

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
REGULAR SESSION
7:45 p.m.**

Thursday, December 17, 2020

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

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings**
 - a. **Announcement of an Executive Session Meeting held on December 3, 2020 – (Attachment #1)**
 - b. **Announcement of a Complaint Hearing Held in a Closed Meeting on December 7, 2020 – (Attachment #2)**
 - c. **Announcement of an Executive Session Meeting held on December 17, 2020 – (Attachment #3)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee and Homes Improvement Program Reports**
- 6. For Action or Discussion**
 - a. Approve Minutes of Special Open Session Meeting Held on November 19, 2020 – (Attachment #4) 2 minutes Discussion/Action
 - b. Approve Minutes of Regular Open Session Meeting Held on November 19, 2020 – (Attachment #5) 2 minutes Discussion/Action
 - c. Request by a Bank to Become an Approved GHI Share Loan Provider – (Attachments #6a – 6b) 15 minutes Discussion/Action
 - d. Review Homes Improvement Program Summary Report re: Years 1 - 4 – (Attachment #7) 10 minutes Discussion/Action
 - e. Proposed Assignments for the Buildings Committee 15 minutes Discussion/Action
 - f. Member Comments re: Proposed Policy for Reasonable Accommodations– (Attachments #8a – 8b) 25 minutes Discussion/Action
 - g. Proposed Revisions to GHI Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards – (Attachments #9a – 9c) 10 minutes Discussion/Action
 - h. Finance Committee's Recommendation re: Prince George's CB-16-2020 – (Attachments #10a – 10c) 15 minutes Discussion/Action
 - i. Records Retention Task Force Performance Reports – (Attachments #11a – 11b) 5 minutes Discussion/Action
- 7. Items of Information**
 - a. Letter sent to the City of Greenbelt re: City Ordinances 1377 and 1378 – (Attachment #12)
 - b. Board 12 Month Action Plan and Committee Task List (Attachments #13a – 13b)
 - c. Monthly GHI and City Calendars (Attachment #14a – 14b)
 - d. President's Items
 - e. Board Members' Items
 - f. Audit Committee's Items
 - g. Manager's Items

Ed James, Secretary

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



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: December 10, 2020

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

GHI Open Session Meeting

6a. Approve Minutes of Special Open Session Meeting Held on November 19, 2020 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on November 19, 2020 (as presented/as revised).

6b. Approve Minutes of Regular Open Session Meeting Held on November 19, 2020 – (Attachment #5)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on November 19, 2020 (as presented/as revised).

6c. Request by a Bank to Become an Approved GHI Share Loan Provider – (Attachments #6a – 6b)

At present, there are five GHI-approved lenders who provide share loans to members. First Home Mortgage Corporation (FHMC) is an originator and servicer of residential mortgage loans, and desires to become a GHI share loan provider. The company was founded in 1990 and is a seller for Fannie Mae, Freddie Mac and Ginnie Mae. Headquartered in Maryland, the Bank currently operates in good standing in 21 states and the District of Columbia with 520 employees. FHMC originated \$17.8 billion of mortgage loans over the five years ended 10/31/20.

FHMC has reviewed GHI's audited financial statements for the years ended December 2019 and 2018, our 2020 budget, bylaws, mutual ownership contract document and recognition agreement.

Two reports of Independent Auditors and Consolidated Financial Statements for First Home Mortgage Corporation for the years ended August 31, 2018 and 2017 (attachment #6a) and for

the years ended August 31, 2019 and 2018 (attachment #6b) are provided with the GHI Regular Session Meeting file in the dropbox.

Will Camacho (a mortgage consultant with FHMC), will attend the Board meeting to present the Bank's proposal and answer questions.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors allow First Home Mortgage Corporation to become a GHI-approved share loan provider.

6d. Review Homes Improvement Program Summary Report re: Years 1 through 4 (Attachment #7)

In 2017, the Board decided that there should be a historical record regarding the execution of the Homes Improvement Program (HIP) that is currently in progress.

HIP Director, Joe Wiehagen initially presented a report to the Board on August 2, 2018 regarding the execution of the HIP during 2016 and 2017, and on December 5, 2019, he presented an updated report to include a summary of HIP activities during 2018.

The updated report on HIP activities (attachment #7) includes a summary of HIP activities during 2019. Mr. Wiehagen will present the report during the Board meeting.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the report from staff, regarding the execution of the Homes Improvement Program during 2016 through 2019.

6e. Proposed Assignments for the Buildings Committee

The Buildings Committee and staff request that the Board consider assigning the following tasks to the Buildings Committee:

A. Water Quality Test Options

In reviewing the water test report from ETC Inc. that was discussed during the Board meeting on November 19, 2020, the Buildings Committee (BC) felt that more water quality tests are warranted. Various water quality test options should be investigated including available tests from WSSC. The BC recommended (7-0-0) that the Board consider conducting additional water quality testing to assuage concerns members may have as a result of the recent ETC tests.

Suggested motion: I move that the Board of Directors direct the Buildings Committee to investigate and recommend recommendations for water quality test options, including projected costs, to the Board by March 30, 2021.

B. Pilot Project to Provide Electricity to a Set of Garage Units

In the past, the Board discussed various recommendations from the Buildings Committee regarding installation of electric vehicle charging stations, to serve the growing electric vehicle population within GHI. On April 16, 2020, the Board passed a motion that requested staff to prepare bids for installation of electric vehicle charging stations at the GHI administration building.

The Buildings Committee further considered the opportunity to expand electric vehicle charging options to specific garages throughout GHI and discussed various issues such as optimizing the selection of specific garage units, metering, outlets, and cost allocation. These issues are best considered during a pilot project where practical resolution can be determined. The Buildings Committee passed a motion (7-0-0) to request permission from the Board to design a pilot project, including obtaining proposals for Board consideration, to electrify garages within GHI.

Suggested motion: I move that the Board of Directors permit the Buildings Committee to design a pilot project for providing electricity to a set of GHI garage units in consideration of the expanding population of electric vehicles in the cooperative and the need for more charging stations. The Buildings Committee shall provide a report to the Board by _____ 2021.

C. Solutions for Controlling Algae Growth on Roofs of Frame and Brick Homes

In the past, staff received inquiries from members regarding dark stains on asphalt shingle roofs of frame units. Recently, an inquiry was made about staining on slate roofs of brick units.

On frame units, the stains are attributed to algae growth on the asphalt shingles. The Buildings Committee previously reviewed this issue and recommended that mold-resistant asphalt shingles be used to control future algae growth and discoloration. As replacement of frame roofs proceeds, mold-resistant asphalt shingles are being specified and installed.

Slate roofs were replaced during 1997-2012 and have an expected life of 75 years. Discussions with one of the slate quarries that supplied the slate tiles revealed that the discoloration is an environmental effect, the result of trees and shaded exposure causing algae growth.

Staff understands that there are at least two approaches to dealing with the discoloration, i.e. periodic cleaning or installation of zinc or copper strips applied near the roof ridge. The Board of Directors may be interested in further pursuing this issue. This item is on the agenda for discussion and/or action.

Suggested Motion: I move that the Board of Directors direct the Buildings Committee to investigate the condition of discoloration on GHI asphalt shingle and slate roofs, and make a recommendation to the Board including the following:

- A review of the efficacy of possible solutions to the discoloration.
- The cost of possible solutions.
- The specific parameters of a pilot project to evaluate any recommendations.

The Buildings Committee shall provide a report to the Board by _____ 2021.

6f. Member Comments re: Proposed Policy for Reasonable Accommodations – (Attachments #8a – 8b)

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 required that GHI disseminate a notice on its website regarding our Reasonable Accommodation/Modification policy and point of contact by January 5, 2021.

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. On November 5, 2020, the Board reviewed the draft policy that the Communications Committee re-formatted (attachment #8a) and requested staff to obtain comments from the membership regarding the proposed policy.

Attachment #8b is a spreadsheet with comments from eight members.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the 'Reasonable Accommodations Policy' (as presented/as revised).

6g. Proposed Revisions to GHI Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards – (Attachments #9a – 9c)

On September 3, 2020, the Board discussed revisions to Section III. Minimum Use and Maintenance Standards – Homes and Yards, B. Exterior (attachment #9a) that included language that GHI's legal counsel recommended and also language obtained from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-231(a)(7). The Board requested staff to obtain comments from the membership regarding the proposed rule revisions.

Five (5) members submitted comments that are listed in attachment #9b. On October 15, 2020, the Board requested the Communications Committee to edit to the proposed rule revisions based on the member comments that were received.

Attachment #9c is a draft of GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards, B. Exterior that includes edits that were made by Ms. Carol Griffith, a member of the Communications Committee.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the revised GHI Member Handbook Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards, B. Exterior (as presented/as further revised) on December 17, 2020.

6h. Finance Committee's Recommendation re: Prince George's CB-16-2020 – (Attachments #10a – 10b)

Prince George's County Bill (CB) -16 -2020 (attachments #10a & 10b) 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. This bill applies to tenants with substantial loss of income due to the COVID-19 pandemic, who are unable to make rent payments because of the emergency.

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.

During its December 3, 2020 meeting, the Board requested the Finance Committee to review CB-16-2020 and recommend what actions GHI should take to comply with the bill's provisions.

The Finance Committee will discuss the bill on December 10, 2020; hopefully, staff will be able to forward the Committee's recommendation to the Board next week, prior to the Board meeting.

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

6i. Records Retention Task Force Performance Reports – Attachments #11a – 11b)

On May 2, 2019, the Board passed a motion to establish a Record Retention Task Force to do the following:

- a. With staff's participation, identify and prepare a list of historical records that should be preserved.
- b. Review the draft retention policy that staff prepared and recommend specific changes that should be made.
- c. Recommend where and how historical records should be retained.

Attachments # 11a and 11b are two reports as of March 30, 2020 and October 31, 2020, from the Records Retention Task Force, to inform the Board about the progress the task force has made in undertaking its assignment.

Suggested motion: I move that the Board of Directors accept the two performance status reports as of March 30, 2020 and October 31, 2020, that the Records Retention Task Force submitted.

Item of Information

7a. Letter sent to the City of Greenbelt re: City Ordinances 1377 and 1378 – (Attachment #12)

Attachment #12 is a letter from GHI President Stefan Brodd to the City of Greenbelt Manager and Solicitor regarding the City Ordinances 1377 and 1378 that the City Council recently enacted.

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, 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, 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 st reading	(vi)
3. Proposed Procurement of an Integrated Property Management Software System -- 1 st reading	(vi)

The meeting began at 7:03 p.m., recessed at 7:45 p.m., reconvened at 10:15 p.m. and adjourned at 10:45 p.m.

Announcement of a Complaint Hearing Held in a Closed Meeting on December 7, 2020

On December 7, 2020, a complaint panel comprised of Board members Sue Ready, Charles Hess and Zoe Carter-Woodbridge, held a complaint hearing. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

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

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on November 19, 2020.

The complaint hearing commenced at 6:31 p.m. and ended at 7:45 p.m.

Announcement of an Executive Session Meeting held on December 17, 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 this evening 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 19, 2020	(vii)
2. Proposed Procurement of an Integrated Property Management Software System – 2 nd reading	(vi)
3. Contract for 2021 Property and Business Owners' Insurance Coverage – 2 nd reading	(vi)
4. Request from Member to Assign a Unit to GHI	(iv)
5. Member Complaint Matter	(iv)
6. Member Financial Matters	(viii)

During the meeting, the Board approved the following contracts:

- a) A contract with Yardi Systems Inc. for the implementation of its Yardi Voyager and CONDOcafé Suite property management system at GHI during 2021 at a cost of \$62,200, with an amount of 10% for contingencies for a total cost not exceeding \$68,420.
- b) The expenditure of \$681,491, with an extra 2% to cover any unforeseen contingencies, for a total not exceeding \$695, 120 to obtain GHI's Property and Business Owners Insurance Policy Package for 2021, through Polkes and Goldberg, as GHI's insurance broker.

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

Draft Minutes
Board of Directors
**GHI Special Open Session
(Virtual Zoom)**
November 19, 2020

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, McKinley, Skolnik and Socrates

Absent: Jones, Ready

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Monica Johnson, Recording Secretary

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

AGENDA:

1. Vote to Conduct an Executive Session Meeting

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on October 15, 2020	(vii)
2. Contract for Life/ Accidental Death and Dismemberment, Disability and Dental Insurance Benefits for Employees – 2 nd reading	(vi)
3. Member Financial Matters	(viii)
4. Member Financial Matters	(iv)

Moved: James

Seconded: Hess

Carried: 7-0

Ed James
Secretary

Draft Minutes
GHI Board of Directors
Regular Session
(Virtual Zoom)
November 19, 2020

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready, Skolnik and Socrates

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Maesha McNeill, Human Resource Manager

Neron Adams-Escalera, Director of Member Services

Stuart Caplan, Director of Technical Services

Sam Lee, Audit Committee Member

Ben Fischler, 14-V4 Ridge Road

Monica Johnson, Recording Secretary

President Brodd called the meeting to order at 8:34 p.m.

1. Approval of Agenda

Added: Item 6i. "Consideration of Proposed City of Greenbelt Ordinances re: Landlord/Tenant Matters.

Motion: The Board of Directors does approve the agenda as revised.

Moved: McKinley

Seconded: Hess

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on November 5, 2020

GHI's Board of Directors held an Executive Session meeting on November 5, 2020 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 on November 5, 2020 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 October 1, 2020	(vii)
2. Request by a Non-Member for an Extension of Time to Reside at a Unit	(iv)
3. Request by a Non-Member for an Extension of Time to Reside at a Unit	(iv)
4. Contract for Employee Medical Insurance Benefits – 2 nd reading	(vi)
5. Contracts for Removing Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way – 2 nd reading	(vi)
6. Contract for Life/ Accidental Death and Dismemberment, Disability, and Dental Insurance Benefits for Employees – 1 st reading	(vi)
7. Proposed Assignment of the Membership Interest in a Unit to GHI	(iv)
8. Member Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with CareFirst to provide medical insurance to GHI's employees at a cost of \$485,720.52 in premiums plus 5% for contingencies, for a total cost not to exceed \$510,006, during the period December 1, 2020 November 30, 2021.
- b) A contract with Southern Insulation for the removal of all abandoned hot water and heating pipes and asbestos containing materials from crawlspaces at 10A-D Southway, 4A-D Laurel Hill Road, 9J-R Laurel Hill Road, and 54A-F Ridge Road, and the attic at 4 Woodland Way for the contractor's bid cost of \$95,000, plus 10% for contingencies, for a total contract amount not to exceed \$104,500.
- c) A contract with ARC Environmental for monitoring the removal of all abandoned hot water and heating pipes and asbestos containing materials from crawlspaces at 10A-D Southway, 4A-D Laurel Hill Road, 9J-R Laurel Hill Road, and 54A-F Ridge Road, and the attic at 4 Woodland Way for the contractor's bid cost of \$11,000, plus 10% for contingencies, for a total contract amount not to exceed \$12,100.

The meeting began at 10:09 p.m., and adjourned at 10:58 p.m.

2b. Announcement of an Executive Session Meeting held on November 19, 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, GHI Board of Directors Meeting Minutes: November 19, 2020

Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee member Sam Lee 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 October 15, 2020	(vii)
2. Contract for Life/ Accidental Death and Dismemberment, Disability and Dental Insurance Benefits for Employees – 2nd reading	(vi)
3. Member Financial Matters	(viii)
4. Member Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with Lincoln Financial to provide Life and Accidental Death and Dismemberment Insurance, Long-Term Disability (LTD) Insurance and Short-Term Disability (STD) insurance coverage to GHI's employees at a cost of \$31,386.72 in premiums plus 5% for contingencies for a total cost not to exceed \$32,956.06 per annum during the period December 1, 2020 to November 30, 2022.
- b) A contract with Lincoln Financial to provide dental insurance to GHI's employees at the rate of \$25.54 per month for employee only coverage, \$47.75 per month for employee plus one coverage, and \$77.38 per month for family coverage, during the period December 1, 2020 to November 30, 2021.

The meeting began at 7:00 p.m., and adjourned at 7:27 p.m.

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

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

- **Kim D. Reed, Sole Owner, 4-J Plateau Place;**
- **Steven L. Magnusen, Sole Owner, 15-N Laurel Hill Road;**
- **Francis A. Flores, Sole Owner, 10-S Southway.**

Moved: James

Seconded: Skolnik

Carried: 9-0

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

- **Jane B. Reed, Sole Owner, 2-B Ridge Road.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Electric completed at 96%.

Attics completed at 90%.

Windows completed at 61%.

Entry doors completed at 74%.

HVAC completed at 51%.

Siding completed at 61%.

Companion Animal Committee – Skolnik reported on the committee activities. No December meeting.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on October 15, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on October 15, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: McKinley

6b. Approve Minutes of Regular Open Session Meeting Held on October 15, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on October 15, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 7-0-2

Abstained: McKinley, Socrates

6c. Review 2020 GHI Operating Budget – 2nd reading

The Board and Finance Committee met on October 8, 2020 to review the first draft of the 2021 GHI operating budget. On November 5, 2020, the Board adopted the budget for first reading in the amount of \$13,892,651 with depreciation of members' homes in the amount of \$1,214,000.

The 2021 operating budget including budget request forms that various committees submitted are presented in attachment #5 for a second and final reading.

Motion: I move that the Board of Directors adopt the 2021 operating budget for Greenbelt Homes Inc., for second and final reading in the amount of \$13,892,651 with depreciation of members' homes in the amount of \$1,214,000. Further, I move that the Board of Directors approve expenditure authorization for the 2021 GHI operating budget that has been adopted.

Moved: Hess

Seconded: James

Carried: 9-0

6d. Proposal to Replace Fence in the Serviceside Yard of 17-H Ridge Rd.

On October 14, 2020, staff received a Type III permit request (attachment #6) from the members at 17-H Ridge Rd. who desire to replace the wooden fence along the serviceside yard line with unit 17-J Ridge Rd.

This request requires consideration of the GHI Rule in Section VII.B.1.c of the Member Handbook which states, "*Fences are allowed to enclose the gardenside yard or the side yard or the combined gardenside and side yards, as defined in Yard Line Descriptions VI.B.3*"

During the Architectural Review Committee (ARC) meeting on November 4, 2020, the following points were discussed:

- The members would like to replace the wooden fence that was originally installed along the serviceside yard line with unit 17-J Ridge Rd. The member wants to replace this fence in kind i.e. same style and the same location.
- The existing fence is in poor condition and has fallen down.
- The fence was installed prior to the current members purchasing the unit.
- This is not a repair. An entire new fence will be installed.
- The ARC members agreed that they would not recommend a new fence in this location but view this more as a replacement of what is currently there.
- There is also a chain link fence along the common walkway which is well hidden by hedges.
- There is a trellis/ pergola type structure in front of the serviceside entrance to the unit. The wood is old and dry rotted. The purpose of the structure is to support the wisteria vines which appear to be thick and heavy. They are growing over the top of the structure. If it falls, it could impact the replaced fence.

- Staff agreed to inspect the trellis and assess its condition. If staff advises that the trellis should be repaired, the ARC recommends that the repairs should occur before or concurrent with the replacement of the fence.

The ARC voted 5-0-0 to recommend that the Board of Directors allow the members at 17-H Ridge Rd. to replace the wooden fence, in kind, along the serviceside shared yard line with unit 17-J Ridge Rd., with the understanding that if staff recommends that the trellis should be repaired, the repairs should take place before or concurrent with the replacement of the fence.

Subsequent to the meeting, staff inspected the trellis and found its condition to be unacceptable. The members were informed that the structure would need to be repaired or removed. There are two 4"x4" posts that tie into an existing privacy screen, along the same shared yard line, that the new fence will attach to. These posts are sturdy and not in need of replacement. If the trellis is removed, the posts can be cut off at the top of the privacy screen.

Motion: I move that the Board of Directors allow the members at 17-H Ridge Rd. to install a similar wooden fence to replace an existing wooden fence, along the serviceside yard line with unit 17-J Ridge Rd.; contingent on staff's approval of the repair or removal of the trellis by the members, before or concurrent with the replacement of the fence.

Moved: Skolnik

Seconded: Jones

Carried: 9-0

6e. Request to Modify Porch Columns and Railings at 2-R Gardenway

Removed by member request.

6f. Task Force Recommendation re: New Integrated Property Management System

On May 2, 2019, GHI's Board of Directors passed a motion to establish a task force comprised of members and staff to recommend a single integrated information technology system for GHI to include modules for financial accounting, inventory management, maintenance management, property management/member services, a secure online member portal and any other modules the task force thought was advisable.

In September 2019, GHI's Board President appointed GHI members Ken Shields (Chair), Stephen Holland and Mara Whitney to serve on the task force. GHI's Manager appointed Neron Adams-Escalera to serve as the staff liaison. In addition, several employees (Eldon Ralph, Tom Sporney, Joe Perry, George Bachman, and Stuart Caplan) participated in the evaluation of the various property management systems that the task force examined.

The Task Force compiled the report that is presented in attachment #8 with a recommendation that the Board select Yardi's property management system – Yardi Voyager as the preferred property management system, to replace GHI's current Jenark financial system and Micromain computerized maintenance management system.

Motion: I move that the Board of Directors accept the report that the Integrated Property Management Task Force submitted, regarding a recommendation to select Yardi's property management system – 'Yardi Voyager' as the property management system, to

GHI Board of Directors Meeting Minutes: November 19, 2020

replace the current Jenark financial system and Micromain computerized maintenance management system.

Moved: Ready

Seconded: Skolnik

Carried: 9-0

Moved to Item 6i.

6g. Consultant's Report re: Domestic Water and Waste Piping Repair/Replacement Evaluation

In preparation for the eventual replacement of the domestic water piping in GHI frame and masonry homes, staff, the GHI Buildings Committee and Board of Directors undertook the following actions in pursuit of an evaluation of the domestic plumbing piping systems:

- a. On December 20, 2018, the Board accepted a report from the Buildings Committee on piping repair/replacement options.
- b. On January 17, 2019, the Board approved undertaking a study to evaluate the plumbing piping in GHI homes.
- c. In 2019, Staff prepared an RFP (Request for Proposals) document and sought bids from engineering consulting firms to conduct the study. Two pre-bid meetings were attended by three engineering consulting firms experienced in evaluating piping systems; 2 firms responded with proposals.
- d. On February 20, 2020, the Board passed the following motion:
I move that the Board of Directors authorize the Manager for second and final reading to sign a contract with Engineering and Technical Consultants to provide the following services at a cost of \$59,750.00 with an extra 15% to cover any unforeseen contingencies, for a total not exceeding \$68,713.00:
 - *Evaluation of the condition of the plumbing piping in a sample of approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%),*
 - *Evaluation of the condition of underground lateral galvanized waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4).*
 - *Provide a written report on repair and replacement options for both supply and drainage pipes.*
 - *Provide a written report on the current performance of epoxy lined pipes in 2 GHI units, including water quality tests.*
 - *Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.*

Due to the coronavirus pandemic, the start date for the project was delayed until the spring of 2020. Visual inspections of the piping, tests of pipe thicknesses and camera evaluations of main drainpipe were performed in the late spring/early summer of 2020. Engineering and Technical Consultants (ETC) provided a report summarizing the findings and recommendations for

replacement and/or repairs of plumbing pipes (refer to attachment #9a). In addition, ETC collected water samples from one unit that had a pressure pipe relined with epoxy in 1985. The water samples were tested to ascertain whether there was any indication of chemical leaching from the epoxy lining. ETC's summary report of the tests performed is presented in attachment #9b.

On October 28, 2020, the Buildings Committee reviewed the plumbing system inspection report from ETC and given the ambiguity of the conclusions, the recommendation for further inspections (i.e. cleaning/camera inspections) and the limited discussion on replacement, the Committee recommended by a vote of 6-0-0 that the last phase of the ETC contract to prepare for a pilot program to upgrade the plumbing should be cancelled. The Buildings Committee also recommended that GHI should continue investigating plumbing system maintenance/upgrade options for GHI units. The Committee agreed that maintenance data would provide valuable insight about the current repair rates and inform planning to replace piping and recommended by a vote of 6-0-0 that the Board request staff to generate for the Buildings Committee a report on plumbing maintenance work orders and related information for the last five years.

Motion #1: I move that the Board of Directors approve the cancellation of the final phase of the ETC contract to develop a pilot program.

Moved: Ready

Seconded: Skolnik

Carried: 9-0

Motion: To extend meeting by 10 minutes to 10:20 pm.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6h. Buildings Committee Recommendations re: Physical Plant Issues

During the past 10 years, GHI has devoted significant resources towards the planning and execution of the Homes Improvement Program, that is expected to be completed during the first quarter of 2021. During its meeting on October 28, 2020, the committee discussed various physical plant issues and took the following actions:

- In order to address the hearsay of demolishing/replacing units noted in various community conversations, the BC recommended by a vote of 6-0-0 that the Board clearly state that such an approach to upgrading GHI units is not under consideration.
- The Buildings Committee discussed that it would be able to assist in the planning stages of large projects, prior to proposal development. Assistance could include identification of environmental benefits, technologies, installation details, warranties etc. The Buildings Committee recommended by a vote of 6-0-0 that the Board of Directors involve the committee in assisting GHI's technical staff with all future physical plant projects that require advanced research.

Discussion took place, No Action.

Moved to Items of Information

6i. Consideration of Proposed City of Greenbelt Ordinances re: Landlord/Tenant Matters.

Ralph presented the 3 proposed ordinances to the Board.

1. Late Fee Freeze.
2. Rent Increase Freeze.
3. Eviction Freeze.

Motion: I move that the GHI BOD send a representative to 11/23/20 City Council meeting to speak against the proposed City ordinances regarding landlord/tenant matters.

Moved: Skolnik

Seconded: Hess

Amended

Amendment: I move that the GHI BOD send a letter to City Council prior to November 23, 2020, and have a representative at the November 23, 2020 City Council meeting to speak against the proposed City ordinances regarding landlord/tenant matters.

Moved: Skolnik

Seconded: Hess

Carried: 9-0

Moved to Item 6g.

7. Items of Information:

7a. Notice of Availability for the Draft EIS for the Proposed Replacement Currency Production Facility at the BARC

Attachment #10 is a Notice of Availability for the Draft Environmental Impact Statement for the proposed Replacement Currency Production Facility at the Beltsville Agricultural Research Center in Prince George's County, Maryland.

7b. Postponement of Joint Public Hearing for Countywide Map Amendment

The P.G. County Council recently issued a statement indicating that the District Council and Prince George's County Planning Board Joint Public Hearing on the proposed Countywide Map Amendment (CMA), scheduled for Thursday, November 19, 2020, has been postponed due to Phase II COVID-19 public health emergency operations in Prince George's County

Additional notification will be provided for the proposed CMA hearing, once the County's emergency status indicates the meeting can be held safely, and the District Council and Planning Board determine it is appropriate to proceed in accordance with State law.

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

7d. Monthly GHI and City Calendars

7e. President's Items

Skolnik mentioned the safety of staff during the Covid-19 increasing.

7f. Board Members' Items

McKinley asked the status of Section 3: Minimum Maintenance Standards for GHI Homes and Yard.

7g. Audit Committee's Items

None.

7h. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 10:14 p.m.

Ed James
Secretary

Summary Report – Years 1 through 4 of the Homes Improvement Program

Note: Updates for Year 4 are available in each section and are indicated as “2019 Update.”.

General Background: Following the Pilot Program (2010-2015), the Homes Improvement Program (HIP) was established to oversee the general home upgrades, namely the replacement of the windows, doors, and baseboard heaters in all homes, and siding in frame homes. All of these basic improvements are funded from the Reserves account at no additional cost to members. For most GHI homes, the window upgrades follow the initial window replacement in the 1980’s; the baseboard heater replacements follow their initial installation in the 1980’s and the door upgrades are replacing the original doors in GHI homes. A random selection process was used to identify courts for each year of the HIP; on average slightly over 300 homes per year undergoing improvements in order to upgrade nearly all GHI homes in a 5-year period. In addition to the HIP upgrades from the Reserve funds, members have the option to select other improvements for which they separately pay – the majority of which are designed to increase the efficiency of the home.

Survey of Member Selections: Prior to contractor orders of materials, members are provided the opportunity to select among both the reserve (no cost) and optional (fee-for-service) items. There are 39 options in frame homes, 28 options in brick homes, and 31 options in block homes. In addition, in 2017 and 2018, members could also choose to participate in an energy efficiency rebate program that added both cost savings and not a trivial layer of complexity. The member selections survey information includes final pricing for all Optional items, which requires the contractor bid process to be completed prior to the printing of the surveys.

Following the contractor bid process when pricing for both reserve and optional items are determined, members receive the Selections Survey specific to their unit type. Upon return of the survey, members receive a formal proposal for signature that allows staff to authorize contractors to purchase materials. This process is often cumbersome and rigid for members who:

- Require assistance in completing the survey and understanding the various options
- Seek individual assistance, particularly when the deadline is nearing, affording much less time
- Wait until the final days allotted for survey returns and rush the process
- Have questions concerning addition components that may or may not be covered under the HIP
- Seek variations on the standard options offered under the HIP

Members in each cohort are offered support in completing the Option Survey including:

- Help sessions staffed by experienced Buildings Committee members, previous cohort members, and HIP staff,
- Information is disseminated on the GHI website,
- Updates and reminders are provided weekly in an electronic newsletter, and
- Reminder emails and door notices of the nearing deadline.

2018 Update: Surveys for the 2018 cohort were mailed on February 9. Three Help Sessions sponsored by the Buildings Committee, provided the cohort with opportunities for personalized support in completing the HIP survey¹. Cohort members submitted 258 surveys (85%) by the March 16 deadline. Submission of approximately half of the surveys occurred in the last week before the deadline. Late submissions (for a variety of reasons) of another 35 surveys (12%) occurred prior to the contractor orders. There were ten unsubmitted surveys (about 3%). The contractor received material orders in early April 2018.

2019 Update: Member selection surveys were mailed a month earlier, at the end of December, than in 2018 as pricing had already been approved. Three Help Sessions again sponsored, organized, and staffed by the Buildings Committee and previous HIP cohort members, were scheduled on 2 different weekends in January. Over the 7-week period when the surveys were available, slightly more than half of the surveys (53%) were submitted by the final 8th week prior to the Feb. 15 deadline. Another 35% were submitted in the last week. Ultimately, there were five (5) units for which no survey was submitted, and these were then scheduled to receive the standard HIP offerings.

A note on the survey returns: In every year of the HIP, the Buildings Committee and HIP staff spend a great deal of time in soliciting members to return their survey. This effort includes multi-hour help sessions which in 2019 served nearly half of the cohort, weekly reminders in the E-news, multiple door notices of deadlines, and finally visits and phone calls to encourage members to return their HIP survey.

Contractor start dates:	2018	2019
• Mini-split heat pump systems	April 16	April 16
• Window upgrades	April 19	April 22
• Electrical Upgrades	April 30	April 15
• Door upgrades	May 15	May 14
• Siding upgrades	June 11	May 28
• Frame crawlspace upgrades	August 13	June 6

HIP Scope of Improvements:

The range of upgrades made available through the HIP includes:

Windows	Double Hung, Sliders, casement (option)
Doors	4 styles, 7 colors, 4 features, storm doors (option)
Siding	9 colors, 1" rigid board insulation (option)
Baseboard Heat	Digital thermostats (option), Radiant panels (option)
Other Options	
Attic Insulation	3 improvements (Insulation, air sealing, hatch cover)
Electric Upgrades	Bath exhaust fan

¹ Members of the Buildings Committee staffed the Help Sessions, secured participation of previous cohort members, placed door notices of impending survey deadlines, and made phone calls to encourage timely responses.

HVAC	Whole-house mini-split heat pumps
Crawlspace	Insulation; air seal; vapor barrier

Standard windows, doors, and baseboard heaters are all funded from the GHI reserve budget. Members fund all options associated with the reserve improvements, along with other optional improvements. While some of the optional improvements are preference (i.e. mail slots, casement windows), many of the optional improvements were selected to enhance the energy performance of the homes and can result in cost savings over a period of years.

Contracting – Bid Process: The bid process for the envelope portion of the HIP work is comprised of two major sections – the reserve funded components and member selected optional components. In preparation of the RFP, the number of windows, doors and baseboard heaters is known to within about 10% of the quantities identified in the data sheets for the cohort. The siding area is known to within nearly 100% of the area defined in the data sheets, excluding additions. The quantity of optional items however is unknown; these quantities can change the bid price depending on the number of selections.

In HIP Year 1, a multi-step process was used to solicit quantities of optional components, first using estimated costs then by using bid costs based on the member selections – a time consuming process.

In HIP Year 2, actual quantities from year 1 were used immediately in the RFP data sheets simplifying the process. This approach in HIP years 2 and 3 appeared to result in little change to bid costs despite increased quantities, for example in insulation under siding or installations of mini-split systems. One conclusion is that the estimate of the number of members selecting an option would need to change dramatically for a significant change in bid costs.

HIP years 1 and 2 were bid based on a performance period of 1 year. In contrast, HIP Year 3 was bid based on both a performance period of 1 year and a performance period of 3 years. For all contractors, the 1-year bid cost was no different from the first year of the 3-year bid cost.

Year 1 bids were the first for the Homes Improvement Program and generally had no precedence for such a wide-ranging work scope that included window, door, and siding renovations as well as optional improvements. Multiple bids were obtained including Katchmark, Acadia, American Exterior (partial for cohort), AAPCO and Idea Builders. Only Katchmark and American Exterior had prior history working in GHI. The low bid (Acadia) was accepted by the BoD which was 10% (or over \$300k) below the next higher bid.

Year 2 bids had the benefit of the first year minimally in defining the work scope for the contractors during the bid process. Further, the bidding contractors had the benefit of preparing the bid package for the previous year and had some familiarity with the community. Three of the Year 1 bidders submitted bids for Year 2. The average per-unit cost bids were lower in Year 2 than Year 1 by at least \$950. The low bid was accepted by the BoD which was

10% (or about \$250k) below the Year 1 winning contractor Acadia. The low bid was accepted based on cost; the performance of the Year 1 contractor Acadia had been overall very positive.

2018 Update: The Year 3 bid process was different in that it included options for a 1-year contract and a 3-year contract. Bids were provided by four general contractors, two had bid previously and two were new companies that did not bid in years 1 or 2 of the HIP. The lowest bids, Acadia and AAPCO were within 0.3% of each other for the 2018 bids. However, AAPCO had an annual, escalation of 13.5% over 2 years and Acadia did not include any escalation over the 3-year period. Acadia was selected for years 2018-2020 of the HIP by the Board and then approved for a multi-year contract by the membership on February 8, 2018.

2019 Update: Contracting for this fourth year of the HIP was streamlined since all contracts (except for the last half of the frame crawlspace improvements) were in place from 2018. The multi-year contracts stabilized the pricing for the HIP options enabling a faster release of the HIP survey. Utilizing the multi-year contract process for the HIP resulted in the following benefits.

- Expedited development of the member selections survey
- Contractor confidence in securing labor and materials
- Decreased storage fees by leaving containers on-site year round
- Fewer pressures on material purchases since unused stock can be left for the next year
- Enhanced contractor planning and scheduling, and most importantly,
- Access to the contractors in the period between work completion and the next start.

Based on the HIP experience, the multi-year contracting process provided a higher level of efficiency for both the contractors and the HIP and very likely limited cost increases. There is a caveat though – GHI has had a very good working relationship with the HIP contractors since the initial 2016 cohort. This relationship extends to the contractor office staff where scheduling and order changes can be processed more quickly. Other GHI staff interact with the contractor back office for change orders and invoicing; these relationships are important to maintain an even workflow. Should this relationship sour for one or another reason, the multi-year contract would quickly turn as a burden to the HIP process, resulting in delays and higher costs.

Contractors – Learning Curve: Both the HIP contract requirements and installation specifications proved challenging to contractors unfamiliar with the GHI cooperative.

- Work hours from 8 am to 5 pm (many contractors prefer earlier starts to avoid traffic)
- Five-day work week – some contractors, particularly siding, would prefer to work a 6-day week
- Material handling – the limited space in many courts make it difficult to manage material storage, trash, and parking large vehicles.
- Specifications based on industry “Best Practices” require extra steps not common to all contractors, for example, enhanced flashing requirements.

- Siding separation between units and many wall/roofing details on each unit slowed the siding installation and frustrated some contractors more familiar with production speed.
- Work in occupied units requires contractor constant attention to restricted access to the work area, potential for damage when moving materials in the unit, and immediate cleanup during the job rather than after all work is complete.
- Multiple layers of inspection and oversight including HIP staff, GHI management, and individual members, may confuse the expectations that contractors have on installation details (i.e. repair of structural vs trim degradation), work quality (i.e. j-channel cut angles and level), installation requirements (i.e. member requests to install new components not part of HIP), and product performance (i.e. perceived comfort after insulation is installed).

In evaluating the learning curve effect on general contractor (GC) for the envelope improvements and sub-contractor (sub) performance, the experience at GHI over 2 years of the HIP clearly demonstrates a significant difference.

Year 1 learning curves for all contractors were generally minimal requiring crews to develop a routine in handling materials, removing/installing components, cleanup, and working in occupied homes:

- The GC also manufactured the windows. The windows are the single largest component by number and complexity.
- The GC spent time on site prior to any installations to review the community layout, the housing types, and the specific courts in the HIP cohort.
- The GC performed a test installation (at their request) on an unoccupied unit, installing windows and siding to develop a method for meeting the installation specifications including lead safe practices.
- The GC set a schedule for window and door measurements for the entire cohort and completed the measurements as scheduled. The door measurements were performed by the supplier at the same time as the window measurements performed by the GC.
- Prior to the work start, the GC provided window, door, and siding installation schedules.
- Over the course of a few weeks, the window crew (the GC) established a set routine in preparing materials, removing and installing windows, and cleanup. Adherence to scheduling was mostly consistent – an important detail since members are given a specific day on which their windows would be replaced, and advanced notice was crucial due the interior preparation required. In addition to the general contractor project manager, the window crew had a foreman who ensured materials and correct product were on site when needed and that each crew member had specific assigned jobs, including cleanup.
- The siding crew (a subcontractor) had more difficulty in establishing a routine despite having done the test installation. The first building took much longer than planned and the crew changed (same company) several times over the course of a few buildings until

a routine was developed. The critical factor in establishing a routine resulting in good quality results was a foreman who managed the entire siding replacement process and managed the crew daily.

- The door installations were difficult at the start with a significant learning curve required due to the age and condition of the old existing doors. Subcontractors were all long-time partners of the general contractor however, finding the one subcontractor who could grow into a routine for installing doors efficiently and with sufficient quality was a month-long process. The door installations became more consistent when a single subcontractor was assigned to the project with a foreman who was both skilled at installation and organizing the work and crew.
- For all crews, maintaining a consistent set of workers and daily supervision by a skilled foreman is essential to successful installations.
- The GC project manager and all crew leaders remained the same throughout the year 1 HIP.

Year 2 required a repeat of the learning curves for the general contractor and the window, door, and siding subcontractors since a different general contractor was selected in the bid process:

- The GC subcontracted for all envelope components.
- As in the first year, a mock-up installation was performed to familiarize the subcontractors with the housing style (frame homes) and installation details of the components. Unfortunately, as determined later, this trial run did not provide the contractor or the subs with sufficient detail or information to organize and execute the work scope.
- Different from year 1, the window contractor was a sub to the GC. This resulted in multiple weeks of back-forth between the GC and window sub to determine the actual scope of work for the window contractor. In the end, the window contractor was responsible for the metal exterior flashing installation, a detail that proved difficult to implement with the siding installation that followed the window installation.
- The GC deferred to HIP staff to set a schedule for window and door measurements. The GC declined to measure the entire cohort at the start of the project, leaving the masonry homes until late June. The window sub measured the windows, the GC measured the doors. The door orders had significant problems, and many had to be remade or the installations were inordinately complex.
- Prior to work start, the window sub provided a schedule for the windows directly to HIP staff. Neither door nor siding schedules were provided by the GC to HIP staff. Changes to the window schedule were also submitted to HIP staff rather than through the GC. Scheduling was a major problem in year 2 HIP throughout the entire cohort.
- The original project manager for the GC was unable to continue past July; subsequently four (4) different GC project managers were involved in the 2017 HIP. Each new project manager required significant adjustment to the HIP work.

- Subcontractors also changed regularly. Multiple siding crews were either asked to leave or simply quit, the original door crews were inexperienced, one lasting only a day. Only the window sub had a consistent oversight and satisfactory installation quality.

2018 Update – In Year 3 the general contractor, having worked through many installation details in Year 1, was able to quickly achieve competency with the windows, doors, and siding. Enhancing this benefit was the staff consistency of the General Contractor both in project management and many of the crew. Particularly important was the consistent presence of crew supervisors to provide:

- Day-day planning for crews
- Preparation for unique details of each unit
- On-time material supply
- Oversight of crew activities during the installation, cleanup, and punch out
- Adjustments due to unplanned changes due to weather, crew changes, and material delivery disruptions

In 2018, the GC provided schedules for the windows, doors, and siding. As in 2016, the GC manufactured the windows, which enabled a strict control of production and delivery times. The only factor affecting the window schedule was the weather. Few complaints were received regarding the window installation, both during and after the installation.

Door upgrades remained the single most difficult component in 2018 as was the case in the previous years. Door orders are complex with the number of features and colors, along with the different handing (open right or left). These details along with requested changes proved challenging for the contractor. Also, the combination of replacement of the original doors along with the non-standard replacements, resulted in difficult custom installations in most homes. Door orders were generally improved over previous years, however in 2018, the door order checks were not adequate. Door deliveries were made without cross-check of the order or ID of the specific unit. This occurred due to issues with the GC project management discussed later.

Door installations, despite the challenges, remained generally on schedule when door deliveries were consistent. Unfortunately door production from the supplier was inconsistent. The reason for this is not entirely clear, however, it appears that the GC was responsible for the majority of the order problems. The GC has acknowledged this problem in 2018 and has made changes to improve their performance in 2019.

Overall, door installations remained difficult both during the install and following. Small changes in framing due to humidity or significant rain events can change the operation of the doors. The new doors have integrated weather-stripping which improves the energy performance but can also require a larger force to engage the lockset, a difficulty for some members. Building settling can also cause door adjustment issues, a common occurrence for all doors. Installations are very

sensitive to proper alignment for plumb and square – both of which are difficult in a production environment and exacerbated with the non-standard doors required as replacements in GHI.

The issues reported with the HIP doors have been discussed with the contractor and installation methods are being evaluated to improve long-term performance. Fortunately, the contractor will be the same for next two years and can implement a more reliable installation detail.

Siding installations started as planned and continued for a few weeks at a consistent but slow pace. Weather was one factor, but significant delays could be attributed to crew availability and in some cases, quality. Summary Details include:

- Siding crews new to GHI required significant orientation to the specifications and working environment
- Schedule start for the siding was delayed to mid-June accommodating material order/delivery concerns
- Siding installation complexity and particularly a myriad of details in GHI homes, proved disagreeable for some crews who declined further work
- Reported by the GC, siding crews were unavailable due to a general glut of work, premium wages in other jobs, and a shortage of qualified crew
- A record rain event year placed stress on crews to complete work
- A heavy reliance on GHI maintenance was required to prepare the buildings for the siding install, make repairs (some significant rebuilding necessary) when uncovered, and reinstall moved fences, railings, and enclosures

In August 2018, the siding crews were unavailable for a period of nearly a month resulting in an extended delay. This delay placed significant pressure on the schedule and ultimately resulted in meetings with the GC ownership to establish a revised schedule and deadline before performance penalties were implemented. Furthermore, the mechanical contractor installing mini-split heat pumps was forced to reschedule installs in the frame homes as these can only be started after the siding is complete. At one point the mechanical crew was offsite for two weeks, among other multiple-day delays.

Working to meet the revised contract deadline, the GC organized at one point four siding crews, operating at the same time. This level of activity placed significant stress on GHI maintenance to prepare the buildings and make repairs, on the siding supervisor who was required to prepare the buildings and ensure material supplies, HIP staff to communicate with and prepare members, and inspect buildings before, during, and after the work. This experience clearly demonstrated that a consistent moderate work pace is ideal for the current GHI structure in order to maintain quality and accommodate unplanned events such as building repairs.

2019 Update – In Year 4 all contractors were the same as in 2018. Now familiar with the work scope and work procedures in the community, the contractors were quickly familiar with the orders and workflow. Material supplies were timely and with fewer delivery issues. Any learning curve was quickly achieved

and the primary focus switched to more efficient installations, consistent installation quality, and reduced need for call-backs.

Contractors – Project Management: Emerging as an immediate critical issue, contractor management from planning prior to the material order, to daily oversight of contractor work, to punch-out details proved to be the single most important performance issue that will make-or-break project success. For GHI housing and the cooperative, this includes established project management expertise, experience in residential construction, organization, customer relations, access to the job site, developed relationships with sub-contractors, and business ethics.

2018 Update – Going into 2018 and following the problems encountered in 2017, HIP staff and the General Contractor were acutely aware of the need for competent and consistent project management on behalf of the GC. The flow and quality in the first few months of the window and door installations demonstrated this awareness. Unfortunately, due to a combination of events, the GC project management waned sufficiently starting in July to cause disruption in the workflow particularly with the doors and siding.

The window installation was the most successful of the windows/doors/siding components in 2018, similar to 2016. Since the GC also manufactures the windows, production and delivery schedules are defined and adhered. Furthermore, the installation crew were in-house employees allowing for both reliable scheduling and quality oversight.

A high level of project management is critical for the door replacements due to the multiple aspects of the door order – any of which may result in a door reorder. These aspects include:

- Measurement accuracy, particularly in old homes where framing may have shifted, and new flooring materials installed.
- Left/Right handing accuracy which is often inconsistent across homes.
- Order accuracy especially when considering the options for colors, door features, and door styles and even location given the large number of additions.
- Manufacturer accuracy – verifying early that the doors are delivered as ordered, with proper locksets, and without damage.
- Reorder accuracy and timeliness in the event of a problem with a particular door.
- Crew oversight and inspections during and after installation.

The 2018 general contractor found the siding installation a challenge. The siding subcontractor is well known to the GC however, this one-step-removed relationship can often result a lack of responsiveness. Fortunately, Acadia has an ongoing relationship with the siding contractor, but this relationship did not result in the availability of crews in 2018. However, the relationship did result in a commitment to complete the 2018 work scope and make improvements for 2019.

2019 Update – In Year 4 the primary change made by the general contractor was to assign a full-time project manager/mechanic who closely tracked the deliveries, orders, and installation. This full-time onsite manager to oversee the window, door, siding, and other option components and services, in Year

4 was the first for this complex set of components. The result was a consistent schedule, more reliable outcomes, and timely resolution to punch items. GHI managers and the contractor have acknowledged the high value this is for the program.

A general contractor full-time onsite manager was lacking in 2017 and caused significant installation issues. In all other years, there was competent oversight, however, not full-time onsite, resulting in irregular and delayed schedules and a large set of punch out items. Based on this experience in GHI, for larger projects, this may well be included in the bid documents to avoid ambiguity.

Contractors – Installation Quality: Renovations in GHI existing housing is challenging due to the age of the homes, the settling that has skewed plumb/square surfaces, finish surfaces that are deteriorated or overlaid with dozens of paint coats, limited access to work areas, among others. With these challenges, the contractor expectation is that the finish work will generally restore the component to a comparable new construction state. Individually, this expectation has reasonable limits; however, on a production basis (i.e. hundreds of doors or thousands of windows) the result proved to be more varied.

Furthermore, the bids do not include replacement of components such as trim that most often required follow-on work from GHI maintenance staff to satisfy expectations from members.

2018 Update – The aforementioned installation quality issues remained pertinent in 2018. There were however some notable improvements in the siding installation quality. This was due to the attention placed on the work by the siding supervisor who oversaw all the details from planning to execution to punch out items. The supervisor was also quickly aware of the competency of the crew, even those with whom there had been no previous work relationship. In one case the supervisor assessed the work quality of one crew within two days and declined further services, engaging another crew to remove the siding on the entire side of the unit and redone. The supervisor also engaged well with members and often provided services that were not explicitly called out in the work scope, accommodating special requests and implementing unplanned changes to member orders – an aspect of quality assurance often overlooked.

Similarly, the door installations in 2018 were overall more consistent and satisfactory than in previous years. Particularly for the doors, this is a large achievement given the effectively custom installation in each unit.

2019 Update – A primary outcome of the previous year's effort to improve installation quality was reduced call-backs and punch-out details. The experience in 2018 was easily translated to 2019 installations due to the crew consistency from the previous year. Crews understood the work scope, the details that would be challenging, and the response from GHI members if installation quality faltered.

As in previous years, the doors were the most challenging component with repeated call-backs primarily for lock adjustments. However, 2019 HIP was the most consistent door installation of any previous year due solely to the crew familiarity with the GHI buildings and the unique door installation details. Similarly, the window crew was very efficient and consistent with the installations, with very few call-backs and punch-out details.

Contractors – Cleanup and Punch Out: Two areas given minimal attention in the planning process is cleanup during and after renovations and completing component installation to a final product. Much of the HIP renovation work produced considerable refuse and debris. The debris was generally from removal of existing products (i.e. nails, siding pieces, nails, wood chips, small electrical parts, and nails). Some of the refuse was from product packaging and material cuttings (foam pieces, siding pieces, metal chards) and other was due to contractor personal trash (i.e. lunch packaging, tobacco products, drink containers). Both the quality and timing of the cleanup are issues that require constant attention.

2018 Update – The GC and their subcontractors responded well to requests for clean-up and completion of punch-out details. There were far fewer complaints of debris left in or outside the units and there were many favorable comments on the work efficiency and result. The most challenging component for clean-up and punch-out is the siding improvements. The work necessitates large ladders and scaffolding near the homes where plantings are easily trampled. There is extensive debris from the old siding removal and new installation. Organized in 2018, the siding supervisor dedicated a stake-body truck to daily debris removal to the GHI compound, a significant improvement over the large piles of siding debris left in around the community in 2017.

2019 Update – Minimal cleanup issues were reported throughout the year for any of the contractors. Often members remarked on the thoroughness of the cleanup. One issue that did arise for the first time in 2019 were a few comments on the shavings and residue from cutting the vinyl siding. These are very fine and difficult to contain.

Overall, punch-out items were less in 2019 than any other year. Crew experience, familiarity with GHI housing, and a higher level of contractor attention to the details, were identifiable drivers. In addition, all of the crews were interested in their work, dedicated to quality installations, and understood the expectations set by GHI managers. GHI investment in staffing to verify the installations as they are completed, has proven beneficial to the overall process.

Contractors – Overall Performance: Assessing the overall performance of the HIP General and Sub Contractors identifies some critical elements:

- Familiarity with the GHI geography, layout, housing types, and community structure
- Understanding of the work scope and details
- Sufficient planning time to prepare for the work –
 - site organization and work flow
 - measurements and product organization
 - material orders and storage
 - product delivery, storage, and utilization
 - trade identification and training
 - scheduling and schedule changes
 - site cleanup and waste removal
- Subcontractor oversight, problem resolution, and inspections
- Consistent project management

- Adaptability to change order requests and member complaints
- Attention to installation quality and details
- Attention to cleanup and subcontractor performance

All of the HIP contractors in Year 1 (2016) achieved a satisfactory level of performance in these areas. The expected learning curve was navigated in most cases, quickly and consistently by all of the contractors, including for the windows, doors, siding, envelope options, baseboard heaters and electric options, attic improvements, and heat pump installations.

In year 2, the general contractor for the envelope improvements relied much too heavily on HIP staff to maintain an adequate work pace, quality inspections, and subcontractor oversight. All other HIP contractors in year 2 (2017) achieved a satisfactory level of performance as in year 1.

2018 Update – Year 3 was a large improvement over Year 2 with regard to project management, installation quality, and completeness – however there were critical breakdowns in the project management that led to delayed completion of the 2018 work – even into February 2019. This unfortunate result can be traced back to a combination of planning miscues such as relying on a supplier for door measurements and unit scheduling that did not prioritize the siding install. Further contributing to a delayed completion was the lack of daily oversight and reliance on subcontractors to verify orders (except in the case of the siding), a severe rain year that caused multiple delays, and subcontractor availability problems.

All other HIP contractors, which were the same as in 2017, performed well and completed their schedules as established, except for the HVAC contractor whose work depended on the siding installations.

The attic contractor, Greenstep, it is worth noting, provided an extensive service to GHI members to secure Pepco energy efficiency rebates through the Home Performance with Energy Star program. There is a large set of paperwork required to participate and this contractor submitted multiple requests for rebates both for envelope improvements and for the mini-split heat pump system. Without this attention to the many programmatic details, GHI members would not have secured these extensive rebates.

2019 Update – In Year 4, the experience of the previous year was evident as highlighted above. Each of the contractors understood the work and developed efficiencies lacking in previous years. The crews were also respectful of members, took care within the home to avoid damage, and in many cases provided extra service when requested. Some of the crews became well known, for example Tommy the siding supervisor and Donny, Acadia's supervisor, both were known by name by many of the cohort. All HIP contractors adjusted to order changes requested by staff from members – not an inconsequential amount of work. The competence of the contractors and the good working relationship between the contractors and HIP staff enabled these changes to be affected with minimal stress.

Windows – Acadia Windows and Doors was the general contractor and manufactured and installed the windows, all by employees of Acadia. The windows were a very consistent HIP component in terms of schedule, order accuracy, and quality installation. Few problems arose with the window installation and when issues developed, they were easily and promptly resolved. Also, few punch-out details resulted from the window installations. Window crews repaired window sills as they encountered rot and stopped work on a particular window if severe structural damage was encountered, until GHI could make repairs.

Doors – Year 4 was the most consistent order and installation process for the main doors. Even so, there was one significant delay due to order submission by the contractor and some mis-orders of door features, style, or handing. The installations were consistent however, the complexity of the door installations in GHI homes resulted in call-backs to adjust locks and punch-out items to repair trim. The crew has worked in GHI previously so knew what to expect and achieved a level of competency beyond any previous year. The pace of door installation requires efficiencies that is difficult to achieve, however, the crew did work into a consistent work quality given the challenges.

Siding – The major improvement in Year 4 was the consistent presence of a large crew who was very skilled and quick. There were 2 other crews that also did installations but were much slower and less consistent. The larger crew installed 26 of the 35 buildings. 2019 was a very high demand year for contractors and keeping a good siding crew was difficult due to the availability of work. Fortunately the siding supervisor worked very hard to keep the crews that he could trust to consistently adhere to the work scope.

Baseboard heaters – Best Way, the electrical contractor was the same in Year 3 and 4. They quickly achieved a consistency and quality of work that required few call-backs and little punch-out details. They did benefit from the GHI staff oversight to avoid problems, especially when decisions were required on location of heaters and various bath fan installation challenges. The crew was very responsive to making the needed changes as necessary if project managers indicated an issue. The electrical crew kept on schedule except for brief periods when product availability was a problem.

Attic upgrades – Greenstep, the contractor who installed the attic improvements, also provided all of the paperwork to secure the Pepco efficiency rebates. There were extremely few call-backs for the attic crew and no punch-out items. Their schedule was completed as set prior to the work start. In addition, the attic contractor applied the rebate program to the mini-split systems increasing the HVAC rebate from \$400.00 to \$2500.00. In all the rebates for the mini-split systems accounted for 33% of the mini-split investments from members.

Mini-split heat pumps – Capps Mechanical has installed Mitsubishi mini-split heat pumps for the four years of the HIP. GHI staff are involved in the layout of each system and oversee the installation to assure optimal placement of the equipment. This has proven beneficial in maintaining a consistency across installations and minimizing the footprint on the home. The

contractor was very efficient with the installations and worked through many challenging installation details resulting from additions. The HVAC installs take the most amount of time in the schedule and fortunately the crew was undeterred by rain events. The HVAC crew was responsive to questions from members and provided much needed support in the use of the systems.

Crawlspace insulation – Previously unreported in this HIP update report, some brief comments on Foam Insealators, the crawlspace insulation contractor, is warranted. HIP staff oversaw the final set of frame building crawlspace improvements. Over the course of three years, the contractor installed crawlspace improvements in all masonry and frame buildings except for the previously installed pilot crawlspaces (which they installed). The frame buildings in particular, were a challenging installation due to the low clearance and rough condition of the ground. However, the product output was of consistent high quality and thorough. The crew and contractor resolved all call-backs and followed through on many tedious details such as the vent covers. The crawlspace improvements have emerged as one of the major improvements of GHI buildings.

2016-2019 Homes Improvement Program Selected Statistics:

Reserve Items	2016	2017	2018	2019	Totals
HIP Cohort, Units	328	318	303	312	1,261
Frame Units	206	208	200	200	814
Brick Units	62	70	57	65	254
Block Units	59	40	46	47	192
Windows	2,531	2,545	2,323	2,321	9,720
Doors	535	558	522	536	2,151
Siding Area, sf (approximate)	179,682	191,992	197,629	199,124	768,427
Baseboard Heaters	1,633	1,880	1,659	1,612	6,784

Optional Items	2016	2017	2018	2019	Totals
Insulate Frame walls, 1.00"	59	71	113	113	356
Insulate Block walls, 2.25"	0	5	5	6	16
Seal Trash Closet doors	13	25	30	30	98
Close Thru-Wall AC openings	33	66	82	90	271
peep hole	105	95	105	109	414
knocker	38	42	51	58	189
mailslot	49	95	93	85	322
kick plate	44	60	55	89	248
storm doors new/reinstall	143	113	137/55	150/79	543
Attic Improvements	58	94	118	131	401
Mini-Split Heat Pump	49	68	98	107	322
Bath Exhaust Fans	56	69	123	120	368
Bath Radiant Heaters	44	22	25	19	110
Kitchen Radiant Heaters	12	11	13	5	41
Digital Thermostat Systems	44	51	30	21	146

Contractor	Components
2016 Acadia Windows and Doors 2017 AAPCO 2018-2019 Acadia Windows and Doors	windows, doors, siding, through-wall AC removal
2016-2019 Best Way Electric	baseboard heaters, digital thermostats, radiant panels, bath fan
2016-2019 Capps Mechanical	mini-split heat pumps
2016 Complete Home Solutions 2017-2019 Green Step	attic- air seal & insulation, rebate program
2017-2019 Foam InSealators	crawlspace- insulation & vapor barrier

HIP Cost Summary	2016	2017	2018	2019
Reserves Total	\$2,857,109	\$2,728,146	\$2,667,768	\$2,593,425
Windows	\$1,138,703	\$941,964	\$969,619	\$971,475
Doors	\$439,788	\$638,075	\$537,484	\$560,390
Siding	\$797,230	\$663,005	\$710,693	\$653,786
AMP (envelope)	\$199,659	\$181,671	\$168,008	\$131,122
Baseboard Heaters	\$272,729	\$285,530	\$278,336	\$266,360
AMP (heaters)	\$9,000	\$17,901	\$3,628	\$10,292
Per Unit Cost (reserves)	\$8,711	\$8,579	\$8,805	\$8,312
Member Options Total	\$747,978	\$1,089,921	\$1,432,084	\$1,536,471
Wall Insulation Option	\$63,943	\$165,561	\$188,858	\$189,147
Envelope Options	\$201,834	\$195,216	\$216,112	\$219,714
Electric Options	\$106,102	\$117,785	\$144,514	\$127,268
Heat Pump Option	\$324,492	\$486,840	\$667,400	\$743,450
Attic Insulation Option	\$51,607	\$124,519	\$215,200	\$256,892
Rebate Value		-\$65,504	-\$411,430	-\$519,639
Miscellaneous	\$2,800	-\$966		\$2,145
Crawlspaces (Insulation)	\$0	\$452,321	\$876,183	\$1,077,367
Crawlspaces (Fan/Lighting)	\$0	\$0	\$0	\$196,720
Total HIP (including Rebates)	\$3,607,887	\$4,203,917	\$4,564,604	\$4,886,488

HIP Staff Activities and Challenges: Staff, in implementing the HIP, experienced a steep learning curve summarized, but not limited to, the following:

- Establishment of a process to divide all GHI units into cohorts for HIP improvements over 5 years
- Selection of specific improvements to be offered in the HIP
- Development of detailed specifications for each component installation
- Survey of individual units, segregating original main unit from addition components
- Establishment of procedures to address components in additions of various age, condition, and style
- Publication of a survey tool to catalog member selections
- Development of a database system to track all unit components, reserve replacement items, optional features, member selections and unit data, GHI permitting, and contractor costs
- Organization of data for the bidding process
- Development of a clear, concise, and comprehensive survey tool for member selections
- Establishment of procedures to support and encourage timely member responses
- Compilation of detailed data on individual components in each unit and for each contractor
- Incorporating a process to employ membership committees to address unique questions on components, member concerns, and financial responsibilities
- Establishment of GHI board-approved guidelines to govern the use of reserve funds and the formalization of specific component selections
- Organization of simultaneous contractor activities, logistics for material storage, waste removal, and construction pace
- Establishment of processes to address member preparation for disruptive construction activities, scheduling of multiple entry into the unit, changes to the unit, installation issues, operation of new components, and set the final HIP work expectations
- Identification of specific work activities for each contractor for each housing type and the interface with HIP staff during these activities
- Development of an inspection process to ensure quality work and staffing these activities
- Communication --
 - Detailed timeline for planning and selection activities in each year of the HIP
 - Help sessions to address individual member concerns and questions
 - Detailed information on technologies, costs, and available incentives
 - Installation preparatory materials for members
 - Detailed scheduling information and changes to the schedule
 - Methods of member contact, including email, phone, newsletters, and website

Many of these HIP staff activities were refined and improved from Year 1 to Year 2, and continue to undergo enhancements in Year 3. Particularly in preparation for the start of the HIP in each year, support from the Buildings Committee and other member volunteers is crucial to help the cohort make timely selections.

2018 Update – HIP added 1 staff in 2018 whose primary responsibility is to cover the crawlspace improvements. The HIP office is staffed by 4 full-time employees, including the director, and 1 part-time employee. The responsibilities of the HIP staff expanded in 2018 to include:

- Maintenance support to remove/install window treatments and window AC units
- Filling orders for window AC shelves.
- Identification of work orders in preparation for siding installation.
- Check on all frame crawlspaces following pipe removal but prior to insulation.
- Resolve HIP component issues from previous HIP years.
- Re-check of frame crawlspaces following improvements.

2019 Update – HIP staff continued with all responsibilities as described above, most importantly inspections of all HIP contractor work. In addition, they took on all the responsibility to remove and reinstall the window treatments upon request (rather than maintenance staff). They also installed most of the window AC shelf units when requested by members. Miscellaneous activities of the HIP staff include:

- Removal of items from addition crawlspaces when required for insulation upgrades
- Move furniture and other member items to facilitate baseboard heater and window installation
- Respond to all punch item requests including those from previous cohorts
- Multiple verification of crawlspace fan operation
- Maintain window AC shelf installation kits and shelf stock (both loaners and for-sale)

Maintenance Staff Support: Window replacement in all homes require the removal of window treatments, both interior and exterior. Access is also needed in front of the windows from both sides. Maintenance staff has provided a fee-for-service work scope to remove and reinstall interior window treatments and to remove exterior treatments. Maintenance staff also removes and reinstalls large items in front of window exteriors at no additional cost to the member. The siding replacement in frame homes requires access that is often limited by fences, structures, and plantings. GHI maintenance staff is relied upon to prepare the building for siding replacement and reinstall any components that were moved. The extent of the HIP work also identifies many deficiencies in units such as rotted wood and improper electrical installations. Many of these deficiencies are uncovered during the construction process when immediate repairs are necessary to maintain a necessary work pace. The most expeditious approach is to rely on maintenance staff to make any necessary repairs. Where feasible, change orders are used where contractors have the expertise to make the needed repairs. Outside contractors have been used to make extensive repairs, however the timing of this process which involves multiple bids and is limited to a maximum spending limit, is often too cumbersome and inordinately inhibits the work flow. Without the support of the maintenance department, the annual HIP work progress would be severely limited.

2018 Update – Again in 2018, the HIP relied heavily on maintenance staff to provide timely repairs and preparation for the HIP upgrades. Maintenance staff also provided interior repairs that may result from HIP work but are not part of the contractor responsibility. Many times, maintenance staff are pulled

from current activities to accommodate HIP contractor needs to maintain the HIP work pace. HIP continues to place a high demand on the maintenance department for over 6 months each year. Fortunately, the maintenance department has a wide range of skilled mechanics to meet the varied demands of the HIP upgrades.

2019 Update – As in previous years, the HIP relies on maintenance support to prepare the units for siding upgrades, timely repair of any structural rot found during the component installations, and various repairs inside the units following component upgrades. During the window, door and siding installations, HIP essentially requires the services of one or more maintenance staff each day. This is a vital function without which the HIP would have difficulty remaining on schedule and result in many more change orders. Maintenance staff responded quickly when asked and resolved many unforeseen problems.

Member Reported Issues with HIP: Members are provided with an installation checklist after the HIP work is completed for the year. The checklist indicates all of the HIP items installed with spaces available for comments. Using these checklists, punch list items are extracted and comments are compiled. The following Table summarizes as much as possible, these comments. Generally, there were few written comments from members following the HIP; however, the ones that were submitted are representative of the issues encountered. When submitted, HIP staff responded where possible, to remediate the problem if it had not previously been addressed. In some cases, the issue described is a result of unfamiliarity with the technology or system.

2018 Update. – HIP staff delivered Installation Checklists to members in courts as they finished in hopes of having a higher return rate, which was the case in 2018. Comments were generally consistent with previous years and HIP staff respond to each to resolve.

2019 Update – As in previous years, HIP staff distributed installation checklists and made multiple requests for responses. The response rate in 2019 was a bit lower than 2018 but over 50%. Overall there were fewer issues reported and all those submitting comments with installation issues, were addressed by staff as punch-out items.

	2016	Specific Comments	2017	Specific Comments	2018	Specific Comments	2019	Specific Comments
Returned Checklists	140 of 327 (42%)		132 of 319 (41%)		193 of 303 (64%)		162 of 312 (52%)	
No comments (of returned)	62 of 140 (44%)		66 of 132 (50%)		79 of 193 (41%)		69 of 162 (43%)	
Comments (of returned)					114 of 193 (59%)		93 of 162 (57%)	
Punch Items (of returned)					94 of 193 (49%)		61 of 162 (38%)	
In general: Satisfied/Excellent	19	Great work; Excellent; Friendly Staff	4	Excellent work overall	13	Great Windows Crew; very pleased with work; workers very kind; notice a difference in comfort/quiet; Bestway crew considerate of floors	13	Very Professional, Excellent work overall, Thanks, Everything looks good; love exhaust fan; Beautiful/nice windows; Doors: Great service; Siding: looks great, wonderful crew, responsive oversight; HVAC: Very pleased, Beautiful, love mini-split

In General: Dissatisfied or disappointed	1	Sloppy work	NA	See below for punch comments	NA	See below for punch comments	1	Didn't like windows, doors, siding and BBH; see below for punch items
Issues:	#	Specific Comments:	#	Specific Comments	#	Specific Comments	#	Specific Comments
A/C Removal, Thru Wall	NA	NA	3 (2-Incomplete Installs; 1-Appearance)	Walls need to be painted from removal	3 (2-Incomplete Installs; 1-Damage)	Siding not installed over opening or siding dented	0	
Attic	3 (1-Education; 2-Repairs needed)	Nails exposed thru ceiling; review insulation with member	3 (2-Satisfied; 1-Poor Quality materials/work)	Sloppy work in attic, insulation leaking, flooring uneven.	5 (2-Damage; 2-Incomplete; 1-Misc.)	Scratch on floor (2); condensation on canopy; flooring coming up; caulking re-needed	1	Attic light no longer works
Doors & Accessories	36 (21-post repairs needed, 8-Poor Quality of install/material; 2-Cleanup needed, 2-Damage to trim/walls/glass; 2-Scheduling; 1-How to operate locks)	Storm door screens pop up or are poor quality; waiting for door options; doors don't close properly; options not installed correctly; Viewer installed too high, blurry or not installed	46 (21-Repairs/Punch; 7-Damaged; 5-Scheduled late; 5-Satisfied; 5-Poor quality of materials/work; 2-Schedule; 1-Operation of Storm Door	Replace kickplate; locks/latches not working; gap between door and threshold; door installs late in schedule; no door options received; door needs replaced; plaster around door frame damaged; repaint door frames; Did not receive requested kickplate/viewer/knocker	54 (14-Locks & Operation; 11-Storm Door; 13-Caulking/Sealing; 6-Damage; 4-Accessories; 4-Unfinished	Damage to wall; deadbolt locking issue; poor caulking; gap above door; accessory installed crooked; loose knob; retouch door paint; capping loose	51	Waiting for door(4); Light over/under door(5); Hard to close/open door(12); Incomplete install(6); Trim incomplete(5); Door /Accessory/ Frame Damaged(12); Deadbolt issue(6); Hardware/Storm disposed of(1)

Electric/Baseboard Heaters	9 (5-Repairs needed; 1-Scheduling; 3-Poor Quality)	Only works or effective on high setting; install not on time; poor knob design; reconnect outlet; seal hole in wall; replace BBH	8 (3-Repairs; 2-Poor quality; 2-Satisfied; 1-Scheduling)	Waiting for replacement of wall thermostat; BBH needs to be repositioned; BBH not working or poorly	5 (2-Incomplete; 2-Misc; 1-Damage)	How to use wireless Thermostats; promised an AC outlet on heater; wall damage; heater needs repaired; clicking noise	4	BBH Not working properly (2); Exhaust Fan: Needs checked (1); Digital/Wireless T'stat not working(1)
Electric/Digital Thermostats	4 (3-Repairs needed; 1-Operation)	Battery Issues; hole patched; manual needed	0	NA	0	NA	See Electric above	See electric above
Electric/Exhaust Fan	8 (4-Poor Quality; 2-Operation; 2-Repairs needed)	Manual not provided for fan; fan stained; fan leaking insulation; fan needs fixed	2 (1-Operation; 1-Satisfied)	User manual needed	7 (5-Incomplete; 1-Damage; 1-Operation)	Hole in ceiling; noisy; outside needs patching (block); vent issue in attic	See Electric above	See Electric above
Electric/Radiant Heat Devices	2 (1-Repair needed; 1-Installation)	Not installed correctly; not working	0	NA	3 (2-Incomplete; 1-Misc.)	Not impressed with Bath Radiant Heater; install not completed	See Electric above	See Electric above
HVAC/Split Heat Pump	3 (2-Installation; 1-Operation)	Exterior wiring not painted correctly; inside wall not sealed properly; show member how to use	10 (6-Satisfied; 4-Incomplete Install)	Exterior wiring not painted correctly; Caulking not finished to seal holes	6 (3-Damage; 2-Incomplete; 1-Misc.)	Exterior lines not completely painted; sloppy painting; hole in wall; slight damage to floor; excess moisture in unit	4	HVAC: Lines paint: sloppy(1) or not painted(2); workers cutting through other yards to install(1)

<p>Siding</p>	<p>7 (3-Repairs needed; 1-Poor quality; 3-Yard Damage)</p>	<p>Dryer vent sided over, yard & fence damaged</p>	<p>15 (7-Poor quality materials/work; 5-Damaged; 2-Repairs; 1-Satisfied)</p>	<p>Insulation not 1"; mailbox/lettering/shutters/downspout not reinstalled; siding bent/broken; crew unprofessional; yard trashed</p>	<p>40 (26-Incomplete; 13-Yard Damage; 1-Misc.)</p>	<p>Deck fence/railing, outlet, lights never reinstalled; trampled garden; trashed yard; hose bib sided over; gutter not reattached; dents</p>	<p>9</p>	<p>Piece(s) missing (4); covers my outdoor outlet (1); took too long (1); Hole in window screen caused by siding crew (2); electric outlet/gutter not reattached (1)</p>
<p>Windows</p>	<p>12 (8-Repairs needed; 3-Cleanup; 1-Scheduling not on time)</p>	<p>Windows don't close properly; poor caulking; poor window screens; sill issues; condensation; fingerprints</p>	<p>21 (9-Repairs; 3-Satisfied; 2-Operation; 4-Poor quality of materials/work; 2-Unfinished install; 1-Damage)</p>	<p>Clean windows after install; crew sloppy; poor window screens; 1/2 screen suggested for future; hard to open; caulking issues</p>	<p>18 (6-Damage; 6-Poor Materials; 4-Locks & Operation; 2-Incomplete)</p>	<p>Hard to open; No screen on window; Window broke; damage to walls/sills; window doesn't stay up; condensation; caulk cleanup</p>	<p>19</p>	<p>Some windows extremely difficult to raise/lower or to stay up (3); Not air tight/leaky (1); Screen damaged, missing or needs reinstall (7); Interior/Exterior Trim issues (2); Damage to surrounding wall (2); Caulk not applied (4)</p>

Program Changes from Years 1 and 2 to Year 3: Lessons learned in the first 2 years of the HIP has informed the activities in Year 3, notably, although in no particular order:

- Development of the body of available information for members to prepare for their cohort
- Faster and more detailed compilation of unit data (windows, doors, BBH, etc.)
- Scheduling improvements and consistent notification
- Extensive energy rebate process
- More concise and clear Member Option Survey form
- Timely identification of contractor work scope
- Better response time to member inquiries
- Faster resolution of punch-out items
- Larger defined option set for unique requests e.g. kitchen window size changes

The HIP continues to refine activities to increase efficiency and in particular, communication with the membership. As the contractors grow in familiarity with the work scope, responses to the inevitable issues that arise on a nearly daily basis are addressed more efficiently. Already in Year 3, the workflow is more consistent, implemented with fewer punch items, and complete when the contractor moves on to the next unit. Integral to the improved workflow is the preparations made by the membership, which after the initial growing pain of this disruptive process is much more familiar and often agreeable.

2019 Update – Lessons learned in the previous three years resulted in a much more even workflow and consistent outcomes for component installations. This Year 4 of the HIP resolved many previous chronic installation problems. A repeat of 2019 would be welcome in 2020, though as of this writing, the coronavirus pandemic has already caused a significant and yet undetermined disruption and a new learning curve will be required.

GREENBELT HOMES, INC.

ADMINISTRATIVE POLICY

REASONABLE ACCOMMODATION POLICY

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

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

The following policies and procedures are hereby adopted:

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

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

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

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

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

3. Requests for Reasonable Accommodations and/or Modification.

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

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

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

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

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

4. Consideration of Requests:

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

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

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

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

EXHIBIT A

See attached Disability Accommodation Information Request Form

DISABILITY ACCOMMODATION INFORMATION REQUEST

DATE: _____

TO: _____
HEALTH CARE PROVIDER'S NAME ADDRESS

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

Resident's Name _____

Address _____

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

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

DEFINITION OF "DISABLED"

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

INFORMATION REQUESTED

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

Name & Title of Person Supplying Information _____

Firm/Organization _____

Would you be willing to testify in any court action or other proceeding as to the Resident's need for the requested accommodation?

Yes No

HEALTH CARE PROVIDER'S SIGNATURE _____

MEDICAL LICENSE # (IF PHYSICIAN)

RELEASE

TO THE RESIDENT:

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

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

RESIDENT'S SIGNATURE

DATE

Member

Address

Reasonable Accommodation Policy Member Comments

Comment

Page 2: 3.A:

- The text states that all requests must be delivered in writing, then instructs the general manager to log all "written or oral" requests. This paragraph contains contradictory statements that should be resolved. Page 2: 3.B:

- The requirement that a request for modification include plans and details of the proposed work, as well as contractor information, might be viewed as an unreasonable burden. Was this in the original draft policy from GHI's legal counsel? It seems to me that a reasonable first step in a request for modification is for the member to meet with someone from Technical Services so the proposed modification is acceptable to both GHI and the member before developing detailed plans.

Page 2: 4.A:

- This process does not include ARC. Depending on the requested modification ARC may need to be involved. This paragraph brings up the interesting question of whether or not this should be discussed in an open or closed board meeting. If the proposed modification involves changes that can affect other members then what is GHI's responsibility to those other members in this process?

Page 3: 4.D:

- This seems to be something that is more in the role Technical Service's that the board president.

Wow. That is not a policy, it is a punt.

The board should have no hand in approving or disapproving handicap accommodations to member units as long as the repairs can be done legally with county permits and inspections.

Unless the changes are structural, electrical or plumbing, there is no need for management to be notified because there is no need to get county permits.

Further layers of "approval" by a non professional member board is both onerous and obstructive to the member who needs to install a ramp or widen doors, or install a stair lift, or whatever else it is possible to theorize might be a reasonable accommodation. Delaying a member need for a new handicap ramp or hard-wired visual smoke alarms by requiring a board discussion should not be a role that the management or the membership vests in the board.

If ghi plans (as written) to make it difficult for members to age in place, and dissuade those with sensory or mobility limits from making their own homes habitable, that should be made publicly and transparent at new member orientation and a special meeting of the membership so people can plan to not buy here and also plan to leave before they have problems.

3 comments:

1) page 3-C - suggest changing 'vacation' to VACATING. none of my dictionaries indicate a definition for 'vacation' for what you are documenting

2) pages 4 and 6 are blank. Is there supposed to be something there?

3) if someone needs a chair lift (that goes up and down the stairs) is this something that is covered by this document or can it be installed without getting approval from ghi? should there be a short list indicating examples of what would be included in reasonable accommodation (noting that the list is not all-inclusive)? what happens if someone modifies a home without previous approval because s/he didn't realize it came under this rule?

thanks muchly,
laurie e. siegel
7 court ridge

As I was cc'd on the message below, thought that I would review the proposed policy and comment with specific actionable items. I do think that some of the policy as written is a bit onerous for a member or other requesting party, particularly one who may have recently suffered a setback requiring the accommodation. In addition, some of the wording of the proposed policy could be benefit from some editing. Am providing some comments and suggestions.

Under Section 1 (Purpose), the proposed policy states that the Board will implement appropriate action; implement seems to be an awkward word choice. Question whether we need more than evaluate and respond.

Under section 2 (Reasonable Accommodation), part B, would begin the first sentence of the definition with "Under the Fair Housing Act," because that is the source of the sentence. See no reason for the second sentence in that paragraph. It suffers from tone issues. It is not GHI's job to determine in advance what reasonable accommodation is required; the requesting party determines what they need and requests the accommodation. Suggest dropping that sentence.

Under section 3 (Requests for Reasonable Accommodation and/or Modification), part B, subpart 4, why does GHI need the requesting party to specify which rule, policy, practice, or service of the Corporation is causing a problem with the disability? How many parties know how to locate and provide that information? The Fair Housing Act requires GHI to make changes to rules, policies, practices, and services when such accommodations are needed for persons with disabilities to have an equal opportunity to use and enjoy a dwelling and public and common use areas. Requiring the member to provide this information seems onerous and unnecessary. Suggest dropping that sentence and renumbering the subparts..

Under section 4 (Consideration of Requests), for part A, would like to see a restriction on the Board that requests for accommodation cannot be pushed to a second or third scheduled meeting as some agenda items have been this year. Also,

Having walked with an above-the-knee prosthetic leg for 77 years, I consider myself as someone who might, at some point, need to use the "reasonable accommodation" procedure. My situation is so long standing and so obvious that I think it should not be necessary to get a doctor's certification. I have license plates and hangers for folks with a permanent mobility disability and my prosthetic leg is visibly obvious.

Also, there are accommodations that I'm not sure are covered involving maintenance. For example, as a now-84-year old (with an above-the-knee prosthetic leg), I am more chary about climbing a ladder to replace ceiling lights. Also, as a person with arthritis in my hands and more difficulty arising from the floor, the under-the-sink water turn-offs are becoming difficult for me (e.g, shutting off for cold weather) .Please take folks like me and additional maintenance needs other than those requiring remodeling into-account in the final issue of the policy.

Thank you,

The policy looks ok to me, except I don't see anywhere that it states that GHI cannot approve an accommodation that is not allowed by PG County code. I think stating the limitation on what GHI can allow is important to include in the policy.

To the Management of GHI and the Board of Directors:

I am writing to give my comments regarding the Proposed Reasonable Accommodation Policy. I am very happy to hear that there are plans to put such a policy in place that would allow all members of GHI access to participating in the cooperative and to modify their units to meet their needs. I have a few questions and comments that I would like to share.

- 1.Comment: Please edit this document to use person-first language. It is noted that under Section B "Reasonable Accommodations," the term "disabled individual" is used. It is widely accepted that person-first language should be used, and therefore I request that this term be changed to "individual with a disability."
- 2.Question: When the member must bring this to the Board of Directors, will this be presented in a closed session? This draft does not make clear whether the accommodation or modification request is brought to the Board in a public or private session. I believe it would be inappropriate and a violation of privacy were this required to be brought to a public session. If it will be a private session, that should be made clear in this document. If it is not in a private session, then I believe that this is a necessary change for member privacy and confidentiality.
- 3.Question: Does this policy also apply to members with intellectual disabilities? I can see that many other disabilities are listed, however intellectual disabilities are not included in this document or on the request form.

Thank you for considering my questions and comments.

Thank you for the opportunity to review the proposed Policy on the provision of reasonable accommodations. My observations are derived from over 25 years as a Disability Program Manager at the Department of Health and Human Services and NASA/Goddard Space Flight Center.

First and foremost, "Nothing about us, without us."

I strongly suggest that GHI create a small ad hoc committee of members with disabilities to review and write the final policy. Perhaps, if GHI had such a committee writing this draft, most, if not all, of the following issues would most likely not present.

Here are my comments and observations, based on my professional and personal experience, about the policy as drafted. Much of this policy review involves the need for a designated Reasonable Accommodation Specialist who should handle all requests.

1. Please use non-binary language in this and all policies. In the first paragraph, I see "... a person with a disability to use and enjoy his or her dwelling units ..." (emphasis added)

2. In the first paragraph, I see "... believes it to be in the best interest of the Corporation ..." I believe a policy should, at the very least, be in the best interest of the members.

3. I suggest that the Board not be the entity to evaluate requests for Reasonable Accommodation. That should be the responsibility of a subject matter expert, a Reasonable Accommodation Specialist, who is knowledgeable about the many aspects and intricacies of reasonable accommodation, accessibility, and the issues that individuals with disabilities face in housing. To protect the privacy of the individuals who are making requests, the Board should not be involved in these matters. The process should be limited to those with a valid "need to know" who will help in the evaluation and decision making process. The person given the responsibility to evaluate the request should have the complete authority to approve the reasonable accommodation, to decide who is responsible to pay for the accommodation and commit GHI to pay for those accommodations, if appropriate.

This Reasonable Accommodation Specialist should report to the General Manager who then conveys to the Board only the statistics on how many people make requests, how many are approved, how many are not approved and the reasons for the denial, what costs are involved in providing the request, and other non-identifiable information that is appropriate for auditing or budgeting purposes. Statistics can and should be reported, but they should be sanitized to protect the privacy of the individual making the request.

4. In Section 1. Purpose. Again, the Board should not evaluate, respond to, or implement the requested accommodations. GHI's Reasonable Accommodation Specialist, is an expert on these matters to properly evaluate the request, work with the individual making the request to list and consider the various options that cure the issue at hand, choose the best option, and implement the best option..

5. In Section 2. Definitions, Subsection A. Remove the word "Handicap" as this outdated term is actually considered derogatory by most individuals with disabilities, and has no place in a policy. The word "handicap" has been replaced with "disability" in every revision and reauthorization of laws that were passed since the mid-1970s.

6. In Section 2.B. Reasonable Accommodation. I see "... burden less onerous on the "disabled individual." Throughout this and all other documents, please follow the concept of "people first

language". In this case, please use, "individual with a disability". People first language is used appropriately in Section 2.C.

7. In Section 3. Requests should be accepted from an individual directly or another person acting on behalf of, and designated by, the individual for whom the request is being made.

8. In Section 3.A. "All Requests ... must be made in writing and delivered to the General Manager." Again, the request should be given directly to the Reasonable Accommodation Specialist who has the responsibility and authority to act upon the request. It is good that GHI will accept oral requests, but they should be made to the Reasonable Accommodation Specialist, not the General Manager.

9. In Section 3.B. Subsection 3. A certification by a medical professional should rarely be necessary for these requests. Requiring such a medical certification may place an undue financial burden on individuals who have visible disabilities and the need for accommodation or modifications are obvious and reasonable. Only under extraordinary circumstances will a medical certificate be reasonable.

10. In Section 3.B, Subsection 4. I see, "... problem that the disability is causing..." Disabilities do not cause problems. Barriers cause problems for individuals with disabilities. The appropriate language will ask for the policy, practice, or physical barrier that is faced by the individual with a disability.

11. In Section 3.B, Subsection 5 Proposed Remedy. The process by which a remedy is selected is that the individual with a disability works closely with the Reasonable Accommodation Specialist to determine the nature of the barrier, explore various options that will provide ways to remove the barrier, and then evaluate the options and mutually agree on the most appropriate remedy.

12. In Section 3.B, Subsection 5.a. I see "disabled parking space" Parking spaces are not disabled. Parking spaces are reserved or designated for individuals with disabilities. In addition, for a variety of reasons, not all drivers with disabilities obtain special car tags or placards from the DMV. Therefore, requiring a DMV verification is not reasonable. In addition, individuals also have temporary disabilities, such as pregnancy or a broken leg, that would necessitate special parking spaces for a limited amount of time, and those individuals may not request anything from the DMV.

13. In Section 3.B. Final paragraph. GHI should be responsible to pay for some accommodations or modifications. In those cases, the individual making the request would not need to provide the plans or a contractor.

14. In Section 4. Consideration of Requests. This entire section should be rewritten to reflect the presence of a Reasonable Accommodation Specialist who reports to the General Manager. The Board should not be involved in any way with this process. In addition, this process should absolutely not involve a Board meeting, even if it is an Executive Session.

15. In Section 4, Subsection C. Referring back to Section 3.B., not all costs associated with making reasonable modifications are the responsibility of the person making the request. Referring back to the first paragraph, the policy includes GHI's property. Referring to Section 2.C, some modifications include exteriors of a dwelling, as well as common and public use areas. These are the responsibility of GHI, not the individual making the request. This section should be rewritten to reflect these circumstances.

16. In Section 4, Subsection D. This should be rewritten substituting the Reasonable Accommodation specialist in the place of the Board. Any appeal of a decision by the Reasonable Accommodation Specialist should be made to the General Manager who has the responsibility and authority to act in this capacity. Only in extraordinary circumstances should the Board be involved in the appeal process.

17. In the Disability Accommodation Information Request Form. The form should rarely, if ever, be used and then only in extraordinary circumstances. If it is used, the title should be changed to "Reasonable Accommodation or Modification Information Request". If the disability of the individual is visible or reasonably ascertained, this form is an unnecessary intrusion in the life and privacy of the person making the request, as well as a potential financial burden.

18. In the Request Form, Definition of "Disabled" section. Though the law sometimes uses the designation "he/she" GHI should use non-binary language.

19. In the Request Form. Information Requested Question 2. This is a totally inappropriate question and should be removed. Simply stated, the "treatment" of an individual is not the business of GHI, and GHI cannot judge any "treatments" of individual with a disability.

Please accept these observations and suggestions in the spirit in which they are given. That is, for the good of our members, future members and the Cooperative

I am happy to respond to any questions or requests for further information. However, if GHI does create an ad hoc committee to review and rewrite this policy, that is better. I would still be available to respond to any questions from that ad hoc committee.

Thank you,

B. EXTERIOR

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

~~45.~~14. All **sheds** shall be in compliance with GHI shed regulations, structurally sound, surfaces free from damage and rust, and properly maintained.

~~46.~~15. **Storm or screen doors** shall be in good condition; no holes in screening materials, glass intact, and door frame properly sealed or painted. Metal storm doors approved after May 1, 1995, must be an approved trim color (See Section XI for colors). Unfinished storm or screen doors are not allowed.

~~47.~~16. **Trash** containers shall not exceed 32 gallons and must have tight fitting lids and handles for lifting. Containers must be placed in a trash closet, trash container cabinet, or screened area on the side of the unit from which trash is collected. Trash cabinets must be structurally sound and properly sealed or painted. They must accommodate all recycling bins and trash containers and must permit access for trash removal workers. Screening, if used, must be large enough to hide the trash containers and must be of a type approved by GHI. Evergreen shrubs may be used as screening if they are at least 36" tall and completely hide all containers.

~~48.~~17. Planting, maintenance, and removal of all **trees** must be in accordance with Section V.E.

~~49.~~18. **Beekeeping** shall not be permitted on GHI property.

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

19. Exterior areas must be maintained in safe and orderly condition:

- a) No condition posing a hazard to health or safety shall be permitted.
- b) Trash closets must be kept clean and trash must be properly contained.
- c) Uncontained compost piles are not permitted.
- d) Pet feces must be promptly removed and properly disposed of.
- e) Wood not exceeding one cord (a stack 4' high, 4' wide and 8' long) must be neatly stacked not less than 6 inches from the ground and not less than 10 feet from the building.
- f) There must be no rubbish in yard areas; rubbish shall mean all solid waste consisting of both combustible waste (including, but not limited to, paper, cardboard, wood, cloth, bedding material, lawn and yard clippings not located in an established compost pile, and dead trees and limbs to include any hazardous or uprooted trees) and noncombustible waste (including, but not limited to, metals, glass, crockery, tin cans, and junked appliances).

Member Comments on Proposed Revisions to Member Handbook Section III. Minimum Use and Maintenance

Member	Comments
-	<p>In general - Even though the earlier section in the Handbook explains the division of responsibilities between management and member, it is not clear in many of these following sections whether GHI mgmt. or the individual member is the responsible party.</p>
	<p>Here are my member comments on the proposed revisions to GHI Rule Section III regarding yard standards.</p> <ul style="list-style-type: none"> - 3. I think "i.e" should be "e.g". - 12. The second sentence is redundant. - 13. Requiring members to maintain an area extending 30 ft beyond their yard line is unrealistic. Areas outside of yard lines are either GHI common areas or non GHI property. - 19a. This is all that we need for item 19. Perhaps the board ca add language explicitly stating the condition of the yard must conform with all applicable codes (city, county, and so on). - 19b. Trash closets is too specific. Change to trash enclosures or other appropriate general term. - 19f. What about temporary storage of rubbish while waiting for a trash pickup, or construction debris, cc. There are legitimate reasons for having debris in a yard and would be prohibited by the proposed wording.
	<ol style="list-style-type: none"> 1) #13 - 'minimum 30 feet buffer from rear yard line'. i know what that says, but i can't picture it and so don't understand it. please expand/explain 2) if a climbing plant is not on the 'forbidden list' and dies out in the fall, is it ok to let the plant climb on a tree? needs a caveat. 3) #7 - how big is a spot before it is considered a 'bare spot'? there used to be a size indicated otherwise it is subjective. 4) this is tangential to the list: whoever does the inspections NEEDS TO BE TRAINED. specifically, <ol style="list-style-type: none"> A) s/he needs to know what poison ivy LOOKS like and needs to actively look FOR it. i have never seen it cited in peoples' yards when i know they have a ton of it. B) the person(s) inspecting need to know the BY-LAWS. for example: in section V- PLANTINGS item E-4-A maintenance requirements, which you refer to, it specifically states that anything over 8 feet is not the member's responsibility, and yet i was cited for something that was as tall as my house. C) CONSISTENCY in inspections is sorely lacking....

Member Comments on Proposed Revisions to Member Handbook Section III. Minimum Use and Maintenance

Member	Comments
-	<p>In general - Even though the earlier section in the Handbook explains the division of responsibilities between management and member, it is not clear in many of these following sections whether GHI mgmt. or the individual member is the responsible party. Much of the information in this section III B is also addressed in IV. Such duplications and differences will surely be addressed / eliminated.</p> <p>B EXTERIOR</p> <p>1-3 These are GHI Maintenance Dept. responsibilities - right?</p> <p>14.....30 / Thirty feet outside the yard seems extreme. Didn't it used to be 3 / Three feet? Regardless - 30 feet into the woods, for example, is a long way; 30 on many yards means all the way to the street or into other areas that the member has never been responsible for individually - mowers are regularly trimming most of these areas - even when acceptable ground cover has been planted.</p> <p>If 3 feet is not enough, surely 6 feet is.</p>
Bryan Bruns - 12-A	<p>The proposed language regarding "creeping invasive vegetation" is unclear and unnecessary since invasive plant control within yards is already stipulated in the section on Plantings: V.F.5. If there is a need for clarification or adjustment of wording related to invasive plants, it should be done in this section. If GHI intends to impose a duty on members to control plants outside their yards, this needs much more consideration and discussion.</p> <p>The meaning of the phrase below is not clear:</p> <p>"Members are also required to prevent the spread of creeping invasive vegetation outside their yard boundaries and maintain a minimum thirty [30] foot buffer from their rear yard line.</p> <ul style="list-style-type: none"> • Does this refer to a buffer inside or outside the yard? • Would this mean the member is responsible for removing any "creeping invasive vegetation" outside their yard, up to a distance of 30 yards? • Would that include poison ivy? • Would that include Virginia creeper, which is a native non-noxious species? <p>If the intention is to have a buffer inside the yard which does not have English Ivy or periwinkle then the language should be revised accordingly and give a small but reasonable buffer, e.g. one yard. It would be clearer to name particular species or make the language more specific than "creeping invasive vegetation." Otherwise it is unclear whether a slow-growing plant such as seedum is allowed. It is also arguably unclear about whether this covers plants that expand via roots, even if they don't appear to be "creeping."</p> <p>In general this does not appear to have been carefully thought through, nor subject to appropriate consultation with people familiar with plants and gardening.</p>

Member Comments on Proposed Revisions to Member Handbook Section III. Minimum Use and Maintenance

Member	Comments
	<p data-bbox="310 220 1927 326">- I am writing in response to the call for comments pertaining to some Rule revisions. There is one item that presents a quandary for me. It pertains to the seemingly straight forward requirement for the storage of trash containers. But I will begin by invoking another rule, as an analogy that supports my dilemma.</p> <p data-bbox="373 370 1927 589">When we moved to Maryland and GHI from the mid-west, I was surprised to learn that hanging laundry outdoors to dry was forbidden in the larger townhomes, such as ours. I had been in the habit of doing so - because we preferred it and view it as an ecologically positive choice. It was explained to me that 1.) no member was permitted to dry laundry on the Garden-side of their home, 2.) the somewhat recently constructed (18 years prior) townhomes were considered the "showcase homes", and thus even their Service-side yards should not be sullied by clotheslines, and 3.) we have the rare basements to accommodate a clothes dryer anyway.</p> <p data-bbox="373 633 1938 738">We try to be good, responsible co-operative members. We also try to be good, responsible inhabitants of the planet. And, as such, we were extremely disappointed that we would be forced to use electricity rather than the sun and wind for drying laundry. But we have obeyed.</p> <p data-bbox="373 782 1927 928">We face a similar dilemma with trash containers, and for the same reasons. We live in an inner unit, with only a "front" and "back" yard. And we have only one small crape myrtle tree in our Service-side yard. Yet every autumn I had been filling a minimum of 30 large paper leaf bags. This is due to the forested Common Area on our adjacent Garden-side yard. It contributes voluminous quantities of leaves, and not just in the autumn.</p> <p data-bbox="373 972 1961 1040">Again, as new co-operative members, we were instructed to Not return leaves to the Common Area. It was explained that they would add fuel to the forest - something to be avoided, even though those trees were the source of the leaves. So, bag them we did.</p> <p data-bbox="373 1084 1927 1153">And then we learned that the city would collect leaves from reusable containers, on the condition that those containers be labeled with "Yard Waste" stickers provided by the city. We immediately adopted that option, and we now have several for that purpose.</p> <p data-bbox="373 1196 1927 1227">Those containers are in use year round, with the exception of the occasional snowy periods. Many of the the trees in the Common</p>

B. EXTERIOR^[CG1]

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3. All **exterior wood surfaces**, e.g, doors and trim, shall be properly sealed and protected from moisture damage. All chipping, cracking, or peeling trim paint shall be corrected as directed by GHI.
4. Mold and mildew shall not be allowed to accumulate on **exterior walls**.
5. No fence posts, flag poles, wall hangings, brackets, or other attachments may be secured to or through **vinyl siding** with the exception of mail boxes and house numbers. All ornaments and fixtures must be maintained and free of rust.
6. **Walkways** ~~providing access to units~~^[CG2] shall be maintained in a safe and proper condition, kept free of obstructions such as ice, snow, yard debris and litter. Vegetation shall be kept trimmed back from the edge of walkways. On shared walkways, the responsibility for maintaining the walkway is shared by adjacent neighbors.
7. ~~Bare spots on lawns~~^[CG3] shall be resown and maintained. Alternately, a suitable ground cover, mulch, or landscaping shall be placed and maintained to cover all bare ground and prevent erosion. (See Section V.I for recommended ground cover options.)
8. A **lawn** must be cut before it exceeds a height of ten (10) inches.
9. All **shrubs**, hedges, and plantings shall be trimmed in accordance with Section V.D.
10. Tools, mowers, toys and miscellaneous items shall be neatly **stored**.
11. **Yard swales** shall not be blocked in any manner. Ponding water and improper grade conditions shall be reported to GHI immediately.
12. All **fences** shall be upright, taut, and free of rust, peeling paint, or damage. All fences and privacy screens shall comply with GHI ~~fence regulations~~^[CG4].
13. English **ivy** and ~~creeping vegetation~~^[CG5] shall not be allowed to grow on structures or trees in members' yards. Such vegetation shall be trimmed away from walls, foundation, vent openings and crawl space doors. Members are also required to prevent the spread of creeping invasive vegetation outside their yard boundaries and maintain a ~~minimum thirty [30] foot buffer from their rear yard line~~^[CG6]. Yard areas shall be free of ~~noxious plants~~^[CG7], such as poison ivy.

14. All **sheds** shall be in compliance with GHI shed regulations, structurally sound, surfaces free from damage and rust, and properly maintained.
15. **Storm or screen doors** shall be in good condition; no holes in screening materials, glass intact, and door frame properly sealed or painted. Metal storm doors approved after May 1, 1995, must be an approved trim color (See Section XI for approved colors). Unfinished storm or screen doors are not allowed.
16. **Trash** containers shall not exceed thirty-two (32) gallons in capacity and must have tight fitting lids and handles for lifting. Containers must be placed in a trash closet, trash container cabinet, or screened area on the side of the unit from which trash is collected. Trash cabinets must be structurally sound and properly sealed or painted. They must accommodate all recycling bins and trash containers and must permit access for trash removal workers. Screening, if used, must be large enough to hide the trash containers and must be of a type approved by GHI. Evergreen shrubs may be used as screening if they are at least thirty-six (36) inches tall and completely hide all containers.
17. Planting, maintenance, and removal of all **trees** must be in accordance with Section V.E.
18. **Beekeeping** shall not be permitted on GHI property.
19. Exterior areas must be maintained in safe and orderly condition:
 - a) No condition posing a hazard to health or safety shall be permitted.
 - b) **Trash closets** (CGS) must be kept clean and trash must be properly contained.
 - c) Uncontained compost piles are prohibited.
 - d) Pet feces must be promptly removed and properly disposed of.
 - e) Wood stored in a member's yard must not exceed one (1) cord (a stack four (4) feet high, four (4) feet wide and eight (8) feet long) and must be neatly stacked not less than six (6) inches from the ground and not less than ten (10) feet from the building.
 - f) There must be no rubbish in yard areas. Rubbish shall mean all solid waste consisting of both combustible waste (including, but not limited to, paper, cardboard, wood, cloth, bedding material, lawn and yard clippings not located in an established compost pile, and dead trees and limbs to include any hazardous or uprooted trees) and noncombustible waste (including, but not limited to, metals, glass, crockery, tin cans, and junked appliances).

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

1 AN EMERGENCY ACT concerning
2 Landlord-Tenant Code – Prohibition of Rent Increases, Rental Terminations and Late Fees
3 During the COVID-19 Public Health Crisis
4 For the purpose of amending the Landlord-Tenant Code to prohibit rent increases, rental
5 terminations; provides payment plans with certain tenants and prohibit late fees or penalties from
6 being charged during the COVID-19 state-wide emergency.

7 BY repealing and reenacting with amendments:

8 SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

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

10 The Prince George's County Code

11 (2019 Edition).

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

16 SUBTITLE 13. HOUSING AND PROPERTY STANDARDS.

17 DIVISION 3. LANDLORD AND TENANT RELATIONS.

18 SUBDIVISION 1. GENERAL PROVISIONS.

19 Sec. 13-138. Definitions.

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

* * * * *

(11) Tenant shall mean any person who occupies:

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

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

(C) this new provision is provided for tenants that are able to provide 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 as a result of the emergency, as defined by the Governor of the State of Maryland's Executive Order Number 20-04-30-01, 20-03-30-01 and 20-05-13-01, as amended and extended by the Governor, and under Section 143A-02 of the Public Safety Article of the Maryland Code;

* * * * *

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

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

(a) A landlord shall not increase a tenant's rent nor impose late fees or penalties 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

(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. [Reserved] Notices of rent adjustments and Rent Payment Plans-Required During the Emergency.

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

(b) A landlord shall inform a tenant 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) the effective date of the increase would occur on or after the date the emergency

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](#).

**Record Retention Task Force
Report to Board of Directors
March 30, 2020**

The Records Retention Task Force was appointed by the GHI Board President in September, 2019. The Task Force consists of Sue Ready (Chair), Sabrina Baron, Ben Fischler, Molly Lester, Aaron Marcavitch, Stephen Oetken, and Anna Socrates. Neron Adams-Escalera serves as Staff Liaison.

What the Task Force has found

Members of the Task Force wish to highlight the following discoveries.

- Complete specifications of all materials used in the construction of all original buildings and the dam.
- Contractor notes relating to the original construction.
- Original maps – some of which do not appear in collections housed elsewhere
- Information on the social history of the co-operative and its connection to other co-ops.
- Records of the work done in preparation for and during the 1970s-80s Rehab, including process of applying for grants and funding.
- The 1961 Member Handbook (more focus on what it means to live in a co-op and less on rules).
- A visitors' log of foreign dignitaries (with comments).
- A visitors' log which includes many pioneer members.
- Though we have encountered some cases of mildew, the records are, in general, in better shape than we had expected.

What the Task Force has done

The Task Force approved an Inventory Form designed by task force member Sabrina Baron. This form has been adapted a couple of times based on recommendations of the inventory teams.

The Task Force works in teams of two for two-hour sessions to inventory records. Sessions are scheduled whenever two task force members are available, GHI offices are open and there is space for the Task Force to work without disrupting staff work. Additionally, when GHI offices are closed or no space is available for the Task Force to work at the Administration building, the Task Force sometimes works at the Parkway Apartments.

The Task Force has created a spreadsheet of the records inventoried. The spreadsheet can be sorted by various criteria such as name of record, date record was created, location of record, and others. Hopefully, this will make it easier to find records when they are needed.

- UDB
 - Inventory of boxes on top of unit data file shelves has been completed
 - Work begun on files in the two file cabinets
 - Scrap books created for special events (e.g. 50th & 60th anniversaries) have been inventoried.
 - Several boxes of photos have been inventoried. (All photos should be kept.)
 - Shelves in UDB contain Board minutes (1949 Mutual Home Ownership-current GHI) and GDC (1953-current); Membership Meeting minutes (1952-current); GHI Newsletters (1953-current); REHAB Bulletins, updates, progress reports and REHAB-related clippings from Greenbelt News Review (1980s); 3 volumes of history (1935-41, 1950-59, & 1960-78); Manager's Memo (1973-current).

- Warehouse
 - All 8 large Home Depot boxes have been inventoried and sorted.
 - Inventory of records in 3 file cabinets has been completed.
 - Work has begun on boxes that that need cursory review.
 - Work has **not** begun on maps, site plans, etc. in and on top of lateral files.

- 15 Parkway
 - Records in 6 boxes have been inventoried
 - Inventory has begun on records in file cabinets
 - Inventory has not begun on boxes that will need only cursory review. (Note: Many of these boxes contain relatively recent records.)

- 21 Parkway
 - ~24 shelves each containing up to 8 boxes
 - All boxes have received cursory review.
 - Many boxes contain financial records that are past the date for destruction indicated on the box and are recommended for destruction.
 - Old Contract Processing Files have been marked for further consideration by the Committee before a recommendation is made.
 - Other files have been marked for further review either by the Committee or by staff.

- Office of the Director of Member Services
 - Two boxes of records stored in Neron's office have been inventoried. These boxes were moved to the Board Room for inventory so as not to disrupt Neron's work.

What's to Come

- As the Task Force nears completion of the inventory of records in the above locations, the Task Force will focus on the inventory of records stored in staff

members' offices. Neron will coordinate this to ensure that the work of the task force is not disruptive to the work of staff.

- Locations of other records have not yet been determined. There may be records stored in some of the outbuildings in the GHI administration complex.
- Suggested revisions to the Record Retention Policy

Suspension of Inventory Work

The Task Force has suspended its work on inventorying documents due to protocols recommended to limit the spread of the COVID-19 virus. This will mean that the TF will not finish its work by the 4/30/20 deadline.

Approved by Task Force – October 13, 2020

GHI
Records Retention Task Force
Report to the Board of Directors
October 31, 2020

The Records Retention Task Force met via Go-to-Meeting on October 13, 2020. This was our first meeting since February 24, 2020. The meeting scheduled for March 30, 2020 was cancelled due to COVID-19. As most of the Task Force's work involves being in the Administration Building, often in high-traffic areas, committee members feel it is inappropriate to continue the inventory work until the threat of COVID-19 has passed. Several Task Force members' work lives have been greatly complicated by the virus which has severely limited their ability to devote time to the Task Force work. Indeed, one member has resigned from the committee. Therefore, the TF did not meet the deadline for completion its work and asks for an extension for an as-yet-to-be-determined time.

To ensure their preservation, the Task Force recommends that all minutes of meetings of the Board of Directors and all minutes of membership meetings (dating from the founding of the co-operative) be scanned and saved digitally.

In an effort to harvest the historical and experiential knowledge of GHI staff members, the Task Force will continue to interview key staff persons remotely regarding their knowledge of important documents and other information of which they may be aware.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



December 10, 2020

Nicole Ard, City Manager
Todd Pounds, City Solicitor

Dear Ms. Ard and Mr. Pounds:

Greenbelt Homes, Incorporated (GHI) seeks clarity regarding City Ordinances 1377 and 1378, freezes on rent increases and late fees respectively, which were adopted by the City Council on November 23, 2020.

There has been some confusion as to whether these ordinances apply to our cooperative or not. We believe they do not because:

1. City Solicitor Pounds stated that they would not during the discussion which preceded their adoption at the November 23, 2020 City Council meeting.
2. According to our legal counsel, Greenbelt City Code does not define housing cooperatives as landlords in the same way the Prince George's County Code does.
3. GHI is not a commercial landlord in that we do not rent our homes. GHI members are, on rare occasions, granted permission to rent their homes for specified periods of time; however, in these cases the members are the lessors, not GHI.
4. Our 2021 budget, which includes necessary increases in member fees, was adopted by the Board of Directors on November 19, 2020, four days before these City ordinances were adopted.

Were City Ordinance 1377 to be considered to apply to our member fees, GHI would be left with close to a \$400,000 shortfall in the income necessary to cover our projected 2021 expenses. This untenable situation would require us to approach the City Council for relief.

We will be grateful for written confirmation that these two Ordinances do not apply to GHI, so that we may continue to conduct our financial affairs in 2021 with confidence.

Should you find it desirable, General Manager Eldon Ralph and I, together with our legal counsel, would be happy to schedule a virtual meeting with you for further discussion.

Yours sincerely,

Stefan Brodd
President
Greenbelt Homes, Incorporated
Hamilton Place
Greenbelt, Maryland 20770

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan Actions	Priority	Board	Comte	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	HIP expected to be completed by April 2021.	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-News updates are provided weekly. 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 4 pilot crawlspaces where abandoned pipe with asbestos debris will be removed by the end of January 2021.	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. On 12/17/2020, the Board will review a report on 2019 activities and a report on 2020/21 activities will be provided when the program ends.	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. A contract was signed; installation of the panels is currently in process and should be completed by the end of January 2021.	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 repoint 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
		A.3.b	Continue Community Beautification Program.	A	X		X	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 Board will hold a work session on January 4, 2021 to discuss the task force's report.	In process

Item 7b. Attachment #13a

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 in 2019, asking for negotiations to be resumed and pipes to be replaced in conformance with the 1958 agreement. WSSC's General Manager responded on Jan 31, 2020. On November 3, 2020, a joint letter signed by the Board President and City of Greenbelt Mayor was sent in response to the WSSC's Manager's letter.	In process
A.3.d	Determine what changes to make to the Addition Maintenance Program (AMP) requirements, fees and procedures. Continue last year's initiative.	A	X	AMP TF	X	On February 20, 2020, 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 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 Board approved changes to GHI's rules for fences on August 20, 2020.	In process
A.3.f	Storm Water Management Task Force continues to address drainage issues.	B	X	SWTF	X	On 2/7/19, the Board discussed a proposition from the task force that GHI participate as a pilot study in a UMD – funded project for mapping non-tidal flood risks. The Task Force recently informed staff that GHI has been chosen as the pilot study site for this project - " <i>Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland.</i> "	In process
A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	On February 20, 2020, the Board approved the hiring of a consultant (ETC Inc.) to evaluate the condition of water supply and waste pipes in a sample of frame and masonry homes, provide a report on replacement options, provide a report on the performance of epoxy lined pipes in 2 units and design a pilot study to evaluate methodologies for replacement of the piping. The Board reviewed ETC's report on November 19, 2020 and decided not to have the consultant design the pilot study.	In process

	A.3.h	Implement Admin complex security.	A	X	STF	X	On June 18, 2020 the Board approved a contract for the installation of an access control system for the Admin Building. The system has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed by the end of January 2021.	In process	
	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. 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	ZIF	X	The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt and 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 MOU 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 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. Organization & Infrastructure	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
		B.2 Improve operation of the Board	B.2.a Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held for the 2020-21 Board on 12/8/2020. On 12/8/2020, staff held a training program on interpreting financial statements.	Ongoing
			B.2.b Create understudy program for Board officers.	A	X		X		Not started
		B.3.a	Provide training for committee chairs.	A			X	Last training program for committees was held in September, 2018.	Ongoing

Item 7b. Attachment #13a

B.3 Improve committee operation and promote member involvement	B.3.b	Increase participation in committees.	A		MOC	X		Ongoing
	B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Last volunteer recognition event was held on October 16, 2019.	Ongoing
B.4 Prepare for succession of administrative staff	B.4.a	Plan for succession of General Manager.	A	X		X	The Board passed a motion on December 3, 2020 to establish a Transition and Sustainability Task Force and allocate \$7,500 for hiring a consultant to assist the task force with its work.	In process
	B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X			Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which was accepted by the Board on August 6, 2020	complete
B.5 Review and develop policies	B.5.a	Revise, update and implement record retention policy. Recommend storage methodology for historical documents.	A	X	RRTF		Staff prepared a draft records' retention policy. The Board subsequently appointed a task force to recommend historical documents that should be retained and how they should be stored. The task force is currently working on this assignment.	In process
	B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X		X	A task force is currently working on this assignment.	In process
B.6 Review and update bylaws	B.6.a	Review and update bylaws.	A	X			Need to address new acquisition of property/business opportunity clause in GHI bylaws.	Ongoing
B.7 Increase operational efficiency	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management and knowledge transfer in scope.	A	X		X	Staff continues to work on this task and will make further changes as the new property management system is implemented.	In process
	B.7.b	Recommend an integrated property management system for GHI including financial, maintenance management and membership database.	A	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
	B.7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	A	X		X	Staff's top priority for 2021 is to successfully implement the integrated property management system. Also, it may be prudent to postpone this project until the records retention task force completes its work and the Board adopts a records retention policy.	Not started

C. Financial Stability	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 applied to serve on the task force.	In process
	C.2 Practice transparent financial reporting	C.2.a	Continue education program on GHI finances.	A	X	FIN	X		Not started
			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.						
	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. The Committee is currently reviewing GHI's investment policy and is expected to recommend a revised policy soon.	In process	
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	X	FIN & INVC	X		Not started	
		B. Investigate avoiding double taxation in real estate taxes.						Not started	

Item 7b. Attachment #13a

			C. Explore holding equity of 10-40 percent in some member units.						Not started
D. External Communication	D.1 Attract people drawn to co-ops & community living	D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM			Ongoing
	D.2 Coordinate efforts w/external entities	D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	B	X	LGAC	X		Ongoing
	D.3 Be a leader in cooperative living & coops	D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC		GHI member Aaron Marcavitch previously served on the CCOC Commission. GHI does not currently have a representative serving on the Commission.	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 after they move in and request a visit, to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members.	Ongoing
		E.1.b	Conduct two town hall meetings a year that include educational content.	A	X		X	Two town hall meetings were held on December 8 and December 12, 2019.	Complete
	E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Complete
		E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started
		E.3.a	Consider hiring an information officer.	C	X	COM IT TF	X		Not started

E.3 Use technology for improved member access and communication	E.3.b	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information; social media consultant; define GHI staff responsibility with respect to social media).	A	X	COM	X	On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	In process
	E.3.c	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X		In process
	E.3.d	Investigate member portal commercial packages and budget for it.	B	X	IT TF	X	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	The Board passed a motion on December 3, 2020 to establish a task force to upgrade the website.	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	

Committee Task List: Jan - Dec 2020

Item 7b. Attachment #13b

Committee	Committee Assignments for the 2020-2021 Board Term		Status	Not Started	In Progress	Completed
Architectural Review Committee	1	Review GHI's Rules on fencing and recommend style changes.	Completed. The board approved revisions to the fence rules on August 20, 2020			X
	2	Review design guidelines for double doors	In progress		X	
Bicycle Committee						
Buildings Committee	1	The GDC Board requested the Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on hold by the Committee		X	
	2	Investigate feasibility of heat-pump type water heaters for installation in GHI	In progress		X	
	3	Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Joint recommendation with Woodlands Committee resulted in the Board deciding on August 20 to remove the tree			X
	4	Review ETC Inc. plumbing system report	In progress. The Board agreed with the Committee's recommendation that ETC should not proceed to design a pilot study		X	
Communications and Marketing Committee	1	Review and recommend changes to the format of the GHI Member Handbook. Task was assigned by the Board on September 17, 2020	In progress		X	
	2	Revise the format of a draft 'Reasonable Accommodations Policy'	Re-formatted draft will be reviewed by the Board on December 17		X	
	3	Revise draft of GHI Rule Section III. Minimum Use and Maintenance Standards - Homes and Yards. B. Exterior to incorporate member comments	Revisions to the rule will be reviewed by the Board on December 17		X	
Companion Animal Committee	1	Continue to develop articles relating to companion animals.	Ongoing		X	
Finance	1	Discuss financing options for GDC Capital Improvements	GDC Board accepted the Committee's recommendation to finance GDC Capital Improvements as necessary.			X

Committee Task List: Jan - Dec 2020

	2	Review unreserved operating fund and recommend Board action regarding available unreserved funds.	No available funds			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	LGAC issued letter for Board President			X
	4	Recommend actions GHI should take to comply with Prince George's County bill CB-16-2020	To be discussed on December 10, 2020		X	
GHI/GDC Bylaws, Relations Task Force	1	Draft a Charter for the task force	Will complete this task on December 9.		X	
	2	Review GDC Bylaws	Meeting scheduled December 10 @ 7 pm.		X	
Investment	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.		X	
	2	Consider changes to investment policy and committee charter	On July 9, the Board adopted the Committee's recommendation for changes to the committee charter; the committee is reviewing changes to the investment policy.		X	
Legislative and Government Affairs	1	Monitor Federal, State and MD legislative actions that may impact GHI	In progress		X	
	2	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
	3	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.	Committee drafted a letter that the Board adopted and sent to the Maryland Transportation Authority regarding GHI's concerns about the DEIS.			X
Long-Range Planning Committee	1	Study, discuss, and make recommendations on any issues affecting GHI's ability to continue providing affordable, high-quality housing for its members, along with offering any new facilities, services, or benefits the membership may approve.	The Committee prepared an Initial Research and Data Analysis Report which the Board reviewed on August 6 and deferred for a further review .		X	
Member Outreach	1	Organize New Member Orientation Event	Member outreach- new member social was held on July 8, 2020, another will be held on January 13, 2021 at 7 pm.			X

Committee Task List: Jan - Dec 2020

	2	Recommend Court Communicator Program	The Board accepted the Committee's recommendation for a Court Communicator program on November 5.			X
	3	Survey the membership re: Use of Public Bus Services	Discussion of this task in progress.		X	
Records Retention Task Force	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	
Storm Water Management Task Force	1	Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.		X	
	2	Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.		X	
	3	I. Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II. Develop a multi-year plan to address stormwater issues in GHI. III. Develop strategies for implementing improvements/remediation IV. Interact with other committees and task forces within GHI relative to our mission	Not started	X		
Succession and Back-up Emergency Planning Task Force	1	Develop Charter Develop Succession Policy	Succession Committee submitted final report to the Board 6/18/20			X
Integrated Property Management Systems Task Force	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

Committee Task List: Jan - Dec 2020

	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
Woodlands	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 on August 20.			X
Yards and Exteriors Task Force	1	Recommend components of a Yard and exterior inspection program to replace the community beautification program.	Board will hold a work session on January 4, 2021 to review the task force report		X	
Zoning Rewrite Task Force	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							January 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

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

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