

**NOTICE OF MEETING AND AGENDA**

**GHI BOARD OF DIRECTORS  
REGULAR SESSION**

*Begins after the GDC Regular Session Meeting adjourns (open to members and visitors)*

**Thursday, December 3, 2020**

**VIRTUAL ZOOM MEETING ROOM**  
Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Announcement of an Executive Session Meeting held on December 3, 2020 – (Attachment #1)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee and Homes Improvement Program Reports**
- 6. For Action or Discussion**
  - a. Approve Minutes of Regular Open Session Meeting Held on November 5, 2020 – (Attachment #2) 2 minutes Discussion/Action
  - b. Review 2020 3<sup>rd</sup> Quarter Financial Statements – (Attachment #3) 10 minutes Discussion/Action
  - c. Companion Animal Committee Report for July 2019 to July 2020 (Attachment #4) 5 minutes Discussion/Action
  - d. Exterior Building and Yard Inspection Task Force Report– (Attachment #5) 10 minutes Discussion/Action
  - e. Next Steps re: Succession Planning Task Force Report on Transition and Sustainability Issues – (Attachment #6) 15 minutes Discussion/Action
  - f. Proposed Upgrade of GHI's Website 5 minutes Discussion/Action
  - g. Joint-Use Agreement with City of Greenbelt re: Utilization of Maryland Natural Resources Program Funds for Renovation of a GHI Playground – (Attachment #7) 5 minutes Discussion/Action
  - h. Effects of Recent P.G. County and City of Greenbelt Legislation re: Landlord-Tenant Matters on GHI Operations (Attachments #8a – 8e) 15 minutes Discussion/Action
  - i. Request to Establish a Board Policy re: Storage of Vehicles in GHI's Boat Lots – (Attachment #9) 5 minutes Discussion/Action
- 7. Items of Information**
  - a. Board 12 Month Action Plan and Committee Task List (Attachments #10a – 10b)
  - b. Monthly GHI and City Calendars (Attachment #11a – 11b)
  - c. President's Items
  - d. Board Members' Items
  - e. Audit Committee's Items
  - f. Manager's Items

Ed James, Secretary

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



# GREENBELT HOMES, INC.

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## MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: November 25, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on December 3, 2020

### GHI Open Session Meeting

3a. Approve Minutes of Regular Open Session Meeting Held on November 5, 2020 – (Attachment #2)

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on November 5, 2020. *(as presented/as revised)*.

3b. Review 2020 3<sup>rd</sup> Quarter Financial Statements – (Attachment #3)

GHI's 2020 3<sup>rd</sup> quarter financial statements are included as attachment #3 for your review. Joe Perry, GHI's Finance Director, will present them during the meeting.

3c. Companion Animal Committee Report for July 2019 to July 2020 – (Attachment #4)

Attachment #4 is a report from the Companion Animal Committee, regarding its activities during the period July 2019 to July 2020.

This item is on the agenda for discussion and action.

**Suggested motion:** I move that the Board of Directors accept the report from the Companion Animal Committee, regarding its activities during the period July 2019 to July 2020.

3d. Exterior Building and Yard Inspection Task Force Report – (Attachment #5)

On February 20, 2020, the Board of Directors decided to forego a formal program of community beautification inspections during 2020 and passed the following motion:

*"I move that the Board of Directors establish a task force to recommend the scope of a yard and building exterior inspection program that should be implemented. The task force shall submit its report by October 31, 2020 with recommendations including all but not limited to the following elements:*

- 1. Objectives of the program.*
- 2. Name of the inspection program.*
- 3. Inspection checklist to be used.*
- 4. Education program for members and staff doing the inspections.*
- 5. Incentives to members to encourage compliance.*
- 6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.*
- 7. Staff organization required for the program.*

GHI members Joseph Ralbovsky, Ed James, Alex Barnes, Kemlyn Brazda, Jeannette Grotke, and Philip Lake were appointed to serve on the task force; George Bachman served as the staff liaison, and Ed James as the Board liaison.

The task force recently submitted a report (attachment #5) for the Board's review.

This item is on the agenda for discussion and action.

**Suggested motion:** I move that the Board of Directors hold a work session on \_\_\_\_\_ for a more detailed discussion of the report that the Exterior Building and Yard Inspection Task Force submitted.

3e. Next Steps re: Succession Planning Task Force Report on Transition and Sustainability Issues – (Attachment #6)

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

On November 18, 2020, the Board held a work session with the task force to discuss its report titled "A Transition and Sustainability Issues Report" (attachment #6), that is intended to serve as a guide in planning for and executing a number of major transitions over the next several years. During the work session, the Succession Task Force recommended that the Board should consider authorizing the continuation of its successful work under a successor Transition and Sustainability Task Force. This Task Force should be comprised of interested members of the current Task Force and additional members with Board President concurrence. The charge of the Transition and Sustainability Task Force should include the following:

- 1) Review issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board:
  - a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and
  - b. Which issues or recommendations are best left to be considered by the Board of Directors and next General Manager.
- 2) Hiring of a Transition Consultant to work with and guide the Task Force and Board in designing a transition planning process which appropriately engages the Board, members and staff and prepares GHI for a successful General Manager transition and related changes that advance the mission and sustainability long-term of GHI. This work is different from and preparatory to a search for a new General Manager when the current Manager announces his retirement.
- 3) Coordinate closely with the Board liaison to the Task Force and the Board in advancing this work incrementally as it occurs, since the issues are interrelated and the resolution of each, influences options for other issues.

The Task Force requested an initial budget of \$7,500 to engage a transition consultant and acknowledged that additional consulting costs may need to be expended in 2021 to support specific work on the issues and the preparation for the General Manager succession. For planning purposes, it is estimated at this point that the additional consulting expenses will not exceed \$18,000. The Task Force also acknowledged that staff resources may be needed to advance its work and the Board should authorize the General Manager to allocate staff time to this work as he deems appropriate.

This work is expected to be concluded in 2021. Per the Board Succession Policy, the Board will appoint a Transition and Search Committee to lead the search for a new General Manager when the current Manager gives notice of retirement.

This item is on the agenda for action.

**Suggested motion #1: I move the Board of Directors establish a Transition and Sustainability Task Force to review the issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board:**

- a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and
- b. Which issues or recommendations are best left to be considered by the successor to the current general manager and Board of Directors.

**Suggested motion #2: I move that the Board of Directors allocate an initial budget of \$7500 to the Transition and Sustainability Task Force to engage a transition consultant and begin its work.**

3f. Proposed Upgrade of GHI's Website

Vendor support for Drupal 7, the content management software for GHI's website, expires in November 2021. By that time, every Drupal user must migrate to Drupal 9. The new property management system that GHI acquires next year will include a secure online portal to store much information that is now publicly displayed on GHI's website; hence the capacity of GHI's website will be greatly reduced.

The following options should be explored for upgrading GHI's website:

1. Upgrade the software operating system for the website to Drupal 7 and continue our relationship with 4Site (the current website service provider). Include a link that members will use to log in to the member portal on the Yardi property management system.
2. Request a firm/person other than our current website provider to build a new website on another platform other than Drupal. The new website will include a link that members will use to log in to the member portal on the Yardi property management system.

Staff recommends that the Board establish a task force to recommend which option should be implemented.

**Suggested motion: I move that the Board of Directors establish a task force to recommend by January 31, 2021, what upgrade(s) should be done to GHI's website.**

**3g. Joint-Use Agreement with City of Greenbelt re: Utilization of Maryland Natural Resources Program Funds for Renovation of a GHI Playground – (Attachment #7)**

On July 11, 2019, staff informed the Board that the City's FY 2020 Budget included a proposed renovation/replacement of GHI's playground at 2 Court Research. The City now proposes to seek approval from the Maryland Department of Natural Resources to use Program Open Space (POS) funds for this project; this process requires submission of a joint-use agreement (attachment #7) to the Maryland Department of Natural Resources, that is signed by representatives of the City and GHI.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors authorize the Board President to sign a joint-use agreement that the City of Greenbelt will submit to the Maryland Department of Natural Resources seeking approval to utilize Program Open Space funds for renovating the GHI playground at 2 Research Rd.**

**3h. Effects of Recent P.G. County and City of Greenbelt Legislation re: Landlord-Tenant Matters on GHI Operations**

GHI's legal counsel has advised that under the Prince George's County Code (see below), a housing cooperative is included under the definition of "Multifamily Rental Facility," which means that GHI falls within the definition of a "Landlord."

**PRINCE GEORGE'S COUNTY CODE - SUBTITLE 13. - HOUSING AND PROPERTY STANDARDS.**

**DIVISION 3. - LANDLORD-TENANT REGULATIONS.**

**Sec. 13-138. - Definitions.**

(a) For the purposes of this Division (and Division 4):

(7) **Landlord** shall mean the legal and equitable owner(s) of a property, or any portion thereof, used or to be used as a single-family rental facility or a multifamily rental facility and shall include, without limitation, a mortgagee, vendee, contract purchaser, assignee of rents, receiver, trustee, executor, personal representative, lessee, or any person, firm, or corporation who manages the multifamily rental facility by contractual agreement with the owner.

(9) **Multifamily Rental Facility** shall mean any building, structure, or combination of related buildings, structures, and appurtenances, operated as a single entity, housing cooperative ("COOP"), or a condominium, in which the landlord provides for a consideration three (3) or more rental dwelling units; .....

Due to the COVID-19 pandemic, the Prince George's County Council and City of Greenbelt have passed the following bills and ordinances regarding landlord-tenant matters which may impact the operations of GHI:

1. Prince George's CB-16-2020 - (Attachments #8a - 8b)

Prince George's CB -16 -2020 (attachments #8a - 8b) prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. On October 20, 2020, the Governor extended the State of Emergency. This bill applies to tenants with substantial loss of income who are unable to make rent payments because of the emergency.

Based on the Governor's Order, "Substantial Loss of Income" means with respect to an individual, a substantial loss of income resulting from COVID-19 or the related proclamation of a state of emergency and catastrophic health emergency, including, without limitation, due to job loss, reduction in compensated hours of work, closure of place of employment, or the need to miss work to care for a home-bound school-age child.

On May 7, 2020, the Board approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment will not be required prior to January 2021.

Based on CB-16-2020, that Board should consider whether GHI could either charge late fees to a member, apply a 2021 coop fee increase or terminate the member's mutual ownership contract due to financial default, if the member's co-op fees are deferred under GHI's COVID-19 fee deferral program. This provision applies during the COVID-19 State of Emergency and within the 90-day period after the emergency ends.

2. Prince George's CB-78-2020 - (Attachment #8c)

Prince George's CB -78 -2020 (attachment #8c) will be adopted early next year. It prohibits a landlord from increasing rent or imposing late fees for a tenant with a substantial loss of income, if the rent increase would take effect during the COVID-19 emergency and within 90 days after the emergency expires. It also prohibits a landlord from increasing rent in an amount that

exceeds 2.6 percent per annum for any tenant not suffering a loss of income because of the emergency.

GHI's legal counsel stated the following: "Under Section 13-139(a) of the Bill, the rent increase restrictions will take effect on the "date of adoption" of the Bill. This suggests that they will take effect as of the date on which the Council votes to approve the bill, unless there is some other information that I am missing. If the GHI fee increases will be effective as of January 1, 2021, and if the Bill is passed by the Council after January 1, 2021, the GHI 2021 fee increases will not be subject to the restrictions imposed by the Bill. However, you should continue to stay in touch with the Council on this, so that you will know if they change the language of the bill to alter the effective date, or if they actually pass the Bill before January 1".

3. City of Greenbelt Ordinances Freezing Late Fees and Rent Increases – (Attachments #8d – 8e)

On November 23, 2020, Greenbelt's City Council approved ordinances freezing late fees and rent increases. The versions that were introduced are presented as attachments #8d and 8e. Staff has requested the City Manager to provide us the final versions; she indicated that they would be provided when they become available from the City Solicitor.

Both ordinances prohibit landlords from imposing any late fees on rents or rent increases on tenants for apartment complexes or ownership of apartments of more than 10 units. President Brodd who attended the City Council meeting, advised that the original language of the ordinances was amended to stipulate that the freezes would apply between the date of adoption of the ordinances and 60 days after the end of the emergency; and also that landlords shall offer tenants a repayment plan for deferred rents.

Since a housing cooperative is regarded as a landlord and a member as a tenant under the P.G. County's landlord-tenant regulations, the Board may wish to consider obtaining an opinion from our legal counsel about whether these two ordinances affect GHI.

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

3i. Request to Establish a Board Policy re: Storage of Vehicles in GHI's Boat Lots – (Attachment #9)

Members routinely rent parking lots in GHI's Boat Lots for storing recreational vehicles. In the past, there were several situations where members abandoned vehicles in the boat lots and staff experienced great difficulties in getting them removed. This prompted staff to develop a 'Recreational Vehicle (RV) Boat Lot Procedure' (attachment #9) which states that abandoned vehicles shall not be left in the boat lot and renters should provide documentation of vehicle registration annually.

The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not

park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments.

Twenty-four members are currently storing vehicles in the Boat Lot; fourteen members have not provided evidence of registration certificates to staff despite being initially requested to do so in July 2020.

Staff recommends that the Board establish a policy to regulate the storage of vehicles in GHI's Boat Lots.

**Suggested motion: I move that the Board of Directors establish a task force to recommend a policy regarding the storage of vehicles in GHI's Boat Lots.**

GHI REGULAR SESSION



Announcement of an Executive Session Meeting held on December 3, 2020

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, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone, Sam Lee and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting tonight and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

**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 November 5, 2020	(vii)
2. Contract for 2021 Property and Business Owners' Insurance Coverage - 1 <sup>st</sup> reading	(vi)
3. Proposed Procurement of an Integrated Property Management Software System - 1st reading	(vi)

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

Draft Minutes  
Board of Directors  
GHI Regular Open Session  
November 5, 2020

Board Members Present: Brodd, Carter-Woodbridge (*elected*), Hess, Holland, James, Jones, (arrived at 7:25 p.m.), McKinley, (*elected*), Ready, Skolnik, Socrates

Excused Absence: Jones, Watkins

Others in Attendance

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
Maesha McNeill, Human Resources Manager  
Joe Perry, Director of Finance  
Stuart Caplan, Director of Technical Services  
Neron Adams-Escalera, Director of Member Services  
Carol Griffith, Audit Committee Chair  
Robin Everly, Audit Committee Member  
Joyce Campbell, Audit Committee Member  
Christopher Carbone, Audit Committee Member  
Kathleen McNamara, Audit Committee Member  
Sam Lee, Audit Committee Member  
Agnes Erskine, Recording Secretary  
Ben Fischler, 14-V4 Ridge Rd.  
Molly Lester, 6-M Hillside Rd.  
Tom Taylor, 11-G Laurel Hill Rd.

Peggy Barott, 2-Q Laurel Hill Rd.  
Rhonda Neuhaus, 14-Z3 Laurel Hill Rd.  
Michael Hartman, 2-R Gardenway  
Aviva Glaser, 19-B Ridge Rd.  
Wendy Osborne, 33-G Ridge Rd.  
Wayne Williams, 7-H Crescent Rd.  
Suzette Agans, 2-A Hillside Rd.  
Andrew Sommers, 5-B Ridge Rd.  
Steve Sommers, 1-B Westway Rd.  
Tom Jones, 1-C Woodland Way  
Alicia Deligianis, 45-E Ridge Rd.  
Denna Lambert, 1-F Westway  
Theoni Shahi, 16-Z2 Ridge Rd.

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

1. Approval of Agenda

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

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of an Executive Session Meeting held on October 15, 2020

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.

Skolnik thanked Directors Holland, Watkins and Audit Committee members Griffith, Campbell and Everly for their services.

3. Certification of Election, Chair, N&E Committee

Tom Jones, Chair of the N&E Committee certified the election results. **291 Ballots Cast:**

*Board of Directors (4 vacancies 0 two-year terms)*

- 254 – Stefan Brodd
- 259 – Zoe Carter-Woodbridge
- 244 – Ed James
- 256 – Deborah McKinley

*Audit Committee (3 vacancies, all one-year terms)*

- 254 – Christopher Carbone
- 257 – Sam Lee
- 265 – Kathleen McNamara

4. Board Reorganization and Election of Officers

Skolnik opened the floor for nomination for President.

**Motion: I nominate Stefan Brodd for President.**



7. 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.**

- Faye J. Taylor, Sole Owner; 9-A Hillside Road
- John A. Gareri, Sole Owner; 7-A Ridge Road
- Matthew J. Goguen and Kassandra Laprade, Tenants by the Entirety; 30-D Ridge Road
- Diane L. Mallon and Robert B. Mallon, Tenants by the Entirety; 32-K Ridge Road
- Alyssa Snider, Sole Owner; 36-P Ridge Road
- Keristen Calebaugh and Jeffrey Calebaugh, Tenants by the Entirety; 42-M Ridge Road
- Philipos T. Ghebretnsae, Sole Owner; 45-R Ridge Road
- Paul A. Leeks and Wanda A. Aikens, Joint Tenants; 9-L Research Road

Moved: James

Seconded: Hess

Carried: 9-0

**Motion: I move that the Board of Directors approve the following Mutual Ownership change from Clayton S. McCarl, Jr., David J. McCarl, James H. McCarl, and Diane Frances Thorstensen to:**

- Clayton S. McCarl, Jr., Richard R. Duarte, James H. McCarl, Diana Frances Thorstensen, Tenants in Common; 28-A and 28-B Ridge Road

Moved: James

Seconded: Skolnik

Carried: 9-0

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

- Jacqueline Sumner, Sole Owner; 6-E Ridge Road

Moved: James

Seconded: Hess

Carried: 9-0

8. Committees and Homes Improvement Program Reports

**Homes Improvement Program:**

Tom Sporney reported on the progress of HIP projects and anticipates completion of HIP by March 2021.

**Member Outreach Committee:**

Brodd reported on the upcoming Members social.

9. For Action or Discussion9a. Approve Minutes of the Special Open Session Meeting Held on October 1, 2020

**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.**

Moved: James

Seconded: Hess

Carried: 9-0

9b. Approve Minutes of the Regular Open Session Meeting Held on October 1, 2020

**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.**

Moved: James

Seconded: Hess

Carried: 9-0

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.

**Motion: I move that 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.**

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

9d. Appointment of Member Complaint Panels

Three complaint panels were established for the 2020 – 21 Board term.

Panel #1: Ready Chair, Carter-Woodbridge, Hess

Panel #2: Skolnik Chair, McKinley, James

Panel #3: Brodd Chair, Socrates, Jones

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 approved the proposed meeting dates by consensus.

Discussion moved forward to item 9k.

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.

**Motion: I move that the Board of Directors adopt the 2021 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$13,892,651 with depreciation of members' homes in the amount of \$ 1,214,000.**

Moved: Hess

Seconded: Skolnik

Carried: 9-0

9g. Permit Request to Install Fences to Enclose Serviceside and Side Yards at 1-B Westway

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.

**Motion #1: I move that the Board of Directors allow the members at 1-B Westway to enclose their service and end side yards with fencing.**

Moved: James

Seconded: Hess

Carried: 9-0

**Motion #2: I move that the Board of Directors 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.**

Amended and carried by a later vote.

**Motion:** to amend by replacing the word “the” with “greater” in the phrase “establishing the fence”.

Moved: Ready

Seconded: Skolnik

Carried: 9-0

**Amended Motion #2:**

**I move that the Board of Directors grant an exception to GHI Rule §VII.A.1.a, to allow the members at 1-B Westway some flexibility in establishing greater 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.**

Moved: Hess

Seconded: Skolnik

Carried: 9-0

**Motion #3: I move that the Board of Directors 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.**

Moved: Skolnik

Seconded: McKinley

Carried: 9-0

**Motion #4: I move that the Board of Directors 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).**

Moved: Jones

Seconded: Skolnik

Carried: 5-3-1

Opposed: James, Socrates, Woodbridge  
 Abstained: Hess

**Motion #5: I move that the Board of Directors 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.**

Moved: Skolnik

Seconded: James

Carried: 9-0

9h. Review Draft of a 'Reasonable Accommodation Policy'

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.

**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 over a period of 30 days.**

Moved: Hess

Seconded: James

Carried: 9-0

9i. Member Outreach Committee's Proposal for a Court Communicator Program

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.

**Motion: I move that the Board of Directors adopt the Member Outreach Committee's proposal as presented to establish a Court Communicator Program.**

Moved: Hess

Seconded: McKinley

Carried: 9-0

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.

**Motion: I move that the Board of Directors direct the Member Outreach Committee to conduct a survey of GHI's membership by 12/31/20, about their utilization of public bus services in our community; the Committee should provide a report with the survey results to the Board by 1/31/21.**

Moved: Skolnik

Seconded: Carter-Woodbridge

Carried: 9-0

9k. Prince George's County Bill Limiting Rent Increases

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.

Discussion moved backwards to item 9f.

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

**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 revised, 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 – 2 <sup>nd</sup> reading	(vi)
4. Contract for Life and Accidental Death and Dismemberment, Disability and Dental insurance Benefits for Employees – 1st reading	(vi)
5. Member Complaint Matters	(iv)
6. Request by a Non-Member to Temporarily Reside in a GHI Unit	(iv)
7. Proposed Assignment of a Membership Interest to GHI	(iv)

Moved: James

Seconded: Hess

Carried: 9-0

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.

**Motion: To adjourn.**

Moved: Hess

Seconded: McKinley

Carried: 9-0

The meeting adjourned at 10:02 p.m.

Ed James  
Secretary

# Greenbelt Homes, Inc. Financial Statements September 2020

Greenbelt Homes, Inc.  
Balance Sheet  
9/30/2020

**ASSETS**

**CURRENT ASSETS:**

Cash		(A) \$ 8,933,594	
Accounts receivable (net)		153,475	
Notes receivable		62,292	
Prepaid expenses		68,600	
		9,217,961	

**OTHER CURRENT ASSETS**

Accrued bond interest		37,653	
GHI controlled homes for sale		(B) 177,953	
Inventory		128,419	
		344,025	

Total current assets \$ 9,561,986

**PROPERTY & EQUIPMENT**

Land, buildings & improvements (net)		21,508,791	
Vehicles & operating equipment (net)		94,531	
		21,603,322	
Property and equipment			21,603,322
Total property and equipment			21,603,322

**OTHER ASSETS:**

Investment in Sub-GDC		466,749	
Investment in NCB		885,137	
Investments (Bonds & Bond Fund)		(C) 3,065,861	
		4,417,747	
Total investments			4,417,747

Total other assets 4,417,747

**TOTAL ASSETS** \$ 35,583,055

**LIABILITIES & MEMBER EQUITY**

**CURRENT LIABILITIES**

Accounts payable & accrued expenses		861,496	
Payroll liabilities		160,700	
Deposits & deferred revenue		330,688	
		1,352,884	
Total current liabilities			1,352,884

Total liabilities 1,352,884

**MEMBER EQUITY**

Replacement reserves		(D) 8,811,073	
Contingency reserves		440,242	
Working capital		1,786,323	
Accumulated equity		(E) 23,192,533	
		34,230,171	

Total members equity 34,230,171

**TOTAL LIABILITIES & MEMBER EQUITY** \$ 35,583,055



Greenbelt Homes, Inc.  
Notes to Balance Sheet  
As of 9/30/2020

**Assets**

**(A) Cash**

Cash balance includes \$8,289,369 of Federal Money Market fund on 9/30/2020.

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

As of 9/30/2020, GHI has three units for sale. Accumulated costs of \$177,953 to acquire as well as costs to prepare the units for resale will be recovered at settlement.

**(C) Investments**

Corporate bonds are scheduled to mature from 2021 through 2023 as follows: 2021-\$1.1M, 2022-\$1.6M, 2023-\$0.2M. Bond fund valued at \$152K.

**Equity**

**(D) Replacement Reserves**

As of 9/30/2020 the components that make up replacement reserves are as follows:

Replacement Reserves	7,664,208
Replacement Reserves-Additions	<u>1,146,865</u>
<b>Total</b>	<b><u>8,811,073</u></b>

**(E) Accumulated Equity**

As of 9/30/2020 the components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	21,603,322
Other Equity (includes unreserved operating and optional replacement reserves.)	<u>1,589,211</u>
<b>Total</b>	<b><u>23,192,533</u></b>

Greenbelt Homes, Inc.  
Income Statement Summary  
For the Period Ending 9/30/2020

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<b>RECEIPTS</b>				
Member charges	\$ 9,165,411	\$ 9,123,948	\$ 41,463	0.5%
	<u>9,165,411</u>	<u>9,123,948</u>	<u>41,463</u>	<u>0.5%</u>
Service income	(A) 434,268	406,962	27,306	6.7%
Other income	(B) 546,983	260,622	286,361	>100%
	<u>981,251</u>	<u>667,584</u>	<u>313,667</u>	<u>47.0%</u>
Total receipts	<u>10,146,662</u>	<u>9,791,532</u>	<u>355,130</u>	<u>3.6%</u>
<b>EXPENSES:</b>				
Real estate taxes	3,278,304	3,278,304	-	0.0%
Trash collection	339,561	339,561	-	0.0%
Insurance	423,123	426,105	(2,982)	-0.7%
Admin/BOD/Comm/Mbr	(C) 1,036,588	1,102,059	(65,471)	-5.9%
Maintenance operations	2,816,909	2,782,798	34,111	1.2%
Transfer to reserves	1,822,108	1,822,104	4	0.0%
Total expenses	<u>9,716,593</u>	<u>9,750,931</u>	<u>(34,338)</u>	<u>-0.4%</u>
Receipts over (under) expenses	\$ <u>430,069</u>	\$ <u>40,601</u>	\$ <u>389,468</u>	<u>&gt;100%</u>
Depreciation member units	(D) \$ <u>809,263</u>	\$ <u>519,750</u>	\$ <u>289,513</u>	<u>55.7%</u>

Greenbelt Homes, Inc.  
Notes to Income Statement Summary  
For the Period Ending 9/30/2020

**INCOME**

<b>(A)</b>	<b>Service Income (Up 6.7%)</b>	<b>\$ 27,306</b>
	This favorable variance is due to collections for optional improvements.	
<b>(B)</b>	<b>Other Income (Up &gt;100%)</b>	<b>\$ 286,361</b>
	This favorable variance is primarily due to the collection of HIP optional improvement income which will be offset by related HIP option expenses.	

**EXPENSES**

<b>(C)</b>	<b>Admin/BOD/Comm/Mbr (Down 5.9%)</b>	<b>\$ (65,471)</b>
	This favorable variance is primarily due to labor, fringe, hiring and training being below budgeted amounts.	
<b>(D)</b>	<b>Depreciation Member Units (Up 55.7 %)</b>	<b>\$ 289,513</b>
	This unfavorable variance is due to a correction for depreciation which will continue through the end of 2020.	

Greenbelt Homes, Inc.  
Administration Summary  
For the Period Ending 9/30/2020

		Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<b><u>ADMIN EXPENSES:</u></b>					
Labor	(A)	\$ 657,263	\$ 678,807	\$ (21,544)	-3.2%
Fringe benefits	(B)	116,161	151,963	(35,802)	-23.6%
Office supplies/postage		28,785	28,650	135	0.5%
Copier		10,675	11,550	(875)	-7.6%
Telephone		16,512	17,550	(1,038)	-5.9%
Hiring & training	(C)	18,011	27,450	(9,439)	-34.4%
Temp & prof help		25,644	26,350	(706)	-2.7%
Legal		31,630	29,700	1,930	6.5%
Annual audit		14,569	14,571	(2)	0.0%
Assoc. dues & conferences		4,770	2,500	2,270	90.8%
Board/Audit/Committees	(D)	17,323	22,383	(5,060)	-22.6%
Members' expenses		8,161	6,000	2,161	36.0%
Utilities	(E)	19,109	25,424	(6,315)	-24.8%
Personal Property tax		3,375	3,375	-	0.0%
Depreciation		9,038	9,036	2	0.0%
Other	(F)	1,016	5,200	(4,184)	-80.5%
Information technology services	(G)	54,546	41,550	12,996	31.3%
Total admin		<u>\$ 1,036,588</u>	<u>\$ 1,102,059</u>	<u>\$ (65,471)</u>	<u>-5.9%</u>

Greenbelt Homes, Inc.  
Notes to Administration Summary  
For the Period Ending 9/30/2020

<b>(A) Labor (Down 3.2%)</b>	<b>\$ (21,544)</b>
This favorable variance is primarily due to a timing difference which will offset in October which is a three payroll month.	
<b>(B) Fringe (Down 23.6%)</b>	<b>\$ (35,802)</b>
This favorable variance is primarily due to the actual number of employees enrolled and the actual medical, dental, and life insurance costs being below budgeted amount. This favorable variance will continue through year end.	
<b>(C) Hiring and Training</b>	<b>\$ (9,439)</b>
This favorable variance is due to the cancellation of Micromain training and other trainings that were cancelled due to COVID-19.	
<b>(D) Board/Audit/Committees (Down 22.6%)</b>	<b>\$ (5,060)</b>
This favorable variance is related to timing of Board, audit, and other committee expenses which will be incurred in the third quarter.	
<b>(E) Utilities (Down 24.8%)</b>	<b>\$ (6,315)</b>
This favorable variance primarily due to timing differences in actual electrical usage.	
<b>(F) Other (Down 80.5%)</b>	<b>\$ (4,184)</b>
This favorable variance is due to timing differences of membership renewals.	
<b>(G) Information technology services (Up 31.3%)</b>	<b>\$ 12,996</b>
This unfavorable variance is due to the purchase and setup of laptops for the management team, advanced multifactor security setup, and the installation of an additional wireless router.	

Greenbelt Homes, Inc.  
Maintenance Summary  
For the Period Ending 9/30/2020

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<b><u>MAINT SUMMARY</u></b>				
Labor	(A) \$ 1,394,108	\$ 1,524,461	\$ (130,353)	-8.6%
Fringe benefits	398,803	411,939	(13,136)	-3.2%
Materials	(B) 130,297	191,259	(60,962)	-31.9%
Contract work	(C) 770,735	515,592	255,143	49.5%
Vehicles	72,982	79,004	(6,022)	-7.6%
Dumpsters	(D) 16,630	29,259	(12,629)	-43.2%
Uniforms	10,714	12,753	(2,039)	-16.0%
Submeter court lights	6,560	6,597	(37)	-0.6%
Depreciation	(E) 16,080	11,934	4,146	34.7%
Total maintenance	<u>\$ 2,816,909</u>	<u>\$ 2,782,798</u>	<u>\$ 34,111</u>	<u>1.2%</u>

Notes to Maintenance Summary  
For the Period Ending 9/30/2020

**(A) Labor (Down 8.6%)** **\$ (130,353)**

This variance is primarily due to the following vacant positions: project manager, carpenter, and (2) plumbers.

**(B) Materials (Down 34.8%)** **\$ (60,962)**

Lower material usage corresponds with a higher inventory value.

**(C) Contract Work (Up 50.4%)** **\$ 255,143**

Contract work performed through September:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 29,518	\$ 18,000
Swale & drainage	\$ -	55,000
Janitorial	\$ 19,071	23,000
Landscaping	\$ 43,121	67,000
Gutter cleaning	\$ 28,470	60,000
Parking lot repairs	\$ -	40,000
Fire and security	\$ -	2,450
Pest control	\$ 25,138	36,000
Fee for service	\$ 4,931	26,000
Renovations/repairs	\$ 16,997	80,000
Tree trimming	\$ 134,991	160,000
Asbestos remediation	\$ 2,424	40,000
HIP Frame Optional improvements	\$ 169,491	-
HIP Masonry Optional improvements	296,584	
	<u>\$ 770,735</u>	<u>\$ 687,450</u>

**(D) Dumpsters (Down 7.6%)** **\$ 16,630**

This favorable variance is related to monthly timing differences.

**(E) Depreciation ( Up 34.7%)** **\$ 4,146**

This unfavorable variance is primarily caused by the depreciation of a 2019 Ford transit which was purchased in December 2019 after the 2020 budget was completed. This variance will continue through year-end.

**COMPANION ANIMAL COMMITTEE**  
**SEMI-ANNUAL REPORT TO THE GHI BOARD OF DIRECTORS**

**July 2019-July 2020**

*Please Note: The CAC did not meet in December because of the holidays. The January 2020 meeting was canceled. The number of excused absences for medical reasons and for CAC members who would be out of town meant that only two members were available to attend the meeting. Additional monthly meetings were canceled because of Covid-19. Towards the end of May, the CAC requested an online meeting for June. Our July 21, 2020 meeting will also be an online meeting using Zoom.*

*This report covers the last 6 months of 2019 and the first six months of 2020.*

**SUMMARY**

- The 2019 and 2020 Community Education Campaigns include the same topics as last year, educating members about pet etiquette and DINOS (dogs in need of space), animal-related behaviors that are a nuisance to members, with a special emphasis on cleaning up pet waste. The last few member complaints have been about neighbors not cleaning up after their dogs.
- A final review and update of the **Guide for GHI Members with Companion Animals** was completed and the report was submitted to the Board in 2019 for approval. The Board decided that the report should be reviewed by the Communications Committee and by GHI's lawyer. The Communications Committee's revisions have been made, and two disclaimers, drafted by GHI's lawyers, were added to the Guide. CAC members were provided an opportunity to make a final review.
- The CAC participated in the Labor Day Festival's Information Day in 2019. The Labor Day Festival was canceled for 2020.
- The 2020 Pet Expo was canceled.
- In 2019, we continued our meet and greet events around GHI in areas where we know members walk their dogs. They were well received and then in 2020 Covid-19 happened. Scheduled meet and greets were canceled until further notice. Most of our CAC members are in an age group that makes having a meet and greet an unnecessary risk.
- In 2019 Laura Kressler completed a logo for CAC t-shirts. After the logo was approved by the Board of Directors, the T-shirts were printed and distributed.
- Member Services reported two animal-related complaints for the period of July through December 2019. As of July 1, 2020 there has been one member complaint. Member Services wanted to know if the CAC had any suggestions or resources that might be helpful in resolving these complaints, and would we be willing to meet with the members if they were interested in meeting with us. We indicated that we were available as needed.



- In 2019 the CAC started to work on a pamphlet for new members concerning GHI and companion animals. By the end of summer 2020, we hope to have a final draft which can be shared with the appropriate GHI staff. Once it is approved by the GHI Board of Directors it will be made available on our web page.

## **ACTIVITIES**

### **July 2019 - July 2020 Community Education Campaigns**

In 2019 CAC members felt strongly that educating members about dogs in need of space (DINOS) should be a top priority. As the first complaint in 2020 was about a member not cleaning up after their dog, We decided to cover the topics we normally address with a special emphasis on cleaning up after pets. We still will continue to make education about DINOS a top priority. As more people than usual have adopted and fostered dogs in 2020, we believe that this is an even more important topic this year.

We believe that educating members about the health and environmental importance of cleaning up after pets will always be an important part of our community education campaign.

In 2019 the CAC continued to educate members about animal-related behaviors that are a nuisance to other members. To support these efforts, we continued a series of meet and greet events around GHI to encourage members to clean up after their pets and to provide members with resources about how to address these behaviors.

In 2020, the committee will continue to educate about, and promote, safety with animals and bite prevention. The CAC also make resources available to members who are trying to manage difficult dogs. Another area of importance is providing resources to members who are having difficulty transitioning their outdoor cats indoors.

### **Guide for Members with Companion Animals**

In 2020, The CAC finished the **Guide for GHI Members with Companion Animals**. Once it is approved by the GHI Board of Directors, it will be uploaded to our web page. We will publicize the Guide by providing a short description of the Guide, with a link to it, in e-News and in a pamphlet for new members that we are working on. We also will make sure that appropriate GHI staff will have digital copies of the Guide. The next step for the Guide is to add in the Guide Cover Page and create a PDF document for distribution.

### **Labor Day Festival's Information Day**

The CAC participated in the Labor Day Festival's Information Day in 2019. In our debriefing following the event, we discussed whether we should participate in the future. Attendance for this event has declined over the last several years and the event requires a great deal of our committee's time. The Labor Day Festival was canceled for 2020, a discussion about whether or not to participate in Labor Day will be discussed next year.

### **Meet and Greet Events**

In 2019, these events proved to be a good opportunity to educate members about nuisance issues and to thank them when we observe them cleaning up after their dogs. We also discovered that members without pets will stop by, look at our materials and let us know about pet-related issues they are concerned about. They often tell us how much they appreciate our efforts to provide resources to members to help them resolve or manage these common problems.

Scheduled 2020 events were canceled because of Covid-19 and will not resume as long as social distancing is required. In the coming months we will explore other ways to reach out to GHI members and provide community education on topics such as nuisance behaviors, resources to help solve common pet behavior issues, about dogs in need of space, and human-wildlife conflicts.

### **Pamphlet for New Members**

Started in 2019, work started on a pamphlet for new members that highlights pet etiquette, some key difference between local and county ordinances and GHI rules, and provides an introduction to the charter and mission of the CAC. The goal is to complete this pamphlet by the end of summer 2020. Once completed this pamphlet will be provided to select GHI staff for their review. After we receive and discuss their comments and make any revisions, the pamphlet will be presented to the Board of Directors for approval.

## **STATUS OF GOALS FOR 2019 and NEW GOALS for 2020**

### **New Goals for 2019**

1. Educate the membership about dogs in need of space (DINOS). This is now an ongoing goal.
2. Continue to hold Meet and Greet Events around GHI and continue our community education efforts with a new focus on how to avoid human-wildlife conflicts, as several members of the CAC have received training on this issue. Completed for 2019
3. Develop a pamphlet about Pets in GHI for the Pre-Purchase Orientation that also highlights our Guide on the ghi.coop web site, explains what is unique about having pets in GHI and talks about dog and cat etiquette. In progress,
4. Work on a list of resources that address the issues that often result in members making their cats outdoor cats. In progress.
5. Research bag dispensers other than the Ikea model that we use currently. Completed, we will stay with plastic bag dispensers.
6. Work with staff to develop a sign to be used to advertise our Meet and Greet events - Completed

7. Develop a budget for 2020. - Completed

### **Ongoing Goals**

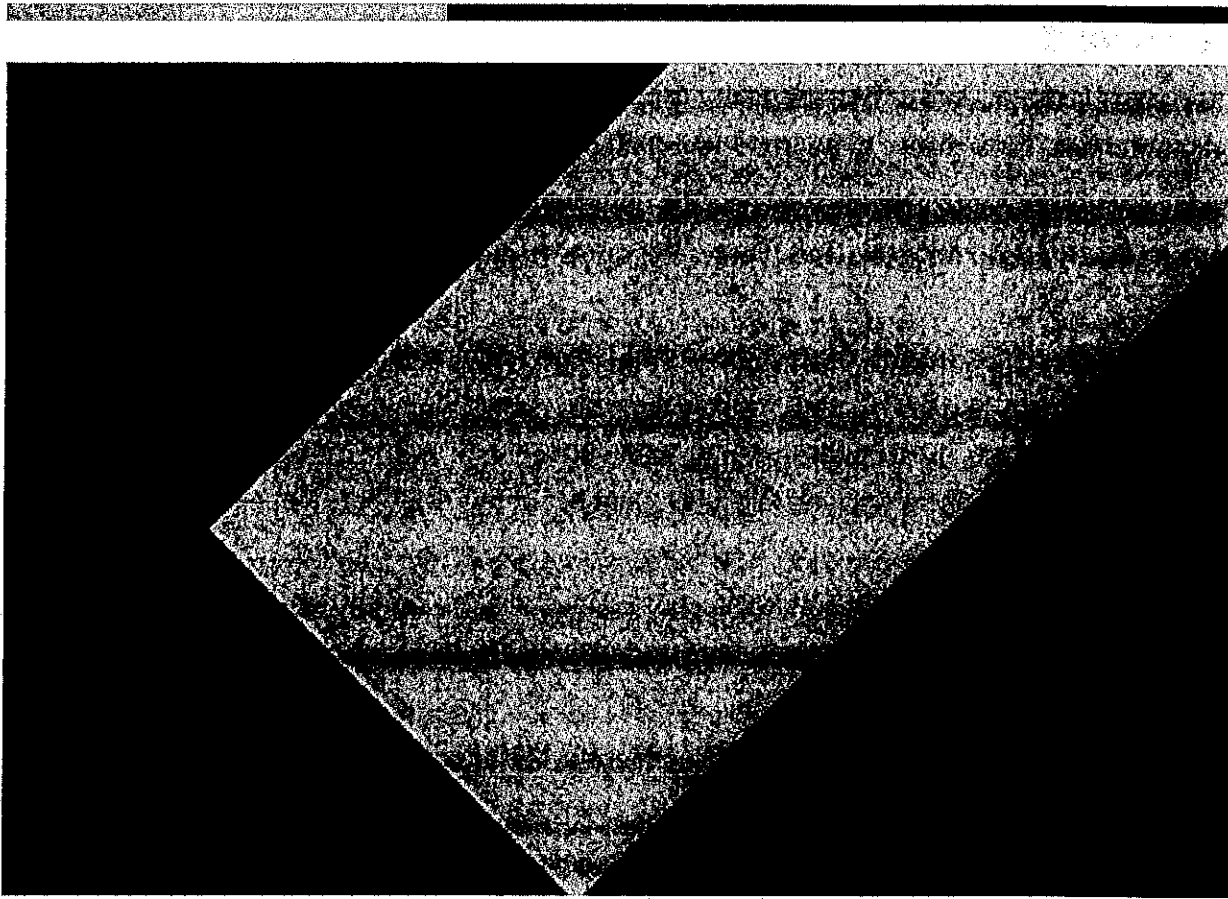
1. Community Education Campaign
  - Transitioning cats indoors.
  - Management techniques to stop dogs from fence running and lunging at fences.
  - Management techniques for excessive barking.
  - Publicize DINOS to provide a member with the tools to make it clear to others that their dog is a dog in need of space and should not be approached without permission.
2. Update and clean up our ghi.coop web page.
3. Continue working with Member Services, and contributing to GHI's e-News, and the committee web page.
4. Continue to partner with the Greenbelt Community Animal Response Team (GCART).

### **New 2020 Goals**

1. Look for alternative methods for community education. In progress
2. Finalize a pamphlet about Pets in GHI for the Pre-Purchase Orientation that also highlights our Guide on the ghi.coop web site, explains what is unique about having pets in GHI and talks about dog and cat etiquette. In progress.
3. Finalize a list of resources that address the issues that often result in members making their cats outdoor cats. In progress.
4. Determine whether to remove CAC plastic bag dispensers as people continue to place trash and used poop bags in the dispensers. Completed
5. Finalize chart on when to intervene with young wildlife and what to do – Completed.
6. Finalize list of why not to feed wildlife - In progress.
7. Develop a 2021 budget – In progress.

## Ongoing Goals

1. Community Education Campaign
  - Transitioning cats indoors.
  - Management techniques to stop dogs from fence running and lunging at fences.
  - Management techniques for excessive barking.
  - Publicize DINOS to provide a member with the tools to make it clear to others that their dog is a dog in need of space and should not be approached without permission.
  - Educate members about the health and environmental effects of pet waste.
2. Update and clean up our ghi.coop web page.
3. Continue working with Member Services, and contributing to GHI's e-News, and the committee web page.
4. Continue to partner with the Greenbelt Community Animal Response Team (GCART).



# **GHI Yards & Exteriors Task Force**

2020 Final Report

10.31.2020

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## Foreword

This report is the product of five neighbors who willingly traded evenings, weekends, and quarantine bliss for a chance to improve one small piece of the community we call home.

While our backgrounds, priorities, and specific opinions vary, we share a common sense of purpose that led us to form this Task Force. We saw a visible need - and came together to meet it.

Over the course of six months, the members of this Task Force sought and interpreted precedent, listened to and questioned GHI staff, walked the paths connecting our community, argued intensely and extensively about the meaning and motivation of specific program goals, requirements, and implications, and talked to a number of our neighbors that our proposed changes will affect.

We took our charge from the Board of Directors seriously and carefully considered the very real consequences for safety, health, access, fairness, cost, and the long-term well-being of our community.

It has been an eye-opening honor to facilitate the work of this team.

It is with great respect for their ideas, appreciation for their time, and gratitude for their shared commitment to our COOP that I submit this report on their behalf.

“A wise man can learn more from a foolish question than a fool can learn from a wise answer”

-Bruce Lee

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- Members and Meetings
- Official Motion and Charter
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- Recommendations
- Issues for Board Consideration
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## Overview

The Yards and Exteriors Task Force (The Task Force) was created in response to active membership input on the extent, purpose, and implementation of GHI's annual Community Beautification Program.

This input was solicited, addressed, and catalogued prior to the beginning of our work, and will not be the primary focus of this report. Neither will this document focus on the 1983 activities that initiated the annual inspection program, nor on the codified policy governing GHI member yards and exteriors in the GHI Members' Handbook (Greenbook).

Rather, this report will serve to directly address the seven primary questions posed by the Board of Directors, our associated recommendations, and important context for further consideration.

# Executive Summary

## Board Questions

1. Objectives of the program.
  - a. “Whereas GHI has rules and regulations to maintain the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors with limited use of staff resources.”
2. Name of the inspection program.
  - a. Yards and Exteriors Program (YEP).
3. Inspection checklist to be used.
  - a. Five total items. Pass or Fail. One third of the Coop is inspected each year.
  - b. See Appendix 1, 2021 YEP Inspection Checklist.
4. Education program for members and staff doing the inspections.
  - a. Staff training on consistency of inspections (Maintenance).
  - b. Inclusion of Yards & Exteriors expectations and current inspection list for new members during pre-sale meeting (Member Services).
  - c. How-To training for new or interested members (informal, by Committees).
5. Incentives to members to encourage compliance.
  - a. Members who pass inspection on ‘the first try’ in a given year are entered into a drawing for prizes.
  - b. Members of a court that passes, in its entirety, on ‘the first try’ are further rewarded and celebrated.
6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.
  - a. GHI should not levy fines of any kind relating to noncompliance with YEP.
  - b. If the city applies a fine to a unit, GHI should apply that cost to the member.
  - c. Fee for service should be more accurately calculated to reflect the full cost of the work, including staff time and organization (not just the day-of task cost).
7. Staff organization required for the program.
  - a. The Director of Maintenance oversees program and staff time, including staff time dedicated to training for the inspections process.



## **Members and Meetings**

The Yards and Exteriors Task Force consists of five volunteer members who responded to the Board's request for guidance and participation following a work-session and member-input meeting on the Community Beautification Program.

These members are

- Alex Barnes
- Kemlyn Brazda
- Ed James
- Phillip Lake
- Joe Ralbovsky (Chair)

Each of our meetings was attended and informed by GHI Maintenance Director George Bachman, who provided invaluable and timely information regarding the status of GHI yards, exteriors, member complaints, citations, and related topic areas.

Meetings were advertised on the GHI Calendar and held (roughly) monthly at 7:00pm Eastern on the following dates:

- May 6
- June 3
- July 1
- August 5
- September 2
- October 7

## Official Motion and Charter

- The Board of Directors (BOD) passed [8-0] the following motion (02/20/2020):

“I move that the Board of Directors establish a task force to recommend the scope of a yard and building exterior inspection program that should be implemented. The task force shall submit its report by October 31, 2020 with recommendations including all but not limited to the following elements:

1. Objectives of the program.
2. Name of the inspection program.
3. Inspection checklist to be used.
4. Education program for members and staff doing the inspections.
5. Incentives to members to encourage compliance.
6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.
7. Staff organization required for the program.”

GHI members Joseph Ralbovsky, Ed James, Alex Barnes, Kemlyn Brazda, Jeannette Grotke, and Philip Lake were appointed to serve on the task force; George Bachman is the Staff Liaison, and Ed James is the Board Liaison.

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- Passed [5-0] by Y&ETF (05/06/2020)
- Passed [9-0] by BOD (05/21/2020)

“1. CHARGE: Whereas GHI has rules and regulations to maintain and enhance the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors, with limited staff resources.

2. The Task Force may receive referrals on specific topics from The Board from time to time, and develop recommendations.

3. The Task Force shall report, at least quarterly, to the Board, which shall review its work and implement its recommendations as appropriate. The Task Force will produce and deliver a final report ahead of the October 31, 2020 deadline.

4. The Task Force should hold regular meetings, typically monthly. Meetings shall be scheduled and advertised in advance. Notes of the minutes of each meeting shall be kept and submitted to the Board as part of the quarterly reports.

5. The focus of the Task Force should always work to directly benefit GHI and our members.

## Key Context

In early 2020, the Board of Directors temporarily suspended the Community Beautification Program, meaning there was no coordinated annual inspection of GHI units' yards and exteriors.

Maintenance staff did, however, address issues that came up outside of an annual program, including those identified through member complaints. These items included (but weren't limited to): invasive or noxious plant removal, cleaning of yard debris and pet waste, overgrowth obstructing maintenance and walkways, and heavy machinery parked in the yard.

- Because of the pandemic, the amount of attention and time members had available to focus on their units and / or yards and exteriors may not represent a typical year. Therefore, The Task Force does not feel that we can accurately assess the true impact on the state of GHI yards and exteriors during the CBP 'gap year.'
- From May through September 2019 (the most active months for the CBP) GHI's maintenance staff experienced a backlog of 466 work orders requested, issued, but not completed. More work was waiting for staff resources to respond to than staff's capacity to fulfill, in part because staff resources were directed to fulfillment of the CBP.
- From May through September 2020, work orders completed exceeded those requested by 61. Put simply, with a more limited CBP, staff resources were able to shift focus onto a multitude of projects and tasks much more promptly. This improvement in service was accomplished despite restrictions imposed by the pandemic.

## Task Force Recommendations

Having considered potential impacts on the safety and sanitation of our community, member happiness and/or frustration, aesthetic and environmental factors, precedent involving enforcement and fault-finding, and the costs and effort placed on staff and members, we have developed a list of recommendations in response to Board Questions.

The short summaries of these are attached to each question below. To illustrate areas of agreement / disagreement, we have included the final vote on the combined language of the final response to each of the Board's seven specific questions.

### Board Questions and Vote Results:

1. "Objectives of the program" (5-0-0)
  - "Whereas GHI has rules and regulations to maintain the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors with limited use of staff resources."

Early on, The Task Force agreed to focus primarily on factors affecting safety, health, environment, cost, access, and fairness. Secondary considerations such as commitment to subjective elements such as curb-side appeal, or market-tethered qualities of our community, such as steady home value, were discussed, but were not given equal weight of our primary foci.

Safety and Health: The safety of our members and staff is paramount in the design and implementation of the Yards and Exteriors Program. Our considerations for helping to improve safety encompassed the removal of fall / tripping hazards, preventing exposure to dangerous materials or surfaces on neglected parts of member yards or exteriors, limiting exposure to parasites and noxious plants, reducing the spread of pet waste or other detritus, and other threats to health and safety for members, staff, and visitors.

Environment: Preserving the environmental quality of our units, including yards and exteriors, also drove our thinking. This includes degradation or permanent damage resulting from exposure to unmanaged waste, invasive plants that can spread from one yard or exterior area to others, the placement and care of flora, and standing water that attracts mosquitoes and other pests.

Access: As much as possible, The Task Force considered the implications of yard and exteriors maintenance on walkways. In some cases, a member's failure to adequately address vegetation or debris connected to their yard impacts the traversability of adjacent walk-ways, which can prove dangerous or confining to wheelchair users, individuals with sight or mobility challenges, or others using the paths for recreation or transport.

Cost: As thoroughly discussed at work-sessions prior to the creation of The Task Force, the 2019 CBP cost in excess of tens of thousands of dollars, both in staff time, and in fees ultimately issued to members for non-compliance. Given that GHI maintenance staff has an abundance of other high-priority work, and that the Board is actively looking for ways to slow the increases in COOP-Fees, we very carefully considered the cost-implications of this program. We have endeavored to design a program that will consume significantly fewer resources than its predecessor. Our recommendations for careful consideration and transparent decision-making prior to scope-creep also reflect our attention to this important issue.

Fairness: Expenditures on any GHI program, including inspection of member yards and exteriors, costs everyone in the cooperative. The Task Force paid careful consideration to ensuring that members responsible for issues are the primary sources of solutions to those issues, where feasible. As naturally adverse as we are to affixing costs to a noncompliant member, the alternative - and current status quo - results in the entire membership paying more to fix preventable problems. Put succinctly, someone is always paying. Failing to address fairness in program design / implementation results in the wrong people paying.

2. "Name of the inspection program." (Ordered List Vote, Majority)

- Yards and Exteriors Program (YEP).

3. "Inspection checklist to be used." (4-0-1) (See Appendix 1)

- Checklist for 2021:

1. Remove Invasive Plants – Poison Ivy/English Ivy/Wisteria Climbing Trees/Walls
2. Remove Debris and Trash in Yard
3. Clear Plants and Debris from Over / On Walkways Clear back beyond edge of sidewalks
4. Stormwater Drainage or Yard Swales Obstructed
5. Remove Sapling Trees Within 36" Of Structures

2021 will mark the return of an annual inspection of Yards and Exteriors, with 2020's CBP temporarily suspended by the Board. Our proposed design is an annual inspection applied to one third (1/3) of the units in the cooperative per year (meaning the entire community would be inspected over the course of three years). This pilot year (2021) will only include items that are imperative to the health and safety of members, maintenance staff, and the buildings.

Our intention with this targeted approach is to encourage transparent and easy to understand guidance to members, a high level of consistency among inspectors, and full compliance that is readily attainable for all members, regardless of background, resources, or expertise.

On the draft checklist proposed by The Task Force, additional items are suggested as good practices for yards and exteriors upkeep. These additional items are not intended as deficiencies to correct, and are accompanied by the text, "The items listed below are things you may wish to consider for future upkeep."

Each member whose unit is inspected will be provided the inspection form, which will include deficiencies to correct, a deadline, and other helpful information.

The Task Force strongly encourages the Board to consider establishing a defined, transparent process through which checklist items may be amended, added, or removed as a result of organized member input, maintenance expertise, or additional threats discovered at a later date.

Although there are additional items that The Task Force considered potentially useful to include, we felt the need to strike a balance between encouraging compliance and consistency, while inspecting for the most important threats to members, staff, and the buildings.

We also would remind the Board that glaring issues or hazards can be discovered or reported by members and staff throughout the year - and that maintenance staff can and do address deficiencies or non-compliance outside of the CBP / Yards and Exteriors Program, as needed.

4. "Education program for members and staff doing the inspections." (5-0-0)
  - The Task Force recommends two formal and one committee-run training programs to contribute to the success of the Yards and Exteriors Program.

1. Staff Inspections Training

Prior to beginning inspections, the Director of Maintenance should provide a brief training to the staff who will be conducting the inspections. This training should be concise, address the deficiencies on the current checklist - as well as pertinent language regulating those deficiencies from the Greenbook, and a demonstration of inspection technique on a small subset of units.

The Task Force does not recommend that senior maintenance staff, including the Director of Maintenance, conduct a significant number of inspections. Rather, experienced and senior members of the Maintenance department should be present during the first few inspections to help establish a baseline of expectations, provide advice, and offer recommendations on the technique of the staff conducting the inspections.

2. Pre-Purchase Meeting (existing program, editing contents)

All new GHI buyers are given information (typically in person at the administration building) about their responsibilities and roles as part of the cooperative. The Task Force recommends adding to the information provided and explained to the member to include:

- A copy of the pre-sale inspection checklist
- The Yards and Exteriors Program checklist used in the prior year
- Information about upcoming member trainings / how-to days

This recommendation was met with some dissent among The Task Force, as the Pre-Purchase Meeting already includes a large amount of information and may not be the ideal delivery point for Yards and Exteriors expectations. However, others in The Task Force felt it was important to set expectations early-on, and to prevent a scenario where members discover their responsibility to maintain their Yards and Exteriors during an inspection (possibly upon receiving a citation).

### 3. How-To Activity Days

How-to community-building days could be encouraged to show members effective methods for resolving common issues with Yards and Exteriors. This should be run on a voluntary basis, and demonstrated by members with experience. GHI could assist in this endeavor by helping to communicate upcoming opportunities and/or best practices for addressing items on an upcoming inspection. Some example topics are:

- Identifying and Removing English Ivy
- Best Methods for Finding, Preventing, and Eliminating Standing Water
- Cleaning and Emptying Your Rain Barrel
- Transplanting Trees (Away From the House)
- Clearing The Paths - A Demonstration Work-Day
- Poison Ivy Identification and Safe Removal

### 5. "Incentives to members to encourage compliance" (5-0-0)

- All units that are inspected in a given year should be entered into a one-time drawing after the conclusion of the Yards and Exteriors Program. The randomly selected winner of this drawing should receive a small cash prize or credit determined by the Director of Maintenance and communicated to the member by the Membership Services Department.
  1. The Membership Services Department may offer the members of the winning unit a small shout-out in the GHI E-News or comparable appropriate communications medium.
- If an entire court of units receives no Deficiencies to Correct on the first inspection, members of that court should be rewarded with a small cash prize and / or recognition as determined appropriate by the Board of Directors.

6. "Whether fines should be imposed for not correcting violations and if so, how any fines would be charged." (5-0-0)

- GHI should not levy any fines as a result of the Yards and Exteriors Program.
- If GHI is fined as a result of an unsafe or otherwise out-of-compliance yard / exterior area of one of its units, GHI should apply the full cost of that fine to exclusively the member(s) responsible.
- GHI should more accurately calculate the amount charged for Fee-For-Service relating to the Yards and Exteriors Program to account for the full cost of the work being done, including but not limited to:
  - Staff time spent on directly addressing issues
  - Staff time spent organizing and cataloguing work completed to bring Yards and Exteriors into compliance
  - Invoice processing and accounting
  - Fuel, capital, and other expenditures related to addressing Yards and Exteriors noncompliance
  - Others beyond 'day-of-service' costs.

The Task Force is aware that sorting out legal authority to 'pass city fines applied to GHI directly to the member responsible' would require clarification from legal experts familiar with the authorities of our cooperation. Despite this, we unanimously recommend that this issue be addressed in order to allow GHI to hold individual members responsible for said fines, rather than externalize those costs by increasing fees on all members.

7. "Staff organization required for the program." (5-0-0)

- GHI's Director of Maintenance oversees the Yards and Exteriors program and staff time, including staff time dedicated to training for the inspections process.
- Senior staff should first complete several inspections with junior staff to effectively demonstrate what all inspections should include, and to establish a baseline for thoroughness and consistency across all inspections.
- GHI should consider enabling a structured staff-membership interface to accurately capture and communicate member concerns about YEP as well as staff priorities and tips that should be expressed to the membership.

While the Task Force does not recommend that Senior Staff or the GHI Director of Maintenance personally perform a large number of inspections, we do recommend that they be involved in several inspections at the outset of the program each year to help with hands-on-training and set transparent expectations for all GHI staff conducting inspections.



Part of staff training for inspecting the accessibility of walkways, yards, or exterior areas could include staging framed scenarios, such as trying to traverse a sidewalk holding a child's hand, in a wheelchair, on crutches, being over six feet tall, or carrying groceries.

Staff should be trained to identify and report accessibility barriers and to provide immediate assistance to individuals with disabilities. Staff should also be trained to provide information to individuals with disabilities about the location of accessible routes and services. Staff should be trained to provide information to individuals with disabilities about the location of accessible routes and services.

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## Issues for Board Consideration

Over the five to six months of our research and discussion, the Task Force encountered several key points of information that we agreed would be useful to consider. While technically out of the scope of the Board's seven questions, these issues may help frame productive thinking about how we, as a membership, should move forward in addressing issues in Yards and Exteriors.

1. Grass height, grass type, and overall grass footprint should not be regulated by an annual inspection, and should permanently be kept off of an inspection checklist for YEP.
  - A once-per-year check on grass height does not result in better overall care or maintenance of grass in Unit Yards and Exteriors.
  - Rather, maintenance staff and Task Force members found that grass height inspections commonly:
    - Encouraged members who do not normally maintain proper grass height to plan for a one-time mowing each year, resulting in improperly maintained grass the rest of the year
    - Frustrated members who do normally maintain proper grass height, but may be cited for a violation because of timing / being away or otherwise occupied during the annual inspection
    - Entangled a significant amount of staff time relating to:
      - Initial inspections
      - Multiple (in many cases numerous) follow-up inspections that may miss the useful window of a member addressing a citation
      - Arranging for a noncompliant unit fee-for-service, and
      - Potentially expending time on correcting an issue that the member felt had already been addressed at one point during this exchange.
2. Deficiencies not identified in pre-sale inspections are sometimes cited in an annual inspection after the unit has changed members. This creates a disconnect between the member responsible for the emergence (or creation) of a Yard / Exterior deficiency, and the member GHI tasks (and may charge a fee) to address it.

The Task Force recognizes this may be a difficult problem to resolve, but is similar to the scenario where GHI creates a new policy that existing situations violate. The primary

method for addressing this is prevention through enforcement of accurate and thorough pre-sale inspections.

Some examples include:

1. Non-compliant vegetation that went unaddressed in the pre-sale inspection, remained present in the yard or exterior area when the unit was advertised to new buyers, was present when the unit changed hands, and is now being identified by the inspection program as non-compliant and needing to be removed.
  - This vegetation can include desirable trees, hedges, or other perennials that add appeal to the overall unit. Telling the current member to change or remove this vegetation so it complies may be met with strong resistance, as members may appreciate the value it adds to their space, and may have decided to purchase their unit, in part, because of the vegetation present.
  
2. Damaged Sheds, Storm Doors, Fencing, Privacy Screens or other structures that went unaddressed in the pre-sale inspection, but that remained present when the new member took over the unit.
  - These items, if missed, result in the new member having to address or pay for the former member's failure to maintain, remove, or replace the structures prior to sale.
  - In this scenario, properly enforcing the existing rules in the inspection program while having failed to enforce this rule during the pre-sale inspection, punishes new members who were not occupying the unit when the maintenance was first needed.
  - This may cause the new member to be unhappy with GHI.
  
3. Issues with drainage resulting from existing modifications to Yards and Exteriors can create problems for new occupants if left unaddressed as part of the pre-sale inspection.
  - This may be difficult to include in the Pre-Sale inspection, given that the problems may only be visible during rain-events.
  - Other factors, such as drainage issues in nearby yards, may add to problems in a member's yard, which may necessitate requesting help from GHI staff.

3. Where rules conflict or are confusing in the context of other rules, they should be revised to provide clear parameters and guidelines for maintaining GHI Yards and Exteriors.
  
4. Members communicate perceived deficiencies directly to GHI Maintenance staff, and may not choose - or be reasonably expected to - communicate with the member responsible correcting them. This dynamic itself may not be problematic, but it does create implications the Board should consider given their impact on staff requirements, morale of the cooperative, and the state of member yards and exteriors.
  - Members vary in their relationship to deficiencies or perceived deficiencies they interact with, such as a walkway that is difficult or dangerous to traverse because of obstructions from vegetation or debris. The issues may be encountered by members with no personal relationship or rapport with the members responsible. Or, it may be encountered by members that need to interact with the deficiency multiple times a day.
  
  - Members also vary in their ability to tell what is or is not a deficiency, and under whose responsibility it falls to correct an issue.
  
  - If a member is instructed to correct a deficiency outside of an annual inspection, they may feel targeted by the cooperative and / or resentful of other members who did not communicate with them directly, resulting in the first notification of an issue being accompanied by a citation or deadline. This may make the member responsible for a deficiency unhappy, stressed, or mistrustful of their community.
  
  - Input from members in similar examples varies in urgency and validity, as members come to staff to resolve:
    - Perceived hazards to health and/or safety
    - Eyesores or conditions affecting curb appeal, or
    - Non-issues that they may not like, but are not regulated by the Greenbook.
  
  - GHI staff is therefore asked to balance being responsive and available to requesting members with fair and transparent instruction to those that may have a noncompliance issue.
    - Further, these tasks add to staff workload, as these issues often require many individual visits, persistent follow up, extensive communication or contact with members, and clarifying requirements or eventually conducting the work after several delays.

- Interpersonal issues between members or between staff and members may also feature in staff's handling of a this type of input.
- GHI has a responsibility to be responsive and approachable to members, including on Yards and Exteriors issues.
  - In practice, responding to members about deficiencies identified outside of the annual inspection program creates additional work, and may in many cases be avoided by members communicating directly.
  - At the same time, members should not be expected to communicate directly with those responsible for addressing deficiencies (particularly in the absence of an existing personal relationship) for the sake of avoiding staff intervention or preventing citations.
- The Task Force recommends the Board of Directors consider what, if any, guidance should be given to members on reporting or communicating deficiencies either directly to members or to staff (as exists in the current process).

5. The Board should consider implementing a separate annual inspection for walkway safety and accessibility. While paths and walkways are affected by deficiencies in member yards, it may be difficult for staff to accurately and effectively associate all obstacles or issues with walkways with distinct units and members responsible for addressing citations.

- Including items on the YEP checklist designed to target impediments to walkways may not adequately ensure safety and accessibility of the paths or sidewalks.
- The Board should consider alternative approaches that could supplement attention to issues arising from member yard / exterior deficiencies impacting walkways. Two possible approaches would be:
  - Including special attention to member yards and walkways in the Pre-Sale inspection (do drainage issues or vegetation impede nearby walkways?).
  - Conducting an annual walkways inspection wherein staff traverse the walkways to identify obstacles or issues that may present difficulty or danger to individuals using them.

## **Special Thanks to:**

The Task Force would like to extend sincere thanks to the GHI staff who assisted us over the course of our work, including Neron Adams-Escalera and Maesha McNeill, who consistently provided timely assistance in scheduling and advertising Task Force meetings on the GHI Event Calendar.

We would further like to include special thanks to George Bachman, who patiently answered dozens of complicated questions, consistently provided expert input, gathered and shared relevant maintenance data, and offered his perspective over the course of our six months working on this. Thank you George. Your knowledge, hard work, a visible dedication have made our community a better place to live.

## **Acronyms**

GHI - Greenbelt Homes, Incorporated

CBP - Community Beautification Program

Y&ETF - Yards and Exteriors Task Force

Appendix 1: 2021 YEP Inspection Checklist



## 2021 GHI YARDS AND EXTERIORS PROGRAM

Address: \_\_\_\_\_ Initial Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_

We inspected the exterior of your home and your yard today and found that:

\_\_\_\_ Your yard **PASSED!** Your efforts enhance GHI. Keep up the great work!

\_\_\_\_ Your yard **NEEDS SOME WORK** to meet GHI's minimum exterior maintenance standards (Membership Handbook pages 36-37).

Please correct the items below by the specified date or contact GHI to make special arrangements. Staff will be assigned to resolve these citations after the Final Inspection Fail. Please see reverse side for additional information and Final Inspection details.

Garden Side	Service Side	End Side	#	Deficiencies to Correct	Correct By:	Final Inspection
			1	<b><u>Remove Invasive Plants – Poison Ivy- English Ivy/Wisteria Climbing Trees/Walls</u></b>		Pass - Fail
			2	<b><u>Debris and Trash in Yard</u></b>		Pass - Fail
			3	<b><u>Clear Plants and Debris from Over/On Walkways</u></b> <b><u>Clear back beyond edge of sidewalks</u></b>		Pass - Fail
			4	<b><u>Stormwater Drainage or Yard Swales Obstructed</u></b>		Pass - Fail
			5	<b><u>Remove Sapling Trees Within 36" Of Structures</u></b>		Pass - Fail
			6	Description:		Pass - Fail

The Items listed below are things you may wish to consider for future upkeep.

Grass Height Exceeds 8"	Storm Door Damaged
Damaged Shed	Mold/Mildew On Siding
Damaged Fencing	Street Hedges Above 36"
Paint Fencing	Trailer/Vehicle Stored In Yard
Water In Open Containers	Damaged Window Screens
Peeling Paint On Walls	Leaf Debris/Piles
Store Toys And Tools	Excess Firewood Stored
Bare Spots In Yard	Broken Window
Trash Screen Repair/Missing	House Numbers Missing
Clear Access Lane	Damaged Privacy Screen
Plants Blocking Maintenance	Loose Cable Service Wiring Outside

## FINAL INSPECTIONS

GHI Staff will return to re-inspect cited deficiencies on or after the "Correct By" date.

A "Pass" indication signifies no further actions required. Thank you for attending to this issue!

A "Fail" designation will trigger assignment of GHI Staff or a subcontractor to correct the cited item. Work activity will be scheduled without further notification. Members will be responsible for any fees incurred, including trip charges.

A minimum fee of \$75.00 may be imposed, and could be greater depending upon the nature of the citation. No further time extensions will be granted.

## ASSISTANCE

GHI's Warehouse Facility has tools and materials available for member use free of charge:

- 1- Extension ladders are available and will be delivered to your address upon request and picked up after use. Deliveries are typically scheduled for "Close Of Business" and retrieved at the beginning of the next working day. A member signed liability waiver is required, available at the GHI Maintenance Office.
- 2- Scrub brushes and extension poles are available for pick up from the Warehouse especially for cleaning vinyl siding.
- 3- Hunter Green paint (1 quart limit) is available for fence and trim paint touch ups.
- 4- Brown, green, and white paint (1 quart limit) is available for trim paint touch ups.
- 5- House letters and numbers are available. Proper identification greatly aids service and emergency situations. It is required by the city on all service-sides. For units not facing city streets, it's also required on garden-sides.
- 6- Straw for yard improvements is available for pick up by the member.
- 7- Tools for aerating lawns are available to help establishing new sown grass or improving existing lawns.
- 8- Wood chips, an excellent groundcover or mulch, are stockpiled behind GHI offices for member landscaping needs.
- 9- Tall Fescue Grass Seed is available for purchase at \$2.00 per bag, a good value.

## PROBLEM-SOLVING

GHI's Community Enhancement Program is designed to enhance the community by ensuring that members comply with the minimum upkeep standards as defined in the Member Handbook and by-laws. Maintenance Dept staff are prepared to assist members in resolving citations, offering alternative remedies and other solutions. However, members are ultimately responsible for compliance. Your support and cooperation make the program a continuing success!

## SERVICES

GHI's Staff are here to assist you. Please call with any questions or problems you may have.

- George J Bachman – Director of Maintenance 301-474-4161 Ext 1132 e-mail [gbachman@ghi.coop](mailto:gbachman@ghi.coop)
- Ron Sookram – Maintenance Manager 301-474-4161 Ext 1129 e-mail [rsookram@ghi.coop](mailto:rsookram@ghi.coop)



**Date:** September 24, 2020

**To:** GHI Board of Directors

**From:** GHI Transition and Sustainability Subcommittee:

Tom Adams, Co-Chair, Amy Odegaard, Co-Chair, Frank DeBernardo, Chuck Hess, Stephen Holland, Tim Murray; staff liaison, Maesha McNeil

**Re:** GHI Transition and Sustainability Issues Report

Attached please find the **GHI Transition and Sustainability Issues Report** which provides the Board, staff and members an **overview**, observation of **issues**, and **recommendations** from GHI's Sustainability & Succession Task Force developed over the past several months. We believe the pending transitions of the General Manager and a number of senior staff will impact dramatically the operations and culture of GHI. Given this risk and opportunity, there is an urgency to start work on these issues as soon as possible. Of all the issues confronting our cooperative, none are more important than a thoughtful, deliberative process that will position GHI to attract the best candidates for our professional ranks and to ensure our viability in the future.

**To provide an opportunity for a full discussion, we request a Work Session with the Board at its earliest convenience to discuss this report in further detail.**

We thank the Board for this opportunity, and we look forward to discussing our findings and recommendations in depth with you soon.

## Overview

The GHI Succession Planning Task Force respectfully submits its Transition and Sustainability Issues report to the Board of Greenbelt Homes Inc., (GHI). This document completes our charge "... to recommend to the Board a set of policies and possible actions to reduce risks during leader transitions and increase mission sustainability, resiliency, and adaptability of GHI over the long term."

Leader transitions strengthen or weaken organizations. In the worst case, a flawed or failed transition can cause an organization to decline and even go out of business. While GHI has enjoyed stability of leadership for several decades, there were at least two periods in its history where the General Manager changed three times in four years.

To increase the odds of a successful General Manager transition when Mr. Ralph retires, we present this report. Our findings of critical transition and sustainability issues and our recommendations are based on numerous meetings of the Task Force, outreach to other cooperatives, interviews with key stakeholders--general manager, senior staff, and board members--as well as reviews of the work of related GHI sub-committees and task forces, and the history of GHI itself.

These details are offered not to be prescriptive, but to provide choices for the Board as it moves forward. The details will likely change as more is learned through the process.

Of all the issues confronting our cooperative, none are more important than a thoughtful, deliberative process that will position GHI to attract the best candidates for our professional ranks and to ensure our viability in the future. We believe there is an urgency to starting now to address the transition and sustainability issues outlined herein, and engaging the Board, staff and members in preparing for a period of much change and opportunity over the next several years.

We have provided three appendices to offer a clearer picture of how the recommendations can be realized. [Appendix 1](#) contains suggested Implementation Actions for each recommendation in this report. The Task Force has approved this list of options which was authored by our co-chair Tom Adams and is based on his experience as a leadership transition and search consultant for several decades. [Appendix 2](#) provides a sample timeline and process for implementation of these options. [Appendix 3](#) is a report on our research into how other housing cooperatives operate and handle succession.

As members of the Cooperative, we are grateful for the opportunity to contribute to the Board's vision of the future and to the successful sustained vitality of GHI for years to come.

## Critical Transition and Sustainability Issues

GHI is facing challenges far more complex than the retirement of its General Manager. Some of these are known; others are less clear because they are masked by the stability provided by the long-tenured General Manager, senior staff, and Board leaders.

This period of transition provides a necessary opportunity to take a fresh look at GHI and how it does business. We have identified five Transition and Sustainability Issues essential to the continued viability of the cooperative:

### **1) Senior staff turnover**

In addition to the General Manager, several key senior staff are expected to retire in the near future.

### **2) Financial Challenges**

a. Costs associated with maintaining our aging housing and infrastructure continue to increase.

b. Filling the anticipated staff vacancies, as well as the need to increase staffing and continue to invest in technology, will result in increased costs.

### **3) Information Technology Infrastructure**

Outdated information technology (IT) and communication systems and practices all need upgrades. (Some of this is currently underway.) GHI's IT infrastructure and practices do not serve the needs of the cooperative's staff, board, and membership. In particular, GHI needs to improve its electronic forms of communication with a membership which is increasingly familiar and dependent on email, websites, tele-connecting, and social media for information.

### **4) Board and General Manager roles, responsibilities, and authority**

Current governance and management practices produce strains on the General Manager, staff, and Board members. Present Board practices require a lot of time from the General Manager, the Board, and senior staff, and these practices do not encourage delegation of authority or innovation. The Board currently handles both policy discussions and community issues. Focusing the work of the Board and the roles of members would advance leader development. Moreover, the lack of turnover in officers and members of the Board is not healthy for the Coop long-term. A new approach to officer and Board succession is needed prior to the hiring of a new General Manager.

### **5) Member participation and leader development**

GHI benefits from member involvement yet at the same time is challenged to find members interested in serving on some of the committees or running for elected office. No formal plan exists for encouraging leadership development among members. A new General

Manager would benefit from more clarity of expectations about how GHI wants to involve members, encourage leadership development, and prepare for the next generation of Board and Committee leaders.

As noted above, all these issues do not appear troublesome at first glance because the highly satisfactory relationships which have developed among current Board and staff leaders for the past ten to twenty years have allowed things run smoothly. However, with the imminent major changes in staff leadership and a need to plan for succession at *all* levels, the current well-oiled machine can end up sputtering and stalling for years until it finds its groove again.

Addressing these challenges must be accomplished with a keen eye on the costs to our members and our resources at hand.

### Transition and Sustainability Recommendations

We offer the following recommendations, which we look forward to amplifying when we meet with the Board:

#### 1) **Organizational Direction Review Process**

We urge the Board to resist the temptation to fill the upcoming General Manager position as it is currently defined. We recommend Mr. Ralph, senior staff, the membership, and the Board all participate in a review of the direction, changes, and priorities of the cooperative. An external transition consultant should facilitate this review which would have the goal of determining what will be required of the next General Manager, the Board, and GHI senior staff and membership to meet the challenges and opportunities of the future. The Board should not rewrite the General Manager's job description without first performing this kind of review. Now is the time to anticipate the needs of the cooperative moving forward and how the new General Manager can meet them. The topics of the remaining recommendations below should certainly be included as part of this review.

#### 2) **Financial Health**

Given member concern about rising monthly coop fees, revenue generation is critical to the sustainability of the cooperative. The ongoing need to invest in technology to keep management practices current, rising costs and difficulty filling positions at current salary ranges, and age of homes and infrastructure among other factors will add to need for increased income. Past discussions make clear there is no easy, quick solution to increasing revenue not coming from member fees. It is important to address this issue before hiring a new General Manager because a review of the options for expanding resources may affect the roles of the new General Manager and senior staff, while also impacting the future culture of GHI. We recommend the Board continue and expand its efforts to address this need with the assistance of a consultant/facilitator to guide a careful process of determining how the cooperative can best expand its earned income to supplement member fees. We recommend further that the focus be broadened to include not only

revenue generation from earned income, but also from grants or partnerships with other organizations that benefit members and the community.

**3) Board/General Manager Roles and Authority Review**

The current twice-a-month Board meetings, the breadth of big and small issues addressed at Board meetings, and the current Board decision-making procedures add work for staff and add unproductive time to deliberations. In looking at how other cooperatives operate, we became aware that some delegate more responsibility to Board committees (Finance, Operations, Building and Maintenance), the general manager, and senior staff, freeing the Board to focus in more depth on larger policy issues and the long-term viability of the cooperative. Clarifying the role of the Board and the roles of the members would help address this issue.

We believe it will be difficult to attract a technically competent General Manager who is willing to support the current time-consuming governance and decision-making system. Early experimentation with new approaches can inform the finalization of the job description for the new General Manager and foster more innovation.

Board succession (for officers and members) can be addressed formally through term limits and by-law changes or informally through voluntary attention to ensuring a mix of leaders on the Board needed to manage this major transition. A Board slate that combines some of the current experienced members with other active members who bring skills and experience in organizational change management, housing management/finance and member engagement or other relevant experience is recommended.

**4) Member Education, Involvement, and Leadership Development**

Given the need to build a new senior team, increase revenue, and address infrastructure, we believe it is prudent to invest some time in clarifying expectations of members and how to increase membership involvement through education and leadership development. GHI members have for years relied on the considerable talents of a few dedicated individuals who have led us through many challenges such as the HIP, the pandemic, and more. We cannot overlook the fact that the Board also mirrors our staff leadership predicament. And, as with our professional staff, we have no system in place to recruit and develop Board leaders for the future.

**5) Senior Staff Reorganization**

When the issues above are combined with the anticipated retirement of key senior staff, the likely result will be the need for significant change of the roles and duties of senior staff. Once the direction and organizational changes are defined, we recommend a thorough review of the duties of current senior staff, their titles, compensation, as well as the developing an updated organizational structure to guide the filling of vacant senior staff positions. GHI has an opportunity to encourage phased retirements while making use of the skills of current senior staff and new hires to advance the agreed upon changes where

appropriate. We further recommend that management adopt a vigorous cross-training and staff development effort to increase the likelihood that GHI can fill more of its senior positions from internal promotions. While it is ideal for the new general manager to hire her/his senior team where possible, the difficulty filling senior positions suggests consideration of immediately filling some part or full-time management positions in a way that expands the hiring options for the new general manager.

**6) *Information Technology Infrastructure***

In order to attract the best possible candidates for the upcoming General Manager and Senior Staff vacancies while functioning as a modern, effective cooperative, GHI must sharpen its focus on IT needs and opportunities. In this day and age, IT can no longer be a topic that is visited when current systems collapse or are in need of repair but rather it must become an integral facet of GHI's daily operations and planning. We recommend that GHI increase staffing and resources to IT development and implementation including a recurring dedicated line-item in our budget, as well as a standing working group charged with exploring how to better communicate with members using technology and social media.

**Conclusion**

GHI is a strong, well-led cooperative. As our committee researched other cooperatives, we increased our appreciation for the many strengths of GHI. Our report is intended to build on the strengths of GHI and to use the lenses of past experience and foresight to make changes necessary to ensure a strong and vital GHI for many years to come.

We look forward to the opportunity to discuss this report in detail with the Board.

## **Appendix 1: Suggestions for Actions to Address Transition and Sustainability Issues Facing GHI - memo from Tom Adams**

TO: GHI Board

FROM: Tom Adams, GHI Succession and Sustainability Committee co-chair, GHI member and retired leadership transition and search consultant

RE: Suggested actions to address the Transition and Sustainability Issues Facing GHI

DATE: September 9, 2020

Given the anticipated unprecedented staff turn-over and range of organizational issues facing GHI, the Committee asked me to share more concretely my recommendations for moving forward in transition planning for GHI. In a different time and situation, I would consider that premature until you have had time to review and digest the report.

However, these are unusual times and time for action is running out. In my over 25 years of working directly with Boards preparing for and executing top leadership change, the biggest challenge is calling time out from business as usual and focusing time and resources on the big change and transition about to happen. The period for this leadership is now. 2021 needs to be the year to complete and begin implementing the transition plan to make the most of Mr. Ralph's agreement to give the Board one-year notice when he plans to retire.

Times of transition are the best possible times for change. This requires openness to new possibilities and appreciation for the values and practices that make GHI the extraordinary organization it is.

The Board-general manager – staff – member relationships are dynamic and critical to GHI's mission. It would be easy for the Board and members to see the change in general manager and senior staff as a set of hiring decisions. Narrowly defined, they are.

However, the opportunity to take a fresh look at the many strengths of GHI and the aspirations outlined in the Transition and Sustainability Issues report requires the whole leadership system – Board, staff, and members – to engage and make some decisions to ensure the future health and vitality of GHI.

The following offers detailed action steps as possibilities for each of the five recommendations in the Transition and Sustainability Issues Report. What follows are intended as suggestions and as noted above will need to evolve as the process unfolds.

**1) Organizational review process**

- a. Assume leadership transitions will begin in 2022 or 2023 and use 2021 to prepare.
- b. Appoint a Transition Committee now to follow-up the work of the Succession and Sustainability Committee.
- c. Hire a Transition Consultant to facilitate the 2021 Organizational Review and transition planning process and subsequent transition work. The complexity of this transition warrants an outside facilitator and consultant.<sup>1</sup>
- d. Prioritize which transition and sustainability issues are to be addressed before GM retirement.
- e. Discuss and agree with transition consultant how to best involve Board, staff and members in preparing for GM retirement and addressing issues and timeline.
- f. Consider if other outside consulting help or temporary staff is needed to support work on the issues to be addressed. Some possible areas of need include:
- g. Technical expertise where needed in the exploration of new methods of revenue generation, grant solicitation or partnership with other nonprofits.
- h. Business process and internal systems including enhanced use of technology to supplement work on board-general manager roles and upgrading internal systems and technology infrastructure.
- i. Executive search firm or recruiter with expertise with cooperatives and recruiting the skills defined for the next general manager when the search occurs as needed.
- j. Establish a transition budget which includes direct transition costs, and working capital for investment in possible innovations to address transition and sustainability issues.
- k. Establish and implement a communications plan for appropriately updating Board, staff, and members from now until new General Manager successfully onboarded.
- l. Pay attention to the tension between democratic transparency processes and practical limitations of time/ volunteers/ money available. Find the GHI process sweet spot.

**2) Financial Health**

- a. Summarize the conclusions from past efforts of expanding revenue. Broaden the revenue expansion exploration to include revenue producing initiatives, program and grant development and partnerships with other organizations that advance GHI's mission and the co-op's ability to attract, develop and retain the necessary work force. Appoint a Task Force supported by necessary staff and external consultants to ensure decision options within 120 days.
- b. Given national and local attention to aging in place and racial equity, and GHI's unique expertise in housing and property management, consider as one way to attract grant funding options for increasing revenue that advance GHI's ability to support aging in place and racial equity in Greenbelt.
- c. Prepare Board and senior staff for management of different cultures as revenue producing projects introduce a more entrepreneurial culture to part of GHI.

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<sup>1</sup> In spirit of transparency, I am willing to continue to volunteer and serve on the Transition Committee. As a member, he would be too close to the situation to be the consultant, but I could perform particular functions as a way to reduce the cost of some of the work of this consultant.



### 3) Board/General Manager Roles and Authority Review

- a. Ask the transition consultant to facilitate a process with the Board and senior staff to brainstorm a list of 10-20 procedural changes that would increase efficiency and reduce time demands on Board and staff without sacrificing quality or integrity of GHI.
- b. With such a list as a starting point, schedule a Zoom call with Brendan Keany, the general manager of Penn South Coop in New York to hear how Penn South operates including the roles of Board, committees and general manager. (This coop was found to be most similar to GHI, and has a structure that seemed relevant to GHI. See Report on Cooperative Research below for details.)
- c. Contact NAHC for recommendations for cooperative governance consultants who will be able to suggest other governance/management models.
- d. Consider using a six-twelve-month planning period to experiment with using Board time differently. Such changes might include doing the GHI business in one Board meeting and using the second monthly meeting to focus on Transition and Sustainability issues, delegating authority to a committee on a provisional and experimental basis, and/or shifting to one Board meeting a month.
- e. Ask the Transition Committee, the general manager, several Board members, and the transition consultant to develop a set of recommended changes in processes and authority to try out for an agreed period of time. The goal is to reduce the general manager's and senior staff time and energy spent on Board management and the work load of the Board including Board attendance
- f. Review how member committees and task forces can be supported with less time strain on staff. Involve senior staff in this review.
- g. Ask the transition consultant to facilitate a discussion of Board succession and to plan for the development of possible future Board candidates.

### 4) Member Education, Involvement and Leadership Development

- a. Review with Brendan Keany of Penn South Coop how that Coop involves members, with and without staff support.
- b. After structural review completed, develop a vision and mutual responsibility statement between GHI and members. Get input from members to inform this new agreement.
- c. Use electronic media more robustly to allow for members to participate in meetings, committee activities, other co-op programs, and to vote on key issues.
- d. Design (with input from NAHC and other cooperatives where helpful) programs of education about cooperative living for members as a way to develop involvement and new leaders.

### 5) Senior Staff Reorganization

- a. Seek input from senior staff on ideas for reorganizing senior staff.
- b. In 2021, consider repurposing any senior staff vacancies and adding part- or full-time positions to expand senior team and expand internal pool for senior positions when they become vacant.

- c. Direct the Transition Committee to develop organizational structure options for the Board with budget implication for GHI.
- d. Consider an incremental approach to staff reorganization in light of timing of planned retirements of senior staff. Consider asking senior staff where appropriate to transition to contract employee for a period to assist with the transition to a new general manager and staffing structure.
- e. Consider leaving as much of filling senior staff positions to the new General Manager as possible, while strengthening the internal senior staff team in 2021.
- f. Review the title of "General Manager" and other senior staff titles.

**6) Information Technology Infrastructure**

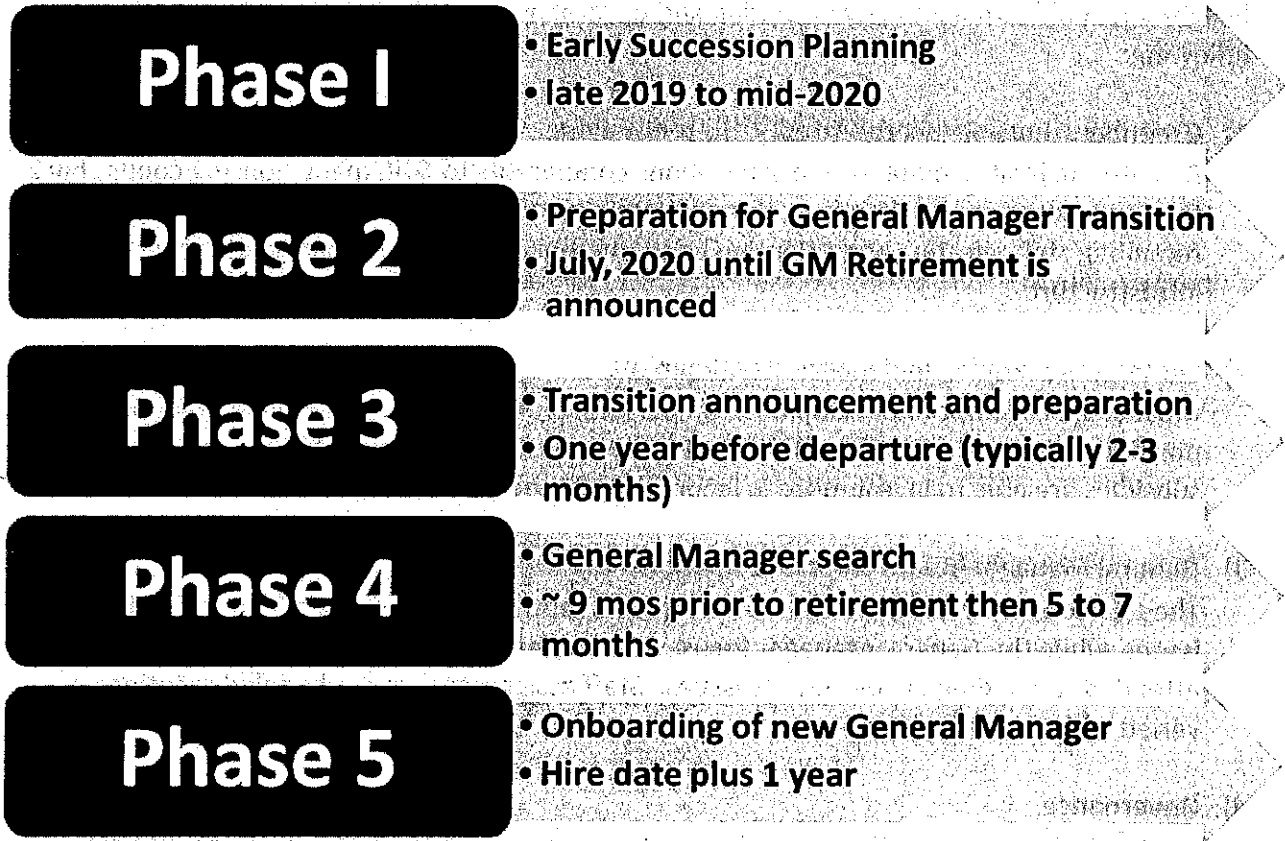
- a. Review current plans and progress in upgrading information technology and communication systems and availability of a staff/member team with the expertise to envision, budget for and plan for an upgraded IT and Communication system and staffing.
- b. Establish a planning and oversight group for this area with a budget and access to technical consultant(s) as needed.
- c. Adjust and revise current plans, timelines and budget with an eye to what changes are to happen before a new general manager is hired and what actions are assigned to the new general manager to review and propose a plan, timeline and as needed revised budget. This updated plan would budget for immediate and future/ongoing IT and Communications investments.

**Conclusion**

Transition will be a stressful time for GHI, its members, and the larger community. The Succession Task Force appreciates the Board will need to make difficult decisions to successfully navigate to a new general manager and senior staff and to preserve a well-run GHI. Ideally GHI will proactively manage this important transition and build on its track record of housing and community quality for members in this process.

## Appendix 2: GHI Succession, Transition, Search and Onboarding Sample Timeline

The GHI Succession Task Force developed the following timeline to assist the Board in managing the complex process of preparing for and successfully transitioning GHI's General Manager. It is intended to provide a general road map and possibilities; specific circumstances may necessitate adaptations of the suggested approach.



## **Appendix 3: GHI Succession Planning Task Force Research on Comparable Coops May 23, 2020**

### **Executive Summary**

As a supplement to the Succession Plan, this task force contacted eight housing cooperatives and associations to learn about their succession/transition practices and experiences, and to benchmark and learn about key operating and governance questions. We discovered the following:

#### **1) Greenbelt Housing Incorporated (GHI) is not alone**

Despite the limited number of organizations comparable to GHI, many housing coops share the same concerns and issues, such as maintaining affordable monthly fees affordable, recruiting staff, electing and orienting board members, and maintenance and long-term infrastructure.

#### **2) Succession planning and leader development**

Most coops attempt to develop back-up personnel plans for the general manager and key positions. Coops that receive additional revenue resources through federal and state subsidies are able to invest more in leader development and succession.

#### **3) General Manager/Board roles and relationships**

The two cooperatives that were interviewed in depth had their Boards focus on policy issues, while the General Manager focused on operations, and member or resident councils attended to building or community issues. Staff assignments and scheduled meetings varied with each cooperative.

#### **4) Governance**

- a. Most of the cooperatives interviewed shared the challenge of finding people to serve on the Board. A few have established processes to cultivate and orient future board leaders and provide organized leader development training. The exceptions are the coops with a state or federal subsidy who do extensive board and leader development.
- b. The size of the Board, term limits, and executive sub-committees assigned to long and short-range issues varied by cooperative. The larger more comparable coops had much simpler Committee systems (e.g., Board, Operations, Finance and Audit) and delegated more decisions to the General Manager.

#### **5) Member involvement and cooperative principles**

The more successful coops develop and support member engagement through the formation of member interest groups or advisory sub-committees. This structure is how

community standards are identified and maintained, as well as how the cooperative chooses to handle other routine issues affecting the community. This work is often separate from that of the general manager and staff.

**6) Finances and monthly fees**

The more successful, larger coops were federally supported senior coops and the New York state assisted coops. The revenue models are based on subsidies from the past and seem less available for coops today.

**7) Earned income**

There is a wide range of entrepreneurial approaches that expand a cooperative's earned income. Some coops provide services and amenities to specific populations, rent space to commercial endeavors, and/or located in places that lend themselves to billboards.

**8) Information Technology Infrastructure**

At the time this research was initiated, IT was not considered a priority for gathering information. The organizations and people listed below would be excellent resources for learning how other cooperatives use IT and Communications to advance the cooperative's mission and quality of service to members and staff.

**Specific details on the highlights listed above.**

<p><b>Succession planning and leader development</b></p>	<p>The Southeast Service Corporation provides cooperative housing for seniors and has the most developed approach to continuous leader development. It also has an annual education program for staff and board leaders. Penn South does not staff the resident council; CSI operates in different locations in a multi-state region so has staff assigned to member councils and to meeting with the boards of specific coops. In these two examples. In Penn South, there are only two standing Board committees: Operations and Finance. These Committees meet once a month and Board meets once a month. Any Board member can sit on either Committee. Member concerns take place outside the Board at Member Councils. Most member complaints are handled by staff (executive assistant to General Manager) unless they involve legal matters.</p>
<p><b>General Manager/Board roles and relationships</b></p>	<p>Two of the larger coops interviewed, CSI and Penn South Coop, both focus the Board on policy issues, the general manager on operations, and the member/resident councils on issues in the buildings or communities. Penn South does not staff the resident council; CSI operates in different locations in a multi-state region so has staff assigned to member councils and to meeting with the boards of specific</p>

	<p>coops. In these two examples, more authority is delegated to the general manager. In Penn South, there are only two standing Board committees: Operations and Finance. These Committees meet once a month and Board meets once a month. Any Board member can sit on either Committee. Member concerns take place outside the Board at Member Councils. Most member complaints are handled by staff (executive assistant to General Manager) unless they involve legal matters.</p>
<b>Governance</b>	<p>Board sizes seem to range from approximately 7 to 12. Some have term limits, while others don't. Most report a challenge in finding people who want to be on the Board. A few (CSI, Southern Regional, Amalgamated, Village Towers East, others?) coops have an organized leader development and preparation process to cultivate and orient future board leaders. In NYC, a Roundtable exists for board members from a variety of housing co-ops to share ideas and educate each other. Several coops commented on the challenge of preparing for succession when a long-time leader does a job particularly well for a very long time. One model of governance that was discussed was a board with a strong executive committee who would make routine decisions, while more important and long-range policy issues were handled by the entire board. Similarly, for particular types of issues, committees of board members are empowered to make decisions, freeing up other board members for different work.</p>
<b>Member involvement and cooperative principles</b>	<p>The more successful, larger coops develop and support member engagement, separate from the work of the general manager and staff. Cooperative principles and community spirit are developed through these efforts, and community connections made. Vigilance over community standards and handling of routine issues are handled in these programs. As noted above, member involvement also can lead to other services being offered on site.</p>
<b>Finances and monthly fees</b>	<p>The more successful, larger coops we examined were the federally supported senior coops and the New York state assisted coops. The revenue models are based on subsidies from the past and seem less available for coops today. (There was no evidence found for any special state financial support for coops in Maryland.) CSI, one of the senior coop providers interviewed, has received Section 202 financing subsidies for elderly coop development in Maryland. In New York, the larger city coops have services on site which have separate subsidies and also have developed their own source of electricity which reduces costs.</p>

**We reached out by email and phone calls to representatives from 11 cooperatives and associations**

<b>Association</b>	<b>Location</b>	<b>Person</b>
Amalgamated Housing	New York, NY	Ed Yaker, former board president
Beekman Partners, former GHI General Manager	New York, NY	Shekar Narasimhan, CEO
Cooperative Housing Association of New England (CHANE)	East Hartford, CT	Kimalee Williams, President
Cooperators United for Mitchell Lama Housing	New York, NY	Dick Heitler, former president
New York Federation of Cooperatives	New York, NY	Greg Carlson
National Coop Bank	Arlington, VA	Terry Simonette – former CEO
Penn South Coop	New York, NY	Brendan Keany, general manager
Southeast Service Corporation	multi-state elderly coops	Nancy Carlson, CEO
Urban Homesteading Assistance Board (UHAB)	New York, NY	Andy Reicher, executive director

MARYLAND DEPARTMENT OF NATURAL RESOURCES  
PROGRAM OPEN SPACE  
JOINT-USE AGREEMENT

THIS JOINT-USE AGREEMENT (this Agreement) is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

- (a) City of Greenbelt  
(hereinafter, the Local Government)
- (b) Greenbelt Homes, Incorporated  
(hereinafter, the Third Party), and
- (c) The Department of Natural Resources, acting for and on behalf of the State of Maryland (hereinafter, the Department)

WHEREAS, the Local Government is applying Program Open Space funds appropriated by the Maryland General Assembly and administered by Program Open Space under Title 5, Subtitle 9 of the Natural Resources Article (2012 Replacement Volume, as amended) for recreational facilities on lands owned by the Third Party.

NOW, THEREFORE, the Local Government, the Third Party, and the Department agree as follows:

- 1. This Agreement applies to the facility described in the Program Open Space, Development and Capital Renewal Application and Project Agreement # \_\_\_\_\_, set forth in **Attachment A**, which is hereby incorporated herein by reference (the Project).
- 2. Any additional agreements between the Local Government, the Third Party, and any other parties with respect to the Project are set forth in **Attachment B**, which is hereby incorporated herein by reference. In the event of a conflict between the terms of **Attachment B** and the terms of this Agreement, the terms of this Agreement shall prevail.
- 3. The Local Government shall operate and maintain, or have operated and maintained, the Project throughout its estimated life of 20 years from the date of Board of Public Works approval as set forth in **Attachment A** and associated documents.
  - a. The Project shall be maintained so as to appear attractive and inviting to the public.
  - b. Sanitation and sanitary facilities shall be maintained in accordance with applicable State and local health standards.
  - c. The Project shall be kept reasonably safe for public use.
  - d. Buildings, roads, trails and other structures and improvements shall be kept in reasonable repair so as to prevent undue deterioration and to encourage public use.
- 4. The Local Government and the Third Party shall ensure that:
  - a. The Project shall be open for public use at all reasonable hours and times of the year, according to the type of area and facility.
  - b. The Project shall be open to entry and use by all persons, regardless of race, color, religion, sex, age, handicap, marital status, sexual orientation, gender, or ancestry or national origin, and shall be operated in compliance with Title VII of the Civil Rights Act of 1964, P.L. 88-354 (1964) and its amendments, the Americans with Disabilities Act of 1990, P.L. 101-336 and its amendments, and Section 20-601 et. seq. (Discrimination in Employment) of the State Government Article of the Annotated Code of Maryland (2014 Repl. Vol. and 2016 Supp.).
  - c. The Project shall be retained and used for public outdoor recreation or open space purposes. The Project shall not be converted to any other use without the prior written approval of the Secretary of the Department of Natural Resources, the Secretary of the Department of Budget and Management, and the Secretary of the Department of Planning. Said approval shall not be granted unless the Local Government and/or Third Party replace the Project with facilities of at least equivalent area and of at least equivalent recreation or open space value. The monetary value of the replacement facility shall



- be equal to or greater than the original Program Open Space grant(s). The Secretaries, at their sole discretion, shall determine the relative recreation and open space value of the properties, considering the fair market value, usefulness, quality and location of the properties and/or facilities.
- d. The Department, its agents and employees shall have the right to inspect the Project for compliance with this Agreement.
5. To the extent permitted by law and subject to available appropriations, the Local Government agrees:
- a. To protect, indemnify and save harmless the Department, its officers, agents, and employees from and against any and all claims, demands, causes of action, and liability of any kind arising out of the operation and use of the Project.
  - b. That if the Project is rendered unusable for any reason whatsoever, the Local Government shall immediately notify the Department of said condition. The Local Government, at its own expense, shall repair the Project, taking any action necessary to restore use and enjoyment of the Project by the public.
  - c. That any violation of this Agreement shall render the Local Government liable to the Department to replace the Project with land of at least equivalent area and public recreational value, and to construct on this replacement land facilities of the same type, size, and quality of construction as those in the Project.
  - d. That in the event of a violation of any provisions of this Agreement, the State, in addition to pursuing other remedies, may impose the following sanctions until the violation has been corrected to the satisfaction of the Department:
    - i. Withhold approval of any Program Open Space and Community Parks and Playgrounds project request submitted by the Local Government to the Department;
    - ii. Withhold reimbursement from Program Open Space and Community Parks and Playgrounds funds for the State's share of the cost of the Project;
    - iii. Withhold reimbursement from Program Open Space and Community Parks and Playgrounds funds for the State's share of the cost of any or all outstanding projects of the Local Government;
    - iv. Maintain, operate, or repair the Project, charging the cost of said maintenance, operation, or repair to the Local Government as a debt due and owing the Department.
- 
6. If the Third Party is a Board of Education that holds title to the land on which the Project is located, then, the Third Party shall permit the Project to be open to the general public, as regulated by the Third Party or the Local Government at all hours and times consistent with the type of facility, so long as same does not interfere with specific school activities.
7. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns, including assigns and successors by way of privity of estate and contract. Nothing in this Agreement, expressed or implied, is intended to confer upon or against any person, corporation, or government unit not a party to this Agreement, any right or remedy under or by reason of this Agreement.

[The remainder of this page is intentionally left blank]

IN WITNESS WHEREOF the parties have executed this Agreement causing the same to be signed the day and year first written above.

WITNESS:

\_\_\_\_\_

THE LOCAL GOVERNMENT:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

THE THIRD PARTY:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

THE DEPARTMENT:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Approved as to legal form and sufficiency. Approved means the document meets the legal requirements for a contract if the signature blocks are executed properly; it does not mean approval or disapproval of the transaction. Approval is of the typed language only; any modification requires re-approval.

\_\_\_\_\_  
Office of the Attorney General  
Department of Natural Resources

Note: **Attachment B** should set forth the respective roles of the Local Government and the Third Party for construction and development of the Project and for the operation, maintenance, supervision and scheduling of the Project. It may also include other agreements between the Local Government, the Third Party and any other parties with respect to the Project.

If there is no Attachment B to this Agreement, please initial here: \_\_\_\_\_ Local Government

\_\_\_\_\_ Third Party

## PLAYGROUND USE AND MAINTENANCE AGREEMENT

This AGREEMENT is made this 29<sup>th</sup> day of September by and between the City of Greenbelt, Maryland, a body corporate and politic in the State of Maryland (hereinafter "City") and Greenbelt Homes Incorporated (hereinafter Playground Owner).

### WITNESSETH:

**WHEREAS**, the City desires to provide public access to playgrounds throughout the City and ensure that the playground equipment and surfacing is consistent with generally accepted guidelines such as Consumer Product Safety Commission (CPSC) and Americans with Disabilities Act (ADA) guidelines, and;

**WHEREAS**, the City is willing to maintain playground equipment and surfacing at privately owned playgrounds in exchange for long-term public access, and;

**WHEREAS**, the Playground Owner is willing to grant an easement allowing long-term public access in exchange for City maintenance of playground equipment and surfacing, and;

**WHEREAS**, this Agreement provides for such a relationship.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein including execution of an easement document, the parties agree as follows:

1. This agreement covers the eight (8) playgrounds described as follows:
  - between 12 & 14 Hillside Road
  - behind 2 Laurel Hill Road
  - 2 Research Road
  - Between 36 & 38 Ridge Road
  - Between 4 & 6 Plateau Place
  - 44 Ridge Road
  - 7 Southway near McDonald Field
  - 8 Southway
  
2. As City staff and financial resources allow and at its sole discretion, the City agrees to:
  - maintain/modify existing playground equipment
  - maintain/modify surfacing materials
  - purchase and install new equipment
  - purchase and install new surfacing materials

The above work must be done Monday through Friday between the hours of 7:00am and 6:00pm. Work outside of these hours requires permission from the Playground Owner.

3. The City will inspect the playground and play equipment on a regular basis. At a minimum, inspections will be conducted annually.
4. Playground Owner will be required to reimburse the City for twenty-five percent (25%) of the total cost (equipment, materials & labor) for the items listed below. The City is responsible for any equipment maintenance and repair costs.
  - new playground equipment
  - new surfacing materials
  - periodic replenishment of surfacing materials
5. The City will determine playground equipment and surfacing needs based upon generally accepted guidelines such as those established by the CPSC and ADA, available staff and funding resources, and playground needs throughout the City. The City shall consult with the Playground Owner before adding or replacing any play equipment or surfacing, but decisions by the City regarding surfacing and equipment will be final. Owner agreement is desired, but not required.
6. The City may not eliminate any playground equipment or playgrounds without obtaining the written permission of the Playground Owner. This provision does not apply to playground equipment deemed hazardous under the aforementioned guidelines.
7. The City shall be responsible for procuring and maintaining liability insurance on the playground and related playground equipment as described above. The Playground Owner shall be responsible for maintaining appropriate liability insurance on the playground.
8. The Playground Owner is responsible for maintaining the grounds, landscaping, trees, trash receptacles, trash collection, fencing, benches, lighting, etc. Failure to do so shall, after thirty (30) days written notice by the City, terminate this Agreement, at the sole discretion of the City. Where required, fences and benches must meet generally accepted guidelines such as those established by the CPSC.
9. The Playground Owner agrees to give an easement to the City allowing for equipment installation, equipment maintenance and public access as needed. The easement must be executed within thirty (30) days of the execution of this agreement. Failure to do so nullifies this agreement. The easement term must be for 20 years
10. Playground must be available to the public 7 days a week, from dawn to dusk, 365 days per year. Playground Owner must allow the City to install a sign at the playground indicating that the playground is City maintained and open to all City residents.
11. This agreement shall be in effect for a period of 20 years.

12. If a Playground Owner wishes to terminate this Agreement prior to the end of Agreement term, they must petition the City Council in order to do so. The Playground Owner will be required to reimburse the City for any improvements made to the playground on a prorated basis. City Council may terminate at its sole discretion.
13. If a Playground Owner wishes to terminate this Agreement at the conclusion of the Agreement term, they must give the City ninety (90) days written notice prior to the end of the easement term.
14. If the City wishes to terminate this Agreement, it must give the Playground Owner ninety (90) days written notice. A playground must be in compliance with generally accepted guidelines such as those established by the CPSC in order for the City to terminate the Agreement.
15. Six (6) months prior to the end of the Agreement term if the City wishes to renew this Agreement it must notify the Playground Owner in writing along with any proposed changes to the agreement and/or easement.
16. In the event of a default by Playground Owner of any duty herein, City may, at its discretion, cancel this Agreement and remove any equipment placed upon the playground by the City.
17. This Agreement contains the entire agreement between the parties.
18. This Agreement shall be binding upon the parties hereto their heirs; executors; personal representatives and assigns.
19. This Agreement shall be construed pursuant to the laws of the State of Maryland.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and date first above written.

WITNESS:

David E. Moran

CITY OF GREENBELT, MARYLAND

by: Judith F. Davis  
Judith F. Davis, Mayor

WITNESS:

Gretchen Overduff

GREENBELT HOMES INC.

by: Julia E. Eckhart  
President

## Attachment A

Eight (8) playgrounds described as follows:

Between 12 and 14 Hillside Road: As of July 1, 2005, the playground equipment consists of: a component climber, an 8' single pole swing, a see-saw and one (1) spring animal.

Behind 2 Laurel Hill Road: As of July 1, 2005, the playground equipment consists of: an 8' single pole swing, a see-saw, a 6' straight slide and two (2) spring animals

2 Research Road: As of July 1, 2005, the playground equipment consists of: a component climber, a 10' swing, a see-saw and one (1) spring animal.

Between 36 & 38 Ridge Road: As of July 1, 2005, the playground equipment consists of: a 10' swing, a 10' spiral slide, a see-saw and one (1) spring animal.

Between 4 & 6 Plateau Place: As of July 1, 2005, the playground equipment consists of: a component climber, an 8' arch swing, a see-saw and two (2) spring animals.

44 Ridge Road: As of July 1, 2005, the playground equipment consists of: a component climber, a T for 2 swing, a see-saw and one (1) spring animal.

7 Southway near McDonald Field: As of July 1, 2005, the playground equipment consists of: a component climber, a swing set, an 8' T for 2 swing, a 6' straight plastic slide, a see-saw and one (1) spring animal.

8 Southway: As of July 1, 2005, the playground equipment consists of: a component climber, an 8' swing, a see-saw and two (2) spring animals.

## EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT, made this 29<sup>th</sup> day of September, 2005, by and between Greenbelt Homes Incorporated, Grantor, and the City of Greenbelt, Maryland, a body corporate and politic, in the State of Maryland, Grantee.

### EXPLANATORY STATEMENTS

WHEREAS, the Grantor is owner in fee simple of the playgrounds within the City of Greenbelt; as more fully described in Exhibit "A" attached hereto.

WHEREAS, the Grantee operates and maintains playgrounds within the City.

WHEREAS, Grantor wishes to provide for full public access to the playground(s) outlined on Exhibit "A" in return for Grantee's agreement herein to maintain the playground and equipment so long as the Easement Agreement is in full force and effect.

NOW, THEREFORE, in consideration of the mutual covenants contracted herein, and other good and valuable consideration receipt and sufficiency of which is acknowledged by the parties hereto, the parties agree as follows,

1. Grantor, its successor and assigns, hereby grants and conveys to Grantee, its successors and assigns a perpetual easement for ingress; egress; public use; maintenance and repair in and over the playground area which is specifically described and outlined in Exhibit "A".
2. Grantee hereby agrees to maintain the playground area and equipment on behalf of Grantor and the general public in the same manor as other playgrounds in the City.
3. All rights and responsibilities of the parties are detailed in the Playground Use and Maintenance Agreement attached hereto as Exhibit "B".
4. Except as set forth in this Agreement, Grantee hereby waives any right of claim, present or future to use, or title to the easement area.
5. This Easement shall run with the land and be binding upon the parties hereto, their heirs, personal representatives, successors and assigns for a term of twenty (20) years.
6. This Easement Agreement shall be recorded among the Land Records of Prince George's County, Maryland.

WITNESS the hands and seals of the parties the day and year first above written.

ATTEST:

Greenbelt Homes Incorporated

Joan S. Crab

Julia Eckhart (SEAL)

ATTEST:

City of Greenbelt, Maryland

Kathleen Gallagher  
Kathleen Gallagher, City Clerk

By: Judith F. Davis (SEAL)  
Judith F. Davis, Mayor

\*\*\*

State of Maryland,

County of Prince George's ss:

I HEREBY CERTIFY that on this 29<sup>th</sup> day of September, 2005, before the undersigned, a notary public in and for the State and County aforesaid, personally appeared Julia Eckhart who acknowledged himself as President, GHI, and that he, being authorized to do so, executed the foregoing Easement Agreement for the purposes therein contained.

Witness my hand and seal.

Joan S. Crab  
Notary Public

My Commission Expires: 08-01-09

State of Maryland

County of Anne Arundel ss:



I HEREBY CERTIFY that on this 13<sup>th</sup> day of October, 2005, before the undersigned, a notary public in and for the State and County aforesaid, personally appeared Judith F. Davis who acknowledged herself to be Mayor, and that she, as Mayor, being authorized to do so, executed the foregoing Easement Agreement for the purposes therein contained.

Witness my hand and seal.

Theresa S. Barfield-Skayp  
Notary Public

My Commission Expires: 6-1-08

**Maryland Department of Natural Resources  
Program Open Space Grant**

**Development & Capital Renewal Application and Project Agreement**

POS PROJECT #



(DNR Use Only)

**1. PROJECT INFORMATION:** Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME 2 Court Research Road Playground

PROJECT NAME 2 Court Research Road Playground Renovation

**2. PROJECT LOCATION:** Please identify all applicable parcels.

Street Address: 2 Court Research Road

City/Town Greenbelt County Prince George's Zip Code 20770

County Tax Map 26 Grid 00F2 Parcel \_\_\_\_\_ Lot \_\_\_\_\_

Tax Account ID (From SDAT) 21-4047106 Legislative District 22

**3. PROJECT DETAILS:**

a. Type of project: Development  X Capital Renewal

b. Is this project located in a Priority Funding Area (PFA)? Yes X No \_\_\_\_\_

If this project is not in a PFA, does it serve population from more than one PFA? Yes \_\_\_\_\_ No \_\_\_\_\_

c. Is this project constructing an indoor facility? Yes \_\_\_\_\_ No X

Is the indoor facility 7,500 square feet or greater? Yes \_\_\_\_\_ No \_\_\_\_\_

If this is an indoor facility and the facility is 7,500 square feet or greater, please acknowledge the following:

The facility will meet the equivalent of LEED Green Building Rating System Silver rating. \_\_\_\_\_ Initial Here

The facility will incorporate the nonstructural site design practices in the Maryland Stormwater Design Manual in COMAR 26.17.02. \_\_\_\_\_ Initial Here

d. Please describe the public access that will be available on the property and note any restrictions or limitations, both prior and subsequent to park development:

The playground is open to the public 365 days a year from dawn to dusk.

**4. PROJECT DESCRIPTION:** Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development, does it build upon an existing facility, or is it a capital renewal project? Provide all of the information that you feel is necessary to explain and justify the project. Attach a separate sheet, if necessary.

The City proposes to renovate a playground that is located in the historic core of our community near numerous homes. The existing playground has equipment that is 30 years old or older that is no longer compliant with current safety guidelines. This playground services children ages 5-12. Additionally, this playground will be designed to be ADA CPSC compliant. The space theme design of the playground is intended to honor the 160<sup>th</sup> Anniversary of the NASA Goddard Space Flight Center.

The City has a playground agreement with Greenbelt Homes, Inc. whose property the playground is located on. The City will be engaging the Greenbelt Homes, Inc. community in the review and approval of the conceptual design of the playground and modifications to the type of play equipment may be made but the overall intent of the project will remain the same.

**5. PROJECT PERIOD:** From: 11/1/20 Date of Letter of Acknowledgement or Letter of Concurrence (DNR Use Only)  
 To: 5/30/21 Estimated Date of Completion (Must be filled in by Applicant)

Please provide a provide a proposed development schedule:

Design Start Date (if applicable) Underway Design End Date 12/31/20  
 Construction Start Date 1/1/21 Construction End Date 5/30/21

**6. ITEMIZED DETAILED COST ESTIMATE:** Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1	POS Acknowledgement Sign	\$200.00
2	Site work, playground equipment, surfacing, borders and bench	\$68,814.00
<b>TOTAL DEVELOPMENT COSTS:</b>		<b>69,014.00</b>

**7. PROJECT FUNDING:**

<b>POS FUNDS REQUESTED:</b>	\$ <u>37,656.00</u>	<u>55</u> %	
<b>PRIOR POS FUNDS APPROVED:</b>	\$ _____	_____ %	
<b>LOCAL FUNDS:</b>	\$ <u>31,358.00</u>	<u>45</u> %	County Stormwater Stewardship Grant
<b>OTHER FUNDS:</b>	\$ _____	_____ %	(Specify Source/Type) _____
<b>TOTAL PROJECT COST:</b>	\$ <u>69,014.00</u>	<u>100</u> %	

**8. APPLICANT INFORMATION:** Note that the Applicant is also the County or Municipality that will be receiving the funding at reimbursement.

APPLICANT City of Greenbelt

APPLICANT'S  
FEDERAL ID # 52-6000793

**9. LOCAL PROJECT COORDINATOR:**

Terri Hruby	Director of Planning and Community Development	Planning & Community Development	City of Greenbelt
(Print Name)	(Title)	(Department)	(Organization)
15 Crescent Road, Suite 200		Greenbelt	MD 20770
(Mailing Address)		(City)	(State) (Zip)
301-345-5417	410-972-6996	thruby@greenbeltmd.gov	
(Phone Number)	(Mobile Number)	(Email Address)	

**10. LOCAL GOVERNMENT AUTHORIZATION:**

As the authorized representative of this Political Subdivision, I have read the terms of the "Project Agreement and General Conditions" of the Local Program Open Space (POS) Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, all applicable Local, State and Federal statutes and regulations, and with the attachments included herewith and made a part thereof.

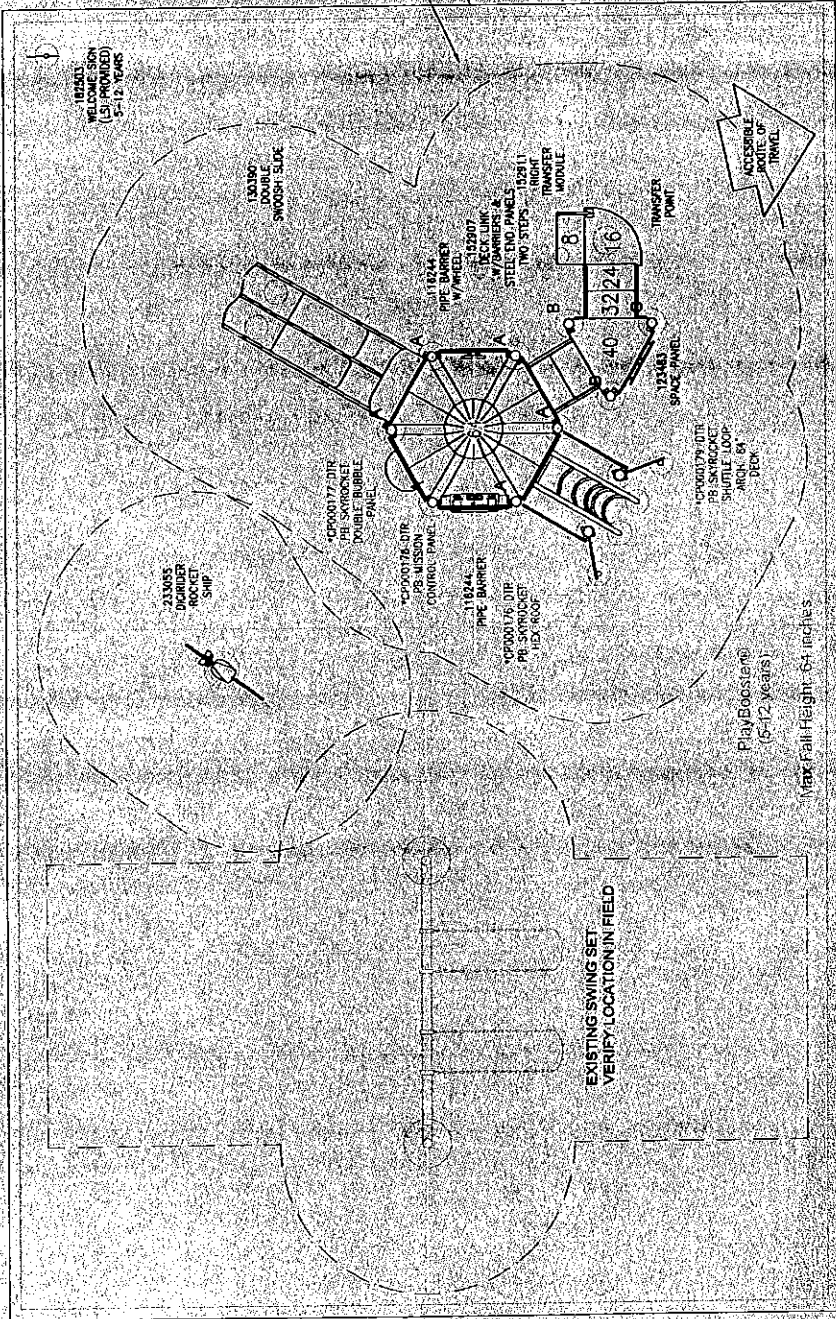
<i>Terri Hruby</i>	Terri Hruby	Director of Planning	10/26/20
(Signature)	(Print Name)	(Title/Organization)	(Date)

<b>PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)</b>		
ON-SITE INSPECTION	DATE	BY
DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL		
(Signature)	(BPW Approval Date)	(BPW Agenda Item Number)

1. This Plan Must Be Approved By LSI/Manufacturing Before Construction

QTY. POST/ARCH LENGTHS:  
 6. A 182' Steel Post For Roof DB  
 2. B 124' Steel Post DB  
 1. C 116' Steel Post DB

1,812 SF OF EWF SURFACING  
 179 LF OF TIMBER BORDER



Estimated manufacturing time:  
 6 weeks from the time of LSI order acceptance, or receipt of SkyWays release of fabrication form if applicable.

RAMP	0	REQUIRED	0
TRANSFER	5	REQUIRED	3
ITS SHOWN	4	REQUIRED	2
COMPONENTS	3	REQUIRED	3

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

**2020 Legislative Session**

Bill No. CB-16-2020

Chapter No. 9

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

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

Co-Sponsors \_\_\_\_\_

Date of Introduction May 18, 2020

**EMERGENCY BILL**

AN EMERGENCY ACT concerning  
Landlord-Tenant Code – Prohibition of Rent Increases, Rental Terminations and Late Fees  
During the COVID-19 Public Health Crisis

For the purpose of amending the Landlord-Tenant Code to prohibit rent increases, rental terminations; provides payment plans with certain tenants and prohibit late fees or penalties from being charged during the COVID-19 state-wide emergency.

BY repealing and reenacting with amendments:

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

Section 13-138, 13-139, 13-140, 13-141, 13-142 and 13-143

The Prince George's County Code

(2019 Edition).

SECTION 1. BE IT ENACTED by the County Council of Prince George's County, Maryland, that Sections 13-138, 13-139, 13-140, 13-141, 13-142 and 13-143 of the Prince George's County Code be and the same are hereby repealed and reenacted with the following amendments:

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

**DIVISION 3. LANDLORD AND TENANT RELATIONS.**

**SUBDIVISION 1. GENERAL PROVISIONS.**

**Sec. 13-138. Definitions.**

1 (a) For the purposes of this Division (and Division 4):

2 \* \* \* \* \*

3 (11) Tenant shall mean any person who occupies:

4 (A) a rental dwelling unit for living or dwelling purposes; and

5 (B) tenant shall mean an existing tenant and does not include a prospective tenant; and

6 (C) this new provision is provided for tenants that are able to provide proof through  
7 documentation or other objectively verifiable means, that the tenant suffered a Substantial Loss  
8 of Income and are therefore unable to make rent payments as a result of the emergency, as  
9 defined by the Governor of the State of Maryland's Executive Order Number 20-04-30-01, 20-  
10 03-30-01 and 20-05-13-01, as amended and extended by the Governor, and under Section 143A-  
11 02 of the Public Safety Article of the Maryland Code;

12 \* \* \* \* \*

13 (14) Emergency shall mean the catastrophic health emergency declared by the Governor of  
14 Maryland on March 5, 2020, as amended or extended by the Governor, by Executive Order  
15 Number 20-03-30-01, 20-04-03-01, 20-05-13-01 and under Section 14-3A-02 of the Public  
16 Safety Article of the Maryland.

17 **Sec. 13-139. [Reserved] Rent Increases and Late Fees or Penalties During Certain**  
18 **Emergencies - Prohibited.**

19 (a) A landlord shall not increase a tenant's rent nor impose late fees or penalties if the rent  
20 increase would take effect during an emergency as defined in Sec. 13-138 (14) of this Subtitle  
21 and within 90 days after the expiration of an emergency; or

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

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

26 (a) During an emergency and within 90 days after the expiration of an emergency, a  
27 landlord shall not notify a tenant of a rent increase.

28 (b) A landlord shall inform a tenant in writing to disregard any notice of a rent increase if:

29 (1) the landlord provided the notice to the tenant prior to the emergency; and

30 (2) the effective date of the increase would occur on or after the date the emergency

31 began.

1 (c) A landlord may offer rent payment plans, in writing, to tenants.

2 **Sec. 13-141. [Reserved] Late fees or penalties – when prohibited.**

3 (a) A landlord shall not charge late fees if they apply to payments required during the  
4 emergency.

5 (b) A landlord shall not charge penalties during the emergency.

6 (c) A landlord shall inform a tenant in writing to disregard any late fee or penalty notice if  
7 the landlord provided the notice to the tenant during the emergency.

8 (d) A landlord may charge the costs of return check fees.

9 **Sec. 13-142. [Reserved] Notice of prohibition of rent increases, late fees and penalties.**

10 (a) The Department of Housing and Community Development (DHCD) and Department  
11 of Permitting Inspection and Enforcement (DPIE) shall provide information about the  
12 requirements of this Section on their respective websites, including the date that the emergency  
13 expires, and the date that is 90 days after the expiration of the emergency.

14 (b) The DHCD and DPIE shall email and post notice to license holders of the prohibition  
15 of rent increases, evictions, late fees or penalties within 15 days of the adoption of this bill.

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

18 (1) This enforcement authority shall include the authority to impose fines for  
19 violations of the provisions of this subtitle, including:

20 (2) The authority to impose a penalty in the amount of \$500 for the first violation of  
21 the provisions of Sec.13-139 through 13-142 of this Subtitle; and

22 (3) The authority to impose a penalty in the amount of \$1000 for any subsequent  
23 violation of the provisions of Sec.13-139 through 13-142 of this Subtitle;

24 (4) Any penalty collected shall be distributed to general fund.

25 **Sec. 13-143. [Reserved] Evictions are Prohibited for Non-Payment of Rent.**

26 (a) A landlord shall not evict for non-payment of rent by a tenant that occupies a dwelling  
27 unit for living or dwelling purposes;

28 (b) this new provision shall apply to any pending eviction proceedings not initiated before  
29 the COVID 19 emergency.

30 (c) As a result, any pending eviction proceedings, for non-payment of rent, not initiated  
31 before the COVID 19 emergency shall be suspended until the duration of the emergency; and



1        (d) new complaints filed against tenants for failure to pay rent shall be prohibited during  
2 the duration of the emergency;

3        (e) this new provision applies from date of the Governor of the State of Maryland's  
4 Executive Order Number 20-04-03-01 until August 31, 2020.

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

13                SECTION 3. BE IT FURTHER ENACTED that in accordance with the provisions of  
14 Section 317 of the Charter, the County Council hereby declares that a public emergency exists  
15 affecting the public health, safety, and welfare; said emergency being the COVID-19 Public  
16 Health Crisis.

17                SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect on the date it  
18 becomes law.

19                SECTION 5. BE IT FURTHER ENACTED that the County Council may extend the terms  
20 of this bill for an additional 90 days by resolution.  
21

1 Adopted this 9th day of June, 2020, by an affirmative vote of two-thirds of the members of  
2 the full County Council.

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.

\* \* \* \* \*

**THE COUNTY EXECUTIVE HAVING FAILED TO RETURN THIS BILL WITH EITHER  
APPROVAL OR VETO WITHIN TEN (10) DAYS AFTER THE DATE OF ITS  
PRESENTATION TO HER, THIS BILL BECAME LAW ON JUNE 29, 2020.**



Estella Alexander, Director

Angela D. Alsobrooks  
County Executive

## **Landlord-Tenant Code – Prohibition of Rent Increases, Rental Terminations and Late Fees During the COVID-19 Public Health Crisis**

### **Legislative Proceedings Overview:**

On June 9, 2020, the Prince George's County Council enacted CB-16-2020 and amended the Prince George's County Landlord-Tenant Code to prohibit rent increases and rental terminations; provide payment plans with certain tenants; and prohibit late fees or penalties from being charged during the COVID-19 state-wide emergency and within 90 days after the expiration of an emergency.

Subsequently on July 21, 2020 curative legislation was passed. CR-60-2020 was passed to clarify the that prior definition of tenant, i.e. a person who occupies a rental dwelling unit for living or dwelling purposes, was not stricken from the County's Landlord-Tenant Code.

In addition, CB-52-2020 was adopted to reinstate the prior definition of tenant (referenced above) and the definition of tenant included in CB-16-2020 has been renamed "tenant with substantial loss of income".

### **Substantive Provisions of New Regulations:**

During the COVID-19 health emergency as declared by the Governor of the Maryland, a landlord may not increase the rent for a tenant with a substantial loss of income if the rent increase would take effect during the health emergency and within 90 days after expiration of the emergency.

Additionally, landlords may not impose late fees or penalties for **any** tenant. Landlords shall not issue notices of rent increase, late fees or penalties that apply to payments required during the emergency and within 90 days after expiration of the emergency.

Landlords must inform a tenant with a substantial loss of income in writing to disregard any notice of a rent increase if: (1) the landlord provided the notice to the tenant prior to the emergency; and (2) if the effective date of the increase would occur on or after the date the emergency began. Landlords may offer a written rent payment plan to a tenant with a substantial loss of income.

Additionally, landlords are prohibited from evicting a tenant for non-payment of rent for any eviction proceedings not initiated before the COVID-19 emergency. This prohibition is effective for the duration of the emergency. Moreover, any new complaints filed against tenants for failure to pay rent shall be prohibited during the duration of the emergency.

This new provision regarding evictions applies from the date of the Governor of the State of Maryland's Executive Order Number 20-04-03-01 on April 3, 2020 until August 31, 2020.

Tenants with substantial loss of income means tenants that can demonstrate proof through documentation or other objectively verifiable means, that the tenant suffered a Substantial Loss of Income and are therefore unable to make rent payments because of the emergency, as defined by the Governor of the State of Maryland's Executive Order Number 20-04-03-01. For more information regarding the Governor's Order, please visit: [Governor Order Evictions](#).

For more information regarding this legislation, please visit the [County Legislative/Zoning Information System](#).

**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.**

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

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

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

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

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

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

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

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

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

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

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

\* \* \* \* \*

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

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

(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.

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.



Introduced:  
1st Reading:  
Passed:  
Posted:  
Effective:

ORDINANCE NUMBER XXXX

CITY OF GREENBELT LATE FEE FREEZE  
ORDINANCE

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WHEREAS, the spread of COVID-19 is likely to result in loss of work and loss of income for some residents of Greenbelt, which may impact their ability to pay for rental housing; and

WHEREAS, as result of the tremendous hardship which many residents of Greenbelt have suffered as a result of the recent health and economic events; and

WHEREAS, the City of Greenbelt adopts this temporary Ordinance to assist those residents of Greenbelt with their rental issues, on a temporary basis. NOW, THEREFORE,

BE IT ORDAINED the City Council of Greenbelt adopts this Late Fee Freeze to provide that between the date of this adoption and December 31, 2021, that there shall be a Late Fee Freeze during this time which landlords are prohibited from imposing any late fees on rent on tenants for apartment complexes or ownership of apartments of more than 10 units. As indicated, this Ordinance shall last for a period as stated herein to assist tenants and shall automatically expire as of the date indicated herein. Waivers of this Ordinance may be reviewed by the City Council.

BE IT FURTHER ORDAINED by the City Council of the City of Greenbelt that Landlords who violate this Ordinance shall be subject to a separate municipal violation of Two Hundred (\$200.00) Dollars for each day for each separate violation.

BE IT FURTHER ORDAINED by the Council of the City of Greenbelt that this ordinance shall become effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Colin A. Byrd, Mayor

ATTEST:

\_\_\_\_\_  
Bonita Anderson, City Clerk

Introduced:  
1st Reading:  
Passed:  
Posted:  
Effective:

ORDINANCE NUMBER XXXX

CITY OF GREENBELT RENT INCREASE FREEZE ORDINANCE

WHEREAS, the spread of COVID-19 is likely to result in loss of work and loss of income for some residents of Greenbelt, which may impact their ability to pay for rental housing; and

WHEREAS, as result of the tremendous hardship which many residents of Greenbelt have suffered as a result of the recent health and economic events; and

WHEREAS, the City of Greenbelt adopts this temporary Ordinance to assist those residents of Greenbelt with their rental issues, on a temporary basis. NOW, THEREFORE,

BE IT ORDAINED the City Council of Greenbelt adopts this Rent Increase Freeze to provide that between the date of this adoption and December 31, 2021, that there shall be a Rent Increase Freeze during this time which landlords are prohibited from increasing the rent on tenants for apartment complexes or ownership of apartments of more than 10 units. As indicated, this Ordinance shall last for a period as stated herein to assist tenants and shall automatically expire as of the date indicated herein. Waivers of this Ordinance may be reviewed by the City Council. Landlords who violate this Ordinance shall be subject to a separate municipal violation of Five Hundred (\$500.00) Dollars for each day for each separate violation.

BE IT FURTHER ORDAINED by the Council of the City of Greenbelt that this ordinance shall become effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Colin A. Byrd, Mayor

ATTEST:

\_\_\_\_\_  
Bonita Anderson, City Clerk



Greenbelt Homes, Inc.  
1 Hamilton Place  
Greenbelt, MD 20770  
(301) 474-4161



## GREENBELT HOMES, INC.

### RECREATIONAL VEHICLE (RV)/BOAT LOT PROCEDURE

The purpose of this Boat Lot procedure is to implement the applicable provisions for the use of the RV/Boat storage lot, provided for the members of Greenbelt Homes, Inc. (GHI). Current renters of the RV/Boat lot must store property that is in working condition and display any required current registration/licenses. Current renters must also provide this documentation to the Member Services Department to complete the application requirements. The intent of the RV/Boat lot is to provide a storage option for useable equipment and not to store unsightly or unusable property. The Member Services Department will perform quarterly inspections of the RV/Boat lot to ensure the upkeep of the lot and that renters are in compliance with the guidelines stated within this procedure. All renters of the RV/Boat lot must comply with this procedure and all terms, conditions and privileges are offered equally to prospective and current renters.

### GHI PROCEDURE

To further its commitment to provide a viable option for the storage of RV/Boat equipment, GHI offers the rental of spaces within the adjacent lot located at the GHI Administration building (One Hamilton Place). Any member that would like to rent a space at the RV/Boat storage lot must contact the Member Services Department for an application to complete and submit, or complete and submit an application on GHI's website. In the event that there are no vacant spaces at the RV/Boat lot, GHI's Member Services Department will manage a waitlist of prospective renters. GHI's Member Services Department will notify prospective renters on the waiting list via their preferred method of contact when a vacancy becomes available. All rental spaces within the RV/Boat lot are on a first-come-first-served basis.

### Annual Registration

GHI's RV/Boat Lot Procedure was established in accordance with Prince George's County Code Sec. 26-162, which states the following:

*"No person shall leave any abandoned vehicle at any place within the County and no owner, lessee, or custodian in charge of any lot, field, road, street, lane, or other property shall permit any abandoned vehicle to remain on such property within the County.*

*Abandoned vehicle means any motor vehicle, trailer, or semitrailer:*

- (1) That is inoperable and left unattended on public property for more than forty-eight (48) hours;*
- (2) That has remained illegally on public property for more than forty-eight (48) hours;*
- (3) That has remained on public property for more than forty-eight (48) hours; and*
- (4) Is not displaying currently valid registration plates*



Greenbelt Homes, Inc.  
1 Hamilton Place  
Greenbelt, MD 20770  
(301) 474-4161



Each approved renter is required to provide current documentation of registration/license information annually on December 1<sup>st</sup> (if applicable). GHI's Member Services Department will send a reminder notice to all current renters who do not provide current information for their equipment on December 15<sup>th</sup>. Renters who are unable to provide current documentation are given 30 days' notice to relocate their equipment.

### Fees

Each renter is required to pay a monthly fee for the usage of a designated spot in the RV/Boat lot. The fees associated with the rental of a space, are as follows:

- RV/Boat Lot Space (\$27)
- Canoe Rack (\$5)

All fees associated with the usage of a designated spot in the RV/Boat lot are subject to change at GHI's discretion.

### Assigned Spaces

All spaces within the RV/Boat lot are designated and assigned. Once an application is submitted, the prospective renter is provided with an introductory tour of the lot with a Member Services staff representative to make a selection of a vacant space, based on their location preference. Upon approval of a rental space, new renters are provided with a key to the security gate and are required to sign a lease prior to storage of any equipment. All approved rentals are provided on a month to month basis and renters are required to provide at least a 30-day written notice when vacating their space.

### Access

Current renters are allowed access to the RV/Boat 24 hours daily. Previous renters, who do not have approved access, are not allowed access to the lot without a Member Services representative.

### Features

- Fenced/Security Gate
- 24 Hour Access
- Assigned Spots

Any member who wishes to submit an application for an RV/Boat Lot rental or has questions regarding this procedure, may contact the Member Services Department at (301) 474-4161.

Copies of this procedure are available in accessible format to persons with disabilities upon request

# 2019-2020 Strategic Action Plan

As of 11/25/2020

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 4 of HIP; begin Year 5.	A	X		X	Year 5 is in progress.	Ongoing
		A.1.b	Review Year 4 and make process improvements for final year of HIP.	A	X		X	Process improvements have been made.	complete
		A.1.c	Revise HIP survey based on year 4 experience.	A		BLD	X	Survey form was revised	complete
		A.1.d	Continue member education - continue E-Newsletter updates, town hall and info meetings.	A	X	BLD & COM	X	E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort. Three virtual meetings were held during the week beginning June 1, 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 installation of the panels is currently in process.	In process	
	A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X		X		Not started	
A.3. Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process	

Item 7a. Attachment #10a

2-5 Yr. Strategy Goal	Objective	GHI 2019-2020 (12 Month) Strategic Action Plan				Priority	Board	Cmte	Staff	Comments on status	Status
		#	Work Plan/Actions								
		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's report will be reviewed by the Board on December 3, 2020.	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 was recently finalized and sent to the WSSC Manager.	In process	
		A.3.d	Determine what changes to make to the Addition Maintenance Program (AMP) requirements, fees and procedures. Continue last year's initiative.		A	X	AMP TF	X	The AMP task force report was reviewed by the Board on December 5, 2019. It was distributed to the membership for comments. On February 20, the Board decided that GHI will charge 'catch-up' fees for enrollment of additions in the addition maintenance program. These fees will be applied retroactively from March 2005 to the date that an addition is enrolled in the AMP and will cover future maintenance and repair costs for electrical, plumbing and miscellaneous structural components.	complete	
		A.3.e	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc. Continue from last year.		B	X	ARC	X	The ARC is continuing to work on this item. The Board approved changes to GHI's rules for fences on August 20, 2020.	In process	
		A.3.f	Storm Water Management Task Force continues to address drainage issues.		B	X	SWTF	X	On 2/7/19, the Board discussed a proposition from the task force that GHI participate as a pilot study in a UMD - funded project for mapping non-tidal flood risks. The Task Force recently informed staff	In process	

Item 7a. Attachment #1VA

2-5 Yr. Strategy Goal	Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmtte	Staff	Comments on status	Status
								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."	
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	<p>On February 20, 2020, the Board approved the hiring of a consultant (ETC) to do the following:</p> <ul style="list-style-type: none"> <li>-Evaluate the condition of the piping in approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%).</li> <li>-Evaluate the condition of underground waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4).</li> <li>-Provide a report on repair and replacement options for the plumbing piping.</li> <li>-Provide a report on the performance of epoxy lined pipes in 2 GHI units including water quality tests.</li> <li>-Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.</li> </ul> <p>The Board reviewed ETC's report on November 19, 2020 and decided not to have ETC undertake the pilot study.</p>	In process
		A.3.h	Implement Admin complex security.	A	X	STF	X	<p>The Board approved the following recommendations from the Safety task force: 1) Installation of a door to control access between the exterior access door adjacent to the Board room and the rest of the building, as well as a customer service window in the Finance office; 2) installation of exterior lighting fixtures; 3) installation of a controlled access and video surveillance system for the building. On June 18, 2020 the Board approved a contract for the installation of the access control system. The system has been installed. After two</p>	In process

Item 7a. Attachment #10a

2-5 Yr. Strategy	GHI 2019-2020 (12 Month) Strategic Action Plan					Priority	Board	Comt	Staff	Comments on status	Status
Goal	Objective	#	Work Plan: Actions	Priority	Board	Comt	Staff	Comments on status	Status		
										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. On November 19, 2020, the GDC Board decided that GDC will continue to request loans from GHI for the capital improvements program as needed.	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-NCPCC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt. The Board met with the City Council on July 20, 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		
	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		
Infrastructure Organization		B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session will be held for the 2020-21 Board on 11/30/2020.	Ongoing		



Item 7a. Attachment #10a

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.b	Create understudy program for Board officers.	A	X		X			X		Not started
	B.3.a	Provide training for committee chairs.	A						X		Ongoing
	B.3.b	Increase participation in committees.	A				MOC		X		Ongoing
B.3 Improve committee operation and promote member involvement	B.3.c	Continue volunteer recognition program.	A	X		X	MOC		X	Volunteer recognition event was held on October 16, 2019.	Ongoing
	B.4.a	Plan for succession of General Manager.	A	X		X			X	The Board met 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		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.	A	X		X	RRTF			Task force established and work is progressing.	In process
B.5 Review and develop policies	B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X		X			X	Task force was established and has begun work.	In process
	B.6.a	Review and update bylaws.	A	X		X				Need to address new acquisition of property/business opportunity clause.	Ongoing
B.6 Review and update bylaws	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management and knowledge transfer in scope.	A	X		X			X	Staff continues to work on this task.	In process
	B.7.b	Recommend an integrated property management system for GHI including financial, maintenance management and membership database.	A	X		X	ITTF		X	On November 19, 2020, the Property Management Task force recommended the selection of Yardi Voyager as GHI's new property management system.	complete

Item 7a. Attachment #10a

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									
C. Financial Stability			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
	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.	B	X	FIN & INVC	X		Not started

Item 7a. Attachment #10a

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
D. External Communication	D.1 Attract people drawn to co-ops & community living	D.1.a	C. Explore holding equity of 10-40 percent in some member units.	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
		D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC		GHI member Aaron Marcavitch served on the CCOC Commission. New member to be nominated.	In process
E. Internal Communication	E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members shortly after they move in to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members.	Ongoing
		E.1.b	Conduct two town hall meetings a year that include educational content.	A	X		X	Two town hall meetings were held on December 8 and December 12, 2019.	Complete
	E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Complete
		E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op. Consider hiring an information officer.	A	X	MOC	X		Not started
	E.3 Use technology for improved member access and communication	E.3.a	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).	C	X	COM IT/TF	X		Not started
		E.3.b		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

Item 7a. Attachment #10a

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
	Objective									
			E.3.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	The Property Management Task Force provided a recommendation to the Board on November 19, 2020.	complete
			E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started
	E.4 Improve member handbook		E.4	Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members.	A	X	COM	X	On September 17, 2020, the Board directed the Communications Committee to review and recommend revisions to the format of the Member Handbook.	In process

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

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

Committee	Assignments	Status	Completed	In Progress	Not Started
<b>Ad Hoc Task Force for Envelope Windows and Doors</b>	Review and decide requests to keep non-standard doors and windows for the 2020 HIP	All requests for the 2020 HIP have been resolved		X	
<b>Addition Maintenance Program Task Force</b>	1. In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.	Completed		X	
<b>Admin Bldg Safety Task Force</b>	Recommend a plan with estimated costs, for providing better protection to personnel who use the Administrative Building Complex, from acts of workplace violence.	Completed		X	
<b>Architectural Review Committee</b>	1. Tasked with recommending improvements to admin bldg main entrances.	Completed		X	
	2. Review GHI's Rules on fencing and recommend style changes.	Completed		X	
	3. Review GHI's rules for rain barrels and recommend aesthetic related amendments.	Completed		X	
	4. Review/Recommend exterior lighting proposed for use on Administration Building	Completed		X	
<b>Bicycle Committee</b>	1. Order and install bicycle racks.	Bicycle racks installed on 20 May 2019 at 14-15 Court Laurel Hill Road and the GHI Administration building. This task has been fully completed.		X	
	2. Participate in the City's Bike to Work Day in May 2019.	A booth was setup on May 17, 2019 to distribute bicycle materials.		X	
	3. Host a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.	Completed		X	

Committee Task List: Jan - Dec 2020

<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 31 Aug 20	Joint meeting with Woodlands Committee resulted in referral of the issue to the board	X
	7	Review ETC plumbing system report	In progress	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

	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 prior to the end of the year.	X
	3	Discuss financial impact of proposed legislation CB-078-2020 with LGAC to prepare communication to Prince George's County Council prior to November 17th 1:30PM hearing	Finance Committee will join LGAC meeting on November 10th	X
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Draft a Charter for the task force	Awaiting meeting schedule.	X
	2	Review GDC Bylaws	Meeting scheduled December 10 @ 7 pm.	X
<b>Investment</b>	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>Legislative and Government Affairs</b>	1	Review P.G. County's legislation for Common Ownership Communities and keep the Board informed about any important developments.	Ongoing	X
	2	Monitor Federal, State and MD legislative actions that may impact GHI	In progress	X
	3	Submit a report to the Board regarding the status of the proposed SCMaglev Project with a recommendation on actions GHI should take to advocate the 'No Build' option.	Completed. Report accepted by the Board on September 17, 2020.	X
	4	Review Draft Environmental Impact Statement on I-495 and I-270 Managed Lanes Study and submit a recommendation to the Board about what actions GHI should take to mitigate the potential impact on GHI	in progress	X
<b>Long-Range Planning Committee</b>	1	Analyze data received from member outreach survey	Completed	X
	2	Gain staff feedback and recommendations on Long Range Planning activities	Completed. Meeting held on 9/12/19. Staff provided feedback for major LRPC objectives	X
	3	Provide analysis of strengths and challenges based on survey data	Completed. Submitted on 10/17/19.	X
	4	Meet with board on revenue generation ideas	Meeting held on February 27th at 7pm.	X
<b>Member Outreach</b>	1	Organize a Volunteer Appreciation Event	Completed	X



Committee Task List: Jan - Dec 2020

	2 Organize New Member Orientation Event	Member outreach- new member social was held on July 8, 2020.		X
	3 Membership satisfaction survey	Completed		X
	4 Outreach activities to new members	January 13 - Member Social 7 pm	X	
<b>Records Retention Task Force</b>	1 Develop form for document review project	Completed		X
	2 Review records in UDB and Warehouse	In progress	X	
	3 Establish categories and document types of historical documents	In progress	X	
<b>Storm Water Management Task Force</b>	1 Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.	X	
	2 Focusing 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	
<b>Sublease Policy Task Force</b>	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	
	Revise sublease policy	The Board approved the revisions that the task force recommended.		X
<b>Succession and Back-up Emergency Planning Task Force</b>	1 Develop Charter Develop Succession Policy	Succession Committee- submitted final report to the Board 6/18/20		X

<b>Systems Task Force</b>	1	Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.		X
	2	Schedule demonstrations of systems	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	Completed		X
	5	Submit a report to the Board regarding the final recommendation	Completed		X
<b>Woodlands</b>	1	Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.		X
	2	Implementation of Caretaker Program	In progress.		X
	3	Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Report submitted to the Board		X
<b>Yards and Exteriors Task Force</b>	1	Recommend components of a Yard and exterior inspection program to replace the community beautification program.	In progress		X
<b>Zoning Rewrite Task Force</b>	1	Review P.G. Zoning Re-write Project and keep the board informed of developments.	Task force held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt.		X

# December 2020

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

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2	3	4	5
		7:00pm Pre Purchase Orientation	7:00pm Copy: GoToMeeting 7:00pm Record Retention Task Force 7:00pm Yards and	10:00am Storm Water Management Task 7:00pm Special Open 7:02pm GHI Executive 7:45pm GHI Open		
6	7	8	9	10	11	12
	7:00pm GDC Task Force (via Zoom)	7:00pm Board Training Session - (re: Government Legislative Affairs) 7:00pm Pre Purchase	7:00pm Member Outreach Committee Meeting (GHI Lobby) 7:30pm Architectural Review Committee	5:00pm Investment 5:30pm Finance 7:00pm GDC Task Force (via Zoom)	OFFICE CLOSED	
13	14	15	16	17	18	19
1:00pm Board Work Session - (Action Plan) (Zoom)	6:30pm Executive Session (via zoom) 7:00pm Sustainability Subcommittee	7:00pm LRPC (Virtual) 7:00pm Pre Purchase Orientation 7:30pm Companion Animal Committee	7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting	7:00pm Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open		
20	21	22	23	24	25	26
		7:00pm Pre Purchase Orientation	7:00pm Buildings Committee Meeting (Board Room)	OFFICE CLOSED	OFFICE CLOSED	
27	28	29	30	31	Jan 1, 21	2
		7:00pm Pre Purchase Orientation				

**CITY MEETINGS**

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<PREVIOUS MONTH

**NOVEMBER 2020**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
1	2 8:00 PM <u>Work Session - Prince George's Memorial Library System, (Virtual)</u>	3	4 7:40 PM <u>Advisory Board Interview, (Virtual)</u> 8:00 PM <u>Work Session - State Highway Administration (stakeholder), (Virtual)</u>	5 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	7
8	9 6:30 PM <u>Youth Advisory Committee</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	10 7:30 PM <u>Special Meeting/Closed Session - City Manager Compensation, (Virtual)</u>	11 <u>No Meeting - Veterans Day</u>	12 7:30 PM <u>Advisory Planning Board</u> 7:30 PM <u>Community Relations Advisory Board</u>	13	14
15	16 8:00 PM <u>Work Session - Introduction of the Beltway Plaza Phase 1 Detailed Site Plan, (Virtual)</u>	17 7:00 PM <u>Advisory Committee on Trees</u> 7:00 PM <u>Public Safety Advisory Committee</u>	18 NLC City Summit (Virtual) 7:30 PM <u>Park and Recreation Advisory Board</u> 7:30 PM <u>Special Meeting - Environmental Engineering Firm - SCMaglev, (Virtual)</u> 8:00 PM <u>Work Session - City Manager's Update, (Virtual)</u>	19 NLC City Summit (Virtual) 6:30 PM <u>Greenbelt Board of Elections</u> 7:00 PM <u>Hearing on MAGLEV Bill</u>	20 NLC City Summit (Virtual)	21
22	23 8:00 PM <u>Regular Meeting, (Virtual)</u>	24	25 8:00 PM <u>Work Session - No Meeting Scheduled</u>	26	27	28
29	30 7:30 PM <u>Discussion of Committee/Board Applicants, (Virtual)</u> 8:00 PM <u>Work Session - County Executive Alsobrooks, (Virtual)</u>	1	2	3	4	5