

## **NOTICE OF MEETING AND AGENDA**

### **GHI BOARD OF DIRECTORS REGULAR SESSION (Open to Visitors) Following GDC Regular Open Session Meeting Thursday, October 1, 2020**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings**
  - a. **Announcement of a Complaint Hearing Held in a Closed Meeting on September 22, 2020 – (Attachment #1)**
  - b. **Announcement of Executive Session meeting held on October 1, 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 September 3, 2020 – (Attachment #3)         | 2  | minutes | Discussion/Action |
| b. Approve Minutes of Regular Open Session Meeting Held on September 3, 2020 – (Attachment #4)         | 2  | minutes | Discussion/Action |
| c. Permit Request to Construct a Serviceside Addition  | 15 | minutes | Discussion/Action |
| d. Permit Request for Gardenside Chain Link Fence  | 10 | minutes | Discussion/Action |
| e. Permit Request for the Prior Conversion of a Living Room Into a Bedroom and Closet                  | 15 | minutes | Discussion/Action |
| f. Permit Request to Replace a Jalousie window with a Sliding Window                                   | 10 | minutes | Discussion/Action |
| g. Application for a Grant from the Greenbelt Business Improvement and Recovery Fund – (Attachment #9) | 5  | minutes | Discussion/Action |
| h. Proposed Agenda and Preparations for the 2020 Annual Membership Meeting                             | 15 | minutes | Discussion/Action |
- 7. Items of Information**
  - a. Status of Solar PVES Project for the Administration Building
  - b. Update on Reforestation Project in a Former Landfill Area – (Attachment #10)
  - c. Board 12 Month Action Plan and Committee Task List (Attachments #11a – 11b)
  - d. Monthly GHI and City Calendars (Attachment #12a – 12b)
  - 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.

**MANAGER’S MEMORANDUM**

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: September 24, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on  
October 1, 2020

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**GHI Open Session Meeting**

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

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

6b. Approve Minutes of Regular Open Session Meeting Held on September 3, 2020 – (Attachment #4)

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

6c. Permit Request to Construct a Serviceside Addition

On July 30, 2020, staff received a Type 1 permit request (redacted) from the member at (redacted) for the construction of a 7’ x 15’-10” serviceside addition.

This request requires an exception to the following GHI Rules:

**§X.G.1** “The maximum addition coverage (gross area) shall not exceed twenty percent (20%) of the serviceside lot area”.

**§X.G.2** “The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the serviceside of the building to the edge of the yard in front of it or seven (7) feet, whichever is less”.

**§X.G.7** “The roof lines of an addition should be of the same type as the original structure or blend with the existing lines” ....

During the ARC meeting on September 9, 2020, the following points were discussed:

- The addition will contain a full bathroom.
- The addition will occupy 111 sq ft. Based on GHI rule §X.G.1, its maximum size should be 89 sq ft.
- The depth of the addition is 7'. Based on GHI rule §X.G.2, its maximum depth should be 6'.
- The addition will have a shed roof with slope of 4:12; the slope of the roof on the main unit is 8:12.
- The member is hampered by a medical condition and has trouble making it up the steps. She is scheduled for surgery later this year and will be confined to a wheelchair while she rehabilitates. The bathroom would be handy during this period and help her to age in place. The additional foot in depth for the addition will allow the member to maneuver a wheelchair.
- The unit has an existing gardenside addition, but it would have to be rebuilt to accommodate an accessible bathroom.
- While the ARC members are sympathetic to the member's reason for increasing the addition's depth to 7', the need for the increased space is only temporary. The ARC feels that reducing the depth to 6', would provide plenty of space to design an bathroom and assure compliance with GHI Rule §X.G.2.

The ARC passed motions by a vote of 6-0-0 in each instance recommending that the Board of Directors take the following actions:

- a) Grant an exception to GHI Rule §X.G.7, thereby permitting construction of a one-story serviceside addition shed roof design with a slope of 4:12.
- b) Allow the depth of the addition to be limited to 6'-0".
- c) Allow the area of the addition to exceed 20% of the serviceside lot area by a modest amount, provided the addition depth does not exceed 6'-0" (gross).

This item is on the agenda for discussion and action.

**Suggested motion # 1: I move that the Board of Directors (*grant/not grant*) an exception to GHI rule §X.G.7, to permit the construction of a shed roof with a slope of 4:12 for a proposed serviceside addition at (redacted)**

**Suggested motion #2: I move that the Board of Directors (*specify/not specify*) that the depth of the proposed serviceside addition at (redacted), shall not exceed 6'-0" (gross).**

**Suggested motion #3: I move that the Board of Directors (grant/not grant) an exception to GHI Rule §X.G.1, thereby allowing a proposed serviceside addition to be built at (redacted) with dimensions not exceeding 6' x 15' 10" or 95 sq ft. i.e. 21.3 percent of the serviceside yard area.**

6d. Permit Request for Gardenside Chain Link Fence

On August 4, 2020, staff received a Type III permit request from the member at (redacted) who proposed to install a gardenside chain link fence section between the corner posts of chain link fences in the yards of adjacent units at (redacted). Staff notified the member that this request was not possible, because there is a 5' access path between the yard lines of (redacted) GHI Rule §VII.A.1.7, states "... access paths shall not be blocked by fences".

The member modified the initial proposal as shown in (redacted) to keep the access lane open. The revised proposal requires an exception to the following GHI Rule:

§VII.A.1. c. "Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, as defined in Yard Line Descriptions VI.B.3....."

During the ARC meeting on September 9, 2020, the following points were discussed:

- Member just had a baby and would like the fence to keep the child from wandering into the woods as he grows up and also to keep animals out.
- Because of the configuration of the yard plat and the presence of a ramp from a screened-in porch, the proposed fence cannot enclose the gardenside yard.
- The chain link fence returns to the side of a wooden ramp and will have a gate across the ramp to keep the child from getting out.

The ARC recommended by a vote of 5-0-1 that the Board of Directors grant an exception to GHI Rule VII.A.1.c, thereby allowing the member at (redacted) to install a gardenside chain link fence as proposed in (redacted).

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors (grant/not grant) an exception to GHI Rule VII.A.1.c, thereby allowing the member at (redacted) to install a gardenside chain link fence as proposed in the member's permit request.**

6e. Permit Request for the Prior Conversion of a Living Room Into a Bedroom and Closet

The membership interest in (redacted) was recently sold to a new member. During the resale inspection, staff discovered that the previous member had constructed a wall and a closet, to

convert the living room into a bedroom, without applying for any permits. The new member agreed to seek permits for the prior unpermitted alterations.

On August 20, 2020, staff received a Type II permit request (redacted) from the new member and referred it to the ARC and Board of Directors based on the following rule:

- **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 September 9, 2020, the following points were discussed:

- 1<sup>st</sup> floor bedroom was a feature that attracted new members to unit.
- Unit has a 2-story gardenside addition that includes a living room.
- The conversion will allow the members to age in place.
- Members hired an engineer to analyze the wall and prepare a report.
- Staff performed an inspection, agreed with the engineer’s report, and would require the member to add a wall stud to the left of the closet bifold door.
- Two electrical wall receptacles will be required to meet code.

The ARC recommended by a vote of 6-0-0 that the Board of Directors allow the wall and closet at (redacted) to remain, provided that the recommended corrections are made, the wall and closet are brought up to code and final approval is received from authorities having jurisdiction.

This item is on the agenda for discussion and/or action.

**Suggested motion: I move that the Board of Directors (*allow/not allow*) the prior conversion of the living room into a bedroom and closet at (redacted) to remain in place, provided that the deficiencies cited by Professional Engineer William Cantwell and staff are corrected and P.G. County building and electrical permits and a City of Greenbelt permit are obtained for the alterations.**

6f. Permit Request to Replace a Jalousie window with a Sliding Window

GHI’s resale inspector requested the previous member at (redacted) to replace an existing jalousie window prior to the sale of the unit. On June 4, 2020, the Board approved the transfer of this responsibility to the new member.

On August 25, 2020, staff received a Type II request (redacted) from the new member for permission to replace the jalousie window with a horizontal sliding window. This request requires an exception to the following GHI Rule:

- **§X.N.** The only acceptable window type for frame units [original and additions] are double hung (vertical sliders).

During the ARC meeting on September 9, 2020, the following points were discussed:

- Stairs to second floor runs along exterior wall, restricting the size of window opening.
- Space was originally a closet. Converted to a half bath/laundry room. Jalousie window was installed to satisfy code.
- Double hung windows are the only acceptable type windows for framed units, but they are not manufactured in a size small enough to fit the opening.

The ARC recommended by a vote of 6-0-0 that the Board of Directors grant an exception to GHI Rule X.N, to allow the member at (redacted) to replace the existing jalousie window with a horizontal sliding window.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule X.N, thereby allowing the member at (redacted) to replace the existing jalousie window with a horizontal sliding window.**

6g. Application for a Grant from the Greenbelt Business Improvement and Recovery Fund – (Attachment #9)

Attachment #9 provides details about the Greenbelt Business Improvement and Recovery Fund that the City of Greenbelt recently established to offer immediate financial assistance to local small businesses whose operations have been impacted by the COVID-19 pandemic. This program will provide businesses with a grant for up to \$10,000.

The Board should consider whether GHI should apply for a grant.

**Suggested motion: I move that the Board of Directors (*authorize/not authorize*) the Manager to apply for a grant up to \$10,000, from the Greenbelt Business Improvement and Recovery Fund.**

6h. Proposed Agenda and Preparations for the 2020 Annual Membership Meeting

Staff is preparing a proposed agenda and a memorandum outlining preparations that are being made for the annual membership meeting on October 29<sup>th</sup>. These documents will be delivered to the Board prior to the Board meeting.

This item is on the agenda for discussion and action.

Items of Information:

7a. Status of Solar PVES Project for the Administration Building

In 2018, GHI signed a Power Purchase Agreement with Sustainable Energy Systems Inc. (SES Inc.) that included construction of a 133KW solar PVES at the GHI Administration Building site. On December 5, 2019, staff informed the Board that SES Inc. had hired a consultant to assist the firm in responding to P.G County's request for more information on the permit application for the solar PVES. SES Inc. submitted revised plans for the project to P.G County in June 2020 and hopes that a permit for the project will be issued shortly.

7b. Update on Reforestation Project in a Former Landfill Area – (Attachment #10)

Mr. Brian Stupak, a Project Manager with the Forest Service Department of Natural Resources, developed the attached plan for planting 41 trees in a former landfill area behind the boatyard that is adjacent to the Administration Building.

Casey Trees (a nursery) plans to install the trees in October 2020. Pepco is paying the cost for installing the trees, to compensate for those trees that were removed during a vegetation management project in 2019.

GHI REGULAR SESSION

Announcement of a Complaint Hearing Held in a Closed Meeting on September 22, 2020 –  
(Attachment #1)

On September 22, 2020, a complaint panel comprised of Board members Sue Ready, Ed James, and Chuck Hess, held a complaint hearing with a GHI member. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Robin Everly 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 August 6, 2020.

The complaint hearing commenced at 6:36 p.m. and ended at 6:47 p.m.



Announcement of an Executive Session Meeting held on October 1, 2020 – (Attachment #2)

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 the 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 on September 3, 2020 | (vii)                             |
| 2. Request by a Member to Assign a Unit to GHI                            | (iv)                              |
| 3. A Member Complaint Matter  | (iv)                              |
| 4. Member Financial Matters   | (viii)                            |

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

Draft Minutes  
Board of Directors  
GHI Special Open Session

This meeting will be held electronically. Members & Visitors may attend remotely.  
September 3, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager

Molly Lester, 6-M Hillside Rd.

Tom Sporney, Assistant General Manager

Agnes Erskine, Recording Secretary

Bruce Mangum, Contract Processor

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee

Paul Richards, Prospective Member

President Skolnik called the meeting to order at 7:00 p.m.

Jones and Watkins joined the meeting at 7:03 p.m. after the vote to adjourn.

**AGENDA:**

1. Vote to Conduct an Executive Session Meeting

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

| Agenda item   | Sub-paragraph of § 5-6B-19 (e)(1) |
|---|-----------------------------------|
| 1. Approve Minutes of Executive Session Meeting Held on 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 Policy   | (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)                              |

Moved: James

Seconded: Hess

Carried: 5-2

Opposed: Holland and Ready



Draft Minutes  
Board of Directors  
GHI Regular Open Session  
September 3, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Bruce Mangum, Contract Processor

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee Member

Tom Jones, 1-C Woodland Way

Jason Wood, 9-Q Southway

Johanna Goderre, 1-C Woodland Way

Ben Fischler, 14-V4 Ridge Rd.

Paul Richards, 19-J Hillside Rd.

Nancy Allchin, 11-F Ridge Rd.

William Moats, 18-L Ridge Rd.

Molly Lester, 6-M Hillside Rd.

Kris White, 14-K Hillside Rd.

Agnes Erskine, Recording Secretary

President Skolnik called the meeting to order at 7:45 p.m.

1. Approval of Agenda

Added item 6j. Review Bid Proposals for Hosting a Virtual Annual Membership Meeting

Added item 6k. Selection of a Date for City Council/GHI Work Session

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

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of Executive Session Meetings

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

GHI's Board of Directors held an Executive Session meeting on August 20, 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, Steve Skolnik, Anna Socrates and Tami Watkins.

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

| Agenda item  | Sub-paragraph of § 5-6B-19 (e)(1) |
|--|-----------------------------------|
| a) Approve Minutes of Executive Session Meeting Held on July 23, 2020  | (VII)                             |
| b) Member Financial Matters  | (VIII)                            |
| c) Request by a Prospective Member for An Exception to the GHI Membership Selection Criteria Policy            | (IV)                              |
| d) Requests by Two Members for Rental Permit Extensions  | (IV)                              |
| e) Request by a Member To be Exempted from a Fireplace Inspection  | (IV)                              |
| f) Procurement of an Electronic Key Management System for The Maintenance Department – 2 <sup>nd</sup> reading | (VI)                              |
| g) Complaint Matters   | (IV)                              |

During the meeting, the Board authorized the manager, to enter a contract with KEYper Systems for the provision of equipment and installation of a 5-cabinet key management system for \$33,649.44, plus 5% for contingencies, for a total contract amount not to exceed \$35,332.

The meeting began at 7:01 p.m., recessed at 7:45 p.m., resumed at 9:55 p.m. and adjourned at 10:35 p.m.

2b. Announcement of Executive Session Meeting held on September 3, 2020

This meeting has not yet concluded and will be reported on at the next Regular Open Session.

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.

- Nancy J. Allchin, 11-F Ridge Rd.; Sole Owner
- Paul M. Richards, 19-J Hillside Rd.; Sole Owner

Moved: James

Seconded: Hess

Carried: 9-0

5. Committees and Homes Improvement Program Reports

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

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on August 6, 2020

**Motion:** I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on August 6, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

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

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on August 6, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Nomination & Elections Committee Proposal for the 2020 Annual Membership Meeting

In attachment #5a, the Nominations & Elections Committee has outlined its concerns regarding the 2020 annual membership meeting. Attachment #5b contains two proposed sample election schedules for meeting dates of October 15<sup>th</sup> and October 29<sup>th</sup>. Staff offers the following comments about the N&E Committee's concerns in attachment #5a:

1. Meeting date: Staff recommends that the annual membership meeting should be held on Thursday, October 29<sup>th</sup>. Regular Board meetings are scheduled to be held on October 1<sup>st</sup> and 15<sup>th</sup>. October 29<sup>th</sup> is the only Thursday in October that satisfies the N&E Committee's criteria for a meeting date; it also gives us ample time to prepare for the meeting.
2. Meeting notice: Staff agrees with the N&E Committee's suggestion.
3. Absentee ballots: Staff agrees with the N&E Committee's suggestion.
4. Meeting agenda: Staff agrees with the N&E Committee's suggestions. The items that are voted upon during an annual meeting are: a) approval of minutes for the prior year's membership meetings, b) election of members to the N&E Committee and c) new business items e.g. member petitions. Members participating by telephone cannot vote in a virtual annual meeting; hence an item such as a member petition should be postponed until a conventional in-person meeting is held. For matters such as approval of minutes and

election of N&E Committee members, the membership should be informed when notices for the meeting are sent out, that anyone who wants to vote during the meeting must participate by computer.

5. Proxy voting: The company that staff has recommended to host the meeting, stated that it can accommodate the N&E Committee's request.
6. Voting cards: These will not be needed since voting will be done by computer. Staff will ask legal counsel whether this method of real time voting conflicts with the requirement of using voting cards as specified in the GHI bylaws.
7. Online voting: The company that staff has recommended to host the meeting, stated that it can accommodate the N&E Committee's request.

**Motion: I move that the Board of Directors stipulate October 29, 2020 beginning at 7:30 p.m. as the date for the 2020 annual membership meeting.**

Moved: Hess

Seconded: Brodd

Carried: 9-0

Discussion moved forward to item 6j.

**6d. Permit Request to Install a Gardenside Patio & Sitting Wall at 1-C Woodland Way**

On June 16, 2020, while visiting an adjacent neighbor's unit, staff noticed major patio work being performed in the gardenside yard of 1-C Woodland Way. Upon verifying that a permit request was not submitted for the work, staff notified the member that all work would have to stop, until an approved GHI permit was issued.

Approximately one week later, the member notified staff that the Contractor proceeded to complete the work without their knowledge. Staff informed the member that the matter would be referred to the ARC and the Board of Directors for review.

Applicable **GHI Rules** are as follows:

**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."

**Section X.D.** Construction Specifications

11. ...Construction of structures on or above drainage swales, storm drains or inlets is prohibited.

On June 30, 2020, the member submitted a Type II Permit Request, with back-up (refer to attachment #6) for review.

During the ARC meeting on July 8, 2020, the following points were discussed:

- The members have replaced an existing deck with a concrete paver patio (on gravel) and have added a low masonry “sitting wall” along one gardenside yard line. This work was done without a permit.
- There are no specific rules about low walls in the Member Handbook.
- There are requirements for a permit for a patio (Section X.C.10).
- An underground storm drain line runs underneath the patio.
- The members have had some storm water issues, including a downspout at their neighbor’s addition.
- The ARC has great concerns about work like this being done without the knowledge and input of GHI Staff, especially with regards to site drainage, underground utilities, and structural concerns regarding the masonry wall.

The ARC recommended 4-0-0 that the Board of Directors permit the recently constructed gardenside patio and “sitting wall” once the construction is reviewed by staff and any visible deficiencies in design or construction, at the time, are corrected.

**Motion: I move that provided the construction is reviewed by Staff and any visual deficiencies in design or construction are corrected Board of Directors grant the member at 1-C Woodland Way a GHI Permit for the recently constructed gardenside patio and “sitting wall”. The member shall be responsible for the structural integrity of the sitting wall, and for the removal and replacement of the patio and wall should the underground utilities require replacement and/or rerouting in the future.**

Moved: Ready

Seconded: Hess

Carried: 9-0

**6e. Proposal to install fence section and gate to enclose garden and end side yards, 18-L Ridge Rd.**

On August 5, 2020, staff received a Type II permit request (attachment #7) from the member at 18-L Ridge Rd. for permission to install a section of fence with a gate to enclose the garden and end side yards.

This request requires an exception to the following GHI rule:

**§ VII.B.1.c.** “Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, **as defined in Yard Line Descriptions VI.B.3.**”.

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

- 18-L Ridge Road is an end unit with an end and garden side addition built onto it.
- The serviceside of the end addition is set-back from that of the original unit to avoid the bank of PEPCO meters located on the original unit’s end wall.
- There is an existing chain link fence that borders the garden and end side yards and a small portion of the service side yard.



- The member wants to enclose the garden and end side yards by installing a section of fence with gate aligned with the service side of the end addition, not the original unit. The member will remove the remainder of the existing fence on the service side.
- The member prefers this location as it will allow PEPCO clear access to the electric meters, while allowing the member to control the neighbor's children (toddlers) access to the garden side yard.
- ARC recommended a corner post be installed at the existing fence line to align this new section with the service side wall of the end addition.

The ARC recommended 4-0-0 the Board of Directors grant an exception to GHI Rule § VII. B.1.c to permit the installation of fence section and gate, provided a corner post is installed at the existing fence line, so that the fence and gate are aligned with the end addition service side wall.

**Motion: I move that the Board of Directors grant an exception to GHI Rule § VII. B.1.c; thereby allowing the installation of fence sections and a gate at 18-L Ridge Rd., as shown on the submitted drawings, provided a corner post is installed at the existing fence line that will align the fence and gate with the serviceside wall of the end addition.**

Moved: Hess

Seconded: Holland

Carried: 9-0

6f. Woodlands/Building Committee Report on Dawn Redwood Tree at 2-G Plateau

During the Board meeting on July 23, 2020, the Board directed the Woodlands Committee and Buildings Committee to jointly consider the impact of a Dawn Redwood tree in the garden side yard of 2-G Plateau Place on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd., and recommend by August 31, 2020 what action should be taken. Attachment #8a is the Woodlands Committee report.

During the July 23<sup>rd</sup> Board meeting, staff provided the following details about the tree and stairway/ retaining wall:

*During the last couple of years, staff has noticed increased movement in the retaining wall and impact on the overall structure due to the growth of the tree. During the fourth quarter of 2019, staff consulted with two arborists and discovered that the tree is a Dawn Redwood. The reports from the arborists are in attachment #8b).*

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

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

Staff proposes to hire an engineering firm to design the replacement stairway/ retaining wall and a contractor to undertake the replacement project this year, and requires a directive from the Board to either remove or retain the Dawn Redwood tree.

**Motion: I move that the Board of Directors accept the Woodlands Committee's report as presented, and direct staff to remove the Dawn Redwood tree in the gardenside yard at 2-G Plateau Place and take steps to repair the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd.**

Moved: Hess

Seconded: Holland

Carried: 9-0

6g. Establishment of a Taskforce to Recommend Actions to Advocate in Favor of the "No Build" Option for 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.

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.

The Board should consider establishing a task force to recommend actions that GHI should take to advocate in favor of the "No Build" option for the proposed SCMAGLEV project.

Note: Director Hess absented himself during this discussion.

**Motion: I move that the Board of Directors establish a taskforce to recommend actions that GHI should take to advocate in favor of the "No Build" option for the proposed SCMAGLEV project.**

Moved: Jones

Seconded: Brodd

Carried: 8-0

Absent: Hess

6h. Establish a Policy re: Disclosure of Written Advice Received from Legal Counsel

Staff requests that the Board of Directors establish a policy regarding the public disclosure of written advice received from legal counsel.

On a few occasions in the past, written advice of legal counsel was included in the manager's memoranda for in-person open session Board meetings; recently the manager provided written advice on three matters that the Board discussed during virtual open meetings, to members who were directly involved in the particular matters that were discussed. Two weeks ago, the manager denied a member's request for written advice that legal counsel provided on a particular matter that was discussed during an open session meeting; the member expressed the view that

attorney-client privilege had been waived, since GHI shared the opinion with a Committee chair and/or did not treat the communication as confidential.

**SUBTITLE 6B. MARYLAND COOPERATIVE HOUSING CORPORATION ACT § 5-6B-26.** Examination and copying of books and records of cooperative housing corporations states that a cooperative housing corporation may withhold records pertaining to written advice of legal counsel from public inspection, except for inspection by the person who is the subject of the record or the person's designee or guardian.

In January 2017, the Board received the following advice from legal counsel regarding the disclosure of written advice of legal counsel:

- An attorney-client privileged communication may be disclosed to other parties by the client (but not by the attorney). However, in sharing an attorney-client privileged communication with others, the client would be automatically waiving the attorney-client privilege, and that communication would no longer be protected by the privilege and could be subpoenaed as evidence in litigation. The Board has the power to decide whether or not to release my memo to persons who are not authorized Board members or management personnel, but the Board should consider the matter carefully, since doing so would effectively mean that the memo would no longer be truly confidential.

In April 2017, the Board received further advice from legal counsel:

- The language in Section 5-6B-26(a)(2) of the Maryland Cooperative Housing Corporation Act (“Act”), providing that certain confidential records may be withheld from inspection “except for inspection by the person who is the subject of the record,” is not intended to mean that a person would be allowed to inspect confidential correspondence from management or legal counsel in a situation where the cooperative and that person were in an adversarial legal posture. If that were the case, a cooperative would not be protected by the attorney-client privilege, and, similarly, any confidential internal memoranda discussing strategy for handling the dispute with that person could not be protected.

**Motion: I move that the Board of Directors stipulate that the Manager shall refer member requests for written advice of legal counsel to the Board of Directors. Further, the Board of Directors stipulate that staff is not authorized to publish any written advice of legal counsel in any GHI document or web page without the consent of the Board of Directors.**

Moved: Hess

Seconded: Brodd

Carried: 7-2

Opposed: Watkins and Holland

**6i. Proposed Revisions to GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards**

In the GHI Member Handbook, Section III, Minimum Use & Maintenance Standards. – Homes and Yards. B. Exterior, paragraph 20, 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.

On August 20<sup>th</sup>, the Board discussed revisions to paragraph 20 that legal counsel recommended and did not take any action. Staff has revised Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior to include some of the revisions that the attorney proposed and language from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-231(a)(7). The revisions are shown in attachment #9.

**Motion:** I move that the Board of Directors direct the Manager to request the membership to submit comments over a period of 30 days, regarding proposed revisions to GHI Member Handbook, Section III, Minimum Use & Maintenance Standards - Homes and Yards. B. Exterior of GHI's Member Handbook as presented.

Moved: Jones

Seconded: James

Carried: 8-1

Opposed: Ready

Discussion moved forward to item 6k.

6j. Review Bid Proposals for Hosting a Virtual Annual Membership Meeting

Due to statutory restrictions on group gatherings that have been imposed because of the COVID-19 pandemic, GHI is considering hosting the 2020 annual meeting on a virtual platform.

Staff obtained the following bids from three firms to host the meeting:

| Company Name:                                  | GetQuorum       | HOA Now  | ComputerShare   |
|--|-----------------|--|-----------------|
| <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> |

The proposals from the firms are presented in the following attachments:

- Attachment #4a - GetQuorum
- Attachment #4b – HOA Now
- Attachment #4c - ComputerShare

Staff proposes to hire GetQuorum if the Board decides to proceed with a virtual meeting. GetQuorum will provide comprehensive hosting services such as attendee registration, online voting, and meeting administration at a reasonable cost. GHI's bylaws authorizes the Manager to

enter a contract with GetQuorum without Board approval, since the contract amount is less than \$7,500.

Action on this item is deferred until a subsequent meeting pending further information.

Discussion moved backward to item 6d.

6k. Selection of a Date for City Council/GHI Work Session

By consensus, the Board selected October 19, 2020 at 8:00 p.m. as the proposed date and time of the Work Session between the City Council and GHI.

7. Items of Information:

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

7b. Monthly GHI and City Calendars

7c. President's Items

Note to Pepco.

7d. Board Members' Items

None.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

**Motion: To adjourn.**

Moved: Hess

Seconded: Socrates

Carried: 9-0

The meeting adjourned at 10:02 p.m.

Ed James  
Secretary

**MGMT Office**

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**From:** City of Greenbelt <greenbelt@info.greenbeltmd.gov>  
**Sent:** Monday, September 14, 2020 12:55 PM  
**To:** Eldon Ralph  
**Subject:** NOW AVAILABLE: Greenbelt Business Improvement & Recovery Fund

# Greenbelt Business Brief

*A roundup of local business info, resources,  
happenings and more!*

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## **Greenbelt Business Improvement & Recovery Fund Application New Available**

**The Greenbelt Business Improvement and Recovery Fund** was established to offer immediate financial assistance to local small businesses whose operations have been impacted by the Covid19 pandemic. This program will provide businesses with a grant for up to \$10,000. This is a working capital grant which means that funds can be used to support operating expenses related to business interruption, improvements and continuity. Operating expenses include payroll, rent, fixed debt payment, suppliers, inventory, marketing costs and other business critical cash operating costs. Applicants must meet eligibility guidelines and provide evidence of financial impact due to the COVID-19 pandemic.

**Application Period:** Monday, September 14, 2020 – Friday, October 16, 2020

**Eligibility Criteria:**

- Completed application.
- Business is in Good Standing with Maryland Department of Assessments and Taxation (SDAT)
- 2019 Business Tax Return (Form 4506-T)
- 2020 Interim Income Statement (January – June)

- 2019 Personal Tax Return (If filing a Schedule C)
- Proof of Employment

**To apply, visit: [www.greenbeltmd.gov/recovery-fund](http://www.greenbeltmd.gov/recovery-fund)**

*\*Please Note: Businesses that received relief funds from Prince George's County Covid19 Business Relief Fund are not eligible for this program.*

*Applications will be reviewed by an external committee on a rolling basis in the order that they are received. All reviewers are subject to sign a Non-Disclosure Agreement prior to review of any applications.*



**GREENBELT BUSINESS  
IMPROVEMENT &  
RECOVERY FUND**

**APPLICATION  
NOW AVAILABLE**

[www.greenbelt.gov/recovery-fund](http://www.greenbelt.gov/recovery-fund)

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This email was sent to e.ralph@ghi.coop using GovDelivery Communications Cloud on behalf of: City of Greenbelt · 25 Crescent Road  
· Greenbelt, MD 20770



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LOCATION  
Greenbelt, MD

TITLE OF SHEET  
Fall 2020  
GHI PEPCO

LEAD URBAN FORESTER  
Miguel Mattox

DRAWN:  
MM

REVIEWED:

SHEET

01

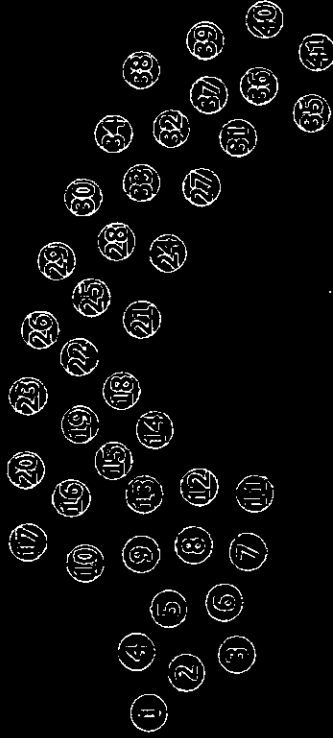
DATE:  
08.06.2020

0 25 50 75 100 125 ft

NORTH  
ARROW:

Coordinate System: EPSG:2693 | Datum: WGS84 | Units: Feet

ADDRESS:  
1 Hamilton Place, Greenbelt MD





| Id | SciNm                   | CmntNm         | 35 | Quercus phellos         | Oak - Willow   |
|----|-------------------------|----------------|----|-------------------------|----------------|
| 1  | Quercus phellos         | Oak - Willow   | 36 | Quercus coccinea        | Oak - Scarlet  |
| 2  | Quercus coccinea        | Oak - Scarlet  | 37 | Liriodendron tulipifera | Tulip Poplar   |
| 3  | Liriodendron tulipifera | Tulip Poplar   | 38 | Cercis canadensis       | Eastern Redbud |
| 4  | Quercus phellos         | Oak - Willow   | 39 | Quercus macrocarpa      | Oak - Bur      |
| 5  | Quercus macrocarpa      | Oak - Bur      | 40 | Quercus macrocarpa      | Oak - Bur      |
| 6  | Quercus phellos         | Oak - Willow   | 41 | Quercus coccinea        | Oak - Scarlet  |
| 7  | Quercus coccinea        | Oak - Scarlet  |    |                         |                |
| 8  | Quercus phellos         | Oak - Willow   |    |                         |                |
| 9  | Quercus coccinea        | Oak - Scarlet  |    |                         |                |
| 10 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 11 | Quercus phellos         | Oak - Willow   |    |                         |                |
| 12 | Acer rubrum             | Maple - Red    |    |                         |                |
| 13 | Quercus macrocarpa      | Oak - Bur      |    |                         |                |
| 14 | Quercus phellos         | Oak - Willow   |    |                         |                |
| 15 | Quercus coccinea        | Oak - Scarlet  |    |                         |                |
| 16 | Cercis canadensis       | Eastern Redbud |    |                         |                |
| 17 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 18 | Acer rubrum             | Maple - Red    |    |                         |                |
| 19 | Quercus alba            | Oak - White    |    |                         |                |
| 20 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 21 | Quercus phellos         | Oak - Willow   |    |                         |                |
| 22 | Quercus lyrata          | Oak - Post     |    |                         |                |
| 23 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 24 | Cercis canadensis       | Eastern Redbud |    |                         |                |
| 25 | Cercis canadensis       | Eastern Redbud |    |                         |                |
| 26 | Quercus coccinea        | Oak - Scarlet  |    |                         |                |
| 27 | Quercus macrocarpa      | Oak - Bur      |    |                         |                |
| 28 | Quercus alba            | Oak - White    |    |                         |                |
| 29 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 30 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 31 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |
| 32 | Cercis canadensis       | Eastern Redbud |    |                         |                |
| 33 | Quercus lyrata          | Oak - Post     |    |                         |                |
| 34 | Liriodendron tulipifera | Tulip Poplar   |    |                         |                |

|  |  |   |
|--|--|---|
| LOCATION<br>Greenbelt, MD.<br><br>TITLE OF SHEET<br>Fall 2020<br>GHI PEPCO<br><br>LEAD URBAN FORESTER<br>Miguel Mattox | DRAWN:<br>MM<br><br>REVIEWED:<br><br><br>DATE:<br>08.06.2020 | SHEET<br><div style="border: 1px solid black; padding: 5px; display: inline-block;">02</div><br>OF 02 |
|--|--|---|

# 2019-2020 Strategic Action Plan

As of 9/23/2020

| 2-5 Yr. Strategy                           |                                | #  | GHI 2019-2020 (12 Month) Strategic Action Plan<br>Work Plan: Actions                    | Priority | Board | Cmt       | Staff | Comments on status   | Status  |          |
|--|--------------------------------|--|---|----------|-------|-----------|-------|--|---|----------|
| Goal                                       | Objective                      |  |   |          |       |           |       |  |   |          |
| A. Buildings & Property                    | A.1. Complete HIP through 2020 | A.1.a  | Complete Year 4 of HIP, begin Year 5.   | A        | X     |           | X     | Year 5 is in progress.   | Ongoing   |          |
|  |                                | A.1.b  | Review Year 4 and make process improvements for final year of HIP.                      | A        | X     |           | X     | Process improvements have been made.   | complete  |          |
|  |                                | A.1.c  | Revise HIP survey based on year 4 experience.   | A        |       | BLD       | X     |  | Survey form was revised   | complete |
|  |                                | A.1.d  | Continue member education - continue E-Newsletter updates, town hall and info meetings. | A        | X     | BLD & COM | X     |  | E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort. Three virtual meetings were held during the week beginning June 1. | Ongoing  |
|  | A.1.e                          | Continue frame crawl space improvements including asbestos removal.  | A   | X        |       | X         |       | All completed except for 4 pilot crawlspaces where abandoned pipe with asbestos debris will be removed during 2020.  | In process  |          |
|  | A.1.f                          | Continue documentation of HIP for posterity. Staff and the contractor should prepare a report summary at the end of each year to be submitted to the Board of Directors (BOD). | B   | X        |       | X         |       | On 12/5/19, the Board accepted a report from staff that summarized HIP activities for 2016 to 2018.  | In process  |          |
| A.2. Implement sustainable practices       | A.2.a                          | Install solar PVES in the admin complex.   | A   | X        |       | X         |       | During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. The contract has been signed and the contractor is awaiting a permit from Prince George's County before proceeding with the work. | In process  |          |
|  | A.2.b                          | Investigate the feasibility of installing a solar hot water system for the Parkway Apts.   | B   | X        |       | X         |       |  | Not started   |          |
| A.3 Maintain & protect buildings & grounds | A.3.a                          | Correct sandblasting and crack damage and 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 #11a

| 2-5 Yr. Strategy |           | GHI 2019-2020 (12 Month) Strategic Action Plan<br>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<br>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 #11a

| Goal | 2-5 Yr. Strategy |       | GHI 2019-2020 (12 Month) Strategic Action Plan<br>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 | Plan for continued improvement work including replacement of plumbing pipes. | A        | X     | BLD  | X     | <p>On February 20, 2020, the Board approved the hiring of a consultant (ETC) to do the following:</p> <ul style="list-style-type: none"> <li>-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%).</li> <li>-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).</li> <li>-Provide a report on repair and replacement options for the plumbing piping.</li> <li>-Provide a report on the performance of epoxy lined pipes in 2 GHI units including water quality tests.</li> <li>-Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.</li> </ul> <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 | Implement Admin complex security.  | 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 #11a

| 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  |          |       |      |       |   |             |
| B. Organization & Infrastructure | A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC) | A.5 Enhance and improve buildings and grounds | 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-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt. The Board met with the City Council on July 20 to discuss GHI's position on the proposed NCOZ Standards for Greenbelt. | in process  |
|                                  |  |   | A.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.1.a | Develop long-range strategic plan   | 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 | Improve operation of the Board  | Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.                                 | A        | X     |      | X     | An orientation work session was held on 6/10/2019. Staff facilitated a training program re: interpreting financial statements on 7/18/2019.   | Ongoing     |
|                                  |  |   | B.2.b |   | Create understudy program for Board officers.   | A        | X     |      | X     |   | Not started |

| 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                             |   |          |       |      |  |  |            |
| B    | B.3 Improve committee operation and promote member involvement | B.3.a  | Provide training for committee chairs.   | A  |   |          |       | X    |  | Ongoing  |            |
|      |  | B.3.b  | Increase participation in committees.  | A  |   |          | MOC   | X    |  | Ongoing  |            |
|      |  | B.3.c  | Continue volunteer recognition program.  | A  | X |          | MOC   |      | X  | Volunteer recognition event was held on October 16, 2019.  | Ongoing    |
|      | B.4 Prepare for succession of administrative staff             | B.4.a  | Plan for succession of General Manager.  | A  | X |          |       |      | X  |  | In process |
|      |  | B.4.b  | Establish Board policy on succession planning and emergency backup plan for leadership.  | A  | X |          |       |      |  | Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which the Board reviewed on June 18, 2020 and asked the Task Force to make a few changes. The changes that the task force made were accepted by the Board on August 6, 2020 | complete   |
|      | B.5 Review and develop policies                                | B.5.a  | Revise, update and implement record retention policy. Recommend storage methodology for historical documents.  | A  | X |          | RRTF  |      |  | Task force established and work is progressing.  | In process |
|      |  | B.5.b  | Establish policy to define business relationship of GHI & GDC.   | A  | X |          |       |      | X  | Task force was established and has begun work.   | In process |
|      | B.6 Review and update bylaws                                   | B.6.a  | Review and update bylaws.  | A  | X |          |       |      |  | Need to address new acquisition of property/business opportunity clause.   | Ongoing    |
|      |  | B.7.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 Increase operational efficiency                            | 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 |
| 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    | C.1 Increase revenue through                                   | C.1.a  | Analyze and consider pursuing business opportunities and implementing fee-for-service,   | A  | X | LRPC     |       | X    | On 4/2/2020, the Board decided to establish a Business Development task force to explore the | In process   |            |

Item 7c. Attachment #11a

| 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 |          |            |      |       |   |             |
|            | 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.<br>1. Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors.<br>2. Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website.<br>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.<br>B. Investigate avoiding double taxation in real estate taxes.<br>C. Explore holding equity of 10-40 percent in some member units.   | B                  | X        | FIN & INVC | X    |       |   | Not started |
| D External | D.1 Attract people drawn to co-ops & community living | D.1.a              |   | Assign goal of attracting people to cooperative and community living to Communications Committee.  | A                  | X        | COM        |      |       | Formerly a Marketing committee function before assignment to the COM by Board.  | Ongoing     |



| 2-5 Yr. Strategy          |  | #     | GHI 2019-2020 (12 Month) Strategic Action Plan<br>Work Plan: Actions   | Priority | Board | Cmte         | Staff | Comments on status   | Status      |
|---------------------------|--|-------|--|----------|-------|--------------|-------|--|-------------|
| Goal                      | Objective  |       |  |          |       |              |       |  |             |
| F. 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<br>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 #11a

| 2-5 Yr. Strategy |                             | #     | GHI 2019-2020 (12 Month) Strategic Action Plan<br>Work Plan: Actions  | Priority | Board | Cmte | Staff | Comments on status   | Status      |
|------------------|-----------------------------|-------|---|----------|-------|------|-------|--|-------------|
| Goal             | Objective                   |       |   |          |       |      |       |  |             |
|                  |                             | E.3.e | Improve GHI website per recommendations from membership survey.   | A        |       | COM  | X     |  | Not started |
|                  | E.4 Improve member handbook | E.4   | Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members. | A        | X     | COM  | X     | On September 17, 2020, the Board directed the Communications Committee to review and recommend revisions to the format of the Member Handbook. | In process  |

| Committees and Task Forces                          |                                    |
|---|------------------------------------|
| AM TF - Addition Maintenance Task Force             | 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. | Completed   |             |             | X         |
| <b>Admin Bldg Safety Task Force</b>                     | Recommend a plan with estimated costs, for providing better protection to personnel who use the Administrative Building Complex, from acts of workplace violence.  | Completed   |             |             | X         |
| <b>Architectural Review Committee</b>                   | 1 Tasked with recommending improvements to admin bldg main entrances.  | Completed   |             |             | X         |
|   | 2 Review GHI's Rules on fencing and recommend style changes.   | Completed   |             |             | X         |
|   | 3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.  | Completed   |             |             | X         |
|   | 4 Review/Recommend exterior lighting proposed for use on Administration Building   | Completed   |             |             | X         |
| <b>Bicycle Committee</b>                                | 1 Order and install bicycle racks.   | Bicycle racks installed on 20 May 2019 at 14-15 Court Laurel Hill Road and the GHI Administration building. This task has been fully completed. |             |             | X         |
|   | 2 Participate in the City's Bike to Work Day in May 2019.  | A booth was setup on May 17, 2019 to distribute bicycle materials.  |             |             | X         |

Committee Task List: Jan - Dec 2020

|   |   |   |   |  |   |
|---|---|---|---|--|---|
|   | 3 | Host a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.   | Completed   |  | X |
| <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 |
|   | 3 | Review and recommend changes to the format of the GHI Member Handbook   | Task was assigned by the Board on September 17, 2020  |  | X |
| <b>Companion Animal Committee</b>             | 1 | Continue to develop articles relating to companion animals.   | Ongoing   |  | X |

Committee Task List: Jan - Dec 2020

|   |   |   |   |  |   |
|---|---|---|---|--|---|
| <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 September 2020 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   | Awaiting meeting schedule.  |  | X |
| <b>Investment</b>                           | 1 | Monitor Investments (includes review of most recent cash flow schedule)   | Ongoing.  |  | X |
|   | 2 | Consider 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 |
|   | 3 | Submit a report to the Board regarding the status of the proposed SCMaglev Project with a recommendation on actions GHI should take to advocate the 'No Build' option.                                  | Completed. Report accepted by the Board on September 17, 2020.                                      |  | X |
|   | 4 | Review Draft Environmental Impact Statement on I 495 and I-270 Managed Lanes Study and submit a recommendation to the Board about what actions GHI should take to mitigate the potential impact on GHI. | 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 was held on July 8, 2020.  |  | X |

Committee Task List: Jan - Dec 2020

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|   | 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 |   |
|   | 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.<br>II. Develop a multi-year plan to address stormwater issues in GHI.<br>III. Develop strategies for implementing improvements/remediation<br>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<br>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  | Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.  | X |   |

Committee Task List: Jan - Dec 2020

|                                       |   |   |   |  |   |
|---------------------------------------|---|---|---|--|---|
|                                       | 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                                 | Report submitted to the Board   |  | X |
| <b>Yards and Exteriors Task Force</b> | 1 | Recommend components of a Yard and exterior inspection program to replace the community beautification program.                 | In progress   |  | X |
|                                       | 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 |
| <b>Zoning Rewrite Task Force</b>      |   |   |   |  |   |

# October 2020

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

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



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< PREVIOUS MONTH

**SEPTEMBER 2020**

NEXT MONTH >

| SUNDAY | MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY | SATURDAY  |
|--------|--|--|---|---|--------|---|
| 30     | 31   | 1<br>7:00 PM<br><u>Arts Advisory Board</u>   | 2<br>7:00 PM<br><u>Advisory Planning Board</u><br>7:40 PM<br><u>Advisory Board Interview (Virtual)</u><br>8:00 PM<br><u>Work Session - Royal Farms - Detail Site Plan, (Virtual)</u>  | 3<br>7:00 PM<br><u>Forest Preserve Advisory Board Meeting</u>             | 4      | 5   |
| 6      | 7<br><u>No Meeting - Labor Day Holiday</u>   | 8<br>7:00 PM<br><u>Advisory Committee on Trees</u><br>8:00 PM<br><u>Special Meeting - Proposed Maglev Project, (Virtual)</u> | 9<br>7:40 PM<br><u>Advisory Board Interview</u><br>8:00 PM<br><u>Work Session - Prince George's County School Board Member Thomas, (Virtual)</u>  | 10<br>7:30 PM<br><u>Community Relations Advisory Board (CRAB)</u>         | 11     | 12<br>10:00 AM<br><u>Forest Preserve Advisory Board Special Meeting</u> |
| 13     | 14<br>5:30 PM<br><u>Youth Advisory Committee</u><br>8:00 PM<br><u>Regular Meeting - (Virtual)</u>  | 15   | 16<br>7:30 PM<br><u>Advisory Planning Board</u><br>7:30 PM<br><u>Parks and Recreation Advisory Board Meeting</u><br>7:40 PM<br><u>Advisory Board Interview</u><br>8:00 PM<br><u>Work Session - Beltway Plaza, (Virtual)</u> | 17<br>5:30 PM<br><u>Board of Elections</u>                                | 18     | 19  |
| 20     | 21<br>7:00 PM<br><u>Special Meeting - Maglev Engineer and Task Force (Virtual)</u><br>8:00 PM<br><u>Special Meeting - Closed Session - City Manager Evaluation (Virtual)</u> | 22<br>7:00 PM<br><u>Advisory Committee on Education Meeting</u><br>7:30 PM<br><u>Green ACES</u>                              | 23<br>8:00 PM<br><u>Special Meeting - Dog Park, (Virtual)</u>   | 24<br>7:00 PM<br><u>Forest Preserve Advisory Board Meeting, (Virtual)</u> | 25     | 26  |
| 27     | 28<br>7:30 PM<br><u>CERT &amp; CART Meeting</u><br>8:00 PM<br><u>Regular Meeting - (Virtual)</u>   | 29<br>7:00 PM<br><u>Greenbelt Police: Old Greenbelt Community Virtual Town Hall</u>  | 30<br>7:00 PM<br><u>Special Meeting - Update from Comptroller Franchot's Office (Virtual)</u><br>7:30 PM<br><u>Advisory Planning Board</u>  | 1   | 2      | 3   |