

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
OPEN MEETING**

Begins After the Closed Meeting at 7:45 p.m.

Thursday, July 15, 2021

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Announcement of Closed Meetings**
 - a. **Announcement of Complaint Panel Hearing Held on June 28, 2021 - (Attachment #1)**
 - b. **Announcement of Complaint Panel Hearing Held on June 29, 2021 - (Attachment #1)**
 - c. **Announcement of Complaint Panel Hearing Held on July 6, 2021 - (Attachment #1)**
 - d. **Announcement of a Closed Meeting held on July 1, 2021 - (Attachment #2)**
 - e. **Announcement of a Closed Meeting held on July 15, 2021 - (Attachment #3)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee Reports**
- 6. For Action or Discussion**
 - a. Approve Minutes of the Special Open Meeting Held on June 17, 2021- (Attachment #4) 2 minutes Discussion/Action
 - b. Approve Minutes of the Regular Open Meeting Held on June 17, 2021- (Attachment #5) 2 minutes Discussion/Action
 - c. Proposal to Build a Gardenside Sunroom at a Unit on Research Rd 15 minutes Discussion/Action
 - d. Hiring an Investment Management Company to Invest GHI Funds 5 minutes Discussion/Action
 - e. Board Resolutions re: Signatures on Documents for Bank and Investment Accounts – (Attachments #7a-7c) 5 minutes Discussion/Action
 - f. Review Report re: Strategic Planning Work Session Held on June 21 and June 27, 2021 (Attachment #8) 25 minutes Discussion/Action
 - g. Buildings Committee Recommendation re: Heat Pump Water Heaters for Masonry Homes – (Attachments #9a-9b) 15 minutes Discussion/Action
 - h. Proposed Revisions to Procedures re: How to Deal with Moisture/Mold Within the Home (Attachments #10a-10b) 10 minutes Discussion/Action
 - i. Committee and Staff Recommendations for Improvements to Larger Townhomes & Standalone Units 10 minutes Discussion/Action
 - j. Proposed Changes to Reporting on Closed Meetings 5 minutes Discussion/Action
 - k. Resolution in Appreciation of Asst. General Manager Sporney's Contributions to GHI 5 minutes Discussion/Action
 - l. Motion to Hold a Closed Meeting on August 12, 2021 2 minutes Discussion/Action
- 7. Items of Information**
 - a. Update on PG Countywide Zoning Amendment (CMA)
 - b. President's Items
 - c. Board Members' Items
 - d. Audit Committee's Items
 - e. Manager's Items

Ed James, Secretary

NOTE: AT 10:15 P.M., 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: July 8, 2021

SUBJECT: Items for the **Open Meeting of the GHI Board of Directors** on July 15, 2021

6a. Approve Minutes of the Special Open Meeting Held on June 17, 2021- (Attachment #4)

Suggested motion: I move that the Board of Directors approve the minutes of the Special Open Meeting that was held on June 17, 2021 (as presented/as revised).

6b. Approve Minutes of the Regular Open Meeting Held on June 17, 2021- (Attachment #5)

Suggested motion: I move that the Board of Directors approve the minutes of the Regular Open Meeting that was held on June 17, 2021 (as presented/as revised).

6c. Proposal to Build a Gardenside Sunroom at a Unit on Research Road

On April 2, 2021, staff received a permit request with pertinent documents from the member at a unit on Research Road, who desires to replace an existing deck with a one-story sunroom addition.

The permit request requires an exception to GHI Rule:

§X.F.2, "Additions to the gardenside of the building must extend to the dividing partition between units or leave not less than five feet", and

Consideration of GHI Rule:

§X.F.3, “The roof lines of an addition should be of the same type as the original structure or blend with the existing lines.

During the ARC meeting on June 30, 2021, the following points were discussed:

- The unit already has a two-story gardenside addition. It spans the full width of the unit (17’ wide by 14’ deep).
- The existing deck is centered on the end of the addition. It is 10’-6” wide by 8’-6” deep.
- The proposed sunroom would be built using the same footprint as the deck. This would leave 3’-3” between the proposed addition and the shared yard lines on either side. This is 21” short of the 5’ minimum requirement.
- Adjacent neighbors have given their consent on the proposed sunroom.
- A neighbor would withdraw their consent for the proposed addition if it were built on their shared yard line.
- There is an outdoor heat-pump unit located between the deck and the shared yard line with a unit that would have to be relocated if the proposed sunroom were built on that shared yard line. This is an expense the member cannot afford.
- A concern was raised that if the neighbor on either side ever built a gardenside addition deeper than 14’ on the shared yard line, it would create a 3’-3” narrow alleyway between the additions. This could make maintenance and access in the event of a fire difficult.
- There was a discussion about creating a memorandum of understanding between the members that they would relinquish their rights to build on the shared yard lines once their additions got past 14’. This was not deemed feasible as it would have to pass on from member to member as long as the sunroom addition remains standing.

The ARC recommended by a vote of 3-2-0 that the Board of Directors grant an exception to GHI Rule §X.F.2 to allow the building of the gardenside sunroom at a unit on Research Road, as proposed.

Reason for the motion: Still allows for 14’ deep gardenside additions at a unit at Research without creating areas with limited access.

Reasons against the motion: Creates potential maintenance and safety problems in the future, and it sets a precedent that other members can do the same.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule §X.F.2 to allow the construction of a gardenside sunroom at a unit on Research Road, as proposed.

6d. Hiring an Investment Management Company to Invest GHI Funds

During the closed Board meeting on July 15, 2021, the Board reviewed the opinion of GHI's legal counsel who advised as follows: the Board has authority to engage an investment management company or investment advisor based on Article VIII, Section 9 of the Bylaws which states, in part, as follows: "*The Board of Directors shall have the authority to invest the funds of the Corporation, exercising sound judgment and consulting with independent professionals as appropriate.*" Under this authority, the Board could delegate the day-to-day management of GHI's investments to an "independent professional," who also would follow the Board's investment policy and would serve as an investment consultant to the Board. However, the Board would retain ultimate responsibility for GHI's investments. The investment manager's performance would be judged under the "Prudent Investor" rule.

The Board may wish to consider whether it should request staff to prepare a request for proposal (RFP) document and obtain bids from investment management companies for investing GHI funds in accordance with GHI's investment policy.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct staff to prepare a request for proposal (RFP) and obtain bids from investment management companies for investing GHI funds in accordance with GHI's investment policy.

6e. Board Resolutions re: Signatures on Documents for Bank and Investment Accounts – (Attachments #7a-7c)

Bank Resolutions

National Cooperative Bank (NCB) requires a corporate resolution to be executed. GHI has the following accounts with NCB:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Homes, Inc. Trustee Account
- Greenbelt Homes, Inc. Certificate of Deposit

GHI has the following accounts with Greenbelt Federal Credit Union:

- Greenbelt Homes, Inc. Checking and Savings

Attachment #7a is a copy of the resolution for National Cooperative Bank accounts. Attachment #7b is a copy of the resolution for Greenbelt Federal Credit Union accounts. The Board is requested to approve both of them. It is necessary for the Board President to sign the resolutions and each copy to be witnessed by the Board Secretary.

Suggested motion: I move that the Board of Directors adopt the National Cooperative Bank corporate authorization resolution as presented on July 15, 2021, and authorize the following individuals as signers: Stefan Brodd, President; Jason Luly, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no

fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Suggested motion: I move that the Board of Directors adopt the Greenbelt Federal Credit Union corporate authorization resolution as presented on July 15, 2021, and authorize the following individuals as signers: Stefan Brodd, President; Jason Luly, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Investment Resolution

The Vanguard Group holds a GHI bond mutual fund account and a federal money market account. The recent change in Board officers and GHI staff requires a new corporate resolution. Attachment #7c is a copy of this document for your review.

Suggested motion: I move that the Board of Directors adopt the corporate resolution with the Vanguard Group as presented on July 15, 2021 for the establishment and maintenance of Vanguard mutual fund, Federal money market, and/or Vanguard brokerage accounts, and authorize the following individuals as signers: Stefan Brodd, President; Jason Luly, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

6f. Review Report re: Strategic Planning Work Session Held on June 21st and June 27, 2021 (Attachment #8)

Ms. Becky Roberts, a strategic planning consultant, facilitated strategic planning work sessions with the Board on June 21st and June 27, 2021. The main objectives of the work sessions were as follows:

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's annual plan to reflect board priorities for actions in the next year.

A report on the work session (attachment #8) is presented for the Board's review.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the 2021 Strategic Planning Meeting Report (as presented/as revised).

6g. Buildings Committee Recommendation re: Heat Pump Water Heaters for Masonry Homes – (Attachments #9a-9b)

Acting on a recommendation from the Buildings Committee, the Board passed a motion on September 19, 2019, that directed the Buildings Committee and staff to develop and implement a heat pump water heater pilot program of up to 12 units and report the results no later than June

2020.

A heat pump water heater (HPWH) operates by utilizing heat in the ambient air to heat water utilizing heat pump technology and can cut water heating costs by half or more. The Buildings Committee had recommended the pilot program, to investigate the installation and performance as well as identify costs and rebate amounts. Since the technology uses room air for water heating, the pilot program only included HPWHs installed in the boiler rooms of masonry homes.

Attachment # 9a is a report on the Heat Pump Water Heater Pilot Program that former HIP Director Joe Wiehagen prepared and attachment #9b is staff's analysis of the life cycle costs of a HPWH versus a standard water heater.

On June 2, 2021, the Buildings Committee passed the following motion by a vote of 7-0:

- I move that the Buildings Committee recommend that the Heat Pump Water heater be the default replacement heater for masonry homes that have water heaters in the boiler/utility room/ utility areas so long as the current PEPCO rebate is in effect.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (*stipulate/not stipulate*) that the Heat Pump Water heater shall be the default replacement heater for masonry homes that have water heaters in abandoned boiler rooms, as long as the current PEPCO rebate is in effect.

6h. Proposed Revisions to Procedures re: How to Deal with Moisture/Mold Within the Home (Attachments #10a-10b)

Procedures re: How to Deal with Moisture/Mildew Within the Home (attachment #10a) were formulated in 1993 and are currently included in the GHI Member Handbook. Masonry and frame homes have become more air-tight due to installation of new doors and windows during the HIP and pro-active steps should be continually taken to monitor homes to reduce moisture which could lead to mold.

Staff is therefore submitting a draft of revised procedures re: How to Deal with Moisture/Mold Within the Home (attachment #10b) for the Board's consideration.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the revised procedures that staff proposed re: How to Deal with Moisture/Mold Within the Home (*as presented/as further revised*).

6i. Committee and Staff Recommendations for Improvements to Larger Townhomes & Standalone Units

The 2021 Envelope Improvement Program will be performed on the twenty-nine (29) larger homes at Greenbelt Homes Inc. (“GHI”). These larger homes include the twenty-five (25) large townhomes located at 65 Ct. Ridge Road and 5 Ct. Laurel Hill Road and the four (4) single family units located at 8 Woodland Way, 135-A and 135-B Northway Road, and 133 Greenhill Road.

The larger home building envelopes were last updated starting in 1983 with the larger townhomes and ended in 1985 with the single family units. These improvements are over 35+ years old and beyond their useful life cycle. The larger homes are also the last units in GHI to be updated.

Many of the same products offered to the members of the original masonry and framed units under the HIP program will be offered to the members of the larger homes under this year’s improvement program.

Mandatory Improvements will include the replacement of windows and vertical siding at all 29 units, including the 25 trash screens located on the serviceside of the larger townhomes.

In addition to the above improvements, the single family units are scheduled to receive the following mandatory improvements:

- Sliding glass doors (at Kitchen-Dining Room). Does not include 8 Woodland Way. Sliding glass doors replaced in 2018.
- Solid Entry Door with fixed glass side panel. At first floor and basement entrances. Units 135-A and 135-B Northway Road only.
- Solid Entry Door. Basement level. Units 135-A and 135-B Northway Road only.

In summary, improvements will be offered to members, as indicated in the tables below. Table A lists the mandatory improvements that GHI will undertake. Table B shows the optional improvements that GHI proposes to undertake on behalf of coop members at their expense.

Table A

Mandatory Improvements	Large Townhomes	Single Family
New windows (Horizontal. Slider)	√	√
New windows (Double Hung)		√
New Sliding Glass Doors (at Kitchen-Dining)		√
New Solid Entry Door with fixed glass side		√
New Solid Entry Door**		√
Vertical Vinyl Siding	√	√
* Excludes 8 Woodland Way, and two (2) sliding glass doors with transom at 135A Northway .		

** 135 A & B Northway only.

Table B

Optional Improvements	Large Townhomes	Single Family
New windows (Casement)	√	
Window Grids	√	√
Hardie Panel		√
Entry Door Hardware (Peephole, kickplate,		√
Attic Insulation (Blown-in R-38)	√	
Exposed Band Board Insulation	√	

SPECIFICATIONS (Mandatory Improvements)

1. Windows. Highlights:

- White welded vinyl sash & frame
- Double-pane insulated glass
- Low-E coating
- Window stops as required by code
- Screens – all screen configurations must be designed to allow easy removal and installation
 - Full screens standard for doublehung & casement;
 - half screens standard for horizontal sliders and as specified for doublehung
- All interior hardware to be white.
- Any units specified to include grids (optional) shall be GBG (grill between glass).
- Acceptable manufacturers & brands

	<u>double-hung</u>	<u>horizontal slider</u>	<u>casement</u>
Vytex	Georgetown		3300 series
American Home Center	3000 series		5500 series
Alside	Mezzo		
Acadia	800 series		700 series

2. Entry Doors. Highlights:

- Door skin: high impact compression molded fiberglass reinforced material, smooth finish
- Core: 100 percent CFC-free polyurethane insulation.
- ENERGY STAR rated, Version 6.0
- Paint to be factory applied exterior finish, interior finish white.
- Acceptable manufacturers & brands, or equal

Statement of a Closed Meeting on [date]

A Complaint Panel comprised of GHI Directors Brodd, Lambert, and Bilyeu held a closed meeting at 6:30 PM on [date] via internet audio/video conference to discuss a member complaint matter, as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv).

The motion to close the meeting was approved at the closed meeting of [date] by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

Objective of the proposal: to fully comply with state law and GHI bylaws, while simplifying record keeping and reducing time taken in Board meetings.

1. Refer to a “statement” rather than an “announcement” and include the statement in the minutes of the meeting, but do not read it aloud. Rationale: state law refers to a “statement”; not reading aloud saves time.
2. State the starting time, rather than specific starting and ending times; do not list meeting attendees. Rationale: Closed meetings will now start at the given time in the absence of the former “special open meeting”. Keeping track of ending times and lists of attendees is stressful, difficult, and prone to error. As attendees can arrive and depart during the meeting, it can be unclear how to report an accurate list. Makes it possible to prepare the statement in advance, which leads to greater accuracy and saves time during the meeting.
3. List items to be discussed in the plural form. Rationale: Makes it possible to prepare the statement in advance while remaining accurate, as items may be removed or added to the agenda at the time of the closed meeting. If a category of items is added or removed at the time of the meeting, which is rare, the chair can ask the secretary to make the appropriate change in the statement before it is included in the minutes.

This item is on the agenda for discussion and action by consensus.

6k. Resolution in Appreciation of Asst. General Manager Sporney’s Contributions to GHI

Assistant General Manager Sporney will be retiring on August 4, 2021. In honor of his service to GHI, President Brodd is proposing the following resolution for adoption by the Board of Directors:

RESOLUTION IN APPRECIATION OF DISTINGUISHED SERVICE BY TOM SPORNEY

WHEREAS, Tom Sporney has served the Greenbelt Homes Inc. community for 18 years;

WHEREAS, Tom Sporney will retire from Greenbelt Homes Inc. on August 4, 2021;

WHEREAS, Tom Sporney has been an invaluable asset to the Board of Directors, and to the management and employees of Greenbelt Homes, Inc., serving in various leadership capacities, including Director of Technical Services, Assistant General Manager and Staff Liaison to various committees and task forces;

WHEREAS, throughout his eighteen-year career with Greenbelt Homes Inc., Tom Sporney has served our community with great commitment, expertise, and integrity;

WHEREAS, the members of the Board of Directors wish to thank Tom Sporney for his many contributions to the Board of Directors and to Greenbelt Homes Inc.;

NOW THEREFORE, be it resolved, that the Board of Directors hereby expresses its gratitude to Tom Sporney for his services and all he has contributed to Greenbelt Homes Inc.; and

BE IT FURTHER RESOLVED, that the Board of Directors wishes Tom Sporney continued success in all his endeavors and expresses our hope for his continued good health, happiness, and prosperity.

6l. Motion to Hold a Closed Meeting on August 12, 2021

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 PM on August 12, 2021.

7. Item of Information

7a. Update on P.G. Countywide Zoning Amendment (CMA)

On July 8, 2021, Member Molly Lester presented the following information regarding Prince George's Countywide Zoning Amendment (CMA):

- The public hearing on the CMA is scheduled for **Monday, September 13th** at 5:00 pm (virtual and in person).
- The hearing will continue Tuesday, September 14th at 5:00 pm if necessary.
- September 29th is close of public testimony.
- Thursday, October 28th is the date the Planning Board is setting for transmitting its recommendations and analysis to the County Council.
- **Tuesday, November 16, 2021** is the proposed date for consideration (and possible passage) of the CMA.

Staff will contact Chad Williams at the Maryland National Capital Parks & Planning Commission to enquire about the status of the Neighborhood Conversation Overlay Zone for Greenbelt.

Announcement of a Closed Meeting held on July 1, 2021

GHI's Board of Directors held a closed meeting on July 1, 2021, via internet audio/video conference, with Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, Heather Mortimer, and Audit Committee members David Benack, Sam Lee, and Dale Wilding participating.

The following motion to call the meeting was made during a prior open meeting on July 1, 2021, and approved by Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, and Heather Mortimer.

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 May 20, 2021	(vii)
2. Approve Minutes of Executive Session Meeting held on June 3, 2021	(vii)
3. A Member Complaint Matter	(iv)
4. Contract with a Recruiting Firm to Fill the Maintenance Director Position – 1 st reading	(vi)
5. Selection of an Audit Firm for the 2021 External Audit -1 st reading	(vi)
6. 2021 Underground Utilities Repair and Drainage Improvement Contract – 1 st reading	(vi)

During the meeting, the Board of directors authorized the Manager for first and only reading to sign a contract with a recruiting company for hiring a Maintenance Director at 25 % of the employee's annualized first year's salary, for a cost not to exceed \$30,000.

The meeting began at 7:04 pm, recessed at 7:44 pm, resumed at 9:40 pm, and adjourned at 10:03 pm.

Announcement of a Closed Meeting held on July 15, 2021

GHI's Board of Directors held a closed meeting earlier this evening via internet audio/video conference, with Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, Heather Mortimer, and Audit Committee members David Benack, Sam Lee, and Dale Wilding participating.

The motion to call the meeting was approved at the open meeting of July 1, 2021, by Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, and Heather Mortimer.

The purpose of the closed meeting was to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of the Closed Meeting held on June 17, 2021	(vii)
2. Request for a Unit to Remain Unoccupied for One-Year	(iv)
3. Request from a Non-Member to Reside in a Unit	(iv)
4. Legal Counsel's Opinion re: Legitimacy of Hiring an Investment Advisor to Invest GHI Funds	(iii)
5. Selection of an Audit Firm for the 2021 External Audit -2 nd reading	(vi)
6. 2021 Underground Utilities Repair and Drainage Improvement Contract – 2 nd reading	(vi)
7. Member Complaint Matters	(iv)
8. Member Financial Matters	(viii)

The Board approved the following contracts for second and final reading:

- a) A contract with Wegner CPAs to conduct an independent audit of the 2021 consolidated financial statements for GHI and GDC, and prepare federal and state tax returns for the year ending December 31, 2021, at a cost not to exceed \$18,800.
- b) A contract with Old Line Construction for the underground storm drain repair and drainage improvement work at 10 sites, at its bid of \$173,500, plus 15% for contingencies, for a total not to exceed \$199,525.

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

DRAFT

Board of Directors
GHI Special Open Session
(Virtual Zoom)
June 17, 2021

Board Members Present: Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer

Excused Absence:

Others in Attendance:

Tom Sporney, Assistant General Manager
Joe Perry, Director of Finance
Maesha McNeill, Human Resources Manager
David Benack, Audit Committee
Dale Wilding, Audit Committee
Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:05 pm.

1. Vote to Conduct an Executive Session Meeting

AGENDA:

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. 2021-2023 Contract for a Consultant Arborist to Inspect Trees— 2 nd reading	(vi)
2. Member Financial Matters	(viii)
3. Member Complaint Matter	(iv)

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 7:06 pm.

Ed James
Secretary

GHI Board of Directors
Regular Session
(Virtual Zoom)
June 17, 2021

Board Members Present: Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer

Excused Absence:

Others in Attendance:

Eldon Ralph, General Manager
Tom Sporney, Assistant General Manager
Joe Perry, Director of Finance
Maesha McNeill, Human Resources Manager
Stuart Caplan, Director of Technical Services
Bruce Mangum, Contract Processor
David Benack, Audit Committee
Dale Wilding, Audit Committee
Rachel Glick, 31-D Ridge Road
Jody Glick, daughter of Rachel Glick
Tom Adams, Jr., 33-Q Ridge Road
Ben Fischler, 14-V4 Ridge Road
Yu-Hsiu Wang, 1-C Gardenway
Michael Cunningham, guest of Yu-Hsiu Wang
Christopher Shuman, 1-E Gardenway
Bill Jones, 15-D Ridge Road
Molly Lester, 6-M Hillside Road
Stephen Holland, 56-E Ridge Road
Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:45 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Lambert

Carried: 9-0

2a. Announcement of an Executive Session Meeting held on June 17, 2021

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, Heather Mortimer, and Audit Committee members David Benack, and Dale Wilding participating.

The following motion to call the meeting was made during a prior open meeting this evening and approved by Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, and Heather Mortimer.

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. 2021-2023 Contract for a Consultant Arborist to Inspect Trees– 2 nd reading	(vi)
2. Member Financial Matters	(viii)
3. Member Complaint Matter	(iv)

During the meeting, the Board authorized the Manager to enter a contract with Rebecca Feldberg to undertake preventive maintenance inspections of trees in the GHI community at the contractor's bid of \$990.00 per month or \$23,760.00, over a 24-month period, plus 10 percent for contingencies, for a total not to exceed \$26,136.00.

The meeting began at 7:07 pm and adjourned at 7:27 pm.

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:

- Anne Barnes, Sole Owner, 13-L Ridge Road;
- Carl N. Ober, Sole Owner, 14-B Ridge Road;
- Taku Iwasa, Sole Owner, 51-P Ridge Road;

Moved: James

Seconded: Mortimer

Carried: 9-0

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

- Kelly Fitzpatrick (Mullen), Michael Fitzpatrick, Tenants by the Entirety, 19-V Ridge Road be changed to Kelly Mullen, Sole Owner

Moved: James

Seconded: McKinley

Carried: 9-0

Building Committee: The committee will meet tomorrow and will make recommendations for a new chair. The president will ultimately make the appointment.

Communications Committee: The committee is working on a list of informational materials to distribute to the membership and is assigning members to work on it. At present no work is being done on the Membership Handbook that is scheduled to be completed by January 2022.

- 6a. Approve Minutes of the Regular Open Session Meeting Held on May 20, 2021 – (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on May 20, 2021 as presented.

Moved: James

Seconded: McKinley

Carried: 9-0

- 6b. Approve Minutes of the Special Open Session Meeting Held on June 3, 2021 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on June 3, 2021 as presented.

Moved: James

Seconded: Carbone

Carried: 8-0-1

Abstained: McKinley

- 6c. Approve Minutes of the Regular Open Session Meeting Held on June 3, 2021– (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on June 3, 2021 as presented.

Moved: James

Seconded: Bilyeu

Carried: 9-0

- 6d. Proposal to Designate an Existing Patch of Neighborhood Woods as a Bird Hostel and Habitat -- (Attachment #5)

On April 1st, Ms. Susan Cahill, the member of 7-A Hillside, presented a proposal to the Board to preserve a bird hostel and habitat in the GHI portion of the woods surrounded by Hillside Road, Woodland Way, and Northway. This 0.3-acre wooded common area is not covered by the Policy to Protect GHI Woodlands adopted at the 2018 GHI Annual Meeting (<https://www.ghi.coop/content/policy-protect-ghi-woodlands>), as it is not included within the Forest Conservation Management Agreement (FCMA) with the Maryland Department of Natural Resources. It is one of 12 wooded common areas (totaling 8.8 acres) that are not within the FCMA. The Board directed the Woodlands Committee to review Ms. Cahill's proposal and recommend whether it should be adopted.

Attachment #5 is Ms. Cahill's revised proposal, which the Woodlands Committee is submitting to the Board with a favorable recommendation. Ms. Cahill also submitted a

caretaker application for this wooded common area which the Woodlands Committee approved at its June meeting.

Motion: I move that the Board of Directors approve the proposal that Ms. Susan Cahill prepared, and the Woodlands Committee favorably recommended, to designate an existing 0.3 acre wooded common area in the GHI portion of the woods surrounded by Hillside Road, Woodland Way, and Northway, as a bird hostel and habitat.

Moved: McKinley

Seconded: Carter-Woodbridge

Carried: 8-1

Opposed: Bilyeu

6e. Task Force Report re: Proposed Pre-Paid Solar PVES Contract Agreement – (Attachment #6)

During the annual membership meeting on May 10, 2018, a vote was taken to authorize GHI's Board of Directors to enter into a contract to install a solar photovoltaic electrical system to supply electricity for GHI's Administration Building. Two options were considered and approved.

- Option 1, as Amended
On behalf of the Board, be it moved that the membership of Greenbelt Homes, Inc., permits the Board of Directors to enter into a contract to purchase a solar panel system of at least 125 kilowatt capacity, for no more than \$280,000 that would supply electricity to GHI's Administration Buildings.
- Option 2, as Amended
On behalf of the Board, be it moved that the membership of Greenbelt Homes Inc. permits the Board of Directors to enter into a Power Purchase Agreement for a solar panel system that would supply electricity to GHI's Administration Buildings, not to exceed \$22,000 for the first year with adjustments for the rising cost of electricity in future years.

During the executive session meeting on September 6, 2018, the Board passed a motion to authorize the Manager to enter a contract with Sustainable Energy Systems (SES), whereby SES would finance, and construct a 133KW (AC) solar photovoltaic energy system (PVES) on the premises of the Administration Building Complex and GHI would purchase electrical energy for a minimum of 15% less than the rate that PEPCO charges. The construction of the solar PVES has been completed and Pepco is expected to connect it to the electrical grid in mid-July 2021.

SES has offered to amend the agreement from a Power Purchase Agreement (PPA) to a **pre-paid** PPA. Under the pre-paid PPA, GHI would pay SES \$258,155.52 at the beginning of the contract; an amount that is equivalent to the savings GHI would accrue in electrical costs plus solar renewable energy credits received by year 9 after the system is commissioned. SES would own the system for a period of 5 years and then sell or donate the system to GHI. Upon the transfer of ownership to GHI, SES would continue to honor its 25-year workmanship warranty and transfer the remainder of the 20-year inverter and other manufacturer warranties to GHI.

On February 18, 2021, the Board directed GHI's Finance Committee to recommend with pros and cons whether GHI should amend the current PPA to a **pre-paid** PPA. After reviewing the Finance Committee's recommendation on May 6, 2021, the Board decided to establish a task force including members and technical staff to negotiate with SES Inc. and formulate a revised draft pre-paid Power Purchase Agreement by July 1, 2021, taking into consideration the factors that the Finance Committee cited. President Brodd appointed members Steve Skolnik and Chuck Hess to the task force, and General Manager Eldon Ralph appointed himself as the staff liaison.

Attachment #6 is the task force's report.

Motion #1: I move that the Board of Directors direct the Manager to request legal counsel to review the draft pre-paid purchase agreement between SES Inc. and GHI as presented and make modifications that be necessary.

Moved: James

Seconded: Bilyeu

Carried: 9-0

Motion #2a: I move that the Board of Directors request GHI member Steve Skolnik to review the material specifications and inspect the Solar PVES that SES Inc. installed and provide a report on the quality of the installation.

Moved: McKinley

Seconded: Bilyeu

Carried: 9-0

The Board did not move Motion #2b.

6f. Proposed Plan to Pave Serviceside Yard at 2-Q Gardenway – (Attachment #7)

On May 17, 2021, staff received a Type II permit request (Attachment #7) from the member at 2-Q Gardenway to cover the entire serviceside yard with a paved patio.

There are no rules in the GHI Members' Handbook that govern the amount of impervious surface a member can install. As such, staff decided to seek guidance on this matter pursuant to **GHI Rule § Section X.C.** "Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors."

During the ARC meeting on June 9, 2021, the following points were made:

- The member is requesting a permit to install stone pavers everywhere there is grass on the serviceside yard. The pavers and sand to be used will be impervious.
- The member desires to create a maintenance free yard.
- There are no current rules in the GHI Members' Handbook that address the percentage allowed when it comes to installing impervious patios/pavers.
- If allowed, the member would still be responsible for removing and replacing the pavers should future underground utility work be necessary.
- The member claims there is already a problem with stormwater run-off during heavy rainstorms.

- The ARC members agreed that the proposed request would add to stormwater run-off problems, as there would be less pervious surface to absorb rainfall.
- The ARC members believe it would be quite valuable to have a rule in the GHI member handbook that addresses this issue. It was suggested that the Storm Water Management Task Force, along with the Buildings Committee and/or the ARC could be tasked with making rule recommendations to the Board.

Motion: The ARC voted 3-0-0 to recommend that the Board of Directors not allow the member at 2-Q Gardenway to cover the entire serviceside yard with impermeable pavers. The ARC would be in favor of allowing the member to install a combination of permeable and impermeable areas in the serviceside yard.

Update: After the meeting with the ARC, the Member submitted a revised paving plan that added a 12” French drain along the sidewalks bordering the serviceside yard.

Motion #1: I move that the Board of Directors not allow the member at 2-Q Gardenway to install the pavers as proposed and a 12” French drain along the sidewalks bordering the serviceside yard.

Moved: Bilyeu
Opposed: Brodd

Seconded: McKinley

Carried: 8-1

Amendment to Motion #2: Replace “Storm Water Management Task Force” with “Storm Water Task Force specialist.” Replace “proposed” with “paver.”

Moved: McKinley
Abstained: Bilyeu

Seconded: James

Carried: 8-0-1

Motion #2: I move that the Board of Directors direct the Storm Water Management Task Force to work with the member at 2-Q Gardenway to develop a paver plan that satisfies the member’s desire of a maintenance free yard, while minimizing the impact the proposed plan will have on storm water run-off in the court.

Moved: Luly

Seconded: James

Carried: 9-0

6g. Buildings Committee Recommendation re: An Electronic Survey to Ascertain Member Interest for Electric Vehicle Charging Stations in GHI Courts Without Rental Garages – (Attachment #8)

On May 26, 2021, the Buildings Committee recommended by a vote of 8-0, that the Board direct staff to include a link in the GHI e-newsletter, that will enable members to respond to an electronic survey (Attachment #8), regarding the possible installation of electric vehicle charging stations in GHI courts without rental garages.

Background information regarding the survey is as follows:

1. Member Joe Ralbovsky has put together a co-op-wide map of where it would make sense to add EV Charging Stations to parking areas.

2. Priority is to be given to court parking locations with visitor spaces, but without rental garages.
3. Courts within GHI selected are Ridge Rd - Courts 36, 46, 58, 65, 73, Crescent Court 60, Gardenway Court 4, Northway Court 2, Laurel Hill Rd - Courts 5, 8, 14, Hillside Rd - Courts 13, 22, Plateau Place Courts 6, 7.
4. The intent of the EV Charging Station Program is to install Level 2 Charging Stations that are available to anyone in the coop, using current rebate programs to cover some of the installation costs.

Motion: I move that the Board of Directors direct staff to include a link in the GHI E-News for eight (8) successive weeks, that will enable members to respond to an electronic survey as presented about their interest in having electric vehicle charging stations installed in their courts.

Moved: McKinley

Seconded: Bilyeu

Carried: 9-0

6h. Two Proposed Changes to Board Meeting Procedures – (Attachments #9a. - 9b.)

Board President Brodd proposed the following changes to Board meeting procedures that the Board accepted:

1. **By consensus: To use the term “closed meeting” instead of the term “executive session”.**

Rationale: “Closed meeting” is the term used in the Maryland Cooperative Housing Corporation Act (MCHCA), which supersedes the GHI Bylaws. “Closed meeting” and “open meeting” are more understandable terms to members who may wish to attend Board meetings.

2. To decide, by consensus, to replace the Special Open meeting by passing the following motion during the regular open meeting preceding a closed meeting:

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 PM on July 15, 2021.

Moved: Lambert

Seconded: McKinley

Carried: 9-0

Rationale: a. The Special Open meeting is confusing to members. b. It creates an additional set of minutes which must be taken, approved, and archived. c. It takes up unnecessary time.

During the May 11, 2017, annual membership meeting (refer to the excerpt of the minutes in attachment #9a) , the membership approved a change to the first sentence in Article III.3. Privileges of Members of the GHI bylaws to read as follows:- *“Members of the Corporation shall be permitted to attend meetings of the Board of Directors and shall be excluded from such meetings only if the Board by a three-fourths vote should enter into an executive session. Any consideration of contracts in Executive Session requires prior public announcement of the nature and scope of the contracts by printed and electronic means as soon as practicable. The Board shall not make policy decisions in Executive Session but may decide in such sessions matters affecting individual members,*

employees, pending litigation, or contract negotiations". The Board requested this bylaw change for the purpose of providing timely notice to the membership regarding closed meetings of the Board, while eliminating the need to convene a one-minute special open meeting for the sole purpose of announcing reasons for the Board's vote to enter a closed meeting. The requirements of this current bylaw provision are met as long as three-quarters of the Directors vote for the suggested motion, and any contracts to be considered in the closed meeting are publicly announced as specified.

The requirements of the MCHCA Section 5-6B-19 (e) regarding closed meetings (refer to attachment #10b) , are met as long as the required statement described in 5-6B-19 (e) (2) (ii) is made at the open meeting immediately following the closed meeting.

7. Items of Information

7a. GHI Offices Closed on Monday July 5, 2021

GHI's offices will be closed on Monday July 5, 2021, in observance of Independence Day which falls on a Sunday; however, emergency maintenance services will be provided to members.

7b. Monthly GHI and City Calendars

7c. President's Items

President Brodd wished everyone a happy holiday weekend. He also said GM Ralph and he will be meeting with Brendan Keany of Penn South cooperative on July 22, 2021.

7d. Board Members' Items

Carter-Woodbridge asked if GHI would have a presence at the Labor Day Festival. Brodd said the Member Outreach Committee would consider it.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

Motion: To adjourn.

Moved: James

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 9:35 pm.

CORPORATE AUTHORIZATION RESOLUTION

NCB FSB
139 South High Street
Hillsboro, OH 45133

By: **Greenbelt Homes Inc**
1 Hamilton Pl
Greenbelt, MD 20770

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of _____, Federal Employer I.D. Number 52-0625535, engaged in business under the trade name of Greenbelt Homes Inc, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.
AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below.

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Stefan Brodd, President</u>	X _____	X _____
B. <u>Jason Luly, Treasurer</u>	X _____	X _____
C. <u>Eldon Ralph, General Manager</u>	X _____	X _____
D. <u>Joseph Perry, Jr, Director of Finance</u>	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A,B,C,D</u>	(1) Exercise all of the powers listed in this resolution.	<u>2</u>
<u>A,B,C,D</u>	(2) Open any deposit or share account(s) in the name of the Corporation.	<u>2</u>
<u>A,B,C,D</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney, therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

EFFECTON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated 08/17/2017. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Attest by One Other Officer _____

Secretary _____

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials) | This resolution is superseded by resolution dated _____.

Comments:

CORPORATE AUTHORIZATION RESOLUTION

Greenbelt Federal Credit Union
112 Centerway
Greenbelt, MD 20770
301-474-5900
Referred to in this document as
Financial Institution.

By: Greenbelt Homes, Inc.
1 Hamilton Place
Greenbelt, MD 20770
Corporation Name and address
referred to in this document as Corporation

I, _____, certify that I am Secretary of the above named corporation organized under the laws of Maryland, Federal Employer ID Number _____ engaged in business under the trade name of _____, and that the resolutions on this document are a correct copy of the resolutions. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature
A. <u>Stefan Brodd, President</u>	X _____
B. <u>Jason Luly, Treasurer</u>	X _____
C. <u>Eldon Ralph, General Manager</u>	X _____
D. <u>Joseph Perry, Jr. Director of Finance</u>	X _____

POWERS GRANTED

Open any deposit, share account(s) or loan in the name of the Corporation.
Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.

EFFECT ON PREVIOUS RESOLUTIONS

This resolution supersedes resolution dated 08/17/2017. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same.

 If checked, the Corporation is non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and
Fixed the seal of the Corporation on _____ (date).

Attest by One Other Officer

Secretary



Organization Resolution

For naming officers or other persons who are authorized to conduct transactions for an organization

Organizations covered by this form

- Corporations.
- Sole proprietorships.
- Partnerships.
- Limited liability companies and partnerships.
- Professional corporations and associations.
- Endowments.
- Business trusts.
- Foundations.
- Other entities and organizations.

You can use this form if the organization is the registered account owner, trustee, or guardian/conservator or acts as an agent for another account owner.

Who can sign

Authorized signatories may include officers, general partners, managing members, or other persons allowed to act on the organization's Vanguard mutual fund accounts and Vanguard Brokerage Services® accounts (Vanguard Brokerage Accounts).

Where noted in Sections 3 and 4, each authorized signatory or person with limited authority for a Vanguard Brokerage Account must fill in one or both circles to indicate any associations or affiliations that apply. **If the second circle is filled in, the authorized signatory or person with limited authority must include with this form a letter of account approval from the associated organization's compliance officer.** Upon written request of the member firm, we'll automatically send them duplicate copies of confirmations, statements, or other information. Failure to include an approval letter may delay the processing of your form. An account approval letter isn't needed for FINRA, New York Stock Exchange, or Vanguard employees.

Important: Signatures are required to authorize this resolution. For specific instructions, refer to Section 5.

Once we've received your completed resolution, authorized persons can transact on your organization's behalf.



Organization Resolution Documentation Checklist

Use this checklist to ensure that all required supporting documents are included with the Organization Resolution form.

Important: Failure to provide the required documents may delay processing your request.

Required documents

When making changes to the parties authorized to act on behalf of the organization, please provide one of the supporting documents below or a similar document identifying those authorized to act by name and/or title. *(original or copy)*:

- Secretary's Certificate
- Board minutes
- Partnership or Operating Agreement
- Corporate Resolution
- Letter of intent (LOI)

Note: LOIs must be on company letterhead, identify who's authorized to act on the Vanguard accounts (by name and/or title), and be signed by an individual authorized to appoint authorized parties.





Organization Resolution

Effective March 2021

Questions?
Call 800-662-2739.

Use this form to authorize persons to conduct transactions on your organization's Vanguard mutual fund accounts and Vanguard Brokerage Services accounts (Vanguard Brokerage Accounts) or to authorize persons to act for the organization on behalf of another account owner.

This resolution remains in effect until Vanguard receives notification that it has been revoked by receiving a new form. You must file a new Organization Resolution each time there's a change in the identity of individuals authorized to act for your organization. All individuals not listed on this form will have their authority revoked.

Please include a current copy of your organization's document confirming that each of the individuals listed in Sections 3, 4, and 5 are authorized to act or sign on the accounts. For example, this could be your corporate secretary's certificate, operating agreement, board minutes, or a similar document with language stating that the individual is authorized to transact for the organization.

Print in capital letters and use black ink.

1. Organization information

For existing accounts, the name must match the Vanguard registration.

Taxpayer ID number	Contact phone area code, number	Extension
5 2 0 6 2 5 5 3 5	(301) 474-4161 <input type="radio"/> Mobile	1133
Name of organization <i>Provide the full legal name.</i>		
Greenbelt Homes, Inc		

2. Type of authorization *Fill in one, then skip to the appropriate section.*

If you fill in this circle, continue to Section 3.

Option A. Authorization to act on an organization's accounts or if the organization serves as trustee or guardian/conservator

If you fill in this circle, continue to Section 4.

Option B. Authorization to act on behalf of or as interested party for another account owner

To be eligible to serve as agent or interested party for another account owner, the organization must have been appointed under our Limited or Full Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form that has been or is being completed and submitted to us by the account owner.



3. Authorization to act on an organization's accounts

Complete this section only if you selected Option A in Section 2.

Authorized signatories

When acting on an organization's account or if the organization serves as a trustee or guardian/conservator, the individuals listed on the following pages can:

- Sign documents related to Vanguard mutual fund accounts and Vanguard Brokerage Accounts owned by the organization.
- Invest the assets of the organization.
- Obtain account information and give instructions for the purchase, sale, exchange, or transfer of securities.
- Engage in margin and option trading on Vanguard Brokerage Accounts owned by the organization.

Number of signatures required	<i>Indicate how many signatures are required to take written action on documents other than checks. If you don't provide a number, Vanguard will assume only one authorized signatory must sign. You understand that Vanguard will accept instructions online (if applicable) or by phone from any one authorized signatory.</i>
2	

Supporting documents must list the following individuals as authorized to act or sign on behalf of the organization.

Name of authorized signatory

Provide the full legal name. >	First name	MI	Last name	Suffix
	Stefan		Brodd	

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

<input type="radio"/> Fill in this circle if you are, or your spouse is, a Vanguard employee.
<input type="radio"/> Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

<input type="radio"/> Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol
Name of company	Trading symbol

Return ALL pages of this form, even if some sections are left blank.



Name of authorized signatory

Provide the full legal name. >

First name	MI	Last name	Suffix
Jason		Luly	

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

Fill in this circle if you are, or your spouse is, a Vanguard employee.

Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
Name of company	Trading symbol

Name of authorized signatory

Provide the full legal name. >

First name	MI	Last name	Suffix
Eldon		Ralph	

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

Fill in this circle if you are, or your spouse is, a Vanguard employee.

Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
Name of company	Trading symbol

If you need more space to list additional authorized signatories, copy page 3.



Name of authorized signatory

Provide the full legal name. >

First name	MI	Last name	Suffix
Joseph		Perry	Jr

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

Fill in this circle if you are, or your spouse is, a Vanguard employee.

Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
Name of company	Trading symbol

Name of authorized signatory

Provide the full legal name. >

First name	MI	Last name	Suffix

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

Fill in this circle if you are, or your spouse is, a Vanguard employee.

Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
Name of company	Trading symbol

If you need more space to list additional authorized signatories, copy page 3.



Online access and electronic delivery *optional*

If desired, provide the name and email address of the authorized signatory from page 2 or 3 who's authorized to establish secure access to the organization's accounts online and consent to electronic delivery (e-delivery) of the organization's account documents. **Only one person can be given this authority.**

The authorized signatory will need to set up these services separately once we've processed this form. Not all organization accounts are eligible for e-delivery; the authorized signatory will have the option of electing e-delivery for any eligible accounts after registering for online access. If the organization listed on this form isn't the account owner, you can't change the mailing preferences.

If by submitting this form the organization is removing or replacing the authorized signatory designated for online access and e-delivery, we'll reset the account's online access and change the mailing preferences for all account documents to U.S. mail delivery. The new authorized signatory receiving electronic delivery will need to sign up for these services, if desired.

Note: Any of the authorized signatories listed in Section 3 can obtain account information and perform transactions by calling a Vanguard investment professional.

Name of authorized signatory

First name	MI	Last name	Suffix
Joseph		Perry	Jr.
Email address of authorized signatory			
jperry@ghi.coop			

This will be the email address for the account; all email notifications will be sent here. If you need to change the email address, you'll need to first request a PIN, which will be sent to the email address before you can change it.

Return ALL pages of this form, even if some sections are left blank.



If you list the same name(s) under both **Authorized signatory** and **Persons with limited authority**, Vanguard will default to authorized signatory.

Persons with limited authority *optional*

The authorized persons listed on the following pages must be members of the organization but will not be allowed to sign any documents related to your accounts. However, they'll be allowed to invest the assets of the organization; obtain account information and give instructions for the purchase, sale, or exchange of securities; and engage in margin and option trading (if available) on Vanguard Brokerage Accounts owned by the organization.

Supporting documents must list the following individuals as authorized to act on behalf of the organization.

Name of person with limited authority

Provide the full legal name. >

First name	MI	Last name	Suffix

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

- Fill in this circle if you are, or your spouse is, a Vanguard employee.
- Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

- Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
Name of company	Trading symbol



Name of person with limited authority

Provide the full legal name.

First name	MI	Last name	Suffix

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer.

<input type="checkbox"/> Fill in this circle if you are, or your spouse is, a Vanguard employee.
<input type="checkbox"/> Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable.*

<input type="checkbox"/> Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.
--

Name of company	Trading symbol
Name of company	Trading symbol

If you need more space to list additional authorized persons with limited authority, copy page 5.

4. Authorization to act on behalf of another account owner

Complete this section only if you selected Option B in Section 2.

Owner of the account for which the organization will be acting as agent

Name of account owner, trust, or organization
Last four digits of Social Security number or employer ID number

Supporting documents must list the following individuals as authorized to act or sign on behalf of the organization.

Return ALL pages of this form, even if some sections are left blank.



Name of authorized signatory

Provide the full legal name.

First name	MI	Last name	Suffix

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer.

<input type="checkbox"/> Fill in this circle if you are, or your spouse is, a Vanguard employee. <input type="checkbox"/> Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.
--

Control Person *Fill in if applicable.*

<input type="checkbox"/> Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.
--

Name of company	Trading symbol
Name of company	Trading symbol

Name of authorized signatory

Provide the full legal name.

First name	MI	Last name	Suffix

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer.

<input type="checkbox"/> Fill in this circle if you are, or your spouse is, a Vanguard employee. <input type="checkbox"/> Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.
--

Control Person *Fill in if applicable.*

<input type="checkbox"/> Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.
--

Name of company	Trading symbol
Name of company	Trading symbol



Name of authorized signatory

Provide the full legal name. >

First name	MI	Last name	Suffix

For brokerage accounts

Association *Fill in all that apply.*

If this circle is selected, the agent must include with this form a letter of account approval from the affiliated organization's compliance officer. >

<input type="radio"/> Fill in this circle if you are, or your spouse is, a Vanguard employee.
<input type="radio"/> Fill in this circle if you are an employee of FINRA, or if you are associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Control Person *Fill in if applicable*

<input type="radio"/> Fill in this circle if you are, or a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but is not limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
Name of company	Trading symbol

If you need more space to list additional authorized signatories, copy page 7.

Return ALL pages of this form, even if some sections are left blank.



5. Certification and indemnification

For Option A

If authorizing persons to act on the organization's own Vanguard mutual fund accounts or Vanguard Brokerage Accounts or where the organization serves as a trustee or guardian/conservator, confirm the following by signing on page 10:

- Each of the authorized signatories identified in Section 3 is duly authorized by resolution of the board of directors or other governing body of the organization, or under the organization's charter or other organizing document, to act on behalf of the organization in connection with any Vanguard mutual fund accounts and/or Vanguard Brokerage Accounts owned by the organization. Each such signatory is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; engage in margin and option trading (if available) on Vanguard Brokerage Accounts owned by the organization; and execute any necessary documents in connection with those securities and/or the Vanguard mutual fund accounts and Vanguard Brokerage Accounts owned by the organization.
- Each of the persons with limited authority identified in Section 3 is authorized to act on behalf of the organization in connection with any Vanguard mutual fund accounts and/or Vanguard Brokerage Accounts owned by the organization. Each such person with limited authority is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; and engage in margin and option trading (if available) on Vanguard Brokerage Accounts owned by the organization. However, the persons with limited authority are not authorized to execute any documents in connection with the organization's accounts.
- The organization is solely responsible for informing Vanguard of any changes in the authority or identity of any of the authorized signatories or other persons with limited authority identified in Section 3.
- Vanguard isn't responsible for any acts or omissions taken in regard to any instructions believed by Vanguard to have originated from any authorized person identified in Section 4 until Vanguard has received written notice of the revocation of such authorized person's authority and Vanguard has had a reasonable period of time to act upon such notice.

For Option B

If authorizing persons to act on behalf of the organization as agent or interested party for another account owner under a Full or Limited Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form, certifies and acknowledges the following by signing on page 10:

(Certification) The authorized signatories of the organization identified in Section 1 are each authorized to act on behalf of the organization to the extent of the authority granted to the organization in a Full or Limited Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form filed with Vanguard previously or at the same time as this form.

(Acknowledgements)

- The authorized persons identified in Section 4 are authorized to act only with respect to the Vanguard mutual fund accounts and/or Vanguard Brokerage Accounts owned by the account owner for which the organization has been authorized as an agent or interested party. The organization must file a separate Organization Resolution for each additional account owner for whom the organization serves as an agent or interested party.
- The organization is solely responsible for informing Vanguard of any changes in the authority or identity of the authorized persons identified in Section 4.
- Vanguard isn't responsible for any acts or omissions taken regarding any instructions believed by Vanguard to have originated from any authorized person identified in Section 4 until Vanguard has received written notice of the revocation of such authorized person's authority and Vanguard has had a reasonable period to act upon such notice.

You must sign on page 10.



For all organizations submitting this resolution

The organization agrees to indemnify and hold The Vanguard Group, Inc., Vanguard Marketing Corporation, their affiliates, each of the investment company members of The Vanguard Group, and their respective officers, employees, and agents (collectively, Vanguard) harmless from and against all losses, claims, and expenses (including attorney's fees) of any kind incurred by Vanguard for relying in good faith upon information provided in this resolution and for acting on instructions believed by Vanguard to have originated from any authorized signatory or person with limited authority identified in Section 3 or any authorized person identified in Section 4. This resolution remains in full force and effect until revoked by an authorized signatory of the organization. Each Organization Resolution filed with Vanguard revokes a corporate/organization resolution previously filed with Vanguard in its entirety. Any revocation will not affect any liability resulting from transactions initiated before Vanguard has had a reasonable amount of time to act upon the revocation. The undersigned are authorized to certify this information on behalf of the organization and confirm that the provisions of Sections 3 or 4 conform to the charter or other organizing document of our organization.

Important: At least one authorized signatory authorized to certify information listed in Section 3 and 4 must sign below. Supporting documents must list the individuals in Section 3 and 4 as authorized to act or sign on behalf of the organization.

Authorized signatory

First name Eldon	MI	Last name Ralph	Suffix
Title General Manager			
Signature X		Today's date mm dd yyyy - -	

First name Joseph	MI	Last name Perry	Suffix Jr
Title Director of Finance			
Signature X		Today's date mm dd yyyy - -	

Return ALL pages of this form, even if some sections are left blank.



First name	MI	Last name	Suffix
Title			
Signature	Today's date mm dd yyyy		
X	- - - -		

If you need more space for additional signatures, copy page 10.

Mailing information

Make a copy of your completed form for your records.
Please return all pages of this form, even if some sections are left blank.

Mail to: Vanguard
 P.O. Box 982901
 El Paso, TX 79998-2901

For registered or certified mail, or overnight delivery, mail to: Vanguard
 5951 Lockett Court, Suite A1
 El Paso, TX 79932-1882

Reminders

- Review all of these requirements before returning this resolution to Vanguard. You MUST include the following items. If any are missing upon receipt of this form, Vanguard won't be able to process your request.
- The correct taxpayer ID number in Section 1.
 - Names of all authorized signatories and/or persons in Section 3 or 4.
 - All appropriate signatures in Section 5.
 - You MUST include a current copy of your organization's document confirming that each of the individuals listed in Sections 3, 4, and 5 is authorized to act or sign on the accounts. For example, this could be your corporate secretary's certificate, operating agreement, board minutes, or a similar document with language stating that the individual is an authorized signatory for the organization.

For brokerage accounts only

- If any authorized signatory/person is 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer, you must attach a letter of account approval from the associated organization's compliance officer. Upon written request of the member firm, we'll automatically send them duplicate copies of confirmations, statements, or other information. Failure to include an approval letter may delay the processing of your form. An account approval letter isn't needed for FINRA, New York Stock Exchange, or Vanguard employees.





Greenbelt Homes Inc.

A COMMUNITY FOR PEOPLE WHO VALUE COMMUNITY

Meeting Report

June 21 and 27, 2021

GHI Board of Directors

Strategic Planning Meetings

Report date:

June 30, 2021

Facilitated and reported by:

Becky Roberts

Catoctin Consulting, LLC

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Introduction

The Greenbelt Homes Inc. (GHI) Board of Directors met via Zoom on June 21 and June 27, 2021 to conduct strategic planning work sessions. This report documents the meetings.

Participants and Observers

Board members and GHI senior staff participated in the work sessions. Other attendees observed and occasionally served as resources to the Board. Attendees included:

GHI Board of Directors

- Stefan Brodd, President
- Denna Lambert, Vice President
- Ed James, Secretary
- Jason Luly, Treasurer
- Erin Bilyeu
- Christopher Carbone
- Zoe Carter-Woodbridge
- Deborah McKinley
- Heather Mortimer

GHI Staff

- Eldon Ralph, General Manager (GM)
- Joseph Perry, Finance Director
- Altoria Ross, Executive Assistant

Audit Committee

- David Benack

GHI Member Observers

- Lori Dominick
- Benjamin Fischler
- Tom and Johanna Jones
- Molly Lester
- Jennifer Tschabrunn

Objectives of Board Work Session

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's annual plan to reflect board priorities for actions in the next year.

- To hear from all participants, including new board members.

Agenda

See Appendix A for the agenda as executed.

Process

Figure 1 shows the process that was used in the work sessions. ~~In the~~The first work session included discussion of four strategic issues that were identified in advanced ~~in~~ discussions with the Board President and General Manager. The second session focused on updating the 12-month Board Action Plan.

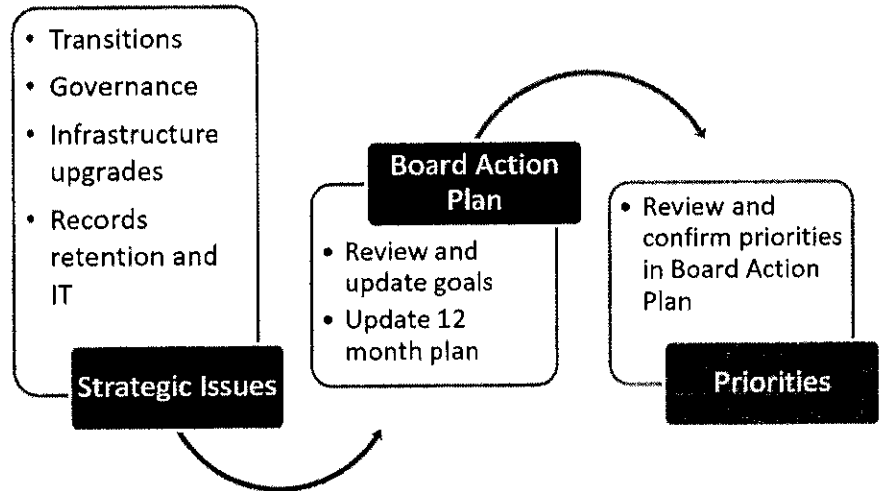


Figure 1, Process

Introductory Exercise

To begin the discussion, participants were asked to respond to the following questions:

- What is your superpower that you bring to the Board?
- When you think about the GHI mission, your role in the organization, and the future of the cooperative, what one issue do you see as a priority and want to be sure we address today or on Sunday?

Board superpowers included:

- Being open and permissive and having an eye on the big picture;
- Being a systems thinker;
- Willingness to listen to others and fully admit when I don't know something;
- Listening skills;
- Empathetic listening and intuition;
- Adaptable to changing environments;
- Communications and operations;
- Not easily flustered or distracted; and
- Attention to detail/organizational skills, writing skills [M01].

The individual priorities are shown in the mind map in Figure 2 [M02].

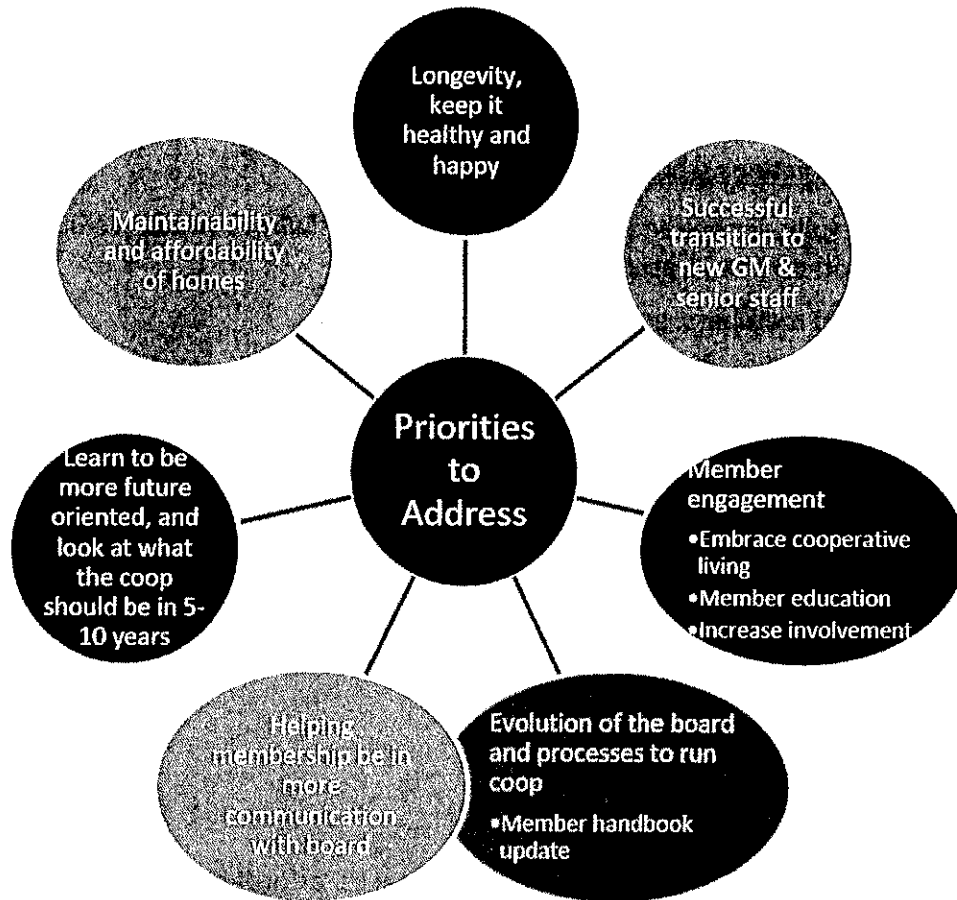


Figure 2, Individual Priorities

Strategic Issues

In the first work session, participants explored key strategic issues faced by GHI in the coming year. For each issue, the Board President or the General Manager gave an introduction to the topic and then the group broke into three smaller breakout groups and addressed the following questions:

- **What** facts or observations stood out?
- **So what** are the implications?
- **Now what** actions do you recommend?

Each breakout group captured their conversations in a shared Google document. The resulting notes are presented below.

Transitions

Breakout Group 1

What facts or observations stood out?

- Members not fully understanding cooperative responsibilities which are unique, need more education on cooperative living.
- Disenfranchised members, growing level of frustration.
- Members want instantaneous & responsive communication and information, possibly due to changes in speed of technology.

So what are the implications?

- Fully utilize social media/other communication tools for communicating with members.
- Briefing sessions for new Board members (transition).

Now what actions do you recommend?

- None recorded

Breakout Group 2

What facts or observations stood out?

- Member applications seem to mention green spaces, affordability, and community as reasons to live in GHI.
- We will need to decide what we need/want in a GM, considering the range of responsibilities.

So what are the implications?

- Utilize members' reasons for living here as a way to cultivate participation.
- Utilize member "superpowers."

Now what actions do you recommend?

- Capture through surveys and joining documents.

Breakout Group 3

What facts or observations stood out?

- Interested in thoughts on community transition - What are the demographics - aging in place.
- Board & leadership (work-life balance for staff and volunteers - especially staff).
- A lot to get up to speed on for new staff.
- Staff evening meetings are burdensome (especially in person).

So what are the implications?

- Permits, structural changes (grab bars).
- Staff burnout - retention and attraction (also true for Board, committees, chairs doing long time at end of rope).
- Fair.
- Perhaps more permit applications for modifications so members can age in place.

Now what actions do you recommend?

- Already have reasonable accommodations, iterate on that?
- Accessible handbook (transparent policies), hopeful for permits taskforce.
- Streamlined... community.
- Less for us all to do!
- Update policies to make them accessible and more easily understood.
- Reduce number of evening meetings that staff need to attend.

Governance

Breakout Group 1

What facts or observations stood out?

- Other cooperatives have fewer committees, and committees have greater power.
- Committees and task forces require a lot of staff and Board president time.
- Signing up for a committee appears to have barriers/-can be intimidating.
- Different committees have VERY different roles (i.e., ARC vs. Member Outreach).
- Not everyone is comfortable with virtual, but virtual also has great benefits for people with busy schedules/-accessibility needs. Lowers the barrier to entry.
- The meeting format of open - executive - open seems "disorienting."
- How to prioritize agenda items - is there a guest? Are we out of time?
- How do we get members involved (without creating excessively long meetings)? Meetings can feel alienating for newcomers.

So what are the implications?

- Could interest groups be another way for members to participate in a more flexible way?
- Can we still engage people who aren't willing to go virtual?

Now what actions do you recommend?

- Need clear expectations for Board, committees, task forces, interest groups - responsibilities, power, scope.
- Call executive closed meeting. Hold special open at end.
- Non-prescriptive - but written - method for prioritizing agenda items.
- Let members know they're welcome to speak and when.
- Committee appointments shouldn't be the sole responsibility of the president.

Breakout Group 2

What facts or observations stood out?

- In person or Zoom or hybrid? Preference toward hybrid, allows the option for people to attend in person or virtually.
- GHI needs to be more agile. Sometimes task forces drag out and experience scope creep.
- Some agenda items in meetings take up unnecessary time.
- Staff attend lots of meetings and can be overworked.
- Too many committees.

So what are the implications?

- Hybrid meetings allow for greater member engagement--anyone can participate as they like. Allows staff to be at home for evening meetings to avoid late drives home.
- Agility allows for quicker resolution of issues and greater adaptability.
- Increased workload due to number of committees (staff, Board, etc.).
- Overworked staff can make more mistakes.

Now what actions do you recommend?

- Conduct hybrid meetings.
- Tightly define task forces to prevent scope creep and get issues addressed quickly.
- Identify issues to move to consent agenda, e.g.; move minutes approval and report acceptance to consent agenda.
- Review committee list and designate some committees as member-run clubs with little to no Board/staff involvement. Designate a touch point for each club to communicate with Board/staff.
- Review staff workload to identify areas where staff are overworked.
- Survey staff to see how their workload can be reduced.

Breakout Group 3

What facts or observations stood out?

- Concern about the number of committees and staff attendance at them.
- Overlap in a number of committees - Groups doing the same thing.
- How to engage members in committees.
- Specific tasks should have a finite task and timeline.
- Conduct at board meetings- too long, too many.
- Give too many exceptions.

So what are the implications?

- Hard to manage.
- Staff have many meetings to attend.
- Members leave because meetings are too long.
- Exceptions take up a lot of Board time.
- Delegating decisions to committees would empower members and may require rule changes.

Now what actions do you recommend?

- Consolidate committees.
- Ensure that board liaisons are reporting.
- Have a means to funnel information from member interest groups through committees to the Board.
- Delegate decisions to the committees (e.g., ARC, Buildings, etc.) so that issues come to the Board as a consent agenda.

GHI Infrastructure, including Water Pipes

Breakout Group 1

What facts or observations stood out?

- Difference between staff and Buildings Committee stood out.
- Why wouldn't we go ahead with it if we have the money (electrical)?
- WSSC agreement is complex.
- Electric vehicle interest - gonna have to address.
- Solar PVEs purchase.

So what are the implications?

- We have to understand this for real.

Now what actions do you recommend?

- Some learning series on this (the big ones)
 - ~~Collation~~ Compilation of the information into source-of-truth one-pagers.
- It's a part of transitions on this.
- Community beautification program...

Breakout Group 2

What facts or observations stood out?

- Failing infrastructure! Trees dying/pipes failing.
- This will cost money - it cannot be optional.

So what are the implications?

- Insurance claims caused by trees and pipe failures.
- Affordability across the GHI, but also the risk cost of not doing it.
- Is this fully funded in reserves?
- Wiring codes and requirements to get up to code (% of walls that get opened).

Now what actions do you recommend?

- Emergency shutoff valves, emergency sensors in crawl.
- Make this issue a priority! Must do a pilot program.
- Transparency and trust with members (recent renovations, older renovations) no judgement zone, membership canvassing - benefits to members.
- WSSC technology for pipes, how to work with WSSC and save us money in supply and sewer.
- Buildings eCommittee/staff needs to create a one pager.

Breakout Group 3

What facts or observations stood out?

- NEED to address stormwater as an aspect of climate change.
- Loss of tree canopy.
- Use of electric vehicles and solar to reduce carbon footprint.
- State of infrastructure affects insurability.
- WSSC responsibility for pipes.

So what are the implications?

- Increased precipitation as a result of climate change can overwhelm existing systems. Focus only on grey infrastructure solutions will not reduce our carbon footprint.
- Higher utility costs as tree canopy is lost.
- Not clear existing electrical infrastructure can support members charging their electric vehicles.
- No standards set for personal electric vehicles.

Now what actions do you recommend?

- Pilot includes both pipes and electricity.
- Look for grants to assist with infrastructure improvements.
- Hire part-time green infrastructure staff person for stormwater.
- Establish a tree replacement program.
- Transition to electric vehicles for GHI staff.

Records Management and IT

Breakout Group 1

What facts or observations stood out?

- Social media - need someone active on there? Proactive, out in front.
- Social media non-users, accessible information.
- Stored / archived for posterity / record retention:
 - Staff work to meet the policy.
- Tie-ins to website
- Comms office / comms director

So what are the implications?

- Misinformation?
- Deployment of staff
- Privacy / access in IT

Now what actions do you recommend?

- Explore more official social media engagement but not at expense as non-social-media users.
- Proper security policy.

Breakout Group 2

What facts or observations stood out?

- Communications Director necessary? Staff member (could Neron do it?)
- New website vetting? Public vs private information?
- Records retention policy - how are best practices being vetted?

So what are the implications?

- None recorded

Now what actions do you recommend?

- Will there be a run-through for members? What are the opportunities to make changes?
- Timelines for task forces (retention policy, Website task force).

Breakout Group 3

What facts or observations stood out?

- FAQs on website are out of date and don't appear relevant.

So what are the implications?

- None recorded

Now what actions do you recommend?

- Might be cheaper to start out with static communications and then move to hire a communications person; responsible to put out timely and relevant information.
- Start writing articles for members now that can be uploaded once Yardi (property management software) is in place. Engage interested members in developing the articles.

Update of Goals

The participants reviewed the existing goals and revised them as follows:

- A. Buildings & Property remained unchanged.
- B. Organization & Infrastructure became B. Governance.
- C. Financial Stability became C. Finance.
- D. External Communication and E. Internal Communication became D. Communication and Member Engagement.

Development of Draft 12-Month Board Action Plan

The participants reviewed the 2020-2021 12-Month Board Action Plan and updated it to reflect the work that should be done in the next 12 months. Small groups were formed to review and revise the following goal areas:

1. Goal A, Buildings & Property
2. Goal B, Governance
3. Goal C, Finance and Goal D, Communication and Member Engagement

Each group conducted a line-by-line review of the objectives and actions for their goal(s) in the 2020-2021 Board Action Plan and proposed updates to reflect the work that should be done in 2021-2022. They deleted completed and obsolete items, reviewed and updated remaining items, and added new items. The small groups briefed the entire group and agreed-upon changes were made to the Board Action Plan.

The group then reviewed the proposed changes for completeness and to determine if the priorities were correct based upon the following definitions:

On 12-month Action Plan

- A. High priority: must be addressed within the next year.
- B. Medium priority: should be addressed within the next year; could include items of high importance but not high urgency.

On separate list of pending actions

- C. Low priority: probably won't get to it within the next year but want it on the list.

In addition, the group moved items related to Greenbelt Development Corporation (GDC) off of the Board Action Plan; these items were included in the list of Items Moved from Board Action Plan.

The resulting draft ~~2021-2021~~ 2021-2022 Board Action Plan is presented in Appendix B. The Items Moved from Board Action Plan is presented in Appendix C.

Appendix A, Agenda



Greenbelt Homes Inc.

A COMMUNITY FOR PEOPLE WHO VALUE COMMUNITY

Board of Directors Strategic Planning Work Sessions

Monday, June 21, 2021, 7 pm to 10 pm

Sunday, June 27, 2021, 1 pm to 5 pm

Via Zoom

Facilitator: Becky Roberts

Objectives of Board Work Session

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's annual plan to reflect board priorities for actions in the next year.
- To hear from all participants, including new board members.

Agenda for Monday, June 21, 2021

- 7:00 Welcome and Overview of Work Sessions**
- 7:10 Introductions**
- 7:20 Strategic Issue 1, Transitions**
- 7:55 Strategic Issue 2, Governance (Workload, Structure, and process)**
- 8:45 Break**
- 8:55 Strategic Issue 3, GHI Infrastructure, including water pipes**
- 9:25 Strategic Issue 4, Records Management and IT**
- 9:55 Wrap-up**
- 10:00 Adjourn**

AGENDA for Sunday, June 27, 2021

- 1:00 Welcome and Overview of Work Session**
- 1:10 Review of Goals and Objectives**
- 1:30 Board 12-Month Action Plan**
- 2:25 Break**
- 2:30 Brief on Breakout Updates of Action Plan**
- 4:05 Break and Individual Review of Action Plan**
- 4:15 Review and prioritize board action plan**
- 4:55 Wrap-up and Closing**
- 5:00 Adjourn**

Appendix B, Draft 2021-2022 Strategic Action Plan

As of 6/27/2022 Board Strategic Planning Work Session

Goal	2-5 Yr. Strategy Objective	#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Sign	Comments on status	Status
			Work Plan: Actions							
A. Buildings & Property	A.1. Closeout HIP.	A.1.a	Conduct HIP End Survey. Put the report on the website.		B	X	MOC	X	Currently being planned by the MOC. - to determine satisfaction with HIP and reaction to large scale disruption like HIP.	In process
		A.2.a	Install solar PVES in the Administrative Complex. Still need to do pre-purchase agreement.		A	X	Solar Contract TF	X	During the 5/1/18 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. Installation of the panels is complete and the contractor is awaiting Pepco's approval to turn on the system. On May 6, 2021, the Board decided to establish a task force to re-negotiate the contract with SES Inc. to a pre-power purchase agreement.	In process
	A.2.b	Review recommendations from the Buildings Committee on EV charging stations throughout the coop.		A	X	BLD				Not started
	A.2.c	Implement heat-pump water heaters in masonry homes. Explore pilot of heat-pump water heaters for other types of units.		B	X	BLD	X		All eleven units have been installed in crawlspaces of masonry homes. Staff will continue to monitor the performance of these units.	In process
A.3	Maintain & protect buildings & grounds	A.3.a	Plan for continued improvement work including replacement of plumbing pipes. Provide specific assignment to the Buildings Committee. Also explore electrical wiring as an assignment. Explore whether water supply in frame homes need to be replaced regardless of life to maintain continuity.		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

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions							
		A.3.b	Conduct negotiations with WSSC re: water pipe replacements for masonry homes. WSSC needs to come onboard for exterior & sewer pipes, water supply for masonry homes. Legal opinion may be needed for negotiating 1958 agreement. Involve City of Greenbelt (signatory to 1958 and a good GHI ally).	A	X		X		On January 21, the Board directed the Buildings Committee to advise the next planning steps that should be undertaken. 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. On March 4, 2021, the Board discussed WSSC's response to the November 3, 2020 letter and decided that GHI would accept WSSC's position to not replace the pipes at this time; but honor the 1958 agreement to operate and maintain GHI's water and sewer systems.	In process
		A.3.c	Continue to study program for inspections of building exteriors and yards. (Expect to hear back from membership in the fall.)	B	X	EBYITF	X		On February 18, 2021, the Board accepted a report from the Yards and Exteriors Task Force and decided the scope of an inspection program for 2021. We've been experimenting and need to continue to review and hear back from membership.	In process
		A.3.d	Continue to address stormwater management issues. Consider ending the Storm Water Task Force, moving stormwater management to a staff function, and imposing deadlines and reporting metrics. Changes to grades in yards may be contributing to runoff problems. Swales need to be reconsidered. Consider an RFP to take advantage of grant program.	B	X	SWTF	X		On 2/7/2019, the Board of Directors accepted the SWMTF's proposition that GHI participate in a MDNR-funded project through UMD as a pilot study to test-proof the concept for mapping non-tidal flood risks. On 2/15/2019, the UMD received a grant for the Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland. The grant funding period ends on 6/30/2021, although an extension is possible due to the pandemic. The SWMTF recommended the hiring of a part-time green infrastructure staff person to facilitate the integration of green stormwater infrastructure practices. This staff position has been hired.	Ongoing
A.4	Coordinate efforts w/ external entities e.g., City, County, State, Fed govt,	A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project. GHI	B	X	ZTF	X		The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone	In process

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions							
	Maryland-National Capital Park and Planning Commission (MNCPPC)			will have to update member handbook to respond and comply.					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. Awaiting draft report on NCOZ from M-NCCPC.	
	A.5 Enhance and improve buildings and grounds	A.5.a	Develop policy for storage of recreational vehicles in GHI Boat Lots. Consider providing deadline to task force.		A	X	RV & Boat Lot TF	X	Task Force was established on 12/3/2020 and submitted a policy that the Board reviewed on March 18, 2021. The draft policy was edited by the communications committee. On May 6, 2021, the Board directed the task force to make revisions to the draft policy.	In process

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions							
B. Governance	B.1 Prepare for succession of administrative staff.	B.1.a	Plan for succession of General Manager.	A	X	TSTF	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. The consultant was hired. A work session between the Board and the task force took place on June 7, 2021.	In process	
		B.2 Improve operation and efficiency of the Board	B.2.a	Make a decision about all aspects of continuing to hold virtual Board, committee and membership meetings post Covid-19.	A	X		X	Training and infrastructure may be required. The Board may consider establishing a task force.	Not started
		B.2.b	Put ARC unanimous decisions on the consent agenda instead of on the regular agenda to save time.	A	X		X		Not started	
		B.2.c	Explore use of online collaborative documentation prior to/in preparation for and during Board meetings. Be careful to adhere to Open Meetings Law.	C	X		X		Not started	
		B.3 Improve committee operation and promote member involvement	B.3.a	Review the role of committees to avoid staff attending the meetings. Discuss in a work session with Board and committee and task force chairs.	A	X				Not started
		B.3.b	Establish an oversight committee of the Board to deal with and manage committees and task forces.	A	X					Not started
		B.3.c	Provide training for committee chairs.	B	X		X	X	Last training program for committees was held in September 2018. Plan to hold another training program in 2021.	Ongoing
		B.3.d	Continue volunteer recognition program.	B	X		MOC	X	Last volunteer recognition event was held on October 16, 2019.	Ongoing
		B.4 Review and develop policies	B.4.a	Revise, update and implement record retention policy. Recommend	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	In process

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions							
				storage methodology for historical documents.					they should be stored. The task force is currently working on this assignment.	
		B.4.b		Establish a policy to deal with member estates.	A	X		X		Not started
	B.5 Review bylaws issues and other changes as needed	B.5.a		Change the way contracts are done and make the associated changes in the bylaws. Consider: a) removing second readings, and b) increasing dollar amounts in the financial section.	B	X		X		Not started
	B.6 Develop long-range strategic plan	B.6.a		Develop a long-range plan for the GHI organization.	B	X	LRPC	X	The LRPC is working on this assignment.	In process

Goal	2-5 Yr. Strategy Objective	#	GHI 2021-2022 (12-Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
			Work Plan: Actions							
C. Finance	C.1 Manage finances to address issues that arise.	C.1.a	Review investment policies. Develop workaroud to the Prudent Person issue. Does hiring an investment management company as a prudent investor meet the prudent person requirements? Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	A	X	INVC LGAC	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. On February 4, 2020, the Board adopted a revised GHI investment policy that the investment committee recommended. On June 3, 2021, the Board reviewed the LGAC's recommendations regarding actions that GHI should pursue to have the law changed to remove the restrictions on GHI investments. No action was taken pending advice that the Board will seek from legal counsel about the legitimacy of hiring an investment management company to invest GHI funds in accordance with the prudent investor rule.	In process	
	C.2 Continue education programs on GHI finances	C.2.a	Review and revise Tom Jones' breakdown of fees and distribute to realtors and vendors.	B	X	FIN	X		Not started	
		C.2.b	Continue education program on GHI finances and produce them as webinars. Include member charges, inflation, value of money, what's included in monthly charges, replacement reserves' program	B	X	FIN	X		Not started	
	C.3. Insurability	C.3.1	Conduct risk assessment. What impacts the cost of insurance and availability of carriers? Look at risks and ways to make the GHI community more attractive to insurance carriers.	B	X	BLDG			Not started	

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions	Work Plan: Actions						
D. Communication and Member Engagement	D.1 Improve member handbook	D.1.a	Update and improve member handbook to reflect current operations and be internally consistent. Restructure the handbook for ease of use and maintenance. Update how members access the handbook and its updates. Develop accompanying quick reference guide / FAQ.		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. Board needs to address resources to get this work done faster. Possible approaches include work sessions, a task force, staff and/or more intensive recruitment.	In process
		D.1.b	Review Permit TF recommendations to address fees, process and permit revisions -- and reflect in handbook.		A	X	COM?			Not started
	D.2 Use technology for improved member access and communication	D.2.a	Make decision on how to employ internet technology (such as Zoom) to increase opportunities for participation in meetings and overall transparency.		A	X	IT TF	X		In process
		D.2.b	Improve GHI website per recommendations from membership survey. Complete outward-facing website.		A	X	COM?	X	The Board passed a motion on December 3, 2020, to establish a task force to recommend upgrades of the website. This work is progressing.	In process
		D.2.c	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information).		B	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. Currently done by a volunteer under COM. Be sure that the messaging aligns with the Board's direction. Consider making a staff responsibility.	In process
		D.2.d	Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website. Proactively publish relevant educational articles around the time of fee increases.		B	X	FIN	X		Not started

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions							
	D.3 Increase member engagement	D.3.a	<p>Conduct a member survey annually that collects input geared to improving GHI.</p> <p>Member Outreach Committee should review the pre-purchase process and provide feedback on whether it conveys the obligation and spirit of the co-op. The annual survey could focus on particular things like the purchase process (post purchase), auto surveys, etc.</p>	B	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Ongoing	
		D.3.b	Create a forum where the Board can hear from members.	B	X				Not started	

Committees and Task Forces¹

BLD - Buildings Committee	MOC - Member Outreach Committee
COM/MARK - Communications & Marketing Committee	RRTF - Record Retention Task Force
EBYITF - Exterior Buildings and Yard Inspection Task Force	RV and Boat Lot Task Force
FIN - Finance Committee	Solar Contract Task Force
INVC - Investment Committee	SWTF - Storm Water Task Force
IT TF - Information Technology Task Force	Transition Task Force
LGAC - Legislative and Government Affairs Committee	WC - Woodlands Committee
LRPC - Long Range Planning Committee	ZIF - Zoning Task Force

¹ Not a complete list of committees and task forces.

Priority
<p>On 12-month Action Plan</p> <ul style="list-style-type: none"> A. High priority: must be addressed within the next year B. Medium priority: should be addressed within the next year; could include items of high importance but not high urgency
<p>On separate list of pending actions</p> <ul style="list-style-type: none"> C. Low priority: probably won't get to it within the next year but want it on the list

Appendix C, Items Moved from Board Action Plan

As of 6/27/2022 Board Strategic Planning Work Session

Goal	2-5 Yr. Strategy	#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
			Objective	Work Plan: Actions						
A. Buildings & Property	A.2. Implement sustainable practices	A.2.d	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.			GDC			On hold.	Started.
	A.3 Maintain & protect buildings & grounds	A.3.e	Implement Parkway apartment infrastructure improvement program.			GDC			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.	Complete
	A.5 Enhance and improve buildings and grounds	A.5.b	Expand Fee-For- Service program.	C	X	BDTF		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. The new Board deferred this item as Priority C.	Not started
	C.4 Increase revenue through business development.	C.4.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	C	X	BDTF		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. The new Board deferred this item as Priority C.	In process
	C.5 Increase grant-based income opportunities. Consider hiring grants expert or outsourcing this function.	C.5.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	C	X			X	Grants can take a lot of staff time. Could be a committee or task force issue? Stormwater, aging in place, environmentalism, power/renewables Hire someone to research opportunities?	In process
C. Finance	C.6 Explore other money saving opportunities	C.6.a	Explore holding equity of 10-40 percent in some member units.	C	X	FIN & INVC		X		Not started
	C.7. Acquire additional apartment buildings.	C.7.a		C					Keep in mind should opportunity arise. Requires membership approval.	

2-5 Yr. Strategy		#	GHI 2021-2022 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective		Work Plan: Actions							
	C.8. Protect equity of GDC parkway apartments GDC board could vote to move equity to GHI.	C.8.a	"Judgement proof"				GDC		GDC strategic plan issue.	
	D.4 Attract people drawn to co-ops & community living	D.4.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.		C	X	COM/ MARK			Ongoing
	D.5 Coordinate efforts w/external entities	D.5.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.		C	X	LGAC	X	LGAC recommended and the Board approved a task force to advocate GHI's position re: Maglev project. LGAC drafted a letter which the Board President sent to the Maryland Transportation Authority stating GHI's position on the Environmental Impact Study for the I-495 Beltway and the BW Parkway expansion project.	Ongoing
		D.5.b	Advocate for adequate public transit resources to be provided to the GHI community.		C	X	MOC	X	On November 5, 2020, the Board requested the Member Outreach Committee to survey the membership re: Use of Public Bus Services. The Board President sent a letter to the WMATA stating GHI's opposition to proposed budget cuts.	In process
	D.6 Be a leader in cooperative living & coops	D.6.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.		C	X	LGAC			In process
	D.7 Increase cooperative living education, including about coop finances	D.7.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.		C	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. On November 5, 2020, the Board approved a Court Communicator program that the MOC recommended. MOC and other committees have this covered.	Ongoing

4. Communication and Member Engagement

Committees and Task Forces ²	
BLD - Buildings Committee	MOC - Member Outreach Committee
COM/MARK - Communications & Marketing Committee	RRTF - Record Retention Task Force
EBYITF - Exterior Buildings and Yard Inspection Task Force	RV and Boat Lot Task Force
FIN - Finance Committee	Solar Contract Task Force
INVC - Investment Committee	SWTF - Storm Water Task Force
IT TF - Information Technology Task Force	Transition Task Force
LGAC - Legislative and Government Affairs Committee	WC - Woodlands Committee
LRPC - Long Range Planning Committee	ZTF - Zoning Task Force

Priority
<p>On 12-month Action Plan</p> <p>A. High priority: must be addressed within the next year</p> <p>B. Medium priority: should be addressed within the next year; could include items of high importance but not high urgency</p>
<p>On separate list of pending actions</p> <p>C. Low priority: probably won't get to it within the next year but want it on the list</p>

² Not a complete list of committees and task forces.

HEAT PUMP WATER HEATER PILOT STUDY

Background

The GHI Board of Directors approved a pilot study to evaluate the installation, performance, and costs of using heat pump water heating (HPWH) technology in up to 12 select GHI homes.

Older water heaters located in boiler rooms of masonry homes were the only heaters considered for the pilot. Water heaters located in conditioned space were not considered for the pilot.



The goal of the pilot program was to test the performance and savings that can be provided to member households. It is expected that there will be the same hot water capacity as with the older resistance water heater.

What is a Heat Pump Water Heater?

Heat Pump Water Heater technology utilizes a standard heat pump refrigerant system to heat and store hot water for domestic use. GHI homes in most cases, use standard electric water heaters that utilize heating elements in the water heater tank. A few comparisons between the water heating technologies:

	Standard Electric Water Heater	Heat Pump Water Heater
Annual Energy Guide Cost	\$419	\$110
Warranty	6 yr. limited	10 yr. limited

Although HPWH technology operates similarly to a standard tank, the production of hot water in heat pump mode may be slower than with a standard electrical tank but is the most efficient. Operation in hybrid mode (using both the heat pump and electric elements) alleviates this issue but is less efficient. The system can always be switched to electric elements only, resulting in similar efficiency to the standard tank that you now use. The pilot study will seek to evaluate the performance under different operating modes. Performance metrics include satisfactory supply of hot water and cost savings.

A pilot Study.

The purchase and installation of the HPWH are like a standard water heater. The pilot study included these details:

- Selection of 12 water heaters aged 2000 or older.
- Installation of electric meters on the water heaters (11 installed).
- Periodic replacement of the existing water heater with a heat pump water heater (specifications attached).
- Installations from 2/14/2020 to 1/24/2021
- Periodic records of meter data.

- Summary analysis.

The heat pump water heaters are installed in the boiler rooms of masonry buildings. As such there is little temperature change across the seasons; generally, a 50°F to 60°F temperature range with some variations to colder or warmer. The air temperature around the water heater is important as it is from this air that heat is extracted to heat water using the compressor. When operating, the heat pump cools the surrounding air and some condensate water is discharged (requiring a drain).

The selected units for the study averaged 2.3 persons per household. This is important as the larger the hot water demand, the higher the savings.

The pilot included installing multiple HPWH in some boiler rooms to determine if there is a drop-off in performance.

Data Summary

The following Tables summarize the recorded data.

		Resistance Only, per day usage								
Install Order	House-Hold	2/13/20 20	2/26/20 20	3/9/20 20	3/26/20 20	4/22/20 20	5/20/20 20	6/8/20 20	9/23/20 20	2/2/20 21
1	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	8.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	4.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	5.01	3.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	2	3.03	3.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	5	15.43	20.85	20.00	17.35		15.04	14.42		0.00
8	1	4.61	3.85	2.83	4.24	4.67	4.89	4.26	3.44	0.00
9	3	6.08	5.92	6.08	5.88	6.30	5.86	5.32		0.00
10	2	4.47	5.00	4.67	5.53	6.33	5.71	5.00		0.00
11	3	0.00	5.00	3.33	3.65	3.56	3.18	3.05	2.26	0.00
	1									

like shaded boxes are HPWH installed in the same boiler room

		Heat Pump Water Heater Only, per day usage									
Install Order	House-Hold	2/13/20 20	2/26/20 20	3/9/20 20	3/26/20 20	4/22/20 20	5/20/20 20	6/8/20 20	9/23/20 20	2/2/20 21	4/23/20 21
1	1	2.78	1.23	2.00	2.76	2.26	2.04	1.42	1.16	1.94	1.41
2	2	0.00	2.92	3.50	2.65	2.85	2.89	1.53	1.37	2.17	2.30
3	3	0.00	4.00	1.08	1.24	1.22	1.14	0.89	0.68	1.02	1.14
4	4	0.00	0.00	0.00	1.77	1.26	1.18	1.05	0.87	1.22	1.46
5	2	0.00	0.00	2.10	2.12	2.15	2.89	2.21	1.39	2.48	1.95
6	1	0.00	0.00	0.00	1.88	1.74	1.46	1.21	0.83	1.50	1.68
7	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.91	6.49
8	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.07	1.01
9	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.71	1.59
10	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.43	1.24
11	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.09	1.04
12	1										

Note that the data is fairly consistent for each unit for both data collected for the standard water heaters and the HPWH. The last installed HPWH does not have a meter installed. Using data from the utility by month a rough estimate is that the energy savings exceeds 1 kwh/day.

Further summarizing the data:

Install Order	House-Hold	Avg. Resistance, kWh/day	Avg. Heat Pump, kWh/day	Avg. Savings	Estimated Annual Cost Savings	\$1,000.00 premium
1	1	n/a	1.90			Payback
2	2	8.33	2.47	70%	\$321.27	3
3	3	4.57	1.38	70%	\$174.77	6
4	4	4.35	1.26	71%	\$169.36	6
5	2	3.09	2.16	30%	\$50.96	20
6	1	n/a	1.47			
7	5	17.18	6.20	64%	\$601.22	2
8	1	4.10	1.04	75%	\$167.45	6
9	3	5.92	1.65	72%	\$233.72	4
10	2	5.25	1.33	75%	\$214.18	5
11	3	3.43	1.06	69%	\$129.82	8
12	no meter installed					
Totals		6.25	1.99	68%	\$232.93	4

Note that for some units, the electric resistance heat data was pre-pandemic while all other data is during the pandemic. Cost savings are calculated using \$0.15/kWh.

Miscellaneous notes

The HPWH take longer to install especially when replacing a standard tank due to plumbing modifications required in some cases. The HPWH require periodic maintenance to clean the air filter.

If the compressor fails, an HVAC technician is required to make the repairs. However, the HPWH can operate as a standard electric resistance heater. The tank is more insulated than a standard tank.

No pilot member had any comments or expressed dissatisfaction with hot water delivery, capacity, or reliability of the HPWH.

Heat Pump Water Heater Specifications



ENERGY STAR CERTIFIED
Water Heaters

State - Heat Pump Water Heater : HPX-50-DHPTNE-130

Specifications

ENERGY STAR Partner:	A.O. Smith Corporation
Brand Name:	State
Model Name:	Heat Pump Water Heater
Model Number:	HPX-50-DHPTNE-130
Type:	Heat Pump
Fuel:	Electric
Storage Volume (gallons):	46.0
Tank Height (inches):	63.0
Tank Diameter (inches):	15.0
Input (kW):	4.5
Volts:	240
Uniform Energy Factor (UEF):	3.45
First Hour Rating at 125°F outlet temp (gallons/hr):	66
Recovery Efficiency per UEF test method (%):	407
Date Certified:	2019-05-03
Markets:	United States
ENERGY STAR Certified:	Yes

Additional Model Information

Heat Pump Water Heater vs. Standard Water Heater Cost Analysis

Purchase costs

6/2021 cost before rebate for HPWH = \$ 1,338

6/2021 cost after rebate for HPWH = \$ 338

6/2021 cost for 50 gal standard water heater = \$ 460

Labor costs for installation

Labor cost average to install HPWH = \$ 382

Labor cost to install standard water heater = \$ 249

Increased labor cost to install HPWH per unit = \$ 133

Parts costs for installation

Cost of parts to install HPWH = \$ 387

Cost of parts install standard water heater = \$ 177

Cost increase for parts per unit = \$ 210

Annual Maintenance costs

Labor Costs per HPWH per year = \$100

Labor Costs per standard WH = \$0

Costs for parts to maintain HPWH's are unknown.

Estimated Annual Savings in Energy Costs for HPWHS

Energy cost savings per year per HPWH vs. standard water heaters (based on pilot study) = \$233

Simple Life Cycle Cost Comparison

Life Cycle Costs	Conventional	HPWH	Difference
Purchase cost with rebate	\$460	\$338	\$122
Installation labor	\$249	\$382	-\$133
Installation materials	\$177	\$387	-\$210
Total installation cost	\$886	\$1,107	-\$221
Installation costs per annum spread over 15 years	\$59	\$74	-\$15
Annual maintenance costs (labor)	\$0	\$100	-\$100
Annual maintenance costs (materials)	\$0	unknown	
Annual energy savings			\$233

Total cost savings per annum over 15-year life cycle			\$118
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Miscellaneous Information

- Average number of water heaters replaced per annum during the past 6 years = 147
- Average number of water heaters for masonry units replaced per annum during the past 6 years = 56
- Estimated quantity of water heaters for masonry units to be replaced by the end of 2023 when the rebate ends = $(56 \times 2.5 \text{ years}) + 12 = 152$.
- Total quantity of water heaters in masonry homes = 574
- If the rebate program expires at the end of 2023, a total of $(574-152) = 422$ standard water heaters in masonry homes will remain.
- If heat pump water heaters become the default choice for masonry homes after the rebate period ends, members will obtain an estimated annual energy cost saving of \$233, but GHI will have to collect an additional $\$(1338-460) = \878 or approximately \$39 per year per HPWH in replacement reserve contributions.

HOW TO DEAL WITH MOISTURE/MILDEW WITHIN THE HOME

Cooking, washing dishes, washing and drying clothes indoors, bathing, and even evaporation from house plants, aquariums, open toilet bowls, pets, and humans are principal causes of high moisture content in the indoor air. Moisture trapped within the home can lead to condensation on ceilings, walls, in attics and in closets when it is cold outside, and in extreme conditions can lead to mildew and mold growth. Since airtight windows have been installed moisture is more readily trapped, and steps must be taken to monitor the home and rid the home of moisture. Below are solutions that have proven successful.

Passive Solutions

1. Use a hygrometer to monitor indoor relative humidity. In the winter the humidity in your home should be no more than 40%. Cook with lids on pans; open kitchen window and let any steam escape. Remember, too, that overly humid air contains more pollutants and is generally unhealthy.
2. Reduce showering time, and open bathroom window to let steam from the shower escape; keep cover on toilet closed.
3. Vent clothes dryer outside.
4. Once a week, open all windows wide for 15 minutes. In between this airing, keep windows in the upstairs rooms open so that the weather stripping barely shows. Alternately, open windows halfway for 10 minutes twice each day.
5. During the night, open the bedroom window.
6. Make sure attic vents are kept clear of insulation and clutter.
7. Keep closet doors open so air will circulate. It is especially important during heating season to allow warm air to reach your cold closet walls. Closets on exterior walls are particularly subject to severe condensation and resultant growth of mold and/or mildew.

Active Solutions

1. Install and run a properly vented kitchen and/or bathroom ventilating fan. Recirculating range hoods do not reduce moisture.
2. Use a dehumidifier to dry the air in your home. Place it as close to the problem area as possible.
3. Install and use an air-to-air heat exchanger.
4. Louvered closet doors will sometimes reduce build up of moisture in the closet by allowing heat and air to circulate against the exterior wall. However, tightly packed clothing tends to prevent proper air circulation.
5. Turn your heat up or use portable heaters to warm the temperature of your wall surfaces. Moisture will not condense on the wall if the surface temperature is warm enough. The actual temperature needed to prevent condensation relates to the amount of moisture in the air in your home, so experiment with gradual increases.
6. For block homes, adding siding with 1" board insulation will increase the inside temperature of the wall, thereby preventing condensation. Remember that warming the wall surface does not reduce the amount of moisture in the air, it only reduces condensation and thereby can reduce the mildew problem.

If you find mildew showing in your home, spray the area with X-14, which can be purchased at most area grocery and hardware stores. Upon request, GHI will make inspection and work with members towards resolutions of moisture problems within their units. Call Technical Services at (301) 474-4161 for additional information.

HOW TO DEAL WITH MOISTURE/MOLD WITHIN THE HOME

A. HOW TO PREVENT MOLD

The key to preventing mold is moisture control. Cooking, washing dishes, washing clothes indoors, bathing, and even evaporation from house plants, aquariums, open toilet bowls, pets, and humans are principal causes of high moisture content in the indoor air. Moisture trapped within the home can lead to condensation on ceilings, walls, in attics, and in closets when it is cold outside; in humid conditions, moisture can lead to mold growth. Since air-tight windows and doors have been recently installed in frame and masonry homes, moisture is more readily trapped, and steps must be taken to monitor the home and rid it of moisture. Below are solutions that have proven successful.

Passive Solutions

1. Use a hygrometer to monitor indoor relative humidity, which should be kept below 60 percent – ideally, between 30 percent and 50 percent. Cook with lids on pans; open the kitchen window to let any steam escape. Remember, too, that overly humid air contains more pollutants and is generally unhealthy.
2. Reduce showering time and open the bathroom window to let steam from the shower escape; keep the cover on your toilet closed.
3. Vent the clothes dryer outside of the home.
4. Once daily, open all windows wide for 15 minutes. In between this airing, keep windows in the upstairs rooms open, so that the weather stripping barely shows. During the night, open the bedroom window.
5. Make sure attic vents are kept clear of insulation and clutter.
6. Keep closet doors open so air can circulate. It is especially important to allow warm air to reach your cold closet walls during the heating season; this will decrease the chances of mold growth. Closets on exterior walls are particularly subject to condensation and resultant growth of mold, if not ventilated.
7. Occasionally check clothing and fabric items stored in closets for extended periods of time, to ensure they are free of mold.
8. You may also obtain Damp-Rid containers and refills free-of-charge from the GHI warehouse. Damp-Rid is a crystalline absorbent product that is helpful in combatting excess humidity buildup, especially in areas with low air movement like closets.

Active Solutions

1. Install and run a properly vented kitchen and/or bathroom ventilating fan. Recirculating range hoods do not reduce moisture.
2. Use a dehumidifier to dry the air in your home. Place it as close to a high moisture area as possible.

3. Louvered closet doors will sometimes reduce buildup of moisture in the closet by allowing heat and air to circulate against the exterior wall. However, tightly packed clothing tends to prevent proper air circulation.
4. Turn your heat up to warm the temperature of your wall surfaces. Moisture will not condense on the wall if the surface temperature is warm enough. The actual temperature needed to prevent condensation relates to the amount of moisture in the air in your home, so experiment with gradual increases.
5. Convert the rubber washing machine hoses in your home to reinforced metal hoses which are more durable and longer lasting than rubber hoses. Immediately replace leaking hoses which can cause significant water damage if they burst.
6. Maintain Tiled Surfaces in Bathrooms – The bathroom is an example of what water can do in creating wall or floor damage and moldy conditions. Members in frame and masonry homes are responsible for re-caulking or re-grouting the tiles in their bathrooms. Grout is the thin mortar between the joints of the ceramic tiles. Caulk is a putty-like sealant applied around the edges where the tiles and bathtub meet. If proper care is not taken of the grout and caulk in a bathroom, the caulk and grout will eventually crack, and the tiles will become loose. Moisture will creep under the tiles, damage the walls and floors of your home, and lead to the growth of mold. Members should regularly inspect the grout and caulking around the tiled surfaces and tubs of their bathrooms. Apply a grout sealer on the grout lines to prevent water infiltration, since grout can become porous over time.
7. Inspect Homes for Water Leaks – Inspect your homes daily for signs of water leaks e.g., plumbing leaks and roof leaks. Any such leaks should be immediately reported to the Maintenance Department at (301)-474-4161. A thorough clean up, drying and/or removal of water damaged materials by the Maintenance Department within 24-48 hours after an initial leak occurs, will prevent or limit mold growth.

In the past, some incidents of pinhole leaks in plumbing risers and leaks from waste pipes within GHI homes were not detected for a long period of time. These types of leaks are very difficult to detect because they occur within the wall cavity. Members are requested to regularly inspect wall areas within cabinets in the bathroom and under the kitchen sink, for any signs of dampness or sponginess of the walls.

If you are going to be away from your home for an extended period of time, e.g., greater than one week, request a friend, relative or neighbor to regularly check your home for water leaks. It is advisable to turn off the water supply faucets for your washing machine during that time.

B. How to Get Rid of Mold

1. If there is only a small amount of mold, such as in a closet, around window frames, in the bathroom or kitchen, spray the area with a mold remover chemical such as X-14 that can be obtained from a hardware store; follow the label directions for applying it to remove the mold. If you have asthma, severe allergies, or a weakened immune system, get someone else to clean it up. After you remove the mold, make sure you also correct the moisture problem.
2. You can use a wet pad on a long handled pole to wipe down wall and ceiling surfaces.

3. If you have mold growing on a wall, a ceiling or floor due to a roof or plumbing leak, immediately contact GHI's Maintenance Department to repair the leak and correct the mold problem.

Upon request, GHI will inspect your units and work with you towards resolutions of moisture problems within your units. Call the Maintenance Department at (301) 474-4161 for additional information.