

**NOTICE OF MEETING AND AGENDA**

**GHI BOARD OF DIRECTORS  
REGULAR SESSION (Open to Visitors)**

*7:45 p.m.*

**Thursday, September 17, 2020**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Announcement of Executive Session Meetings**
  - a. **Announcement of Executive Session meeting held on September 3, 2020 – (Attachment #1)**
  - b. **Announcement of Executive Session meeting held on September 17, 2020 – (Attachment #2)**
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 August 20, 2020 – (Attachment #3) 2 minutes Discussion/Action
  - b. Approve Minutes of Regular Open Session Meeting Held on August 20, 2020 – (Attachment #4) 2 minutes Discussion/Action
  - c. Proposal to Install an Electric Vehicle Charger Adjacent to Storage Units at 9-N Southway – (Attachment #5) 20 minutes Discussion/Action
  - d. Legislative and Government Affairs Committee Recommendations re: Proposed Maglev Project – (Attachment #6) 10 minutes Discussion/Action
  - e. Review 2020 1st Half-Year Financial Statements. (Attachment #7) 10 minutes Discussion
  - f. Review Investment Committee's 2020 1st Half-Year Report – (Attachment #8) 5 minutes Discussion
  - g. Consider Selection of a Firm to Host the 2020 Annual Membership Meeting Electronically – (Attachment #9) 10 minutes Discussion/Action
  - h. Request the Communications Committee to Recommend Revisions of the Format of the Member Handbook 5 minutes Discussion/Action
  - i. Greenbelt Volunteer Fire Department's Request for a Contribution – (Attachment #10a – 10c) 5 minutes Discussion/Action
  - j. Agenda Items for Stakeholder's Meeting with the Greenbelt City Council – (Attachment #11) 15 minutes Discussion/Action
  - k. Community Associations Institute Appeal to Community Associations re: COVID-19 Related Legislation – (Attachment #12) 5 minutes Discussion/Action
  - l. Letter from City of Greenbelt Regarding COVID-19 Relief to Community Association Members (Attachment #13) 5 minutes Discussion
7. **Items of Information**
  - a. Grant Awarded to GHI re: Pilot Study Site for a University of Maryland Project – (Attachment #14)
  - b. Passage of Maryland House Bill 254 re: Reserve Studies and Budgets in Prince George's County – (Attachment #15)
  - c. Board 12 Month Action Plan and Committee Task List (Attachments #16a – 16b)
  - d. Monthly GHI and City Calendars (Attachment #17a – 17b)
  - e. President's Items
  - f. Board Members' Items
  - g. Audit Committee's Items
  - h. 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.



# GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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## MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: September 10, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on September 17, 2020

### GHI Open Session Meeting

6a. Approve Minutes of Special Open Session Meeting Held on August 20, 2020 – (Attachment #3)

**Motion:** I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on August 20, 2020 *(as presented/as revised)*.

6b. Approve Minutes of Regular Open Session Meeting Held on August 20, 2020 – (Attachment #4)

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on August 20, 2020 *(as presented/as revised)*.

6c. Proposal to Install an Electric Vehicle Charger Adjacent to Storage Units at 9-N Southway – (Attachment #5)

On July 6, 2020, GHI staff received a Type II permit request (attachment #5) from the member of 7-F Southway to install an electric vehicle charger adjacent to a former boiler room at 9-N Southway that was converted to storage units a few years ago.

Since this proposed improvement is not regulated by GHI rules, staff is requesting direction pursuant to:

**GHI Rules Section X.C.** “Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.”

During the ARC meeting on August 12, 2020, the following points were discussed:

- The member resides at 7-F Southway and proposes to install an electric vehicle charging outlet on the exterior wall of the storage units located at 9-N Southway.
- These storage units are in a converted boiler room. There is unassigned, unmarked parking space in front of them. All of the storage units share the same electric meter, which is separate from the electric meters to the members' units.
- The member of 7-F Southway met with Steve Skolnik, President of the Board of Directors, and GHI member Joe Ralbovsky who has been working to get charging stations installed at the GHI Administration Building.
- The Sustainability Subcommittee has been working on finding ways to add charging stations throughout the GHI community to encourage the use of electric vehicles and make GHI more appealing to new members.
- The member will be responsible for the installation, maintenance, and servicing of the charger which will be connected to the electric meter for the storage units. The member volunteered to pay the entire electric meter bill for the storage units.
- The member will have the ability, via a phone app, to control who uses the charger. They will share the charger with other EV owners they trust.
- The member agrees to remove the charger at their expense if they move out of GHI, or it becomes obsolete, provided no other member would want to take over the responsibility for the charger.

The ARC recommended 4-0-0 that the Board of Directors grant permission to the member at 7-F Southway to install an electric vehicle charger adjacent to the storage units at 9-N Southway.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors (allow/not allow) the member of 7-F Southway to install an electric vehicle charger adjacent to the storage units at 9-N Southway.**

6d. Legislative and Government Affairs Committee Recommendations re: Proposed Maglev Project – (Attachment #6)

Attachment #6 is a letter from the Legislative and Government Affairs Committee (LGAC) to the Board recommending actions GHI should take to advocate the 'no build' option for the proposed Maglev Project. Ben Wilhelm, Chair of the LGAC, will attend the meeting to discuss the committee's letter.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors accept the letter from the Legislative and Government Affairs Committee (LGAC) recommending actions GHI should take to advocate the ‘no build’ option for the proposed Maglev project.**

6e. Review 2020 1<sup>st</sup> Half-Year Financial Statements – (Attachment #7)

GHI’s 2020 1<sup>st</sup> half-year financial statements are submitted as attachment #7. Joe Perry, GHI’s Finance Director, will present them during the Board meeting.

This item is on the agenda for discussion.

6f. Review Investment Committee's 2020 1<sup>st</sup> Half-Year Report – (Attachment #8)

Attachment #8 is the Investment Committee’s 2020 1<sup>st</sup> half-year report. Director Chuck Hess (Chair of the Investment Committee) will present the report during the Board meeting.

This item is on the agenda for discussion.

6g. Consider Selection of a Firm to Host the 2020 Annual Membership Meeting Electronically – (Attachment #9)

On September 3, 2020, the Board decided to hold the 2020 annual membership meeting on Thursday, October 29<sup>th</sup>, beginning at 7:30 p.m. In Prince George’s County, the current size limit for gatherings is 1 person per 200 square feet, or 50 people, whichever is less, due to the COVID-19 pandemic; hence the Board, Nominations and Elections (N&E) Committee, and staff have been exploring the feasibility of conducting the 2020 annual meeting electronically.

On September 3, 2020, the Board reviewed proposals and the following bids from three firms i.e. GetQuorum, HOA Now and ComputerShare for hosting the annual membership meeting.

<b>Firms:</b>	<b>GetQuorum</b>	<b>HOA Now</b>	<b>ComputerShare</b>
<b>Meeting Hosting &amp; Voting</b>	\$3,000	Does not offer hosting services; only facilitates the voting process	\$14,995
<b>Voting Services</b>	Included	\$1,275	Included
<b>Setup Fees</b>	<u>Included</u>	<u>Included</u>	<u>\$5,300</u>
<b><u>Estimated Total for all services</u></b>	<u>\$3,000</u>	<u>\$1,275</u>	<u>\$20,295</u>

On September 3, staff suggested that GHI should hire GetQuorum, since this firm is able to provide comprehensive hosting services such as attendee registration, online voting, and meeting administration at a reasonable cost. Attachment #9 is an informational overview of the services GetQuorum offers.

GetQuorum held a one-hour online presentation on September 8, 2020 to further discuss the services they provide and demonstrated they have the capability to satisfy GHI's requirements for hosting the annual meeting. Four staff members, two Board members, one Audit Committee member, the Chair of the N&E Committee and one other GHI member attended the presentation.

Members who participate in an electronic meeting by telephone will not be able to vote on matters such as the approval of minutes, the election of the Nomination and Elections Committee and new business matters, except by proxy. Staff is currently researching local venues that could accommodate members who do not have computers or do not wish to participate in an online meeting. If a venue is available, it may be possible to hold an in-person meeting, simultaneously with the electronic meeting. The logistics of planning such a hybrid meeting will be challenging. The Nominations and Elections Committee has offered to work with staff and the Board on planning the logistics for a hybrid meeting.

GHI's bylaws authorizes the Manager to enter into a contract with GetQuorum without Board approval, since the contract amount is less than \$7,500.

This item is on the agenda for the Board to consider selecting GetQuorum to host the 2020 annual membership meeting electronically.

**Suggested motion: I move that the Board of Directors stipulate that the annual membership meeting on October 29, 2020 shall be held electronically, since Prince George's County currently limits public gatherings to 1 person per 200 square feet, or 50 people, whichever is less, due to the COVID-19 pandemic. Further, I move that the Board of Directors approve the selection of GetQuorum to host the electronic annual meeting.**

6h. Request the Communications Committee to Recommend Revisions of the Format of the Member Handbook

The Board's current action plan includes a proposition to consider hiring 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.

Staff recently met with Ms. Carol Griffith, Chair of the Communications Committee and Ms. Deborah McKinley, a member of the Communications Committee who stated that the Committee is willing to review and recommend revisions of the format of the Member Handbook.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board direct the Communications Committee to review and recommend changes to the format of the GHI Member Handbook.**

6i. Greenbelt Volunteer Fire Department's Request for a Contribution– (Attachment #10a – 10c)

Attachment #10a is a letter from the Greenbelt Volunteer Fire Department and Rescue Squad requesting a contribution to their annual Fund Drive. GHI's Contributions Policy, shown in attachment #10b, outlines the process for requesting a contribution; all requests should fit one or more of the stated criteria. A chart of donations for the past five years is also shown in attachment #10c.

This item is on the agenda for discussion and action.

**Suggested Motion: I move that the Board of Directors approve a contribution of \$ \_\_\_\_\_ to the Greenbelt Volunteer Fire Department and Rescue Squad's General Fund Drive.**

6j. Agenda Items for Stakeholder's Meeting with the Greenbelt City Council – (Attachment #11)

For the past several years, GHI has held an annual stakeholder's meeting with Greenbelt's City Council. This year's meeting will be held on October 19, 2020. The minutes of the July 2019 meeting are in attachment #11.

This item is on the agenda for the Board to decide (by consensus) what topics it would like to discuss with the City Council on October 19<sup>th</sup>.

6k. Community Associations Institute's Appeal to Community Associations re: COVID-19 Related Legislation – (Attachment #12)

Attachment #12 is a letter from the Community Associations Institute asking community associations to urge Congress to specifically consider and include community associations and association homeowners during their deliberations on COVID-19 related legislation.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors (authorize/not authorize) the Manager to send an email to Greenbelt's Congressional Representatives urging Congress to specifically consider and include community associations and association homeowners during their deliberations on COVID-19 related legislation, as requested in the attached letter from the Community Associations Institute.**

6l. Letter from City of Greenbelt Regarding COVID-19 Relief to Community Association Members – (Attachment #13)

Attachment #13 is a letter from the City of Greenbelt detailing the City's recommendations for relief that should be provided to community association members affected by the COVID-19 pandemic.

This item is on the agenda for discussion.

Items of Information:

7a. Grant Awarded to GHI re: Pilot Study Site for a University of Maryland Project – (Attachment #14)

On 2/7/19, the Board discussed a proposition from the Storm Water Management task force that GHI participate as a pilot study in a University of Maryland (UMD) funded project for mapping non-tidal flood risks. Attachment #14 is a letter from Dr. Beth Olsen of the UMD Earth Science Interdisciplinary Center announcing that GHI has been chosen as the pilot study site for the University of Maryland (UMD) research project, "Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland."

7b. Passage of Maryland House Bill 254 re: Reserve Studies and Budgets in Prince George's County – (Attachment #15)

Attachment #15 is a client article alert from Whiteford, Taylor and Preston regarding passage of Maryland House Bill 254, regarding Reserve Studies and Budgets in Prince George's County. The regulations will take effect from October 1, 2020.

Announcement of an Executive Session Meeting held on September 3, 2020 – (Attachment #1)

GHI’s Board of Directors held an Executive Session meeting on September 3, 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 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)
1. Approve Minutes of Executive Session Meeting Held August 6, 2020	(vii)
2. Request by a Non-Member to Temporarily Reside in a GHI Unit	(iv)
3. Request by a Prospective Member for an Exception to GHI’s Membership Selection Criteria	(iv)
4. Review Bid Proposals for Hosting a Virtual Annual Membership Meeting	(vi)
5. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• Selection of Audit Firm for the 2020 External Audit – 1<sup>st</sup> reading</li> <li>• Contract for Repairs to a GHI Unit due to a Water Leak -1<sup>st</sup> reading</li> <li>• 2020 Contract for Fall Concrete Repairs – 1<sup>st</sup> reading</li> </ul>	(vi)
6. Complaint Matter	(iv)

During the meeting, the Board decided to move discussion of the ‘Review of Bid Proposals for Hosting a Virtual Annual Membership Meeting’ to the GHI Regular Open Session meeting.

The Board also authorized the manager for first and only reading due to the necessity for timely repairs, to enter into a contract with Toepfer Construction to undertake repairs at a GHI unit that are due to a water leak, for a cost of \$10,933.59, plus 15% for contingencies, for a total contract amount not to exceed \$12,574.



The meeting began at 7:04 p.m., recessed at 7:43 p.m. reconvened at 10:04 p.m. and adjourned at 10:23 p.m.

Announcement of an Executive Session Meeting held on September 17, 2020 – (Attachment #3)

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, 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 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)
1. Approve Minutes of Executive Session Meeting Held August 20, 2020	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• Selection of Audit Firm for the 2020 External Audit – 2<sup>nd</sup> reading</li> <li>• 2020 Contract for Fall Concrete Repairs – 2<sup>nd</sup> reading</li> <li>• Contract for Repairs to GHI's Caterpillar 420E Backhoe – 1<sup>st</sup> reading</li> </ul>	(vi)
4. Member Financial Matters	(viii)
5. Complaint Matter	(iv)

During the meeting, the Board authorized the Manager to sign the following contracts:

- a) A contract with Wegner CPAs to conduct an independent audit of the 2020 consolidated financial statements for GHI and GDC, and to prepare federal and state tax returns for the year ending December 31, 2020 at a cost not to exceed \$19,425.
- b) A contract with JMR Concrete Construction, Inc. for the replacement of concrete sidewalks at eighteen (18) sites at the contractor's bid cost of \$23,265.00, plus 15% for contingencies, for a total not to exceed \$26,755.

The meeting began at [REDACTED] p.m. and adjourned at [REDACTED] p.m.

DRAFT

Draft Minutes  
Board of Directors  
GHI Special Open Session  
August 20, 2020

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

Excused Absence: James, Jones, Ready

Others in Attendance

Eldon Ralph, General Manager	Robin Everly, Audit Committee Member
Tom Sporney, Assistant General Manager	Joyce Campbell, Audit Committee Member
Bruce Mangum, Contract Processing	Brandon Ruben, Prospective Member
Carol Griffith, Audit Committee Chair	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:00 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 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 <sup>nd</sup> reading	(vi)
g) Complaint Matters	(iv)

Moved: Skolnik

Seconded: Socrates

Carried: 6-0

The meeting adjourned 7:01 pm.

Ed James  
Secretary

Draft Minutes  
Board of Directors  
GHI Regular Open Session  
August 20, 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

Stuart Caplan, Director of Technical Services

Kiki Theodoropoulos, 45-A Ridge Road

Kris White, 14-K Hillside Road

Debbie McKinley, 55-H Ridge Road

Molly Lester, 6-M Hillside Road

Jason Luly, 19-B Ridge Road

Ben Fischler, 14-V4 Ridge Road

Cynthia Newcomer, 4-U Laurel Hill Road

Johanna Goderre, 1-C Woodland Way

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee Member

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:48 p.m.

1. Approval of Agenda

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

Moved: Hess

Seconded: Brodd

Carried: 9-0

2. Announcements of Executive Session Meetings

2a. Announcement of Complaint Hearings Held in Closed Meetings on August 3<sup>rd</sup>, August 4<sup>th</sup>, and August 10<sup>th</sup>, 2020

Announcement of a Complaint Hearings 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.

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.

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.

2b. Announcement of an Executive Session Meeting held on August 6, 2020

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 <sup>st</sup> 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.

2c. Announcement of an Executive Session Meeting held on August 20, 2020

*The September 20 Executive Session is in recess.*

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

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

- **Matthew J. Sickle, Alyssa M. Sickle, Tenants by the Entirety, 11-V Ridge Road;**
- **Brandon P. Ruben, Sole Owner, 6-J Hillside Road.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committees and Homes Improvement Program Reports



**Homes Improvement Program:** Sporney reported:

Electric completed at 60%  
 Attics completed at 32%  
 Entry doors completed at 25%  
 Windows completed at 25%  
 HVAC completed at 18%  
 Siding completed at 10%  
 Storm doors completed at 2%

Watkins reported on the **Architectural Review Committee** activities.

Kris reported on the **Companion Animal Committee** activities.

Socrates reported on the **Legislative and Government Affairs Committee** activities.

6. For Action or Discussion6a. Approve Minutes of Special Open Session Meeting Held on July 23, 2020

**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

Moved: James

Seconded: Brodd

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on July 23, 2020

**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.

Moved: James

Seconded: Hess

Carried: 9-0

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 20<sup>th</sup> Board meeting to make a brief presentation of the organizing efforts her group is undertaking to oppose the SCMaglev project.

Ms. LeaMond's presented her presentation to the Board. A discussion took place on what further steps GHI should take to oppose the SCMaglev project.

*\*Note: Director Hess announced that he would not be taking part in this discussion.*

*Discussion followed. No formal action was taken.*

6d. 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 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 Whiteford, Taylor and Preston (attachment # 6b) and Wegner CPAs, GHI's External Auditor (attachment #6c) about possible tax ramifications associated with GHI's receipt of donations for the fund.

**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 co-op 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.**

Moved: Ready

Seconded: Hess

Carried: 9-0

6e. Review Companion Animal Committee Guide for GHI Members with Companion Animals

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.

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

Moved: James

Seconded: Socrates

Carried: 9-0

6f. Nomination & Elections Committee Proposal for Electing Board and Audit Committee Members

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 (attachment #8b) 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.

*Tom Jones, Chair N&E discussed the proposal for Electing Board and Audit Committee Members.*

*Proposed actions will be presented at the next Board of Directors meeting.*

6g. Recommendations to the Board of Directors and Staff from the Audit Committee

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.

*Carol Griffith presented the Audit Committee recommendations to the Board and Staff. A brief discussion followed.*

6h. Proposed Revisions to Section VII: Fences of the Member Handbook

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 10<sup>th</sup>, 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 8<sup>th</sup>, 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 23<sup>rd</sup>:

*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.

**Motion: I move the Board of Directors approve the revisions to Section VII: Fences in the Member Handbook as presented.**

Moved: Holland

Seconded: Jones

Carried: 7-2

Opposed: James, Hess

6i. Proposed Revisions to GHI Rule re: Minimum Use and Maintenance Standards – Homes and Yards

Item 20 in Paragraph III, Minimum Use & Maintenance Standards of GHI's Member Handbook 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.

*Item was discussed; no action was taken.*

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's Items

Skolnik encouraged Board members to read the annual report; flyer from Dannielle Glaros, County Council for a work session on "Know Your County Government" town hall meeting August 25<sup>th</sup>.

7d. Board Members' Items

Hess announced the new member to the Investment Committee, Maria Silvia Miller.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

**Motion: To adjourn.**

Moved: Hess

Seconded: Holland

Carried: 9-0

The meeting adjourned at 9:53 p.m.

Ed James  
Secretary

September 9, 2020

**SUBJECT: LGAC Recommendations for the GHI Board Related to the Proposed  
MAGLEV Project**

Dear Board Members:

As you are aware, the developers of the proposed "MAGLEV" train between Baltimore and Washington are moving forward with their project and focusing on rail routes that would directly and negatively impact GHI and the Greenbelt community. At a stakeholder meeting on July 20<sup>th</sup>, the developers revealed revised project plans that would have an ever greater effect on GHI than previous publically available iterations of the proposal.

Specifically, the developers are now proposing to claim a significant portion of the Greenbelt Forest Preserve North Tract (including Northway Fields), in order to slightly reduce the amount of tunneling required for the project. While all details on this design change are not available, it appears that the plan would destroy that portion of the North Tract, much of which abuts GHI units north of Ridge Road, as well as the GHI office (available materials from the developer are attached).

In addition to the loss of forest preserve, the LGAC is concerned about the impact of the construction phase of the project (particularly any construction materials, equipment, and other traffic that would likely access the site via the Northway access road), the potential for tunnel ventilation pipes close to or on GHI property, and the long-term effect of the train's operations on quality of life in GHI.

We currently anticipate that a draft environmental impact statement (DEIS) for the project will be released sometime in the first quarter of 2021. It is important that opponents of the project are prepared to quickly and effectively respond to the DEIS with comments in favor of the "no build" option for the project. We believe that it is urgent that GHI begin to prepare for the DEIS now in order to provide the aggressive defense of our community that may be necessary.

The LGAC commends your decision at the Board's September 4<sup>th</sup> meeting to establish a task force within GHI to support the no build option. We also commend the diligence of our GHI staff in immediately informing GHI members of the new task force and asking for volunteers in the weekly e-newsletter. We believe that establishing this task force is an important step for GHI and will allow our community to be fully heard in the process.

The LGAC believes that the MAGLEV poses a significant threat to the membership and property of GHI and believe that the Board should continue to use the it's authority and influence to advocate for "no build" option. If there is any way that the LGAC can support either the Board or the new Task Force in their efforts we will be happy to so. In that spirit, the LGAC offers the following additional recommendation to the Board for immediate action on this project.

**The LGAC Recommends that the Board Appoint One of its Members as Liaison to the City of Greenbelt for the MAGLEV:** The city council is already considering options to respond to the MAGLEV and is opposed to the project. It is the view of the LGAC that the interests of GHI and the City are likely to be closely aligned and that it would be beneficial to GHI to work closely with the City. To that end, the LGAC recommends that a Board member be appointed to serve as a liaison to the City specifically for the MAGLEV project. Naming a liaison, especially one who also serves on the Board, would enhance and ensure clarity in communications between the City and GHI. The Board may also wish to consider whether it should have a liaison to the city council for the 495/270 widening project and whether the same person could serve as liaison for both projects.

We are pleased to know that the Board understands the threat that the MAGLEV poses both to both the property and community of GHI and is already taking action to advocate for the no build option. As always, the LGAC is available to discuss this matter with you further and provide any other support that would be useful to the Board.

Sincerely,

Ben Wilhelm, Chair  
Kathleen Gallagher  
Kerry Loring  
Amy Rutledge  
Katie Thompson

cc: Eldon Ralph

**Greenbelt Homes, Inc.  
Financial Statements  
June 2020**

**DRAFT**



Greenbelt Homes, Inc.  
Balance Sheet  
6/30/2020

**ASSETS**

**CURRENT ASSETS:**

Cash		(A) \$ 10,005,996
Accounts receivable (net)		119,894
Notes receivable		62,184
Prepaid expenses		<u>117,922</u>
		10,305,996

**OTHER CURRENT ASSETS**

Accrued bond interest		37,653
GHI controlled homes for sale		(B) 151,244
Inventory		(C) <u>125,232</u>
		<u>314,129</u>

Total current assets \$ 10,620,125

**PROPERTY & EQUIPMENT**

Land, buildings & improvements (net)		21,715,841
Vehicles & operating equipment (net)		<u>88,794</u>
Property and equipment		<u>21,804,635</u>
Total property and equipment		21,804,635

**OTHER ASSETS:**

Investment in Sub-GDC		446,009
Investment in NCB		885,137
Investments (Bonds & Bond Fund)		(D) <u>3,466,460</u>
Total investments		<u>4,797,606</u>

Total other assets 4,797,606

**TOTAL ASSETS** \$ 37,222,366

**LIABILITIES & MEMBER EQUITY**

**CURRENT LIABILITIES**

Accounts payable & accrued expenses		(E) 2,054,779
Payroll liabilities		160,700
Deposits & deferred revenue		<u>289,973</u>
Total current liabilities		<u>2,505,452</u>

Total liabilities 2,505,452

**MEMBER EQUITY**

Replacement reserves		(F) 8,203,704
Contingency reserves		440,242
Working capital		1,769,990
Accumulated equity		(G) <u>24,302,978</u>

Total members equity 34,716,914

**TOTAL LIABILITIES & MEMBER EQUITY** \$ 37,222,366

Greenbelt Homes, Inc.  
Notes to Balance Sheet  
As of 6/30/2020

**Assets**

**(A) Cash**

Cash balance includes \$8,737,373 of Federal Money Market fund on 6/30/2020.

**(B) GHI Controlled Homes for Sale**

As of 6/30/2020, GHI has three units for sale. Accumulated costs of \$151,244 are related to GHI work performed on distressed units which will be collected upon disposition (sale) of these units.

**(C) Inventory**

Based on actual physical inventory count at 6/30/2020.

**(D) Investments**

Corporate bonds are scheduled to mature from 2020 through 2023 as follows: 2020-\$0.4M, 2021-\$1.1M, 2022-\$1.6M, 2023-\$0.2M. Bond fund valued at \$151K.

**Equity**

**(E) Accounts Payable and Accrued Expenses**

Balance is primarily accrued real estate taxes. First semi-annual payment is due 9/30/2020.

**(F) Replacement Reserves**

As of 6/30/2020 the components that make up replacement reserves are as follows:

Replacement Reserves	7,056,839
Replacement Reserves-Additions	1,146,865
<b>Total</b>	<b>8,203,704</b>

**(G) Accumulated Equity**

As of 6/30/2020 the components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	21,804,635
Other Equity (includes crawlspace, asbestos, contingency and unreserved operating)	2,498,343
<b>Total</b>	<b>24,302,978</b>

Greenbelt Homes, Inc.  
Income Statement Summary  
For the Period Ending 6/30/2020

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<b><u>RECEIPTS</u></b>				
Member charges	\$ 6,108,011	\$ 6,082,632	\$ 25,379	0.4%
	<u>6,108,011</u>	<u>6,082,632</u>	<u>25,379</u>	<u>0.4%</u>
Service income	286,865	271,308	15,557	5.7%
Other income	(A) 259,499	173,748	85,751	49.4%
	<u>546,364</u>	<u>445,056</u>	<u>101,308</u>	<u>22.8%</u>
Total receipts	<u>6,654,375</u>	<u>6,527,688</u>	<u>126,687</u>	<u>1.9%</u>
<b><u>EXPENSES:</u></b>				
Real estate taxes	2,185,536	2,185,536	-	0.0%
Trash collection	226,374	226,374	-	0.0%
Insurance	278,335	284,067	(5,732)	-2.0%
Admin/BOD/Comm/Mbr	681,544	726,749	(45,205)	-6.2%
Maintenance operations	(B) 1,549,524	1,861,283	(311,759)	-16.7%
Transfer to reserves	1,214,739	1,214,739	-	0.0%
Total expenses	<u>6,136,052</u>	<u>6,498,748</u>	<u>(362,696)</u>	<u>-5.6%</u>
Receipts over (under) expenses	<u>\$ 518,323</u>	<u>\$ 28,940</u>	<u>\$ 489,383</u>	<u>&gt;100%</u>
Depreciation member units	<u>\$ 539,508</u>	<u>\$ 346,500</u>	<u>\$ 193,008</u>	<u>55.7%</u>

Greenbelt Homes, Inc.  
Notes to Income Statement Summary  
For the Period Ending 6/30/2020

**INCOME**

<b>(A) Other Income (Up 49.4%)</b>	<b>\$ 85,751</b>
This favorable variance is related to the timing of interest income received from corporate bond investments.	

**EXPENSES**

<b>(B) Maintenance Operations (Down 16.7%)</b>	<b>\$ (311,759)</b>
This favorable variance is due to job vacancies and timing of contract work.	

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Greenbelt Homes, Inc.  
Administration Summary  
For the Period Ending 6/30/2020

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<b><u>ADMIN EXPENSES:</u></b>				
Labor	\$ 440,498	\$ 452,538	\$ (12,040)	-2.7%
Fringe benefits	(A) 79,009	101,310	(22,301)	-22.0%
Office supplies/postage	19,556	19,000	556	2.9%
Copier	6,739	7,925	(1,186)	-15.0%
Telephone	11,471	12,000	(529)	-4.4%
Hiring & training	(B) 8,613	14,650	(6,037)	-41.2%
Temp & prof help	14,586	16,850	(2,264)	-13.4%
Legal	16,852	19,800	(2,948)	-14.9%
Annual audit	9,713	9,713	-	0.0%
Assoc. dues & conferences	3,187	2,250	937	41.6%
Utilities	15,545	17,066	(1,521)	-8.9%
Personal Property tax	2,250	2,250	-	0.0%
Depreciation	6,025	6,025	-	0.0%
Other	720	2,800	(2,080)	-74.3%
Information technology services	(C) 31,759	24,650	7,109	28.8%
Total admin	<u>\$ 681,544</u>	<u>\$ 726,749</u>	<u>\$ (45,205)</u>	<u>-6.2%</u>

Greenbelt Homes, Inc.  
Notes to Administration Summary  
For the Period Ending 6/30/2020

<b>(A) Fringe (Down 22.0%)</b>	<b>\$ (22,301)</b>
This favorable variance is primarily due to actual medical, dental, and life insurance being below budgeted amount.	
<b>(B) Hiring and Training (Down 41.2%)</b>	<b>\$ (6,037)</b>
This favorable variance is primarily due to Micromain training which has not yet occurred.	
<b>(C) Information technology services (Up 28.8%)</b>	<b>\$ 7,109</b>
This unfavorable variance is due to the purchase and setup of laptops for the management team, advanced multifactor security setup, and the installation of an additional wireless router.	

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Greenbelt Homes, Inc.  
Maintenance Summary  
For the Period Ending 6/30/2020

	<u>Year-To-Date</u> <u>Actuals</u>	<u>Year-To-Date</u> <u>Budgets</u>	<u>Y-T-D Dollar</u> <u>Variance</u>	<u>Y-T-D %</u> <u>Variance</u>
<b><u>MAINT SUMMARY</u></b>				
Labor	\$ 934,735	\$ 1,032,725	\$ (97,990)	-9.5%
Fringe benefits	(A) 245,546	274,626	(29,080)	-10.6%
Materials	(B) 91,470	127,506	(36,036)	-28.3%
Contract work	(C) 199,991	343,728	(143,737)	-41.8%
Vehicles	43,101	42,336	765	1.8%
Dumpsters	(D) 11,182	19,506	(8,324)	-42.7%
Uniforms	6,364	8,502	(2,138)	-25.1%
Submeter court lights	6,556	4,398	2,158	49.1%
Depreciation	10,719	7,956	2,763	34.7%
Total maintenance	<u>\$ 1,549,664</u>	<u>\$ 1,861,283</u>	<u>\$ (311,619)</u>	<u>-16.7%</u>

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Greenbelt Homes, Inc.  
Notes to Maintenance Summary  
For the Period Ending 6/30/2020

**(A) Fringe (Down 10.6%)** **\$ (29,080)**

This favorable variance is primarily due to actual medical, dental, and life insurance being below budgeted amount.

**(B) Materials (Down 28.3%)** **\$ (36,036)**

This favorable variance reflects the current physical inventory count. at 6/30/2020. Lower material usage corresponds with a higher inventory value.

**(C) Contract Work (Down 41.8%)** **\$ (143,737)**

Contract work performed through June is listed below:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 8,145	\$ 18,000
Swale & drainage	-	55,000
Janitorial	12,061	23,000
Landscaping	23,717	67,000
Gutter cleaning	28,470	60,000
Parking lot repairs	0	40,000
Fire and security	1,737	2,450
Pest control	13,679	36,000
Fee for service	0	26,000
Renovations/repairs	12,595	80,000
Sidewalk Repairs	23,550	-
Tree trimming	75,691	160,000
Asbestos remediation	0	40,000
Security system-administration bldg.	0	80,000
Miscellaneous	347	-
	<u>\$ 199,991</u>	<u>\$ 687,450</u>

**(D) Dumpsters (Down 42.7%)** **\$ (8,324)**

This favorable variance is due timing differences of dumpster hauls



## Investment Committee Report as of June 30, 2020

The Investment Committee has the responsibility of investing funds on behalf of GHI. Those funds include amounts that are set aside for replacement reserves. Building components (roofs, windows, doors, hot water heaters, for example) wear out. GHI has a plan for their replacement, and has set up a replacement reserve fund to take care of future capital costs. Members' coop fees include the cost of maintaining an adequate reserve to meet this need. The replacement reserve plan was updated by a consultant in 2018.

As of June 30, 2020, GHI held \$12,207,592 in investments and cash equivalents. Our investment portfolio was comprised of individual corporate bonds, Vanguard Short Term Investment Grade Fund Admiral Shares (VFSUX), a Federal Money Market Fund (VMFXX), and a bank sweep account with Lafayette Investments.

GHI income from investments totaled \$95,079 for the first 6 months of 2020. The interest rates on individual bonds held in GHI's bond ladder currently range between 2.25% and 5.5% of face value for a weighted average of 3.51%. As of June 30, 2020, the one-year return was 4.95% for the VFSUX and 1.39% for the VMFXX. Cash sweep account annual percentage yield earned was 0.01%.

### Corporate Bond Investments

<u>Face Value</u>	<u>Company Name</u>	<u>Coupon</u>	<u>Maturity</u>		
				\$ 3,300,000	Total Corporate Bonds
300,000	Allergan Inc.	3.375%	09/15/20	24,876	Unamortized Bond Premium
100,000	Symantec Corp.	4.200%	09/15/20	(9,188)	Unamortized Bond Discount
300,000	General Electric Cap	5.300%	02/11/21	150,772	Vanguard ST Investment Grade Fund (VFSUX)
100,000	Kinder Morgan Energy	3.500%	03/01/21		
200,000	Nextera Energy Capital	4.500%	06/01/21	<u>3,466,460</u>	Total Investments
300,000	Reinsurance Group of Amer.	5.000%	06/01/21		
200,000	Hewlett-Packard Co	4.650%	12/09/21		<b>Cash &amp; Cash Equivalent</b>
300,000	Occidental Petroleum	3.125%	02/15/22	8,737,373	Vanguard Federal Money Market (VMFXX)
300,000	Apache Corp	3.250%	04/15/22	<u>3,759</u>	Cash sweep (Lafayette)
100,000	Omnicom Group Inc.	3.625%	05/01/22	8,741,132	Total Cash & Cash Equivalent
300,000	Baxter International	2.400%	08/15/22		
200,000	Broadcom Corp	2.500%	08/15/22	<u>\$12,207,592</u>	<b>Total Investments and Cash Equivalents</b>
200,000	Block Financial	5.500%	11/01/22		
200,000	General Dynamics	2.250%	11/15/22		National Cooperative Bank stock \$885K recorded at cost not included above.
200,000	Allergan Inc.	2.800%	03/15/23		

\$ 3,300,000 Total Corporate Bonds



## Hosted Virtual Annual General Meetings Informational Overview

This information sheet will provide details of GetQuorum's Hosted AGM Service.

### Meeting Webcast

- GetQuorum will utilize an enterprise-grade webinar casting service (eg. Zoom, GoToWebinar) for the webcast
- Participants will be able to join the webcast via a web URL or through a telephone dial-in number
- If joining via web URL, an optional app can be downloaded and installed on a participant's device
- The app is required to see shared screens, participate in Q&As and voting
- All speakers will be required to install the app.
- Dial-in only participants will be able to listen in on the webcast's audio feed, but cannot participate in other activities.
- The webcast details will be available to participants at least 24 hours prior to the AGM start time
- The webcast details can be sent by GetQuorum to participants via email and/or be given to the client to distribute

### Dress Rehearsal

- All speakers slated to speak at the webcast AGM will be required to join a 30 minute dress rehearsal session prior to the AGM.
- We recommend the dress rehearsal to take place as soon as possible, GetQuorum's schedule permitting. At the latest **2 hours prior to the AGM.**
- The rehearsal will utilize the same webcast system that will be used for the AGM, this will allow the speakers to familiarize themselves with it's capabilities as well as finalize webcast procedures.

### Hostings, Speakers and Attendees

- There are three types of participants in virtual meeting:
  - Hosts: Run the show. They have full control over the meeting. Can mute/unmute individuals, moderate Q&A, share their screens, and remove participants.
  - Speakers: Also known as panelists. Anyone slated to speak during a specific period of time. Speakers can be muted/unmuted by hosts



- Attendees: Everyone else. Most likely your voters, candidates for election, or other observers.
- The host can move individuals between speaker and attendee roles at any time.
- The client will be required to designate a chairperson who will be one of the hosts, and will provide direction during the meeting.
- The client should indicate prior to the meeting who will be the speakers and their speaking periods.
- A GetQuorum host will also be present throughout the webcast to provide support to the chairperson (ie. control the technology)
- The GetQuorum host will refrain from speaking during the webcast unless absolutely necessary

### **Muting and Speaking**

- All attendees (speakers included) will be muted by default upon joining the webcast
- Hosts will be able to unmute/mute participants as directed by the chairperson
- The chairperson will be able to mute and unmute themselves at any time (app required)
- Other speakers (invited guests, board members) can be unmuted at the direction of the chairperson

### **Registration and Meeting Start:**

- Participants will be able to join the webcast once the connection details become available, however early joiners will be deposited in a "waiting room" until webcasting begins
- The webcast will begin 30 minutes prior to the meeting start time. This period will be referred to as the "Registration and attendance period".
- Once the meeting begins, it will be locked. No additional attendees will be able to join the webcast once it is locked.
- All speakers should be joined into the webcast at least 45 minutes prior to start to ensure there are no technical issues
- The Meeting will start when the chairperson instructs the GetQuorum Host as such

### **Housekeeping**

- As the meeting commences, the GetQuorum host will provide a 10 minute housekeeping and tutorial session for attendees
- The tutorial session will inform owners about the processes for participating in the meeting
- The session will also ask owners to try out the various features to participate, including how to raise hands, ask questions, and to vote.



## **Meeting Minutes**

- Your minute taker may join the AGM virtually.
- If you do not have a minute taker, the AGM can be recorded, the resulting recording can be sent to our partners at [Minutes Solutions](#) to convert into minutes, their fee is \$335 + HST.
- The recording will also be made available to the client

## **Audience Participation and Q&A**

- Participants will be able to pose questions to the speakers via a text-only Q&A feature or virtual hand-raising.
- The optional webcast app must be installed by the participant in order to utilize Q&A features
- Text questions will only be visible to hosts and speakers
- To ensure an efficient meeting, we encourage clients to minimize usage of the Q&A feature, and instead to only answer questions sent in prior to the meeting.
- If utilizing the Q&A features, we recommend setting aside dedicated Q&A periods so that the meeting may proceed more efficiently
- We recommend that unanswered questions be taken offline and sent to participants after the webcast

## **Real-time Voting**

- Real-time electronic voting will be conducted through GetQuorum's Voting Platform
- Voting will take place during a defined "voting period" during the webcast
- While results are tabulated in real-time, we recommend providing voters a period of at least 15 minutes to complete their vote
- In order to participate in voting, attendees must join the webcast using the online connection details.
- Attendees that only join via the telephone line cannot be verified and will thus be unable to vote
- Joining online requires the attendee to complete a registration step which asks for their name, email and other verification information
- The attendee's registration information must match the membership records provided by the client in order to access the voting portal
- The link to the voting portal will be sent to verified voters via email
- Attendees will be unable to complete their vote online once voting is closed
- If any attendee requires technical support, they will be able to send a chat message to hosts via the webcast app and/or the voting portal's live support feature



## Scrutineers

- Unless otherwise advised by the client, GetQuorum will act as scrutineers for any votes submitted through our voting platform
- GetQuorum will make the results of the electronic votes available to the chair immediately after tallying is complete, it is incumbent upon the client to handle any votes not conducted through GetQuorum
- At the conclusion of the meeting, results will be provided to the client by email for their records.

## Virtual Meeting Agenda and Timeline

The agenda below is an example of a standard virtual AGM's timeline with a duration of 1:30 hours. GetQuorum will require an agenda similar to the below that indicates:

1. Who the speakers will be
2. When motions will be requested.
3. When voting will commence and end

**List of Speakers:** Chairperson, Auditor, Board President, Candidates

### Agenda:

Section	Estimated Start Time	Description	Presenters / Speakers	Motions required
1	6:45pm	Online registration		No
2	7:00pm	Opening of meeting and welcome - Housekeeping - How to participate in virtual AGM	Chairperson	No
3	7:05pm	- Call to order - Introductions - Proof of notice - Announcement of Quorum	Chairperson	No
4	7:10pm	Approval of previous year's meeting minutes	Chairperson	Yes
5	7:20pm	Auditor's report - Presentation of financial statements - Q&A (via text chat) - Appointment of Auditors	Chairperson Auditor	Yes
6	7:40pm	Directors Report	Chairperson Board President	No
7	8:00pm	Elections & Candidate Presentations	Chairperson	Yes



		<ul style="list-style-type: none"><li>- Explain election procedures</li><li>- Present current candidates</li><li>- Nominations from floor</li><li>- Candidate speeches</li></ul>	Candidates	
8	8:15pm	Voting Period Announcement of Results	Chairperson	No
9	8:30pm	Other Business	Chairperson Speakers Attendees	No
10		Close of meeting	Chairperson	Yes

For additional details and to see a demo of a Hosted Virtual Annual General Meeting webcast, please contact us at:

[contact@getquorum.com](mailto:contact@getquorum.com)

1-877-353-9450

[www.getquorum.com](http://www.getquorum.com)

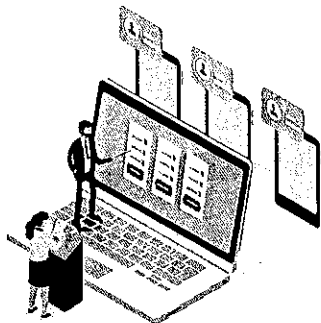
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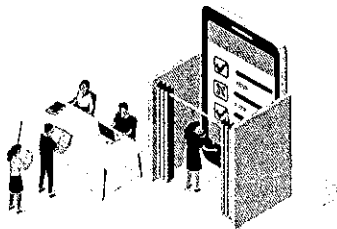


## What's Included



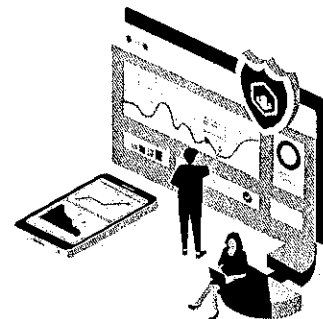
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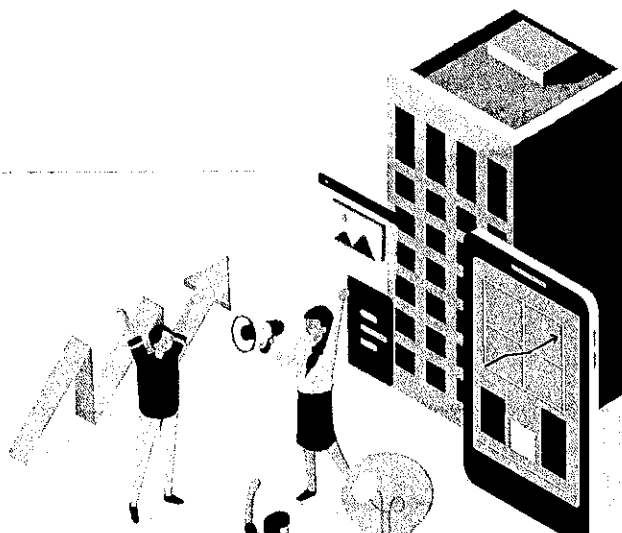


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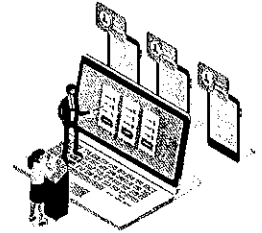
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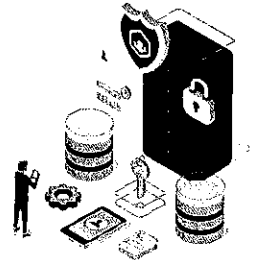
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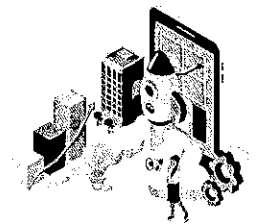
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# GREENBELT

Volunteer Fire Department and Rescue Squad, Inc.

125 CRESCENT ROAD, GREENBELT, MARYLAND 20770

May 12, 2020

Dear Citizens and Businesses of Greenbelt:

I wanted to write to you separately from our mailer asking for your continued support by donating to our general fund drive which allows us to continue to serve you in our best way possible.

We understand that during this global pandemic of COVID-19 many people have had their finances impacted. Some have been laid off, others have had to take a reduction in pay. Some of our savings have been impacted. We are sympathetic to this as many of us have been affected as well.

If you have been impacted financially and are not able to contribute the normal amount you would usually give, or you are not able to contribute at all this year it is okay. Please do not fret; we will still respond when you need.

If you are able to donate, we appreciate any amount you can contribute.

Most importantly, I hope this letter finds you well. Please continue to be safe. We look forward to seeing you once things get back to normal and we can get out into the community in non-emergent circumstances and participate in many of the annual outings that occur in our great City.

Warm regards,

A handwritten signature in black ink, appearing to read "Brian Rudy".

Brian Rudy  
President  
Greenbelt Volunteer Fire Department & Rescue Squad, Inc.

## GHI CONTRIBUTIONS POLICY

Article VIII, Section 8 of the bylaws authorizes the Board of Directors to use funds "not to exceed \$2,000 a year for civic and community purposes without prior membership approval."

GHI recognizes its responsibility for conservation of corporation funds, however, as one of the largest organizations in Greenbelt, it has a civic responsibility to cooperate with other groups in the community and with other cooperatives regardless of location.

To apply for a contribution the organization will complete an application form, which will specify the amount requested, the purpose for which the funds will be used, and background information on the organization.

The criteria that must be met prior to the Board's authorizing a contribution are as follows:

1. A majority of the board (minimum of 5 votes) must support the motion.
2. A request will not be acted on the same day it is received.
3. The requesting group must be a not-for-profit organization according to IRS standards and must meet at least one of the following criteria:
  - a. It is a cooperative
  - b. Will use the donation for a purpose that will improve the quality of life in Greenbelt
  - c. Will use the donation specifically for the benefit of person(s) living in GHI.

The Board is not required to give a donation to an organization even if it does meet the criteria. The Board should keep in mind that this money comes from members. Any contribution by GHI should reflect the support of the Cooperative.

Making a contribution to an organization for services rendered is not proper use of these funds. Each request should be evaluated on its own merits for the current year. Criteria must be met each year. Having been a previous recipient of a contribution does not necessarily mean future requests will result in contributions.

Official minutes must document the name of the requesting group, the purpose of the donation, the amount of the donation and specify that the donation is to come from the contribution line item of the GHI budget.

It is recommended that the Board distribute contributions twice a year, preferably in March and September. Emergency requests for contributions may be acted upon at other times.

Approved by the Board of Directors  
December 2, 1999

Revised and Updated: 2/7/02

**Greenbelt Homes, Inc.  
Board Authorized Donations**

Greenbelt Homes, Inc.  
Board Donation Schedule

Item 6i. Attachment #10c

DONATION	2015		2016		2017		2018		2019	
	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes
Cooperative Development Institute										
Cooperative Development - Race										
Cooperative Development										
Friends of Greenbelt Museum										
Greenbelt Labor Day Festival									250	18-Apr
Jaeger tract Acquisition										
NASCO Scholarship Fund										
National Coop Month Planning Committee										
National Tuberos Sclerous Association										
NEW Deal Cafe										
Red Cross- American National										
Red Cross- Prince Georges Co										
Academic Achievement (City of Greenbelt)										
Bike to Work (City of Greenbelt)										
David Craig Memorial										
Young Cooperators										
City of Greenbelt Emergency Relief Fund					875	2-Mar	800	4-Oct	200	5-Sep
Co-op Communications Assn.										
CDF- Katrina Fund/Disater Relief										
Cooperative Action Fund										
Western Shore Conervancy										
Greenbelt Little League										
NAHC Fire Recovery Fund										
NAHC Cooperative Action Fund										
Greenbelt Nursery School	100		125		125	2-Mar				
Greenbelt Volunteer Fire Dept. (defibrilator)					400	21-Sep			250	16-May
Christmas in April										
Greenbelt Arts Center										
Greenbelt Consumer Cooperative (Greenbelt Co-op)									700	25-Mar
Greenbelt Online.Org									100	5-Sep
Greenbelt Community Foundation									300	25-Mar
Old Greenbelt Theatre									200	5-Sep
<b>Totals:</b>	<b>100</b>		<b>125</b>		<b>1,400</b>		<b>800</b>		<b>1,800</b>	

*WORK SESSION of the Greenbelt City Council held Monday, July 22, 2019, to meet with the Greenbelt Homes, Incorporated (GHI) Board of Directors.*

*Mayor Jordan started the meeting at 8:00 p.m. It was held at Greenbelt Homes, Inc., 1 Hamilton Place, Board Room.*

*Also, present were Stefan Brodd, Tamil Watkins, Bill Jones, Chuck Hess, Steve Skolnik, Ed James, Linda Warren, Stephen Holland, Sue Ready, Greenbelt Homes, Inc. Board Members; Eldon Ralph, GHI General Manager; Kathleen Gallagher, News Review; and others.*

*Present were Councilmembers Judith F. Davis, Leta M. Mach, Colin A. Byrd, Silke I. Pope, Edward V.J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.*

*Staff members present were Nicole Ard, City Manager; Terri Hruby, Planning Director; and Bonita Anderson, City Clerk.*

*Mayor Jordan opened the meeting. There were introductions.*

*Mr. Skolnik, President of the GHI Board requested that GHI chair the meeting. The City Council was in favor.*

*Mr. Andrews, resident of GHI presented to the Board and Council his issue with WSSC that occurred during a renovation project at his home. He submitted his issue to Council.*

*Mr. Skolnik provided background on WSSC's proposal to replace water supply and sewer pipes for GHI's masonry units. GHI is still interested in holding discussions with WSSC and reviewing any designs proposed by WSSC. Mr. Roberts noted this has been an ongoing situation for over 10 years and health concern issue to the residents of GHI. Both Mayor Jordan and Ms. Pope noted that the City is in support of assisting GHI with sending a letter to WSSC. Mr. Byrd noted his concerns about the draft joint letter. Mr. James noted the financial burden with WSSC issue.*

*Mr. Skolnik inquired about an update on the proposed Prince George's Zoning Re-write Project. Ms. Hruby noted the neighborhood study would kick off September 2020; County Council is actively reviewing the proposed language. The Planning Department will provide an update to both GHI and City Council on the project.*

*Mr. Skolnik inquired about a joint opposition to the proposed Maglev/Hyperloop Project. Mayor Jordan noted that Hunting Ridge will be hosting a meeting on the proposed project on August 8. He also noted the proposed widening of BW Parkway and 495 Beltway meeting he attended and opposition to Governor Hogan's approach with traffic relief. Mayor Jordan referred to Ms. Hruby who noted that there has not been any new information to the widening project and the City is following the project closely.*

*Ms. Davis noted citizens groups who have a petition and that she will provide GHI with information on the group. Mr. Roberts noted the effect the widening project will have on the City entirely.*

*Regarding the status of the MOU on right-of-way encroachments issues, the City's planning department made some amendments, will forward them to the City Council for input and submit them to GHI.*

*Mayor Jordan noted the playground improvements pending review and comments from GHI on move to honor NASA Goddard's 60th Anniversary. The design of the playground space is up to GHI and the City. There will be a joint meeting of GHI and the Parks & Recreation Advisory Board.*

*Mr. Skolnik noted the drainage problem affecting courts at 33 Ridge Road, 56 Crescent Road, and 1 Gardenway and propose a joint effort with the City to address the problem. Mayor Jordan noted the various previous and ongoing stormwater projects and possible collaboration. There was discussion about a flooding issue in the rear of Mr. James's yard. Ms. Davis noted that with climate change occurring there are extreme storms that cannot be handled by Ridge Road. GHI is seeking partnership on a larger project with the City. Mr. Skolnik proposed revisiting GHI's Stormwater Task Force for solutions.*

*Mr. Skolnik inquired about the status of the City survey on the pathway lighting in the park between the Courts at 11 and 13 Ridge Road. Mayor Jordan asked that GHI revisit their survey by updating it again with the residents. Board members noted research on lighting and possible vandalism.*

*Mr. Skolnik asked the City for an update on the welcome sign at Southway. Mayor Jordan noted the City's comments. Ms. Hruby noted the approved design and that staff had evaluated having Public Works provide demolition and landscaping.*

*Mr. Skolnik inquired about the placement of bicycle racks within the City. Mayor Jordan noted that the City is seeking creative ways on funding for racks and explained sponsorship. He also noted the City's bicycle and pedestrian task force and their suggestion on upgrading existing bicycle racks. Ms. Davis provided the board with background on the City's proposed initiative (Adopt-a-Rack). Ms. Watkins noted her position on GHI's bicycle and pedestrian task force and the need for repair stations. Mr. Hess recommended GHI and the City work together with bicycle rack placements.*

*Mr. Skolnik inquired about the status of electric charging stations in the City. He noted that GHI has two residents with privately owned charging stations and some residents charge at their homes. There was discussion about whether the charging station at the Municipal Building and that it is underutilized since the implementation of rates. The City will revisit.*

*Mr. Skolnik inquired if the City is interested in providing internet service to residents of the City. Mayor noted that the City is looking into internet service. He also noted the locations in Greenbelt with public Wi-Fi.*

*Mr. Skolnik mentioned GHI members' complaints about deer. Mayor Jordan noted that the City's Police, including Animal Control, are researching deer control methods. There was a*

*discussion on a potential dart contraceptive. Ms. Ready noted that NASA Goddard has solved their deer problem.*

*Mayor Jordan noted a poison ivy problem and that the City provided GHI with the Sustainable Land Care Policy. Mr. Ralph provided an update on GHI's pest control in general. GHI has a licensed contractor to perform services. Ms. Davis inquired about GHI's policy on pesticides and herbicides. Mr. Ralph indicated that if there is a pest issue outside, residents are notified before treatment.*

*In response to a Council question, Mr. Skolnik noted that there are 13 approved rentals with occasional extensions in GHI. He also confirmed that there are 44 units on the market. Ms. Davis inquired about a unit that was purchased and rented right away. Mr. Ralph explained that particular rental was not approved. Mayor Jordan inquired about any anticipated assessment appeals. Mr. Skolnik confirmed that GHI had an attorney provide a seminar for members who needed to file an appeal about their assessments.*

*The meeting ended at 10:19 p.m.*

*Respectfully submitted,*

*Bonita Anderson  
City Clerk*

**MGMT Office**

---

**From:** CAI Advocacy <government@caionline.org>  
**Sent:** Tuesday, September 8, 2020 12:48 PM  
**To:** Eldon Ralph  
**Subject:** Ask Congress to help Community Associations Impacted by COVID-19



Dear Eldon,

Congress is considering the next round of COVID-19 related legislation this week. In June, the U.S. House of Representatives passed the HEROES Act; however, the U.S. Senate is not expected to pass the HEROES Act as written.

To make sure the community association perspective is represented, CAI is asking you to take action today to urge Congress to specifically consider and include community associations and association homeowners to help us survive the economic crisis and related fallout from the global pandemic.

Three policy issues are currently being discussed that will impact community associations:

**1. Access to Financial Resources**

If homeowners become unable to pay their community association financial obligations due to COVID-19's impact, communities and homeowners will require access to new financial resources.

*CAI supports:*

- **S. 3620: Establishment of a Housing Assistance Fund** at the Treasury Department that we are urging the Senate to specifically include homeowner association assessments.
- **Additional funding for the Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) program.**
- **Community association eligibility** for Paycheck Protection Program (PPP) loans.

**2. Ability to Collect Assessments**

*CAI opposes S. 3565 legislation suspending consumer debt collection.*



**3. Limited Liability for Responsible Organizations**

CAI supports S. 4317, Safe to Work Act that limits an association's liability as common areas and community facilities reopen for communities that act in good faith and comply with local, state, and CDC guidelines.

Please take less than five minutes to tell your legislators to SUPPORT community associations impacted by COVID-19.

**Tell the U.S. Congress**

**Support Community Associations in the next Economic Stimulus Package**

**CLICK HERE TO TAKE ACTION**

P.S. Please forward this email to your friends and neighbors so that they can advocate too!



[www.caionline.org/advocacy](http://www.caionline.org/advocacy) | (888)224-4321  
Don't like these emails? [Unsubscribe](#)

## CITY OF GREENBELT

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886

August 19, 2020



Greenbelt Homes, Inc.  
Eldon Ralph  
1 Hamilton Place  
Greenbelt, MD 20770

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

Dear Eldon Ralph:

With hundreds of thousands of Marylanders out of work because of the COVID-19 pandemic, many families are understandably finding it hard to pay community association assessments. Governor Hogan issued an emergency order that prohibits Maryland courts from ordering the eviction of any property owner who can show that their failure to pay was the result of COVID-19. As Maryland reopens, many will lose unemployment payments as they regain the ability to work without actually being able to return to full employment. During this continued State of Emergency and beyond, the City Council urges that you consider the following proposals to ensure an equitable transition for community association members:

1. Charge no interest, late fees or penalties until January 2021.
2. Arrange payment plans with community association members, allowing up to three (3) years to pay fees owed.
3. Freeze community association dues/fees increase from the start of the COVID-19 emergency until January 2021.
4. Suspend all notice of intent to foreclosure due to late or non-payment of community association dues/fees for the remainder of 2020.

Thank you for your timely consideration on this urgent matter.

Sincerely,

Colin Byrd, Mayor

Emmett V. Jordan, Mayor Pro Tem

Judith F. Davis, Member of Council

A NATIONAL HISTORIC LANDMARK

(301) 474-8000 FAX: (301) 441-8248

www.greenbeltmd.gov



*Leta M. Mach*

Leta M. Mach, Member of Council

*Silke I. Pope*

Silke I. Pope, Member of Council

*Edward V. J. Putens*

Edward V. J. Putens, Member of Council

*Rodney M. Roberts*

Rodney M. Roberts, Member of Council

cc: City Council  
Nicole Ard, City Manager



## Articles

# Client Alert: Reserve Studies and Budgets in Prince George's County

**Date:** August 7, 2020

**By:** Benjamin J. Andres

With COVID-19 and its economic impact dominating both news cycles and Community Association agendas, it is important not to lose sight of other developments in the field. One important development is the passage of Maryland House Bill 254, which will take effect October 1, 2020 and will affect the budgets of Condominiums, Homeowners' Associations and Co-operatives Housing corporations in Prince George's County. HB-254 modifies the Real Property Article and the Corporations and Associations Article of the Maryland Code. The full legislative summary, as well as a link to the full text, can be found [here](#).

The key provisions of HB-254 are:

### Mandated Reserve Study

- If the most recent reserve study for an association was conducted prior to October 1, 2016, then a new study must be completed by October 1, 2021.
- Otherwise, all community associations must have a reserve study conducted within five (5) years of the previous study, and at least once every five years thereafter.
- Certain HOAs, those that either have no responsibility for maintaining common areas, or issue bonds for the purpose of meeting capital expenditures, are exempt from this requirement.
- The required reserve studies must be made available for owners to review.

### New Budget Requirements

- Funding reserves provided in each annual budget must be the amount recommended by the most recent reserve study.
- The Board of any association has the authority to increase assessments in order to sufficiently fund reserves, regardless of any limitation on assessment increases stated in the governing documents.
- Any budget enacted after October 1, 2020, will be subject to these requirements and privy to this authority.

### Developer Obligation

- When a Declarant or Developer turns over operation of an Association to the unit owners, it will now be required to turn over funds at least equal to that recommended by the most recent reserve study.
- Failure to do so may subject them to discipline from the Attorney General's Division of Consumer Protection.

Although this law currently applies only to communities in Prince George's County, those in other jurisdictions should be aware of these developments and consider taking steps to comply, as there is an expectation that the requirements will soon be expanded statewide. Associations should note that the law passed unanimously through the Maryland General Assembly, and that a similar law is already in place statewide in Virginia.

Association Directors and Managers, particularly those in Prince George's County, should consult with their Whiteford attorney about what these changes will mean, and how best to bring their association into compliance.

---

*The information contained here is not intended to provide legal advice or opinion and should not be acted upon without consulting an attorney. Counsel should not be selected based on advertising materials, and we recommend that you conduct further investigation when seeking legal representation.*



UNIVERSITY OF  
MARYLAND

EARTH SYSTEM SCIENCE INTERDISCIPLINARY CENTER

University of Maryland  
M-Square Office Building #950, Suite 4001  
5825 University Research Court  
College Park, Maryland 20740  
TEL (301) 405-0050 FAX (301) 405-8468

Dear GHI Board of Directors:

I am pleased to announce that GHI has been chosen as the pilot study site for the University of Maryland (UMD) research project, "*Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland.*" This project is funded by the U.S. Environmental Protection Agency through a Chesapeake Bay Implementation Grant (CBIG), which is managed by the Maryland Department of Natural Resources. The pilot study will be a collaborative exchange of information between GHI staff and community volunteers and the UMD research team. Our research team plans to collaborate with the GHI Stormwater Management Task Force (SWMTF) and others in GHI to develop a *Guide to Assessing Flood Impacts in Greenbelt Homes, Inc (GHI)*. This collaborative effort is designed to deliver a product for use in adapting the GHI planning process to more effectively reduce the community's vulnerability to flooding. Participating GHI members will have the opportunity to gain new knowledge about best practices for future reference when addressing flood issues and potential new resources for funding future stormwater management projects. In addition, they will have the opportunity to shape and guide the development of a state-wide, open-access tool, the *Community Guide to Assessing Non-Tidal Flood Impacts in Maryland*. GHI, SWMTF and other committees that participate in the project will be offered the opportunity to be listed as contributors in the acknowledgements section of the *Community Guide to Assessing Non-Tidal Flood Impacts in Maryland*. This state-wide recognition highlights the community's role at the cutting edge of research in guiding the state's non-tidal stormwater management policies and practices.

As a fellow GHI member and Principal Investigator on this research project, I look forward to working with you on this endeavor! If you have any questions, please contact me by email at [bolsen@umd.edu](mailto:bolsen@umd.edu) or cell phone at 301-325-6770.

Thank You,

*Beth Olsen*

---

V. Beth Kuser Olsen, Ph.D.  
Assistant Research Scientist  
Earth System Science Interdisciplinary Center (ESSIC)  
University of Maryland  
<http://essic.umd.edu>  
[https://www.researchgate.net/profile/V\\_Beth\\_Olsen](https://www.researchgate.net/profile/V_Beth_Olsen)  
<https://www.linkedin.com/in/vbetholsen>  
<http://orcid.org/0000-0001-6026-0486>

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# 2019-2020 Strategic Action Plan

As of 9/10/2020

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cite	Staff	Comments on status	Status		
Goal	Objective									
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 4 of HIP; begin Year 5.	A	X		X	Year 5 is in progress.	Ongoing	
		A.1.b	Review Year 4 and make process improvements for final year of HIP.	A	X		X	Process improvements have been made.	complete	
		A.1.c	Revise HIP survey based on year 4 experience.	A		BLD	X	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	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. Implement sustainable practices	A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. The contract has been signed and the contractor is awaiting a permit from Prince George's County before proceeding with the work.	In process	
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X		X		Not started	
		A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X		Inspections were done. Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process

Item 7c. Attachment #16a

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
		A.3.b	Continue Community Beautification Program.	A	X		X	On Feb 20, the Board decided to forego a formal inspection program in 2020 and to establish a task force to recommend the scope of a future yard and exterior building inspection program. The task force is currently working on its assignment.	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 approved 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 recently informed staff that GHI has been chosen as the pilot study site for	In process



Item 7c. Attachment #16a

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									
									<p>this project - "Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland."</p>	
			A.3.g	<p>Plan for continued improvement work including replacement of plumbing pipes.</p>	A	X	BLD	X	<p>On February 20, 2020, the Board approved the hiring of a consultant (ETC) to do the following:                      -Evaluate the condition of the piping in approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%).                      -Evaluate the condition of underground waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4).                      -Provide a report on repair and replacement options for the plumbing piping.                      -Provide a report on the performance of epoxy lined pipes in 2 GHI units including water quality tests.                      -Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.</p> <p>ETC began its evaluation of the pipe systems on May 18, 2020. Staff is awaiting the consultant's report.</p>	In process
			A.3.h	<p>Implement Admin complex security.</p>	A	X	STF	X	<p>The Board 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 7c. Attachment #16a

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		Work Plan: Actions	Work Plan: Actions						
A. 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.	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.	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPCC'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.4.b	Establish Memorandum of Understanding with the City of Greenbelt for utilization of yard areas with Right of Way (ROW) encroachments.	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.	Expand Fee-For-Service program.	B	X			The Board decided that this review should be undertaken by a Business Development Task force that it passed a motion to establish. Unfortunately, no members have volunteered to serve on this task force.	Not started	
		A.5.b	Consider policy to provide garage doors at open rental garages.	Consider policy to provide garage doors at open rental garages.	B	X	Fin	X	On February 20, 2020, the Board decided that staff should install a door on an open garage only if a member renting a garage requests it and the total number to be installed during a year should not exceed eight.	complete	
B. Organization & Infrastructure	B.1 Develop long-range strategic plan B.2 Improve operation of the Board	B.1.a	Develop a long-range plan for the GHI organization.	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process	
		B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	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.	Create understudy program for Board officers.	A	X		X		Not started	

Item 7c. Attachment #16a

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.3 Improve committee operation and promote member involvement		B.3.a	Provide training for committee chairs.	A				X		Ongoing
		B.3.b	Increase participation in committees.	A		MOC		X		Ongoing
		B.3.c	Continue volunteer recognition program.	A	X	MOC		X	Volunteer recognition event was held on October 16, 2019.	Ongoing
		B.4.a	Plan for succession of General Manager.	A	X			X		In process
		B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X				Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which the Board reviewed on June 18, 2020 and asked the Task Force to make a few changes. The changes that the task force made were accepted by the Board on August 6, 2020.	complete
		B.5.a	Revise, update and implement record retention policy. Recommend storage methodology for historical documents.	A	X	RRTF			Task force established and work is progressing.	In process
		B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X			X	Task force was established and has begun work.	In process
		B.6.a	Review and update bylaws.	A	X				Need to address new acquisition of property/business opportunity clause.	Ongoing
		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 three systems for closer evaluation.	In process
C.1 Increase revenue through financial		B7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	A	X			X		Not started
		C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service.	A	X	LRPC		X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the	In process

Item 7c. Attachment #16a

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									
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 7c. Attachment #16a

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									
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 CCOC Commission. New member to be nominated.	In process
	E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X		GHI's Maintenance Director visits new members shortly after they move in to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members.	Ongoing
		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.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.a	Consider hiring an information officer.	C	X	COM IT TF	X			Not started
		E.3.b	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information; social media consultant; define GHI staff responsibility with respect to social media).	A	X	COM	X		On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	In process
		E.3.c	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X			In process
		E.3.d	Investigate member portal commercial packages and budget for it.	B	X	IT TF	X		A systems task force is currently working on this task.	In process

Item 7c. Attachment #16a

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									
			E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started
	E.4 Improve member handbook		E.4	Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members.	A	X	COM	X	The Buildings Committee reviewed section X of the handbook pertaining to rules for improvements and alterations. The Board approved the revisions on May 21.	In process

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

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

Committee	Assignments	Status	Not Started	In Progress	Completed
<b>Ad Hoc Task Force for Envelope Windows and Doors</b>	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
<b>Addition Maintenance Program Task Force</b>	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
<b>Admin Bldg Safety Task Force</b>					
<b>Architectural Review Committee</b>	<ol style="list-style-type: none"> <li>1 Tasked with recommending improvements to admin bldg main entrances.</li> <li>2 Review GHI's Rules on fencing and recommend style changes.</li> <li>3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.</li> <li>4 Review/Recommend exterior lighting proposed for use on Administration Building</li> </ol>	<p>Board granted ARC authority to proceed with study on July 25, 2019</p> <p>Posted in E-News for 30 day membership review and comments.</p> <p>Board approved aesthetic rule changes on Feb 20, 2020</p> <p>Approved by Board. Assigned to Tom Sporney and George Bachman for implementation.</p>			<p>X</p> <p>X</p> <p>X</p> <p>X</p>
<b>Bicycle Committee</b>	<ol style="list-style-type: none"> <li>1 The Bicycle racks were ordered and have been delivered for installation.</li> <li>2 The Board approved the GHI bicycle committee to participate in the City's Bike to Work Day in May 2019.</li> <li>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.</li> </ol>	<p>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.</p> <p>A booth was setup on May 17, 2019 to distribute bicycle materials.</p> <p>Completed</p>			<p>X</p> <p>X</p> <p>X</p>

Committee Task List: Jan - Dec 2020

<b>Buildings Committee</b>	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	Joint meeting with Woodlands Committee resulted in referral of the issue to the board	X
<b>Communications and Marketing Committee</b>	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
<b>Companion Animal Committee</b>	1	Continue to develop articles relating to companion animals.	Ongoing	X
<b>Finance</b>	1	Discuss financing options for GDC Capital Improvements	GHI to finance GDC Capital Improvements as necessary. Arms length transaction is required.	X
	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
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Draft a Charter for the task force	Awaiting meeting schedule.	X
	2	Review GDC Bylaws		X



<b>Investment</b>	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
<b>Legislative and Government Affairs</b>	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
<b>Long-Range Planning Committee</b>	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
<b>Member Outreach</b>	1	Organize a Volunteer Appreciation Event	Completed		X
	2	Organize New Member Orientation Event	Member outreach- new member social July 8 <sup>th</sup>		X
	3	Membership satisfaction survey	Completed		X
	4	Outreach activities to new members	In progress		X
<b>Records Retention Task Force</b>	1	Develop form for document review project	Completed		X
	2	Review records in UDB and Warehouse	In progress		X
	3	Establish categories and document types of historical documents	In progress		X
<b>Storm Water Management Task Force</b>	1	Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.		X

Committee Task List: Jan - Dec 2020

2	Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.	X
3	I. Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II. Develop a multi-year plan to address stormwater issues in GHI. III. Develop strategies for implementing improvements/remediation IV. Interact with other committees and task forces within GHI relative to our mission	Not started	X
<b>Sublease Policy Task Force</b>	Revise sublease policy	The Board approved the revisions that the task force recommended.	X
<b>Succession and Back-up Emergency Planning Task Force</b>	1 Develop Charter Develop Succession Policy	Succession Committee- submitted final report to the Board 6/18/20	X
<b>Systems Task Force</b>	1 Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.	X
	2 Schedule demonstrations of systems	in progress	X
	3 Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs.	In progress	X
<b>Woodlands</b>	1 Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.	X
	2 Implementation of Caretaker Program	In progress.	X
	3 Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20		

Committee Task List: Jan - Dec 2020

Yards and Exteriors Task Force	1 Recommend components of a Yard and exterior inspection program to replace the community beautification program.	In progress	X
<b>Zoning Rewrite Task Force</b>	1 Review P.G. Zoning Re-write Project and keep the board informed of developments.	Task force held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt.	X

# September 2020

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

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

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

< PREVIOUS MONTH

SEPTEMBER 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 12:00 PM <u>Joint Public Hearings - I-495 &amp; I-270 Managed Lanes Study</u> 7:00 PM <u>Arts Advisory Board</u>	2 7:00 PM <u>Advisory Planning Board</u> 7:40 PM <u>Advisory Board Interview (Virtual)</u> 8:00 PM <u>Work Session - Royal Farms - Detail Site Plan (Virtual)</u>	3 9:00 AM <u>Joint Public Hearings - I-495 &amp; I-270 Managed Lanes Study</u>	4 7:44 PM <u>Moonlit Movies</u>	5
6 <u>Winners Announced for Virtual Retro Town Hall</u>	7 <u>No Meeting - Labor Day Holiday</u>	8 <u>Free Tutoring</u> <u>FREE GED Preparation Classes</u> <u>FREE (Gratis) ESOL Classes</u> 8:00 PM <u>Special Meeting - Maglev (Virtual)</u>	9 7:40 PM <u>Advisory Board Interview</u> 8:00 PM <u>Work Session - Prince George's County School Board Member Thomas (Virtual)</u>	10 12:00 PM <u>Joint Public Hearings - I-495 &amp; I-270 Managed Lanes Study</u>	11 10:00 AM <u>Diaper Giveaway</u> 7:30 PM <u>Moonlit Movies</u>	12
13	14 8:00 PM <u>Regular Meeting - (Virtual)</u>	15	16 7:40 PM <u>Advisory Board Interview</u> 8:00 PM <u>Work Session - Beltway Plaza (Virtual)</u>	17	18 7:15 PM <u>Moonlit Movies</u>	19
20	21 7:00 PM <u>FREE Anger Management Classes</u> 8:00 PM <u>Work Session - TBD (Virtual)</u>	22 7:00 PM <u>Advisory Committee on Trees Meeting</u>	23 8:00 PM <u>Work Session - TBD (Virtual)</u>	24	25 10:00 AM <u>Diaper Giveaway</u>	26
27	28 <u>Need Diapers?</u> 8:00 PM <u>Regular Meeting - (Virtual)</u>	29	30 7:00 PM <u>Special Meeting - Update from Comptroller Franchot's Office (Virtual)</u>	1	2	3