative treats the components of member charges designated for its capital expenditures and major repairs reserve funds as contributions to members' equity. These amounts are deducted from member charges in the consolidated statements of income.

Income Tax Status

Income taxes are provided for the tax effects of transactions reported in the financial statements and consist of taxes currently due plus deferred taxes related primarily to differences between the bases of certain assets and liabilities for financial and tax reporting. The deferred taxes represent the future tax return consequences of those differences, which will be taxable when the assets and liabilities are settled. The Cooperative files income tax returns in the U.S. federal jurisdiction and the state of Maryland jurisdiction.

Members' Equity

The Cooperative designates members' equity into the following reserve funds:

Replacement reserve—The replacement reserve is used to account for funds accumulated for capital expenditures and major repairs and replacement of property. Amounts received by the reserve are derived from periodic member collections and allocations of budgetary surpluses as determined by the board of directors, as well as interest earned on investment of reserve assets.

Contingency reserve—The contingency reserve is used to account for unplanned major expenditures, unbudgeted expenses, and operating deficits. Amounts received by this reserve result from surpluses from operations unless otherwise directed by the board of directors.

Addition maintenance reserve—The addition maintenance reserve is used to account for major repair and maintenance expenditures associated specifically to added structures made to members' homes. Amounts received by this reserve are derived from collections from members who are part of the addition maintenance program as well as interest earned on investment of reserve assets.

Crawlspace improvements fund—The Crawlspace improvements fund was established in 2016 for the remediation of deteriorated crawlspaces in members' homes.

Asbestos remediation fund—The Asbestos remediation fund was established in 2017 for the removal of asbestos in members' homes.

Working capital fund—In 1952 the Cooperative established a working capital requirement in the amount of 3% of the purchase price of each unit to provide sufficient financial resources to operate the Cooperative and meet acquisition costs. In 1994 the board of directors reduced the working capital collected with the purchase of a unit to 1%. In 2010 the board of directors eliminated the collection of working capital in an attempt to stimulate the purchases of Cooperative homes. For purchases beginning April 1, 2015, the board of directors reinstated the collection of 1% of the purchase price of each unit as a contribution to the working capital fund.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Unreserved operating fund—The unreserved operating fund is used to account for the day-to-day activities of the Cooperative, including the general management and upkeep of the common property. Amounts received by this reserve are derived from the periodic member collections as determined by the board of directors. This reserve accounts for any surpluses and deficits not otherwise accounted for in the Cooperative's equity.

Members' Equity Transactions

Member capitalizations in the consolidated statements of members' equity reflect the members' contributions to the various reserve accounts. Transfers reflect the allocations among accounts that were approved by the board of directors of the Cooperative.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

Revenue Recognition

Member charges, as well as Home Improvement Program charges, are recognized when GHI member assessments pertaining to their units are due. Apartment rental income is recognized when rent is due from GDC residents. Other revenues include garage rental income, contract processing fee, fees for service, and other charges to members and tenants. These other revenues are generally recognized at the point in time when the services are provided to members and tenants.

Adoption of New Accounting Guidance

On May 28, 2014, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*. The ASU and all subsequently issued clarifying ASUs supersedes the revenue recognition requirements and most industry-specific guidance in U.S. generally accepted accounting principles. The core principle of the new guidance is that an entity recognizes revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The new guidance also includes a cohesive set of disclosure requirements that will provide users of the financial statements with comprehensive information about the nature, amount, timing, and uncertainty of revenue and cash flows arising from the entity's contracts with customers.

The Cooperative adopted the requirements of the new guidance as of January 1, 2019, using the modified retrospective method of transition. In applying the new guidance, the Cooperative elected to use the practical expedient that allows the guidance to be applied only to contracts that were not complete as of January 1, 2019.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The majority of the Cooperative's revenue is recognized at a point in time based on the transfer of control. Revenue recognized over time primarily consists of performance obligations that are satisfied within one year or less. In addition, the majority of the Cooperative's contracts do not contain variable consideration and contract modifications are generally minimal.

The adoption of the new guidance did not have a significant impact on the Cooperative's financial statements. The majority of the Cooperative's revenue arrangements generally consist of a single performance obligation to transfer promised services. Based on the Cooperative's evaluation process and review of its contracts with customers, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new guidance.

Date of Management's Review

Management has evaluated subsequent events through April 8, 2020, the date which the financial statements were available to be issued.

NOTE 2—CASH

Cash accounts at December 31, 2019 and 2018 consisted of the following:

	2019	2018
Greenbelt Federal Credit Union - money market	\$ 25	\$ 25
Greenbelt Federal Credit Union - savings	3,473	6,066
Greenbelt Federal Credit Union - security deposit escrow	52,237	49,604
Lafayette - cash sweep	28,670	24,507
National Cooperative Bank - operating cash	1,229,100	596,863
National Cooperative Bank - trustee cash	40,998	42,116
Vanguard - money market	6,108,022	6,839,674
Cash	\$ 7,462,525	\$ 7,558,855

NOTE 3—ACCOUNTS RECEIVABLE - NONCURRENT

Prior to January 1, 1999, the Cooperative performed rehabilitation projects that were funded by loans from the U.S. Department of Housing and Urban Development (HUD) and National Cooperative Bank (NCB). Members who met predetermined qualifications were allowed to participate in the Rehabilitation Loan Deferral Program (RLDP) whereby they could defer the increases in monthly charges. Participants were required to be recertified annually. Simple interest is assessed at 3% on the unpaid principal balance. The entire balance consisting of principal and interest is due when participants terminate their memberships. The RLDP accounts receivable balance at December 31, 2019 and 2018 was \$28,416 and \$27,967.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 3—ACCOUNTS RECEIVABLE - NONCURRENT (continued)

The Cooperative established a Fee Increased Deferral Program (FIDP) in 1988 which allowed members who met predetermined qualifications to defer increases in their monthly charges. Participants were required to be recertified annually. Simple interest is assessed at a rate of 2% less than the last NCB rehab loan rate on the amount deferred until the money is repaid.

The Cooperative's board of directors voted to discontinue the member deferral programs described above effective January 1, 1999. In November 2015, the board of directors started a new Fee Deferral Program to assist members below certain income levels to defer payments associated with their crawlspace improvements assessments through 2025. The interest rate of 4.5% compounds and resets every five years.

NOTE 4—INVESTMENTS

Held to maturity securities, consisting of bonds, are recorded at amortized cost. The bonds have various maturity dates through 2023 and various interest rates ranging from 2.2% to 9.25%. The aggregate fair value of the bonds at December 31, 2019 and 2018 was \$4,073,314 and \$6,215,502.

Available for sale marketable securities, consisting of corporate bond mutual funds, are recorded at fair value, with the change in fair value during the year excluded from earnings and recorded as a separate component of members' equity. Such differences were immaterial at December 31, 2019 and 2018 and not recorded in the financial statements.

Investment return for 2019 and 2018 was comprised of interest income.

The following summarizes the information relating to investments at December 31, 2019 and 2018:

	2019	2018
HELD TO MATURITY		
Face value	\$ 4,000,000	\$ 6,500,000
Unamortized premiums	35,111	113,559
Unamortized discounts	(11,766)	(20,714)
Amortized cost	4,023,345	6,592,845
AVAILABLE FOR SALE		
Fair value	146,001	137,944
Investments	\$ 4,169,346	\$ 6,730,789

The investments are uninsured and are subject to changes in economic market conditions. The Cooperative's investment policy attempts to minimize market risk through portfolio diversification.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 5—HOMES FOR SALE

Homes for sale represents units of housing that the Cooperative now controls from former members. The units are being held for resale. The Cooperative recognizes these assets held for sale at the historical costs the Cooperative has expended on each unit.

NOTE 6—PROPERTY AND EQUIPMENT

Property and equipment at December 31, 2019 and 2018 consisted of the following:

	2019	2018
Land	\$ 26,573	\$ 26,573
Equipment	997,040	879,133
Buildings and improvements	52,051,307	45,361,589
Vehicles and operating equipment	609,859	560,361
Property and equipment	53,684,779	46,827,656
Less accumulated depreciation	31,027,271	30,055,526
Property and equipment - net	\$ 22,657,508	\$ 16,772,130

Depreciation expense for 2019 and 2018 was \$971,745 and \$742,724.

NOTE 7—INVESTMENT IN NCB

Under the terms of its former loan with National Cooperative Bank (NCB), the Cooperative was required to purchase stock in NCB which served as additional collateral for the mortgage. The stock is carried at the cost of the purchased shares. The investment in NCB has not been increased nor have dividends been recorded for any stock dividend received in 2019 and 2018.

NOTE 8—REPLACEMENT RESERVE AND ADDITION MAINTENANCE RESERVE

The Cooperative revised its replacement reserve plan in 2013 and 2011 to estimate the remaining useful lives and the replacement costs of the common property components. The addition maintenance reserve study was conducted in 2008. The Cooperative is funding for such major repairs and replacements over the estimated useful lives of the components based on the study's estimates of current replacement costs, considering amounts previously accumulated in the replacement fund. Actual expenditures, however, may materially vary from the estimated amounts. Therefore, amounts accumulated in the replacement fund may or may not be adequate to meet future needs.

Accordingly, the replacement reserve funding requirements of \$1,899,233 and \$1,801,689 were assessed to members of the Cooperative in 2019 and 2018, and these amounts were contributed to the replacement reserve in those years. The Cooperative also added \$193,930 and \$194,956 of funding into the addition maintenance reserve in 2019 and 2018.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 9—NET INCOME OF BUSINESS COMPONENTS

The net income of Cooperative's business components for 2019 and 2108 was as follows:

	<u>2019</u>	<u>2018</u>
Net income (loss) of GHI - excluding net income derived from GDC	\$ 1,120,601	\$ (29,333)
Net income of GDC	<u>100,402</u>	<u>99,941</u>
Net income	<u>\$ 1,221,003</u>	<u>\$ 70,608</u>

NOTE 10—INCOME TAXES

The Cooperative files a consolidated federal income tax return. GHI and GDC file separate income tax returns with the State of Maryland. GDC's net income is subject to taxation at the normal corporation rates.

The Cooperative's deferred tax asset and liability at December 31, 2019 and 2018 consisted of the following:

	<u>2019</u>	<u>2018</u>
Total deferred tax asset	\$ 459,000	\$ 183,000
Deferred tax asset valuation allowance	-	-
Total deferred tax liability	<u>(93,000)</u>	<u>(179,000)</u>
Net deferred tax asset	<u>\$ 366,000</u>	<u>\$ 4,000</u>

The deferred tax asset relates primarily to timing differences between expenses recorded in the financial statements and deducted for income tax purposes. The deferred tax asset also relates to federal and state net operating loss carryforwards which totaled approximately \$1,513,000 at December 31, 2019. The loss carryforwards begin to expire in 2034. The deferred tax liability relates primarily to differences in depreciation methods utilized for income tax and financial statement reporting purposes.

The provision for income taxes for 2019 and 2018 consisted of the following:

	<u>2019</u>	<u>2018</u>
Federal income taxes - current year	\$ -	\$ -
Maryland income taxes - current year	(10,204)	(4,313)
Deferred tax benefit (expense)	<u>362,000</u>	<u>(12,000)</u>
Provision for income taxes	<u>\$ 351,796</u>	<u>\$ (16,313)</u>

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 11—FUTURE MAJOR REPAIRS, REPLACEMENTS, AND CONTINGENCIES

The Cooperative's board of directors requires funds to be accumulated for future major repairs, replacements, and contingencies. The funds are not maintained in separate bank accounts. Instead, these amounts are reserves of the Cooperative's members' equity.

The reserved amounts as of December 31, 2019 and 2018 were as follows:

	<u>2019</u>	<u>2018</u>
Replacement reserve fund	\$ 5,842,100	\$ 8,467,576
Contingency reserve fund	440,242	400,242
Addition maintenance reserve fund	1,146,865	1,281,206
Crawlspace improvements fund	-	304,902
Asbestos remediation fund	-	780,971
	<u> </u>	<u> </u>
Total reserved amounts	<u>\$ 7,429,207</u>	<u>\$ 11,234,897</u>

Reserves are created when board of directors allocates equity for specific purposes. The contingency reserve and the replacement reserve were established by the board of directors in 1987. In 1995 the board of directors created the addition maintenance reserve. In 2016 the board of directors created the crawlspace improvements fund. In 2017 the board of directors created the asbestos remediation fund.

NOTE 12—FAIR VALUE MEASUREMENTS

Fair values of assets measured on a recurring basis at December 31, 2019 and 2018 were as follows:

	<u>Fair Value</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Bond mutual funds 2019	<u>\$ 146,001</u>	<u>\$ 146,001</u>	<u>\$ -</u>	<u>\$ -</u>
Bond mutual funds 2018	<u>\$ 137,944</u>	<u>\$ 137,944</u>	<u>\$ -</u>	<u>\$ -</u>

Fair values of bond mutual funds are determined by reference to quoted market prices and other relevant information generated by market transactions.

NOTE 13—COMMITMENTS

The Cooperative has entered into numerous contracts to receive various maintenance and repair services for its properties over multiple years at fixed prices.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019 and 2018

NOTE 14—CONCENTRATION OF CREDIT RISK

The Cooperative maintains cash balances at several financial institutions located in Greenbelt, Maryland; Washington, DC; and Raleigh, North Carolina. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2019 and 2018, the Cooperative's uninsured cash balances totaled approximately \$1,056,000 and \$234,000.

NOTE 15—PENSION PLAN

The Cooperative sponsors a 401(k) pension plan. All employees of the Cooperative who have completed one year of service and have attained age 21 are eligible to participate in the plan. Eligible employees may defer up to 90% of their compensation not to exceed IRS limitations. Employer contributions to the plan are based on a predetermined formula as set forth in the plan document. Pension expense was \$104,131 and \$90,864 for 2019 and 2018.

NOTE 16—LEASING ARRANGEMENTS

The Cooperative leases apartment units to tenants through GDC. The Cooperative collects a security deposit from each tenant that may be retained due to nonpayment of rent and damages to the leased premises in excess of ordinary wear and tear.

Property and equipment held for leasing purposes at December 31, 2019 and 2018 consisted of the following:

	2019	2018
Land	\$ 26,573	\$ 26,573
Equipment	740,173	627,664
Buildings and improvements	889,836	889,836
Property and equipment	1,656,582	1,544,073
Less accumulated depreciation	1,331,909	1,297,921
Property and equipment held for leasing purposes - net	\$ 324,673	\$ 246,152

NOTE 17—SUBSEQUENT EVENT

The COVID-19 outbreak in the United States in spring 2020 has resulted in possible economic hardships for the Cooperative's members. This development could potentially have an adverse effect on the Cooperative's future revenue. However, the financial impact and duration cannot be reasonably estimated at this time.

GREENBELT HOMES, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS
(UNAUDITED)
December 31, 2019

In 2018 the board of directors hired an independent advisor to conduct a comprehensive study of the reserve plan. The information has been updated for 2019. The following information is based on that analysis and presents significant information about the components of common property.

<u>Component</u>	Estimated Useful Life (Years)	Estimated future repair and replacement costs		
		Frame Homes	Masonry Homes	Larger Homes
HVAC, larger homes	20	\$ -	\$ -	\$ 356,580
Attached garage roofs & doors	25	-	284,615	-
Baseboard heaters	35	312,820	239,305	-
Ceiling heaters	25	351,817	205,388	-
Drainage systems, larger townhomes	50	-	-	244,394
Electrical systems	70 - 90	2,721,899	1,630,806	279,428
Porch stoops, frame	25	667,446	-	-
Entrance doors	35-40	739,230	458,778	92,249
Porch roofs, masonry	25	-	1,500,663	-
Roofs (main & porch), frame	25	2,484,184	-	-
Roofs, larger homes	25	-	-	196,108
Roofs, masonry	24-75	-	1,503,923	-
Siding (vinyl)	35-45	1,426,487	175,910	76,532
Sump pumps	20	112,194	-	-
Water heaters	15	1,391,905	809,321	40,782
Water supply and waste piping	90-95	7,440,000	8,686,675	-
Window sets	35-40	1,248,082	890,329	210,201
* Shared Components				
<i>Administrative building - windows, roofs, baseboard heaters, water heaters</i>	15-40	352,314	205,649	10,285
<i>Concrete sidewalks</i>	75	892,507	520,965	26,056
<i>Parking lots</i>	25	776,733	453,387	22,675
<i>Playground renovations (seven playgrounds)</i>	25	116,026	67,726	3,388
<i>Retaining walls at 60-E Crescent Rd, 3-D Eastway, 13-P Hillside, and 2A-E and 2G-M Plateau Place</i>	19-100	157,254	91,791	4,591
<i>Rental garage doors</i>	25	114,618	66,903	3,346
<i>Rental garage roofs</i>	20	352,064	205,503	10,278
<i>Underground sewer piping</i>	75	1,926,387	1,124,450	56,238
<i>Vehicles</i>	20-25	1,042,271	608,384	30,428
Total costs in 2019		\$ 24,626,238	\$ 19,730,471	\$ 1,663,559

* Shared Components - In addition to the dedicated components for the three home groups, there are a number of shared components that are not directly related to any one home type. The costs for these shared components are apportioned among the three dedicated accounts in proportion to the number of homes in each. GHI contains 1,600 homes and the proportionate shared cost for each housing type is calculated as follows:

- Frame Homes: 992 homes / 1,600 = 62%
- Masonry Homes: 579 homes / 1,600 = 36.19%
- Larger Homes: 29 homes / 1,600 = 1.81%

**Greenbelt Homes, Inc.
Year-End Financial Statements
2019**

Greenbelt Homes, Inc.
Balance Sheet
12/31/2019

ASSETS

CURRENT ASSETS:

Cash	(A)	\$ 7,227,776	
Accounts receivable (net)		493,580	
Prepaid expenses		16,480	
		<u>7,737,836</u>	
OTHER CURRENT ASSETS			
Accrued bond interest		37,653	
GHI controlled homes for sale	(B)	2,831	
Inventory		90,753	
		<u>131,237</u>	
Total current assets			\$ 7,869,073

PROPERTY & EQUIPMENT

Land, buildings & improvements (net)		22,245,350	
Vehicles & operating equipment (net)		87,485	
		<u>22,332,835</u>	
Property and equipment			22,332,835
Total property and equipment			

OTHER ASSETS:

Notes Receivable		55,390	
Investment in Sub-GDC		401,317	
Investment in NCB		885,137	
Investments (Bonds & Bond Fund)	(C)	4,169,346	
		<u>5,455,800</u>	
Total investments			
Total other assets			<u>5,511,190</u>
TOTAL ASSETS			<u><u>\$ 35,713,098</u></u>

LIABILITIES & MEMBER EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses	\$	771,777	
Payroll liabilities		241,638	
Deposits & deferred revenue		677,652	
		<u>1,691,067</u>	
Total current liabilities			1,691,067
Total liabilities			<u>1,691,067</u>

MEMBER EQUITY

Replacement reserves	(D)	6,988,965	
Contingency reserves		440,242	
Working capital		1,739,296	
Accumulated equity	(E)	24,853,528	
		<u>34,022,031</u>	
Total members equity			34,022,031
TOTAL LIABILITIES & MEMBER EQUITY			<u><u>\$ 35,713,098</u></u>

Greenbelt Homes, Inc.
Notes to Balance Sheet
As of 12/31/2019

Assets

(A) Cash

Cash balance includes \$6,108,023 of Federal Money Market fund on 12/31/2019.

(B) GHI Controlled Homes for Sale

As of 12/31/19, GHI had no units for sale. Accumulated costs of \$2,831 are related to GHI work performed on distressed units which will be collected upon disposition (sale) of those units.

(C) Investments

Corporate bonds are scheduled to mature from 2020 through 2023 as follows: 2020-\$1.1M, 2021-\$1.1M, 2022-\$1.6M, 2023-\$0.2M. Bond fund valued at \$146K.

Equity

(D) Replacement Reserves

As of 12/31/19 the components that make up replacement reserves are as follows:

Replacement Reserves	5,842,100
Replacement Reserves-Additions	<u>1,146,865</u>
Total	<u>6,988,965</u>

(E) Accumulated Equity

As of 12/31/19 the components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	22,332,835
Other Equity (includes contingency and unreserved operating)	<u>2,520,693</u>
Total	<u>24,853,528</u>

Greenbelt Homes, Inc.
Income Statement Summary
For the Period Ending 12/31/2019

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
RECEIPTS				
Member charges	\$ 11,747,805	\$ 11,778,970	\$ (31,165)	-0.3%
	<u>11,747,805</u>	<u>11,778,970</u>	<u>(31,165)</u>	<u>-0.3%</u>
Service income	552,618	527,670	24,948	4.7%
Other income	(A) 2,548,125	414,030	2,134,095	>100%
	<u>3,100,743</u>	<u>941,700</u>	<u>2,159,043</u>	<u>>100%</u>
Total receipts	<u>14,848,548</u>	<u>12,720,670</u>	<u>2,127,878</u>	<u>16.7%</u>
EXPENSES:				
Real estate taxes	4,176,930	4,158,375	18,555	0.4%
Trash collection	448,507	452,750	(4,243)	-0.9%
Insurance	483,458	481,300	2,158	0.4%
Admin/BOD/Comm/Mbr	(B) 1,090,237	1,454,110	(363,873)	-25.0%
Maintenance operations	4,491,362	4,657,226	(165,864)	-3.6%
Transfer to reserves	2,353,163	2,353,163	-	0.0%
Total expenses	<u>13,043,657</u>	<u>13,556,924</u>	<u>(513,267)</u>	<u>-3.8%</u>
Receipts over (under) expenses	<u>\$ 1,804,891</u>	<u>\$ (836,254)</u>	<u>\$ 2,641,145</u>	<u><-100%</u>
Depreciation member units	(C) \$ 911,555	\$ 622,000	\$ 289,555	46.6%

Greenbelt Homes, Inc.
Notes to Income Statement Summary
For the Period Ending 12/31/2019

INCOME

(A)	Other Income (Up > 100%)	\$ 2,134,095
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This favorable variance is primarily due revenue for HIP optional improvements. The HIP optional improvements which were purchased have been capitalized.

EXPENSES

(B)	Admin/BOD/Comm/Mbr (Down 25.0%)	\$ (363,873)
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This favorable variance is primarily due to the deferred federal tax benefit recorded for GHI in 2019.

(C)	Depreciation member units (Up 46.6%)	\$ 289,555
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This unfavorable variance results from corrections made to the depreciation schedule to bring the accumulated depreciation in line for 2019 and going forward.

Greenbelt Homes, Inc.
Administration Summary
For the Period Ending 12/31/2019

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<u>ADMIN EXPENSES:</u>				
Labor	\$ 876,170	\$ 877,885	\$ (1,715)	-0.2%
Fringe benefits	203,361	194,185	9,176	4.7%
Office supplies/postage	(A) 44,462	39,500	4,962	12.6%
Copier	(B) 18,474	15,000	3,474	23.2%
Telephone	(C) 31,906	18,000	13,906	77.3%
Hiring & training	35,862	33,500	2,362	7.1%
Temp & prof help	(D) 43,951	22,000	21,951	99.8%
Legal	(E) 16,963	47,000	(30,037)	-63.9%
Annual audit	19,000	18,500	500	2.7%
Assoc. dues & conferences	4,614	3,200	1,414	44.2%
Board/Audit/Committees	(F) 31,680	47,840	(16,160)	-33.8%
Members' expenses	(G) 21,648	25,500	(3,852)	-15.1%
Utilities	30,884	32,000	(1,116)	-3.5%
Personal Property tax	4,299	6,000	(1,701)	-28.4%
Depreciation	5,594	7,300	(1,706)	-23.4%
Other	(H) (354,399)	6,750	(361,149)	>-100%
Information technology services	55,768	59,950	(4,182)	-7.0%
Total admin	<u>\$ 1,090,237</u>	<u>\$ 1,454,110</u>	<u>\$ (363,873)</u>	<u>-25.0%</u>

Greenbelt Homes, Inc.
Notes to Administration Summary
For the Period Ending 12/31/2019

(A) Office supplies (Up 12.6%)	\$ 4,962
This unfavorable variance includes the expense of \$4,500 for stale 2018 Ink Print and Design invoices that were never received. Additionally, due to the purchase of purchase orders (2 year supply) and envelopes (1 year supply). Purchase orders and envelopes are not inventoried and are expensed when purchased.	
(B) Copier (Up 23.2%)	\$ 3,474
This unfavorable variance is due to higher copier usage and additional equipment needed to folder letters	
(C) Telephone (Up 77.3%)	\$ 13,906
This bulk of this unfavorable variance is due to the initial setup of the Mitel phone system which was not budgeted and could not be capitalized.	
(D) Temporary and Professional Help (Up 99.8%)	\$ 21,951
This unfavorable variance is primarily due to temporary staffing in support of the General Manager's office.	
(E) Legal (Down 63.9%)	\$ (30,037)
This favorable variance indicates fewer matters requiring legal assistance for 2019.	
(F) Board/Audit/Committees (Down 33.8%)	\$ (16,160)
This favorable variance is related audit, and other committee expenses which were not incurred in 2019.	
(G) Members' expenses (Down 15.1%)	\$ (3,852)
This favorable variance is due to HIP meetings which were less than budget for 2019.	
(H) Other (Down >-100%)	\$ (361,149)
This favorable variance results from the deferred federal income tax benefit recorded for 2019.	

Greenbelt Homes, Inc.
Maintenance Summary
For the Period Ending 12/31/2019

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<u>MAINT SUMMARY</u>				
Labor	\$ 2,076,561	\$ 2,197,673	\$ (121,112)	-5.5%
Fringe benefits	(A) 575,898	508,022	67,876	13.4%
Materials	246,572	235,000	11,572	4.9%
Contract work	(B) 1,366,770	1,538,731	(171,961)	-11.2%
Vehicles	(C) 130,667	100,000	30,667	30.7%
Dumpsters	(D) 49,743	35,000	14,743	42.1%
Uniforms	15,994	16,000	(6)	0.0%
Submeter court lights	8,549	8,300	249	3.0%
Depreciation	20,608	18,500	2,108	11.4%
Total maintenance	<u>\$ 4,491,362</u>	<u>\$ 4,657,226</u>	<u>\$ (165,864)</u>	<u>-3.6%</u>

Greenbelt Homes, Inc.
Notes to Maintenance Summary
For the Period Ending 12/31/2019

(A) Fringe (Up 13.4%) **\$ 67,876**

This unfavorable variance is directly related to medical and dental benefits which were higher than budget for 2019.

(B) Contract Work (Down 11.2%) **\$ (171,961)**

Contract work performed in 2019 is listed below:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 22,093	\$ 18,000
Swale & drainage	41,731	50,000
Janitorial	34,898	29,690
Landscaping	54,281	55,140
Gutter cleaning	68,682	60,000
Parking lot repairs	-	35,000
Pest control	34,274	35,000
Fee for service	28,787	76,200
Renovations/repairs	51,839	79,000
Tree trimming	169,739	160,000
Asbestos remediation	846,540	898,250
Security system-administration bldg.	-	45,000
Miscellaneous (sidewalk repairs)	13,908	2,450
	<u><u>\$ 1,366,770</u></u>	<u><u>\$ 1,543,730</u></u>

(C) Vehicles (Up 30.7%) **\$ 30,667**

This unfavorable variance relates to increased vehicle related repairs for 2019.

(D) Dumpsters (Up 42.1%) **\$ 14,743**

This unfavorable variance reflects additional dumpster pickups for tree waste and other debris.

To: Finance Committee

Cc: Board

We request that GHI consider proactive measures to ensure financial stability of both individual members and the co-operative as a whole in the face of economic uncertainty due to Covid-19.

We request a temporary deferral policy "Special Covid-19 Fee Deferral Policy":

1. That the allowed deferral be large enough to make a material difference to a member's monthly budget (for example, up to the entirety of the non-tax portion of the fee)
2. That members be allowed to defer fees based on written attestation only - in other words, that members be trusted to state that they need to defer fees because of economic hardship due to Covid-19
3. That GHI be "made whole" following deferral but that interest charged be in line with current return on GHI investments
4. That a pay-back period be required and that the period be flexible and allow for payback at time-of-sale
5. That the deferral policy be limited in terms of total deferred fees receivable but that the total deferred fees receivable be generous enough to allow at least 200 households to defer a material portion of their fee for 3 months (for example, 200 households * \$500 * 3 Months = \$300,000)
6. That the policy be communicated to members through a variety of channels
7. That the loss of operational funds be covered by borrowing from either working capital or contingency reserves
8. That the policy have a renewal and sunset provision (for example, require the policy expire in September unless renewed by board vote)
9. That GHI avail itself of any new federal, state, or local measures to ensure financial stability and that these measures be passed through to members through the deferral policy (for example, if county property tax payments are allowed to be deferred, then the tax portion of the GHI fee should be allowed to be deferred)

We further request that GHI allow members to engage in special fundraising into contingency reserve funds, and that the pool of deferred fees receivable under the special policy be reduced by the amount raised by special fundraising (in other words, allow members to donate to the deferral program to allow GHI to forgive a portion of fees receivable based on donations). An online platform such as GoFundMe can be used to raise funds outside of GHI for special fundraising and the funds can be withdrawn by GHI.

Thank you,

Sincerely,

Lore Rosenthal

2 Gardenway, Unit R

Cynthia Newcomer

Kathleen Moors	9 Laurel Hill Rd Unit B
Alice Mitchell	60E Crescent
Molly Lester	6 Hillside Rd, Unit M
Amethyst Dwyer	36 J Ridge Rd
Anne Wiseman	11 Ridge Road, Unit A
James Sullivan	26A Ridge Rd
Zachary Conron	65 Ridge Rd. Unit D
Virginia Lawson	8N Plateau Place
John Campanile	15-S Laurel Hill Road,
Bonnie Schrack	16 Z-3
Dina Sykes	57-D Ridge Road
Jason Roe	14 Y Ridge
Robin Hawley	
Gorsline	2 Southway Unit D
Sundance Metelsky	73 Ridge Road Unit K
Lauren Karaffa	4b hillside rd
Becky Jean French	14-V4 Ridge Road
Ben Fischler	14-V4 Ridge Road
Jonathan Lebolt	
Sylvia Lewis	2 Gardenway Unit C
Jason Luly	19B Ridge
Michael R Travis	3 Ridge Rd Unit G

5. Specific Neighborhood Conservation Overlay Zone

a. The City of Greenbelt Neighborhood Conservation Overlay Zone (NCO zone)

The City of Greenbelt Neighborhood Conservation Overlay (NCO zone) is established in accordance with the procedures and standards of this Section.

- i. The purpose of the NCO zone is to preserve the development features of the New Deal era "green town" planned and developed as a complete town on a single tract of land by the Federal Government. Planning principles incorporated into the design include the English garden city; the Radburn superblock, including the separation of vehicle and pedestrian traffic; the Perry neighborhood unit; the mix of uses and pedestrian connections among them; the density and range of dwelling types; and open space set-asides.
- ii. The original mid-1930's residential areas in the NCO zone, consisting of single-family, two-family, three-family, and townhouse dwellings, were laid out by the Federal Government in superblocks and not on individual lots. When the town was sold, in the early 1950's, it was divided into parcels with letter designations A through Z1 and Z2 ("Lettered Parcels"). These parcels correspond roughly to the original superblocks. They are bounded by a city street on one or more sides, are internally undivided by streets, and contain dwellings sited around Courts that generally access the street by a single driveway and bear a single street number. Dwellings are generally arranged with a 'Garden-side' entrance facing a court or green space, and a 'Service-side' entrance facing a driveway or road. Since 1952 the Lettered Parcels have been owned and managed by Greenbelt Homes, Inc. (GHI), except for certain historic multi-family buildings under other ownership in Parcels O and P.
- iii. RESIDENTIAL DEVELOPMENT: All residential permit applications in the NCO zone shall comply with the following standards:
 - (A) The historic design of the residential areas, laid out in superblocks containing rows of homes with distinctive Garden-side and Service-side entrances, shall be maintained. Retain internal walking paths ("internal pathways") creating pedestrian connections within and between superblocks. Retain and protect existing common green spaces, including interior parks and woodlands with no infill development.
 - (B) The historic curvilinear design, where pedestrian pathways including pedestrian underpasses are separated from roadways, should be retained.
 - (C) The 87.65 acres of GHI-owned woodlands included in the 2013 State of Maryland Forest Conservation Management Agreement shall not be developed. Minimum open space set-asides shall apply exclusive of, and in addition to, these 87.65 acres.
 - (D) No formula regulating lot coverage for individual dwellings in the Lettered Parcels shall be imposed.
 - (E) Density for each Lettered Parcel, defined as the number of dwelling units per acre, shall not exceed the existing value as of the date this NCO zone is established in law. Construction of new dwelling units in the Lettered Parcels is not allowed,

except to replace existing dwelling units.

- (F) Demolition of original dwelling units erected by the Federal Government is prohibited unless the permit application demonstrates that repair and/or renovation is unfeasible. Demolition by neglect is specifically prohibited, and shall not be allowed as justification for removal of an original building. Prior to demolition, where permitted, a period of (90) days shall be allowed for historic documentation of the original structure and, where feasible, preservation or reclamation of historically significant building components.
- (G) The total size of all additions to two-family, three-family, or townhouse dwellings shall not exceed 100 percent of the gross floor area of the original dwelling unit. Adding an additional story to a dwelling unit is prohibited. Two story additions shall be placed only on the Garden-side or at the end of a dwelling unit. Service-side additions shall not exceed one story.
- (H) Consistent with Greenbelt's historic layout and mixed-use design within the NCO zone boundaries:
 - (i) Buildings need not be oriented to face streets, nor situated with any face parallel to them. Buildings shall be oriented wherever possible facing green space on one or more sides.
 - (ii) No more than one parking space per dwelling unit is required.
 - (iii) Where not otherwise allowed in the underlying zone, non-residential uses that are existing as of the date this NCO zone is established in law shall be permitted to remain.
 - (iv) Modifications to existing GHI dwelling unit additions not otherwise complying with the requirements of this Section, that do not expand the overall size of the dwelling unit, shall not be prohibited by the terms of this paragraph 5.a.iii.

- iv. COMMERCIAL DEVELOPMENT: All permit applications for commercial development in the NCO zone shall comply with the following standards:
- (A) Multifamily dwellings and commercial structures constructed as part of the original planned town shall retain their character defining architectural features, where existing and in serviceable condition, including but not limited to brick or concrete block exterior walls, casement windows, flat roofs, open porches, glass block walls, courses of decorative brick, exterior doors, and exterior light fixtures.
 - (B) New construction of commercial and multifamily rental/apartment buildings should mimic as to size, height, massing, and architectural style the existing commercial structures. Exterior materials such as brick and concrete block shall be used. Height of new buildings shall not exceed the lower of 40-feet above finished grade, or the roof height above grade of existing structures in the Roosevelt Center.
 - (C) Demolition of original multifamily buildings and commercial buildings erected by the Federal Government is prohibited unless the permit application demonstrates that repair and/or renovation is unfeasible. Demolition by neglect is specifically prohibited, and shall not be allowed as justification for removal of an original building. Prior to demolition, where permitted, a period of (90) days shall be allowed for historic documentation of the original structure and, where feasible, preservation or reclamation of historically significant building components.
 - (D) An Architectural Review Board comprised of persons residing within the boundaries of the Greenbelt NCO shall be appointed by the Greenbelt City Council under procedures established by that body. The Architectural Review Board (ARB) shall consist of not more than seven (7) persons, three (3) of whom shall be members of GHI and appointed by the GHI Board of Directors.
 - (i) The Architectural Review Board shall develop, publish and maintain a Style Guide to assist in the preservation of character defining features in the NCO zone.
 - (ii) The Architectural Review Board shall, in an advisory capacity, review all permit applications for commercial development in the NCO zone, applying the standards established in this Section and in the Style Guide. Matters relating to GHI commercial properties shall be referred to the GHI Board of Directors for comment.
 - (iii) City of Greenbelt Planning Director shall advise against issuance of a permit for commercial development absent a determination that the proposal complies with the standards established in this paragraph 5.a.iv.

Greenbelt

Neighborhood Conservation Overlay Zone

March 2020

PART 1 Planning Background

Summary

The Neighborhood Conservation Overlay (NCO) Zone is a new zoning tool adopted by the County Council sitting as the District Council on October 23, 2018, as part of Prince George's County's new Zoning Ordinance. The NCO Zone is "intended to protect and preserve the unique development features and character of established neighborhoods throughout the County, and to promote new development that is compatible with the existing neighborhood character." This flexible tool builds on the standards for development, redevelopment, and alterations established throughout the County by the new Zoning Ordinance and incorporates revised or new standards designed for individual communities to better build upon and preserve identified unique attributes.

In order to establish an individual NCO Zone, the District Council shall review "a neighborhood study for the neighborhood specifying the development context in the zone." The District Council "may



Homes within the Proposed Neighborhood Conservation Overlay Zone.

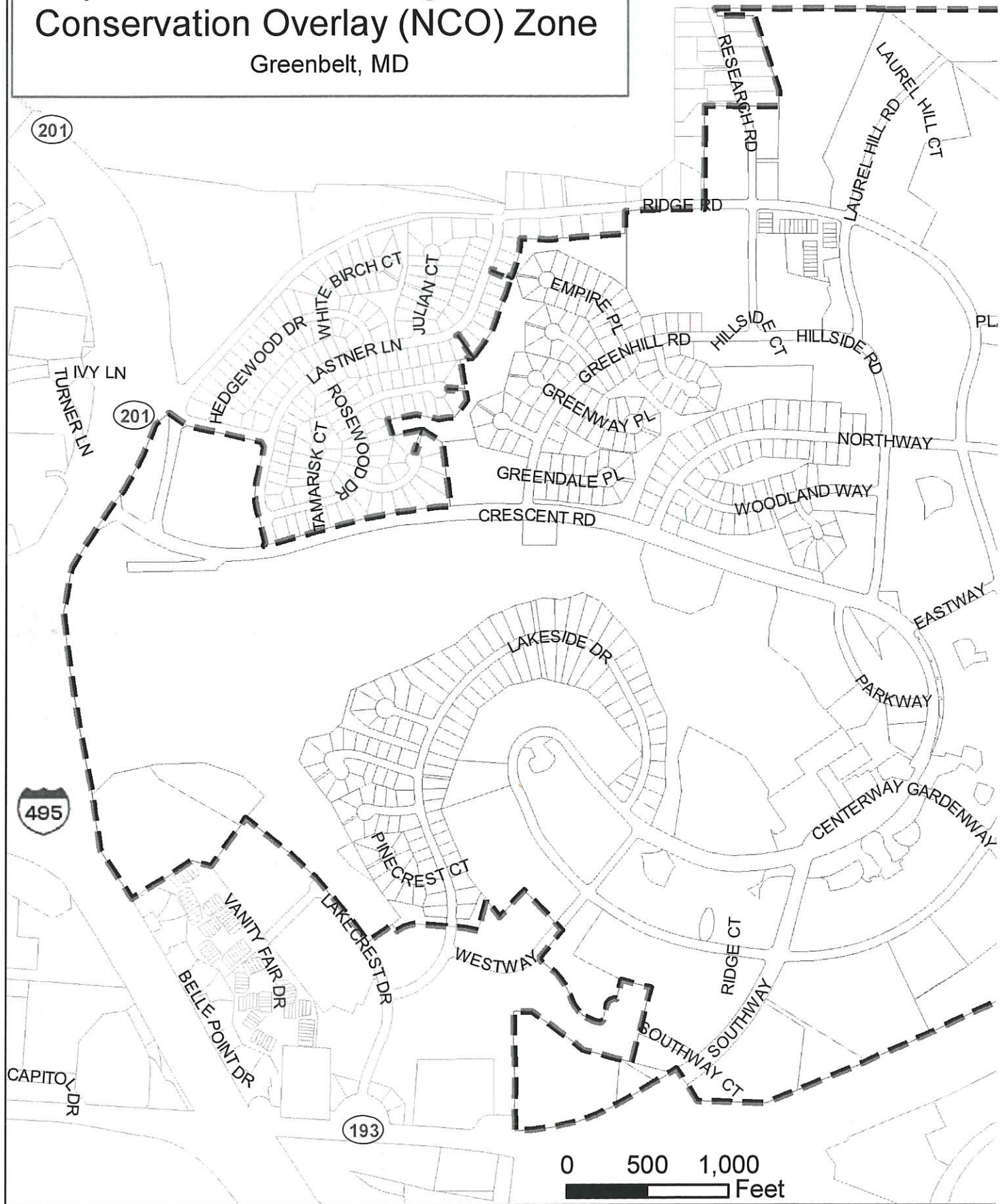
also establish a unique set of development standards applicable to all development" in an NCO Zone.

The first two proposed NCO Zones were placed in the Fiscal Year 2020 work program of the Prince George's County Planning Department and focus on single-family residential properties in the City of Mount Rainier and the portion of the City

of Greenbelt currently located in the Residential Planned Community (R-P-C) Zone. Both proposed NCO Zones will be reflected on the proposed County Zoning Map as part of the ongoing Countywide Map Amendment and, if approved, will take effect at the same time as the new zoning map. The zoning map is anticipated to take effect in early November 2020.

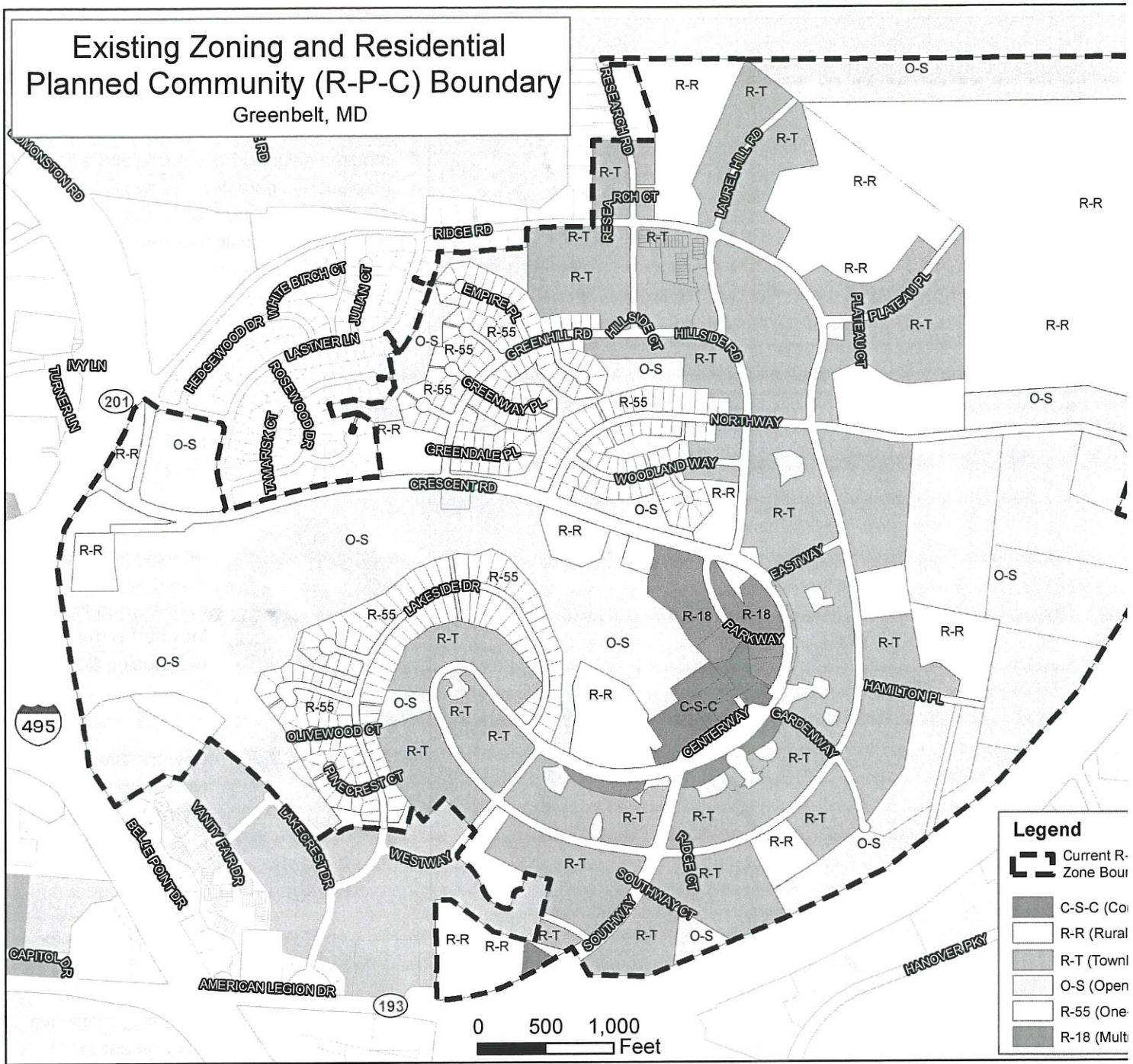
Proposed Greenbelt Neighborhood Conservation Overlay (NCO) Zone

Greenbelt, MD

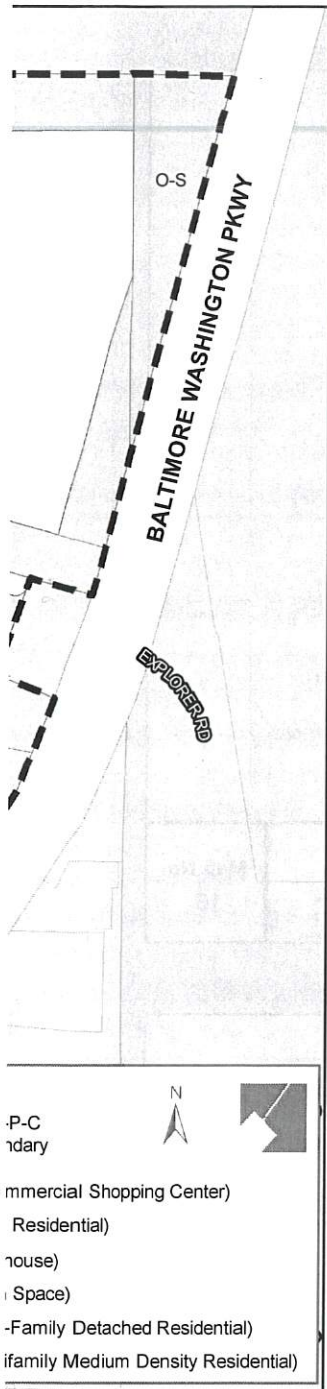


Existing Zoning and Residential Planned Community (R-P-C) Boundary

Greenbelt, MD



The 1989 Approved Master Plan for Langley Park-College Park-Greenbelt and Vicinity and 1990 Adopted Sectional Map Amendment for Planning Areas 65, 66, and 67



The current County master plan for the area to be incorporated in the Greenbelt NCO Zone is the 1989 *Approved Master Plan for Langley Park-College Park-Greenbelt and Vicinity*. This master plan updated and replaced the 1970 master plan and remains the oldest applicable master plan in Prince George's County. The accompanying 1990 Adopted Sectional Map Amendment for Planning Areas 65, 66, and 67 (SMA) established the current Greenbelt R-P-C Zone by more than doubling the size of the R-P-C that existed at the time, culminating in 1,397.68 acres centered on the New Deal green town community embodied by the Greenbelt Homes, Incorporated (GHI) cooperative housing development, several multifamily buildings, Roosevelt Center, and the civic spaces including the recreation fields, Buddy Attick Lake Park, library, youth center, Greenbelt Aquatic and Fitness Center, municipal center, and community center. The expanded R-P-C Zone also included three single-family detached areas; the forest preserve flanking the northern and eastern portions of the community; offices, workspaces, and storage areas used by GHI and members; the defense housing area built by the Farm Security Administration; and other abutting properties. Additional rezonings were made in 1990, including placing the GHI cooperative superblocks into the R-T (Townhouse) Zone. Refer to Part 2 of this study for additional information on these included properties. The R-P-C Zone included much of the Greenbelt National Historic Landmark designated on the National Register of Historic Places.

As part of the approval of the expanded R-P-C Zone, the R-P-C official plan was established as two maps on pages 213 and 214 of the master plan and SMA. The official plan restricts residential density by block and establishes the land use recommendations for the community. The approved land use plan consists primarily of "low urban," "high urban," "park," "private open space," "commercial," and "institutional" land uses

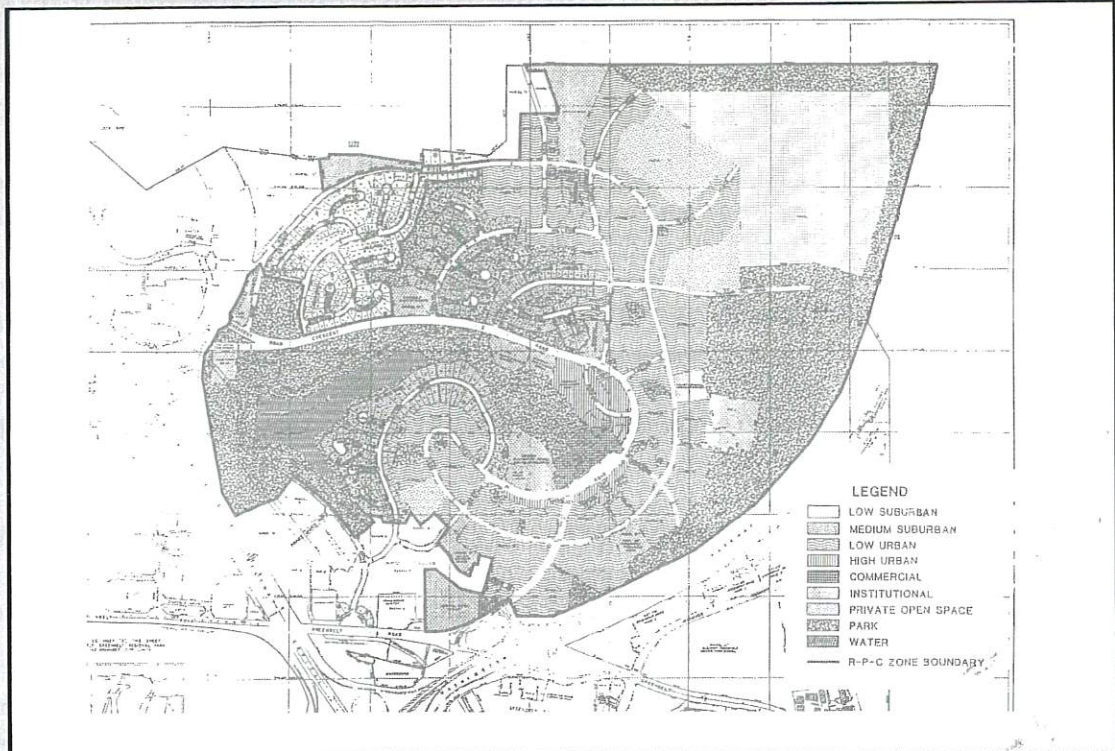
with a large portion of "low suburban" land uses in the northeast quadrant and recognition of the single-family detached areas in the "medium suburban" land use classification. While these land uses are associated with density ranges in the master plan, the density map of the R-P-C official plan supersedes the master plan recommendations and controls the level of density permitted in historic Greenbelt. The commercial category "includes retail, service and office uses" while the institutional category was generally used to identify municipal and County properties along with places of worship and Federal facilities such as the former post office.

The official land use map of the master plan supplements the R-P-C official plan by identifying portions of the forest preserve as "conditional reserve areas," which indicated the presence of unsafe soils and other ground conditions that would make development challenging. Roosevelt Center was also identified as a village activity center; the centers were envisioned as mixed-use, primarily commercial areas that were also appropriate for between 50 and 150 dwelling units. Village activity centers were replaced as a County planning concept with the approval of the 2002 General Plan.

The master plan reflected Roosevelt Center as an area approximately 8.2 acres in size with approximately 53,800 leasable square feet at the time. City of Greenbelt records currently indicate approximately 54,000 square feet of retail area with 6,500 square feet of medical office. The 1989 master plan recommendations for Roosevelt Center were largely brought forward from a 1981 study designed to address challenges such as physical upkeep, litter removal, advertising, and ensuring the central plaza remains pedestrian oriented.

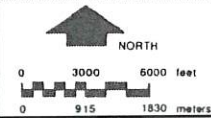
The 1989 open space implementation map recommended all open space and wooded

Greenbelt RPC Official Plan



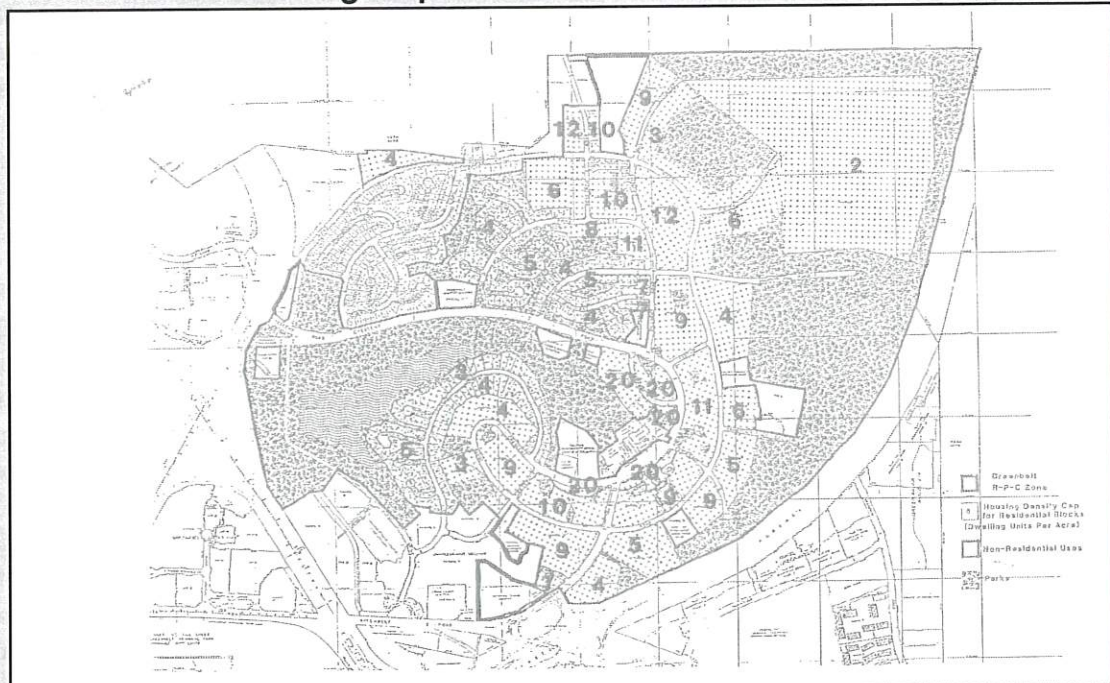
Langley Park -
College Park -
Greenbelt
Master Plan

OFFICIAL PLAN FOR GREENBELT R-P-C ZONE



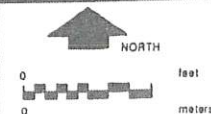
Map No.
16

Greenbelt RPC Density Map



Langley Park -
College Park -
Greenbelt
Master Plan

GREENBELT R-P-C ZONE DENSITY FOR RESIDENTIAL BLOCKS



Map No.
15



Roosevelt Center

areas except a portion of the forest preserve identified as a promontory for park acquisition or dedication and reinforces the presence of unsafe lands for development in the preserve. Greenbelt Lake is identified as a scenic vista and recommendations were incorporated to minimize adverse impacts on the natural environment.

One point of note in the 1989 master plan is a recognition that “a group of citizens” have been seeking County historic designation of the 1937 original green town. This interest remains to this day, although most stakeholders prefer alternative solutions such as the Greenbelt NCO Zone.

Additional Planning Context

Public facilities recommendations have largely been updated by subsequent functional master plans. The recently renovated library, along with the municipal community center, youth center, and municipal building, form the heart of Greenbelt. The community is well served by the municipal police department and the County's District VI officers based in Beltsville provide backup. The Greenbelt Volunteer Fire Department and Rescue Squad remains planned for relocation as an intermediate priority to a location closer to MD 193 and the Baltimore-Washington Parkway per the 2008 Public Safety Facilities Master Plan. As the Greenbelt NCO study will discuss in further detail, there is strong desire to ensure residential growth is limited; therefore, there are few anticipated impacts on the County's public schools as a result of the Greenbelt NCO Zone.

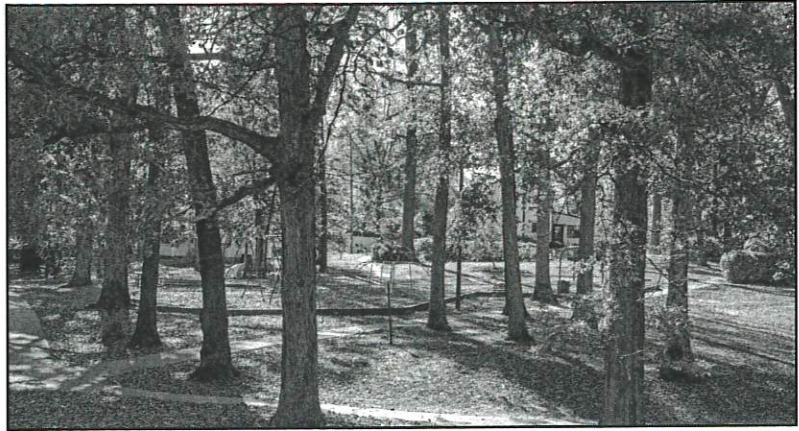
The 2009 *Approved Countywide Master Plan of Transportation* updated the 1989 master plan's transportation recommendations and is the current master plan for roadways, trails, and transit. There are no master plan roadways in the proposed Greenbelt NCO Zone. Planned shared-use road trails are indicated on Crescent Road, Ridge Road, Greenhill Road, Hillside Road, Northway Road, and Southway. Existing hard surface trails surround Greenbelt Lake, connect to Lakecrest Drive and the athletic fields, and form a partial network through other open spaces in the historic core, supplemented by the robust off-street trail network present in the

original superblocs and underpasses of the green town. A planned hard surface trail is indicated along most of the Baltimore-Washington Parkway with a link to the Greenbelt NCO area. Finally, the community is well-served by bus transit with TheBus Route 11 providing weekday service and WMATA Metrobus routes G12 and G14 providing daily, evening, and weekend service between the Greenbelt and New Carrollton Metro Stations.

The R-P-C Zone has proven ineffective. While it can and does continue to limit residential density within the Greenbelt R-P-C, there is little else this zone can do that would benefit the community. It is designed to require Detailed Site Plan review and approval for new development—even prior to the issuance of use and occupancy permits but GHI is exempt from this requirement while Roosevelt Center and other residential development are subject to. This creates a substantial inconsistency and severe hardships on property owners of commercial buildings because forcing a new tenant to obtain approval of a Detailed Site Plan, even if all they do is change ownership and run the same or a similar type of business such as the New Deal Café, is a costly, uncertain, and time-consuming requirement.

Additionally, several unique aspects of the original green town community require interpretations or prior zoning text amendments that are sometimes insufficiently documented or are difficult to locate unless one is

intimately familiar with the details of the current ordinance. One such example is a May 2005 interpretation regarding the current requirement for Detailed Site Plans in the R-P-C Zone. This interpretation is intended to reduce the potential burden on property owners of a Detailed Site Plan by stating the R-P-C Official Plan acts as a global, approved Detailed Site Plan for the entire R-P-C area. Any application in this area is treated as a revision rather than a new Detailed Site Plan. Another is a use regulation footnote in a separate part of the Zoning Ordinance from the R-P-C Zone that addresses the situation of the superblocks having never been platted and providing that there are no applicable individual lot standards for the homes contained on the superblocks.



One of the superblocks containing park space within the community.

The opportunity offered by the development of the Greenbelt NCO Zone is that it allows clarity to be brought to these interpretation questions.

The Greenbelt Neighborhood Conservation Overlay Zone

Formal work on the Zoning Ordinance Rewrite project began in January 2014. An evaluation and recommendations report produced by the consultant team led by Clarion Associates and released in December 2014, recommended the elimination of the R-P-C Zone. Planning Department staff began coordination with the City of Greenbelt by the end of March 2015, meeting with the City Council and Advisory Planning Board on March 30 to discuss initial concerns about the repercussions of deleting the R-P-C Zone and potential alternatives for the community.

The first part of the new proposed Zoning Ordinance was released as Module 1: Zones and Use Regulations in October 2015, confirming the elimination of the R-P-C Zone and incorporating the initial recommended language for the NCO Zone as a new type of overlay zone. The City's official response to the proposals of Module 1 was adopted by the City Council in March 2016 and recognizes the ongoing work between County and City planning staff on a potential Greenbelt NCO Zone. The City developed an initial set of goals for the Greenbelt NCO Zone and Clarion Associates offered feedback in September 2016.

Based on initial staff coordination, the City's initial goals, and Clarion Associates' professional expertise, a consultant draft of development standards for the Greenbelt NCO Zone was developed and released for stakeholder review and comment. By early 2017, it was clear from stakeholder feedback this initial draft missed the mark, and the decision was made by the County Council not to include the Greenbelt NCO Zone (or the

Mount Rainier NCO Zone, which was also in draft form at that time) in the September 2017 Comprehensive Review Draft, a complete second draft of the proposed Zoning Ordinance.

Subsequent to the decision not to release draft standards in the Comprehensive Review Draft, and reflecting documented requests from the City of Greenbelt and GHI in 2017, the County Council indicated its intent to continue work on the NCO Zones in the expectation that these zones may be approved with, or added soon after, the approval of the new Zoning Ordinance. The two proposed NCO zones were added to the Planning Department's work program.

In 2018 a legislative draft of the proposed Zoning Ordinance was presented as Council Bill CB-13-2018. After extensive public review and comment, the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual were adopted on October 23, 2018, with a delayed effective date to allow for the rezoning of the County to the new zones through the ongoing Countywide Map Amendment. With the approval of the new Zoning Ordinance, the County Council clarified its intent and expectation to ensure the Greenbelt and Mount Rainier NCO Zones would be ready for public review and potential approval concurrent with the effective date of the new ordinance.

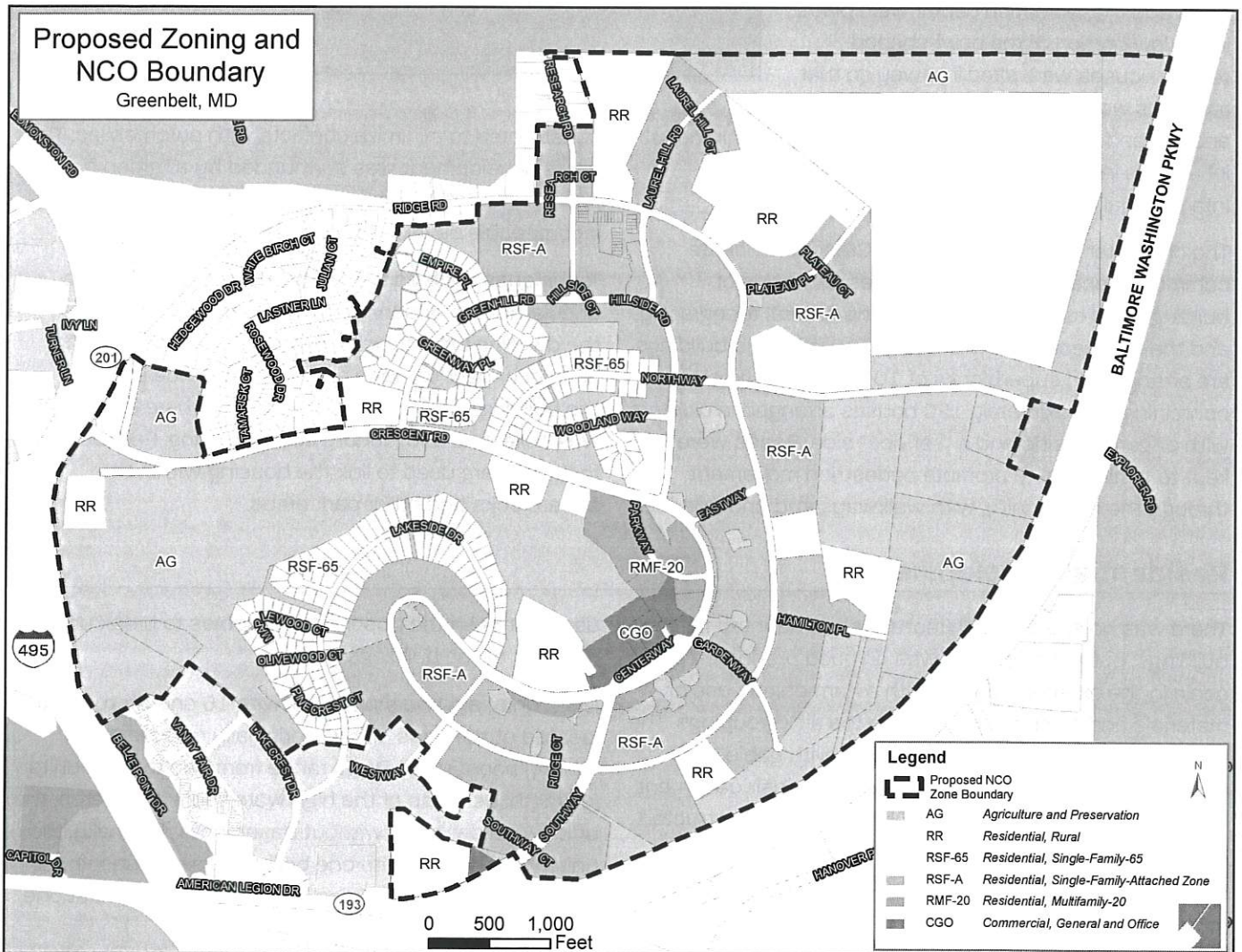
In late 2018/early 2019 GHI developed its own proposed NCO development standards and released the proposal for review and comment by the membership. As with the Clarion Associates draft, the GHI draft proved

controversial among stakeholders; unlike the Clarion Associates draft, however, the GHI draft obtained the support of the GHI Board of Directors. In late 2019, the Prince George's County Planning Department met with the City Council, community stakeholders, and the Roosevelt Center Merchants' Association, and in January 2020 met with the GHI Board of Directors. The goal of these meetings was to review the zoning background, discuss the purposes and development of the NCO Zone, and solicit broad community support for the key goals for the Greenbelt NCO Zone.

One final item of importance pertains to State law, specifically Title 5. Special Types of Corporations of the Corporations and Associations Article. Subtitle 6B. Maryland Cooperative Housing Corporation Act, § 5-6B-32(a)(b) states in part that "A law, ordinance, or regulation concerning building codes or zoning may not establish any requirement or standard governing the use, location, placement, or construction of any land and improvements which comprise a cooperative

project, unless the requirement or standard is uniformly applicable to all land and improvements of the same kind or character not comprising cooperative projects." Although the current Zoning Ordinance contains several provisions specifically applicable to cooperative housing projects, these provisions appear to be contrary to the Corporations and Associations Article. While GHI is the largest property owner in the Greenbelt NCO Zone, it is not possible to codify any development standards that treat the GHI properties any differently than other properties in the NCO Zone or in the rest of the County. As such, the proposed NCO standards will not include any regulations or proposals specific to GHI; any such standards which may have been contained in the prior proposals by Clarion Associates and GHI will not be incorporated.

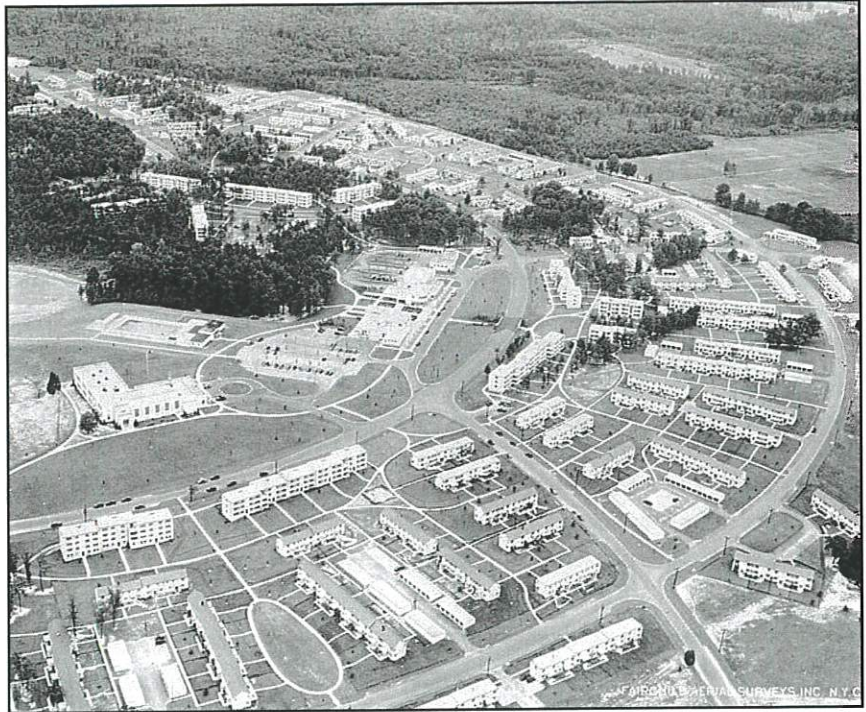
This neighborhood study and the proposed Greenbelt NCO Zone development standards will be the direct result of community collaboration over a period of several years and will directly reinforce the goals supported by the Greenbelt community.



Historic Greenbelt

Greenbelt is one of three “green towns” founded by the United States government under the New Deal as an attempt to solve social, economic, and housing problems confronting the nation. Constructed on garden city principles, the builders of Greenbelt took advantage of the natural topography in the form of a crescent-shaped plateau or “green belt,” to site the town. Houses were planned on the ridges around the commercial center, where stores, the post office, and community building/school were located. A series of three-story apartment buildings formed an inner circle around the commercial center. Athletic fields and the recreation center were placed in the low portion of the bowl-shaped terrain. Houses were sited in a way so that residents would have to interact with one another and to foster a sense of community. Architectural influences include the Art Deco style, as well as the International and Streamline Moderne styles.

The character-defining features of Greenbelt include common spaces, community spaces, the siting of buildings and courts according to the natural topography, and the architecture of the residential units. The buildings are arranged on superblocks of 10 to 18 acres in size, containing approximately 120 houses arranged in clusters with a “garden” side and a “service” side. Roads were kept to a minimum to promote pedestrian movement through the community, with walkways and underpasses



constructed to minimize conflicts with automobiles. The entire development was surrounded by a “green belt” to provide recreational space and to act as a buffer from incompatible development.

Techniques such as the Radburn method of the use of culs-de-sac or service courts were used to face the dwelling units toward the garden side comprising an interior park or green space. The service side of the buildings face the service courts, where trash was collected, and laundry could be hung. Pedestrian footpaths are used to link the housing within the superblocks and other park areas.

Residential Development

There was no specific architectural style adopted for the buildings, but the emphasis was on good proportion and scale in the exterior facades with a harmonious use of materials and color, all in relation to the site groupings. The brick-clad buildings were constructed with gable slate roofs, unadorned wall surfaces and steel-sash casement windows. The concrete block buildings were constructed in the International style with flat roofs, white walls, and the lack of ornamentation. Brick rustication was

used between the upper-floor windows to break up the massing of the buildings.

Most units are two stories tall, with 16 one-story units located at the ends of rows, originally referred to as “honeymoon” units. Rows range from two to eight units in length. Because of the high watertable in the area, the units were designed without basements. Originally, the units were heated with one boiler in a single basement under one unit only or in an attached boiler room at one

*Some partial excerpts in this section taken from the National Historic Landmark Nomination for Greenbelt, Maryland, Historic District (https://npgallery.nps.gov/NRHP/GetAsset/NHLS/80004331_text).



Left page: 1937; This page: Original homes (top), Original apartments (bottom).

end of a row. All foundations and first-floor beams and slabs are made of reinforced concrete. A total of 44.6 percent of the original units are concrete or cinder block wall construction with poured-in-place beam and slab floors and flat roofs, covered with built-up roofing and constructed entirely by unskilled laborers. A total of 51.6 percent are balloon frame with pitched roofs covered in slate and brick veneered walls. A total of 3.8 percent are balloon frame with pitched roofs covered in slate and cement asbestos shingle walls.

The architects grouped the flat and pitched-roof dwellings to achieve appealing vistas and aesthetic variation. Group housing units were planned in pairs to economize on plumbing. In most instances, units were designed with their long axis parallel to the service court to take advantage of light, ventilation, and ease of circulation. The orientation also allowed for wider plots for each individual unit, and in most cases, stairs in a central location.

The 12 multifamily buildings around the commercial center in the original planned community were designed with complete floor plans, rather than assembled in modular units like the group houses. Each building contains 18 to 48 units. Basements were used for tenant storage, laundry, and as a play space for children. The buildings are constructed of 12-inch-thick cinder block wall with reinforced concrete slab floors and roofs.

They are three stories tall and are staggered like the group housing units for visual interest and to adapt to the topography. Unlike the group houses, the primary façades of the multifamily houses face the street. Entrances on the street frontages feature glass block treatment framing the doors and highlighting the stair halls for the full three stories. The garden side entrances are simpler with no decorative elements. The apartment buildings feature brick rustication between the windows for decoration. The multifamily apartment buildings more closely resemble the Bauhaus style of architecture.

RESETTLEMENT AUTHORITY PREFABRICATED UNITS

Five prefabricated units were constructed by the Resettlement Authority on Woodland Way to demonstrate economical construction. These structures are one story in height with a sloping roof and two bedrooms. They are lightweight construction comprising plywood walls set on a masonry foundation and were sited carefully to take advantage of topography and wind conditions.

PARKBELT HOMES

The Parkbelt Homes consist of 10 houses located on Forestway and are the only privately constructed buildings sanctioned by the federal government as part of early plans to expand Greenbelt. These streamlined houses were built by General Houses of Chicago, a pioneer in the field of prefabricated housing. The Parkbelt Homes were originally one-story, flat-roofed structures with a copper-bearing steel frame bolted to a concrete foundation. The walls and roofs are made of factory-made insulated panels that were shipped to the site and assembled. Most of these structures have been modified by the addition of newer siding, pitched roofs and replacement windows. The 10 Parkbelt homes were constructed on 0.13 to 0.38-acre lots arranged around a cul-de-sac. Houses range from one to two stories in height. Green space surrounds the outer edge of the development to provide a park-like setting.

DEFENSE HOUSING

From 1941 to 1942, 1,000 units of defense housing were constructed by the Farm Security Administration. These units were placed in areas originally designated for Resettlement Authority housing that was never built. Siting of these buildings is similar to the original units but does not employ the same garden city principles as the original structures. The orientation of the defense housing is directly on the service courts, which are shorter and squatter, as opposed to being separated from it by garages or hedges. Service yards are shallower than the

original units, there are no garages, and there is a lack of topsoil and footpaths on the garden sides. There are no underpasses under Ridge Road to protect pedestrians from vehicle traffic. These courts lacked trees, hedges, and interior gardens and are generally poorly graded.

The defense houses are two-story frame buildings set on masonry foundations. Floor plans are more compact and differ from the original units. In addition to two-story town houses, the defense homes also feature some flats stacked one on top of the other. Entrance is by side porches at the ends of the units. Other second-floor flats are accessed via a central, first-floor door that leads to a common stair.

The Town Common

The original town common comprised two commercial buildings, an elementary school/community building, a combination police station/fire department and automobile repair shop, a gasoline filling station, and one set of closed garages. All buildings were heated by a central heating plant located in the basement of the theater.

COMMUNITY BUILDING

The Community Building/Elementary School is the heart of the original town and is a superb work of Art Deco architecture. The building is two stories tall, with a flat roof and concrete frame covered in brick veneer. The building's rigid concrete frame is strengthened by protruding buttresses, which are fluted to stress the verticality of the Deco style. The buttresses also provide for unobstructed interior space. At the base of each bay on the exterior of the building between the buttresses, and on the entry above the principal door is a carved limestone bas-relief panel representing part of the preamble of the Constitution and reflect the democratic ideals of the Greenbelt community. The panels were sculpted by Lenore Thomas, who was working for the Special Skills Division of the Resettlement Authority at the time, with the assistance of Tony Lucasini. The panels are executed in the Art Deco style associated with federal art of the late 1930s. A wing was added behind the north wing in 1947. Another addition housing an adult care center is located to the rear of the main block on the north side.

COMMERCIAL BUILDINGS

The original pair of commercial buildings are located on Centerway and originally housed a movie theater, drug store, barber shop, shoe repair, valet, and a bus

GARAGES

Resettlement Authority planners originally intended to provide garages for all dwelling units. However, only 50 percent of them were built due to lack of funding. As a result, paved parking areas were provided in the service court areas. A total of 275 garage units are arranged in compounds adjacent to service courts and 100 are attached to housing units where service courts are too far distant. The garages are flat-roofed concrete block structures set upon poured concrete foundations. In 1937, only the garages attached to buildings contained overhead doors, while those within the service courts were left open. However, those buildings were designed so that they could be easily fitted with doors, and today, all garages feature wooden panel overhead doors.

station. Offices for the town government and cooperative endeavors were located on the second floors. The buildings are constructed of concrete block with a brick veneer and have the low modern lines of the Streamlined Moderne style, consisting of horizontal compositions, curved walls, flat roofs, and banded corner windows. Construction of the theater included buttressed walls, like the community center. The commercial shopping center is a noteworthy example of an integrated neighborhood shopping center because of its siting within the larger community and its emphasis on the pedestrian experience, separating walkers and cars. The 100-foot-wide pedestrian mall was meant to provide social and cultural interaction as much as to provide access to the commercial space. Access to the commercial area is provided by a secondary road off the main arterial with most of the parking concentrated in the rear of the shops. The "Mother and Child" statue, also sculpted by Lenore Thomas in 1938, serves as the focal point of the shopping court. An addition was placed on the southwest corner of one of the buildings in 1947 for the Town of Greenbelt offices, but ultimately housed a bank.

FIRE STATION/REPAIR GARAGE

This two-part concrete block, brick-veneered structure originally housed the fire and police station at its southwest end and a repair garage at its northeast end. A new fire station was built on Crescent Road in 1961 and this building was adapted to commercial uses. The auto repair facility still operates as that use.

Recreational Facilities

SWIMMING POOL AND BATH HOUSE

The swimming pool and bath house were constructed in 1938, after swimming was banned in the lake. The pool was designed to accommodate 1,000 families. The concrete wall behind the diving board is original. The bathhouse was originally a freestanding building, but is now incorporated into the Aquatic Center, constructed in 1992. Porthole windows are located at the attic level. The original entrance into the bathhouse still contains triple doors but is no longer a working entrance.

MAINTENANCE BUILDINGS

The three buildings to the east of Ridge Road on Hamilton Place were constructed in 1944 for the Public Housing Authority to house maintenance activities for the community. They are long, low brick buildings in a polygonal site plan. The main building serves as the administration building for Greenbelt Homes, Inc. Two buildings set at an angle to the main building serve as repair/maintenance shops.

RECREATION

A 27-acre man-made lake with an earthen dam and concrete spillway was provided for recreational purposes. It is surrounded on three sides by Buddy Attick Park, named in honor of one of Greenbelt's original citizens and first police officers. Braden Field is the heart of the recreational area and is original to the planned community. In 1938, there were four tennis courts and, one year later the three baseball/softball fields and football fields were added. The Youth Center, located between the pool and the fields, is a more recent addition.

WOODLAND AND FARMLAND

The remains of the physical "greenbelt" can be seen in the woodlands that surround the lake and act as a buffer between housing subdivisions at the north. Portions of the greenbelt are also preserved on the eastern side of the town in the Forest Preserve between the townhouses and the Baltimore-Washington Parkway.

PARCELS ADDED AFTER ORIGINAL TOWN BUILT

After construction of the original and defense houses by the Federal government, several private subdivisions were platted within the greenbelt. These include Lakeside Blocks A & B (1954); Lakeside First Addition (1956); Woodland Hills Blocks A, B & C (1956); Lakewood, Greenvalley Sections I and II (1956); and Lakecrest

(1962). Like the original Greenbelt town plan, these developments sited single-family houses on individual lots bordering green spaces. The subdivisions took advantage of the natural topography and follow the contours of the natural ridge around which portions of the original town were developed. Houses are sited on cul-de-sacs and are one to two stories in height.



Single-family detached homes added after the original Greenbelt housing.

Religious structures were also later added to the community including the Greenbelt Community Church (1951), Mishkan Torah Jewish Community Center (1955), Mowatt Memorial Methodist Church (1955), and St. Hugh's Catholic Church and School (1963). Other structures include the Greenbelt Plaza Apartments (9, 11, 51, and 53 Crescent Road), the Concession Stand at Greenbelt Lake (1960s), Youth Center (1961), Greenbelt Fire Department (1961), Co-op Supermarket (1962), City of Greenbelt Offices (1964 and 1978), Professional Building (115 Centerway), Public Works Department Building and Open Garage (1969), Greenbelt Public Library (1970), Greenbelt Homes Townhouses (1970), Green Ridge House Nursing Home (1977), Police Station (1990), Greenbelt Elementary School (1992), and Greenbelt Aquatic and Fitness Center (1992).



Places of worship continue to provide important community services.

Minimum Standards for the Approval of a Neighborhood Conservation Overlay Zone

Section 27-4403(a)(3) of the adopted Zoning Ordinance contains the minimum standards for designation of an NCO Zone. An NCO Zone may only be approved by the District Council if the following standards are met:

(A) At least 65 percent of the land area within the proposed NCO Zone, not including street and other rights-of-way, is developed.

The majority of the proposed Greenbelt NCO land area was developed between 1937 and 1970. A small number of parcels, almost all located in the forest preserve to the north and east of the proposed NCO Zone, remain undeveloped. However, these undeveloped parcels are very large in acreage; as a result, Greenbelt does not currently meet this standard as only 484 of the 807 total acres (59.9 percent) of the proposed NCO Zone land area are developed.

As a result of this analysis, staff will recommend the County Council revise the requirement of the adopted Zoning Ordinance from the percentage of land area to the percentage of properties within the proposed NCO Zone. Until and unless such a revision is incorporated, the Greenbelt NCO Zone cannot be approved by the Council as currently proposed.

(B) Development patterns in the NCO Zone demonstrate an effort to maintain or rehabilitate the character (including, but not limited to, the historic character of existing communities) and physical features of existing buildings in the zone.

The City of Greenbelt, GHI, the Roosevelt Center Merchants' Association, Prince George's County Library System, and other key property owners play an active and ongoing role in maintaining the historic character of Greenbelt, one of only three New Deal green towns in America. Renovations of existing structures are subject to architectural guidelines in GHI, and the Roosevelt Center businesses remain interested in preserving the form and architectural quality of the commercial buildings. There are Maryland Historical Trust easements on the original theater and community center, as well as the "Mother and Child" statue anchoring Roosevelt Center. Several of the apartment buildings in the proposed NCO boundary are under recent new ownership with owners expressing interest in context-sensitive improvements that will retain the character and architectural styling of the apartments. Single-family detached owners generally maintain their properties in

good condition and at appropriate size and scale to the original post-war construction patterns of these areas.

The intense interest of the City and community in pursuing the NCO Zone itself is drawn from the deep desire of all stakeholders to maintain the historic character and physical features of Greenbelt.

(C) The development standards proposed to be applied to the zone will encourage the retention of the general character and appearance of existing development in the zone.

Compliance with this standard will be determined through the legislative process when the District Council reviews and approves the proposed development standards in an upcoming draft Council Bill. The standards of the draft bill will be designed to facilitate and encourage retention of the general character and appearance of the existing development.

(D) The area must possess one or more of the following distinctive features that create a cohesive identifiable setting, character, or association:

- (i) Scale, size, type of construction, or distinctive building materials;**
- (ii) Lot layouts, setbacks, street layouts, alleys, or sidewalks;**
- (iii) Special natural or streetscape characteristics, such as creek beds, parks, gardens, or street landscaping; or**
- (iv) Land use patterns, including mixed or unique uses or activities.**

The proposed Greenbelt NCO area is one of the Country's best examples of the Art Deco style integrated into one of only three New Deal green towns in America. It is distinctive in its construction and layout. The superblock design of the original 1937 development is unique in Prince George's County and features a robust pedestrian network well-integrated to the natural environment and inclusive of grade-separated pedestrian underpasses that reduce vehicle-pedestrian conflicts. The overall land use pattern, integration of mixed residential development with commercial, institutional, and recreational uses, and walkable scale of historic Greenbelt make it well-suited for designation as a Neighborhood Conservation Overlay Zone.

Policy Goals for the Greenbelt Neighborhood Conservation Overlay Zone

The goals of the Greenbelt NCO Zone are:

1. Preserve the development characteristics of the New Deal community, including the superbblock concept, garden city character, walkability, internal green spaces, sustainable development practices, and the “green belt.”
2. Restrict the residential density allowed by the new zones of the Zoning Ordinance so that new development does not overwhelm or negatively impact the character of the community.
3. Clarify the applicability of development standards for properties that were never subdivided.
4. Ensure new buildings and structures and additions to existing dwellings, accessory structures, and nonresidential buildings are appropriate in size and scale with existing buildings.
5. Minimize impacts to or restrictions on existing nonresidential uses to ensure they have every opportunity to continue to serve the community.
6. Minimize the provision of new parking spaces to limit expansion of impervious surfaces and preserve open space.

**GHI Zoning Task Force (ZTF)
Comments on Neighborhood Study
from the Maryland-National Capital Park and Planning Commission
April 27, 2020**

Principal Concerns

1. M-NCPPC has interpreted a section of State law (page 9) in a way that may not be to our advantage. Our attorney, Lawrence Taub, wishes to discuss this with M-NCPPC staff once he has been informed of the changes we wish to see in the draft NCOZ standards.
2. M-NCPPC calculation of percentage of developed land does not meet the current requirement for an NCOZ (page 14). We should verify that the calculation is correct, and, if it is, lobby for a change to the zoning law to lower the required percentage so that an NCOZ can be applied.

Other Suggestions

General – more references, with footnotes and a list of sources as appropriate

Page 1 – that the photo be of a part of GHI; that the Summary say more about the historic core and the planned community

Page 7 – a more detailed description of the effort to establish a Historic District, noting that a majority of GHI members voted for the designation after a multi-year effort, but that the City did not act on it

Page 7 – a less subjective description of the R-P-C Zone

Page 8 – add a list of GHI and City letters with dates and topics that have been sent to M-NCPPC and County officials

Pages 10 through 13 – add more information about the social history of the community, including references to Eleanor Roosevelt and Rex Tugwell

Pages 10 through 13 – some ZTF members felt there were factual errors in this section; they agreed to provide more information

Greenbelt Neighborhood Conservation Overlay Zone Development Standards Discussion Draft – March 2020

(Comments from the GHI Zoning Task Force (ZTF) in red)

Purpose

The Greenbelt Neighborhood Conservation Overlay (NCO) Zone is established and intended to protect and preserve unique development features and the character of the historic **New Deal** community of Greenbelt. As required by the adopted Zoning Ordinance (CB-13-2018 DR-2, adopted by the County Council on October 23, 2018), a neighborhood study has been prepared. That study identified goals for the NCO Zone and informs the development standards proposed in this document. **ZTF felt “New Deal” could perhaps be omitted, as the NCO covers more than just this area.**

This document is a discussion draft of potential development standards for the Greenbelt NCO Zone and is provided for stakeholder review and comment. Community input will inform the next draft, which Planning Department staff anticipate will appear in a proposed County Council Resolution in June 2020. Final approval of the Greenbelt NCO Zone development standards is anticipated in early November 2020.

All references to the “Zoning Ordinance” below are references to the adopted Zoning Ordinance, not the current ordinance.

Goals

As expressed in the neighborhood study, the Greenbelt NCO Zone is intended to

1. Preserve the development characteristics of the New Deal community, including the superblock concept, garden city character, walkability, internal green spaces, sustainable development practices, and the “green belt.”
2. Restrict the residential density allowed by the new zones of the Zoning Ordinance so that new development does not overwhelm or negatively impact the character of the community.
3. Clarify the applicability of development standards for properties that were never subdivided.
4. Ensure new buildings and structures and additions to existing dwellings, accessory structures, and nonresidential buildings are appropriate in size and scale with existing buildings.
5. Minimize impacts to or restrictions on existing nonresidential uses to ensure they have every opportunity to continue to serve the community. **Concern that no following provisions address this very important issue—GHI office and maintenance, dental office, museum, perhaps future needs difficult to predict now?**
6. Minimize the provision of new parking spaces to limit expansion of impervious surfaces and preserve open space.

General Provisions

1. The boundaries of the Greenbelt NCO Zone are identified on the Official Zoning Map.
2. Pursuant to Section 27-4403(a)(4)(C) of the Zoning Ordinance, in the case of conflicts with any standards of the Zoning Ordinance, the Greenbelt NCO Zone development standards shall control.
3. As stated by Section 27-4403(a)(4)(B), no permit for any new construction or expansion of an existing structure resulting in an increase in the gross square footage of the building of **15 percent** or more may be issued until the Planning Director determines that the proposal complies with all

development standards (as may be applicable to the proposed development) established below. Further clarification should be sought regarding this provision.

4. Alterations or modifications made to previously constructed dwelling unit additions that existed as of the effective date of the Zoning Ordinance that do not further expand the gross square footage shall be exempt from these development standards except that any such alteration or modification shall maintain the roof line of the existing structure.

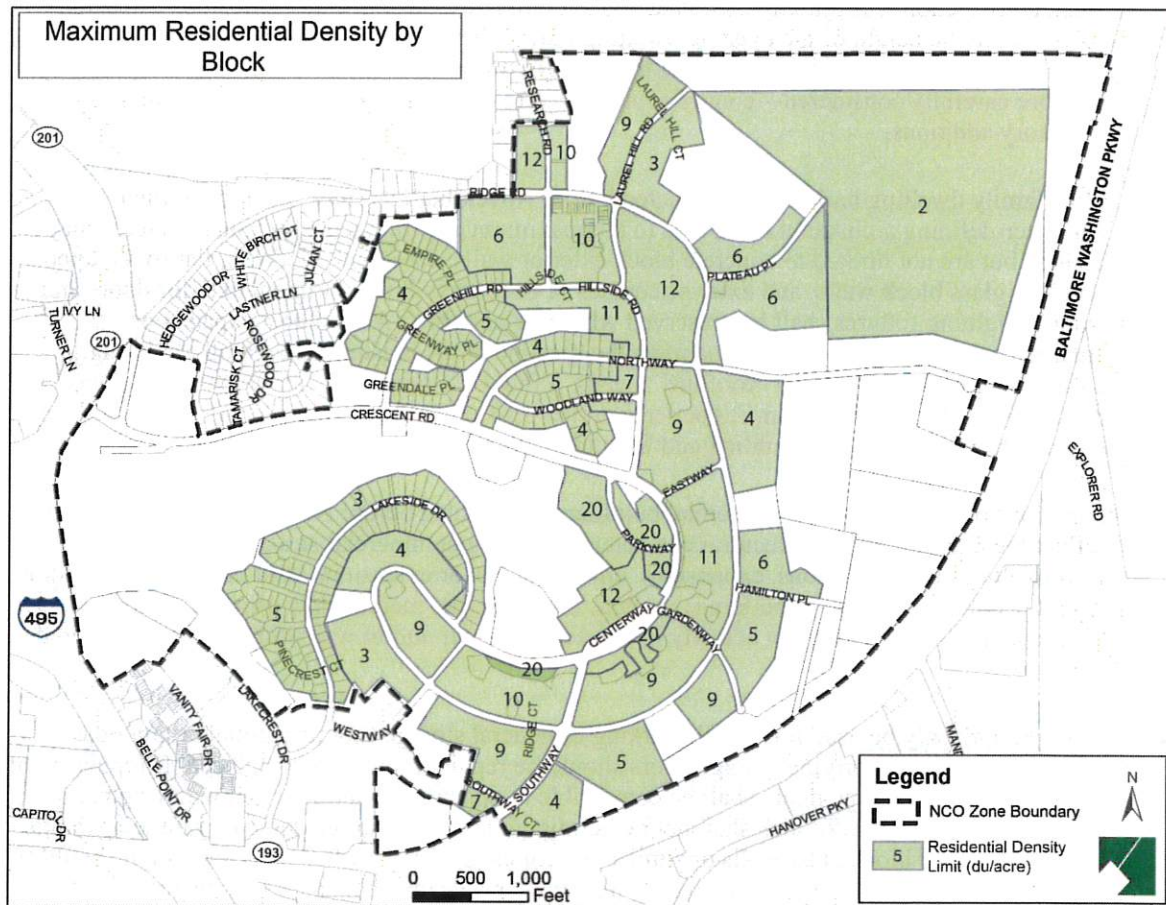
Development Standards

All development within the Greenbelt NCO Zone shall demonstrate compliance with the following development standards (as may be applicable):

Density

1. The overall density of the entire Greenbelt NCO Zone shall not exceed eight dwelling units per gross acre. Should more flexibility for future needs be allowed here and in the following? Most members of the ZTF think the limit of eight is a good compromise and should be retained.
2. The maximum dwelling unit density for each property or assemblage of properties that is the subject of a development application within the Greenbelt NCO Zone shall not exceed the density shown in Figure 1: Greenbelt NCO Zone Maximum Density for Residential Blocks. Where a maximum density is not shown, the maximum density shall not exceed the maximum density permitted by the underlying zone. Concern that if a building needs to be replaced, we would only have one year to do so before the NCO density limits would apply, and we might not be able to rebuild to the current, grandfathered density.

Figure 1: Greenbelt NCO Zone Maximum Density for Residential Blocks. Note that a density of 12 has been added for the Roosevelt Center. Do we want to see residential units in that area? What density applies to the white areas?



2

Dimensional and Intensity Standards

Attached dwellings (other than multifamily dwellings) and any alterations, expansions, enlargements, or extensions thereto located within the Greenbelt NCOZ shall not be subject to the individual lot dimensional and intensity standards as set forth in Part 27-4: Zones and Zone Regulations for the zone in which they are located. **This needs to be changed to the list in following provisions, as we do have some single-family detached dwellings that are not on subdivided property.**

Multiple Principal Dwellings on Same Lot or Parcel

Notwithstanding Section 27-5101(b)(2), multiple single-family detached, townhouse, two-family, three-family, artists' residential studios, and/or live-work dwellings may be permitted on any lot or parcel in the RSF-A base zone within the Greenbelt NCOZ. [This provision shall not be interpreted to permit accessory dwelling units and shall only apply to multiple principal dwellings on the same lot or parcel.] **Some felt the bracketed sentence may be too restrictive for unforeseen future needs.**

Alterations, Expansions, Enlargements, or Extensions

1. Additions or expansions to existing single-family detached, townhouse, two-family, or three-family residential dwelling units shall not exceed a cumulative sum of **40 percent** [current GHI

standards allow 100 percent] of the gross floor area of the original dwelling unit as it existed when construction was initially complete. No alteration, expansion, enlargement, or extension shall exceed the height of the existing dwelling unit. [Alterations, expansions, enlargements, or extensions shall maintain the roofline of the existing dwelling unit.] Bracketed sentence needs to be more carefully considered—could be interpreted to mean that block homes could only have two-story additions.

2. Multifamily dwelling buildings constructed before November 29, 1949, shall retain their character-defining architectural features to the maximum extent practicable. Such features may include but are not limited to concrete block exterior walls, casement windows, flat roofs, open porches, glass block walls, and exterior courses of decorative brick. Original exterior doors and exterior lighting fixtures shall be preserved wherever possible. [Alterations, expansions, enlargements, or extensions shall maintain the roofline of the existing multifamily building.] Same concern regarding what “roofline” means. Should standards also apply to more modern buildings? Is the list of elements to be retained too restrictive if, for example, GHI should some day purchase an apartment building and wish to modernize it?
3. Additions or expansions to commercial buildings constructed before November 29, 1949, shall reflect the massing and architectural character of existing commercial structures located in Roosevelt Center. Alterations, expansions, enlargements, or extensions shall not exceed 40 feet in height. Concern about other buildings, such as the Coop, the medical/law office, car repair shop, barber shop, that are either not actually in Roosevelt Center and/or were built after the specified date.
4. Garages may only be used for vehicle parking or general storage (not residential or any other uses). When present, original garage doors should be repaired rather than replaced. If replacement is necessary, new garage doors shall be compatible in appearance and function with original garage doors. Garage additions shall not be permitted, nor shall garage doors or garage openings be sealed shut or blocked by walls or similar structures. ZTF felt perhaps this paragraph should be removed—it is difficult to predict what future garage needs may be, and might be good to preserve more flexibility. GHI currently replaces old wooden doors with metal.

New Development

1. New dwellings in the Household Living Uses or Group Living Uses use categories in the RSF-A, RMF-20, and CGO zones shall be designed to maintain the general form and massing of the existing dwellings in these zones. High-quality, durable exterior materials shall be used.
2. New dwellings shall not exceed 50 feet in height for multifamily dwellings or 40 feet in height for any other dwelling. Are these numbers too high? Some ZTF members suggested 35 feet.
3. New commercial or mixed-use buildings shall not exceed 40 feet in height. Is this number too high? Some ZTF members suggested 35 feet.

Block Design

1. Section 27-6206(k)(1), Block Length, shall not apply. Instead, block length shall be at least 400 feet on a side.

2. Notwithstanding Section 27-6206(k)(3), any new development in the RSF-A Zone shall provide sidewalks or multi-use paths through the block regardless of block face length.

Parking

1. The minimum number of off-street parking spaces required for any new development in the Household Living Uses Principal Use Category shall be 1.5 spaces per dwelling unit. *Other suggestions were to require either no minimum, or 1 space. ZTF and other GHI members have expressed concern about the lack of adequate parking even at the current time.*
2. Pervious or semi-pervious parking lot surfacing shall be required for any new required or proposed surface parking spaces to the maximum extent practicable. Any pervious or semi-pervious surfacing shall be certified by a licensed civil engineer as capable of accommodating anticipated traffic loading stresses and maintenance impacts. Where possible, such materials should be used in areas proximate to and in combination with on-site stormwater control devices.

Accessory Structures

Residential accessory structures including but not limited to sheds, fences, and porches shall be permitted. *[For accessory structures located within the RSF-A Zone, the applicant shall demonstrate that accessory structures are associated with and located within the service side of the associated dwelling, if applicable.]* Nonresidential accessory structures may be permitted pursuant to the regulations of the Zoning Ordinance. *Bracketed sentence should be removed, as we mostly only allow these structures on the garden side or end, but in some cases find the service side makes the most sense. GHI should retain control over these decisions.*

Uses

There needs to be a well-crafted section to both allow our current nonresidential uses, and to permit appropriate new uses not yet anticipated. ZTF recommends legal counsel be sought regarding proper language.

2019-2020 Strategic Action Plan

As of 4/30/2020

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
	Objective									
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 4 of HIP; begin Year 5.	A	X		X	Year 5 is in progress.	Ongoing	
		A.1.b	Review Year 4 and make process improvements for final year of HIP.	A	X		X	Process improvements have been made.	complete	
		A.1.c	Revise HIP survey based on year 4 experience.	A		BLD	X	Survey form was revised	complete	
		A.1.d	Continue member education - continue E-Newsletter updates, town hall and info meetings.	A	X	BLD & COM	X	E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort.	Ongoing	
		A.1.e	Continue frame crawl space improvements including asbestos removal.	A	X		X	All completed except for 4 pilot crawlspaces where abandoned pipe with asbestos debris will be removed during 2020.	In process	
		A.1.f	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.	In process	
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. The contract has been signed and the contractor is awaiting a permit from Prince George's County before proceeding with the work.	In process		
	A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X		X		Not started		
	A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Inspections were done. Repairs to 10 units in 2019 have been completed. This program will continue in 2020.	In process		

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.3.b	Continue Community Beautification Program.	Continue Community Beautification Program.	A	X		X	On Feb 20, the Board decided to forego a formal inspection program in 2020 and to establish a task force to recommend the scope of a future yard and exterior building inspection program.	In process
A.3.c	Negotiations with WSSC re: water pipe replacements for masonry homes.	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 asking for negotiations to be resumed and the pipes replaced in conformance with the 1958 agreement between GHI and WSSC. WSSC's General Manager responded on Jan 31, 2020. On Feb 20, 2020, the Board approved a draft letter in response to the WSSC's Manager's letter. The draft letter was subsequently sent to the City of Greenbelt for review. The Mayor has been asked to co-sign the letter.	In process
A.3.d	Determine what changes to make to the Addition Maintenance Program (AMP) requirements, fees and procedures. Continue last year's initiative.	Determine what changes to make to the Addition Maintenance Program (AMP) requirements, fees and procedures. Continue last year's initiative.	A	X	AMP TF	X	The AMP task force report was reviewed by the Board on December 5, 2019. It was distributed to the membership for comments. On February 20, the Board decided that GHI will charge 'catch-up' fees for enrollment of additions in the addition maintenance program. These fees will be applied retroactively from March 2005 to the date that an addition is enrolled in the AMP and will cover future maintenance and repair costs for electrical, plumbing and miscellaneous structural components.	complete
A.3.e	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc. Continue from last year.	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc. Continue from last year.	B	X	ARC	X	The ARC is continuing to work on this item. On March 5, the Board considered the ARC's recommendation for revisions to rules regarding fences and decided to send the recommendations to the membership for comment.	In process
A.3.f	Storm Water Management Task Force continues to address drainage issues.	Storm Water Management Task Force continues to address drainage issues.	B	X	SWTF	X	On 2/7/19, the Board discussed a proposition from the task force that GHI participate as a pilot study in a UMD – funded project for mapping non-tidal flood risks. The Task Force is preparing a proposal to submit to the Board.	In process

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
	Objective									
			A.3.g	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 to do the following: -Evaluate the condition of the piping in approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%). -Evaluate the condition of underground waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4). -Provide a report on repair and replacement options for the plumbing piping. -Provide a report on the performance of epoxy lined pipes in 2 GHI units including water quality tests. -Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.	In process
			A.3.h	Implement Admin complex security.	A	X	STF	X	The Board has approved the following recommendations from the Safety task force: 1) Installation of a door to control access between the exterior access door adjacent to the Board room and the rest of the building, as well as a customer service window in the Finance office; 2) installation of exterior lighting fixtures; 3) installation of a controlled access and video surveillance system for the building.	In process
			A.3.i	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. Cooling towers and heat exchangers for cooling towers and boilers were replaced this year. The Board requested the Finance Committee to recommend sources of financing for future planned improvements.	In process
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed		A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board met with Chad Williams, a Master Planner with the MNCPPC on January 23 to review a Neighborhood Conservation Overlay Zone Proposal for Old Greenbelt. GHI's zoning task force	in process

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status		
	Objective											
B. Organization & Infrastructure	govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.5 Enhance and improve buildings and grounds	A.4.b	Establish Memorandum of Understanding with the City of Greenbelt for utilization of yard areas with Right of Way (ROW) encroachments.	B	X		X	GHI and the City of Greenbelt have signed a MOU.	complete		
			A.5.a	Expand Fee-For-Service program.	B	X			This item will be reviewed by a Business Development Task force that will be established shortly.	Not started		
			A.5.b	Consider policy to provide garage doors at open rental garages.	B	X	Fin	X		On February 20, 2020, the Board decided that staff should install a door on an open garage only if a member renting a garage requests it and the total number to be installed during a year should not exceed eight.	complete	
			B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X		The LRPC is working on this assignment.	In process	
			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 on 6/10/2019. Staff facilitated a training program re: interpreting financial statements on 7/18/2019	Ongoing	
				B.2.b	Create understudy program for Board officers.	A	X		X		Not started	
				B.3.a	Provide training for committee chairs.	A			X			Ongoing
				B.3.b	Increase participation in committees.	A		MOC	X			Ongoing
				B.3.c	Continue volunteer recognition program.	A	X	MOC	X		Volunteer recognition event was held on October 16, 2019.	Ongoing
				B.4.a	Plan for succession of General Manager.	A	X		X		Task force established and work is progressing.	In process
			B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X			Not started			

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									
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		Task force established and work is progressing.	In process	
		B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X		X	Task force recently established.	In process	
		B.6.a	Review and update bylaws.	A	X			Need to address new acquisition of property/business opportunity clause.	Ongoing	
	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 is currently working on this task.	In process
		B.7.b	Recommend an integrated property management system for GHI including financial, maintenance management and membership database.	A	X	ITTF		X	Task force established and work is progressing.	In process
	C.1 Increase revenue through business development.	B7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	A	X			X		Not started
		C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	A	X	LRPC		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.	In process
C. Financial Stability	C.2 Practice transparent financial reporting	C.2.a	Continue education program on GHI finances. <ol style="list-style-type: none"> 1. Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors. 2. Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website. 3. Continue education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges. 	A	X	FIN	X		Not started	

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan				Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective	#	Work Plan: Actions								
	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		Not started		
	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. The Board reviewed this item again on 7/25/19 and needs to take further action.	In process		
	C.5 Explore other money saving opportunities	C.5.a	A. Explore whether GHI could derive more tangible material benefits from its National Cooperative Bank (NCB) stock. B. Investigate avoiding double taxation in real estate taxes. C. Explore holding equity of 10-40 percent in some member units.	B	X	FIN & INVC	X		Not started		
	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 Committee.	A	X	COM		Formerly a Marketing committee function before assignment to the COM by Board.	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.	B	X	LGAC	X		Ongoing	
D. External Communication	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 member Aaron Marcavitch served on the CCOC Commission. New member to be nominated.	In process		
	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 shortly after they move in to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members.	Ongoing		

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective							
	E.2 Increase cooperative spirit	E.1.b	Work Plan: Actions Conduct two town hall meetings a year that include educational content.	A	X	X	Two town hall meetings were held on December 8 and December 12, 2019.	Complete
		E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Complete
		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	X		Not started
		E.3.a	Consider hiring an information officer.	C	X	X		Not started
		E.3.b	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information; social media consultant; define GHI staff responsibility with respect to social media).	A	X	X		In process
		E.3.c	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	X		In process
		E.3.d	Investigate member portal commercial packages and budget for it.	B	X	X		In process
		E.3.e	Improve GHI website per recommendations from membership survey.	A	X	X		Not started
		E.4	Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members.	A	X	X		In progress
		E.4	Improve member handbook					The Buildings Committee reviewed section X of the handbook pertaining to rules for improvements and alterations. The Board reviewed the report on December 19 and requested that members submit their comments about the proposed changes over a 30-day period. This item will be placed on the agenda of an upcoming Board meeting for further discussion and action.

Committees and Task Forces	
AM TF - Addition Maintenance Task Force	MOC - Member Outreach Committee
BLD - Buildings Committee	RRTF -- Record Retention Task Force
BTF - Board Task Force	STF -- Safety Task Force
COM - Communications Committee	WC - Woodlands Committee
FIN - Finance Committee	ZIF - Zoning Task Force
INVC -- Investment Committee	
IT TF - Information Technology Task Force	
LGAC - Legislative and Government Affairs Committee	
LRPC - Long Range Planning Committee	

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	Assignments	Status	Not Started	In Progress	Completed
Ad Hoc Task Force for Envelope Windows and Doors	Review and decide requests to keep non-standard doors and windows for the 2019 HIP	All requests for the 2019 HIP have been resolved			X
Addition Maintenance Program Task Force	1 In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.	Report provided to Board. Board is requesting membership feedback. Task force awaiting Board decision. Task Force recommendations distributed to community for 30-day review.			X
Admin Bldg Safety Task Force					
Architectural Review Committee	1 Tasked with recommending improvements to admin bldg main entrances.	Board granted ARC authority to proceed with study on July 25, 2019			X
	2 Review GHI's Rules on fencing and recommend style changes.	Posted in E-News for 30 day membership review and comments.			X
	3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.	Board approved aesthetic rule changes on Feb 20, 2020			X
	4 Review/Recommend exterior lighting proposed for use on Administration Building	Approved by Board. Assigned to Tom Sporney and George Bachman for implementation.			X
Bicycle Committee	1 The Bicycle racks were ordered and have been delivered for installation.	Bicycle racks installed on 20 May 2019 at 14-15 Court Laurel Hill Road and the GHI Administration building. This task has been fully completed.			X
	2 The Board approved the GHI bicycle committee to participate in the City's Bike to Work Day in May 2019.	A booth was setup on May 17, 2019 to distribute bicycle materials.			X
	3 The bicycle committee is having a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.	Completed			X

Committee Task List: Jan - Dec 2020

Buildings Committee	1	The GDC Board requested the Buildings Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on "indefinite" hold by the Committee	X
	2	Recommend changes to the member Handbook to clarify the definition of additions in various sections of Article X and specific requirements when enrolling existing additions not previously covered by the AMP.	The entirety of Section X was reviewed by the committee and suggested edits submitted to the Board for disposition.	X
	3	Investigate feasibility of heat-pump type water heaters for installation in GHI	In-progress	X
	4	Review GHI's rules for rain barrels and recommend amendments that should be made by December 31, 2019.	The committee reviewed section XXIII. Rainbarrels, proposed some edits and recommended review by the ARC and board.	X
	5	Review member proposal to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 11/7/19 meeting	X
	6	Research opportunity to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 1/2/20 meeting	X
Communications and Marketing Committee	1	Develop a Comprehensive Communications Plan for GHI	Committee submitted a report to the Board which was discussed at a work session on 3/11/19 and during the May 2 meeting. Based on the Committee's recommendation, the Board agreed to form a task force to recommend an integrated property management computerized system for GHI.	X
	2	Develop Charter to combine the Communication and Marketing Committee	Charter complete and was submitted to the Board on 9.15.19. Board approved the charter.	X
Companion Animal Committee	1	Continue to develop articles relating to companion animals.	Ongoing	X
Finance Committee	1	In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.		X

Committee Task List: Jan - Dec 2020

	2	Discuss financing options for GDC Capital Improvements			X	
GHI/GDC Bylaws, Relations Task Force	1	Draft a Charter for the task force		Awaiting meeting schedule.		X
	2	Review GDC Bylaws				X
Investment	1	Monitor Investments (includes review of most recent cash flow schedule)		Ongoing.		X
	2	Review Investment committee charter and investment policy		In progress.		X
Legislative and Government Affairs	1	Review P.G. County's legislation for Common Ownership Communities and keep the Board informed about any important developments.		Ongoing		X
	2	Monitor Federal, State and MD legislative actions that may impact GHI		In progress		X
Long-Range Planning Committee	1	Analyze data received from member outreach survey		Completed		X
	2	Gain staff feedback and recommendations on Long Range Planning activities		Completed. Meeting held on 9/12/19. Staff provided feedback for major LRPC objectives		X
	3	Provide analysis of strengths and challenges based on survey data		Completed. Submitted on 10/17/19.		X
	4	Meet with board on revenue generation ideas		Completed.		X
	5	Provide a report to the board regarding long range planning activities and revenue generation		In progress		X
Member Outreach	1	Organize a Volunteer Appreciation Event		Completed		X
	2	Organize New Member Orientation Event		Completed		X
	3	Membership satisfaction survey		Survey report was submitted to and accepted by the Board.		X
	4	Outreach activities to new members		In progress		X

Committee Task List: Jan - Dec 2020

Records Retention Task Force	1	Develop form for document review project	Completed.		X
	2	Review records in UDB and Warehouse	Completed.		X
	3	Establish categories and document types of historical documents	In progress		X
Storm Water Management Task Force	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 partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.		X
	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	
Sublease Policy Task Force					
Succession and Back-up Emergency Planning Task Force		Develop Charter	In Progress - submitted to the Board for review.		X
		Succession Policy			

Committee Task List: Jan - Dec 2020

Systems Task Force	1	Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are 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.	In progress		X	
Woodlands	1	Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.			X
	2	Implementation of Caretaker Program	In progress.			X
Zoning Rewrite Task Force	1	Review P.G. Zoning Re-write Project and keep the board informed of developments.	Task force presented a draft Neighborhood Conservation Overlay Zone Proposal to the Board on October 4. The Board subsequently finalized the document which was then submitted to the City of Greenbelt for review.			X

<h1>May 2020</h1>							<table border="1" style="font-size: small; text-align: center;"> <tr> <th colspan="7">May 2020</th> <th colspan="7">June 2020</th> </tr> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>							May 2020							June 2020							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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	29	30					31													
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3	4	5 7:00pm Pre Purchase Orientation	6	7 10:00am Storm Water Management Task Force (Board Room)	8	9																																																																																																									
10	11 7:00pm Sustainability Subcommittee (GHI)	12 7:00pm Pre Purchase Orientation 7:30pm Legislative and Government Affairs	13 7:00pm Member Outreach Committee 7:30pm Architectural Review Committee	14	15 OFFICE CLOSED	16																																																																																																									
17	18 6:30pm Complaint Panel # 3 (TBD)	19 7:00pm 7:00pm LRPC (GHI) 7:00pm Pre Purchase 7:30pm Companion	20 7:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting	21	22	23																																																																																																									
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CALENDAR

< PREVIOUS MONTH

MAY 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1 <u>National Bike Month!</u>	2 <u>National Bike Month!</u>
3 <u>National Bike Month!</u> 3:00 PM <u>Artful Afternoon</u>	4 <u>National Bike Month!</u> 8:30 PM <u>Budget Work Session – Recreation, Virtual</u>	5 <u>National Bike Month!</u> 7:00 PM <u>Arts Advisory Board</u>	6 <u>National Bike Month!</u> 1:30 PM <u>Greenbelt Memory Cafe</u> 8:00 PM <u>Work Session - Greenbelt NZO Zone, Virtual</u>	7 <u>National Bike Month!</u> 7:00 PM <u>FREE Caregiver Education Series</u>	8 <u>National Bike Month!</u> 7:00 PM <u>Adult Art Share</u> 7:00 PM <u>Virtual Art Share</u>	9 <u>National Bike Month!</u>
10 <u>National Bike Month!</u>	11 <u>National Bike Month!</u> 6:30 PM <u>Youth Advisory Committee</u> 8:30 PM <u>Regular Meeting, (Virtual) (Subject to COVID-19)</u>	12 <u>National Bike Month!</u>	13 <u>National Bike Month!</u> 1:30 PM <u>Memory Support Group</u> 6:00 PM <u>Caregiver Support Group</u> 8:00 PM <u>Budget Work Session - Planning / Economic Development, (Virtual) (Subject to COVID-19)</u>	14 <u>National Bike Month!</u> 7:00 PM <u>FREE Caregiver Education Series</u>	15 <u>National Bike Month!</u> 6:30 AM <u>Bike to Work Day 2020</u> 4:00 PM <u>Youth Art Share</u>	16 <u>National Bike Month!</u>
17 <u>National Bike Month!</u>	18 <u>National Bike Month!</u> 8:30 PM <u>Budget Work Session - Final Budget Review, (Virtual) (Subject to COVID-19)</u>	19 <u>National Bike Month!</u> 7:00 PM <u>Advisory Committee on Trees</u>	20 <u>National Bike Month!</u> 1:30 PM <u>Greenbelt Memory Cafe</u> 7:30 PM <u>Park and Recreation Advisory Board</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Work Session - TBD, (Virtual), (Subject to COVID-19)</u>	21 <u>National Bike Month!</u> 7:00 PM <u>FREE Caregiver Education Series</u>	22 <u>National Bike Month!</u>	23 <u>National Bike Month!</u>
24 <u>National Bike Month!</u>	25 <u>National Bike Month!</u> <u>No Meeting - Memorial Day</u>	26 <u>National Bike Month!</u> 3:30 PM <u>Senior Citizens Advisory Committee Meeting</u> 7:00 PM <u>Advisory Committee on Education</u> 8:00 PM <u>Regular Meeting, (MB)</u> 8:00 PM <u>Regular Meeting, (Virtual) (Subject to COVID-19)</u>	27 <u>National Bike Month!</u> 1:30 PM <u>Memory Support Group</u> 7:30 PM <u>Budget Work Session - Green Ridge House, (Virtual)(Subject to COVID-19)</u>	28 <u>National Bike Month!</u> 7:00 PM <u>FREE Caregiver Education Series</u>	29 <u>National Bike Month!</u>	30 <u>National Bike Month!</u>
31 <u>National Bike Month!</u>	1	2	3	4	5	6