

33NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
REGULAR SESSION (Open to Visitors)
7:45 p.m.
Thursday, July 23, 2020**

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meeting held on July 23, 2020 – (Attachment #1)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Addendum for Trust Ownership and Trustee’s Affidavit – (Attachment #2)**
- 5. Approval of Membership Applications**
- 6. Committee and Homes Improvement Program Reports**

7. For Action or Discussion

- | | | | |
|---|----|---------|-------------------|
| a. Approve Minutes of Special Open Session Meeting Held on June 18, 2020 – (Attachment #3) | 2 | minutes | Discussion/Action |
| b. Approve Minutes of Regular Open Session Meeting Held on June 18, 2020 – (Attachment #4) | 2 | minutes | Discussion/Action |
| c. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members – (Attachment #5) | 15 | minutes | Discussion/Action |
| d. Impact of a Redwood Tree on Stairway/Retaining Wall Between 54 Court Ridge Rd. and 2 Court Plateau Place – (Attachment #6a – 6b) | 15 | minutes | Discussion/Action |
| e. Rule Revisions to Section VII: Fences in the GHI Member Handbook – (Attachment #7) | 15 | minutes | Discussion/Action |

8. Items of Information

- a. Board 12 Month Action Plan and Committee Task List (Attachments #8a – 8b)
- b. Monthly GHI and City Calendars (Attachment #9a – 9b)
- 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 MAY IMMEDIATELY MOVE TO ITEM 8, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: July 17, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on
July 23, 2020

GHI Open Session Meeting

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit – (Attachment #2)

Member (redacted) wishes to transfer his interest in the unit to a Revocable Trust. (redacted) Revocable Trust of 2020 will serve as trustee and beneficiary under a trust agreement dated June 24, 2020. The updated Mutual Ownership Contract will be presented for approval under new memberships.

(redacted) is therefore requesting the Board to approve the Addendum for Trust Ownership and Trustee Affidavit in attachment #2.

Suggested motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of (redacted) Revocable Trust of 2020, thereby allowing him to place his membership and equity interest in (redacted), into a living trust dated June 24, 2020.

7a. Approve Minutes of Special Open Session Meeting Held on June 18, 2020 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on June 18, 2020 (as presented/as revised).

7b. Approve Minutes of Regular Open Session Meeting Held on June 18, 2020 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on June 18, 2020 (as presented/as revised).

7c. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members – (Attachment #5)

GHI has allowed members to defer up to four months of fees under a special COVID-19 emergency fee deferral policy. A group of GHI members recently submitted a proposal (refer to attachment #5) to collect donations to help pay for fees deferred under the GHI COVID-19 Fee Deferral Policy. The proposal recommends roles and responsibilities for GHI and the Member Fund.

Staff's comments regarding staff responsibilities stated in the proposal are in bold italics below:

1. Ensure legal and regulatory requirements do not prevent GHI from receiving donations

Recommend that the Manager obtain advice from GHI's attorney about this item.

2. Ensure collected donations are not taxed

GHI cannot do this. Members receiving donations should consult their tax advisors to ascertain whether funds they receive should be regarded as income.

3. Sign up w/ payment processor as the recipient of collected donations

No problem.

4. Keep track of the members and their total fees deferred under the COVID-19 fee deferral policy

No problem if the number of members remains small. If the numbers are too large, and the fund is small, the work necessary to provide everyone with a minimal amount of relief funds may not be worthwhile.

5. Keep track of which members opt-out of using the fund to offset their fees due.

No problem.

6. Communicate with Fund administrators regarding the number of members and total fees deferred

No problem. Transparency through reporting makes sense.

7. Apply credit to members' fees due according to distribution rule, based on amount raised by fund as of 12/31/2020.

No problem.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to obtain advice from GHI's attorney on whether GHI could receive donations to pay for fees deferred under the GHI COVID-19 Fee Deferral Policy, based on existing legal and regulatory requirements.

7d. Impact of a Redwood Tree on Stairway/Retaining Wall Between 54 Court Ridge Rd. and 2 Court Plateau Place – (Attachment #6a-6b)

The stairway located between buildings 2 A-F and 2 G-M Plateau Place that was constructed in 1940, provides pedestrian access between 54 Court Ridge Road and 2 Court Plateau Place. The stairway is 55" wide and was constructed between two reinforced concrete retaining walls of equal height. Next to the retaining wall, on the 2-G Plateau Place side of the stairway, is a large deciduous Dawn Redwood tree, that is approximately 60 feet in height.

During the last couple of years, staff has noticed increased movement in the retaining wall and impact on the overall structure due to the growth of the tree. During the fourth quarter of 2019, staff consulted with two arborists and discovered that the tree is a Dawn Redwood, with the following characteristics:

- Rapid grower.
- Lives for 200+ years (this tree is 30-40 years old).
- Will grow to a minimum height of 165 feet (currently 60 feet tall).
- Trunk diameter at chest height can reach 6 feet (currently 28").
- It can be propagated from clippings.

The arborists' comments are in attachments #6a and 6b.

If the tree is to remain, staff proposes leaving the existing retaining wall intact and building a reinforced retaining wall in front of it, with a 36" wide stairway at an estimated cost of \$90,000.00. The newly constructed retaining wall may have to be replaced in the future due to damage from the tree's roots; also, there is a possibility that the tree roots could damage the foundation of 2-G Plateau Place. Staff observed minor cracking in the building foundation, that could have been caused by roots from the tree.

If the tree is removed, the estimated cost to replace the stairway is \$105,500.

Because of the uniqueness of the tree, future costs of maintaining the retaining wall and stairway, and potential damage to the foundation of 2- G Plateau Place if the tree is retained, staff recommends that this matter be referred to the GHI Buildings and Woodlands Committee for a joint recommendation on how to proceed.

Suggested motion: I move that the Board of Directors direct the Buildings Committee and Woodlands Committee to jointly consider the impact of a Dawn Redwood tree in the garden side yard of 2-G Plateau Place on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd., and recommend what action should be taken. The recommendation should be provided to the Board by August 31, 2020.

7e. Rule Revisions to Section VII: Fences in the GHI Member Handbook – (Attachment #7)

During the May 21, 2020 Board of Directors' meeting, the Board reviewed comments that members submitted regarding the Architectural Review Committee's (ARC) recommended revisions to Section VII: Fences in the Member Handbook. In considering these comments, the Board felt that GHI should continue to allow installation of new chain link fences and green paint should be added to the color palette. The Board also stated that the ARC should be more specific in identifying what the term 'wire' applies to and correct a few reference errors.

During the ARC meeting on June 10th, the committee decided not to add a section on allowing installation of new chain link fences to the rules. The committee agreed to allow members to use original paint colors (including green) to touch up existing chain link fences; provided the areas being touched up totaled less than 25% of the total area of the fence. The other issues that the ARC was requested to look into, were also discussed.

During the ARC's meeting on July 8th, the revisions were finalized and are presented in attachment #7.

This item is on the agenda for discussion and action.

Suggested motion: I move the Board of Directors approve the Architectural Review Committee's rule revisions to Section VII: Fences in the Member Handbook, (as presented/as further revised).

Announcement of an Executive Session Meeting held on July 23, 2020 – (Attachment #1)

GHI's Board of Directors held an Executive Session 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 and 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 June 18, 2020	(VI)
b. Member Financial Matters	(VIII)
c. Consider Approval of a Contract for Pre-Sale Repairs to a GHI Unit – 2 nd reading	(VI)
c. Request by a Member for a Rental Permit Extension	(IV)
d. Complaint Matter	(IV)

The Board approved the following contract during the meeting:

A contract with a contractor to undertake pre-sale repairs at a GHI unit for the contractor's bid price of \$13,000, plus 10% for contingencies, for a total cost not to exceed \$14,300.

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

Draft Minutes
Board of Directors
GHI Special Open Session
June 18, 2020

Board Members Present: Brodd, Hess, Holland, James and Skolnik

Excused Absence: Jones, Ready, Socrates, Watkins

Others in Attendance

Eldon Ralph, General Manager	Maesha McNeill, Human Resources Manager
Tom Sporney, Assistant General Manager	Agnes Erskine, Executive Assistant
Joe Perry, Director of Finance	Joyce Campbell, Audit Committee Member
Stuart Caplan, Director of Technical Services	Carol Griffith, Audit Committee Chair
	Robin Everly, Audit Committee Member
	Monica Johnson, Recording Secretary

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

AGENDA:

1. Vote to Conduct an Executive Session Meeting

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on May 21, 2020	(vii)
b. Request by Member to Defer Co-op Fees Until the Unit is Sold	(viii)
c. Request by Member for a Rental Permit Extension	(iv)
d. Member Financial Matters	(viii)
e. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contract for 2020 Underground Utility Repairs and Drainage Improvements – 2nd reading • Contract for Installation of Access Control System for Doors and Gates at the Administration Building -2nd reading • Contract for a Comparative Review of Staff Salaries and Benefits – 2nd reading • Contract for Replacement of the HVAC System for the Administration Building -1st reading 	(vi)

Moved: James

Seconded: Hess

Carried: 5-0

The meeting adjourned at 7:02

Ed James
Secretary

Draft Minutes
Board of Directors
GHI Regular Open Session
June 18, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Joe Wiehagen, Director of Homes Improvement Program

Maesha McNeill, Human Resources Manager

Bruce Mangum, Contract Processor

Agnes Erskine, Executive Assistant

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee Member

Ben Fischler, 14-V4 Ridge Road

Aileen Kroll, 14-Z2 Laurel Hill Road

Juan Jesus Haro, 11-J Ridge Road

Amy Odegaard, 35-G Ridge Road

Hopi Auerbach, 14-X Ridge Road

Tim Murray, 33-L Ridge Road

Tom Taylor, 11-G Laurel Hill Road

David & Amy Glenn, 2-R Plateau Place

Molly Lester, 6-M Hillside Road

Barbara Glick, 44-Q Ridge Road

April Ashpes, 3-F Eastway

Debbie McKinley, 55-H Ridge Road

Cynthia Newcomer, 4-U Laurel Hill Road

Meg Haney, *No address*

Lyonie Hinshaw, 33-A Ridge Road

Tom Adams, 33-Q Ridge Road

Dorian Winterfeld, 36-J Ridge Road

Amethyst Dwyer, 36-J Ridge Road

Francis DeBernardo, 13-D Laurel Hill Road

Dan & Daya Solomon, 14-A Laurel Hill Road

John Cooper, 9-M Research Road

Katy Gaughan, 38-K Ridge Road

Kiki Theodoropoulos, 45-A Ridge Road

Maryanne Creighton, *No Address*

Paul Kapfer, 6-E Hillside Road

Rachel Glick, 31-D Ridge Road

Rhonda Neuhaus, 14-Z3 Laurel Hill Road

Rob Petrie, 43-B Ridge Road

Aviva Glasser, 19-B Ridge Road

Susan Barnett, 12-H Plateau Place

Kathleen Bartolomeo, 15-R Laurel Hill Road

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 8:04 p.m.

1. Approval of Agenda

Moved Item 6h up on the agenda between Item 6b and Item 6c.

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

Moved: Hess

Seconded: James

Carried: 8-0

Director Watkins was absent during the vote.

2. Announcement of an Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on June 4, 2020

GHI's Board of Directors held an Executive Session on June 4, 2020 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 on June 4, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and 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 May 7, 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. Proposed Assignment of the Membership Interest in a Member's Unit to GHI	(iv)
e. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contracts for Pre-sale Repairs to Two GHI Units -2nd reading • Contract for 2020 Underground Utility Repairs and Drainage Improvements - 1st reading • Contract for Installation of Access Control System at the Administration Building -1st reading • Contract for a Comparative Review of Staff Salaries and Benefits - 1st reading 	(vi)
f. Complaint Matters	(iv)

The Board approved the following contracts during the meeting:

- a) A contract with Gilbert General Contractors to undertake pre-sale repairs to a unit assigned to GHI, for the contractor's bid cost of \$21,000, plus 10% for contingencies, for a total not to exceed \$23,100.
- b) A contract with Gilbert General Contractors to undertake pre-sale repairs to a unit assigned to GHI, for the contractor's bid cost of \$17,500, plus 10% for contingencies, for a total not to exceed \$19,250.

The meeting began at 7:07 p.m., recessed at 7:49 p.m., resumed at 10:25 p.m. and adjourned at 10:52 p.m.

2b. Announcement of an Executive Session Meeting held on June 18, 2020

GHI's Board of Directors held an Executive Session this evening via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Steve Skolnik 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 Brodd, Hess, Holland, James and Skolnik.

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 May 21, 2020	(vii)
b. Request by Member to Defer Co-op Fees Until Their Unit is Sold	(viii)
c. Request by Member for a Rental Permit Extension	(iv)
d. Member Financial Matters	(viii)
e. Consider Approval of the following Contracts: Contract for 2020 Underground Utility Repairs and Drainage Improvements – 2nd reading Contract for Installation of Access Control System for Doors and Gates at the Administration Building -2nd reading Contract for a Comparative Review of Staff Salaries and Benefits – 2nd reading Contract for Replacement of the HVAC System for the Administration Building -1st reading	(vi)

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The Board approved the following contracts during the meeting:

- c) A contract with Old Line Construction for underground utility repairs and drainage improvement work at seventeen sites, at its bid of \$243,500, plus 10% for contingencies, for a total not to exceed \$267,850.
- d) A contract with Petitbon Alarm Company to install new Access Control and Intrusion Detection Systems with Honeywell operating system software for the Administrative Building Complex, at the contractor’s bid of \$80,066.50, plus 10% for contingencies, for a total not to exceed \$88,073.
- e) A contract with Compensation GPS to undertake a total compensation market survey for the bid cost of \$14,500, plus 10% for contingencies, for a total not to exceed \$15, 950.

The meeting began at 7:03 p.m. and adjourned at 7:46 p.m.

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

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

- **Tosin Ogunbamise, Sole Owner, 2-E Eastway;**
- **Stacey L. Graves, Sole Owner, 4-L Gardenway;**
- **Trudi J. Renwick, Sole Owner, 19-A Hillside Road;**
- **Caroline Soter, Sole Owner, 2-B Plateau Place ;**
- **Corrina L. Sowden, Sole Owner, 37-B Ridge Road.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committees and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Attic improvements will start June 29th.
Windows, Siding and Doors will start in July.

Legislative and Government Affairs: Socrates reported that the Committee will meet in July, but not August.

Member Outreach Committee: Brodd reported that the MOC distributed welcome bags to 75 New Members and invited them to join in on the Virtual New Member Social that will be held on July 8 at 7pm.

Investment Committee: Hess reported that the Committee would be asking for a motion to seek help from LGAC on changes to the statute.

Finance Committee: Hess reported that the Finance Committee went over the financials.

Sustainability Subcommittee: James reported that a proposal will be presented tonight

Woodlands Committee: James reported that the Committee is doing a recruitment program and is seeking help from the Member Outreach Committee.

Bicycle Committee: Watkins reported that the Committee discussed the idea of bicycle repair stations; acquired bike bells to give away during special events; virtual bike ride competition.

Companion Animal Committee: Skolnik reported that the Committee suspended most of their activities due to the COVID-19 and is continuing to work on the GHI Companion Animal Manual.

6. For Action or Discussion

Director Watkins rejoined the meeting.

6a. Approve Minutes of the Special Open Session Meeting Held on May 21, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on May 21, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of the Regular Open Session Meeting Held on May 21, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on May 21, 2020 as presented

Moved: James

Seconded: Hess

Carried: 9-0

Moved ahead to Item 6h.

6c. Review 2020 First Quarter Financial Statements

Perry, GHI's Finance Director, presented the GHI's 2020 1st quarter financial statements and answered questions from the Board.

6d. Legislative and Government Affairs Committee Report for 2019

Attachment #6 is a report from the Legislative and Government Affairs Committee, regarding the committee's activities during 2019.

Motion: I move that the Board of Directors accept the report from the Legislative and Government Affairs Committee, regarding its activities during 2019-2020.

Moved: Hess

Seconded: Socrates

Carried: 9-0

6e. Succession Planning Task Force's Report re: A Succession Policy and Emergency Back-up Plan for the General Manager Position

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

The Task Force is now presenting a report to the Board on two of three deliverables: a Succession Policy to guide the Board in hiring a successor to the current General Manager when he retires and an Emergency Backup Plan to protect the organization by providing for stable leadership in the event of an unplanned absence of the General Manager and/or senior staff.

The following documents are attached:

- Attachment #7a: A cover note from the Task Force about its report.
- Attachment #7b: A Succession and Transition timeline overview.
- Attachment #7c: An Emergency Backup Plan for the General Manager position.
- Attachment #7d: A summary of first and second backups for senior staff positions.
- Attachment #7e: A Succession Policy for the General Manager position.

Mr. Tom Adams attended the meeting and presented the task force's report.

By Consensus: To defer and send back to the Succession Planning Task Force.

6f. Formulate GHI's Final Comments re: NCOZ Neighborhood Study Report and Draft NCOZ Development Standards for Greenbelt

P.G. County's Planning Department is undertaking a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The goal is to transform the current zoning code into a more user-friendly zoning ordinance for the county. A Neighborhood Conservation Overlay Zone (NCOZ) has been proposed for the part of Greenbelt that was designated a National Historic Landmark in 1997.

In March 2020, the Maryland National Capital Parks and Planning Commission (MNCPPC) published the following two documents:

- NCOZ Neighborhood Study Report.
- Draft NCOZ Development Standards for Greenbelt.

The City of Greenbelt and the MNCPPC would like to receive GHI's comments on the two documents by June 30, 2020.

During a joint work session on June 8, 2020, the Board of Directors and Zoning Task Force further discussed GHI's position regarding the two documents, while considering revisions that the Zoning Task Force previously recommended, comments from GHI's Attorney Lawrence Taub and the Greenbelt Advisory Planning Board's report to the Greenbelt City Council regarding the draft NCOZ standards.

Vice President Stefan Brodd revised attachment #8a, which is the draft Greenbelt NCOZ Development Standards document, to include comments that emanated from the June 8th work session. Mr. Brodd suggests that in addition to the NCOZ standards, the Board should consider two important issues arising from the Neighborhood Study i.e. State law interpretation as disputed by Mr. Taub; and calculation of percentage of developed land that does not meet the current requirement for establishment of an NCOZ.

In addition to attachment #8a, the following attachments are provided to aid the Board in its deliberations:

- Attachment #8b: Draft Greenbelt NCOZ Development Standards released by MNCPPC.
- Attachment #8c: Greenbelt NCOZ Study Report released by MNCPPC.
- Attachment #8d: Zoning Task Force comments regarding the Greenbelt NCOZ Study Report.

- Attachment #8e: The following documents that were received from Attorney Taub:
 - Response to Zoning Task Force’s initial comments about the draft NCOZ Standards
 - Interpretation of State law referenced in the Greenbelt NCOZ Study Report.
 - Proposal that a Local Design Review Committee be considered.
 - Recommended language to advocate for establishment of a Local Design Review Committee.

This item is on the agenda for the Board to formulate final comments regarding the Neighborhood Study Report and Draft NCOZ Standards.

Motion: To extend the meeting by 20 minutes.

Moved: Brodd

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors direct Board members Skolnik, Brodd and Socrates, to complete a memorandum, expressing GHI’s comments on the Neighborhood Study and Draft NCOZ Standards. Further, I move that the Board authorize the Board President to finalize and submit the memorandum to the City of Greenbelt and MNCPPC by June 30, 2020.

Moved: Hess

Seconded: Brodd

Carried: 9-0

6g. Request that GHI Partner with the City of Greenbelt to Apply for a USDA Community Compost and Food Waste Reduction Grant

On June 4, 2020, GHI members Beth Leamond, Ben Fischler, Luisa Robles, Lore Rosenthal and Susan Barnett encouraged the Board to consider partnering with the City of Greenbelt to apply for a USDA Community Compost and Food Waste Reduction Grant. The City of Greenbelt's Advisory Committee on Environmental Sustainability (Green ACES) is pursuing this grant opportunity to put in 3 or 4 community compost sites around the City of Greenbelt. Greenbelt's Department of Public Works has agreed to be the grant applicant; but is looking for partners. The due date for the grant application is June 26, 2020.

The proposal regarding GHI’s participation, involves installation of a low tech enclosed Ridan composter on GHI property near the Administration Building, that does not have issues that open air compost methods have. This 2-year pilot project would be an opportunity for GHI members to drop off their food scraps, without needing to process the compost themselves. An advantage for GHI is that this project would use wood chips for composting.

The Board directed the Sustainability Sub-Committee of the Buildings Committee to meet with the members who informed the Board about the grant opportunity, to discuss details of the composting project including but not limited to the following items:

- a) Size of the composter, space required and where it should be installed?
- b) Who will the administer the operation of the composter?
- c) Controls for limiting pests and odors.

- d) Frequency of access to the composter that is required to deposit food waste and collect compost.
- e) Pros and cons of installing the composter.

The Sustainability Subcommittee met on June 8, 2020 as requested, prepared the report in attachment #9 and passed the following motion unanimously:

I move that [the Sustainability Subcommittee] recommend the GHI Board formally accept the City's offer to partner with the Department of Public Works in applying for the Composting Grant, and that should their application be successful, that the membership be invited to participate in the 2-year pilot project as outlined by the members bringing this opportunity forward.

Ben Fischler informed the GHI Manager that on June 22nd, the Greenbelt City Council will consider whether the City should apply for the grant. If the Board decides that GHI should partner with the City to apply for the grant, a letter of support should be sent to the City of Greenbelt by June 22nd.

Motion: I move that the Board of Directors direct the GHI Manager to send a letter of Support to the City of Greenbelt's Manager stating GHI's desire to partner with the City of Greenbelt in applying for a USDA Community Compost and Food Waste Reduction Grant; that if obtained, would result in placement of a composter on GHI property near the GHI administration building.

Moved: Hess

Seconded: Holland

Carried: 9-0

Moved ahead to Item 6i.

6h. Questions about Postponing the HIP for Some Units Beyond 2020 due to COVID-19 Concerns

To date, seventeen members in the 2020 HIP cohort and five members in the Year 5+ cohort have requested improvements in their units to be postponed, due to COVID-19 concerns. It is possible that the work may be delayed until 2021 or after a vaccination is available. On June 4, 2020, the Board, staff and several members discussed the following questions; however the Board did not take any actions:

1. If options currently chosen for 2020 have a price increase or rebates are not available, will GHI make up the cost difference to preserve member cost at the 2020 level?
2. If the members commit to purchase specific options (e.g. casement windows or door features) but their installation is delayed, should GHI bill for these options in 2020?
3. Should GHI absorb the additional costs for windows, doors, siding, baseboard heaters that are installed during 2021 or beyond, after the 2020 HIP work is completed?

Based on recent discussions with contractors, the Board should consider the following factors in further deliberating the questions stated above:

- If no more than 10% of the 2020 cohort or 28 members request a delay, contractors are willing to do the following.
 - Extend contracts to the end of June 2021.
 - Not increase pricing for electric, attic, and mini-split upgrades.
 - Increase pricing for windows, doors, siding, wall insulation, storm doors, thru-wall AC removal by as much as 20% due to rescheduling of crews.
 - For frame units, charge an extra cost, due to extra siding detail and labor.
 - Starting as early as July 2020, storage costs will be incurred as windows, doors, and storm doors are all manufactured in advance and must be stored for delayed units.
- Energy rebates are not guaranteed beyond 2020.
- HIP staff are scheduled to complete employment at the end of 2020.

Motion #1: I move that the Board of Directors direct the Finance Committee to recommend what actions the Board should take and the rationales for those actions regarding the following questions:

1. **If HIP options currently chosen for 2020 have a price increase or rebates are not available, should GHI make up the cost difference to preserve member cost at the 2020 level?**
2. **If the members commit to purchase specific HIP options (e.g. casement windows or door features) but their installation is delayed, should GHI bill for these options in 2020?**

Moved: Hess

Seconded: Jones

Carried: 9-0

Motion #3: GHI should absorb the additional costs for windows, doors, siding, baseboard heaters that are installed during 2021 or beyond, after the 2020 HIP work is completed.

Moved: Jones

Seconded: Hess

Amended

Amendment: To remove the words “or beyond” from Motion #2.

Moved: Ready

Seconded: Brodd

Carried: 6-3

Opposed: Jones, Skolnik, Socrates

3. **Motion #2 as Amended: GHI should absorb the additional costs for windows, doors, siding, baseboard heaters that are installed during 2021, after the 2020 HIP work is completed.**

Moved: Jones

Seconded: Hess

Carried: 9-0

Moved back to Item 6c.

6i. Storm Water Task Force Proposal re: Maintenance Procedures for Rain Gardens

GHI's Storm Water Management Task Force (SWMTF) prepared procedures for ongoing regular and essential maintenance of GHI raingardens that are outlined in Attachment #10.

Motion: I move that the Board of Directors accept the procedures for ongoing regular and essential maintenance of raingardens that the Storm Water Management Task Force prepared and direct the manager to implement the procedures.

Moved: Hess

Seconded: Holland

Carried: 9-0

6j. GDC Board of Directors Request That GHI's Finance Committee Recommend Financial Relief Measures for Parkway Apartment Tenants Financially Affected By COVID-19

This item is on the agenda for discussion and action in the event GDC's Board of Directors requests GHI's Board to direct GHI's Finance Committee to review a letter from the Greenbelt City Council (Attachment # 11), and recommend financial relief measures that should be provided to tenants at the Parkway Apartments, whose failure to pay rent is due to COVID-19.

Motion: I move that the Board of Directors direct GHI's Finance Committee to review the letter from the Greenbelt City Council regarding tenants financially affected by COVID-19, and recommend to GDC's Board of Directors by July 2, 2020, financial relief measures that should be provided to tenants at the Parkway Apartments, whose failure to pay rent is due to COVID-19.

Moved: Hess

Seconded: Holland

Carried: 9-0

Item of information:

7a. Board Poll Conducted re: Application for a Grant from the P.G. County COVID-19 Business Recovery Initiative Program

On May 28, 2020, Board President Skolnik conducted a Board poll in response to the following Manager's memorandum:

Proposed Application for a Grant from the Prince George's County COVID-19 Business Recovery Initiative Program

On May 26, 2020, the City of Greenbelt sent an email that informed staff of a Prince George's County COVID-19 Business Recovery Initiative (BRI) Grant Program. Attachment #1 provides details about this new program.

Under the BRI, grant amounts range from \$5,000 to \$100,000. The eligibility criteria have been expanded to include cooperatives. Recipients can use the BRI grant to support cash operating

expenses including payroll, suppliers, rent, fixed debt payments and other business critical cash operating costs.

The deadline for applying is May 29, 2019. Staff proposes to apply and requests approval from the Board to do so.

Suggested motion: I move that the Board of Directors authorize the Manager to apply for a grant up to \$100,000, from the Prince George’s County COVID-19 Business Recovery Initiative Program.

Eight Board members voted affirmatively. Staff submitted the grant application within the deadline.

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

7c. Monthly GHI and City Calendars

7d. President’s Items

Skolnik mentioned the Solar Project by the City of Greenbelt.

7e. Board Members’ Items

James mentioned in the Washington Post an insert for receiving Funds from the State of Maryland.

Hess thanked the Maintenance Staff for a great job done.

7f. Audit Committee’s Items

None.

7g. Manager’s Items

Ralph mentioned the upcoming work session dates with the City Council and GHI. The date is set for July 20 @ 8pm.

Perry mentioned a notice would go to the membership on Windows and Doors Energy Credit Amounts for 2019.

Motion: To adjourn.

Moved: Hess

Seconded: Socrates

Carried: 9-0

The meeting adjourned at 10:37 p.m.

Ed James
Secretary

Dear GHI Board and Staff:

Thank you to GHI for encouraging us to further develop our proposal to collect donations to help pay for fees deferred under the special Covid-19 emergency fee deferral policy. To date, we have developed roles and responsibilities for GHI and for the Member Fund. We have also created a crediting rule, identified a fundraising platform, and established a working mission statement.

We propose the following roles and responsibilities for GHI and the member fund. We will need GHI to agree to the following roles and responsibilities for our campaign to be successful:

GHI	Member Fund
Ensure legal and regulatory requirements do not prevent GHI from receiving donations	Create a distribution rule / crediting rule
Ensure collected donations are not taxed	Identify an appropriate platform to raise and disburse funds
Sign up w/ payment processor as the recipient of collected donations	Clearly state the mission of the fund and the distribution rule on the platform landing page
Keep track of the members and their total fees deferred under the Covid-19 fee deferral policy	Conduct the fundraising campaign via platform, social media, GHI eNews, and Greenbelt News Review
Keep track of which members opt-out of using the fund to offset their fees due	Maintain transparency regarding funds raised
Communicate w/ Fund administrators regarding the number of members and total fees deferred	Maintain confidentiality of donors if requested, and recipients in the case of accidental disclosure
Apply credit to members' fees due according to distribution rule, based on amount raised by fund as of 12/31/2020	Disburse funds to GHI
	Close platform account

In order to maintain confidentiality, GHI will need to record which members opt-out of the fund. We propose GHI add the following statement to the fee-deferral application form:

Some members hope to raise funds to reduce the amount of deferred fees members are expected to repay under this special Covid-19 emergency fee deferral policy. If you would prefer not to have any donated funds credited to your account, check here [].

For more information about the fundraising activities, visit (link to platform landing page).

Finally, we have made the following progress on our responsibilities:

1. We have proposed a rule (unchanged from previous; attached here for convenience)
2. We have identified Chuffed.org as the online platform to raise and disburse donations. The platform itself is free; donors are asked to add an additional optional percentage to their donation to fund the platform. Payment processing is not free. Two percent of the

donation plus 30 cents goes to Stripe, the payment processor. Using Chuffed will enable us to conduct a full campaign - transparent, communicative, and integrated with other social media - that we believe is worth the cost. It will encourage donations because people will see who else is donating, how close the campaign is to goal, etc. We will also be able to post updates and information to the campaign page. None of this would be possible if we ask members to increase their co-op fee payments as a way to donate to the fund.

3. The mission of the fund is as follows, and will be published on the landing page:

GHI has allowed members to defer up to four months of fees under a special Covid-19 emergency fee deferral policy. These members are helping many of us remain safe and disease free while bearing the full cost of the preventive measures in lost work and income. We would like to help shoulder this burden - donations to this fund will be transferred to GHI in January 2021 to forgive deferred fees due to the Covid-19 emergency and reduce the amount that members will have to pay back to GHI.

Any contributions in excess of the fees due will be deposited into the GHI general fund.

4. If GHI agrees to the roles and responsibilities above, then we will create the Chuffed page and begin our campaign, and hopefully make progress on the remainder of our responsibilities.

Proposed Rule for allocating donated funds to members to offset deferred fees under the special fee deferral policy

1. Split pool evenly across members who deferred
2. If some members become "paid up", re-allocate resulting overage across remaining members
3. Repeat Step 2 until funds are depleted or all members are "paid up"
4. If funds remain, they are either a) returned to donors, or b) deposited into the GHI general fund

Table 1: Example Distribution of Donated Funds in the Case of 10 Members Deferring under the Policy

Member	Deferred Amount	Scenario 1: Total Donation Pool of \$1,000		Scenario 2: Total Donation Pool of \$5,000				Scenario 3: Total Donation Pool of \$15,000			
		Member Allocation	Remaining Due from Member	Member Allocation	Preliminary Balance	Allocation of Overage	Remaining Due from Member	Member Allocation	Preliminary Balance	Allocation of Overage	Remaining Due from Member
1	\$250.00	\$100.00	\$150.00	\$500.00	-\$250.00	\$0.00	\$0.00	\$1,500.00	-\$1,250.00	\$0.00	\$0.00
2	\$250.00	\$100.00	\$150.00	\$500.00	-\$250.00	\$0.00	\$0.00	\$1,500.00	-\$1,250.00	\$0.00	\$0.00
3	\$500.00	\$100.00	\$400.00	\$500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	-\$1,000.00	\$0.00	\$0.00
4	\$500.00	\$100.00	\$400.00	\$500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	-\$1,000.00	\$0.00	\$0.00
5	\$1,000.00	\$100.00	\$900.00	\$500.00	\$500.00	\$83.33	\$416.67	\$1,500.00	-\$500.00	\$0.00	\$0.00
6	\$1,000.00	\$100.00	\$900.00	\$500.00	\$500.00	\$83.33	\$416.67	\$1,500.00	-\$500.00	\$0.00	\$0.00
7	\$2,000.00	\$100.00	\$1,900.00	\$500.00	\$1,500.00	\$83.33	\$1,416.67	\$1,500.00	\$500.00	\$1,375.00	-\$875.00
8	\$2,000.00	\$100.00	\$1,900.00	\$500.00	\$1,500.00	\$83.33	\$1,416.67	\$1,500.00	\$500.00	\$1,375.00	-\$875.00
9	\$2,000.00	\$100.00	\$1,900.00	\$500.00	\$1,500.00	\$83.33	\$1,416.67	\$1,500.00	\$500.00	\$1,375.00	-\$875.00
10	\$2,000.00	\$100.00	\$1,900.00	\$500.00	\$1,500.00	\$83.33	\$1,416.67	\$1,500.00	\$500.00	\$1,375.00	-\$875.00
Total	\$11,500.00	\$1,000.00	\$10,500.00	\$5,000.00			\$6,500.00	\$15,000.00			-\$3,500.00

<https://docs.google.com/spreadsheets/d/1DccfB1QRWvXI8WdYo9YtKwRvjiMxf69vzLEpYuvFlzQ/edit?usp=sharing>

Stuart Caplan

From: Dwayne White
Sent: Thursday, February 28, 2019 10:13 AM
To: Tom Sporney; Stuart Caplan
Subject: FW: February Tree Inspections

From: Andy Hogan [mailto:Andy.Hogan@brightview.com]
Sent: Thursday, February 28, 2019 9:59 AM
To: Dwayne White
Subject: February Tree Inspections

23 E Ridge Rd g/s – Maple in fair condition. Lean away from home but toward shed. There are a few hollow areas 15'-20' up in the trunk and upper stems. Prune out any dead wood after the leaves have come out.

22 H Hillside Rd g/s at porch – Hickory – sounds hollow and has crown die back. With the close proximity to the home and it's lean I recommend that this tree be removed.

4 D Crescent Rd e/s of unit – Oak in good condition at this time. There is a large dead limb that should be removed. There is also some decay in one of the root flairs. I recommend the tree be pruned to remove dead wood larger than 2" diameter. Deep root fertilize and apply Cambistat to the tree.

11 K Laurel Rd in common area at K/L – Oak in poor condition. The tree sounds hollow and has white butt rot in the root flair. REMOVE (climb tree behind it and use it for rigging)

54 Ridge Rd steps at bottom of court leading up to Plateau – Dawn Redwood is in good condition but is pushing against the step wall and moving it. The tree will continue to grow and push the wall and step over.

NOT ON LIST – 2 F Plateau PI – across from the above Dawn Redwood there is a half dead hickory the should be removed.

35 D- E Ridge Rd – Oak on s/s will be greatly impacted by new sidewalk. This tree is growing into the powerline and will need an Assist from the power company to cut the tree below then lines.

- The flagged tree on the g/s is dead and should be removed.

60 A/B Crescent s/s– Holly is in fair condition. Prune out the dead wood and fertilize.

6 H Crescent s/s – Gum tree is good condition. Prune out dead wood.

6 K Plateau PI g/s – Mulberry has a nasty lean and has some decay at the base. REMOVE put wood back into the wooded area behind home.

9 G Ridge g/s – Tree is hollow – REMOVE
 s/s – Trim tree

Andy Hogan

Tree Account Manager

ISA Certified Arborist

MD Licensed Tree Expert

Tree Risk Assessment Qualified

BrightView Landscape Services

24600 Frederick Rd
Clarksburg, MD 20871

T.301 515 5972

C.301 252 8040

F.301 515 9403

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Rebecca Feldberg
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Sustainable Landscape Design
ISA MA-4347A, Tree Risk Assessment Qualified
811 Brooks Lane, Baltimore, MD 21217
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410-383-3484, cell-301-801-6705



*Re: Concrete Steps leading
from 2 Ct Plateau to
S2 Ct Ridge*

March 26, 2019

Report on site visit to 2 Plateau Pl., Greenbelt, MD

George Bachman, Director of Maintenance for Greenbelt Homes Inc., asked me to inspect a large *Metasequoia glyptostroboides*/Dawn Redwood. This tree is very close to a concrete retaining wall for a set of concrete stairs. The stairs need to be repaired and they are concerned about the impact it will have on this tree.

This tree's diameter is 28.5 dbh(diameter at breast height). It is located about 18" from the concrete steps. This tree is in good health. There is no deadwood and no decay present. There is some minor suckering at the base near the concrete wall. It has compensated being so close to the concrete wall.

The concrete wall is still in fair condition. For that reason I would not replace it. The steps are a safety concern so they should be replaced where necessary. I would recommend the following when replacing the stairs. After removing the old stairs you can either prune any roots present under the stairs, or grind the root down so that the step can be replaced. Only do this where a root is preventing the step from being replaced. Prune the root back to the concrete wall where it meets the stairs. Insert a root barrier, only where a root is present, below the soil line at the base of the concrete wall. 18" should be adequate. Install the new stairs after these steps are followed. Two companies that manufacture these barriers are Deep Root and Sidewalk Shield. You can find out more about them on their websites.

This tree should be re-inspected in two years. If the tree starts to decline removal may be necessary. This tree should be watered during periods of drought. Mulching the area around the tree would be beneficial. Do not pile mulch around the trunk.

ISA Basic Tree Risk Assessment Form

Client: Greenbelt Homes, Inc. Date: 3-19-2019 Time: 11:30am
 Address/Tree location: 2 Plateau Place Tree no.: _____ Sheet _____ of _____
 Tree species: Dawn Redwood dbh: 28.5" Height: 60' Crown spread dia.: 25'
 Assessor(s): Rebecca Feldberg Tools used: Dtape, binoculars Time frame: 2 years

Target Assessment

Target number	Target description	Target protection	Target zone:			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
			Target within drip line	Target within 1x Ht.	Target within 1.5x Ht.			
1	house	none	<input checked="" type="checkbox"/>			4	no	no
2	steps - public	none	<input checked="" type="checkbox"/>			4	no	no
3	persons	none	<input checked="" type="checkbox"/>			1	no	no
4								

Site Factors

History of failures: none Topography: Flat Slope % Aspect: _____

Site changes: None Grade change Site clearing Changed soil hydrology Root cuts Describe: _____

Soil conditions: Limited volume Saturated Shallow Compacted Pavement over roots 30% Describe: next to concrete

Prevailing wind direction: _____ Common weather: Strong winds Ice Snow Heavy rain Describe: retaining wall

Tree Health and Species Profile

Vigor: Low Normal High Foliage: None (seasonal) None (dead) Normal _____% Chlorotic _____% Necrotic _____%

Pests/Biotic: _____ Abiotic: _____

Species failure profile: Branches Trunk Roots Describe: _____

Load Factors

Wind exposure: Protected Partial Full Wind funneling Relative crown size: Small Medium Large

Crown density: Sparse Normal Dense Interior branches: Few Normal Dense Vines/Mistletoe/Moss

Recent or expected change in load factors: _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown LCR: 50%
 Dead twigs/branches _____% overall Max. dia.: _____
 Broken/Hangers: Number _____ Max. dia.: _____
 Over-extended branches
 Pruning history:
 Crown cleaned Thinned Raised
 Reduced Topped Lion-tailed
 Flush cuts Other: _____
 Cracks Lightning damage
 Codominant Included bark
 Weak attachments Cavity/Nest hole _____% circ.
 Previous branch failures Similar branches present
 Dead/Missing bark Cankers/Galls/Burls Sapwood damage/decay
 Conks Heartwood decay
 Response growth: _____
 Condition(s) of concern: none

Part Size: _____ Fall Distance: _____
 Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

— Trunk —

Dead/Missing bark Abnormal bark texture/color
 Codominant stems Included bark Cracks
 Sapwood damage/decay Cankers/Galls/Burls Sap ooze
 Lightning damage Heartwood decay Conks/Mushrooms
 Cavity/Nest hole _____% circ. Depth: _____ Poor taper
 Lean _____ Corrected? _____
 Response growth: _____
 Condition(s) of concern: none

Part Size: _____ Fall Distance: _____
 Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

— Roots and Root Collar —

Collar buried/Not visible Depth: _____ Stem girdling
 Dead Decay Conks/Mushrooms
 Ooze Cavity _____% circ.
 Cracks Cut/Damaged roots Distance from trunk: 6"
 Root plate lifting Soil weakness
 Response growth: _____
 Condition(s) of concern: 30% roots being cut during construction

Part Size: _____ Fall Distance: _____
 Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

VII. Fences

A. STANDARDS FOR ALL FENCES

1. Written permission in the form of a permit is required from GHI for all types of fences, either new or replacement. Replacement of existing fences, where more than twenty-five (25) percent is being replaced, must follow these rules. Fences shall be placed on designated perimeter yard lines with the following exceptions:
 - a. Fence placement shall be setback twelve (12) inches from paved walkways or sidewalks, except where GHI staff determines a need for more room, and the setback shall be twenty-four (24) inches from parking areas or driveways.
 - b. Fence placement shall be uniform bounding street rights-of-way and shall not create a visibility hazard for traffic or pedestrians.
 - c. Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, as defined in [Yard Line Descriptions VLB.3](#). No interior fences shall be permitted.
 - d. GHI staff may authorize minor alterations to the overall perimeter placement rules (i.e. relative to yard lines) with
 1. individual offsets to avoid tangible obstacles (e.g. trees, hedges, downspouts, access obstructions, sidewalks),
 2. a uniform offset to avoid multiple interferences, or
 3. offsets (individual or uniform) to utilize locations of existing fence posts or request interpretation of the Board of Directors via the process described in [Exceptions to Regulations, XX](#).
2. Installation of adjacent man-made fences (e.g. wood, vinyl, etc.) on a shared yard line is not allowed.
3. THE FINISHED SIDE OF THE FENCE MUST ALWAYS FACE THE NEIGHBOR OR COMMON AREA.
4. The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty eight (48) inches. The height and location of a protective barrier fence for a pool, pond, hot tub, or spa shall be as approved by the Board of Directors ([see XIII](#)).
5. All posts shall be set perfectly upright, in twelve (12) inches of concrete, in an eighteen (18) inch deep hole. Concrete may be omitted if the post is set in a hole twenty-four (24) inches deep to prevent the fence from sagging.
6. Posts made from trees or tree branches are not acceptable.
7. Each fenced area of a gardenside or service-side yard shall be accessible from the adjoining common area or walkway by at least one (1) non-locking, thirty-six (36) inch wide gate opening; an end home with fence bordering both gardenside and service-side common area or access walk shall have two (2) gates. A gate shall be self-supporting, unobstructed, and shall be of similar material and design as the fencing. Common sidewalks established by GHI and access paths shall not be blocked by fences or additions. The location of the gate shall be approved by the Technical Services Department. Please bear in mind that in order for garbage

collection to be made, the City of Greenbelt requires sufficient passageway to each unit so that trash collectors will have free access with their carts.

8. Fence company name signs are considered undesirable and shall not be installed or hung on any new fence.

B. CHAIN LINK: WIRE FENCES

Definition of chain-link fence: a fence of heavy steel wire woven to form a diamond-shaped mesh (9 Gauge)

B. _____

1. Existing chain link fencing shall remain in place, providing the material is sound and in good repair, and that it has a top rail. The fences shall be maintained to keep the fencing and posts taut and in repair and free of all rust. All posts shall be capped.
2. Painting and Color:
 - i. Repainting of chain link fencing with reflective (metallic) or bright colors is prohibited.
 - ii. Chain link fencing shall be maintained and be free of paint chips, scratches and rust. Any fence painted with a prior approved GHI fence paint color (black, brown, or forest green) may touch up imperfections (scratches, chips and rust) if less than 25% of the surface area needs touched up.
 - iii. Chain link fences with repairs exceeding 25% must be painted or coated in black only. Repainting of chain link fencing shall be done only with black paint. Paint must be exterior metal rated. The use of primer is recommended.
- 2.3. The screening of chain link fence with plants is highly recommended. Plant screening and trees shall not be permitted to grow in a manner that will adversely affect the fence.
4. Wire fencing of thinner than 16 gauge (.063") is or are not allowed. This includes is not limited to pPoultry fencing or netting (typically 20 gauge thickness); electric, barbed wire fencing, and all other types of wire fencing are prohibited. (see VII section F Approved Styles, for exceptions for wire fencing)

3. _____

C. WOOD FENCES

1. MATERIAL – Two types of wood materials are approved as follows: wood treated to CCA retention of forty (40) pounds for both posts and fence material.
 - a. CCA 40 pounds retention for the posts, untreated white wood for the fence material. (spruce, hem-fir, etc.)
 - b. Pressure treated or rot resistant posts and fence material.
2. INSTALLATION

- a. Posts shall be set three (3) inches off the yard line if no fence exists, in order to avoid problems in the future.
 - b. On frame buildings the centerline of the first post shall be set six (6) inches from the face of the building. Fences shall not be attached to the building.
 - c. Fence construction shall be accomplished in a neat, workmanlike manner.
 - d. Hot dipped Galvanized or other approved fasteners for exterior application shall be used.
 - e. Diagonal bracing is recommended at corners.
3. FINISHING
- a. Pressure treated material shall be stained or painted.
 - b. White wood shall be treated with a wood preservative before being stained or painted. Use of a preservative treated stain shall satisfy the requirement.
 - c. Redwood shall be sealed with a clear finish. Finishes may be gloss or semi-gloss.
 - d. No creosote shall be used.
 - e. The finished fence must present a neat appearance on all sides.
 - f. First coating of each board or post prior to construction will assure no exposed ends or bare spots between boards.

4. UPKEEP AND SPECIAL CONDITIONS

- a. Wood fencing material must be free of such irregularities as loose or open knots, bark on edges, splinters, splits, etc.
- b. Wood picket fences are approved with the provision that the picket tops be rounded or flat.
- c. All work must be done in a neat workmanlike manner and in accordance with the specific fence design.
- d. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

D. VINYL FENCES

Vinyl fences that conform to the styles approved (see VII section F Approved Styles) and to all other applicable requirements are allowed. All vinyl fences must be installed according to manufacturer's instructions.

1. UPKEEP

- a. Vinyl fences should be free from moss, mold and mildew build up. Regular power or hand washing **MUST** be done regularly.
- b. All work must be done in a neat workmanlike manner and in accordance with the specific fence design.
- c. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

E. METAL FENCES

Metal fences that conform to the approved styles (see VII section F Approved Styles) and to all other applicable requirements are allowed. All metal fences must be installed according to manufacturer's instructions and Prince George county regulations.

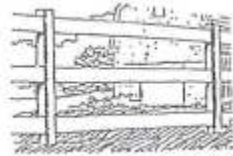
UPKEEP

- a. Metal fences should be free from rust and mold build up. Regular power or hand washing should be done regularly. Steel/Iron rod fencing should be painted as needed. Bent, damage or rusted sections shall be repaired or replaced.
- b. All work must be done in a neat workmanlike manner and in accord with the specific fence design.
- c. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

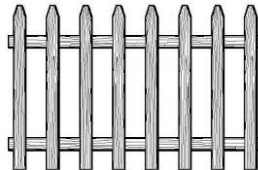
F. APPROVED STYLES

1. Wood and Vinyl Approved Styles

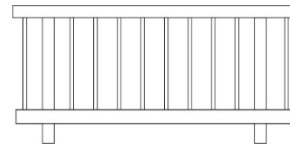
- a. There are a number of styles of fences on the market today, both pre-built or built on the job site. A few of these are shown below.



Board and Post Estate
2, 3, or 4 Board

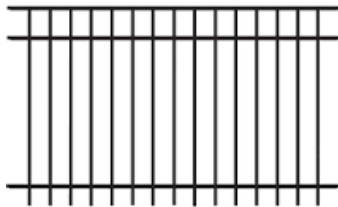


Picket Fence
(Standard Arrow, Dog Ear, or Box Cut)



Wood Box Rail

2. Metal Approved Styles (Aluminum or Steel).

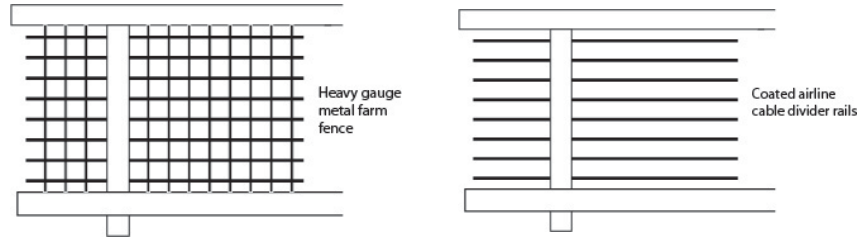


3 Rail Box Top



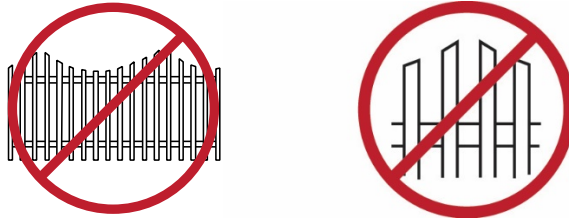
2 Rail Box Top

3. Mixed Material Fencing (custom builds)

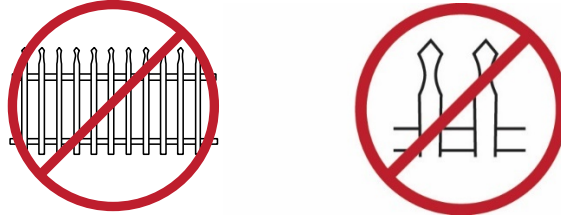


G. GUIDELINES

1. Minimum openness (ability to see light) shall be thirty (30) percent for all fences. No solid, stockade or barricade fencing is allowed.
2. All fencing shall be made of horizontal or vertical members. No diagonals, cross hatching or basket weaving is allowed.
3. No fence may have an arched or curved top rail or pickets.



4. Metal fences are not allowed to have spikes, arrows, finials, or fleur-de-lis at the top of their posts or pickets.
5. Wood picket fences are not allowed to have gothic or colonial picket design.



6. Wood and wire fences similar to snow fences are not permitted.

H. HELPFUL SUGGESTIONS

1. Planting at each post may be desired.
2. Heavy gauge wire mesh (e.g. .063" (16 ga.) through .120" (11 ga); 1x2 through 2x4) may be attached to the inside of wood board and post fences. All wire must be maintained in good condition, must terminate at a rail, and can be no taller than the height of the top rail. The bottom rail must be low enough to serve as a suitable terminus.
3. Grass protection and flower bed fences under eighteen (18") inches in height are permitted. Consideration should be given to safety where they are adjacent to common walkways.
4. A drawing that illustrates building a simple picket fence is available from Technical Services on request. This fence is built from pressure treated lumber available from any local lumber dealer.

5. For suggestions on what fence is best for your particular home style please consult with the Architectural Review Committee (ARC).

I. REMOVAL OF FENCES

Members are to notify GHI of the intent to remove fence(s). Removing fences on a shared yard line also requires notification of immediate affected neighbor(s). GHI will remove a member's fence, at GHI expense, if the current member [requests that this work be done](#) and agrees not to seek permission to install a replacement fence for a period of three years. It will be GHI's responsibility to fill post holes and tamp, seed and straw. Members will be responsible for removing any shrubs or foliage growing through or around the fence.

2019-2020 Strategic Action Plan

As of 7/16/2020

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 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. Three virtual meetings were held during the week beginning June 1.	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 Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repoint mortar joints on brick units.	A	X		X	Inspections were done. Repairs to 10 units were done in 2019. Repairs to 22 units are currently in progress during 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.	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.	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 was 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.	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.	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. The Board reviewed the committee's recommendation on May 21 and requested that the proposal be modified to allow installation of chain link fences.	In process
		A.3.f	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	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								
								flood risks. The Task Force is preparing a proposal to submit to the Board.	
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	<p>On February 20, 2020, the Board approved the hiring of a consultant to do the following:</p> <ul style="list-style-type: none"> -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. <p>ETC has been hired and began its evaluation of the pipe systems on May 18,2020.</p>	In process
		A.3.h	Implement Admin complex security.	A	X	STF	X	<p>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. On June 18, 2020 the Board approved a contract for the installation of the access control system.</p>	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.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 govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt. The Board's response has been submitted to the City of Greenbelt. The Board will meet with the City Council on July 20 at 8.00 p.m. to discuss this matter.	in process
		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 Enhance and improve buildings and grounds	A.5.a	Expand Fee-For- Service program.	B	X			This item will be reviewed by a Business Development Task force that was established by the Board. No members have volunteered to serve on this task force.	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. Organization & Infrastructure	B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.
B.2 Improve operation of the Board		B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held 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

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									
C Financial	B.3 Improve committee operation and promote member involvement	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 Prepare for succession of administrative staff	B.4.a	Plan for succession of General Manager.	A	X			X	.	In process
		B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X				Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which the Board reviewed on June 18, 2020 and asked the Task Force to make a few changes	In process
	B.5 Review and develop policies	B.5.a	Revise, update and implement record retention policy. Recommend storage methodology for historical documents.	A	X	RRTF			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 was established and has begun work.	In process
	B.6 Review and update bylaws	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. Task force has evaluated several systems and shortlisted two systems for closer evaluation.	In process
		B.7.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 Increase revenue through	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service,	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	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								
	business development.		including but not limited to those recommended by the LRPC.					the Long-range planning Committee recommended. No member has yet applied to serve on the task force.	
	C.2 Practice transparent financial reporting	C.2.a	Continue education program on GHI finances. 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
	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. On July 9, the Board will review the Investment Committee's recommendation for revisions to the committee's charter.	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. External	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

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								
	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.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. Internal Communication	E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members 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
		E.1.b	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 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	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	MOC	X		Not started
	E.3 Use technology for improved member access and communication	E.3.a	Consider hiring an information officer.	C	X	COM IT TF	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	COM	X	On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	In process
		E.3.c	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X		In process
		E.3.d	Investigate member portal commercial packages and budget for it.	B	X	IT TF	X	A systems task force is currently working on this task.	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								
		E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started
	E.4 Improve member handbook	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	COM	X	The Buildings Committee reviewed section X of the handbook pertaining to rules for improvements and alterations. The Board approved the revisions on May 21.	In process

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	ZTF - 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 Task List: Jan - Dec 2020

Item 8a. Attachment #8b

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 2020 HIP	All requests for the 2020 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 asthetic 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. The Committee submitted a report to the Board.			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	1	Discuss financing options for GDC Capital Improvements		X		
	2	Review 1st Quarter 2020 Financial statements GHI and GDC	Board of Directors to review			X
	3	Review unreserved operating fund and recommend Board action regarding available unreserved funds.			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	

Committee Task List: Jan - Dec 2020

	2	Review Investment committee charter and investment policy	To be reviewed by BOD July 9th			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	Meeting held on February 27th at 7pm.			X
Member Outreach	1	Organize a Volunteer Appreciation Event	Completed			X
	2	Organize New Member Orientation Event	Member outreach- new member social July 8 th		X	
	3	Membership satisfaction survey	Completed			X
	4	Outreach activities to new members	In progress		X	
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	

Committee Task List: Jan - Dec 2020

	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		Revise sublease policy	The Board approved the revisions that the task force recommended.			X
Succession and Back-up Emergency Planning Task Force		Develop Charter Develop Succession Policy	Succession Committee- submitted final report to the Board 6/18/20		X	
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	in progress		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	
Yards and Exteriors Task Force	1	Recommend components of a Yard and exterior inspection program to replace the community beautification 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 held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt.			X

July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 7:00pm Copy: GoToMeeting Invitation - Yards and Exteriors Task Force 7:00pm Yards and Exteriors Task Force	2 10:00am Storm Water Management Task Force (Board Room)	3 OFFICE CLOSED	4
5	6	7 7:00pm Pre Purchase Orientation	8 7:00pm MOC - New Member Social 7:30pm Architectural Review Committee Meeting	9 7:00pm GHI Special Open Session 7:02pm GHI Executive 7:45pm GHI Open 7:45pm GDC Open	10 OFFICE CLOSED	11
12	13 7:00pm Sustainability Subcommittee (GO to Meeting)	14 6:30pm N&E Worksession 7:00pm Pre Purchase Orientation 7:30pm Legislative and	15 7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting	16 5:00pm Investment Committee (Zoom) 5:30pm Finance Committee (ZOOM)	17	18
19	20 8:00pm GHI/Greenbelt City Council Work session	21 4:00pm Succession Planning Task Force 7:00pm LRPC (Virtual) 7:00pm Pre Purchase 7:30pm Companion	22	23 7:00pm GHI Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open	24 OFFICE CLOSED	25
26	27	28 7:00pm Pre Purchase Orientation	29	30	31	Aug 1

CALENDAR

< PREVIOUS MONTH

JULY 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 5:00 PM <u>Free Parenting Classes</u> 8:00 PM <u>Work Session - Roosevelt Center Owner (stakeholder)- POSTPONED</u>	2	3	4 <u>4th of July Celebration</u>
5 10:00 AM <u>Greenbelt Farmers Market</u> 3:00 PM <u>Beech Tree Puppets Performance: The Apple Tree</u>	6 8:00 PM <u>Work Session - Greenbelt Station Residents (stakeholder), (Virtual - Subject to COVID-19).</u>	7 7:00 PM <u>Arts Advisory Board</u>	8 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19).</u>	9 7:30 PM <u>Community Relations Advisory Board (CRAB).</u>	10	11 9:00 AM <u>Forest Preserve Advisory Board- Special Work Session</u>
12 10:00 AM <u>Greenbelt Farmers Market</u>	13 7:20 PM <u>Advisory Board Interviews, (Virtual).</u> 8:00 PM <u>Regular Meeting, (Virtual Subject to COVID-19).</u>	14	15 5:00 PM <u>Free Parenting Classes</u> 7:30 PM <u>Advisory Planning Board</u> 7:40 PM <u>Advisory Board Interview, (Virtual).</u> 8:00 PM <u>Work Session - Economic Development/Recovery, (Virtual - Subject to COVID-19).</u>	16	17	18
19	20 8:00 PM <u>Work Session - Greenbelt NCO Zone, (Virtual - Subject to COVID-19).</u>	21	22 8:00 PM <u>Four Cities - Berwyn Heights, (Virtual - Subject to COVID-19).</u>	23	24	25
26	27 8:00 PM <u>Work Session - Capital Projects, (Virtual - Subject to COVID-19).</u>	28 7:00 PM <u>Advisory Committee on Trees</u>	29 8:00 PM <u>Work Session - City Manager Updates, (Virtual - Subject to COVID-19).</u>	30	31	1