

**NOTICE OF MEETING AND AGENDA**  
**GHI BOARD OF DIRECTORS**

**Thursday, November 5, 202**

**GHI BOARD ROOM**

**REGULAR SESSION (Open to Visitors & Members)**  
**Beginning at 7:00pm**

- 1. Approval of Agenda**
- 2. Announcement of an Executive Session Meeting held on October 15, 2020 – (Attachment #1)**
- 3. Certification of Election, Chair, N&E Committee**
- 4. Board Reorganization and Election of Officers**
- 5. Code of Ethics Acknowledgement (Attachment #2)**
- 6. Visitors and Members (Comment Period)**
- 7. Approval of Membership Applications**
- 8. Committee Reports**
- 9. For Action or Discussion**
  - a. Approve Minutes of the Special Open Session Meeting Held on October 1, 2020 – (Attachment #3) 2 minutes Discussion/Action
  - b. Approve Minutes of the Regular Open Session Meeting Held on October 1, 2020– (Attachment #4) 2 minutes Discussion/Action
  - c. Designation of GDC Stockholders 5 minutes Discussion/Action
  - d. Appointment of Member Complaint Panels 5 minutes Discussion/Action
  - e. Proposed Meeting Dates during the New Board Term 10 minutes Discussion
  - f. Review 2021 GHI Operating Budget – 1<sup>st</sup> reading – (Attachment #5) 30 minutes Discussion/Action
  - g. Permit Request to Install Fences to Enclose Serviceside and Side Yards at 1-B Westway 20 minutes Discussion/Action
  - h. Review Draft of a ‘Reasonable Accommodation Policy’ – (Attachment #7) 10 minutes Discussion/Action
  - i. Member Outreach Committee’s Proposal for a Court Communicator Program – (Attachments #8a – 8b) 10 minutes Discussion/Action
  - j. Request the Member Outreach Committee to Survey the Membership re: Use of Public Bus Services 5 minutes Discussion/Action
  - k. Prince George’s County Bill Limiting Rent Increases – (Attachment #9) 5 minutes Discussion/Action
  - l. Approve Motion to Hold an Executive Session Meeting on November 5, 2020 2 minutes Discussion/Action
- 10. Items of Information**
  - a. City Council’s Letter to the WMATA re: 2021 Metro Service Budget Changes – Attachment #10
  - b. Board 12 Month Action Plan and Committee Task List (Attachments #11a – 11b)
  - c. Monthly GHI and City Calendars (Attachments #12a – 12b)
  - d. President’s Items
  - e. Board Members’ Items
  - f. Audit Committee’s Items
  - g. Manager’s Items

Ed James, Secretary



# 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: October 29, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on November 5, 2020

### GHI Open Session Meeting

9a. Approve Minutes of the Special Open Session Meeting Held on October 1, 2020 – (Attachment #3)

**Motion:** I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on October 1, 2020 *(as presented/as revised)*.

9b. Approve Minutes of the Regular Open Session Meeting Held on October 1, 2020– (Attachment #4)

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on October 1, 2020 *(as presented/as revised)*.

9c. Designation of GDC Stockholders

After the election of the 2020 – 21 GHI Board of Directors, it is necessary to designate Greenbelt Development Corporation (GDC) stockholders. These persons are designated by the GHI Board to hold proxies for GDC stock that GHI owns. Traditionally, the GHI Board grants each GHI Director a proxy for 1/9<sup>th</sup> of the GHI shares of stock in GDC.

The stockholders will elect a new Board of Directors during the next annual stockholders' meeting on November 19, 2020.

**Suggested motion:** I move that each member of the 2020 – 21 Board of Directors of Greenbelt Homes Inc., namely *Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge*, be

**granted a proxy for 1/9<sup>th</sup> of the GHI shares of stock in Greenbelt Development Corporation. These proxies shall remain in force until new proxies are voted.**

9d. Appointment of Member Complaint Panels

This item is on the agenda so that three complaint panels can be established for the 2020 – 21 Board term.

9e. Proposed Meeting Dates during the New Board Term

The following dates are proposed for Board meetings until May 20, 2021:

November 18, 2020	Virtual work session with the Succession Planning Task Force beginning at 7:00 p.m. to discuss their Sustainability and Transition Issues Report
November 19, 2020	Regular Board meeting
November 30, 2020	Virtual orientation seminar for the new Board beginning at 7:00 p.m., presented by GHI's legal counsel
December 3, 2020	Regular Board meeting
December 13, 2020	Virtual work session beginning at 1:00 p.m. to revise the Board's "Action Plan" for the duration of the Board term
Either December 8 or 15	Virtual training session for the Board beginning at 7:00 p.m. re: interpreting financial statements
December 17, 2020	Regular Board meeting
January to May 2021	Regular Board meetings on the first and third Thursday of every month
May 13, 2021	Annual membership meeting

The Board may approve the proposed meeting dates by consensus.

9f. Review 2021 GHI Operating Budget – 1<sup>st</sup> reading – (Attachment #5)

The Board and Finance Committee met on October 8, 2020 to review the first draft of the 2021 GHI operating budget. Attachment #5 is the revised draft of the budget. A recent Prince George's County regulation requires housing cooperatives to include specific information in the annual budget about their replacement reserve plans. Staff will provide an appendix with this information to the Board prior to the Board meeting. Questions regarding the budget may be directed to Joe Perry, Director of Finance, at any time prior to the Board meeting.

This item is on the agenda for discussion and action.

**Suggested motion:** I move that the Board of Directors adopt the 2021 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$ \_\_\_\_\_ with depreciation of members' homes in the amount of \$ \_\_\_\_\_.

9g. Permit Request to Install Fences to Enclose Serviceside and Side Yards at 1-B Westway – (Attachment #6)

On September 11, 2020, staff received a Type III permit request (attachment #6) from the members at 1-B Westway who desire to enclose their service and end side yards. The members propose to do so by installing two different types of 48" high metal fencing (chain link and aluminum) and a 6' high wooden privacy screen (two 8' panels connected at a right angle).

This request will require consideration of 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.**"

and exceptions to the following GHI Rules:

§VII.A.1.a "Fence placement shall be setback twelve (12) inches from paved walkways and sidewalks, except where GHI staff determines a need for more room, and the setback shall be twenty-four (24) inches from parking areas or driveways."

§VII.A.1.b " Fence placement shall be uniform "

§VII.A.4 "The maximum fence height shall be forty-two (42) inches",

§VIII.A.2 "Privacy Screens shall not be used to hide areas whose upkeep may be in violation of GHI regulations."

§VIII.A.4.a "A maximum of two (2) privacy screens per unit, with a minimum space of four (4) feet between privacy screens."

§VIII.A.4.b "Height measured from the ground is limited to a maximum of six (6) feet tall, with maximum total area of forty-eight (48) square feet".

During the Architectural Review Committee's meeting on October 14, 2020, the following points were discussed:

- Members are planning on adopting a dog and need a fenced yard to do so.
- Given the particular setting of their unit, and the fact that it is located across from the Greenbelt Museum, a fence enclosing the service side yard would be less intrusive to the public view than a fence enclosing the garden side yard.

- The adjacent unit at 1-A Westway has a service side chain link fence.
- Fencing the service side yard would prevent people from walking through their yard to get from Westway to the common area playground.
- There is no access path between 1-A and 1-C Westway.
- Where the fence will be visible (along serviceside walkway and gardenside yard line), it will be an aluminum picket style, painted black.
- Where the fence runs along the existing hedge row, it will be chain link fencing, painted black. It will be installed inboard of the hedges, with the intent that the hedges will eventually grow to hide it. Due to this, the fence will be more than 12" away from the common area sidewalk.
- The members would like the fences to be 48" tall as required by most rescue dog adoption agencies. The existing hedge rows are taller than this and will hide those portions of the fence.
- There is an existing 42" chain link fence within a hedge row that runs along the shared yard line with 1-C Westway.
- In addition to the fencing, the members propose to install a 6' tall wooden privacy screen from the garage to the existing chain link fence along the shared property line with 1-C Westway. This privacy screen would consist of two 16' long segments at a right angle to each another.
- The members proposed an Alternate Board, or Shadowbox, style privacy screen and a solid style privacy screen that required an additional exception (§VIII.A.4.c "Minimum openness for wooden screens of single-plane construction shall be 15%"). ARC members were opposed to the visual impact the privacy screen in such a visible location and preferred the aluminum picket style fence instead.

The ARC passed the following motions:

Motion #1: The ARC recommends 4-0-0 to the Board of Directors that the members at 1-B Westway be permitted to enclose their service and end side yard with fencing, under the condition that the garden side yard will never be fenced.

Motion #2: The ARC recommends 4-0-0 to the Board of Directors that an exception be granted to GHI Rule §VII.A.1.a to allow the members at 1-B Westway some flexibility in the fence setback distance from paved sidewalks and yard lines, to account for existing hedges and to avoid underground utilities; contingent on the members working with GHI staff to determine final fence setback distances.

**Motion #3:** The ARC recommends 2-2-0 to the Board of Directors that an exception be granted to GHI Rule §VII.A.4 to allow the members at 1-B Westway to install 48" tall fences (for both fence styles).

- Reasons for motion #3: unique situation of yard; members desire to adopt a large dog.
- Reasons against motion #3: hedges already provide additional height barrier to contain dog; sets a precedent for future fences.

**Motion #4:** The ARC recommends 4-0-0 to the Board of Directors that an exception be granted to GHI Rule §VII.A.1.b to allow the members at 1-B Westway to install two different metal fence styles.

- Reasons for motion #4: Attractiveness of black picket fence. Chain link fence to be hidden by hedges. Existing chain link fence at 1-C Westway.

**Motion #5:** The ARC recommends 4-0-0 that the Board of Directors not grant exceptions to GHI Rules §VIII.A.2, §VIII.A.4.a, and §VIII.A.4.b to allow the privacy screen to be built, recommending instead the installation of the aluminum fencing between the garages and the existing chain link fence along the shared property line with 1-C Westway.

- Reasons for motion #5: Area far too extensive and highly visible to allow privacy screens.

This item is on the agenda for discussion and action.

**Suggested motion #1:** I move that the Board of Directors (*allow/not allow*) the members at 1-B Westway to enclose their service and end side yard with fencing, under the condition that the garden side yard will never be fenced.

**Suggested motion #2:** I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule §VII.A.1.a, to allow the members at 1-B Westway some flexibility in establishing the fence setback distance from paved sidewalks and yard lines, due to existing hedges and the need to avoid underground utilities. This exception is contingent on the members working with staff to determine final fence setback distances.

**Suggested motion #3:** I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule §VII.A.1.b to allow the members at 1-B Westway to install two different metal fence styles.

**Suggested motion #4:** I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule §VII.A.4 to allow the members at 1-B Westway to install 48” tall fences (for both fence styles).

**Suggested motion #5:** I move that the Board of Directors (*grant/not grant*) exceptions to GHI Rules §VIII.A.2, §VIII.A.4.a, and §VIII.A.4.b to allow a privacy screen at 1-B Westway to be built.

**Suggested motion #6:** I move that the Board of Directors (*allow/not allow*) the members at 1-B Westway to install aluminum fencing between the garages and the existing chain link fence along the shared property line with 1-C Westway; if they desire to do so.

9h. Review Draft of a ‘Reasonable Accommodation Policy’ – (Attachment #7)

A few months ago, a former member contacted the Maryland Commission of Civil Rights (MCCR) and alleged that GHI staff did not make a reasonable accommodation for his request. The Commission requested that GHI disseminate a notice on its website regarding our Reasonable Accommodation/Modification policies and point of contact.

On October 15, 2020, the Board reviewed a ‘Reasonable Accommodation Policy’ that GHI’s legal counsel drafted and requested the Communications Committee to revise its format.

Attachment #7 is the draft of a ‘Reasonable Accommodation Policy’ that the Communications Committee re-formatted.

This item is on the agenda for discussion and action.

**Suggested motion:** I move that the Board of Directors direct the Manager to request the membership to submit comments regarding the draft “Reasonable Accommodation Policy” (*as presented/as revised*) over a period of 30 days.

9i. Member Outreach Committee’s Proposal for a Court Communicator Program – (Attachments #8a – 8b)

The Member Outreach Committee recommends that GHI institute a Court Communicator Program as a way to foster communication, improve community engagement and sense of belonging, and engage more members in an active role in the co-op (i.e., a volunteer pipeline). The role of a Court Communicator is described in attachment #8a. Attachment #8b is a proposed implementation plan for the Court Communicator Program.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors adopt the Member Outreach Committee's proposal (as presented/as revised) to establish a Court Communicator Program.**

9j. Request the Member Outreach Committee to Survey the Membership re: Use of Public Bus Services

Until recently, members were able to utilize the following public bus services in our community:

- a) Washington Metropolitan Area Transit Authority (WMATA) Metrobus G12 and G14 lines to the Greenbelt Metro Station.
- b) WMATA Metrobus B30 line from the Greenbelt Metro station to the BWI Airport.
- c) Prince George's County TheBus Route 11 Transit Services to the Greenbelt Metro Station.
- d) University of Maryland Shuttle.
- e) MetroAccess paratransit service for persons with disabilities.
- f) City of Greenbelt's Connection Service via a 12-passenger wheelchair accessible van.

The Washington Metropolitan Area Transit Authority proposes to eliminate the Metrobus B30 line and reduce the hours of operation for the Metrobus G12 line. Prince George's County TheBus Route 11 Transit Services has been suspended and there is no indication when it will be restored. The University of Maryland Shuttle no longer includes a Greenbelt route.

Also, we do not have knowledge about the availability of MetroAccess vans for elderly/disabled residents, and if scheduling difficulties are affecting members.

Board President Skolnik suggests that the Board consider asking the Member Outreach Committee to survey GHI's membership about their utilization of the various public bus services stated above. This information will enable GHI to advocate for the continuation of particular bus services that are beneficial to our members.

**Suggested motion: I move that the Board of Directors direct the Member Outreach Committee to conduct a survey of GHI's membership by \_\_\_\_\_, about their utilization of public bus services in our community; the Committee should provide a report with the survey results to the Board by \_\_\_\_\_.**

9k. Prince George's County Bill Limiting Rent Increases – (Attachment #9)

County bill CB-78-2020 (attachment #9) was recently introduced by the County Council. On page 2, it is stated that a landlord shall not increase rent in an amount that exceeds 2.6% per annum of the existing rent amount for any tenant not suffering a loss of income because of an emergency.



GHI's legal counsel informed staff that under the Prince George's County Code, a housing cooperative is included under the definition of "Multifamily Rental Facility," which means that GHI falls within the definition of a "Landlord," so it appears that CB-78-2-2020 would impact GHI.

A public hearing has not yet been scheduled for CB-079-2020.

The Board should consider whether to send a letter to the County Council stating GHI's position on the bill.

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

9l. Approve Motion to Hold an Executive Session Meeting on November 5, 2020 (2 minutes)

**Motion:** I move that the Board of Directors conduct a closed meeting after this open session meeting adjourns, for the purpose of discussing the following matters, 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 the Executive Session Meeting Held on October 1, 2020	(vii)
2. Contract for Employee Medical Insurance Benefits – 2nd reading	(vi)
3. Contracts for Removing Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way-2nd reading	(vi)
4. Contract for Life and Accidental Death and Dismemberment, Disability and Dental insurance Benefits for Employees – 1st reading	(vi)
5. Member Complaint Matter	(iv)

Item of Information:

10a. City Council's Letter to the WMATA re: 2021 Metro Service Budget Changes – Attachment #10

Attachment #10 is a recent letter that the City Council sent to the Washington Metropolitan Area Transit Authority regarding the City's position on 2021 Metro Service Budget Changes.

Announcement of an Executive Session Meeting held on October 15, 2020 – (Attachment #1)

GHI's Board of Directors held an Executive Session meeting on October 15, 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 on October 15, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and Tami Watkins.

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on September 17, 2020	(vii)
2. Contract for Employee Medical Insurance Benefits – 1 <sup>st</sup> reading	(i) & (vi)
3. Contracts for Removing Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way – 1 <sup>st</sup> reading	(vi)
4. Member Financial Matters	(viii)
5. Member Complaint Matters	(iv)

The meeting began at 7.00 p.m., recessed at 7.43 p.m., resumed at 9.15 p.m., and adjourned at 10.20 p.m.

**Greenbelt Homes, Inc.  
Director's Code of Ethics<sup>1</sup>**

The board of directors, elected by the membership to serve our housing cooperative, Greenbelt Homes, Inc., is to act as a trusted agent and decision maker for the members' collective interest. The code of ethics developed here is a tool to be used by each board member to guide and inspire actions and decision.

**Article I. Director's responsibility to the cooperative**

A director has a duty of good faith and responsibility to the cooperative. This means that:

- a) While acting in his or her official capacity, a director shall act in the best interests of the cooperative.
- b) A director shall be diligent to ensure that the cooperative's interests are pursued during the meetings of the board of directors.
- c) A director shall not use the position for personal profit, gain, or other personal advantage over other member shareholders of the cooperative.
- d) A director shall not commit fraud or breach of fiduciary duty in the conduct of the cooperative's affairs.

To carry out this duty, here are some guiding rules to follow:

- i) A director should not advance his or her personal interests while in official session at the expense of the cooperative.
- ii) A director should not make personal attacks on other directors, staff, or member shareholders while performing official duties. Discussion should be directed to the issue, and not to the person who raises an opposing point of view.
- iii) A director shall not accept commissions or rebates that belong to the cooperative for his or her personal gain.

<sup>1</sup>Adapted from the Code of Ethics of the National Association of Housing Cooperatives

## **Article II. Honesty and Good Faith**

A director has a duty to use care, skill, and diligence when carrying out official acts. This means that:

- a) A director shall act honestly and in good faith, in a manner reasonably believed to be in the best interests of the cooperative, and with the care that a prudent person in a similar position would use under similar circumstances.
- b) A director shall use his or her best efforts to keep apprised of legislation or regulations that affect the cooperative.
- c) A director shall seek the knowledge necessary to make informed decisions in areas in which the director does not feel competent.
- d) A director shall serve the interests of all member shareholders impartially and without bias.
- e) A director shall advocate that the cooperative comply with applicable laws, codes, contracts, and agreements to which the cooperative is bound.

To carry out this duty, here are some guiding rules to follow:

- i) A director is expected to make a diligent effort to become trained and skilled in the business of cooperative housing in such areas as finance, membership sale values, GHI rules, governance, and oversight.
- ii) A director is expected to obtain a working knowledge of laws that regulate the cooperative, such as fair housing and minimum code restrictions that affect the cooperative and its operations.
- iii) A director is entitled to rely upon information and reports presented by officers or other employees of the cooperative whom the director reasonably believes to be reliable and competent.
- iv) A director is entitled to rely upon legal opinions, financial statements, and other information relating to matters that the director reasonably believes to be within the expertise of the person preparing the information.

## **Article III. Scope of Authority**

A director has a duty to act within the boundaries of his or her authority as defined in the charter and bylaws of the cooperative.

a) A director shall not represent that he or she has any authority outside of a duly called meeting of the board of directors, unless specifically so empowered by a majority of board members during an official meeting of the Board of Directors.

b) A director serving in an official capacity shall not violate government laws, including those that regulate the operations of the cooperative.

c) A director serving in an official capacity shall not violate the cooperative's charter.

d) A director serving in an official capacity shall not violate the cooperative's bylaws.

To carry out this duty, here are some guidelines to follow:

i) The corporate charter received from the State of Maryland defines the business that the corporation can conduct. GHI's bylaws describe how the cooperative will be operated.

ii) As the board of directors is obligated to comply with the bylaws of the cooperative, a director should have a working knowledge of the bylaws. Member shareholders who may have been wronged by the failure of the board of directors to comply with the bylaws may have a case of personal liability against the directors who violate the bylaws.

iii) A director, as a Board Liaison, shall not represent the board of directors, but should be a conduit of information for committees and the board of directors.

#### **Article IV. Conflict of Interest**

A director has a duty to disclose to the Board of Directors every personal conflict of interest involving the cooperative.

a) A director shall make a prompt and full disclosure of any material personal interest, either direct or indirect, he or she may have in a transaction to which the cooperative is a party.

b) A director shall not vote on or participate in discussions or deliberations on matters when a conflict is deemed to exist other than to present factual information or to respond to questions presented.

c) A director shall assure that the minutes properly record his or her abstention on any votes on matters for which a conflict may exist.

To carry out this duty, here is a guiding rule to follow:

i) A director may vote on an issue that benefits the director if the issue is one that is decided for the general good of the cooperative and the membership. An example is voting to replace windows. If the motion is to replace all windows, you can vote. If the motion is to replace windows only in the houses in your court, don't vote.

### **Article V. Confidentiality**

A director shall not divulge or use for personal gain confidential information learned in one's role as director.

- a) A director shall hold confidential all matters involving the cooperative until such time as there has been general disclosure of that information.
- b) A director shall not have direct access to the member files.
- c) A director shall seek or accept confidential member information only when his or her official duties create a specific, clearly defined need to know.

To carry out this duty, here are some guiding rules to follow:

- i) A director must not reveal confidential bidding information from contractors or divulge unauthorized information about the review of bids.
- ii) A director has a duty to protect the confidentiality of information learned in the applicant screening process.

### **Article VI. Obligation of Non-interference**

A director has a duty to participate in the operations of the cooperative only as authorized in the bylaws.

- a) A director's primary obligation is to participate in the governance and policymaking process of a cooperative, and not in its operations.
- b) A director shall not interfere with the staff's enforcement of the Mutual Ownership Contract (MOC) or GHI rules outside of a meeting of the board of directors.

To carry out this duty, here are some guiding rules to follow:

- i) An individual director is not empowered to provide day-to-day work instructions to staff.
- ii) An individual director does not have authority to waive compliance with any GHI rule or policy of the entire board of directors.

**GREENBELT HOMES, INC.**

**DIRECTOR'S CODE OF ETHICS**

I have read the GHI Director's Code of Ethics and agree as a Board Member to be guided by the Code and to use it as a tool in my decision making.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Draft Minutes  
Board of Directors

GHI Special Open Session

This meeting was held electronically. Members & Visitors attended remotely.  
October 1, 2020

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

Excused Absence: Jones, Ready

Others in Attendance

- Eldon Ralph, General Manager
- Tom Sporney, Assistant General Manager
- Joe Perry, Director of Finance
- Neron Adams-Escalera, Director of Member Services
- Joyce Campbell, Audit Committee Member
- Carol Griffith, Audit Committee Chair
- Robin Everly, Audit Committee Member
- Agnes Erskine, Recording Secretary
- Cynthia Matsakis, 14-H Laurel Hill Rd.

President Skolnik called the meeting to order at 7:02 p.m.

**AGENDA:**

1. Vote to Conduct an Executive Session Meeting – (Attachment #1)

Attachment #1 lists the purposes for holding a meeting in closed session.

**Suggested 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)
1. Approve Minutes of Executive Session Meeting Held on September 3, 2020	(vii)
2. Member Financial Matters	(viii)
3. A Member Complaint Matter	(iv)

Moved: Skolnik

Seconded: James

Carried: 7 – 0

The meeting adjourned at 7:03 p.m.

Ed James  
Secretary



Draft Minutes  
Board of Directors  
GHI Regular Open Session  
October 1, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Cynthia Matsakis, 14-H Laurel Hill Rd.
Tom Sporney, Assistant General Manager	Demetrios Matsakis, 14-H Laurel Hill Rd.
Joe Perry, Director of Finance	Laurie Wood, 9-Q Southway
Stuart Caplan, Director of Technical Services	Kathy Bartolomeo, 15-R Laurel Hill Rd.
Neron Adams-Escalera, Director of Member Services	Jessica Forshee, 14-W Laurel Hill Rd.
Joyce Campbell, Audit Committee Member	Alexandra Nelson, 20-A Ridge Rd.
Carol Griffith, Audit Committee Chair	Tom Jones, 1-C Woodland Way
Robin Everly, Audit Committee Member	Bill Cantwell, 17-F Parkway
Agnes Erskine, Recording Secretary	Molly Lester, 6-M Hillside Rd.

President Skolnik called the meeting to order at 8:10 p.m.

1. Approval of Agenda

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

Moved: Brodd

Seconded: Socrates

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of a Complaint Hearing Held in a Closed Meeting on September 22, 2020

On September 22, 2020, a complaint panel comprised of Board members Sue Ready, Ed James, and Chuck Hess, held a complaint hearing to which a GHI member was invited but did not attend. 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.

2b. 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, 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. Member Financial Matters	(viii)
3. A Member Complaint Matter	(iv)

The meeting began at 7:05 p.m. and adjourned at 7:46 p.m.

3. Visitors and Members (Comment Period)

Laurie Wood, 9-Q Southway

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.**

- Teresa M. Volante, Sole Owner; 8-A Southway
- Caroline J. Winn, Sole Owner; 38-G Ridge Road
- Lenora R. Flower and Clifford Patterson, II, Joint Tenants; 41-B Ridge Road
- Alexander J. Ajay and Susan F. Johnson, Joint Tenants; 56-C Crescent Road

Moved: James

Seconded: Hess

Carried: 9-0

Minutes: GHI Board of Directors Meeting of October 1, 2020

5. Committees and Homes Improvement Program Reports

**Homes Improvement Program:** Sporney reported on the current HIP status.

Discussion moved forward to item 6h.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on September 3, 2020

**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.**

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on September 3, 2020

**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.**

Moved: James

Seconded: Hess

Carried: 9-0

6c. Permit Request to Construct a Serviceside Addition at 14-H Laurel Hill Rd.

On July 30, 2020, staff received a Type 1 permit request (refer to attachment #5) from the member at 14-H Laurel Hill Rd. 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.

**Motion # 1:** I move that the Board of Directors grant an exception to GHI rules to permit the construction of a shed roof with a slope of 4:12 for a proposed serviceside addition at 14-H Laurel Hill Rd.

Moved: James

Seconded: Brodd

Carried: 9-0

**Motion #2:** I move that the Board of Directors specify that the depth of the proposed serviceside addition at 14-H Laurel Hill Rd. shall not exceed 7'-0" (gross).

Moved: Jones

Seconded: Socrates

Carried: 9-0

**Motion #3:** I move that the Board of Directors grant an exception to GHI Rule §X.G.1 and §X.G.2, thereby allowing a proposed serviceside addition to be built at 14-H Laurel Hill Rd., with dimensions not exceeding 7' x 15' 10" or 111 sq ft..

Moved: Jones

Seconded: Hess

Carried: 9-0

6d. Permit Request for Gardenside Chain Link Fence at 14-W Laurel Hill Rd. – (Attachment #6)

On August 4, 2020, staff received a Type III permit request from the member at 14-W Laurel Hill Rd. 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 14-V and 14-X Laurel Hill Rd. Staff notified the member that this request was not possible, because there is a 5' access path between the yard lines of 14-W and 14-V Laurel Hill Rd. GHI Rule §VII.A.1.7, states "... access paths shall not be blocked by fences".

The member modified the initial proposal as shown in attachment #6 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 14-W Laurel Hill Rd. to install a gardenside chain link fence as proposed in attachment #6.

This item is on the agenda for discussion and action.

**Motion:** I move that the Board of Directors grant an exception to GHI Rule VII.A.1.c, thereby allowing the member at 14-W Laurel Hill Rd. to install a gardenside chain link fence as proposed in the member's permit request.

Moved: Brodd

Seconded: James

Carried: 8-1

Opposed: Ready

**6e. Permit Request for the Prior Conversion of a Living Room Into a Bedroom and Closet at 1-A Ridge Rd.**

The membership interest in 1-A Ridge Rd. 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 (attachment #7) 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 1-A Ridge Rd. 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.

**Motion: I move that the Board of Directors allow the prior conversion of the living room into a bedroom and closet at 1-A Ridge Road 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.**

Moved: Hess

Seconded: Brodd

Carried: 9-0

6f. Permit Request to Replace a Jalousie window with a Sliding Window at 20-A Ridge Rd.

GHI’s resale inspector requested the previous member at 20-A Ridge Rd. 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 (attachment #8) 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 20-A Ridge Rd. to replace the existing jalousie window with a horizontal sliding window.

This item is on the agenda for discussion and action.

**Motion:** I move that the Board of Directors grant an exception to GHI Rule X.N, thereby allowing the member at 20-A Ridge Rd. to replace the existing jalousie window with a horizontal sliding window.

Moved: Ready

Seconded: Brodd

Carried: 9-0

6g. Application for a Grant from the Greenbelt Business Improvement and Recovery Fund

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 considered whether GHI should apply for a grant.

**Suggested motion:** I move that the Board of Directors authorize the Manager to apply for a grant up to \$10,000, from the Greenbelt Business Improvement and Recovery Fund.

Moved: Hess

Seconded: James

Failed: 3-6

Opposed: Brodd, Holland, Jones, Ready, Socrates, Watkins

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

The annual meeting on October 29, 2020 will comprise a virtual Zoom meeting for members to participate remotely via computer or smartphone and an in-person meeting option at Greenbelt Youth Center Gymnasium at 99 Centerway, Greenbelt, MD. The in-person meeting is specifically for the benefit of a limited number of members who may not have a computer, smart phone, or internet connection.

Attachment #13a is the proposed agenda for the annual membership meeting. Once finalized, it must be mailed to the membership between October 9<sup>th</sup> and October 20<sup>th</sup>. The Board should decide (by consensus) what changes should be made to the proposed agenda.

Attachment #13b is a schedule of planning activities for the annual meeting.

Attachment #13c is an information sheet about the annual meeting that will be mailed to each member along with the notice and agenda for the annual meeting.

Staff welcomed comments and questions from the Board about information in the attachments and any other questions regarding the preparations that are being made for the annual meeting.

**Motion: The Board does approve the agenda for the 2020 Annual Membership Meeting as presented.**

Moved: Hess

Seconded: Brodd

Carried: 9-0

Discussion moved backward to item 6a.

7. 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.

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

7d. Monthly GHI and City Calendars

7e. President's Items

None.

7f. Board Members' Items

Sue Ready read an email from Laurie Wood (9-Q Southway) regarding the Electric Vehicle Charging station being installed at 9 Southway.



7g. Audit Committee's Items

None.

7h. Manager's Items

None.

**Motion: To adjourn.**

Moved: Hess

Seconded: Jones

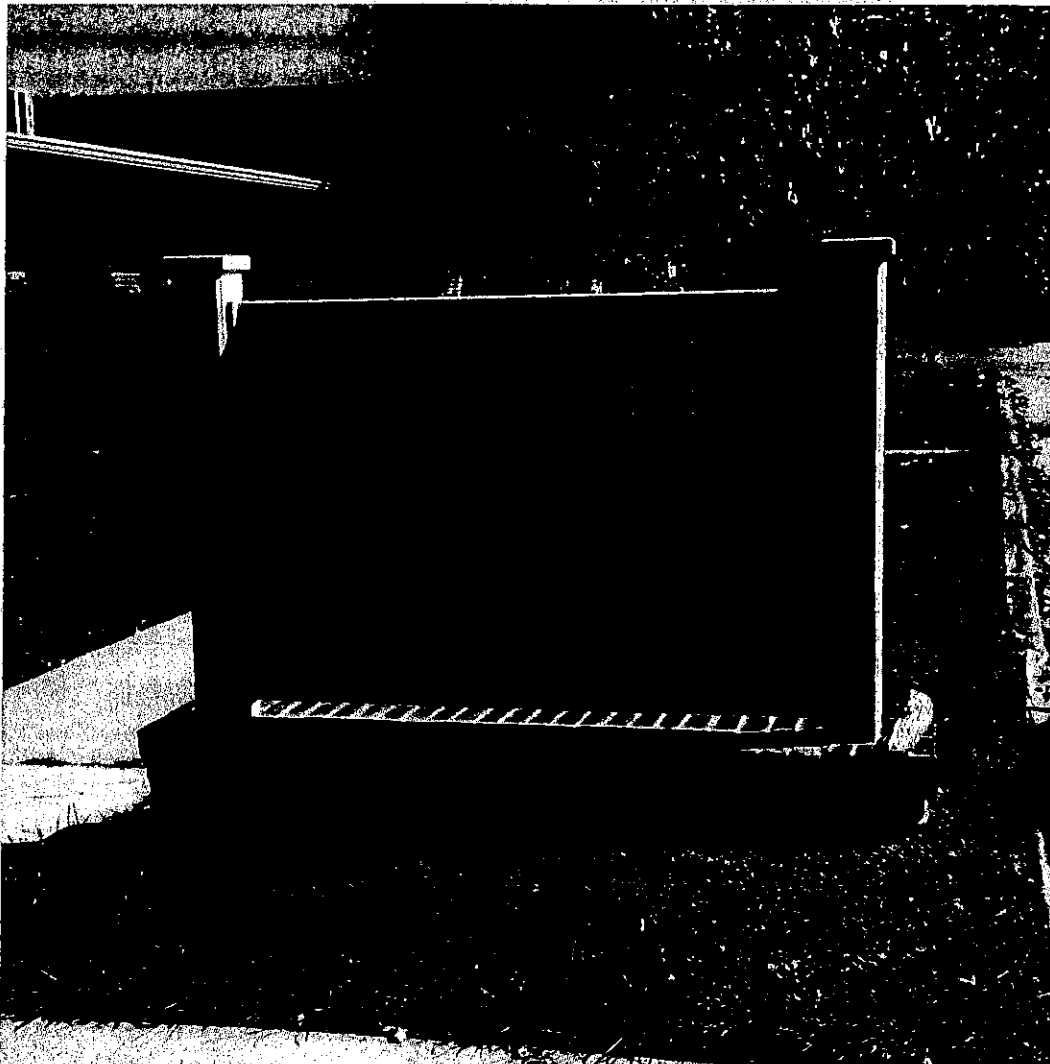
Carried: 9-0

The meeting adjourned at 9:46 p.m.

Ed James  
Secretary

# Greenbelt Homes, Inc.

## 2021 Budget



- **October 8, 2020 - First Presentation to Finance Committee & Board of Directors**
- **November 5, 2020 – First Reading**

GREENBELT HOMES, INC.  
2021 BUDGET  
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Executive Order 11651

Whereas the President of the United States is authorized to issue orders and regulations to carry out his duties and powers as President of the United States; and

Now, therefore, the President of the United States, by the authority vested in him by the Constitution and laws of the United States, does hereby order that

the President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

and that the President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

# THE PRESIDENT'S MESSAGE GOES HERE!

Section 101 of the Executive Order 11651

1. The President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

Section 102 of the Executive Order 11651

2. The President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

3. The President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

4. The President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

5. The President of the United States shall have the right to use the communication facilities of the United States Government for the transmission of his messages to and from the United States and to and from the world.

## **IMPORTANT CHANGES TO 2020 BUDGET**

Real estate taxes have been budgeted to reflect the impact of the loss of the Homestead Tax Credit for units which will not be eligible to receive it in 2020 (pages 14-15). Expenditures for the Homes Improvement Program (pages 26-28) have been broken out for crawlspace improvements, optional improvements, and replacement and addition maintenance reserves.

## **SIGNIFICANT INCREASES IN EXPENDITURES**

### **Summary Budget (page 4)**

- Real estate taxes
- Insurance

### **Administrative – Schedule E (pages 18-21)**

- Depreciation
- Information technology service

### **Maintenance Expense – Schedule F (page 22-23)**

- Materials
- Dumpsters
- Sub-meter court lighting

### **Maintenance - Contract Work (page 24)**

- Fee for service
- Structural repairs to 53 Ridge, 15 Laurel Hill, 17 Ridge

### **Replacement Reserves (page 29)**

#### **Contracts**

- Purchase one van
- Repair retaining wall
- Replace roofs on rental garages
- Replace roofs on attached garages
- Replace garage doors @ masonry homes
- Replace windows in larger homes
- Replace doors in larger single-family homes
- Replace siding on larger homes
- Parking lot construction

## **SIGNIFICANT REDUCTIONS IN EXPENDITURES**

### **Summary Budget (page 4)**

- Optional improvements

### **Administrative – Schedule E (pages 18-21)**

- Fringe
- Legal
- Board/Audit/Committees
- Member expenses
- Utilities

### **Maintenance - Contract Work (page 24)**

- Installation of security systems- administration building
- Asbestos removal in crawlspace of frame units

**SUMMARY BUDGET OVERVIEW**

The summary budget is a consolidation of income, expenses and equity for all three budget groups. It provides the basis for the cooperative's operations during 2021. All of the other documentation included as part of the budget presentation consists of supporting schedules and backup material. The summary budget identifies total receipts (income), expenses and equity.

As a cooperative operating on a not-for-profit basis, GHI must determine which expenses are necessary, then collect sufficient income to meet those expenses.

In accordance with the bylaws, increases in membership operating payments cannot exceed 10% of the prior year's operating payments without membership approval. The increase in membership operating payments for 2021 falls well within this limit and provides for enhanced services and improvements.

**This budget reflects an increase in membership operating payments of 1.4%.**

**Operating payments consists of real estate taxes, trash collection, insurance, administration, maintenance and improvements, crawlspace improvements, asbestos remediation and replacement reserves, less service and other income.**

2021 BUDGET  
SUMMARY

	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	% Change	Schedule
<b>RECEIPTS:</b>					
<u>Members' charges:</u>					
Operating charges	\$ 5,364,715	\$ 5,364,715	\$ 5,345,550	-0.4%	
Real estate taxes	4,319,086	4,371,073	4,522,928	3.5%	
Crawlspace improvements	160,000	160,000	160,000	0.0%	
Asbestos remediation	100,000	100,000	60,000	-40.0%	
Replacement reserves	1,972,057	1,972,057	2,047,728	3.8%	
Total members' charges	11,915,858	11,967,845	12,136,206	1.4%	A
<u>Other income sources:</u>					
Service income	535,325	542,610	559,710	3.2%	B
Other income	276,050	356,740	326,720	-8.4%	B
Total other income sources	811,375	899,350	886,430	-1.4%	
Members' charges and other income	\$ 12,727,233	\$ 12,867,195	\$ 13,022,636	1.2%	
<u>Miscellaneous receipts:</u>					
Addition maintenance reserves	197,421	197,421	200,970	1.8%	I
Optional improvements	1,861,220	1,618,460	523,710	-67.6%	H
Total receipts	\$ 14,785,874	\$ 14,683,076	\$ 13,747,316		
<b>EXPENSES:</b>					
Real estate taxes	4,319,086	4,371,073	4,522,928	3.5%	C
Trash collection	429,076	452,750	452,750	0.0%	A
Insurance	541,690	568,140	594,230	4.6%	D
Adm/Brd/Memb	1,399,458	1,495,325	1,476,050	-1.3%	E
Maintenance & improvements	3,601,310	3,747,850	3,708,950	-1.0%	F
Crawlspace improvements	224,670	17,020	26,350	54.8%	G
Total expenses prior to optional HIP	10,515,290	10,652,158	10,781,258	1.2%	
Optional improvements	1,861,220	1,618,460	523,710	-67.6%	H
Total expenses	\$ 12,376,510	\$ 12,270,618	\$ 11,304,968		
<b>EQUITY:</b>					
Replacement reserves	1,972,057	1,972,057	2,047,728	3.8%	I
Addition maintenance reserves	197,421	197,421	200,970	1.8%	I
Total reserves	2,169,478	2,169,478	2,248,698	3.7%	
Total expenses & reserves	\$ 14,545,988	\$ 14,440,096	\$ 13,553,666	-6.1%	
Unreserved operating fund	239,886	242,980	193,650	-20.3%	
Total expense & equity	\$ 14,785,874	\$ 14,683,076	\$ 13,747,316		
Depr - member units	1,063,600	622,000	1,214,000	95.2%	

	1.5% Proposed 2021 Budget	2.0% Proposed 2021 Budget	2.5% Proposed 2021 Budget	3.0% Proposed 2021 Budget	3.5% Proposed 2021 Budget	4.0% Proposed 2021 Budget
<b>RECEIPTS:</b>						
<b>Members' charges:</b>						
Operating charges	\$ 5,389,940	\$ 5,404,750	\$ 5,419,440	\$ 5,434,230	\$ 5,449,030	\$ 5,463,830
Real estate taxes	4,522,928	4,522,928	4,522,928	4,522,928	4,522,928	4,522,928
Crawlspace improvements	160,000	160,000	160,000	160,000	160,000	160,000
Asbestos remediation	60,000	60,000	60,000	60,000	60,000	60,000
Replacement reserves	2,047,728	2,047,728	2,047,728	2,047,728	2,047,728	2,047,728
Total members' charges	<u>12,180,596</u>	<u>12,195,406</u>	<u>12,210,096</u>	<u>12,224,886</u>	<u>12,239,686</u>	<u>12,254,486</u>
<b>Other Sources:</b>						
Service income	559,710	559,710	559,710	559,710	559,710	559,710
Other income	326,720	326,720	326,720	326,720	326,720	326,720
Total other sources	<u>886,430</u>	<u>886,430</u>	<u>886,430</u>	<u>886,430</u>	<u>886,430</u>	<u>886,430</u>
Total receipts	<u>\$ 13,067,026</u>	<u>\$ 13,081,836</u>	<u>\$ 13,096,526</u>	<u>\$ 13,111,316</u>	<u>\$ 13,126,116</u>	<u>\$ 13,140,916</u>
Addition maintenance reserves	200,970	200,970	200,970	200,970	200,970	200,970
Optional improvements	523,705	523,705	523,705	523,705	523,705	523,705
Total receipts	<u>\$ 13,791,701</u>	<u>\$ 13,806,511</u>	<u>\$ 13,821,201</u>	<u>\$ 13,835,991</u>	<u>\$ 13,850,791</u>	<u>\$ 13,865,591</u>
<b>EXPENSES:</b>						
Real estate taxes	4,522,928	4,522,928	4,522,928	4,522,928	4,522,928	4,522,928
Trash collection	452,750	452,750	452,750	452,750	452,750	452,750
Insurance	594,230	594,230	594,230	594,230	594,230	594,230
Adm/Brd/Memb	1,490,140	1,494,850	1,499,540	1,504,230	1,508,930	1,513,630
Maintenance & Improvements	3,739,250	3,749,350	3,759,350	3,769,450	3,779,550	3,789,650
Crawlspace improvements	26,350	26,350	26,350	26,350	26,350	26,350
Total expenses	<u>10,825,648</u>	<u>10,840,458</u>	<u>10,855,148</u>	<u>10,869,938</u>	<u>10,884,738</u>	<u>10,899,538</u>
Optional Improvements	523,705	523,705	523,705	523,705	523,705	523,705
Total expenses	<u>\$ 11,349,353</u>	<u>\$ 11,364,163</u>	<u>\$ 11,378,853</u>	<u>\$ 11,393,643</u>	<u>\$ 11,408,443</u>	<u>\$ 11,423,243</u>
<b>EQUITY:</b>						
Replacement reserves	2,047,728	2,047,728	2,047,728	2,047,728	2,047,728	2,047,728
Addition maintenance reserves	200,970	200,970	200,970	200,970	200,970	200,970
Total reserves	<u>2,248,698</u>	<u>2,248,698</u>	<u>2,248,698</u>	<u>2,248,698</u>	<u>2,248,698</u>	<u>2,248,698</u>
Total expenses & reserves	<u>\$ 13,598,051</u>	<u>\$ 13,612,861</u>	<u>\$ 13,627,551</u>	<u>\$ 13,642,341</u>	<u>\$ 13,657,141</u>	<u>\$ 13,671,941</u>
Unreserved operating fund	193,650	193,650	193,650	193,650	193,650	193,650
Total expense & equity	<u>\$ 13,791,701</u>	<u>\$ 13,806,511</u>	<u>\$ 13,821,201</u>	<u>\$ 13,835,991</u>	<u>\$ 13,850,791</u>	<u>\$ 13,865,591</u>
Depr - member units	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>



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## DISTRIBUTION OF 2021 MEMBERS' CHARGES

Schedule A illustrates how total members' charges are distributed among the three budget classes created by GHI's Mutual Ownership Contracts. Since real estate taxes are determined based on the actual real estate tax bill, not all members within the particular budget class (frame, masonry, & larger homes) will increase by the same percentage.

For 2021 the total members' charges are reduced \$886,430 by service and other income (see Schedule B).

### ABBREVIATIONS USED IN TEXT

- |            |   |
|------------|---|
| 1) GHI =   | Greenbelt Homes, Inc.                           |
| 2) GDC =   | Greenbelt Development Corporation               |
| 3) ADM =   | Administration expense                          |
| 4) BRD =   | Board expense                                   |
| 5) MEMB =  | Members expense                                 |
| 6) MAINT = | Maintenance                                     |
| 7) FFS =   | Fee For Service                                 |
| 8) RR =    | Replacement reserves                            |
| 9) HIP =   | Homes Improvement Program                       |
| 10) HTC =  | Homestead tax credit                            |
| 11) s/s =  | Service side                                    |
| 12) g/s =  | Garden side                                     |
| 13) c/a =  | Common area                                     |
| 14) EPDM = | Ethylene Propylene Diene Monomer rubber roofing |

GREENBELT HOMES, INC.  
2021 BUDGET  
DISTRIBUTION OF 2021 MEMBERS' CHARGES

Schedule

	FRAME HOMES		MASONRY HOMES		LARGER HOMES		TOTAL CHARGES		% Change
	2020	2021	2020	2021	2020	2021	2020	2021	
<u>Routine Operating Payments</u>									
Real estate taxes	\$ 2,381,260	\$ 2,467,781	\$ 1,849,732	\$ 1,911,876	\$ 140,081	\$ 143,271	\$ 4,371,073	\$ 4,522,928 <sup>2</sup>	3.5%
Trash collection	280,705	280,705	163,895	163,895	8,150	8,150	452,750	452,750	0.0%
Insurance	352,247	368,423	205,667	215,111	10,227	10,696	568,140	594,230	4.6%
Adm/Brd/Memb	927,102	915,151	541,308	534,330	26,916	26,569	1,495,325	1,476,050	-1.3%
Maint and improvements	2,287,267	2,263,873	1,390,282	1,372,652	70,301	72,425	3,747,850	3,708,950	-1.0%
Crawlspace Improvements	160,000	160,000	-	-	-	-	160,000	160,000	0.0%
Asbestos remediation	60,000	60,000	40,000	-	-	-	100,000	60,000	-40.0%
Transfers to reserves (RR)	1,090,999	1,128,093	844,585	880,902	36,472	38,733	1,972,057	2,047,728	3.8%
<b>Total charges</b>	<b>7,539,580</b>	<b>7,644,026</b>	<b>5,035,469</b>	<b>5,078,766</b>	<b>292,147</b>	<b>299,844</b>	<b>12,867,195</b>	<b>13,022,636</b>	<b>1.2%</b>
Less service & other income	557,597	549,587	325,564	320,888	16,188	15,956	899,350	886,430	-1.4%
<b>Total operating payments</b>	<b>\$ 6,981,983</b>	<b>\$ 7,094,439</b>	<b>\$ 4,709,905</b>	<b>\$ 4,757,878</b>	<b>\$ 275,959</b>	<b>\$ 283,888</b>	<b>\$ 11,967,845</b>	<b>\$ 12,136,206</b>	<b>1.4%</b>
<u>Addition Maintenance Program</u>									
Transfers to reserves (AM)	113,719	115,763	83,123	84,617	579	589	197,421	200,970	1.8%
<u>Homes Improvement Program</u>									
Optional improvements	985,570	120,540	632,890	403,170	-	-	1,618,460	523,710	-67.6%
<b>Total members' charges</b>	<b>\$ 8,081,272</b>	<b>\$ 7,330,742</b>	<b>\$ 5,425,918</b>	<b>\$ 5,245,665</b>	<b>\$ 276,538</b>	<b>\$ 284,477</b>	<b>\$ 13,783,726</b>	<b>\$ 12,860,886</b>	<b>-6.7%</b>
<b>% avg. change in operating payments</b>		<b>1.6%</b>		<b>1.0%</b>		<b>2.9%</b>		<b>1.4%</b>	
<b>% avg. change in members' charges</b>		<b>-9.3%</b>		<b>-3.3%</b>		<b>2.9%</b>		<b>-6.7%</b>	
<b>% average change in real estate taxes<sup>1</sup></b>		<b>3.6%</b>		<b>3.4%</b>		<b>2.3%</b>		<b>3.5%</b>	
<b>% change in transfer to reserves</b>		<b>3.2%</b>		<b>4.1%</b>		<b>6.1%</b>		<b>3.7%</b>	

1 The variation in percent change between home groups reflects the impact of actual assessed values of homes and the HTC for members who are eligible. The 2021 budgeted real estate taxes by home group are a summation of individual unit real estate taxes for that particular home group and include the benefit of any HTC. Not all members within a home group are impacted equally.

2 In 2021 the cooperative will continue to receive the benefit of the Homestead Tax Credit (HTC) for members who are eligible. If the entire cooperative did not receive the benefit of the HTC, GHI's real estate taxes would have increased by 13.2% or \$453,988 for the 2021 budget (see page 10).

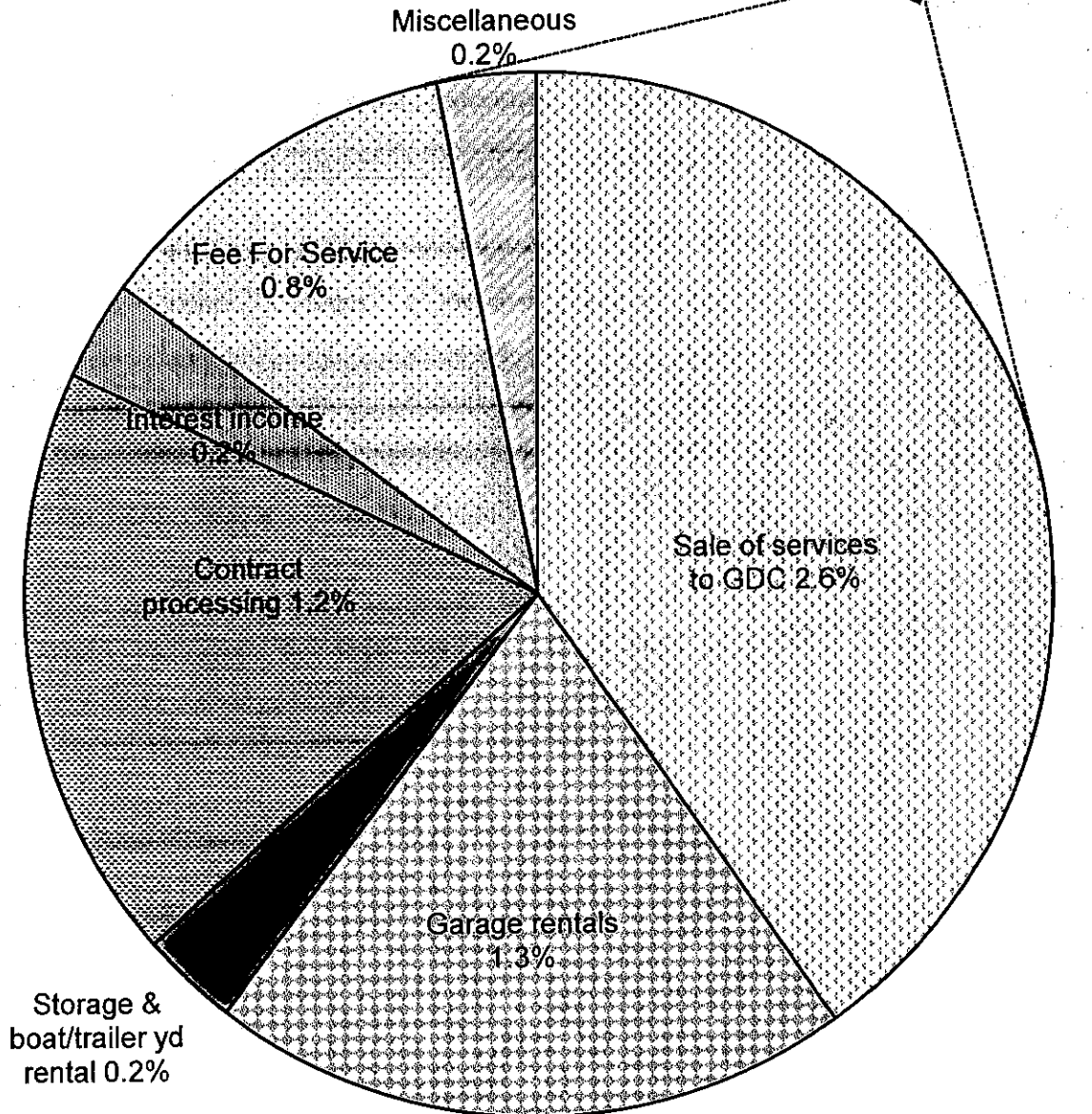
Schedule A (continued)

	Increase 1.5%	Increase 2.0%	Increase 2.5%	Increase 3.0%	Increase 3.5%	Increase 4.0%
Real estate taxes	4,522,928	4,522,928	4,522,928	4,522,928	4,522,928	4,522,928
Trash collection	452,750	452,750	452,750	452,750	452,750	452,750
Insurance	594,230	594,230	594,230	594,230	594,230	594,230
Adm/Brd/Memb	1,490,140	1,494,850	1,499,540	1,504,230	1,508,930	1,513,630
Maint and Improvements	3,739,250	3,749,350	3,759,350	3,769,450	3,779,550	3,789,650
Crawlspace improvements	180,000	160,000	160,000	160,000	160,000	160,000
Asbestos remediation	60,000	60,000	60,000	60,000	60,000	60,000
Transfers to reserves (RR)	2,047,728	2,047,728	2,047,728	2,047,728	2,047,728	2,047,728
<b>Total charges</b>	<b>13,067,026</b>	<b>13,081,836</b>	<b>13,096,526</b>	<b>13,111,316</b>	<b>13,126,116</b>	<b>13,140,916</b>
Less service & other income	886,430	886,430	886,430	886,430	886,430	886,430
<b>Total operating payments</b>	<b>\$ 12,180,596</b>	<b>\$ 12,195,406</b>	<b>\$ 12,210,096</b>	<b>\$ 12,224,886</b>	<b>\$ 12,239,686</b>	<b>\$ 12,254,486</b>
<b>Addition Maintenance Program</b>						
Transfers to reserves (AM)	200,970	200,970	200,970	200,970	200,970	200,970
<b>Homes Improvement Program</b>						
Optional improvements	523,705	523,705	523,705	523,705	523,705	523,705
<b>Total members' charges</b>	<b>\$ 12,905,271</b>	<b>\$ 12,920,081</b>	<b>\$ 12,934,771</b>	<b>\$ 12,949,561</b>	<b>\$ 12,964,361</b>	<b>\$ 12,979,161</b>
<b>% avg. change in operating payments</b>	<b>1.8%</b>	<b>1.9%</b>	<b>2.0%</b>	<b>2.1%</b>	<b>2.3%</b>	<b>2.4%</b>
% avg. change in members' charges	-6.4%	-6.3%	-6.2%	-6.1%	-5.9%	-5.8%
% average change in real estate taxes	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
% change in transfer to reserves	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%
<b>\$ amount increased over base salaries</b>	<b>\$ 44,385</b>	<b>\$ 59,195</b>	<b>\$ 73,885</b>	<b>\$ 88,675</b>	<b>\$ 103,475</b>	<b>\$ 118,275</b>
<b>% avg. change in operating payments by home type</b>						
Frame	2.0%	2.1%	2.3%	2.4%	2.5%	2.7%
Masonry	1.4%	1.5%	1.6%	1.7%	1.8%	1.9%
Larger	3.2%	3.3%	3.4%	3.5%	3.5%	3.6%

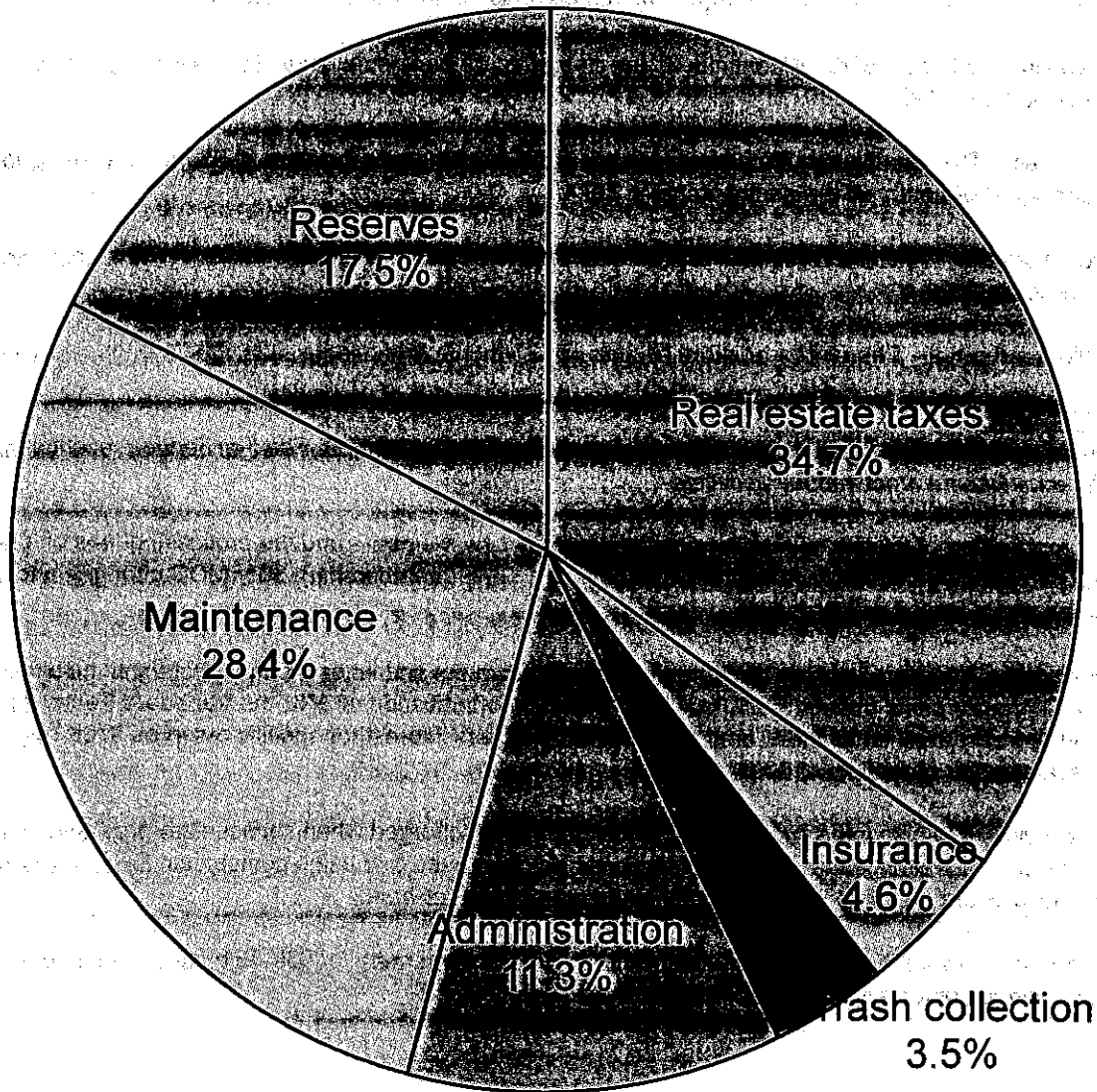
# 2021 BUDGET INCOME

- Members' charges
- Service & other income

Member charges account for 93.5% of 2020 income.



# 2021 BUDGET EXPENSES AND RESERVES



GREENBELT HOMES, INC.  
2021 BUDGET  
SERVICE AND OTHER INCOME NARRATIVE

SERVICE INCOME

*Service income of Schedule B is derived from 3 sources: sale of services to Greenbelt Development Corporation, rental garages, rental of boiler room storage, and rented space in the boat/trailer yards.*

Sale of services to GDC - GDC will continue to pay its portion of the annual audit, insurance, legal and a management fee to GHI.

Garage rentals - The monthly rent for closed garages @\$55/month; open garages @\$32/month; and garages used for storage @\$108/month, all remain the same in 2021.

Boiler room storage - The rent for units at 8,9, and 10 Southway and 14 Ridge (4 each) remains unchanged @\$110/month in 2021.

Boat/trailer yard rental - The rent for boat/trailer slots @\$27/month and canoes slots @\$5/month also remain

OTHER INCOME

*Other income of Schedule B consists of contract processing, interest income, Fee For Service revenue and miscellaneous income from various activities.*

Contract processing - Consists of membership fees paid by new members and the processing fees on resales. The 2021 budget reflects administrative fees of \$1,060 (seller), \$685 (membership) \$85 (MOC change), and a \$510 transfer fee and is based on 90 resales.

Interest income - This item consists of interest earned on accounts and investments net of those held for specific reserves. Corporate bond interest \$87K less bond premium amortization of \$7K, the Vanguard Federal Money Market and bond mutual funds \$16K, and other interest \$3K less interest for specific reserves \$70K result in interest income available for operations of \$29K.

Fee For Service - This income consists of an hourly component charged when services are provided by in-house staff and an administration component when services are contracted to outside companies. Expense relating to FFS activities have been budgeted in general maintenance and contract work.

Miscellaneous - This item includes proceeds from recycling of scrap metal of \$3K, late fees paid by members of \$18K, and various other miscellaneous receipts of \$12.1K.

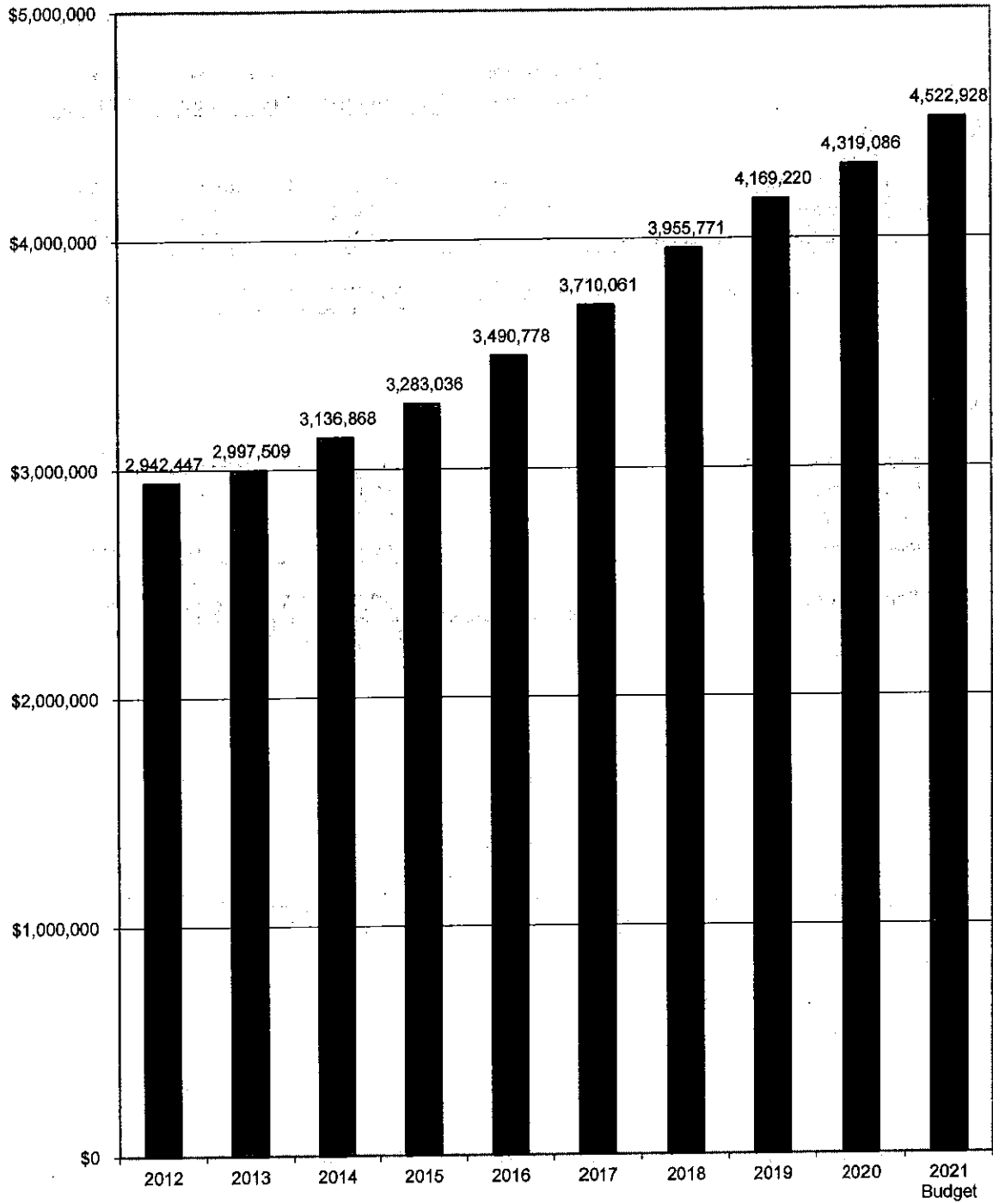
GREENBELT HOMES, INC.  
2021 BUDGET  
SERVICE AND OTHER INCOME

Schedule B

	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<u>Service Income</u>				
Sale of services to GDC	\$ 341,930	\$ 341,930	\$ 359,030	5.0%
Garage rentals	171,455	173,480	173,480	0.0%
Storage & boat/trailer yd rental	21,940	27,200	27,200	0.0%
<b>Total service income</b>	<b>\$ 535,325</b>	<b>\$ 542,610</b>	<b>\$ 559,710</b>	<b>3.2%</b>
<u>Other Income</u>				
Contract processing	\$ 160,520	\$ 151,640	\$ 160,520	5.9%
Interest income	54,920	80,000	29,000	-63.8%
Fee For Service	28,350	78,650	104,100	32.4%
Miscellaneous	32,260	46,450	33,100	-28.7%
<b>Total other income</b>	<b>\$ 276,050</b>	<b>\$ 356,740</b>	<b>\$ 326,720</b>	<b>-8.4%</b>



# REAL ESTATE TAXES



GREENBELT HOMES, INC.  
2021 BUDGET  
REAL ESTATE TAXES

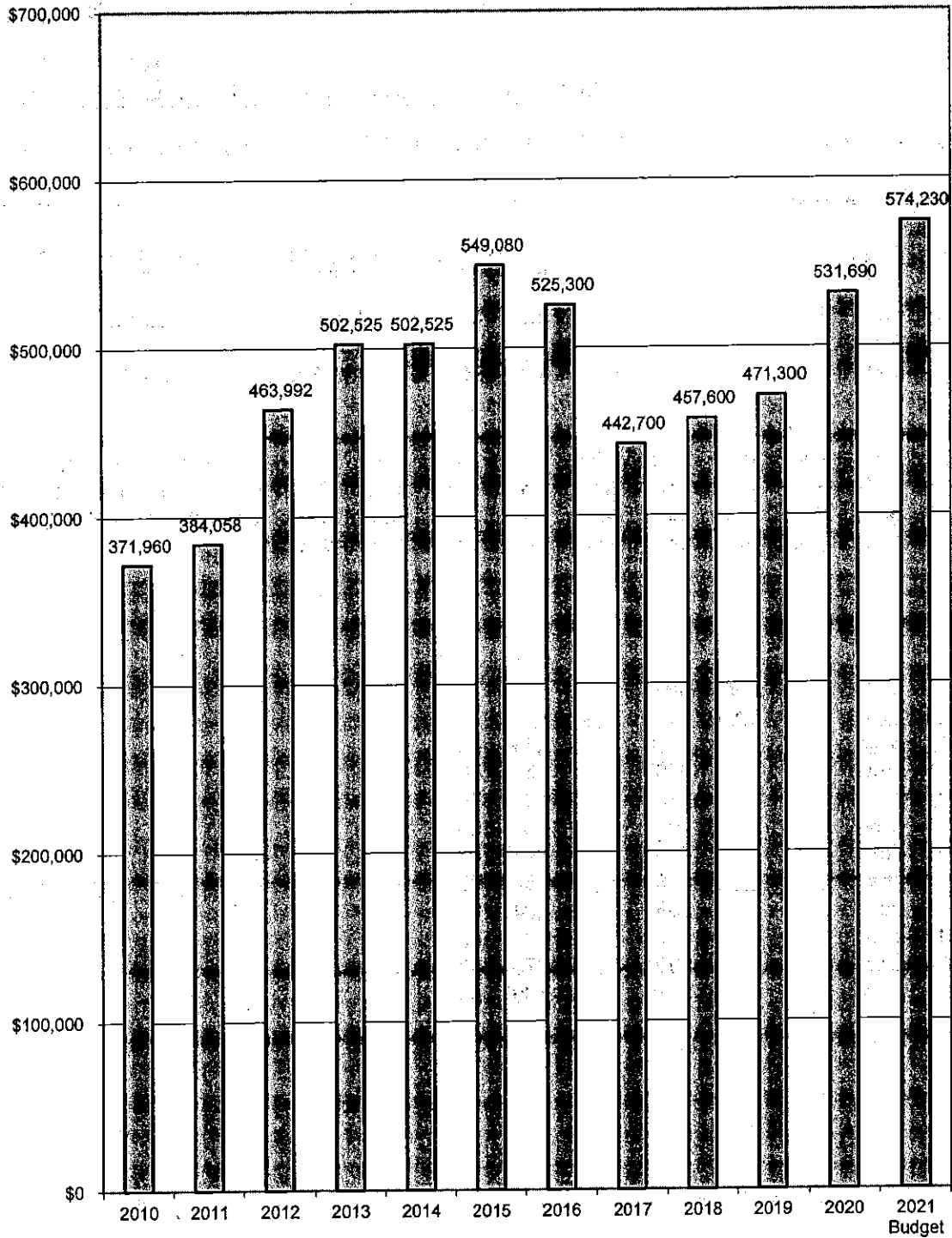
Schedule C

	2020 Actual	2020 Budget	Proposed 2021 Budget	%
				Change
Real estate assessment	\$ 242,755,683	\$ 235,406,981	\$ 249,895,300	6.2%
Tax rate (per \$100 assessed)	1.9901	1.9986	1.9916	-0.4%
Total real estate tax	<u>\$ 4,319,086</u>	<u>\$ 4,371,073</u>	<u>\$ 4,522,928</u>	3.5%
<b>Taxes excluding HTC</b>	<b>\$ 4,831,082</b>	<b>\$ 4,704,861</b>	<b>\$ 4,976,916</b>	
<b>Savings from HTC</b>	<b>\$ 511,996</b>	<b>\$ 333,788</b>	<b>\$ 453,988</b>	

If the cooperative were not eligible to receive the HTC, GHI's real estate taxes would have been \$4,831,082 for 2020. The HTC assisted in reducing GHI's total real estate taxes by \$511,996. Individual member real estate tax responsibility will vary due to several factors including timing of eligibility of the HTC and assessed home value. Not all members within a home group are impacted equally.

<u>Historic Data</u>	<u>Tax Rates per \$100</u>	<u>Assessment</u>
2012 Actual	1.8996	227,193,562
2013 Actual	1.9306	181,553,126
2014 Actual	1.9481	182,462,318
2015 Actual	2.0001	183,318,500
2016 Actual	1.9981	198,919,264
2017 Actual	1.9931	214,528,737
2018 Actual	1.9881	223,047,200
2019 Actual	1.9971	235,803,125
2020 Actual	1.9901	242,755,683
2021 Budget	1.9916	249,895,300

# TOTAL INSURANCE



**GREENBELT HOMES, INC.**  
**2021 BUDGET**  
**INSURANCE**

Schedule D

	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<b>INSURANCE</b>				
Hazard & extended coverage (General liability, umbrella, D&O liability, and property damage)	\$ 531,690	\$ 531,690	\$ 574,230	8.0%
Uninsured losses	10,000	36,450	20,000	-45.1%
<b>Total to insurance (Does not include vehicle &amp; workers' compensation)</b>	<b>541,690</b>	<b>568,140</b>	<b>594,230</b>	<b>4.6%</b>
* Vehicle (included in vehicle expense)	49,460	51,930	54,530	5.0%
* Workers' compensation (included in fringe benefits)	100,230	133,640	139,000	4.0%
<b>TOTAL</b>	<b>\$ 691,380</b>	<b>\$ 753,710</b>	<b>\$ 787,760</b>	<b>4.5%</b>

\* These items are included in maintenance schedules.

GREENBELT HOMES, INC.  
2021 BUDGET  
ADMINISTRATION/BOARD/MEMBER EXPENSE NARRATIVE

Schedule E – Provides a list of expenses of the administrative staff, Board of Directors, elected and appointed committees, and membership activities and services.

Payroll - Administration – (Increased from 2020 budget of \$839,970 to \$840,790). This item reflects a 0% salary increase at existing staff levels.

Fringe Benefits – (Decreased from 2020 budget of \$267,710 to \$256,210). This item is based on employers' portion of 2021 health insurance premiums for CareFirst which are down from 2020 by 3.7%. Also includes premiums for dental, life, and short and long-term disability. GHI employees contribute 10% of the cost of their medical/dental insurance premiums.

Office Equipment, Supplies & Postage – (Decreased from 2020 of \$37,700 to \$35,500). Items included in this category: member communications, computer supplies, technical service supplies, postage, and in-house printing on GHI equipment. We are anticipating reduced postage after the implementation of a fully integrated property management and maintenance system in 2021.

Copier Expense – (No change from 2020 budget of \$14,900). This item reflects our current copier contracts and usage levels.

Telephone & Email – (No change from 2020 budget of \$23,800). This item reflects the costs associated with current communication services provided by the following: Mitel (\$11.5K), Answer MTI (\$8K), Verizon (\$1.5K), ATT (\$2K).

Hiring and Training – (Decreased from 2020 budget of \$28,000 to \$25,500). This item includes advertising costs to fill vacant positions of \$12,000, classes, seminars and workshops for maintenance and administrative personnel of \$7,000. Also included are pre-employment and random drug screening totaling \$1,000 as well as staff incentive awards of \$5,500.

Temporary and Professional Help – (Decreased from the 2020 budget of \$33,500 to \$31,900). This amount consists of \$9,900 for payroll services, \$2,000 for temporary help, \$5,000 for industrial hygienist services, \$5,000 for drainage & swale engineering services and \$10,000 for indexing and scanning of construction drawings.

Legal – (Decreased from 2020 budget of \$40,000 to \$35,000). This item includes \$10,000 for legal fees associated with Maglev and road widening and \$25,000 for various legal issues encountered by the cooperative.

Audit – (Decreased from 2020 budget of \$19,425 to \$19,000). This reflects the anticipated cost of accounting and tax services.

Association Dues and Conferences – (No change from 2020 budget of \$2,500). This item includes the following memberships: Community Association Managers International Certification Board \$350, the Community Association Institute (CAI) \$850, and the National Association of Housing Cooperatives (NAHC) \$1,300.

Staff Events – (No change from 2020 budget of \$6,500). Even though staff may not conduct events in the same manner as in previous years, it is critically important to find creative ways to engage staff and keep morale high during these unprecedented times.

GREENBELT HOMES, INC.

2021 BUDGET

ADMINISTRATION/BOARD/MEMBER EXPENSE NARRATIVE (cont.)

Board/Audit/Committees – (Decreased from 2020 budget of \$53,120 to \$40,580). Architectural Review Committee decreased from \$1,050 to \$700; Audit Committee \$7,500; Bicycle Committee \$1,375; Communications Committee decreased from \$600 to \$250; Companion Animal increased from \$470 to \$710; Member Outreach remains \$4,000; Nominations and Elections increased from \$1,650 to \$1,705; Woodlands \$2,100; stipends for Board and Audit Committee \$19,340; Board strategic planning and training decreased from \$5,000 to \$1,500; stipend for staff meals when attending evening meetings \$1,400.

Member Expenses – (Decreased from 2020 budget of \$12,000 to \$7,500). This line item consists of the annual meeting \$6,000; News Review ads \$1,500.

Utilities – (Decreased from 2020 budget of \$32,000 to \$26,000). This item includes heat, electricity and water for the office buildings and assumes the full year benefit from the power purchase agreement.

Personal Property Taxes – (No change from 2020 budget of \$4,500).

Depreciation – (Increased from 2020 budget of \$12,050 to \$20,800). This item reflects additional depreciation for computer upgrades, capitalized costs associated with fully integrated property management and maintenance system.

Other – (No change from 2020 budget of \$7,850). This item includes fees to professional organizations to maintain staff designations and professional relationships, bank service charges and a corporate membership to the Greenbelt Aquatic Center to be shared by GHI staff.

Information Technology Services – (Increased from 2020 budget of \$59,800 to \$92,050). This item includes outsourced support, maintenance and remote backup services for computer software including MicroMain and Jenark (final year for both), nine months of a new fully integrated property management and maintenance system, a human resources information system and web hosting.

GREENBELT HOMES, INC.  
2021 BUDGET  
ADMINISTRATION/BOARD/MEMBERSHIP EXPENSE SUMMARY

Schedule E

	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	% Change
<b>EXPENSES</b>				
Payroll-Administration	\$ 838,700	\$ 839,970	\$ 840,790	0.1%
Fringe benefits	227,288	267,710	241,030	-10.0%
Office equipment/supplies/postage	39,000	37,700	35,500	-5.8%
Copier expense	16,000	14,900	15,250	2.3%
Telephone & email	24,600	23,800	23,800	0.0%
Hiring and training	21,000	28,000	25,500	-8.9%
Temp & professional help	34,500	33,500	31,900	-4.8%
Legal	36,000	40,000	35,000	-12.5%
Audit	18,500	19,425	19,000	-2.2%
Association dues & conferences	2,500	2,500	2,500	0.0%
Staff events	6,500	6,500	6,500	0.0%
Board/Audit/Committees	10,000	53,120	40,580	-23.6%
Member expenses	11,000	12,000	7,500	-37.5%
Utilities	25,300	32,000	26,000	-18.8%
Personal property taxes	4,420	4,500	4,500	0.0%
Depreciation	15,400	12,050	20,800	72.6%
Other	6,750	7,850	7,850	0.0%
Information technology services	62,000	59,800	92,050	53.9%
<b>Total Administration</b>	<b><u>\$ 1,399,458</u></b>	<b><u>\$ 1,495,325</u></b>	<b><u>\$ 1,476,050</u></b>	<b>-1.3%</b>

Schedule E (continued)

	Increase 1.5%	Increase 2.0%	Increase 2.5%	Increase 3.0%	Increase 3.5%	Increase 4.0%
<b>EXPENSES</b>						
Payroll-Administration	\$ 853,400	\$ 857,610	\$ 861,810	\$ 866,010	\$ 870,220	\$ 874,420
Fringe benefits	242,510	243,010	243,500	243,990	244,480	244,980
Office equipment/supplies/postage	35,500	35,500	35,500	35,500	35,500	35,500
Copier expense	15,250	15,250	15,250	15,250	15,250	15,250
Telephone & email	23,800	23,800	23,800	23,800	23,800	23,800
Hiring and training	25,500	25,500	25,500	25,500	25,500	25,500
Temp & professional help	31,900	31,900	31,900	31,900	31,900	31,900
Legal	35,000	35,000	35,000	35,000	35,000	35,000
Audit	19,000	19,000	19,000	19,000	19,000	19,000
Association dues & conferences	2,500	2,500	2,500	2,500	2,500	2,500
Staff events	6,500	6,500	6,500	6,500	6,500	6,500
Board/Audit/Committees	40,580	40,580	40,580	40,580	40,580	40,580
Member expenses	7,500	7,500	7,500	7,500	7,500	7,500
Utilities	26,000	26,000	26,000	26,000	26,000	26,000
Personal property taxes	4,500	4,500	4,500	4,500	4,500	4,500
Depreciation	20,800	20,800	20,800	20,800	20,800	20,800
Other	7,850	7,850	7,850	7,850	7,850	7,850
Information technology services	92,050	92,050	92,050	92,050	92,050	92,050
<b>Total Administration</b>	<b>\$ 1,490,140</b>	<b>\$ 1,494,850</b>	<b>\$ 1,499,540</b>	<b>\$ 1,504,230</b>	<b>\$ 1,508,930</b>	<b>\$ 1,513,630</b>
	-0.3%	0.0%	0.3%	0.6%	0.9%	1.2%



GREENBELT HOMES, INC.  
2021 BUDGET  
ROUTINE MAINTENANCE & IMPROVEMENTS EXPENSE SUMMARY

	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	Schedule F % Change
Payroll - maintenance	\$ 1,829,250	\$ 1,896,600	\$ 1,875,800	-1.1%
Fringe benefits	691,460	718,100	718,900	0.1%
Materials	245,000	255,000	264,300	3.6%
Subtotal	<u>2,765,710</u>	<u>2,869,700</u>	<u>2,859,000</u>	-0.4%
Contract work	<u>645,000</u>	<u>687,450</u>	<u>647,350</u>	-5.8%
Vehicle expense	103,500	110,000	110,000	0.0%
Dumpsters	40,000	39,000	45,000	15.4%
Uniforms	17,000	17,000	17,000	0.0%
Sub-meter court lighting	14,200	8,800	14,700	67.0%
Depreciation	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>	0.0%
Total Maintenance	<u>\$ 3,601,310</u>	<u>\$ 3,747,850</u>	<u>\$ 3,708,950</u>	-1.0%

	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	Schedule F-1 % Change
<u>FRAME HOMES</u>				
Total frame expenses	<u>\$ 2,232,812</u>	<u>\$ 2,287,267</u>	<u>\$ 2,263,873</u>	-1.0%
<u>MASONRY HOMES</u>				
Total masonry expenses	<u>1,303,674</u>	<u>1,390,282</u>	<u>1,372,652</u>	-1.3%
<u>LARGER HOMES</u>				
Total larger homes expenses	<u>64,824</u>	<u>70,301</u>	<u>72,425</u>	3.0%
Total Maintenance	<u>\$ 3,601,310</u>	<u>\$ 3,747,850</u>	<u>\$ 3,708,950</u>	-1.0%

Schedule F (continued)

	<u>Increase 1.5%</u>	<u>Increase 2.0%</u>	<u>Increase 2.5%</u>	<u>Increase 3.0%</u>	<u>Increase 3.5%</u>	<u>Increase 4.0%</u>
Payroll - maintenance	\$ 1,904,000	\$ 1,913,400	\$ 1,922,700	\$ 1,932,100	\$ 1,941,500	\$ 1,950,900
Fringe benefits	721,000	721,700	722,400	723,100	723,800	724,500
Materials	264,300	264,300	264,300	264,300	264,300	264,300
Subtotal	<u>2,889,300</u>	<u>2,899,400</u>	<u>2,909,400</u>	<u>2,919,500</u>	<u>2,929,600</u>	<u>2,939,700</u>
Contract work	647,350	647,350	647,350	647,350	647,350	647,350
Vehicle expense	110,000	110,000	110,000	110,000	110,000	110,000
Dumpsters	45,000	45,000	45,000	45,000	45,000	45,000
Uniforms	17,000	17,000	17,000	17,000	17,000	17,000
Sub-meter court lighting	14,700	14,700	14,700	14,700	14,700	14,700
Depreciation	15,900	15,900	15,900	15,900	15,900	15,900
<b>Total Maintenance</b>	<u><u>\$ 3,739,250</u></u>	<u><u>\$ 3,749,350</u></u>	<u><u>\$ 3,759,350</u></u>	<u><u>\$ 3,769,450</u></u>	<u><u>\$ 3,779,550</u></u>	<u><u>\$ 3,789,650</u></u>
	-0.2%	0.0%	0.3%	0.6%	0.8%	1.1%

Schedule F-1 (continued)

	<u>Increase 1.5%</u>	<u>Increase 2.0%</u>	<u>Increase 2.5%</u>	<u>Increase 3.0%</u>	<u>Increase 3.5%</u>	<u>Increase 4.0%</u>
<b><u>FRAME HOMES</u></b>						
Total frame expenses	<u>\$ 2,282,659</u>	<u>\$ 2,288,921</u>	<u>\$ 2,295,121</u>	<u>\$ 2,301,383</u>	<u>\$ 2,307,645</u>	<u>\$ 2,313,907</u>
	-0.2%	0.1%	0.3%	0.6%	0.9%	1.2%
<b><u>MASONRY HOMES</u></b>						
Total masonry expenses	<u>1,383,621</u>	<u>1,387,277</u>	<u>1,390,897</u>	<u>1,394,553</u>	<u>1,398,210</u>	<u>1,401,866</u>
	-0.5%	-0.2%	0.0%	0.3%	0.6%	0.8%
<b><u>LARGER HOMES</u></b>						
Total larger homes expenses	<u>72,970</u>	<u>73,152</u>	<u>73,332</u>	<u>73,514</u>	<u>73,696</u>	<u>73,877</u>
	3.8%	4.1%	4.3%	4.6%	4.8%	5.1%
<b>Total Maintenance</b>	<u><u>\$ 3,739,250</u></u>	<u><u>\$ 3,749,350</u></u>	<u><u>\$ 3,759,350</u></u>	<u><u>\$ 3,769,450</u></u>	<u><u>\$ 3,779,551</u></u>	<u><u>\$ 3,789,650</u></u>

GREENBELT HOMES, INC.  
2021 BUDGET  
PROPOSED CONTRACTS (ROUTINE MAINTENANCE)

	Budget 2020	Budget 2021	% Change
<b>Maintenance - Contract Work (Schedule F, Line 4)</b>			
Asbestos tile removal (masonry homes)	\$ 2,000	\$ 2,000	0.0%
Bathtub reglazing (40)	18,000	20,000	11.1%
Fire & burglar alarm system monitoring & repairs	1,800	1,800	0.0%
Fire extinguisher servicing (administration building)	650	650	0.0%
Fee for service contracted work	26,000	36,200	39.2%
Gutter cleaning (Spring and Fall)	60,000	62,000	3.3%
Installation of security system admin. building	80,000	-	-100.0%
Janitorial services (administration building)	23,000	25,945	12.8%
Landscape maintenance	67,000	65,955	-1.6%
Parking lot repairs (minor repairs)	40,000	40,000	0.0%
Pest extermination	36,000	40,000	11.1%
Power cleaning of storm mains	5,000	5,000	0.0%
Repairs HVAC units at larger homes	5,000	8,000	60.0%
Repairs to exterior walls of masonry homes	75,000	75,000	0.0%
Structural repairs to 53-D Ridge, 15-M Laurel Hill, 17 Ridge	-	44,800	N/A
Swale/drainage improvements	50,000	50,000	0.0%
Asbestos removal in crawlspace of frame units (2020 - 4 pilot buildings)	38,000	-	-100.0%
Tree maintenance & fertilization	160,000	170,000	6.3%
<b>Total</b>	<b>\$ 687,450</b>	<b>\$ 647,350</b>	<b>-5.8%</b>

GREENBELT HOMES, INC.  
2021 BUDGET  
HOMES IMPROVEMENT PROGRAM - CRAWLSPACE IMPROVEMENTS

Schedule G

Crawlspace Improvements	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	% Change
Payroll - crawlspace improvements	\$ 154,870	\$ 1,050	\$ 1,150	9.5%
Fringe benefits	54,200	370	400	8.1%
Subtotal	<u>209,070</u>	<u>1,420</u>	<u>1,550</u>	9.2%
Contract work	15,600	15,600	24,800	59.0%
Total crawlspace improvements	<u>\$ 224,670</u>	<u>\$ 17,020</u>	<u>\$ 26,350</u>	54.8%

Schedule G-1

Crawlspace Improvements by Homes Group	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	% Change
<b><u>FRAME HOMES</u></b>				
Total crawlspace improvements - Frame	\$ -	\$ -	\$ 17,850	N/A
<b><u>MASONRY HOMES</u></b>				
Total crawlspace improvements - Masonry	<u>224,670</u>	<u>17,020</u>	<u>8,500</u>	-50.1%
Total crawlspace improvements	<u>\$ 224,670</u>	<u>\$ 17,020</u>	<u>\$ 26,350</u>	54.8%

GREENBELT HOMES, INC.  
2021 BUDGET  
RESERVES - HOMES IMPROVEMENT PROGRAM

<u>Replacement reserve expenditures related to the Homes Improvement Program</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
1) Staff costs	\$ 102,380	\$ 6,840	-93.3%
2) Contracts			
Window replacement (masonry units)	342,680	201,525	-41.2%
Siding replacement (frame units)	621,950	124,620	-80.0%
Siding replacement (masonry units)	-	50,240	N/A
Window replacement	568,680	-	-100.0%
Door replacement	196,030	-	-100.0%
Door replacement	334,700	-	-100.0%
Baseboard replacement	266,010	-	-100.0%
Total HIP contract expenditures & staff costs	<u>\$ 2,432,430</u>	<u>\$ 383,225</u>	-84.2%
Total replacement reserve and HIP expenditures	<u>\$ 3,421,905</u>	<u>\$ 1,595,275</u>	
 <u>Addition maintenance reserve expenditures related to the Homes Improvement Program</u>			
1) Staff costs	\$ 5,480	\$ 430	-92.2%
2) Contracts			
Siding replacement	65,740	68,385	4.0%
Window replacement	49,080	-	-100.0%
Door replacement (covered by AMP)	31,815	-	-100.0%
Baseboard heaters	3,435	-	-100.0%
Total HIP contract expenditures-additions w/staff	<u>\$ 155,550</u>	<u>\$ 68,815</u>	-55.8%
Total addition maint. reserve and HIP addition maint. expend.	<u>\$ 183,160</u>	<u>\$ 97,685</u>	

**GREENBELT HOMES, INC.**  
**2021 BUDGET**  
**RESERVES**

The 2021 budget will continue to fund the reserves as set forth in the 1987 policy adopted by the Board of Directors. Schedule I illustrates the activity taking place in the reserves during the Homes Improvement Program. Suggested Replacement Reserve expenditures detailed below are categorized based on the August 2018 Reserve study and adjusted to date.

In 1987, the Board adopted the goal of having the total Contingency Reserve equal to 10% of the operating budget. In 1993 the Board voted to maintain the Contingency Reserve balance of the 29 larger homes at 35% of their portion of the operating budget.

**Suggested Replacement Reserve Expenditures:**

	2020 Budget	Proposed 2021 Budget	%
<b>1) In House</b>			
a) Baseboard heaters	\$ 3,400	\$ 3,800	11.8%
b) Ceiling heaters	15,315	18,030	-17.7%
c) Frame porch decks	3,855	7,610	97.4%
d) Water heaters replacements	87,715	70,860	-19.2%
e) Masonry porch roofs	1,760	6,360	>100.0%
f) Underground utility yard restorations	10,770	10,620	-1.4%
g) Sump pumps	13,705	17,740	29.4%
Subtotal	136,520	135,020	-1.1%
<b>2) Contracts</b>			
a) Underground sewer replacement	290,000	290,000	0.0%
b) Technical evaluation - supply waste pipes	61,500	-	-100.0%
c) Purchase one van	-	45,000	N/A
d) Sidewalk replacement	50,000	53,830	7.7%
e) Replace roof-top HVAC units for admin building	180,000	-	-100.0%
f) Replace roofs on frame homes (64)	165,120	165,360	0.1%
g) Replace air conditioning in larger homes (4)	9,600	-	-100.0%
h) Repair retaining wall @ 2 Plateau	80,000	105,500	31.9%
i) Playground upgrade w/City (GHI portion @ 25%)	16,735	16,735	0.0%
j) Replace roofs on rental garages (14)	-	12,150	N/A
k) Replace roofs on attached garages (9)	-	18,070	N/A
l) Replace garage doors @ masonry homes (8)	-	6,950	N/A
m) Replace windows in larger homes (29)	-	226,285	N/A
n) Replace doors in larger single family homes (2)	-	9,770	N/A
o) Replace siding on larger homes (29)	-	82,380	N/A
p) Parking lot construction	-	45,000	N/A
Subtotal	852,955	1,077,030	26.3%
Total suggested replacement reserve expenditures	\$ 989,475	\$ 1,212,050	22.5%

**Suggested addition maintenance reserve expenditures:**

	2020 Budget	Proposed 2021 Budget	%
<b>1) In House</b>	\$ 7,610	\$ 8,870	16.6%
<b>2) Contracts (roof replacements)</b>	20,000	20,000	0.0%
Total suggested addition maintenance expenditures	\$ 27,610	\$ 28,870	4.6%

**MAJOR MAINTENANCE, REPLACEMENT AND IMPROVEMENT PROGRAMS**

2021	2022	2023	2024	2025	Through 2030
			Air Condensing Units for Larger Homes (RR)		Air Condensing Units for Larger Homes (RR)
Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	
		Roofs for Block Homes (RR)	Roofs for Block Homes (RR)	Roofs for Block Homes (RR)	Roofs for Block Homes (RR)
Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)
					Electric wiring Masonry and Frame Homes (RR)
					Water/waste piping for Masonry and Frame Homes (RR)
Windows & Doors Larger Single-Family Homes					
Masonry Garage Doors					
<b>Forecast Replacements for Homes Improvement Program 2021</b>					
Baseboard heaters for frame & masonry homes (RR)					
Doors & Windows for Frame & Masonry Homes (RR)					
Vinyl Siding Replacements for Frame Homes (RR)					
Vinyl Siding Replacement for Masonry Homes (RR)					
<b>The following programs occur annually from 2021 through 2030</b>					
Replacement of porch decks for frame homes (RR)					
Water heater replacement (RR)					
Replacement of ceiling heaters (RR)					
Replacement of porch roofs for masonry homes (RR)					
Replacement of crawlspace sump pumps (RR)					
Underground sewer pipe replacement (RR)					
Swale/drainage improvements					
Sidewalk repair (RR)					
Parking lot reconstruction (RR); parking lot repairs, sealing and striping					
Replacement of retaining walls					
Crawlspace inspections of masonry and frame homes					
Gutter cleaning (Spring and Fall)					
Bathtub re-glazing					
Tree maintenance					
Pest and animal control					

(RR) - Program funded through the Replacement Reserve.

## GREENBELT HOMES, INC.

## 2021 BUDGET

## ANALYSIS OF REPLACEMENT, ADDITION MAINTENANCE &amp; CONTINGENCY RESERVES

Schedule I

	(1) Beginning Balance 12/31/2019	(2) 2020 Budgeted Collections	(3) 2020 Projected Expenditures	(4) Projected Balance 12/31/2020	(5) 2021 Budgeted Collections	(6) 2021 Budgeted Expenditures	(7) Projected Balance 12/31/2021
<b>Frame Homes</b>							
Contingency	\$ -			\$ -			\$ -
Interest		\$ 69,400			\$ 59,712		
Replacement HIP			(1,822,034)			\$ (127,234)	
Replacement (routine)	5,307,342	1,090,999	\$ (691,281)	3,954,426	1,128,093	(640,404)	4,374,593
	<u>5,307,342</u>	<u>1,160,399</u>	<u>(2,513,315)</u>	<u>3,954,426</u>	<u>1,187,805</u>	<u>(767,638)</u>	<u>4,374,593</u>
<i>DMA report balance targets</i>	<i>4,444,922</i>			<i>3,262,730</i>			<i>3,822,920</i>
<b>Masonry Homes</b>							
Contingency	366,765	104,226		470,991			470,991
Interest		25,740			\$ 25,177		
Replacement HIP			(710,086)			(255,991)	
Replacement (routine)	1,767,237	844,585	(260,143)	1,667,333	880,902	(242,703)	2,074,718
	<u>2,134,002</u>	<u>974,551</u>	<u>(970,229)</u>	<u>2,138,324</u>	<u>906,079</u>	<u>(498,694)</u>	<u>2,545,709</u>
<i>DMA report balance targets</i>	<i>1,392,603</i>			<i>1,058,870</i>			<i>1,612,158</i>
<b>Larger Homes</b>							
Contingency	58,514			58,514			58,514
Interest		4,940			\$ 4,488		
Replacement HIP			-			-	
Replacement (routine)	293,853	36,472	(38,051)	297,214	38,733	(328,943)	11,492
	<u>352,367</u>	<u>41,412</u>	<u>(38,051)</u>	<u>355,728</u>	<u>43,221</u>	<u>(328,943)</u>	<u>70,006</u>
<i>DMA report balance targets</i>	<i>242,623</i>			<i>248,212</i>			<i>61,442</i>
<b>Summary</b>							
Contingency	425,279	104,226	-	529,505	-	-	529,505
Interest		100,080			89,376		89,376
Replacement HIP			(2,532,120)			(383,225)	
Replacement (routine)	7,368,432	1,972,056	(989,475)	5,918,973	2,047,728	(1,212,050)	6,460,803
	<u>\$ 7,793,711</u>	<u>\$ 2,176,362</u>	<u>\$ (3,521,595)</u>	<u>\$ 6,448,478</u>	<u>\$ 2,137,105</u>	<u>\$ (1,595,275)</u>	<u>\$ 7,079,684</u>
<b>Additions</b>							
Interest		\$ 15,880			\$ 19,786		
Replacement HIP			\$ (155,550)			\$ (68,815)	
Replacement (routine)	\$ 1,280,206	197,421	\$ (27,610)	\$ 1,310,347	200,970	\$ (28,870)	\$ 1,433,418
	<u>\$ 1,280,206</u>	<u>\$ 213,301</u>	<u>\$ (183,160)</u>	<u>\$ 1,310,347</u>	<u>\$ 220,756</u>	<u>\$ (97,685)</u>	<u>\$ 1,433,418</u>
<i>DMA report balance targets</i>	<i>785,607</i>			<i>974,690</i>			<i>1,172,031</i>



**GREENBELT HOMES, INC.**

**ADMINISTRATIVE POLICY**

**REASONABLE ACCOMMODATION POLICY**

Adopted by the Board of Directors as of November, XX, 2020

Greenbelt Homes, Inc. (the "Corporation") has certain obligations under the Fair Housing laws of the United States and the State of Maryland. These obligations include reasonable accommodations in rules, policies, practices or services, and allowing for reasonable modifications to be made when such accommodations and modifications are necessary to afford a person with a disability equal opportunity to use and enjoy his or her dwelling units and the Corporation's property. The Board of Directors (the "Board") believes it to be in the best interest of the Corporation to create certain guidelines or procedures to facilitate the process by which members and residents of the Corporation may request modifications to the Corporation's property and dwelling units, or accommodations in the rules, regulations, policies, or services provided by and through the Corporation to accommodate a disability and for the Board to evaluate, respond to, and implement such a request.

The following policies and procedures are hereby adopted:

1. **Purpose.** This policy provides procedures for Corporation members, residents, prospective residents and other affected individuals who require such an accommodation or modification to initiate a request and for the Board to evaluate, respond, and implement appropriate action on the request.

2. **Definitions.** Unless otherwise provided by applicable law, the following definitions are applicable to this Policy:

A. **Handicap or Disability.** "Handicap" or "disability" means (1) a physical or mental impairment, which substantially limits one or more of such a person's major life activities, (2) a record of having such impairment, or (3) being regarded as having such an impairment, but such term does not include illegal use of or addiction to a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. § 802)).

B. **Reasonable Accommodation.** "Reasonable accommodation" means changing a rule, policy, procedure or practice that is generally applicable to everyone so as to make its burden less onerous on the disabled individual. It is impossible to determine in advance what, if any, reasonable accommodation is required for any particular situation, since whether an accommodation is "reasonable" is determined by an examination of the facts of the particular circumstances.

C. Reasonable Modification. "Reasonable modification" means a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to common and public use areas. It is impossible to determine in advance what, if any, reasonable modification is required for any particular situation, since whether a modification is "reasonable" is determined by an examination of the facts of the particular circumstances.

3. Requests for Reasonable Accommodations and/or Modification.

A. Place. All requests for accommodation and/or modification must be made in writing and delivered to the General Manager of the Corporation. The General Manager shall log all requests for modifications or accommodations, whether written or oral, made by a resident or prospective resident. The Manager may put any oral requests in writing and ask the requesting party to initial or otherwise confirm the written request.

B. Contents. The request for an accommodation and/or modification must include the following:

1. Name of requesting party.
2. Contact address and phone number.
3. The nature of the disability and whether it is permanent or temporary; with supporting documentation, including a certification from a medical professional.
4. Describe the problem that the disability is causing under which rule, policy, practice, or service of the Corporation.
5. Describe the proposed remedy.
  - a. If the request pertains to parking, provide the following additional information: The desired location of the disabled parking space and verification of a DMV issued disabled tag.

A request for modification must include plans for the proposed modification, along with the name of the contractor being proposed to complete the requested work and proof that the contractor is licensed and bonded.

The form attached as Exhibit A may be used by the requesting party to meet the requirements of # 3, 4, and/or 5.

4. Consideration of Requests:

A. The General Manager will acknowledge receipt of the request. The Board will review the request at its next scheduled meeting. If the need is urgent, the Board may convene a special meeting. A copy of the request may be forwarded to the Corporation's legal counsel. The requesting party or a designee is invited to attend the Board meeting at which the request will be discussed.

B. The Manager will notify the requesting party as to the Board's decision. If the request for accommodation is granted, the General Manager will make necessary arrangements for the implementation of the request.

C. All costs associated with making reasonable modifications are the responsibility of the requesting party. In addition, the requesting party is responsible for securing all permits associated with the work and must agree to indemnify and hold harmless the Corporation for any physical or structural damages incurred by any person while the work is being performed. Depending upon the location and nature of the modification, an agreement may need to be reached regarding responsibility for maintenance of the requested modification and charges associated therewith. Depending upon the modification requested, the requesting party may need to agree to return the modified premises to its original condition upon transfer of the membership shares or vacation of the property by the requesting party at that party's expense.

D. In the event that the Board does not approve the request in whole or in part, the Board, acting through the President or the President's designee, will communicate with the requesting party in an attempt to resolve the matter in some other manner than requested that still effects the purposes of the Fair Housing Act.

**EXHIBIT A**

**See attached Disability Accommodation Information Request Form**

**DISABILITY ACCOMMODATION INFORMATION REQUEST**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

HEALTH CARE PROVIDER'S NAME

ADDRESS

FROM: Greenbelt Homes, Inc. ("Corporation")

Resident's Name \_\_\_\_\_

Address \_\_\_\_\_

The resident named above ("Resident") has asked the Corporation to provide an accommodation because of his/her disability as follows (description of requested accommodation): \_\_\_\_\_

Under federal law, if a disabled resident requests a reasonable accommodation because of his/her disability, we must consider the request. To do this, we must verify that the individual qualifies as disabled under federal law and that the requested accommodation is reasonable. You can assist us by answering the questions on this form and returning it to us in the stamped, self-addressed envelope enclosed for this purpose. The Resident's consent to this release of information is set forth below.

**DEFINITION OF "DISABLED"**

Under federal law, an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, developmental disabilities, emotional illness, drug addiction, and alcoholism. This definition doesn't include any individual who is a drug addict and is currently using illegal drugs, or an alcoholic who poses a direct threat to property or safety because of alcohol use.

**INFORMATION REQUESTED**

1. Is the Resident disabled, as defined above?  Yes  No
2. In your professional opinion, is the requested accommodation necessary for the Resident to have the same opportunity that a non-disabled individual would have to use and enjoy the Resident's living quarters?  
 Yes  No
3. If you answered "Yes" to question number 1, can the Resident's condition be otherwise treated to prevent substantial limits on any of his/her major life activities? If so, please describe treatment.

Name & Title of Person Supplying Information \_\_\_\_\_

Firm/Organization \_\_\_\_\_

Would you be willing to testify in any court action or other proceeding as to the Resident's need for the requested accommodation?  
 Yes  No

**HEALTH CARE PROVIDER'S SIGNATURE** \_\_\_\_\_

MEDICAL LICENSE # (IF PHYSICIAN) \_\_\_\_\_

**RELEASE**

**TO THE RESIDENT:**

YOU DO NOT HAVE TO SIGN THIS FORM IF THE NAME OR ADDRESS OF EITHER THE CORPORATION OR THE HEALTH CARE PROVIDER IS LEFT BLANK.

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require the Corporation named above to verify information that is up to five years old, which would be authorized by me on a separate consent, attached to a copy of this consent.

RESIDENT'S SIGNATURE

DATE



**Greenbelt Homes Inc.**

A COMMUNITY FOR PEOPLE WHO VALUE COMMUNITY

## **The GHI Court Communicator Program**

***The role of the Court Communicator is to facilitate communication, encourage cooperative spirit and community, and coordinate activities within a court or group of courts***

**Qualifications:** Friendly person who is interested in meeting neighbors, fostering community within the court, and keeping neighbors informed about events and information pertaining to GHI.

**Activities:** The following is a list of recommended activities for you as a Court Communicator. It is not meant to be all-inclusive, and Court Communicators are encouraged to be creative in their approach:

- Welcome new members to a court
- Foster community building through encouraging court activities or multi-court activities (picnics, common area clean-ups, etc.)
- Encourage communication within the court through creation of a court roster, email list, or other means.
- Bring general and mutual court concerns to the attention of GHI staff (e.g., lack of lighting, cracked asphalt, low water pressure).
- Bring to court members' attention items of interest and importance that they may have missed.
- Make sure court members have up-to-date contact information for GHI and City trash and recycling and emergency services.

This position is a Board appointment reviewed by the Member Outreach Committee and will be for a two-year term. This appointment is not to be used as an intermediary for an individual's personal concerns or complaints. It is still a member's responsibility to communicate directly with the appropriate GHI staff or other entity regarding individual concerns. The Court Communicator may, however, make sure a member knows the correct procedure and person to contact.

This position in no way carries authority or "policing" responsibility.

Please fill out the attached application and turn it into \_\_\_\_\_ in the GHI Main Office or email to [MemberOutreach@gmail.com](mailto:MemberOutreach@gmail.com).



**Greenbelt Homes Inc.**  
A COMMUNITY FOR PEOPLE WHO VALUE COMMUNITY

**GHI Court Communicator Application**

**Name:**

**Street Address:**

**Telephone Number:**

**Email Address:**

**Why are you interested in being a Court Communicator?**

**How would you engage with your court as Court Communicator? What activities would you be interested in doing or what ideas do you have?**

**Would you be willing to be a Court Communicator for one or more adjoining courts if there is a shortage of applicants?**

Yes  No

**Would you be willing to be a co-Court Communicator if there is more than one applicant for your court?**

Yes  No

**Other Comments/Suggestions:**

# The GHI Court Communicator Program

## *Proposed Program Implementation*

**Goals of the Program:** We envision the GHI Court Communicator program as a way to foster communication, improve community engagement and sense of belonging, and to engage more members in an active role in the co-op (i.e., a volunteer pipeline)

**Program administration:** The Court Communicator program will be run by the Member Outreach Committee.

**Outreach:** We will spread the word through GHI e-news, unofficial and official GHI Facebook group, and other avenues.

**Timeline:** After Board approval, we will allow for approximately 4-6 weeks for initial applications, another month for decision making, and then we will hold an orientation/training. The goal is to be able to be up and running for an orientation by Winter or Spring 2021. After that, we'll continue to get applications on a rolling basis for courts without communicators, by publishing a list in the GHI E-News periodically.

### **Decision-making:**

- Member Outreach Committee gets to decide who is chosen.
- Consider prioritizing and reaching out to people who aren't on another committee or the Board, in order to help get new people involved.
- If two people apply from same court, we will have a conversation with them about sharing the role.
- We withhold the right to refuse an applicant.
- We also withhold the right to remove someone from the position. If there are problem/issues – we would talk to the person and try to address the problem, if that doesn't work, then we can remove them from this position.

**Orientation:** The Member Outreach Committee will hold an orientation for all new Court Communicators. During this orientation we will thank them for volunteering, explain what is and is NOT involved in the role, and give some specific ideas about how they can get started as Court Communicator.

**Continued communication:** We want to let the Court Communicators meet each other and talk to each other and share ideas on an ongoing basis. To that end, we'd like to create an email list or Facebook group to allow for member-to-member communication.

**Tenure:** Court Communicators will serve in the role for two years. After that, we will likely encourage Court Communicators to turn the role over to someone else, or ask someone to co-lead with them.

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

**2020 Legislative Session**

Bill No. CB-78-2020

Chapter No. \_\_\_\_\_

Proposed and Presented by Council Member Ivey

Introduced by Council Members Ivey, Turner, Anderson-Walker, Davis, Dernoga, Glaros,  
Franklin, Harrison, Hawkins, Streeter and Taveras

Date of Introduction October 20, 2020

**BILL**

1 AN ACT concerning  
2 Limiting the amount of a rent increase that may be assessed after the Adoption of CB-16-  
3 2020, which Prohibited Certain Acts During the COVID-19 Public Health Crisis.  
4 For the purpose of amending the Landlord-Tenant Code to limit a landlord's ability to increase  
5 rent for certain tenants above a certain amount; providing that existing obligations or contract  
6 rights may not be impaired by this Act; and generally relating to rent increases.

7 BY repealing and reenacting with amendments:

8 **SUBTITLE 13. HOUSING AND PROPERTY**  
9 **STANDARDS.**

10 Sections 13-139, 13-140 and 13-142,  
11 The Prince George's County Code  
12 (2019 Edition).

13 **SECTION 1. BE IT ENACTED** by the County Council of Prince George's County,  
14 Maryland, that Sections 13-139, 13-140 and 13-142 of the Prince George's County Code be and  
15 the same are hereby repealed and reenacted with the following amendments:

16 **SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.**  
17 **DIVISION 3. LANDLORD AND TENANT REGULATIONS.**  
18 **SUBDIVISION 1. GENERAL PROVISIONS.**

19 \* \* \* \* \*

20 **Sec. 13-139. Rent Increases-Limitations and Late Fees or Penalties During Certain**  
21 **Emergencies -Prohibited.**



1 (a) From the date of adoption, a landlord shall not: [During an emergency, a landlord shall  
2 not increase rent for a tenant with substantial loss of income nor impose late fees or  
3 penalties for any tenant if the rent increase would take effect during an emergency as  
4 defined in Sec. 13-138 (14) of this Subtitle and within 90 days after the expiration of an  
5 emergency; or]

6 (1) increase rent in an amount that exceeds two-point six percent (2.6%) per annum  
7 of the existing rent amount for any tenant not suffering a loss of income because of  
8 the emergency; or

9 (2) increase rent for a tenant with substantial loss of income.

10 (b) A landlord shall not issue notice of a rent increase, late fees or penalties during an  
11 emergency and within 90 days after the expiration of an emergency.

12 **Sec. 13-140. Notices of rent adjustments and Rent Payment Plans [-Required] During the**  
13 **Emergency.**

14 During an emergency, and within 90 days after the expiration of the emergency, a landlord:

15 (a) [During an emergency, and within 90 days after the expiration of the emergency, a  
16 landlord] shall not notify a tenant with substantial loss of income of a rent increase[.]; or

17 (b) [A landlord] shall inform a tenant with substantial loss of income in writing to  
18 disregard any notice of a rent increase if:

19 (1) the landlord provided the notice to the tenant with substantial loss of income prior  
20 to the emergency; and

21 (2) the effective date of the increase would occur on or after the date the emergency  
22 began; and

23 (c) may offer rent payment plans, in writing, to tenants with substantial loss of income.

24 \* \* \* \* \*

25 **Sec. 13-142. Notice of prohibition of certain rent increases, limitations on the rate of certain**  
26 **rent increases, late fees and penalties.**

27 (a) [The] Department of Housing and Community Development (DHCD) and Department  
28 of Permitting Inspection and Enforcement (DPIE) shall provide information about the  
29 requirements of this Subdivision [Section] on their respective websites, including the date that  
30 the emergency expires, and the date that is 90 days after the expiration of the emergency.

31 (b) [The] DHCD and DPIE shall [email and] post notice to license holders of the

1 prohibition of rent increases for a tenant that has not suffered a substantial loss of income as  
 2 defined in CB-16-2020 and CB-52-2020, evictions, late fees or penalties and the two-point six  
 3 percent (2.6%) per annum limit on rent increases for any tenant that has not suffered a substantial  
 4 loss of income, within 15 days of the enactment of this bill.

5 (c) The DPIE shall exercise the enforcement authority provided pursuant to Sec. 13-102 of  
 6 Subtitle 13 and Sec. 1-123 of Subtitle 1 of this Code;

- 7 (1) This enforcement authority shall include the authority to impose fines for
- 8 violations of the provisions of this subtitle, including:
- 9 (2) The authority to impose a penalty in the amount of \$500 for the first violation of
- 10 the provisions of Sec.13-139 through 13-142 of this Subtitle; and
- 11 (3) The authority to impose a penalty in the amount of \$1000 for any subsequent
- 12 violation of the provisions of Sec.13-139 through 13-142 of this Subtitle; and
- 13 (4) Any penalty collected shall be distributed to the general fund.

14 SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby  
 15 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,  
 16 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of  
 17 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining  
 18 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this  
 19 Act, since the same would have been enacted without the incorporation in this Act of any such  
 20 invalid or unconstitutional word, phrase, clause, sentence, paragraph, subparagraph, subsection,  
 21 or section.

22 SECTION 3. BE IT FURTHER ENACTED that a presently existing obligation or contract  
 23 right may not be impaired by this Act.

24 SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)  
 25 calendar days after it becomes law.

26  
 27  
 28  
 29  
 30  
 31

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND**

BY: \_\_\_\_\_  
Todd M. Turner  
Council Chair

ATTEST:

\_\_\_\_\_  
Donna J. Brown  
Clerk of the Council

APPROVED:

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Angela D. Alsobrooks  
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks \*\*\* indicate intervening existing Code provisions that remain unchanged.

# CITY OF GREENBELT, MARYLAND

25 CRESCENT ROAD, GREENBELT, MD 20770



October 15, 2020

Mr. Paul C. Smedberg, Chair  
Washington Metropolitan Area Transit Authority  
600 5<sup>th</sup> Street, N.W.  
Washington, DC 20001

**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

Re: Proposed FY 21 WMATA Metro Service and Budget Changes

Dear Mr. Smedberg:

The Greenbelt City Council has reviewed the proposed service reductions/eliminations for Metrorail and Metrobus, and while it understands that these are unprecedented times presenting financial challenges for all, the Council cannot support the proposed service changes. Specifically, service changes that result in early closure of Metrorail and Metrobus, elimination of entire bus lines (i.e., B30), elimination of an entire day of service (i.e., Saturday service on the R12) and reduced hours of Metrobus service (i.e., Sunday service on the G12). Rather than eliminating Metrobus lines and/or weekend day service, the proposed changes should focus on service adjustments such as increasing headways as a means of retaining some portion of service where it has come to be relied on.

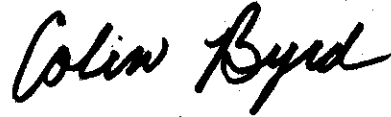
The City Council wants to reiterate its opposition to the elimination of the B30. The B30 bus provides the only direct bus service between Prince George's County and the BWI Thurgood Marshall Airport (the busiest airport in the region). It is the only convenient and cost-effective way to get from the DC Metro system to the BWI Airport via public transportation. Eliminating the B30 is not an equitable decision as National Airport has a metro station and Dulles in the future will also. This is an unfair and disrespectful elimination. The City Council urges WMATA to undertake efforts such as marketing, increased frequency and resumption of weekend service as a means of addressing the performance challenges that has plagued this line, rather than voting to eliminate this important regional service. The residents of Prince George's County deserve better.

The proposed service changes will have profound adverse impacts on our residents who rely on transit to reach jobs, schools, shopping, medical appointments and other business needs. During these challenging times, we need to be supporting our residents by providing the services they need and deserve to access jobs, economic and educational opportunities. Rather than eliminating service where it is needed, the City Council agrees with the Prince George's County Council that jurisdictional collaboration and innovative transit planning should be WMATA's focus during these challenging times.

**A NATIONAL HISTORIC LANDMARK**  
PHONE: (301) 474-8000 [www.greenbeltmd.gov](http://www.greenbeltmd.gov)

Thank you for the opportunity to comment. If you have any questions, please feel free to contact Terri Hruby, Director of Planning and Community Development, at (301)345-5417.

Sincerely,



Colin A. Byrd  
Mayor

cc: **City Council**  
**Nicole Ard, City Manager**

# 2019-2020 Strategic Action Plan

As of 10/29/2020

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmt	Staff	Comments on status	Status	
	Objective										
A. Buildings & Property	A.1. Complete HIP through 2020		A.1.a	Complete Year 4 of HIP; begin Year 5.	A	X		X	Year 5 is in progress.	Ongoing	
			A.1.b	Review Year 4 and make process improvements for final year of HIP.	A	X		X	Process improvements have been made.	complete	
			A.1.c	Revise HIP survey based on year 4 experience.	A			BLD	X	Survey form was revised.	complete
			A.1.d	Continue member education - continue E-Newsletter updates, town hall and info meetings.	A	X		BLD & COM	X	E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort. Three virtual meetings were held during the week beginning June 1, 2020.	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 on 10/7/20, the contractor notified GHI that he finally received a permit from Prince George's County to proceed with the project.	In process	
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X		X			Not started	

Item 10b. Attachment #11a

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 Maintain & protect buildings & grounds		A.3.a	Correct sandblasting and crack damage and repoint mortar joints on brick units.	A	X		X	Inspections were done. Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process
		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 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 and was returned to GHI's Manager on October 27, 2020 with stylistic changes. The letter will be finalized and sent to the WSSC Manager shortly.	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

Item 10b. Attachment #11a

Goal	2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
	Objective	#							
		A.3.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 this project - "Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland."	In process
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	On February 20, 2020, the Board approved the hiring of a consultant (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.  ETC began its evaluation of the pipe systems on May 18, 2020. Staff is awaiting the consultant's report.	In process
		A.3.h	Implement Admin complex security.	A	X	STF	X	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	In process



Item 10b. 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	Work Plan: Actions						
											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 has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed.	
			A.3.i	Implement Parkway apartment infrastructure improvement program.		A	X	Fin	X		The GDC Board accepted a capital improvements' plan that staff prepared in 2018. Cooling towers and heat exchangers for cooling towers and boilers were replaced this year. The Board requested the Finance Committee to recommend sources of financing for future planned improvements.	In process
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)		A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.		A	X	ZTF	X		The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt. The Board met with the City Council on July 20, 2020 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.		B	X		X		GHI and the City of Greenbelt signed a MOU.	complete
	A.5 Enhance and improve buildings and grounds		A.5.a	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.		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
Organizational	B.1 Develop long-range strategic plan		B.1.a	Develop a long-range plan for the GHI organization.		A	X	LRPC	X		The LRPC is working on this assignment.	In process

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.2 Improve operation of the Board		B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	X		A	X		X	An orientation work session was held on 6/30/2019. Staff facilitated a training program re: interpreting financial statements on 7/18/2019.	Ongoing
		B.2.b	Create understudy program for Board officers.	X		A	X		X		Not started
		B.3.a	Provide training for committee chairs.			A			X		Ongoing
B.3 Improve committee operation and promote member involvement		B.3.b	Increase participation in committees.		MOC	A			X		Ongoing
		B.3.c	Continue volunteer recognition program.		MOC	A	X		X	Volunteer recognition event was held on October 16, 2019.	Ongoing
		B.4.a	Plan for succession of General Manager.			A	X		X	The Board will meet with the Succession task force on November 18, 2020 to discuss a Sustainability and Transition Issues Report that the task force prepared.	In process
B.4 Prepare for succession of administrative staff		B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.			A	X			Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which 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.		RRTF	A	X			Task force established and work is progressing.	In process
B.5 Review and develop policies		B.5.b	Establish policy to define business relationship of GHI & GDC.			A	X		X	Task force was established and has begun work.	In process
		B.6.a	Review and update bylaws.			A	X			Need to address new acquisition of property/business opportunity clause.	Ongoing
B.7 Increase operational efficiency		B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management and knowledge transfer in scope.			A	X		X	Staff is currently working on this task.	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan Actions	Priority	Board	Cntr	Staff	Comments on status	Status
Goal	Objective								
C. Financial Stability		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 hopes to provide a report to the Board before the end of 2020.	In process
		B7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	A	X		X		Not started
	C.1 Increase revenue through business development.	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	A	X	LRPC	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that the Long-range planning Committee recommended. No member has yet applied to serve on the task force.	In process
	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

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									
D. External Communication	C.5 Explore other money saving opportunities	C.5.a	A. Explore whether GHI could derive more tangible material benefits from its National Cooperative Bank (NCB) stock. B. Investigate avoiding double taxation in real estate taxes. C. Explore holding equity of 10-40 percent in some member units.	B.	X	FIN & INVC	X			Not started
		D.1.a	Assign goal of attracting people to cooperative and community living to Communications Committee.	A	X	COM		Formerly a Marketing committee function before assignment to the COM by Board.	Ongoing	
		D.2.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	
E. Internal Communication	D.3 Be a leader in cooperative living & coops	D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC			GHI member Aaron Marcavitch served on the CCOC Commission. New member to be nominated.	In process
		E.1.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. Internal Communication	E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X		The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Complete
		E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X			Not started
		E.3.a	Consider hiring an information officer.	C	X	COM ITTF	X			Not started

2.5 Yr. Strategy	Goal	Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan	Work Plan: Actions	Priority	Board	Comte	Staff	Comments on status	Status	
Improved member access and communication.			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
			E.3.e	Improve GHI website per recommendations from membership survey.		A		COM	X			Not started
			E.4	Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members.		A	X	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. 2. Review GHI's Rules on fencing and recommend style changes. 3. Review GHI's rules for rain barrels and recommend aesthetic related amendments. 4. Review/Recommend exterior lighting proposed for use on Administration Building	Completed			X
<b>Bicycle Committee</b>	1. Order and install bicycle racks. 2. Participate in the City's Bike to Work Day in May 2019. 3. Host a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.	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. A booth was setup on May 17, 2019 to distribute bicycle materials. Completed			X

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
	7	Review ETL plumbing system report	Not started	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
<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



<b>GHI/GDC Bylaws, Relations Task Force</b>	2 Review unreserved operating fund and recommend Board action regarding available unreserved funds.	Finance Committee expected to discuss this matter for recommendation to the Board of Directors in November.	X
<b>Investment</b>	1 Draft a Charter for the task force	Awaiting meeting schedule.	X
<b>Legislative and Government Affairs</b>	2 Review GDC Bylaws	Awaiting meeting schedule.	X
	1 Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.	X
	2 Consider changes to investment policy	This item will be considered at the November committee meeting	X
<b>Long-Range Planning Committee</b>	1 Review P/G County's legislation for Common Ownership Communities and keep the Board informed about any important developments.	Ongoing	X
<b>Member Outreach</b>	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
	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
	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
	3 Membership satisfaction survey	Completed	X

Committee Task List: Jan - Dec 2020

	Outreach activities to new members	November 10th Fall Social	
<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. 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 Backup Emergency Planning Task Force</b>	1 Develop Charter Develop Succession Policy	Succession Committee submitted final report to the Board 6/18/20	X
	1 Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, Appfolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.	X
	2 Schedule demonstrations of systems	Completed.	X

	3	Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs	Completed.		X
	4	Meet with task force members and make a system recommendation	In progress		X
	5	Submit a report to the Board regarding the final recommendation	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 down 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

# November 2020

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 7:00pm Pre Purchase Orientation	3 7:00pm Pre Purchase Orientation	4 7:00pm Copy: GoToMeeting 7:00pm Yards and Exteriors Task Force 7:30pm Architectural	5 10:00am Storm Water Management Task 7:00pm Special Open 7:02pm GHI Executive 7:45pm GHI Open	6 OFFICE CLOSED	7
8	9 7:00pm Sustainability Subcommittee	10 7:00pm GHI Fall Social (Zoom Social) 7:00pm Pre Purchase Orientation 7:30pm Legislative and	11 OFFICE CLOSED - VETERANS DAY	12	13 OFFICE CLOSED	14
15	16	17 7:00pm LRPC (Virtual) 7:00pm Pre Purchase Orientation 7:30pm Companion Animal Committee	18 7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting	19 7:00pm Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open	20	21
22	23 7:00pm Pre Purchase Orientation	24	25 7:00pm Buildings Committee Meeting (Board Room)	26 OFFICE CLOSED - THANKSGIVING DAY	27 OFFICE CLOSED	28
29	30 Dec 1	31			4	5

< PREVIOUS MONTH

NOVEMBER 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
1 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	2 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 2:00 PM <u>Memory Screening Mondays</u> 8:00 PM <u>Work Session - Prince George's Memorial Library System, (Virtual)</u>	3 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 11:00 AM <u>Food Bank</u>	4 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 6:00 PM <u>FREE Parenting Classes</u> 8:00 PM <u>Work Session - State Highway Administration (stakeholder), (Virtual)</u>	5 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 7:30 PM <u>Public Hearing - Eviction (including Rental/Late Fees) Ordinance, (Virtual)</u> 8:00 PM <u>Work Session - Eviction (include Rental/Late Fees) Ordinance, (Virtual)</u>	6 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	7 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 9:00 AM <u>Shredding Day</u>
8 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	9 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	10 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 11:00 AM <u>Food Bank</u> 7:30 PM <u>Special Meeting/Closed Session - City Manager Compensation, (Virtual)</u>	11 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> <u>No Meeting - Veterans Day</u> 10:00 AM <u>Free PGCPs Meals</u> 11:30 AM <u>Food Bank</u>	12 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> <u>Embroidered Mitten Workshop</u>	13 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 12:30 PM <u>American Red Cross Blood Drive</u>	14 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>
15 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	16 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Work Session - Beltway Plaza Phase 1 Detail Site Plan (Tentatively), (Virtual)</u>	17 <u>Watercolor Painting Class</u> 11:00 AM <u>Food Bank</u> 7:00 PM <u>Advisory Committee on Trees</u>	18 <u>NLC City Summit (Virtual)</u> 10:00 AM <u>Free PGCPs Meals</u> 6:00 PM <u>FREE Parenting Classes</u> 8:00 PM <u>Work Session - City Manager's Update, (Tentatively), (Virtual)</u>	19 <u>NLC City Summit (Virtual)</u>	20 <u>NLC City Summit (Virtual)</u> 7:00 PM <u>Art Share</u>	21
22	23 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	24 11:00 AM <u>Food Bank</u>	25 8:00 PM <u>Work Session - TBD, (Virtual)</u>	26	27 <u>Festival of Lights Juried Art and Craft Fair</u>	28 <u>Festival of Lights Juried Art and Craft Fair</u>
29 <u>Festival of Lights Juried Art and Craft Fair</u>	30 <u>Festival of Lights Juried Art and Craft Fair</u> 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Work Session - County Executive Alsobrooks, (Virtual)</u>	1	2	3	4	5