

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
REGULAR SESSION (Open to Visitors)
7:45 p.m.
Thursday, August 20, 2020**

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Announcement of Executive Session Meetings**
 - a. **Announcements of Complaint Hearings Held in Closed Meetings on August 3rd, August 4th, and August 10th, 2020 – (Attachment #1)**
 - b. **Announcement of Executive Session meeting held on August 6, 2020 – (Attachment #2)**
 - c. **Announcement of Executive Session meeting held on August 20, 2020 – (Attachment #3)**
3. **Visitors and Members (Comment Period)**
4. **Approval of Membership Applications**
5. **Committee and Homes Improvement Program Reports**
6. **For Action or Discussion**

a. Approve Minutes of Special Open Session Meeting Held on July 23, 2020 – (Attachment #4)	2	minutes	Discussion/Action
b. Approve Minutes of Regular Open Session Meeting Held on July 23, 2020 – (Attachment #5)	2	minutes	Discussion/Action
c. Presentation by a Member re: Organizing Efforts to Oppose the SCMaglev Project	15	minutes	Discussion
d. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members – (Attachments #6a – 6c)	10	minutes	Discussion/Action
e. Review Companion Animal Committee Guide for GHI Members with Companion Animals – (Attachment #7)	5	minutes	Discussion/Action
f. Nomination & Elections Committee Proposal for Electing Board and Audit Committee Members – (Attachments #8a – 8b)	20	minutes	Discussion/Action
g. Recommendations to the Board of Directors and Staff from the Audit Committee – (Attachment #9)	20	minutes	Discussion
h. Proposed Revisions to Section VII: Fences of the Member Handbook – (Attachment #10)	10	minutes	Discussion/Action
i. Proposed Revisions to GHI Rule re: Minimum Use and Maintenance Standards – Homes and Yards – (Attachment #11)	5	minutes	Discussion/Action
7. **Items of Information**
 - a. Board 12 Month Action Plan and Committee Task List (Attachments #12a – 12b)
 - b. Monthly GHI and City Calendars (Attachment #13a – 13b)
 - c. President's Items
 - d. Board Members' Items
 - d. Audit Committee's Items
 - e. Manager's Items

Ed James, Secretary

NOTE: AT 10:00 PM, THE BOARD MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

Announcements of Complaint Hearings Held in Closed Meetings

a. Announcement of a Complaint Hearing Held in a Closed Meeting on August 3, 2020

On August 3, 2020, a complaint panel comprised of Board members Bill Jones, Steve Skolnik, and Anna Socrates, held a complaint hearing with the Personal Representative of a former member's estate. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Joyce Campbell attended the hearing.

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

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on July 9, 2020.

The complaint hearing commenced at 6.32pm and ended at 7:56 p.m.

b. Announcement of a Complaint Hearing Held in a Closed Meeting on August 4, 2020

On August 4, 2020, a complaint panel comprised of Board members Chuck Hess, Ed James and Sue Ready, held a complaint hearing with the Personal Representative of a former member's estate. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Carol Griffith attended the hearing.

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

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on July 9, 2020.

The complaint hearing commenced at 6:30 p.m. and ended at 7:46 p.m.

c. Announcement of an Informal Complaint Hearing Held in a Closed Meeting on August 10, 2020

On August 10, 2020, Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins, held an informal complaint hearing with a member. The hearing was conducted in a closed meeting within the GHI Administration Building and via internet audio/video conference.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(IV) of the Maryland Cooperative Housing Act. Audit Committee member Robin Everly attended the hearing.

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on July 9, 2020.

The complaint hearing commenced at 7:00 pm and ended at 7:56 pm.



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

DATE: August 13, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on August 20, 2020

GHI Open Session Meeting

6a. Approve Minutes of Special Open Session Meeting Held on July 23, 2020 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on July 23, 2020 (as presented/as revised).

6b. Approve Minutes of Regular Open Session Meeting Held on July 23, 2020 – (Attachment #5)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on July 23, 2020 (as presented/as revised).

6c. Presentation by a Member re: Organizing Efforts to Oppose the SCMaglev Project.

In March 2018, the Board authorized GHI's Board President to send a letter to Maryland's Governor, Congressional Representatives, State Delegates, P.G. County Council and the City of Greenbelt, requesting their support for the "No Build" option within the SCMAGLEV Environmental Impact Statement. The Board took that position because, while some of the route will be underground, construction impacts and accessory structures (i.e., tunnel access, ventilation shafts, and power facilities) will negatively impact our community.

Based on discussions at a Greenbelt City Council meeting on August 10, 2020, about the proposed SCMaglev project, it appears likely that this project, if built, will have a very significant negative impact on Greenbelt, and particularly on Greenbelt Homes Inc. Hence, GHI may need to coordinate with the City of Greenbelt and other groups in advocating the no-build option.

GHI member Beth Leamond is a member of a local group that is advocating the no-build option. Board President Skolnik invited her to attend the August 20th Board meeting to make a brief presentation of the organizing efforts her group is undertaking to oppose the SCMaglev project.

Following Ms. Leamond's presentation, the Board may wish to discuss at a future meeting what further steps GHI should take to oppose the SCMaglev project.

6d. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members – (Attachments #6a – 6c)

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 submitted a proposal (refer to attachment #6a) 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 sponsors of the Member Fund. On July 20, 2020, the Board reviewed the proposal and requested the Manager to ask GHI's legal counsel, whether GHI could receive donations, based on existing legal and regulatory requirements. On August 6, 2020, the Board discussed opinions that staff obtained from GHI's legal counsel (redacted) and (redacted), GHI's External Auditor (redacted) about possible tax ramifications associated with GHI's receipt of donations for the fund.

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

Suggested motion: I move that GHI accept the transferral of funds from the *Chuffed.org* account established by member Jason Luly for the purpose of collecting funds to offset coop fees deferred by GHI members who are financially affected by COVID-19. Staff is directed to allocate these funds equally to the deferred balances of those affected members who agree to participate. Funds will be allocated to an affected member's account until the deferred balance is zero or until all *Chuffed* funds have been depleted, whichever occurs first.

6e. Review Companion Animal Committee Guide for GHI Members with Companion Animals – (Attachment #7)

On December 19, 2019, the Board reviewed an initial draft of the Companion Animal Committee's 'Guide for GHI Members with Companion Animals' and requested that GHI's legal counsel insert a disclaimer of liability clause in the document. On February 6, 2020, the Board accepted the revised document with language that GHI's legal counsel inserted on pages 1 and 3 and requested the Communications Committee to review it.

Attachment #7 is the final document, after being reviewed by the Communications Committee. The CAC wishes to have this document distributed to incoming GHI members and plans for it to be published on the ghi.coop website for easy reference.

Suggested motion: I move that the Board of Directors accept the Companion Animal Committee's Guide for Members with Companion Animals, as presented and allow the document to be distributed to incoming members and published on the ghi.coop website.

6f. Nomination & Elections Committee Proposal for Electing Board and Audit Committee Members – (Attachments #8a – 8b)

On August 6, 2020, the Board reviewed a proposal (attachment #8a) from the Nominations and Elections (N&E) Committee to hold the 2020 Board and Audit Committee elections without an annual membership meeting. The Board requested that GHI's legal counsel review the proposal and advise whether it is feasible to proceed with elections of the Board, Audit Committee and N&E Committee.

The legal counsel's opinion (redacted) is that the elections cannot be held without an annual meeting; however, GHI could hold a 'virtual' annual meeting, with an election that is conducted completely via absentee ballots. As a follow-up, the Manager asked the legal counsel how we should deal with voting on matters in the meeting itself, e.g. approval of minutes, election of N&E members, and any member petitions. The Manager will provide the Board with the attorney's response to this question during the Board meeting.

Board President Skolnik shared the attorney's opinion with members of the N&E Committee and requested them to make suggestions about how to proceed.

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

6g. Recommendations to the Board of Directors and Staff from the Audit Committee – (Attachment #9)

The Audit Committee recently provided a memorandum (attachment #9) to the Board and staff with recommendations regarding measures that should be considered, to improve operational efficiency.

This item is on the agenda for discussion.

6h. Proposed Revisions to Section VII: Fences of the Member Handbook – (Attachment #10)

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

During the ARC meeting on June 10th, the committee decided not to allow installation of new chain link fences, but 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. On July 8th, the ARC finalized its proposed revisions to the fence rules.

On July 23, 2020, the Board reviewed the ARC's final revisions to the fence rules, but did not reach a consensus about the provisions for chain link fences. The Board President requested Board members to provide their change preferences by email within (48) hours. The Board President did not receive any emails from Board members; hence he is proposing the following revisions to the fence rules that the Board reviewed on July 23rd:

Section VII.B. Definition of chain fence: a fence with continuous top rail of galvanized steel or vinyl-clad metal wire (minimum 9 gauge thick) woven to form a diamond -shaped mesh.

Section VII.B .1. Existing chain link fencing may remain in place, ...

*Section VII.B.2.d. Chain link fences **needing** repairs exceeding 25% shall be painted or coated in black, **brown or forest green** only.*

The revised rules for fences are presented in attachment #10.

This item is on the agenda for discussion and action.

Suggested motion: I move the Board of Directors approve the revisions to Section VII: Fences in the Member Handbook (as presented/as further revised).

6i. Proposed Revisions to GHI Rule re: Minimum Use and Maintenance Standards – Homes and Yards – (Attachment #11)

Item 20 in Paragraph III, Minimum Use & Maintenance Standards of GHI's Member Handbook (refer to attachment #11) states:

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

The rules do not prohibit or regulate outdoor storage of wood that is used for purposes other than firewood. Hence, GHI's legal counsel has suggested that item 20. be modified as follows:

20. Exterior areas must be maintained in safe and orderly condition.
 - a) No condition posing a hazard to health or safety shall be permitted.
 - b) Trash closets must be kept clean and trash must be properly contained.
 - c) Uncontained compost piles are not permitted.
 - d) Pet feces must be promptly removed and properly disposed of.
 - e) Firewood must be neatly stacked not less than 6 inches from the ground and not less than 10 feet from the building.

- f) Building materials must not be stored in yard areas.
- g) There must be no unsightly accumulation of other materials, debris or other stored items in yard areas.
- h) Decorative items displayed in yard areas are not permitted without prior written approval from GHI.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to request the membership to submit comments over a period of 30 days, regarding the proposed change to item 20 in Paragraph III, Minimum Use & Maintenance Standards of GHI's Member Handbook.

GHI REGULAR SESSION

Announcement of an Executive Session Meeting held on August 6, 2020 – (Attachment #2)

GHI's Board of Directors held an Executive Session meeting on August 6, 2020 via internet audio/video conference, 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.

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 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 July 9, 2020	(VII)
b) Member Financial Matters	(VIII)
c) Request to Attend Settlement of a Unit Resale from a Remote Location	(IV)
d) Request for Exemption from Fireplace Inspection	(IV)
e) Procurement of an Electronic Key Management System for the Maintenance Department – 1 st reading	(VI)
f) Complaint Matters	(IV)

The meeting began at 7:03 p.m., recessed at 7:43 p.m. resumed at 10:23 p.m. and adjourned at 10:38 p.m.

Announcement of an Executive Session Meeting held on August 20, 2020 – (Attachment #3)

GHI's Board of Directors held an Executive Session meeting this evening via internet audio/video conference, 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.

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 July 23, 2020	(VII)
b) Member Financial Matters	(VIII)
c) Request by a Prospective Member for An Exception to the GHI Membership Selection Criteria Policy	(IV)
d) Requests by Two Members for Rental Permit Extensions	(IV)
e) Request by a Member To be Exempted from a Fireplace Inspection	(IV)
f) Procurement of an Electronic Key Management System for The Maintenance Department – 2 nd reading	(VI)
g) Complaint Matters	(IV)

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

Draft Minutes
Board of Directors
GHI Special Open Session
July 23, 2020

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

Excused Absence: Jones, Socrates, Watkins

Others in Attendance

- Eldon Ralph, General Manager
- Tom Sporney, Assistant General Manager
- Joe Perry, Director of Finance
- Joyce Campbell, Audit Committee Member
- Carol Griffith, Audit Committee Chair
- Robin Everly, Audit Committee Member
- Christina Martin, 32-H Ridge Road
- 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 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 Matters	(iv)

Moved: James

Seconded: Hess

Carried: 6-0

The meeting adjourned at 7:04 pm.

Ed James
Secretary

Draft Minutes
Board of Directors
GHI Regular Open Session
July 23, 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

Bruce Mangum, Contract Processor

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee Member

Jason Luly, 19-B Ridge Road

Barbara Glick, 44-Q Ridge Road

Cynthia Newcomer, 4-U Laurel Hill Road

Susan Harris, 5-J Ridge Road

Ben Fischler, 14-V4 Ridge Road

Al Goyuru, 14-S Laurel Hill Road

John Martinez, 8-K Plateau Place

Tom Jones, 1 Woodland Way

Lore Rosenthal, 2-R Gardenway

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:47 p.m.

1. Approval of Agenda

Added: Item 7f. Recap of Work Session with the Greenbelt City Council re: Proposed Neighborhood Conservation Overlay Zone (NCOZ) Standards for Greenbelt, and Item 7g. Proposed Letter to Maryland Senator re: PPP Loan Eligibility for Housing Cooperatives

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

Moved: James

Seconded: Socrates

Carried: 9-0

2. Announcement of an Executive Session Meeting held on July 23, 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, 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, Sue Ready and Steve 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 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)
d. Request by a Member for a Rental Permit Extension	(iv)
e. Complaint Matter	(iv)

The Board approved the following contract during the meeting:

A contract with WJS Painting Inc. 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 7:07 p.m. and adjourned at 7:44 p.m.

3. Visitors and Members (Comment Period)

None.

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

Member William H. Wilkerson, III of 60-F Crescent Rd. wishes to transfer his interest in the unit to a Revocable Trust. William H. Wilkerson, III, Trustee of the William H. Wilkerson, III 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.

Mr. Wilkerson is therefore requesting the Board to approve the Addendum for Trust Ownership and Trustee Affidavit in attachment #2.

Motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of William H. Wilkerson, III, Trustee of the William H. Wilkerson, III Revocable Trust of 2020, thereby allowing him to place his membership and equity interest in 60-F Crescent Rd., into a living trust dated June 24, 2020.

Moved: Hess

Seconded: James

Carried: 9-0

5. 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.

- Graham F. Squire, Rebecca C. Squire, Tenants by the Entirety, 3-B Crescent Road;
- Lianna E. Gomori-Ruben, Brandon P. Ruben, Tenants by the Entirety, 6-J Hillside Road;
- Rosemary L. Demos, Sole Owner, 1-A Northway;
- Gregory A. Evans, Jane R. DeVane, Tenants by the Entirety, 1-A Ridge Road;
- Craig A. Ostovitz, Stephanie W. Rizk, Tenants by the Entirety, 65-C Ridge Road.

Moved: James

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors approve the following Mutual Ownership Contract recreations.

- Penny Noske, Sole Owner, 8-B Laurel Hill Road;
- Janice M. Wolf, Sole Owner, 54-D Ridge Road.

Moved: James

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors approve the following Mutual Ownership Contract change.

- William H. Wilkerson III, Sole Owner, 60-F Crescent Road changed to William H. Wilkerson III, Trustee dated 24 June 2020.

Moved: James

Seconded: Hess

Carried: 9-0

6. Committees and Homes Improvement Program Reports

Homes Improvement Program: Sporney reported:

Windows at 11.5%

Entry doors at 9.1%

HVAC at 8.6%

Electric at 37.8%

Attics at 15.9%

Legislative and Government Affairs: Socrates reported that the Committee is looking for an effective way to track the bills that come before the Committee; comments are being compiled on the Maglev; discussion on the CB48 County bill Homestead Tax Credit.

Companion Animal Committee: Skolnik reported that the committee finalized the Companion Animal handbook to be brought before the Board.

7. For Action or Discussion

7a. Approve Minutes of Special Open Session Meeting Held on June 18, 2020

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.

Moved: James

Seconded: Brodd

Carried: 8-0-1

Abstained: Socrates

7b. Approve Minutes of Regular Open Session Meeting Held on June 18, 2020

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.

Moved: James

Seconded: Hess

Carried: 9-0

7c. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members

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.

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.

Moved: Hess

Seconded: Jones

Carried: 9-0

7d. Impact of a Redwood Tree on Stairway/Retaining Wall Between 54 Court Ridge Rd. and 2 Court Plateau Place

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.

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.

Moved: Hess

Seconded: James

Carried: 9-0

7e. Rule Revisions to Section VII: Fences in the GHI Member Handbook

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.

Board members to write their suggestions and send to Skolnik. No action on the motion.

7f. Recap of Work Session with the Greenbelt City Council re: Proposed Neighborhood Conservation Overlay Zone (NCOZ) Standards for Greenbelt

GHI's Board of Directors participated in a work session with the Greenbelt City Council on July 20, 2020 to discuss the proposed Neighborhood Conservation Overlay Zone Standards for Greenbelt that were drafted by the Maryland National Capital Parks and Planning Commission. Participants reviewed written comments about the proposed NCOZ standards from the City of Greenbelt's Planning Staff, GHI and Greenbelt Advisory Planning Board.

Skolnik recapped the main points that were discussed during the work session and discussed the next steps.

7g. Proposed Letter to Maryland Senator re: PPP Loan Eligibility for Housing Cooperatives

On July 20, 2020, Ms. Judy Sullivan, Government Relations Representative with the National Association of Housing Cooperatives requested that GHI ask Maryland Senator Ben Cardin to support Senator Schumer's efforts to include the Paycheck Protection Program (PPP) in the stimulus bill, with provisions that include PPP loan eligibility for housing cooperatives. Attachment #10 is the proposed letter to be sent to Senator Cardin.

Motion: I move that the Board of Directors authorize the Board President to send the letter re: Payroll Protection Program Eligibility for Housing Cooperatives, as presented, to the United States Senators from the State of Maryland.

Moved: Hess

Seconded: Jones

Carried: 5-0

4 Board members were away due to power outage.

8. Items of Information

8a. Board 12 Month Action Plan and Committee Task List

8b. Monthly GHI and City Calendars

8c. President's Items

Skolnik reported that the homeowner tax credit is up for renewal; encourages members to apply for credit; Maglev project is showing on a map as being in GHI land.

8d. Board Members' Items

None.

8e. Audit Committee's Items

None.

8f. Manager's Items

Ralph reiterated discussion on the Maglev and NCOZ.

Motion: To adjourn.

Moved: Hess

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:35 p.m.

Ed James
Secretary

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

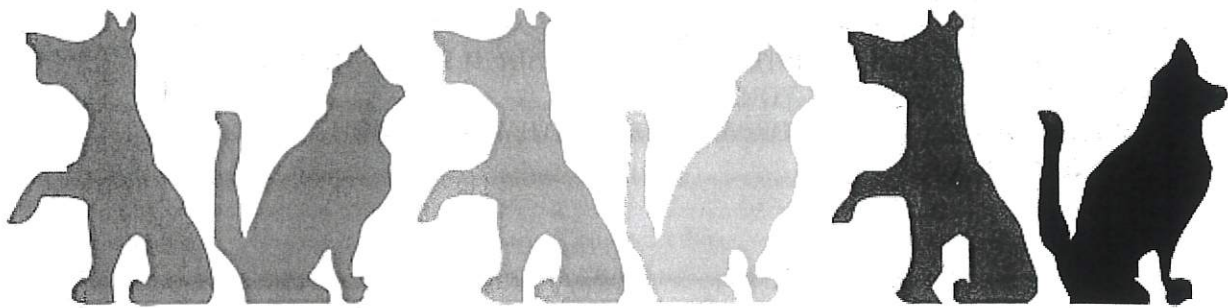
Table 1: Example Distribution of Donated Funds in the Case of 10 Members Deferring under the Policy

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/1DccfB1QRWvXl8Wdyo9YtKwRviiMxf69vzLEpYuvFlzQ/edit?usp=sharing>

GUIDE FOR GHI MEMBERS WITH COMPANION ANIMALS

(GHI Companion Animal Committee)



GUIDE FOR GHI MEMBERS WITH COMPANION ANIMALS

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1. INTRODUCTION

The Greenbelt Homes, Inc. (GHI) Companion Animal Committee (CAC) decided to write this Guide for GHI Members with Companion Animals (the Guide) for several reasons:

- GHI is a very animal-friendly community. Using the national estimates of companion animals per household, there could be several thousand companion animals in GHI.
- While our community is very animal-friendly, not every member has a companion animal.
- The close proximity between townhomes, the smaller yards, and the lack of soundproofing in most homes can be a challenge for members with animals and for their neighbors.
- This is can be a particular challenge for new members who are transitioning their companion animals from single family homes or from homes in more rural settings.

Another purpose for this Guide is to link members to resources:

- To help members address common nuisance behaviors, such as excessive barking and fence lunging;
- To provide information about how to transition outdoor cats indoors;
- To provide a variety of animal-related resources and local businesses;
- To list city and county animal ordinances and GHI Companion Animal Regulations;
- To list local veterinarians and emergency hospitals;
- To provide information about how to obtain county pet licenses; and
- To provide information about how to obtain a Greenbelt Dog Park permit for your dog.

We also address topics that are relevant to living with companion animals in our area.

The term “Companion Animals” used in this Guide is intended to refer both to pets and to assistance animals for the disabled.

About the Greenbelt Homes, Inc. Companion Animal Committee (CAC)

The CAC is a committee of members who are appointed by the GHI Board of Directors. Our committee began as a sub-committee to another GHI committee in the early 1990's. The GHI Board of Directors made us a full committee in 1994. We perform the following major activities:

- Serve as a resource to the Board of Directors, staff and members on companion-animal issues such as responsible guardianship, animal-related incidents and Board requests, state/county/local ordinances concerning animals, and disaster preparedness.
- Continuously educate the membership regarding animal-related issues by participating in activities in GHI and the City, such as staffing tables at the GHI Annual Meeting, Labor Day Information Day, and contributing articles and other materials to the GHI website and to *e-News*.
- Make recommendations to the Board as requested by the Board.

The CAC's Charge

The GHI Companion Animal Committee's charge is to advocate for the proper care and well-being of companion animals in GHI. The Committee works with Member Services staff to resolve companion animal issues and provide resource information to members (with and without companion animals) regarding animal-related issues. The Companion Animal Committee does not have any enforcement powers.

Consider Joining Us

If you are interested in companion animals please consider joining our committee. We meet the third Tuesday of the month at 7:30 P.M. in the lobby of the GHI Administration Building on Hamilton Place, Greenbelt, MD. Members are always welcome to attend the meetings.

2. TRANSITIONING COMPANION ANIMALS TO GHI

For new GHI members with companion animals, the transition to living in GHI may not be an easy one for their companion animals. GHI units may not be as soundproof as the families' previous homes. Dogs may not be used to all the noise created by neighbors. They also may not be used to being in such close proximity to other dogs, particularly as neighbors with dogs enter and leave their yards, or pass by on the many inner walkways throughout GHI.

GHI is a very animal-friendly community, so members are quick to notice and take action when companion animals are neglected or mistreated. In addition, GHI has companion animal regulations that are stricter than city and county pet ordinances:

- Tethering animals is not allowed in the member's yard or on GHI property.
- GHI members may only leave their dogs in their yards when they are at home.

The regulation about only leaving dogs in the yard when the members are at home ensures that GHI staff and contractors can safely enter a member's yard. If the member is at home, it means they are available to stop a dog from becoming a nuisance to neighbors.

Members may be moving from areas where it was acceptable to allow their dogs and cats to roam off-leash. This is not allowed in the City of Greenbelt or in GHI. This may be a big adjustment for a dog or a cat. However, it is the member's responsibility to ensure that a dog receives sufficient exercise by walking the dog regularly or by taking the dog to the Dog Park. Cats, too, must be kept indoors or be walked on a leash.

It also is the member's responsibility to understand that their dog may be more stressed than usual adjusting to a new environment. Do not assume that the dog will react favorably to people and other dogs while in the yard or on a walk. Be extra cautious until the dog has become comfortable in this new environment.

Prior to moving to GHI, members may have lived in a more open or rural area where barking dogs were not as much of a problem as barking dogs can be in our small townhomes with shared walls and smaller yards. A dog barking in the stairwell of a townhouse can sound very loud to neighbors. Neighbors may have different work schedules that require them to sleep during the daylight hours. The City of Greenbelt also has noise control ordinances which must be observed.

Some yards abut inner walkways that can be heavily used by other families during nicer weather and at certain times of the day. It is important that members not allow their dogs to bark excessively, lunge at the fence line, or attempt to jump the fence as people walk by.

GHI members are required to clean up the dog waste in their yards daily. While walking dogs through GHI, members must clean up after their dogs, depositing dog waste in acceptable receptacles or taking the waste home. Other members, particularly members with dogs, can become very upset when they encounter members who are not cleaning up after their dogs.

There are bag dispensers located throughout GHI where members can find bags if they run out of bags or leave home without them. The dispensers are for dispensing bags only. Do not place dog waste or trash in these dispensers.

It is essential for all animal owners to recognize that they are solely responsible for their animals' proper care and conduct, and that they also will be responsible for any nuisances, injuries or damage caused by their animals. GHI has no responsibility for residents' animals, and has no liability for any nuisances, injuries or damage caused by residents' animals. All animal owners in the GHI community are deemed to have agreed to indemnify GHI, and its members, directors, officers, employees and agents from any claims, injuries, damages or legal actions that may arise from their animals' actions and from any of their own failures to properly care for or restrain their animals.

When an issue arises with your neighbors or another member, it is recommended that you talk to them about the situation before contacting GHI Member Services and before making a complaint.

In addition to making a complaint about companion animals to GHI (the Member Complaint Process is discussed in the Member Handbook), members and others can contact Greenbelt Animal Control and Prince George's Animal Control. Staff, members and any resident of Prince George's County can file a complaint with the Prince George's County Animal Control Commission.

GHI Companion Animals Regulations (Member Handbook)
<https://www.ghi.coop/content/xv-companion-animals>

City of Greenbelt - City Code
<http://www.greenbeltmd.gov/DocumentCenter/View/46>

Prince George's County Code (Note Sections on Subtitle 3. Animal Control, and see Divisions 2, 3,4, and 5.)
https://library.municode.com/md/prince_george's_county/codes/code_of_ordinances?nodeId=THE_CO_CODEPRGECOMA

Prince George's County Animal Control Commission
<https://www.princegeorgescountymd.gov/481/Animal-Control-Commission>

3. WHAT IS A NUISANCE

A nuisance is defined in the GHI Member Handbook's Companion Animal Regulations as:

Any actions by companion animals that produce annoyance, inconvenience or discomfort to people and/or other companion animals and/or harm to property, e.g. prolonged barking.

The most common complaints received by GHI Member Services involve dogs barking in their yards and lunging at fence lines. It is best and safer if members passing by walkways avoid approaching fence lines when a dog is in the yard. There are also situations where a member's yard abuts directly next to a walkway. In this situation, the member should remain in the yard with the dog to ensure that the dog does not startle passersby by rushing and lunging at the fence.

If two neighbors have dogs that do not respond well to the sight of the other, they should consider arranging a system of notification, so that one neighbor knows when the other neighbor is letting out their dog. Then the other member can avoid letting their dog out at the same time.

Another very common complaint to Member Services is a cat roaming at large. As discussed below in more detail, the City of Greenbelt's Pet Ordinance does not permit cats roaming at large. This is a GHI regulation as well. Free-roaming cats can be a nuisance to neighbors in a number of ways. They often will wander into other yards and do their business, and they have been known to torment other members' indoor cats through windows and sliding doors. Members who feed birds often become very upset when cats come into their yards and attack birds.

Members can also create a nuisance by feeding feral or stray cats and wildlife. Problems have been caused by members feeding foxes, deer, raccoons, and vultures.

4. CATS IN GHI

It is illegal in the City of Greenbelt, and against GHI rules, to have *any* free-roaming companion animals, including cats. The City Code for Greenbelt defines what constitutes a companion animal, and sets forth the laws governing their owners. In particular under “Public Nuisance (1),” it defines a nuisance as any animal that “is repeatedly found at large”.

<http://www.greenbeltmd.gov/DocumentCenter/View/46>).

Fines for owners of said companion animals are \$25 for the first infraction, \$100 for the second, and \$200 for the third. (Section 3-3). With regard to residents of GHI homes, please refer to the GHI Handbook, Section XV. (<http://www.ghi.coop/content/xv-companion-animals>).

For help in transitioning your cat from an outdoor companion animal to an inside companion animal, see the website listed below which describes the process for transitioning your cat indoors. The website also includes a discussion about why your cat should be an indoor cat:

<http://pets.webmd.com/cats/features/should-you-have-an-indoor-cat-or-an-outdoor-cat>.

5. DOG ETIQUETTE FOR MEMBERS WITH AND WITHOUT DOGS

During nicer weather many members will walk around our community. Also, dogs will be spending more time in their yards.

So that everyone can enjoy GHI's outdoor spaces, members with and without dogs can support each other by learning some basic etiquette. Some members' dogs may race or lunge at the fence line of their yards as people pass by, barking loudly and sounding very menacing. The more these dogs are allowed to practice these unwanted behaviors, the more entrenched these behaviors become. Members should remove their dogs from the yard immediately when these behaviors start.

Members passing by these yards should walk past the dog as quickly as possible, without looking at or interacting with the dog. Do not approach the fence line and never place your hand over the top of the fence. Never allow children to run towards the dog or put their fingers through the fence.

Like people, some dogs require more space than others. They are not aggressive dogs, but any dog can react for a wide variety of reasons when they encounter other dogs or certain people. When walking around GHI, members who know that their dogs need more space should do their best to avoid getting near other dogs or people.

If members with dogs ask you not to come any closer to their dogs or to stop while they turn around and go another way, please do not continue to approach these dogs. If they wait for you to pass, do so quickly.

6. FENCE RUNNING AND LUNGING

Fence-running and lunging at the fence line can happen when a dog is frustrated by seeing people and animals but can't reach them, or when the dog thinks it needs to protect its home or people. These behaviors can include excessive barking and fence fighting and may cause the dog to respond to other dogs even when not behind the fence. All of these problems result from the dog's stress.

These recommended strategies can help stop these behaviors from getting worse and better manage the situation.

- Only allow your dog in the yard for limited periods of time and only when you are in the yard.
- The minute the dog begins fence-running, the behavior should be interrupted, and the dog should be removed from the yard.
- This behavior can lead to a cycle of increased episodes caused by anxiety and stress that can become more easily triggered in the future.
- The more the dog is permitted to run the fence and bark, the harder it will be to modify the behavior.
- Take note of when people and their dogs are more likely to walk by your fence or your walkway and keep your dog out of the yard at these times.
- Avoid giving your dog the opportunity to start fence-running or fence-fighting. If you share a fence with neighbors who do not have a dog, and your dog barks at your neighbors, check with your neighbors before letting your dog into the yard.
- If your neighbors come out when you both are in the yard, have a leash ready to keep your dog away from the fence or take your dog inside until the neighbor leaves their yard.
- If you have a see-through fence do something to make it more solid. You can create a natural screen with bushes, trellises or planters. Note that this may only work with some dogs, as they can still smell and hear people and dogs walking by.

Another management strategy in the yard is to consider replacing your dog's leash with a long training leash often used for recall training. (Recall is the word used to describe the owner's action of calling the dog to return to them when the dog is off-leash. A "come" command is most often used for recall.) This way if you do need to interrupt and remove your dog from the yard, he is already on lead. You can also use this training leash to work on your dog's recall response.

If you decide to work with a trainer, make sure you work with a rewards only (force-free) trainer. The trainer will likely have several strategies, such as counter conditioning the dog to the presence of people or situations that cause your dog to run the fence and bark. Another will be to improve your dog's recall response. Another strategy that can be helpful is to use training and the reinforcement of high value treats to encourage your dog to look at you for their reward rather than running the fence or barking.

For a list of rewards only trainers, visit the resources section of www.yourdogsfriend.org.

For more details about the management and training approaches mentioned above check out the following links.

<https://bestfriends.org/resources/managing-barrier-reactivity>

<https://www.dogsnaturallymagazine.com/dog-fence-running/>

<https://yourdogsfriend.org/help/>

7. EXCESSIVE BARKING

There are a number of reasons why dogs bark. There are even situations when we may want our dogs to bark. For example, we want to be alerted if someone is trying to enter our yards or homes. However, if a dog is barking so much that it is disturbing our neighbors that is a problem.

Identifying why your dog is barking may help determine the best approach to stop a dog's excessive barking or indicate that the best approach may be to contact an animal behaviorist.

The web sites listed below will provide a good overview of why dogs bark. There is also information about what works and what doesn't work when trying to stop a dog from barking excessively.

How to Get Your Dog to Stop Barking - Six Ways to Control Your Dog's Barking (Humane Society of the United States)

http://www.humanesociety.org/animals/dogs/tips/how_to_stop_barking.html

How to Stop Unwanted Barking (Karen Pryor)

<http://www.clickertraining.com/how-to-stop-unwanted-barking>

Barking (Your Dog's Friend)

<http://yourdogsfriend.org/help/barking/>

The Effect of Acoustics on Barking in GHI

The effects of acoustics on sounds, such as barking, throughout GHI is an interesting discovery for many new members. Members talking in certain areas of the cooperative may be heard very clearly across large common areas. For some townhomes in GHI, sound carries a great distance without losing volume. For example, not only may dogs barking in a yard be heard distinctly more than a block away, but the member yelling at the dog may be heard clearly that far away. New members should be aware of this phenomenon and, if affected by it, be extra vigilant in managing their dogs' barking.

8. DINOS – DOGS IN NEED OF SPACE

Like people, not all dogs enjoy or welcome social interaction with people or even with other dogs. The DINOS web site is dedicated to educating the public about dogs who need space.

Many dogs that need space (DINOS) while reactive to people or other dogs are not aggressive. If not approached and permitted extra space, many of these dogs are fine. In fact, the CAC does not recommend the DINOS management techniques for aggressive dogs. The fact that your dog is a dog in need of space also is not an excuse for you not to train your dog or, if necessary, work with an animal behaviorist.

The CAC suggests using a yellow ribbons or bandana tied to a dog's leash or collar to identify a DINOS no matter what the reason. There are also leashes and collars available that say things like "I need space" or "Nervous." Dogs wearing these items show that the dogs' companion animal parents are working hard, first, to manage their dogs and, then, to train their dogs to become more comfortable with unfamiliar people and other animals. For some companion animal parents managing their dogs in these situations may be temporary while for other dogs it will be life-long.

Most often, DINOS are fearful of unfamiliar dogs, people, places or situations. They may be in pain from recent surgery or ongoing medical problems. Many dogs who were rescue or shelter dogs may not have had sufficient socialization with people or other dogs or have not yet mastered the basic obedience skills needed in the GHI community. Their reactions to fearful situations and encounters may look menacing to humans, so their companion animal parents are doing their best to manage the situation by asking people and children not to approach, or to wait for a moment, while the companion animal parent walks the dog away from the situation.

The CAC also seeks to educate people in appropriate ways to approach and interact with any dog, whether or not it's a DINOS.

Some simple strategies include:

- Being aware of what it means when you see a dog wearing a yellow ribbon or bandana or leash;
- Asking the companion dog's parent if it's okay to approach,
- Learning to recognize dogs' stress signals, and
- Learning less threatening strategies to approach any dog.

For more information, please check the following websites:

<https://dogsinneedofspace.com/>

<https://yourdogsfriend.org/help/dogs/>

<https://yourdogsfriend.org/product/online-reactive-dog-class/>

<https://yourdogsfriend.org/reactive-dog-questionnaire/>

9. LOCAL AGENCIES AND ORGANIZATIONS FOR COMPANION ANIMALS

Below is a listing of the most requested information concerning animal-related agencies, businesses and services.

Enforcement of Ordinances and Regulations

City of Greenbelt Animal Control Officer (ACO)	301-474-6124 Call police non-emergency # after hours
Greenbelt Police Department	301-474-7200 (non-emergency #)
GHI Member Services Director	301- 474-4161
Prince George's County Animal Management Division 3750 Brown Station Rd., Upper Marlboro, MD	301-780-7200
Prince George's County Animal Control Commission 9400 Peppercorn Place, Largo, MD	301-780-7201
SPCA/Humane Society of Prince George's County	301-262-5625

Injured Wildlife and Wildlife Conflicts

State of Maryland Department of Natural Resources (DNR) To report sick, injured or nuisance wildlife Poaching activity	1-877-463-6497 1-800- 635-6124 1-800-628-9944
MD Natural Resources Police	1-410-295-4600 (office) 1-410-260-8888 (24 hrs.)
U.S. Fish & Wildlife Service Law Enforcement Division	1-410-573-4514
City of Greenbelt Animal Control Officer	301-474-6124
Prince George's County Animal Management Division/Shelter	301-780-7201
Second Chance Wildlife Center All Creatures Great and Small Wildlife Center, Inc	301-926-9453 410-740-5096

Animal Shelters

Greenbelt Animal Control/Shelter	301-474-6124
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Prince George's County Animal Control/Shelter	301-780-7200 (7201)
College Park Animal Control	240-487-3570
Anne Arundel County Animal Control	410-222-8900
Howard County Animal Shelter	410-313-2780
Laurel City Police Dept/Animal Control	301-498-0092
Montgomery County Humane Society/	240-252-2555
Montgomery Animal Control	240-773-5900
Baltimore City Animal Control	410-396-4698
Baltimore County Animal Service	410-887-7297
District of Columbia Animal Shelter	202-576-6664
Washington Humane Society/SPCA	202-723-5730
Animal Welfare League of Alexandria, VA	703-746-4774
Animal Welfare League of Arlington, VA	703-931-9241

10. LICENSES, VACCINATIONS, LOW-COST SPAYING/NEUTERING, AND DOG PARK PERMITS

Pet Licensing

Prince George's County residents must obtain a **license** for their pets. A license **must** be obtained within **30 days** of residency. **All pets must be current on their rabies vaccination** with a valid rabies certificate.

As stated in the Animal Control Ordinance, a **ferret, dog or cat** which is 4 months of age or older shall be licensed by the owner as herein provided (County Code, Section 3-145). Once your pet reaches **4 months of age you must apply within 10 days**.

You will receive a license tag that must be securely fastened to each **dog's** collar or harness and must be worn at all times. **Note:** This rule does not apply for cats and ferrets and there are exceptions if your dog participates in certain activities where a tag could endanger his/her safety. For detailed information please refer to the County Code, Section 3-148.

Fines for failing to comply range from \$25 to \$250 per pet. Make sure your pet is current on his/her rabies vaccination and obtain a license. Fines may add up quickly .

Fees for Dog/Cat/Ferret Licenses

\$5.00 for spayed or neutered (altered) pet
\$25.00 for unaltered pet

There is also a reduced charge of \$5.00 for assistance dogs in training. The licenses for assistance dogs and dogs in police canine units are free of charge. (Section 3-146)

The license expires after one year and has to be renewed annually. You will receive a letter from the Animal Mangement Division (AMD) with renewal instructions.

Note: If you are 65 years of age or older and your pets are altered and current on their rabies vaccinations you are entitled to two free licenses per year - if you purchase your license(s) in person at the Prince George's County Animal Services Facility in Upper Marlboro. (For location and hours of operation, see below)

Note: If you own **five** ore more animals that are larger than a guniea pig **and** are 4 months of age and older you must apply **additionally** for a **hobby permit**. (Section 3-148) The hobby permit costs \$5 annually. There are exceptions. Please contact AMD at 301-780-7251 for further information.

Licensing Requirements/Mail-In Information

The following information must be provided with a license application.

- Check or money order in the appropriate amount.
- Copy of current rabies certificate.

- Copy of spay/neuter certificate (if applicable).

Please download the form here:

<https://www.princegeorgescountymd.gov/DocumentCenter/View/144/Pet-License-Application-PDF?bidId=>

You can mail the application along with the required payment and documentation to AMD. See address below. Please allow 14 days for processing.

Purchasing Locations for Dog/Cat/Ferret Licenses/Walk-Ins

You can purchase your license(s) in person at the following locations:

Animal Management Division (AMD), License Section

3750 Brown Station Rd
Upper Marlboro, MD 20772

Phone 301-780-7200

Mon, Tue, Fri 11 am -8 pm

Wed 11:30 am -7:30 pm

Sat 9 am – 4 pm

Payment options at this location: Cash or Discover Card only!

Please contact the following locations for hours of operation and payment options. These facilities accept walk-ins only. Please do not send your application to any of these locations by mail. It is recommended you call to confirm hours of operations:

Bowie Animal Control

15901 Excalibur Rd
Bowie, MD 20716

Phone 301-262-6200

College Park Municipal Center

4500 Knox Rd
College Park, MD 20740

Phone 301-864-5585

Laurel City Hall

8103 Sandy Spring Rd
Laurel, MD 20707

Phone 301-725-5300

Dog Park Permits

The City of Greenbelt Dog Park is located at Hanover Parkway and Hanover Road in East Greenbelt. A dog park permit must be obtained from the Department of Planning and Community Development. The application for the permit may be found on the City website.

<http://www.greenbeltmd.gov/dogpark>

Low Cost Vaccinations

For information about Prince George's County's Rabies Vaccinations Clinics, call 301-583-3782 or 301-780-7200.

The City of Greenbelt's Pet Expo often will include a Rabies Vaccination Clinic.

Petco offers a low-cost vaccination clinic at their store periodically. Contact the store for more information.

If you do not have your paper certificate from your pet's previous rabies shot, the vaccination will be valid for one year. If you can present the certificate, the vaccination will be valid for three years.

Low Cost Spaying/Neutering

Contact the following organizations for information about low cost spaying/neutering:

Spay Now (Laurel)	301-483-7080
SPCA/Humane Society of Prince George's County .	301-262-5625 Ext.6
The Spay Spot Spay/Neuter Clinic (Prince George's County Animal Shelter)	301-254-8151
Humane Rescue Alliance	202-726-2273
	202-576-6664
SNAP, Inc	301-209-5000

11. ADDITIONAL RESOURCES FOR COMPANION ANIMALS

Following is a listing of emergency hospitals, veterinarians, animal behaviorists, behavioral consultants, groomers, and companion animal-related businesses. These lists are for informational purposes only. The inclusion of these businesses on this list should NOT be construed as an endorsement or a recommendation by GHI or the Companion Animal Committee.

Emergency Animal Hospitals

In a Nutshell:

1. Find three hospitals near you and have their numbers and addresses handy.
2. Call before you leave so they can prepare for your arrival and give you instructions.

Trips to the Emergency Animal Hospital usually come when least expected. Since time and quick decisions may be essential and you might be stressed, it's best to be well prepared. Even if you'll never see the inside of any Emergency Animal Hospital, it doesn't hurt to know where to go and what to expect.

Plan in advance. Find the three closest Emergency Animal Hospitals. Have the numbers and addresses in your phone or have them in a place where you can easily find them. If you feel more comfortable traveling a familiar route, drive there at least once. While you're there you can go inside and find out their emergency care policies and obtain price ranges for treatment. If you don't need to drive to these locations consider calling the hospitals for this information. Animal Emergency Care can become expensive very quickly, so it's best to be informed.

Most Emergency Animal Hospitals will provide you with an estimate before starting treatment. If a hospital doesn't automatically provide you with an estimate, and you haven't talked to them previously, ask for one. Remember this is an estimate, so your bill may be higher. This is also the time to see if you want them to take all the actions they have listed on the estimate. You might want to discuss under what circumstances you would want euthanasia performed instead of treatment. For example if the animal is unlikely to have the quality of life that they had previously, perhaps you want to be consulted and allowed to make a decision before additional treatment is provided. Read what you sign carefully because often you are signing authorizations about how they will proceed and about which you might want to ask questions.

Always call before you start the trip to an Emergency Animal Hospital so they can prepare for your arrival. They will evaluate the situation and give you instructions. Also, if they cannot serve you at that time they will send you directly to the next hospital which might save you enough time for a positive outcome.

Dogs and Cats Veterinary Referral & Emergency	301-809-8800
Anne Arundel Veterinary Emergency Clinic	410-224-0331
Metropolitan Emergency Animal Clinic	301-637-8882
Friendship Hospital for Animals	202-363-7300
Rocky Gorge Animal Hospital	301-776-7744

Veterinarians

A.P.A.W. Veterinary Hospital & Wellness Center	301-552-3800
Banfield Pet Hospital (in Greenway Center Petmart)	301-441-1139
Beltsville Veterinary Hospital	301-937-3020
Brentwood Animal Hospital	301-864-3164
College Park Animal Hospital	301-441-2547
Glenn Dale Veterinary Clinic	301-390-6770
Prince George's Animal Hospital	240-309-6196
Riverdale Park Animal Center	301-277-5408
Lakeside Veterinary Clinic	301-498-8387
Lynn Animal Hospital	301-779-1184
Prince George's Animal Hospital	301-577-9400
Rocky Gorge Animal Hospital	301-776-7744
Seabrook Station Animal Hospital	301-577-3666
Takoma Park Animal Clinic	301-270-4700

Exotic Animal Veterinarians

Brookeville Animal Hospital	301-774-9698
Collins Animal Hospital	202-659-8830
Lakeside Veterinary Hospital	301-498-8387
Lynn Animal Hospital	301-779-1184
Pender Exotics Veterinary Centre (formerly Eastern Exotics)	703-654-3100
Rocky Gorge Animal Hospital (Tuesday only, some emergency weekend coverage)	301-776-7744
Wheaton Animal Hospital	301-949-1520
Quince Orchard Veterinary Hospital	301-208-1111

Holistic Veterinarians

Animal Medical Center of Watkins Park	301-249-3030
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Veterinarians Who Make House Calls

Dr. Lederman	301-490-5800
Metro Mobile Veterinary Clinic	

Trainers

See <https://yourdogsfriend.org/we-recommend/positive-trainers/> for a list of certified, force-free trainers in the DMV area. Your Dog's Friend also has a training facility with an interesting variety of classes. For members considering a puppy, they offer puppy parties, puppy kindergarten and puppy first grade. In addition, they offer free Advice for Adopters workshops providing guidance for adopters, potential adopters and fosters. A series of free workshops on a variety of dog-related topics are offered throughout the year. See the website for schedules and more information. Check out their resources and websites they recommend.

<https://www.yourdogsfriend.org>

See below for several trainers and behavioral consultants, including ones who work with cats.

Animal Behaviorists and Behavioral Consultants

Dr. Marsha Reich, DVM, DACVB

Maryland-Virginia Veterinary Behavior Consulting
301-384-3900

Board certified by the American College of Veterinary Behavior. In-home consults.

Dr. Leslie Sinn, DVM, DACVB, CPDT-KA

Behavior Solutions for Pets

Leesburg, Purcellville & Haymarket, VA, or in-home for VA residents.

540-454-9081

<http://www.behaviorsolutions.guru/>

lsinndvm@gmail.com

Board certified by the American College of Veterinary Behavior, as well as a certified trainer

Dr. Amy Pike, DVM, DACVB

Animal Behavior Wellness Center

Centreville, Manassas, and Herndon, VA

<http://www.abwellnesscenter.com>

info@abwellness.com

1-888-438-0788; 703-361-0710, ext 4

Dr. Pike is Board certified by the American College of Veterinary Behavior – Behavioral assessments are currently being conducted at the Veterinary Referral Center of Northern Virginia in Manassas.

Tanja Owe, M.S. degree in Companion Animal Behavior Analysis and Counseling

<http://www.greengrover.org>

443- 414-7590

Greenbelt, MD

Debbie Winkler, CPDT-KA, CABC

410-549-1135

Dog Ears and PAWS Humane Domain

<http://synalia.com/sats-trainers/sats-trainers/debbie-winkler/>

Owings Mills, MD

Elizabeth Catalano, M.A., CPDT-KA, CDBC, CTDI 410-381-1800
Vincent Catalano, M.B.A., CPDT-KA, CDBC, CNWI
<http://www.thecoventrysthool.com/>
Columbia, MD

Mary Huntsberry 301-337-7401
Dogs and CATS
<https://www.helpingpetsbehave.com/>
Ms. Huntsberry holds a masters degree in Behavior, Cognition, and Neuroscience from American University in Washington, DC where she focused on the science of animal behavior.

Diane Stearns, CDPT-KA, CDBC 240-780-8408
Capitol Area Dog Training and Behavior Consulting
capitoltrainingandbehavior.com
Germantown, MD

Annie Glasgow, Certified Separation Anxiety Trainer 443-516-7227
CAT and Dog Behavior
Oscar Winning Behavior
Info@oscarwinningbehavior.com
<http://oscarwinningbehavior.com/>
Baltimore, MD

Vivian Leven, CPDT-KSA, CBCC-KA 202-630-0249
Positive Dog Solutions
<https://www.positivedogsolutions.com/>
Washington, DC and surrounding area

Lisa Stemcosky, CCBC, CDPT-KA, SBA Contact through web site
CERTIFIED CAT BEHAVIOR CONSULTANT
Pawlitically Correct
www.pawliticallycorrect.com

Local Stores for Companion Animals

PetSmart 7475 Greenbelt Road, Greenbelt, MD 301-220-1295
Petco 10464 Baltimore Avenue Beltsville, MD 301-937-1222
Petco has low cost vaccinations clinics – see store for details

Holistic, Organic and Eco-Friendly Food/Treats/Toys

Crunchies Natural Pet Foods 301-261-6280 (Crofton)
410-721-5432
The Big Bad Wolf 202-747-3434 (Main)
(6960 Maple St NW, Washington DC 20012) 202-291-2404

Groomers

Grooming by Em

301-277-2033

PetSmart

301-220-1295

Laurie's In-Home Grooming

301-331-3055

12. TRAVELING WITH COMPANION ANIMALS

The web sites below provide a variety of information related to traveling with companion animals. Some of the sites allow you to enter a location and find out which motels and hotels in that location accept animals. Others provide good tips about traveling with your companion animals.

www.dogfriendly.com

www.pettravel.com

www.petswelcome.com

www.travelpets.com

www.pethospitality.com

www.bringfido.com

www.takeyourpets.com

13. HEARTWORM PREVENTATIVES, FLEA & TICK PREVENTATIVES & VACCINATIONS

Heartworm Preventatives

Why are heartworm preventatives important?

Heartworm disease is a parasitic disease that is transmitted by mosquitos to dogs and cats. The heartworm larva (immature form) is injected into your companion animals (dogs and cats) when the mosquito bites and takes a blood meal. The heartworm larva develop over a 6-month period into adult worms which live in the chambers of the heart and the large blood vessels of the heart and lungs. The adult worms do damage to the heart, blood vessels, and lungs causing inflammation, heart disease, lung disease and ultimately heart failure and death of the companion animals.

Can my companion animal get heartworm disease from another companion animal?

Dogs and cats who are infected with heartworms will become a source of infection for other companion animals in the area. Heartworms are not directly infective companion animal to companion animal. Companion animals must be bitten by a mosquito to either transmit the disease to the mosquito or to become infected by heartworms from an infected mosquito. This also means that your companion animal can be infected by heartworms from another companion animal who is a distance away from where your companion animal lives.

How do I prevent and treat heartworm disease in my companion animal?

There are many forms of safe and easy heartworm prevention available from your veterinarian. Many are monthly treatments that are chewable and easy to administer. First, your veterinarian will need to test your companion animal (for dogs only) to insure your companion animal is not already infected with heartworms. Treating an infected dog with a preventative without testing first can be detrimental to their health or potentially fatal. Dogs with heavy infestations and/or advanced disease can have serious reactions to treatments and must be monitored by a veterinarian during treatments.

Puppies who are less than 6 months old can be started on heartworm preventative without testing because they are not yet old enough to have a mature case of heartworms. So, it is best to start (with veterinary direction) all puppies on heartworm preventative as early as possible.

Any dog who tests positive for heartworms will need to be treated prior to starting preventative. Your veterinarian will discuss treatment and options with you. The earlier you detect a heartworm infection the better the chance of being able to treat the infection successfully.

Cats can be placed on preventative without testing because they typically harbor only one or two heartworms and treating with a preventative while infected will not typically harm them. Consult with your veterinarian about whether your cat is at risk of heartworms and should be on a preventative.

Companion animals should be kept on heartworm prevention year-round in this part of the country.

Fleas and Tick Preventatives

Why is it important to use a flea and tick preventative on my companion animals?

In this area of the county we have serious problems with both fleas and ticks particularly during the warmer months of the year. Ticks can be a problem even in the cooler months of the year in this part of the country especially because of our large deer population. Fleas can cause serious skin disease including skin infections and allergic disease in both cats and dogs. Additionally, fleas can infest your home and cause significant discomfort or even severe allergic skin disorders when they bite you. Ticks carry a number of diseases that are not only a problem for your dog, but also for you if you are bitten. Diseases such as Lyme Disease, Rocky Mountain Spotted Fever, Ehrlichiosis and other tick-borne diseases are potentially serious diseases that can cause serious illness and in some cases death in either you or your companion animal.

Flea and tick preventatives are significantly improved over the last 20 years. Many of the current preventatives are monthly combination products that treat both flea and tick problems. Some products are topical and some are oral. The older products that contain chemicals like pyrethrin or permethrins are no longer considered to be the best or safest options and have many more side effects than the newer products that are available from your veterinarian. Some of the older products can even be quite dangerous especially to cats. You should consult with your companion animal's veterinarian to find the best option for flea and tick control for you and your companion animal.

Other Parasites in Dogs and Cats

Besides ticks and fleas, there are other important parasites in our companion animals which are of concern. These parasites are most typically transmitted in companion animal waste. These parasites include roundworms, hookworms, whipworms, toxoplasmosis, giardia and many others. Most of these parasites are considered zoonotic or transmissible to people. The most important thing you can do to prevent these parasitic infections is to make sure you clean up companion animal waste promptly, wear gloves when working in the garden and wear shoes when walking outdoors. Additionally, you should have your veterinarian test your companion animal regularly for intestinal parasites by analyzing a stool sample. This is particularly important in households with children since they are particularly susceptible to certain parasites. To have a stool sample tested, take your veterinarian a fresh, non-frozen stool or fecal sample in a ziplock bag or clean, sealed plastic container. If you are taking a sample from a cat box, make sure you are taking stool and not a clump of urine and litter.

Leptospirosis

This disease has spread to almost every state and region of the country. Leptospira bacteria predominately infect dogs, although in rare cases the bacteria can infect cats as well. The bacteria live in different animal reservoirs. The animal reservoirs most prevalent in GHI include mice, rats, opossums, and raccoons. As these animals urinate, bacteria is spread into the environment. Transmission to dogs can happen when the dog drinks from a contaminated puddle or licks a paw that stepped in the infected animal's urine. As prevention is usually best, talk to your veterinarian and see if it's appropriate for your dog to be vaccinated. People may also be infected.

For more information for companion animals:

<https://www.avma.org/public/PetCare/Pages/Leptospirosis.aspx>

https://www.petmd.com/dog/conditions/infectious-parasitic/c_multi_leptospirosis

For more information for people:

<https://www.cdc.gov/leptospirosis/index.html>

<https://www.webmd.com/a-to-z-guides/what-is-leptospirosis#1>

Vaccinations

What vaccinations do my companion animals need?

Core Vaccines:

Rabies Vaccination is required by law for all cats, dogs and ferrets. Cats, dogs and ferrets can be vaccinated at 12 weeks of age. Maryland law requires all cats, dogs and ferrets to be vaccinated by 16 weeks of age. A booster vaccine will then be required for dogs and cats in one year and then every 3 years after that or as recommended by your companion animal's veterinarian. Ferrets are required to have a rabies vaccination booster annually.

Canine Distemper Vaccination is recommended for dogs and ferrets. Distemper is an infectious disease that causes significant disease and often death in unvaccinated animals. The distemper virus is still present in the wildlife population particularly fox, raccoon and skunk. So, it is imperative that our companion animals are vaccinated to protect them from this completely preventable disease.

Typically, most canine distemper vaccines given to dogs are combination vaccines that also prevent against several other infectious diseases including canine parvo virus and hepatitis.

Vaccination is typically started at 6-8 weeks of age and then every 3-4 weeks until 16 weeks of age. A booster is given in 1 year and then every 3 years or as recommended by your companion animal's veterinarian.

Feline Distemper (Panleukopenia) Vaccination is recommended for all cats. Vaccination can start as early as 6 weeks and is then continued every 3-4 weeks until 16 weeks of age or until the age recommended by the vaccine manufacturer being used. Cats are typically revaccinated one year later and then every 3 years depending on the vaccine product being used. You should follow your veterinarian's recommendations.

Non-Core Vaccines:

Dogs: Other vaccines that may be recommended for your dogs are Lyme disease (*Borrelia burgdorferi*), kennel cough (*Bordetella bronchiseptica*), leptospirosis and canine influenza. These vaccines will be based on your dog's exposure risk. Talk to your veterinarian about where your dog

will spend time, the type of area you live in (wooded versus city) and whether your dog will be boarded or go to dog parks.

Cats: Other vaccines that may be recommended for your cats are feline leukemia (FeLV) and feline immunodeficiency virus (FIV). These vaccines will be recommended particularly if your cat will be allowed to go outdoors or to meet up with other cats even if just through a screen.

14. LOST OR MISSING COMPANION ANIMALS

Steps to Take Before your Companion Animal is Missing or Lost

Consider taking the following steps with all of your companion animal now:

- Take a picture of you with your companion animal.
- Consider adding an ID tag to your companion animal with the family's last name, address, and phone number. These tags can be obtained at most chain companion animal stores. Greenbelt has a PetSmart located in the Greenway shopping center on Greenbelt Road.
- Microchip and register your companion animals.
- Register with www.nextdoor.com as someone from your neighborhood might find your lost companion animal and post them on this site.
- Request to join the Greenbelters Facebook page.
- Register with Greenbelt Alerts (search www.greenbeltmd.gov/alerts or enter <http://www.greenbeltmd.gov/index.aspx?NID=591> URL in browser).

Once you have signed up for Greenbelt Alerts, you'll want to opt in for receiving the alerts from Animal Control. These alerts let you know when Animal Control picks up an animal, the description of the animal, and the area where the animal was found.

A Photo of Member with Companion Animal(s)

It is very important that you have an up-to-date photo of you with your companion animal, if you are single, and a family photo if you have a family. In the event of an emergency or if your animal is found running at large, it will be much easier to reunite you with your animal if you have this photo. It also provides a recent photo that can be used on websites and posters in the event that your animal is missing.

Microchipping Your Dog

What is a microchip?

A microchip is a permanent form of identification that consists of a tiny microchip about the size of a grain of rice that is implanted under your companion animal's skin in the area between the shoulder blades. The microchip is placed by a veterinarian or trained veterinary technician during an outpatient visit and does not require anesthesia.

How does a microchip work?

The microchip does not have any internal source of power and works only when a compatible scanner is placed briefly over the microchip. The scanner emits a low radio frequency that provides the power necessary for the microchip to emit its unique identification number or code. Each microchip when read will give its identification number and a phone number for the microchip registry to call if the animal is found.

Can a microchip be removed?

Generally, microchips are considered permanent because they cannot typically be felt or palpated

through the skin. Because of this feature, microchips are a safe way to permanently identify your companion animal because they cannot be removed if your companion animal is stolen. Microchips can be seen on an x-ray, so your veterinarian will be able to locate a microchip if necessary. But since microchips are considered to be non-reactive, it is unlikely that a microchip will ever need to be removed.

Are microchips expensive to have implanted and register?

No. Generally, most microchipping procedures can be done for less than \$50.00 including the cost of a basic, lifetime registration. The most important thing to remember is that you **MUST REGISTER** the microchip or it will be of no value.

In the Event of a Lost Animal in the Immediate Vicinity

If your animal is missing, consider following these steps:

- Call the Greenbelt Animal Shelter (301-474-6124) or Prince George's Animal Control (301-780-7250). If your companion animal is properly tagged (county license and rabies vaccination tags) or has a microchip implant, it will enable the shelter and Animal Control to get your animal back to you much sooner.
- Provide a photo of the companion animal (s) with companion animal parent(s) or family as proof of ownership.
- Prince George's County has a Facebook page for "Lost & Found Pets of P.G. County, MD" (<https://www.facebook.com/Lost-Found-Pets-of-PG-County-Md-298360213621232/>) where you can sign up and post your companion animal's information. You'll need a photo of your companion animal, preferably one taken with you or your family.
- Facebook.com: There is a "Greenbelters" group on Facebook where you can post a message about your missing companion animal.

15. HUMAN-WILDLIFE CONFLICT

Greenbelt Homes, Inc (GHI) was originally planned to include open green space throughout the cooperative. We are lucky to have surrounding woodlands and to border the City of Greenbelt Forest Preserve. Buddy Attick Lake is nearby and includes woodlands as well as open space. BARC is adjacent to GHI with its open fields, woodlands, wetlands, ponds and creeks. Therefore, it is not surprising that members report sightings of raccoons, possums, rabbits, foxes, ground hogs, coyotes, deer, all kinds of birds, including large crows, herons and vultures, and even the occasional lost bear cub. While this is far from a complete list, it is clear that if you live in GHI, you are likely to come in contact with wildlife.

- Our close proximity to wildlife occasionally creates human-wildlife conflict. The problem when talking about this topic is members often have a very different understanding of what makes a conflict.
- While some members are feeding wildlife (no, you should not do this), others are terrified if they see a possum walk near their yard.
- Some members work to make their yard an urban wildlife sanctuary while their next door neighbors are ready to call GHI when they see an animal anywhere in the vicinity of their home.

What is a true human-wildlife conflict? Who decides these things and what can we humans do about it?

- A human-wildlife conflict that will result in action from GHI occurs when a wild animal is inside your townhouse, including your attic, or a wild animal is trapped in your crawlspace.
- Contact GHI maintenance and explain your situation.

Examples of situations where GHI will not respond as they are not considered human-wildlife conflicts:

- A juvenile raccoon is near your home during the day during the time of year when young raccoons are leaving the family group,
- A deer jumps your fence and eats your prized flowers or bushes
- A family of raccoons is getting into the garbage, or
- A family of raccoons are peering out of a drain cover.

On the other hand, a rabid animal should be reported to Animal Control or to the police immediately. Signs to look for with a rabid animal include:

- Animals infected with rabies may appear sick, crazed, or vicious. This is the origin of the phrase "mad dog." However, animals infected with rabies may also appear overly friendly, docile, or confused. They may even appear completely normal.
- Behavior of animals with rabies may be unusual. For example, seeing a normally **nocturnal** wild animal during the day (for example, a bat or a fox) or seeing a normally shy wild animal that appears strange or even friendly should raise suspicion that the animal may have rabies.

Having said this, it is not uncommon to see juvenile raccoons close to our homes at the time they are leaving their family group to establish their own territory. Animals that are generally nocturnal may come out earlier if they are hungry.

In most cases it is against state law for anyone to relocate an animal. By doing so you remove an animal from its home, its food and its water source. You place it in an unfamiliar territory where it will not be welcomed by other animals.

There are things members can do to reduce the likelihood of a human-wildlife conflict. The most important things you can do include:

- Do NOT feed wildlife.
- Do not feed feral cats.
- Do not have close contact with wildlife.
- Make sure that your trash is contained in trash cans.
- Make sure trash cans are properly secured, so raccoons can't access your garbage.
- Use plants and bushes that deer don't like to eat.

Deer avoid plants with a strong fragrance, irritating textures, or plants that upset their stomachs. Bushes that deer avoid include boxwood, bayberry and beautybush.

Examples of plants that deer do not like include the following perennials:

- Lupines,
- Digitalis
- Foxglove,
- Lavender,
- Poppies, and
- Echinacea.

Annuals that deer do not like include:

- Marigolds,
- Nasturtiums,
- Petunias,
- Snapdragons, and
- Salvia.

Several of these plants may be poisonous for companion animals.

A GHI example of the consequences of feeding wildlife involved a member who decided to provide meat scraps to vultures. He didn't realize that vultures quickly increase in number, and remain in the area, if any vulture is fed. Both turkey and black vultures are protected as migratory birds at the Federal level. It is illegal to take, kill or possess them in Maryland. Here is the damage they can do:

Turkey or black vultures or both vulture species may occupy roost sites in urban or suburban areas where they conflict with people. People tend to have health concerns about these roosts due to excessive accumulations of fecal droppings, concern for the health of children and pets who may be exposed to bacteria or viruses in vulture fecal droppings or vomit. Damage caused by turkey or black vulture roosts include loss of use of the property, the over-powering ammonia odor emanating from the roost site, death of ornamental trees from acidic fecal droppings or excessive limb breakage, and the aesthetically unappealing white-wash effect from fecal droppings on lawn furniture, the home, walkways, vehicles, and the yard. Damage concerns often associated with livestock are predation by black vultures and disease transmission by both species.

In this case, members reported the situation to GHI very soon after they saw what was happening. GHI responded quickly and educated the member about why he needed to stop feeding them immediately. After a few days the vultures moved on.

If you experience an issue with wildlife, go to the State of Maryland's Department of Natural Resources for tips about handling human-wildlife conflicts.

https://dnr.maryland.gov/Wildlife/Pages/plants_wildlife/wildlifeproblems.aspx

16. EMERGENCY PREPARATION FOR YOUR COMPANION ANIMALS

Since 9/11 the buzzword has been “preparedness.” There are two types of disaster responses that you might have to prepare for:

- Shelter in Place – This means staying indoors in your home.
- Evacuation – This means moving out of the area.

You should plan and be prepared to make either response.

If you are told to evacuate, you will need to find an emergency shelter or a motel that allows animals. Another option is to identify friends your animals could stay with. It is best to have a plan that identifies these locations ahead of a disaster. As part of this planning, try to make arrangements in advance with a motel or kennel to ensure that you will be able to evacuate with your animals or have a place to put your animal until you can get back into your home. If you identify a friend some distance from where you live, perhaps both of you can make arrangements to take each others' animals in the event of an emergency. Also identify someone you can exchange keys with, so they can take care of, or evacuate, your companion animal, in case you can't get home to your animal.

As we create emergency kits for ourselves and the other humans in our families, we also need to consider our companion animals. This may sound like a daunting task but getting the kit together before it is needed will reduce stress if the time comes when the kit is needed. An emergency kit for your companion animal should include:

- An up-to-date pet tag with name and address or a microchip
- Current photo of you and your companion animal
- Food and water for at least 72 hours
- Any medication your animal needs
- Veterinary records, especially for vaccinations
- Cat litter/pan and/or pooper scooper bags
- Manual can opener
- Food dishes
- First aid kit and supplies (items can be purchased inexpensively at dollar stores)
- Your companion animal's favorite toy/blanket for comfort
- Have someone you can exchange house keys with who can take care of or evacuate your companion animal.

For more information on this topic go to:

ready.gov/animals
aspca.org
redcross.org
humanesociety.org
redrover.org

The City of Greenbelt has established a CART (Community Animal Response Team). During an emergency or natural disaster, GCART responds by setting up a temporary shelter for animals when requested. They may also be asked to transport animals, provide first aid, and either reunite animals with their people or transfer them to longer term sheltering arrangements. If you are interested in learning more about GCART or about the next GCART meeting, send an email to greenbeltcart@gmail.com.

17. PLANNING FOR YOUR PET(S) IN THE EVENT OF YOUR ILLNESS OR DEATH

Things to Think About

1. Immediate care – emergency pet sitter.
2. Long term care – friend or relative who would give your companion animal a permanent home.
3. Contact numbers card to carry in your wallet, or to include as part of your ICE (In Case of Emergency) phone entry or app that would alert emergency personnel that there is an animal in need of rescue.

Options for Pet Sitters

- Greenbelt Time Bank or GIVES - Membership in these organizations would allow you to trade “favors” with others, and one of these could be pet sitting. <http://www.greenbelt.com/org/gives/index.htm>
- Paid pet sitters -There are a number of pet sitters in the area. One or two advertise in the *News Review*, and others might be found on bulletin boards like the Co-op Supermarket’s bulletin board.
- Greenbelt Animal Shelter - This might be the last resort, but the Greenbelt Shelter is a “no-kill” shelter and does its utmost to find loving homes for companion animals in the case of an owner’s demise or inability to continue care for a companion animal. <http://www.greenbeltmd.gov/index.aspx?NID=510>

Other Things to Consider

Consider establishing a trust for your animals or include instructions in your will about arrangements you have made for your companion animals.

If you adopted your companion animal there are groups that will take your animal in exchange for a gift to cover the animal’s expenses.

For pure bred dogs, you often can arrange for a breed specific group to take your dog, particularly if you make a monetary gift for the placement and care of the animal.

Websites That Can Help You With Your Planning

1. PetFinder.com: <https://www.petfinder.com/dogs/bringing-a-dog-home/providing-pets-future/>
2. Pet Planning – ASPCA: <https://www.asPCA.org/pet-care/pet-planning>
3. NY City Bar Assn. (financial planning in case of death): http://www2.nycbar.org/pdf/report/uploads/8_20072453-ProvidingforYourPetintheEventofDeathHospitalization.pdf

Emergency Care of Companion Animals -Sample Note to Carry in Wallet or Include in ICE Phone EntryApp:

In any situation in which I am unable to return home to feed my companion animal, such as my hospitalization or death, please immediately contact [Mary Smith] at [address and phone] or [John Doe] at [address and phone], to arrange for the feeding of my [cats] located in my home at [address]. GHI Member Services [name, address and phone], my Executor [name, address and phone], and my neighbor [name, address and phone]. Each have a copy of this document.

(Based on NYC Bar Association -- http://www2.nycbar.org/pdf/report/uploads/8_20072453-ProvidingforYourPetintheEventofDeathHospitalization.pdf)

18. COMMUNITY ACTIVITIES FOR YOUR DOG

- City of Greenbelt Pooch Plunge – This event occurs the week after the Labor Day Festival at the outdoor pool of the Greenbelt Aquatic Fitness Center. You will be asked to sign a waiver and pay an entry fee. There is a limit on the number of dogs that can be in the pool at one time.
- City of Greenbelt Dog Park (See section entitled, " Dog Park Permits.")
- Mowatt Methodist Church Sunday Afternoon Dog Walk – You do not have to be a member of the church to join church-goers on their Sunday dog walks to Roosevelt Center. The group starts from the church at 40 Ridge Rd, Greenbelt, MD. They depart at 4:15 PM on Sundays, weather permitting. Well socialized dogs on leash welcome.
- Blessing of the Animals – Several churches in Greenbelt offer a Blessing of the Animals, such as the Greenbelt Community Church and the Mowatt Methodist Church. The events are held on or near the feast of St. Francis.
- Greenbelt Dog Walker Watch – The Watch is similar to neighborhood watch with a twist. Dog walkers walk their dogs as they always have and are trained about how to report suspicious activity to the police. Trainings are offered periodically. Contact George Mathews (gmathews@greenbeltmd.gov) for more information.

19. VOLUNTEER OPPORTUNITIES FOR MEMBERS WITH AND WITHOUT COMPANION ANIMALS

- The Greenbelt Animal Shelter is always looking for volunteers. Visiting hours are Wednesdays from 4-7 PM and Saturday mornings from 9 AM to noon. Dog walkers are always needed. To volunteer at the Animal Shelter, visit the Shelter during visiting hours as you will need to complete a volunteer application and sign a waiver. Fostering animals is another way you can volunteer. The Greenbelt Animal Shelter has a Facebook page.
- Join WAGS. WAGS stands for Well-wishers for the Animals at the Greenbelt Shelter. This 501.c.3 relies on volunteers to hold fundraisers to support the Greenbelt Animal Shelter. Donations are always welcome. WAGS has a Facebook page which includes contact information.
- If you are interested in volunteering or fostering with local animal rescue groups, Petfinder.com will provide you with information about groups in your area.

Pandemic Impact on the 2020 GHI Election

July 23, 2020

Nominations & Elections Committee
Greenbelt Homes, Inc.

Background

Under the GHI Bylaws, the Nominations & Elections Committee (N&E) is responsible for conducting annual elections for the Board of Directors and Audit Committee. To our knowledge, every year since GHI was founded in 1952, GHI has held an annual election and membership meeting.

However, the GHI Bylaws are superseded by Maryland and federal law. In 2020, the Covid-19 pandemic led Maryland Governor Hogan on March 5 to issue an Executive Order including

1. Social, community, spiritual, religious, recreational, leisure, and sporting gatherings and events ("large gatherings and events") of more than 250 people are hereby prohibited at all locations and venues, including but not limited to parades, festivals, conventions, and fundraisers.¹

After assessing the situation, on June 4 the GHI Board of Directors

Postponed the 2020 annual membership meeting, until a date no later than 1½ months after statutory restrictions on large public gatherings due to the COVID-19 pandemic are lifted, and enable the meeting to take place without limiting the number of members that can physically attend.²

As of July 5, 2020, the Maryland state of emergency continues. It is impossible to determine whether these restrictions may extend into 2021.

N&E feels the democratic process is vital to our cooperative. Unless special measures are considered, the current path involves suspending Board and Audit Committee elections for the indefinite duration until statutory restrictions are lifted. N&E is therefore exploring the potential of special temporary measures under which Board and Audit Committee elections might be conducted without an annual meeting until the Board is again able to schedule and hold annual meetings of the GHI membership.

GHI Bylaws

Under the GHI Bylaws, the Board of Directors schedules the annual membership meeting, with N&E conducting the annual election during its recess:³

IV. Membership Meetings

§1. Annual Meeting.

The regular annual meeting of the membership of the Corporation shall be held during the month of May at a time and place in Greenbelt designated by the Board of Directors. No motion for adjournment of the annual meeting shall be in order, but a motion may be made to recess for the annual election. During the recess no business shall be transacted other than referenda and elections. The annual meeting shall automatically adjourn at 8:00 p.m. on the following day. The date of an annual meeting may be postponed up to one month by a majority vote of the Board, provided public notice of the postponement is given to members prior to the scheduled annual meeting date, and members are given at least two weeks' notice of the new annual meeting date. ...

¹ <https://governor.maryland.gov/wp-content/uploads/2020/03/Prohibiting-Large-Gatherings.pdf>

² GHI E-News 6/8/2020. Board minutes for that meeting have not yet been posted to the GHI Website as of 7/14/2020.

³ <https://www.ghi.coop/member-resources/governing-documents/bylaws>

§8 Nominations and Elections

C. The directors of the Corporation and members of the Audit Committee shall be elected by secret ballot during the recess of the annual meeting of the Corporation at a polling place or places to be designated by the Board of Directors, provided, however, that members to whom voting cards have been issued prior to recess of the annual meeting may receive and cast their secret ballots immediately following that session of the meeting. The day following the annual meeting, polls shall be open, at least, from 7-10:00 a.m. and 5-8 p.m. The Nominations and Elections Committee shall adopt and publicize appropriate procedures to guarantee the integrity of the ballot box. Elections shall be by the plurality system of voting, the procedures, rules, and regulations of which shall be determined by the Nominations and Elections Committee, subject to approval or modification by the membership. Members of the Nominations and Elections Committee shall be elected during the annual meeting. In case of any tie vote in any election, the successful candidate shall be chosen by lot....

H. Absentee Ballots. An absentee ballot shall be provided to eligible members for the following reasons: religious beliefs, physical condition or absence from the City on the day of the election. The absentee ballot will only be used for candidates for elected office. The Nominations and Elections Committee shall have authority to grant an absentee ballot by reference to rules established by this committee.

The bylaws do not specify provisions for holding an election without an annual meeting—but they also do not specify provisions when statutes prevent holding an annual meeting.

N&E Seeks Member Input

A cursory review of other cooperatives indicates that many have suspended annual meetings, but have nonetheless proceeded with annual elections. The Nominations and Elections Committee is considering exploring whether options exist under which election for Board of Directors and Audit Committee could be conducted in compliance with emergency statutory restrictions and the GHI Bylaws.

N&E seeks member input before a potential deeper assessment to draft specific proposal(s) under which the 2020 annual election might proceed without a scheduled 2020 annual membership meeting. This assessment would include

- 1) Considering how to conduct an election safely, including potentially setting up a polling place incorporating social distancing, or whether the physical condition of the pandemic and state restrictions may warrant distributing absentee ballots to all GHI members.
- 2) Coordinating with others involved in GHI elections:
 - a. Consulting the Board Secretary, who is responsible for publicizing the list of candidates and accepting petitions for candidacy.
 - b. Consulting the Board of Directors, who are responsible for designating a polling place and conducting elections for the Nominations and Elections Committee.
 - c. Consulting with GHI Staff responsible for maintaining social distance policies, verifying candidates' membership status, and printing ballots.
- 3) Determining a process for any needed proxy votes.
- 4) Consulting with GHI legal counsel.

Any resulting proposal(s) will be included on the agenda at a future N&E Committee meeting.

Hello Board and Staff –

The Committee has submitted its report for inclusion in the annual report. Unlike reports from other years, we did not make any recommendations for Board or staff action.

We would, however, like to present some recommendations for your consideration that we feel are not appropriate for inclusion in a report that goes to the entire membership.

First, for the time in which we are using Zoom for Board meetings, the Committee believes it is important to monitor, acknowledge, and address comments and questions from the chat box. We recognize the difficulty of conducting an open-session Board meeting on Zoom, and that monitoring the chat adds to the complexity. It seems to be working well to have a co-host to monitor the participant list. It may also be helpful to take a few minutes at the beginning of the open sessions to establish ground rules for the use of muting, explain how to request to speak, and set limits on the amount of time a member may speak, etc.

Second, as GHI's technology improves as a result of the IT task force's recommendations and any subsequent Board actions, the Committee recommends that Board members be equipped with a set minimum standard for hardware and software to provide high-level functioning. We recommend purchasing notebook-type or small laptops for the Board and Audit Committee members' use during their term and that paper Board packets be discontinued. Preparing these packets is not the best use of the staff time needed to prepare, print, collate, and deliver them to 12 homes and is wasteful of paper resources.

Third, the length of Board meetings is problematic, the Committee believes. Meeting continuously without a break for more than 3 hours and until late hours, as is often the case, must reduce the effectiveness of decision making. We also believe that the length of meetings is a deterrent for younger members with jobs and families to run for the Board and Audit Committee. Especially for those meetings in which many members request to speak and are controversial or complicated, we recommend the agenda be reduced and another meeting added to complete the agenda. It may be that meetings are held every Thursday for a brief time instead of every second Thursday for a longer time.

Fourth, we recommend that the Board follow up on a topic the Board raised several months ago following a member's appeal to the County's mediation service from a Board decision - that a process be devised to handle members' complaints concerning Board actions. It was discussed at the time that the Audit Committee should have a role in any such complaint process, which the Committee does not believe to be an appropriate function of the committee. Nonetheless, the Committee recommends the creation of such a process to handle such complaints be instituted. It may require a task force to draft such a policy.

Fifth, while realizing that it is a long-standing tradition (pre pandemic), the Committee recommends discontinuing the current habit of providing food at the end of Board meetings. We have not requested from staff the amount of money allocated/spent for the food but through observation, believe it to be a not insignificant amount. Added to the generous stipends Board and Audit Committee members receive, the money spent on food, if known to the general membership, may not be a generally acceptable

expenditure. In addition, the staff time used to leave the premises to purchase the food, set up the table, and clean up afterward can be better utilized.

Assuming this tradition began when a majority of Board and Audit Committee members came directly from work for meetings, we recommend that, if the tradition continues at all, a smaller and less costly amount of food be set out before the first meeting of the evening (before 7:00) for the enjoyment of those coming from work or other commitments.

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 VI.B.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 with continuous top rail of heavy galvanized steel or vinyl-clad metal steel wire (minimum 9 gauge thick), woven to form a diamond-shaped mesh (9 Gauge).

~~B.~~

1. Existing chain link fencing ~~shall~~ may 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:
 - a. For new installations, entire fence color to be black, brown or forest green.
 - b. Repainting of chain link fencing with reflective (metallic) or bright colors is prohibited.
 - c. 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.
 - d. Chain link fences with needing repairs exceeding 25% must shall be painted or coated in black, brown, or forest green 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.
- ~~—~~ 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. Chain link fences may be black, brown or green; custom metal fences shall be black only.

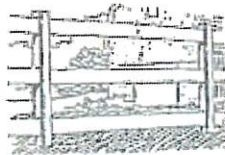
UPKEEP

- 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.

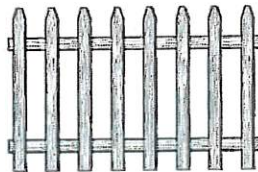
F. APPROVED STYLES

1. Wood and Vinyl Approved Styles

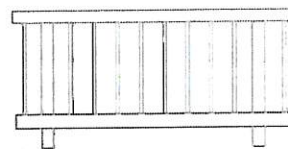
- a. There are a number of styles of fences on the market today, both pre-built or built on the job site. A few of these are shown below.



Board and Post Estate
2, 3, or 4 Board



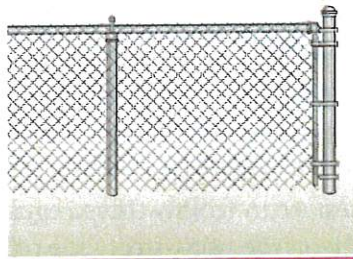
Picket Fence
(Standard Arrow, Dog Ear, or Box Cut)



Wood Box Rail

2. Metal Approved Styles (Aluminum or Steel).

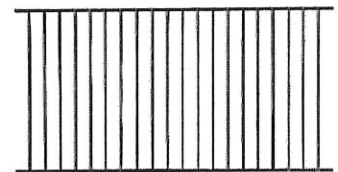
2.



Chain link ~~3 Rail Box Top~~

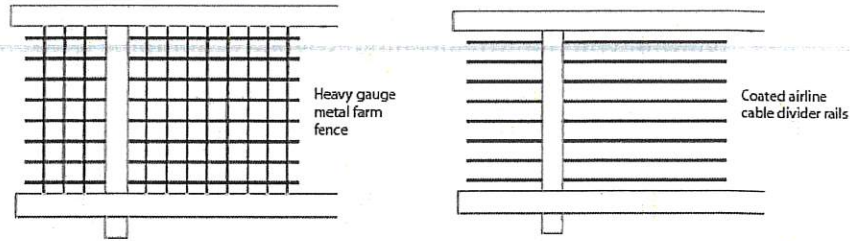


3 Rail Box Top
~~2 Rail Box Top~~



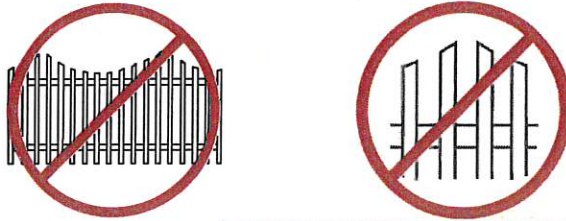
2 Rail Box Top

3. Mixed Material Fencing (custom builds)

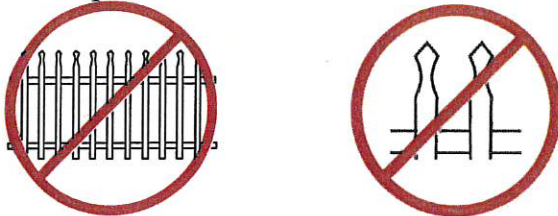


G. GUIDELINES

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.

III. Minimum Use & Maintenance Standards

This section lists standards for use and appearance of all GHI homes and yards. Other sections of this handbook also apply to homes and yards and should be consulted for specific rules. Maintenance responsibility for GHI homes and yards is divided between the Cooperative and the individual member. See Section II for details; if unclear about areas of responsibility, contact GHI.

A. INTERIOR

1. Holes in walls or ceilings are not permitted and should be repaired immediately.
2. All original trim, or a suitable replacement if not strictly cosmetic shall be in place. Interior moldings, doors, and door hardware shall be in place and in good condition and free of peeling, flaking or chipping paint.
3. Stair handrails shall be securely fastened and located according to code, and stair guards shall be in place.
4. Hardwood floors shall be kept free from surface defects and gaps and extend completely to walls with appropriate trim and finishing. Other permanently installed flooring, such as parquet or carpeting, shall likewise be free from defect.
5. Floor underlayment shall be protected from water damage in kitchen and bathroom by adequate finish of floor surfaces in these rooms. Tiled floors shall be clean, free of cracks and holes, and be properly secured. Ceramic tile floors shall be fully grouted and complete; i.e., no missing or damaged pieces.
6. All homes shall comply with all GHI rules and regulations, Prince George's County codes, and City of Greenbelt codes.
7. All screens and glass shall be intact with no tears, cracks, or holes.
8. Shower head shall only be installed where walls over the tub have been properly waterproofed to a height of six (6) feet from the floor. Vinyl shower panel specified for water resistance and ceramic tile is acceptable. All grout joints, caulk joints, and seams must be well sealed, free of defects, and water tight.
9. All GHI homes must have working 10-year lithium ion smoke detectors compliant with the State of Maryland's Smoke Alarm Law. At the date of this section, required locations are:
 - a. For one bedroom and single floor units: one smoke alarm in hall outside of bedroom door.
 - b. For two-story units: one smoke alarm on each floor, including hallway outside of the bedroom doors, i.e. a total of two smoke alarms.
 - c. For three-story units: smoke alarm on each floor, including hallway outside of bedroom doors, i.e. a total of three smoke alarms.

If located on the ceiling, the smoke detector must be spaced a minimum of four (4) inches from any side wall. If located on the side wall, the top of the smoke detector must be a minimum of four (4) inches or a maximum of twelve (12) inches from the ceiling.
10. No highly flammable materials shall be stored in attics. Such materials include paint, turpentine, oil, oily rags, gasoline, benzene, and wood chips. Also, pressurized containers may not be stored in attics.

11. Attics shall be used for storage only and material stored in attics shall be arranged so the weight does not exceed 20 pounds per square foot.
12. Unvented, portable kerosene-fired heaters shall not be used in GHI units.
13. No condition in violation of health or safety shall be allowed, e.g., improperly ducted vent fan, improper guard rail detail on modified stairwell wall, improperly connected appliances.
14. All lighting and plumbing fixtures shall be in place and in good working condition.
15. All habitable rooms shall have a permanently installed heat source. Fireplaces, wood stoves, or portable heaters do not satisfy this requirement.

B. EXTERIOR

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

after May 1, 1995, must be an approved trim color (See Section XI for colors).

Unfinished storm or screen doors are not allowed.

17. **Trash** containers shall not exceed 32 gallons and must have tight fitting lids and handles for lifting. Containers must be placed in a trash closet, trash container cabinet, or screened area on the side of the unit from which trash is collected. Trash cabinets must be structurally sound and properly sealed or painted. They must accommodate all recycling bins and trash containers and must permit access for trash removal workers. Screening, if used, must be large enough to hide the trash containers and must be of a type approved by GHI. Evergreen shrubs may be used as screening if they are at least 36" tall and completely hide all containers.
18. Planting, maintenance, and removal of all **trees** must be in accordance with Section V.E.
19. **Beekeeping** shall not be permitted on GHI property.
20. No condition in violation of **health and safety** shall be allowed, e.g., trash closet must be kept clean and trash properly contained; no uncontained compost piles; pet feces must be promptly removed and properly disposed of; firewood not exceeding one cord (a stack 4' high, 4' wide and 8' long), must be neatly stacked no less than six (6) inches from the ground and at least 10' from the building.

2019-2020 Strategic Action Plan

As of 8/13/2020

2-5 Yr. Strategy Goal	Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
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 repaint 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

Item 7a. Item Attachment #12a

2-5 Yr. Strategy	GHI 2019-2020 (12 Month) Strategic Action Plan		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. The Board considered the ARC's recommendation for revisions to rules regarding fences and will possibly take final action to approve changes to GHI's rules for fences on August 20, 2020.	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 flood risks. The Task Force is preparing a proposal to submit to the Board.	In process

Item 7a. Item Attachment #1.2a

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cntr	Staff	Comments on status	Status
Goal	Objective							
		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. The system is currently being installed.</p>	In process

Item 7a. Item Attachment #12a

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	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	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.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 met with the City Council on July 20 to discuss GHI's position on the proposed NCOZ Standards for greenbelt.	in process	
	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 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 was established by the Board. No members have volunteered to serve on this task force.	Not started	
	B.1 Develop long-range strategic plan	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 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
		B.3.a	Provide training for committee chairs.	A			X			Ongoing

Item 7a. Item Attachment #12a

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.3 Improve committee operation and promote member involvement	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		In process	
	B.4 Prepare for succession of administrative staff	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. The changes that the task force made were accepted by the Board on August 6, 2020.	In process
		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 Review and develop policies	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.a	Review and update bylaws.	A	X				Need to address new acquisition of property/business opportunity clause.	Ongoing
	B.6 Review and update bylaws	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
		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 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	In process

Financial

Item 7a. Item Attachment #12a

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on status	Status
	Objective	Work Plan: Actions								
	business development.			including but not limited to those recommended by the LRPC.					feasibility of specific business opportunities that 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, 2020, the Board adopted a revised charter for the Investment Committee that the Committee recommended.	complete
	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
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

Item 7a. Item Attachment 7.1.2a

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. Internal Communication	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 CCOCC 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
		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.

Item 7a. Item Attachment #12a

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
		E.3.e	<p>Work Plan: Actions</p> <p>Improve GHI website per recommendations from membership survey.</p>	A		COM	X		Not started
	E.4 Improve member handbook	E.4	<p>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.</p>	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	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 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. The Committee submitted a report to the Board.	X
	6	Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20		
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
	1	Discuss financing options for GDC Capital Improvements	GHI to finance GDC Capital Improvements as necessary. Arms length transaction is required.	X
Finance	2	Review unreserved operating fund and recommend Board action regarding available unreserved funds.	Finance Committee expected to discuss and complete this matter at August committee meeting.	X
	1	Draft a Charter for the task force	Awaiting meeting schedule.	X
GHI/GDC Bylaws, Relations Task Force	2	Review GDC Bylaws		X

Investment	1 Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.	X
	2 Consideration of liquidating corporate bonds due to reduction of bond ratings	No action will be taken at this time. Continue to monitor bond ratings regularly.	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

Committee Task List: Jan - Dec 2020

	<p>2 Focussing on the drainage problem at 33 Court Ridge Road.</p>	<p>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.</p>	X
3	<p>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</p>	<p>Not started</p>	X
Sublease Policy Task Force	<p>Revise sublease policy</p>	<p>The Board approved the revisions that the task force recommended.</p>	X
Succession and Back-up Emergency Planning Task Force	<p>1 Develop Charter Develop Succession Policy</p>	<p>Succession Committee- submitted final report to the Board 6/18/20</p>	X
Systems Task Force	<p>1 Research integrated property management and CRM systems used by other cooperatives and HOA's</p>	<p>Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.</p>	X
	<p>2 Schedule demonstrations of systems</p>	<p>in progress</p>	X
	<p>3 Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs.</p>	<p>In progress</p>	X
Woodlands	<p>1 Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.</p>	<p>Ongoing.</p>	X
	<p>2 Implementation of Caretaker Program</p>	<p>In progress.</p>	X
	<p>3 Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20</p>		

<p>Yards and Exteriors Task Force</p>	<p>1</p>	<p>Recommend components of a Yard and exterior inspection program to replace the community beautification program.</p>	<p>In progress</p>	<p>X</p>
<p>Zoning Rewrite Task Force</p>	<p>1</p>	<p>Review P.G. Zoning Re-write Project and keep the board informed of developments.</p>	<p>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.</p>	<p>X</p>

Item 7b. Attachment #13a

August 2020

August 2020							September 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3	4 7:00pm Pre Purchase Orientation	5 7:00pm Yards and Exteriors Task Force (Virtual)	6 10:00am Storm Water 7:00pm GHI Special 7:02pm GHI Executive 7:45pm GHI Open	7 OFFICE CLOSED	8
9	10 7:00pm Copy: GoToMeeting 7:00pm Sustainability Subcommittee	11 7:00pm Pre Purchase Orientation 8:00pm Legislative and Government Affairs	12 7:00pm Member Outreach Committee 7:30pm Architectural Review Committee	13 5:00am Investment Committee 5:30am Finance Committee	14 1:00pm Woodlands Committee	15
16	17	18 7:00pm Pre Purchase Orientation 7:30pm Companion Animal Committee	19 7:00pm Woodlands Committee Meeting (GoToMeeting)	20 7:00pm GHI Special Open Session 7:02pm GHI Executive 7:45pm GHI Open	21 OFFICE CLOSED	22
23	24	25 7:00pm Pre Purchase Orientation	26 7:00pm Buildings Committee Meeting (Board Room)	27 7:00pm Board / Finance Committee Work Session (preliminary 2021 budget) (TBD)	28	29
30	31	Sep 1	2	3	4	5

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<PREVIOUS MONTH

AUGUST 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	<p>7:30 PM Special Meeting - Refinancing City of Greenbelt, Maryland, Refunding Bond of 2011 and Taxable General Obligation Pension Refunding Bond of 2013. (Virtual)</p> <p>8:00 PM Work Session - Civic Associations (stakeholder). (Virtual)</p>	<p>7:00 PM Public Safety Advisory Committee</p> <p>7:00 PM Arts Advisory Board</p>	<p>8:00 PM Work Session - Roosevelt Center Owner. (Virtual)</p>	6	7	8
9	<p>5:30 PM Youth Advisory Committee</p> <p>7:40 PM Advisory Board Interview - (Virtual)</p> <p>8:00 PM Regular Meeting. (Virtual)</p>	11	<p>8:00 PM Work Session - Greenbelt Station Residents. (Virtual)</p>	<p>13 7:30 PM Community Relations Advisory Board (CRAB)</p>	14	15
16	<p>8:00 PM Special Meeting - Closed Session - City Manager's Evaluation</p>	<p>3:30 PM Senior Citizens Advisory Committee Meeting</p>	<p>19 7:30 PM Advisory Planning Board Meeting</p> <p>8:00 PM No Meeting</p>	20	21	22
23	<p>8:00 PM Work Session - Dog Park (Reopening Rules & Regulations). (Virtual)</p>	<p>25 7:00 PM Advisory Committee on Education Meeting</p> <p>7:00 PM Advisory Committee on Trees Meeting</p> <p>7:30 PM Green ACES</p>	<p>26 7:40 PM Advisory Board Interview. (Virtual)</p> <p>8:00 PM Work Session - County Council Chair Todd Turner and At-Large Council Members Mel Franklin and Calvin Hawkins. (Virtual)</p>	27 7:00 PM Forest Preserve Advisory Board Meeting	28	29
30	<p>31 8:00 PM Work Session - 7010 Greenbelt Road Development Proposal. (Virtual)</p>	1	2	3	4	5