

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
OPEN MEETING**

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

Thursday, August 12, 2021

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Statements of Closed Meetings Held**
 - a. **Statement re: Closed Meeting held on July 15, 2021 – Attachment #1**
 - b. **Statement re: Closed Meeting held on August 12, 2021 – Attachment #2**
3. **Visitors and Members (Comment Period)**
4. **Approval of Membership Applications**
5. **Committee Reports**
6. **For Action or Discussion**

| | | | |
|--|----|---------|-------------------|
| a. Approve Minutes of the Open Meeting Held on June 17, 2021 (Attachment #3) | 2 | minutes | Discussion/Action |
| b. Approve Minutes of the Open Meeting Held on July 1, 2021 (Attachment #4) | 2 | minutes | Discussion/Action |
| c. Request by a Member on Ridge Rd to Utilize a Rental Garage as a Gym | 10 | minutes | Discussion/Action |
| d. Request for an Exception by a Member to Keep a Pit-bull Terrier on GHI Premises | 10 | minutes | Discussion/Action |
| e. Approve a Charter for the Permits Task Force (Attachment #8) | 5 | minutes | Discussion/Action |
| f. Review Report re: Water Testing Results in a Sample of GHI Units (Attachment #9) | 5 | minutes | Discussion/Action |
| g. Review Report re: Strategic Planning Work Session Held on June 21 and June 27, 2021 (Attachment #10) | 15 | minutes | Discussion/Action |
| h. Proposed Revisions to Procedures re: How to Deal with Moisture/Mold within the Home (Attachment #11a-11b) | 10 | minutes | Discussion/Action |
| i. Review of the Work Session held with Brendan Keany, former General Manager of the Penn South Co-op | 15 | minutes | Discussion/Action |
| j. Proposal to Approve Juneteenth as a GHI Holiday | 2 | minutes | Discussion/Action |
| k. Establish Date for a Work session to Review GHI Committee Operations | 2 | minutes | Discussion/Action |
| l. Motion to Hold a Closed Meeting on September 2, 2021 | 2 | minutes | Discussion/Action |
7. **Items of Information**
 - a. Letter from the Greenbelt City Council to the P.G. County Council re: Neighborhood Conservation Overlay Zone (Attachment #12)
 - 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

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MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager *Eldon Ralph*
DATE: August 4, 2021
SUBJECT: Items for the **Open Meeting of the GHI Board of Directors** on August 12, 2021

6a. Approve Minutes of the Open Meeting Held on June 17, 2021 – (Attachment #3)

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

6b. Approve Minutes of the Open Meeting Held on July 1, 2021– (Attachment #4)

Suggested motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on July 1, 2021 (as presented/as revised).

6c. Request by a Member on Ridge Rd to Utilize a Rental Garage as a Gym

Attachment #6a is a letter from the members on Ridge Rd who are requesting permission to rent a garage for use as a gym. They have been invited to the Board meeting to answer any questions.

Attachment #6b is a generic agreement for rental of a GHI garage.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (grant/not grant) permission for the members on Ridge Rd to rent a garage for use as a gym.

6d. Request for an Exception by a Member to Keep a Pit Bull Terrier on GHI Premises

Attachment #7 is a letter from a member on Laurel Hill Rd, who is requesting permission to harbor a pit bull terrier on GHI premises.

Section XV. Companion Animals. B. of the GHI Member Handbook states as follows:

12. Pit bulls are defined as Staffordshire Bull Terrier Breed, American Staffordshire Terrier Breed, and American Bull Terrier Breed. Pit Bulls are illegal in Prince George's County. No person residing in GHI shall own, harbor, or keep any pit bulls.

Prince George's County prohibits owning or keeping a Pit Bull Terrier with exceptions. If the person owned the dog prior to November 1, 1996, then s/he may continue to keep it if s/he complies with certain conditions, such as registering it with the Administrator of Animal Control and keeping an ID tag on the dog and keeping the dog inside or on a secure leash. Show dogs are allowed into the county on a temporary basis. Dogs that have been trained for security, search and rescue, or for police or fire services are exempt. A violation of this ordinance may result in a fine of up to \$1,000 or a sentence of up to 6 months in prison.

The member has been invited to the Board meeting to answer any questions.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (allow/not allow) an exception to the rule in Section XV. Companion Animals. B. 12 of the GHI Member Handbook, thereby allowing the member of on Laurel Hill Rd to harbor a pit bull terrier on GHI premises.

6e. Approve a Charter for the Permits Task Force – (Attachment #8)

On April 15, 2021, the Board decided to establish a task force under the direction of the Buildings Committee to review member comments that were received about GHI's permit process and recommend the following by August 31, 2021:

- a) Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.
- b) Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.

Attachment #8 is a proposed charter that the Permits Task Force submitted for the Board's review.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors approve the charter for the Permits Task Force (as presented/ as revised).

6f. Review Report re: Water Testing Results in a Sample of GHI Units – (Attachment #9)

In planning for the eventual replacement of the domestic water supply and wastewater piping in GHI frame and masonry homes, GHI hired Engineering and Technical Consultants Inc. to evaluate the condition of a sample of the pipes and provide a report on repair and replacement options. The Consultant's report included test results of the water quality in one unoccupied GHI unit, whose water supply pipes were lined with epoxy several years ago.

Acting on a recommendation from the Buildings Committee, the Board directed the Manager on March 18, 2021, to hire a qualified water testing company to perform water sample tests in eight (8) randomly selected occupied homes i.e., 2 each of the four (4) main construction types in GHI, to ascertain levels of seven (7) substances listed by the University of Maryland Extension Service, plus nickel, in compliance with legally established safe drinking water standards. The

test reports are in attachment # 9. The Buildings Committee reviewed the reports and did not express any concerns.

This item is on the agenda for discussion.

6g. Review Report re: Strategic Planning Work Session Held on June 21 and June 27, 2021 -- (Attachment #10)

Ms. Becky Roberts, a strategic planning consultant, facilitated strategic planning work sessions with the Board on June 21 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 #10) 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).

6h. Proposed Revisions to Procedures re: How to Deal with Moisture/Mold within the Home -- (Attachment #11a-11b)

On July 15, 2021, the Board reviewed a draft of revised Procedures re: How to Deal with Moisture/Mold within the Home, that staff prepared. The General Manager requested individual Board members to submit their comments about further revisions that should be made to the draft document. The original procedures (Attachment #11a) were formulated in 1993. Staff made further revisions to the procedures (Attachment #11b), after reviewing comments that five Board members submitted.

This item is on the agenda for discussion and action.

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

6i. Review of the Work session held with Brendan Keany, former General Manager of the Penn South Co-op

On July 22, 2021, the Board held a work session with Mr. Brendan Keany, former General Manager of the Penn South Coop in New York to discuss the following topics:

1. Governance – What are the roles of the Board, Committees, Member/Resident Councils, General Manager, and staff? How often does the Board meet? What is the Committee structure?
2. Board/GM relationship – What is the relationship between the Board and the GM? How does mutual accountability work?

3. Member involvement and engagement – How do the Board and GM relate to the community of members? How do community concerns get addressed? How do member complaints get addressed and resolved? Is there recourse or appeal of members to the entire membership?
4. Member communication – How is this done? How are social media used?
5. Staffing structure, staff development, and budget.
6. Leader development and succession planning – What programs are in place to identify and train future Board members? What programs provide for Board officer and staff succession?

This item is on the agenda for the Board to consider what actions should be taken following the work session.

6j. Proposal to Approve Juneteenth as a GHI Holiday

On June 17, 2021, President Biden signed legislation to make Juneteenth a federal holiday, setting aside June 19th as the national day to commemorate the end of slavery in the United States. Several Board members requested that the Board consider whether to establish Juneteenth as a holiday for staff.

GHI currently recognizes the following days as holidays:

| | |
|-------------------------------|------------------------|
| New Year's Day | Veterans' Day |
| Martin Luther King's Birthday | Thanksgiving Day |
| Presidents' Day | Day after Thanksgiving |
| Memorial Day | Christmas Day |
| Independence Day | *Floating Day |
| Labor Day | |

This item is on the agenda for action.

Suggested motion: I move the Board of Directors (*approve/not approve*) Juneteenth as a holiday for the GHI staff.

6k. Establish Date for a Work session to Review GHI Committee Operations

During the development of its 12-month strategic action plan, the Board decided that it would implement actions to improve the operation of committees during its current term.

The Board should consider holding a work session to discuss actions that should be taken to streamline committee operations and select a date for a work session by consensus.

6l. Motion to Hold a Closed Meeting on September 2, 2021

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on September 2, 2021.

7. **Items of Information**

- 7a. Letter from the Greenbelt City Council to the P.G. County Council re: Neighborhood Conservation Overlay Zone – (Attachment #12)

Attachment #12 is a letter from the Greenbelt City Council to the P.G. County Council that urges the County Council to adopt the Greenbelt Neighborhood Conservation Overlay Zone concurrently with the Countywide Map Amendment.

Statement re: Closed Meeting Held on July 15, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on July 15, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 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, for second and final reading, the following contracts:

1. 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.
2. 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 motion to close the meeting was approved at the open meeting of July 1, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

Statement re: Closed Meeting Held on August 12, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on July 15, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

| | |
|--|--------|
| 1. Approve Minutes of the Closed Meeting held on July 1, 2021 | (vii) |
| 2. Request by a Member for an Exception to the Two-Year Profit Limitation Provision in the MOC | (iv) |
| 3. Request by a Member to Allow a Non-member to Temporarily Reside in a GHI Unit | (iv) |
| 4. Request by a Member for a Rental Permit Extension | (iv) |
| 5. Consider Approval of the following Contracts: a) Contract for Hiring an Engineering Firm to Prepare Construction Plans for Replacing a Retaining Wall and Stairway at 2 Plateau Place – 1 st reading b) Contract for Mini-Split Heat Pump Unit Inspections and Repairs – 1 st reading | (vi) |
| 6. Legal Counsel's Opinion re: Proposed Solar PVES Pre-paid Power Purchase Agreement | (iii) |
| 7. Member Financial Matters | (iv) |
| 8. Member Complaint Matters | (viii) |

The motion to close the meeting was approved at the open meeting of July 15, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

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

5. Committee Reports

Communications Committee: The committee has agreed to work with the Transition Committee in regard to communications.

Permit Task Force: The taskforce meets twice a month and is making progress in the areas of recommendation.

Buildings Committee: The committee meets next Wednesday.

Outdoor Structures: The taskforce met last evening and has four members, and in August will have a policy for the Board to consider.

6. For Action or Discussion

6a. Proposed Actions after the June 7, 2021 Work Session with the Transition Task Force

On June 7, 2021, the Board held a work session with the Transition Task Force to review the work to date of the Task Force and its predecessor Succession Task Force and discuss the next actions in preparing GHI for a General Manager transition and related transitions. The Board will further discuss the Task Force's recommendations during its strategic planning work sessions on June 21 and June 27, 2021; however, the following actions that the Task Force recommended could be considered now:

- a) Decide by consensus whether Board and Audit Committee members should solely receive electronic documents instead of paper documents for Board meetings.
- b) Establish a date and time by consensus, to meet with Brendan Keany, former General Manager of Penn South Co-op, to discuss how that Co-op involves members with and without staff support, conducts Board meetings, and any other matters of interest to the Board. Mr. Tom Adams, Chair of the Transition Task Force contacted Mr. Keany who is willing to meet with the Board.
- c) Authorize the Transition Task Force to work with the Member Outreach Committee, the Communications Committee, the Long-Range Planning Committee, and Board of Directors in developing a member communication, engagement, and education timeline for next year that includes:
 - Planning a series of topical discussions aimed at informing members on key issues and soliciting input to guide policy and practice (Examples of topics include: GHI fees and why they increase; GHI policies and policy confusions; Board Committees and Task Forces – their benefit and cost; other priority topics identified.
 - Planning two member meetings – fall 2021 and spring 2022 – to address policy changes recommended before General Manager transition.

Motion: I move that the Board of Directors authorize the Transition Task Force to work as feasible with the Member Outreach Committee, Communications Committee, the Long-Range Planning Committee and Board of Directors in developing a member communication, engagement, and education timeline for next year that includes:

- **Planning a series of topical discussions aimed at engaging members on key issues and soliciting input to guide policy and practice.**
- **Planning two member meetings – fall 2021 and spring 2022 – to address policy changes recommended before a general manager transition.**

Moved: Luly

Seconded: McKinley

Carried: 9-0

6b. Permit Request to Create a Third Bedroom in an Existing Two-bedroom Unit at 1-D Gardenway – (Attachment #2)

GHI recently referred a Type II permit request from the Personal Representative (PR) of the estate of Arnold Glick (the deceased member at 1-D Gardenside), to the Architectural Review Committee, regarding three proposed improvements to the unit:

1. Installation of a gardenside privacy screen with a gate that required an exception to GHI Rule § Section VIII.A.5. The ARC voted 4-1-0 to recommend that the Board of Directors not grant an exception to permit a gate in the proposed privacy screen due to lack of neighbor consent. The PR subsequently decided not to construct the privacy screen; hence, the Board does not need to discuss this item.
2. Installation of a through wall air conditioning unit: – This item was referred to the ARC 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”. The ARC voted 5-0-0 to recommend that the Board of Directors or the Member Services Department help the PR reach a resolution with the neighbors regarding this item before staff issues a permit for this work. The PR subsequently decided not to install the through wall air conditioning unit; hence, the Board does not need to discuss this item.
3. Creating a third bedroom in the unit (refer to attachment # 2) : – Typically, when changes in a unit layout are proposed on a permit request, staff conditions the approval by requiring the member to restore the space back to the original layout upon resale. In this situation, the PR is proposing this change at resale. Staff referred this item to the ARC 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 May 12, 2021, the following points were made:

- 1-D Gardenway is designated as a two (2)- bedroom unit.

- There is an existing wall across one bedroom that separates it into two rooms. The gardenside room is only 4'-8" wide. Member admits this wall is flimsy and has to come down.
- Member prefers to reconfigure this bedroom area to create two smaller bedrooms with a hallway to access the back bedroom, rather than restore it to one bedroom per the original plan.

The ARC voted 5-0-0 that the renovations involving the creation of a third bedroom, do not need an exception from the Board of Directors. This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors not permit the Personal Representative of the estate of the deceased member at 1-D Gardenway to create a third bedroom on the second floor of the unit.

Moved: Carbone

Seconded: Bilyeu

Carried: 7-2

Opposed: James, Luly

6c. Review 2021 First Quarter Financial Statements – (Attachment #3)

Joe Perry, GHI's Finance Director, presented the 2021 1st quarter financial statements and answered questions during the Board meeting.

6d. Workplace Protocols Due to the Lifting of Covid-19 Restrictions in P.G. County

Prince George's (PG) County lifted its mask mandate on Friday, May 28th, at 5:00 p.m. Fully vaccinated individuals may resume normal activities without wearing a mask. Based on Centers for Disease Control (CDC) guidelines, masks are still required on public transportation vehicles, in schools, and in childcare and health care settings. The CDC encourages unvaccinated individuals to continue wearing a mask until fully vaccinated and to get vaccinated as soon as possible. Vaccinated individuals can choose to continue wearing a mask despite the lifting of the mask mandate; however, individuals should remain respectful of personal space. Some businesses may also keep a mask mandate in place.

A GHI employee task force met on June 8, 2021, to review GHI's Covid-19 workplace protocols and made the following the recommendations:

- Continue to implement most of the protocols that have allowed GHI to operate successfully since June 8, 2020, i.e., adhere to a mask mandate, social distancing, and wearing appropriate PPEs while working in members' homes. No more than three persons in the kitchen or ten persons in the Board room at one time.
- Two changes should be made to the existing protocols, i.e., more than one person wearing masks should be allowed to travel in a GHI vehicle with open windows, and the practice of requiring employees to check their temperatures at the start of the workday and complete a health questionnaire should be discontinued.

- Members and visitors to the Administration Building should continue to wear masks while in the building.

The task force made its recommendations for the following reasons:

- There are several employees who have not been vaccinated and a few persons have not received vaccinations because of pre-existing health conditions.
- At present, there is no definitive information about a) the length of time a vaccinated person is protected from the coronavirus disease, b) when a booster shot may be needed, and c) the effectiveness of current vaccines against various variants of the virus that are occurring.

Staff will revisit its coronavirus workplace protocols at the end of August, based on further updates from the CDC.

Three committees have requested that they be allowed to resume in-person meetings in the Board room. The Board may wish to consider the following issues in deciding whether the Board and Committees should resume in-person meetings at the present time:

- P.G County has lifted its mask mandate.
- Vaccinated and unvaccinated persons may attend the in-person meetings.
- Space limitation of the Board room.
- Difficulty of hosting hybrid meetings.

Consensus: Members and guests will continue to wear masks while entering the GHI administration building. The Board and committees will continue meeting virtually until further notice.

6e. Obtain a Legal Opinion re: Legitimacy of Hiring an Investment Management Company to Invest GHI Funds

On June 3, 2021, the Board reviewed a report from the Legislative Government Affairs Committee which recommended specific actions that GHI should pursue to have the Maryland Code, Corporations and Associations section 2-405.1 revised or changed so that GHI's investments are not adversely impacted hindered by the Prudent Person Investor Rule provisions in this law. The Board discussed whether a legal opinion should be obtained to ascertain whether it would be legitimate for GHI to hire a professional investment management company to invest GHI funds as a prudent investor would, instead of pursuing legislative actions to have the Maryland Code, Corporations and Associations section 2-405.1 revised or changed.

Motion: I move that the Board of Directors direct the Manager to obtain an opinion from legal counsel about the legitimacy of hiring a professional investment management company to invest GHI funds on the basis of the prudent investor rule that is specified under Section 15-114 of the Maryland Code's Estates and Trusts Article.

Moved: McKinley

Seconded: Lily

Carried: 9-0

6f. Request the Finance Committee to Recommend a Cost Amount for Services GHI Provides to GDC – (Attachment #4)

On June 3, 2021, the Board of Directors of the Greenbelt Development Corporation (GDC) approved a motion to request that the GHI Board of Directors direct GHI's Finance Committee to consider and recommend the compensation amount to be included in attachment A of a proposed business agreement between GHI and GDC entities (attachment #4).

Motion: I move that the Board of Directors direct the Finance Committee to analyze and recommend, the compensation amount that should be included in attachment A of a proposed business agreement between GHI and GDC entities. The Finance Committee shall provide its recommendation by August 31, 2021.

Moved: Lambert

Seconded: Carbone

Carried: 9-0

6g. Recommendation for Changes re: the Manager's Memorandum for GHI Open Session Meetings and Advertising Board Meetings

Staff suggests that the Board consider whether it is acceptable to make the following changes that would reduce the time spent in preparing for Board meetings:

- a) Include the updated Board 12-month action plan in the Manager's memorandum for the GHI Open Session meeting once a quarter, instead of every Board meeting. Perhaps, a brief review of the 12-month action plan should be done every quarter and included on the agenda as an action item.
- b) Include the updated committee task list in the Manager's memorandum for the GHI Open Session meeting once a quarter, instead of every Board meeting.
- c) Exclude the GHI and the City of Greenbelt calendars from the Manager's memorandum for the GHI Open Session meeting. More current information about events are posted electronically on their websites and also in the e-newsletter.
- d) Discontinue advertising preliminary agenda items for Board meetings in the Greenbelt News Review prior to Board meetings. Final agenda items and the Manager's memorandum for Open Session meetings are published in the GHI e-newsletter 3 days prior to Board meetings, and Board members receive this information 6 to 7 days before a Board meeting.

Consensus: The Board agreed to receive the updated action Board plan and committee task list quarterly instead of every meeting, exclude the GHI and City of Greenbelt calendars from the Manager's Memorandum, and will revisit the discontinuation of advertising the preliminary Board agenda in the Greenbelt News Review when Yardi is up.

6h. Establish a Date for the 2022 Annual Membership Meeting

GHI's bylaws stipulate that the regular annual meeting of the membership of the Corporation shall be held during the month of May. Traditionally, regular Board meetings during January to May have been held on the first and third Thursday of each month. Hence, the Board may wish

to consider holding the 2022 Annual Membership Meeting on the second Thursday of May 22, 2021, i.e., May 12.

Motion: I move that the Board of Directors designate May 12, 2022, beginning at 7:30 pm. as the date and start time for the 2022 Annual Membership Meeting.

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's Items

President Brodd reminded the Board of the June 21 and 27 Strategic Planning Sessions that he finds very rewarding hearing Board ideas for the future of the cooperative.

7d. Board Members' Items

None.

7e. Audit Committee's Items

None.

7f. Manager's Items

GM Ralph alerted the Board of an attempted car jacking in 10 Court Southway. Another challenge in that court includes people from the nearby apartment parking in that court thereby reducing visitor parking. Some suggestions to combat the problems are to hire a roaming security officer, install fences, and posting a surveillance camera.

He also mentioned sending letters to the members of 10 Court Southway acknowledging the problems and soliciting solutions from members and then holding a Zoom meeting with them. Ben Fischler suggested that 14 and 12 Courts be included in this communication since those courts also receive heavy foot traffic.

Overall, GM Ralph said crime is down in GHI compared to crime in the city. Currently, the most prevalent crime is mail fraud.

Motion: To adjourn.

Moved: Carbone

Seconded: Carter-Woodridge

Carried: 9-0

The meeting adjourned at 9:44 pm.

Ed James
Secretary

GHI Board of Directors
Regular Session
(Virtual Zoom)
July 1, 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

Neron Adams-Escalera, Director of Member Services

Stuart Caplan, Director of Technical Services

Bruce Mangum, Contract Processor

David Benack, Audit Committee

Sam Lee, Audit Committee

Dale Wilding, Audit Committee

Molly Lester, 6-M Hillside Road

Ben Fischler, 14-V4 Ridge Road

Carol Mangano, 10-K Southway

Susan Cahill, 7-A Hillside Road

Stephen Holland, 56-E Ridge Road

Claudia Jones, 7-D Laurel Hill Road

Steve Skolnik, 8-A Ridge Road

Joe Ralbovsky, 62-E Ridge Road

Chuck Hess, 42-D Ridge Road

Bill Jones, 15-D Ridge Road

Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:52 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

2. Announcement of Closed Meetings

2a. Announcement of an Executive Session Board Meeting Held on July 1, 2021

The Board did not finish its meeting but will report on its closed meeting at a subsequent meeting.

3. Visitors and Members (Comment Period)

Steve Skolnik, 8-A Ridge Road, said he appreciated the work of exiting Buildings Committee Chair, Jim Cohen.

Stephen Holland, 56-E Ridge Road, said he got his first permit approved and thanked Technical Services for the process going well.

Claudia Jones, 7-D Laurel Hill Road, thanked soon-to-be retiring Maintenance Director George Bachman for a job well done.

Joe Ralbovsky, 62-E Ridge Road, praised GHI for the ability to get wood chips delivered.

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:

- Jeffrey M. Kodis, Sole Owner, 2-Q Laurel Hill Road;
- Kailey Held, Lori Held, Joint Tenants, 12-B Laurel Hill Road;
- Darelynn Fung, Sole Owner, 2-K Research Road;
- Kimberly D. Schmidt, Sole Owner, 6-B Ridge Road;
- Peter J. Teuben, Sole Owner, 18-H Ridge Road;
- Mark T. Via, Sole Owner, 54-F Ridge Road;
- Julie C. Andrist, Lester H. Andrist, Tenants by the Entirety, 9-C Southway.

Moved: James

Seconded: Lambert

Carried: 9-0

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

- Dorothy M. Rogers, John T. Rogers, Tenants by the Entirety, 15-F Laurel Hill Road be changed to Dorothy M. Rogers, Sole Owner;
- Morgan A. Voth, James E. Voth, Joint Tenants, 6-M Plateau Place be changed to Morgan A. Voth, Sole Owner.

Moved: James

Seconded: McKinley

Carried: 9-0

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

- Lisa Holmes, Sole Owner, 2-E Gardenway.

Moved: James

Seconded: Mortimer

Carried: 9-0

5. Committee Reports

Storm Water Management Taskforce: The taskforce is scheduled to meet next week.

Buildings 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: 8-0-1

Abstained: McKinley

- 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, except that no new signage would be erected.

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 may be necessary.

Moved: James

Seconded: Bilyeu

Carried: 9-0

Motion #2: 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

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

Motion #2: I move that the Board of Directors direct the Storm Water Management Specialist 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

Amended and carried by a later vote

Amendment to Motion #2: Replace "proposed plan" with "proposed paver plan."

Moved: McKinley

Seconded: Luly

Carried: 8-0-1

Abstained: Bilyeu

Motion #2 as Amended: I move that the Board of Directors direct the Storm Water Management Specialist 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 paver 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. **Decided 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. **Decided by consensus: To replace the Special Open meeting by passing a motion during the regular open meeting preceding a closed meeting to call the closed meeting.**

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.

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

7. Items of Information

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.

7a. 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.

7b. Board Members’ Items

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

7c. Audit Committee’s Items

None.

7d. Manager's Items

None.

Motion: To adjourn.

Moved: James

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 9:35 pm.

Ed James
Secretary

Permits Task Force Charter

1. *Charge:* The Board of Directors charged this Task Force to recommend the following by August 31, 2021:

- Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.

- Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.
- Actions that should be implemented to improve members' understanding of the permit process.

2. *Parties:* The Task Force shall consist of at least 6 members. At least one member of the Buildings Committee shall participate as a Task Force member.

3. *Accountability:* The Task Force is a subcommittee of the Buildings Committee and shall report to the Buildings Committee. The Buildings Committee shall review the work and recommendations of the Task Force. The Buildings Committee shall make recommendations on behalf of the Task Force, as appropriate, to the Board of Directors. To manage its work, the Task Force will implement timelines so as to submit recommendations to the Buildings Committee in a timely manner.

4. *Meetings:* The Task Force shall hold monthly meetings and minutes of each meeting shall be kept and submitted to the Buildings Committee monthly.

HOME LAND LABS

9106 Philadelphia Road, Suite 106
Rosedale, MD 21237
Phone 443.505.8375
lab@homelandhealthyhomes.com
State Certified Water Quality Lab 353

108 Old Solomons Island Road, Suite 12
Annapolis, MD 21401
Phone 443.505.8375
lab@homelandhealthyhomes.com
State Certified Water Quality Lab 106

3430 Rockefeller Court
Waldorf, MD 20602
Phone 443.505.8375
lab@homelandhealthyhomes.com
State Certified Water Quality Lab 139

Certificate of Analysis

Date Reported: 06/17/2021

Tom Sporney
GHI Homes Improvement
1 Hamilton Place
Greenbelt, MD 20770

Date & Time Received: 06/08/2021 15:00

Sample Number: 204855-01
Location: Ridge 33E

Sample Time: 06/08/21 10:20
Chlorine Residual: <1.0
Field pH: 7.25

Preservation: Ice
Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
Sample Point: First floor bathroom sink, Lead & Copper-First
draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL/ SMCL | Date of Analysis | Analyst |
|-------------------------|--------------|--------------|---------------------------------|-------|-----------|--------------|---------------------|---------|
| Bacteria-Total Coliform | Collert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Collert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | 1.4 | - | 0.005 | mg/l | | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.4 | Pass | 0.5 | mg/l | 10 | 06/10/2021 | AND-353 |
| pH | EPA 150.1 | 7.36 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 7 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 157.6 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

HOME LAND

LABS

Sample Number: 204855-02
 Location: Crescent 7F

Sample Time: 06/08/21 10:30
 Chlorine Residual: <1.0
 Field pH: 7.32

Preservation: Ice
 Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
 Sample Point: Second floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL/SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|------------------------------|-------|-----------|----------|------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | Not Detected | - | 0.005 | mg/l | | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.4 | Pass | 0.5 | mg/l | 10 | 06/09/2021 | AND-353 |
| pH | EPA 150.1 | 7.31 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 7 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 158.6 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

Sample Number: 204855-03
 Location: Hillside 4C

Sample Time: 06/08/21 10:50
 Chlorine Residual: <1.0
 Field pH: 7.32

Preservation: Ice
 Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
 Sample Point: Second floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL/SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|------------------------------|-------|-----------|----------|------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | 0.05 | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | 0.05 | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | Not Detected | - | 0.005 | mg/l | | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | Not Detected | Pass | 0.5 | mg/l | 10 | 06/10/2021 | AND-353 |
| pH | EPA 150.1 | 7.22 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 2 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 159.9 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

HOME LAND

LABS

Sample Number: 204855-04
 Location: Laurel Hill 4R

Sample Time: 06/08/21 11:10
 Chlorine Residual: <2.0
 Field pH: 7.05

Preservation: Ice
 Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
 Sample Point: First floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL / SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|------------------------------|-------|-----------|------------|------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | Not Detected | - | 0.005 | mg/l | - | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.5 | Pass | 0.5 | mg/l | 10 | 06/10/2021 | AND-353 |
| pH | EPA 150.1 | 7.04 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 8 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 159.2 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

Sample Number: 204855-05
 Location: Laurel Hill 5G

Sample Time: 06/08/21 11:25
 Chlorine Residual: <2.0
 Field pH: 7.15

Preservation: Ice
 Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
 Sample Point: First floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL / SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|------------------------------|-------|-----------|------------|------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | 0.05 | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | 0.05 | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | 1.3 | - | 0.005 | mg/l | - | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.4 | Pass | 0.5 | mg/l | 10 | 06/10/2021 | AND-353 |
| pH | EPA 150.1 | 6.99 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 7 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 159.1 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

HOME LAND

LABS

Sample Number: 204855-06
Location: Ridge 65B

Sample Time: 06/08/21 11:35
Chlorine Residual: <2.0
Field pH: 7.21

Preservation: Ice
Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
Sample Point: First floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL / SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|------------------------------|-------|-----------|------------|------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | 0.05 | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | 0.05 | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | Not Detected | - | 0.005 | mg/l | | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.5 | Pass | 0.5 | mg/l | 10 | 06/10/2021 | AND-353 |
| pH | EPA 150.1 | 7.04 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 3 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 159.3 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

Sample Number: 204855-07
Location: Plateau 2A

Sample Time: 06/08/21 11:50
Chlorine Residual: <1.0
Field pH: 7.35

Preservation: Ice
Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
Sample Point: Second floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL / SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|------------------------------|-------|-----------|------------|------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | Not Detected | - | 0.005 | mg/l | | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.5 | Pass | 0.5 | mg/l | 10 | 06/10/2021 | AND-353 |
| pH | EPA 150.1 | 7.18 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 5 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 160.4 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

HOME LAND LABS

Sample Number: 204855-08
Location: Ridge 43F

Sample Time: 06/08/21 12:05
Chlorine Residual: <1.0
Field pH: 7.32

Preservation: Ice
Sampler: Derek Bodell 4752DB (Exp. 10/16/2021)
Sample Point: Second floor bathroom sink, Lead & Copper-First draw from kitchen sink

| Parameter | Method | Result | Pass/Fail or Acceptable/High | RL | Units | MCL / SMCL | Date of Analysis | Analyst |
|-------------------------|---------------|--------------|---------------------------------|-------|-----------|---------------|---------------------|---------|
| Bacteria-Total Coliform | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Bacteria-E.coli | Colilert Test | Absent | Pass | 1 | Per/100ml | Present | 06/09/2021 | MAV-353 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.3 | 06/09/2021 | DLB-139 |
| Copper, Total | SM 3111B | Not Detected | Pass | 0.05 | mg/l | 1.0 | 06/09/2021 | DLB-139 |
| Lead, Total | SM 3113B | Not Detected | Pass | 0.005 | mg/l | 0.015 | 06/09/2021 | DLB-139 |
| Nickel, Total | EPA200.8 | Not Detected | - | 0.005 | mg/l | - | 06/11/2021 | MSS-153 |
| Nitrate + Nitrite as N | EPA 353.2 | 1.6 | Pass | 0.5 | mg/l | 10 | 06/09/2021 | AND-353 |
| pH | EPA 150.1 | 7.12 | - | 1 | pH Units | - | 06/09/2021 | AND-353 |
| Sulfate, Total | EPA 375.4 | 7 | Acceptable | 1 | mg/l | 250 | 06/09/2021 | PDM-139 |
| Total Dissolved Solids | EPA 160.1 | 159.2 | Acceptable | 10 | mg/l | 500 | 06/09/2021 | AND-353 |

Approved By Kevin Hamstra
Lab Director

HOME LAND LABS

Understanding the Results

This narrative is intended to help the recipient to understand the results. The results listed below are only for tests commonly sampled or analyzed by Home Land Environmental Health Labs. For a full list of the Environmental Protection Agency's (EPA) Primary and Secondary Standards, go to: https://www.epa.gov/sites/production/files/201606/documents/npwdr_complete_table.pdf

Definitions and Acronyms

Analyst: Refers to the individual whom conducted the test.

Maximum Contamination Level (MCL): A level established by the EPA which is the "highest level of a contaminate that is allowed in drinking water." Any level that exceeds the MCL is considered not safe for human consumption.

Method: The type of analysis used to determine the results.

Not Detected (ND): Any level below the reporting limit.

Primary Drinking Water Standard: Enforceable standards developed by the EPA. Levels that exceed the MCL for a particular standard are considered to unsafe for human consumption.

Reporting Limit (RL): The lowest level that can be detected by the method used for the analysis.

Secondary Drinking Water Standard: Standards developed by the EPA. Secondary standards are generally not considered to be dangerous to human health. They may cause aesthetic or cosmetic problems to the water quality or plumbing distribution system.

*Parameter analyzed by **MSS:** Maryland Spectral Services, **FRC:** Florida Radiochemistry, **ECL:** Enviro-Chem Laboratories

This table is for informational purposes only. See page 1 for your results

| Parameter | MCL | Type | Effects | Source | Treatment |
|----------------------------------|-------------------------|-----------|--|--|--|
| Total Coliform | Present | Primary | Used to indicate whether potentially harmful bacteria are present | Naturally Present | Well Repair and Chlorination, UV light |
| E. coli | Present | Primary | Stomach illness | Human and Animal Fecal Waste | Well Repair and Chlorination, UV light |
| Nitrates | 10.0 mg/L | Primary | Blue-Baby Syndrome | Fertilizers and Sewage | Reverse Osmosis |
| Nitrites | 1.0 mg/L | Primary | Blue-Baby Syndrome | Fertilizers and Sewage | Reverse Osmosis |
| Lead | 0.015 mg/L | Primary | Slowed Mental Development, Kidney Problems, High Blood Pressure | Corrosion of household plumbing systems; Erosion of natural deposits | Acid Neutralizer, Chemical Feeder (soda ash), Pipe Replacement |
| Gross Alpha | 15.0 pCi/L | Primary | Increased risk of cancer | Naturally Occurring | Water Softener |
| Radium 226 & 228 | 5.0 pCi/L | Primary | Increased risk of cancer | Naturally Occurring | Water Softener |
| Volatile Organic Compounds (VOC) | Varies | Primary | Increased risk of cancer | Gas and Chemical leaks | Charcoal Filter |
| Arsenic | 0.010 mg/L | Primary | Skin Damage, Circulatory Problems, Cancer | Natural Deposits, Orchards, Industrial Waste | Reverse Osmosis |
| Cadmium | 0.005 mg/L | Primary | Kidney Damage | Pipes, Natural Deposits, Industrial Waste | Reverse Osmosis |
| Copper | 1.3 mg/L | Primary | Gastrointestinal distress, Liver or Kidney Damage | Corrosion of household plumbing systems; Erosion of natural deposits | Acid Neutralizer, Reverse Osmosis, Pipe Replacement |
| Iron | 0.3 mg/L | Secondary | Possible staining on plumbing fixtures and laundry | Naturally Occurring | Water Softener |
| Turbidity | 10.0 NTU | Secondary | Interferes with filtration | Naturally Occurring | Sediment Filter |
| pH | 6.5-8.5 (Neutral range) | Secondary | Low pH: Bitter metallic taste, Corrosion High pH: Slippery feel; Soda taste; Deposits | Naturally Occurring | Acid Neutralizer |

HOME LAND LABS

9106 Philadelphia Road, Suite 106
Rosedale, MD 21237
MD Lab # 353

108 Old Solomons Island Road, Suite L2
Annapolis, MD 21401
MD Lab # 106

3430 Rockefeller Court
Waldorf, MD 20602
MD Lab # 139



204855 Date Due: 6/16/20
Client: GHI Homes Improvement
Project

Commercial Chain of Custody Form

Client Name: _____
 Email Address: _____
 Phone Number: _____

Property Address:
Hamilton Place
Greenbelt, MD 20770

Sampler Name: Derek Bedd
 Sampler ID#: 4757 DE

| Lab Use | Sample Point | Date & Time Sampled | pH | Chlorine | Preservation | Analysis Requested |
|---------|---|---------------------|------|----------|--------------|-------------------------------|
| | Ridge 33E / 4C → 1st down kitchen others → 1st floor bathroom sink | 6/8/21 15:20 | 7.25 | <1.0 | ice | barium, lead, copper, TDS |
| | Crement 7F: 4C → 1st down kitchen others → 2nd floor bathroom sink | 6/8/21 16:30 | 7.32 | <1.0 | ice | NITRATES, Nickel, Sulfate, pH |
| | Hillside 4C: 4C → 1st down kitchen others → 2nd floor bathroom sink | 6/8/21 10:50 | 7.32 | <1.0 | ice | |
| | Laural Hill 4R: 4C → 1st down kitchen others → 1st floor bathroom sink | 6/8/21 11:10 | 7.05 | <2.0 | ice | |
| | Laural Hill 56: 4C → 1st down kitchen others → 1st floor bathroom sink | 6/8/21 11:25 | 7.15 | <2.0 | ice | ✓ |

Released By: D Bedd Date/Time: 6/8/21 3:00

Released By: _____ Date/Time: _____

Released By: _____ Date/Time: _____

Received in lab by: [Signature] Date/Time: 6/8/21 2:00 PM

9106 Philadelphia Road, Suite 106
 Rosedale, MD 21237
 MD Lab # 353

108 Old Solomons Island Road, Suite L2
 Annapolis, MD 21401
 MD Lab # 106

3430 Rockefeller Court
 Waldorf, MD 20602
 MD Lab # 139

For lab use only:

Commercial Chain of Custody Form

Client Name: _____
 Email Address: _____
 Phone Number: _____

Property Address:
Harrison Place
Greenbelt, MD 20770

Sampler Name: Derek Bally
 Sampler ID#: 4732DF

| Lab Use | Sample Point | Date & Time Sampled | pH | Chlorine | Preservation | Analysts Requested |
|---------|--|---------------------|------|----------|--------------|-------------------------------|
| | Ridge 65E: 4c → 1st down kitchen offices → 1st floor bathroom sink | 6/8/21 11:35 | 7.21 | <2.0 | ice | Bacteria, Lead, Copper, TP |
| | Phobos 2A: 1/c → 1st down kitchen offices → 2nd floor bathroom sink | 6/8/21 11:50 | 7.35 | <1.0 | ice | Nitrates, Nickel, Sulfate, pH |
| | Ridge 47F: 1/c → 1st down kitchen offices → 2nd floor bathroom sink | 6/8/21 12:05 | 7.32 | <1.0 | ice | ✓ |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Released By: D Bally Date/Time: 6/8/21 3:00

Released By: _____ Date/Time: _____

Released By: _____ Date/Time: _____

Received in lab by: [Signature] Date/Time: 6/8/21 3:00 PM



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. The first work session included discussion of four strategic issues that were identified in advanced discussions with the Board President and General Manager. The second session focused on updating the 12-month Board Action Plan.

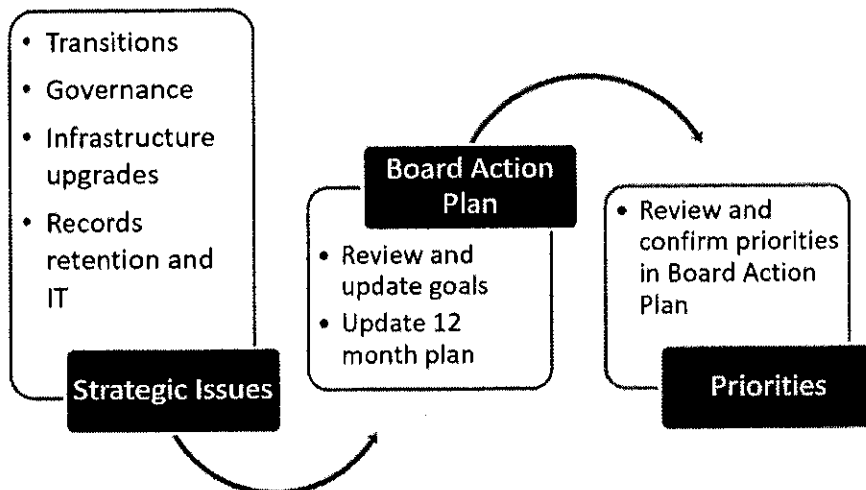


Figure 1, Process

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.

The individual priorities are shown in the mind map in Figure 2 [M01].



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 attends 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 PVESs 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)
 - 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 Committee/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.
- Hired 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 2021-2022 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 | Staff | Comments on status | Status | |
|------------------------------------|--------------------------------------|--|--|--|----------|-------|-------------------|-------|--|---|------------|
| | | | Work Plan: Actions | | | | | | | | |
| A. Buildings & Property | A.1. Closesout 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. Implement sustainable practices | 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 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. 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 | Goal | Objective | # | GHI 2021-2022 (12 Month) Strategic Action Plan | | Priority | Board | Cmtc | Staff | Comments on status | Status |
|------------------|--|-----------|-------|--|--|----------|-------|-------|-------|--|------------|
| | | | | 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 | 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 | EBYTF | 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 |

| 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 | | | | | | | |
| | | 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 | Objective | # | GHI 2021-2022 (12-Month) Strategic Action Plan | | Priority | Board | Cmte | Staff | Comments on status | Status |
|--|-----------|-------|---|--|----------|-------|------|-------|--|-------------|
| | | | Work Plan: Actions | | | | | | | |
| B.1 Prepare for succession of administrative staff. | | B.1.a | Plan for succession of General Manager. | | A | X | TSIF | 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.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 | Last training program for committees was held in September 2018. Plan to hold another training program in 2021. | Ongoing |
| B.4 Review and develop policies | | B.3.d | Continue volunteer recognition program. | | B | X | MOC | X | Last volunteer recognition event was held on October 16, 2019. | Ongoing |
| | | 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 |

B. Governance

| 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 | | | | | | |
| | | | | 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 |

| 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.1. Manage finances to address issues that arise. | | C.1.a. | Review investment policies. Develop workarounds 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 | B | X | FIN | X | | Not started |
| | | | | | | | | | | | | | | | | | | |
| C.3. Insurability | C.3.1 | B | X | BLDG | X | | Not started | | | | | | | | | | | |

C. Finance

| 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 | | | | | | | |
| 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 | |
| | | | | Review Permit TF recommendations to address fees, process and permit revisions -- and reflect in handbook. | A | X | COM? | | Not started | | |
| | | 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 | Conduct a member survey annually that collects input geared to improving GHI. 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. | 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 Forces ¹ | |
|--|------------------------------------|
| 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 |

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 Objective | # | GHI 2021-2022 (12 Month) Strategic Action Plan | | Priority | Board | Cmte | Staff | Comments on status | Status |
|-------------------------|--|-------|--|---------|----------|------------|------|-------|---|-------------|
| | | | 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.c | 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. | |

| 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 | | | | | | |
| 4. Communication and Member Engagement | 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.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 | |

| Committees and Task Forces ² | |
|---|------------------------------------|
| BLD - Buildings Committee | MOC - Member Outreach Committee |
| COM/MARK - Communications & Marketing Committee | RRTF - Record Retention Task Force |
| EBYTf - Exterior Buildings and Yard Inspection Task Force | RV and Boat Lot Task Force |
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| 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.

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, HUMIDITY, & 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 contributing factors that can cause high moisture content in the home. Moisture trapped within the home can lead to condensation on ceilings, walls, in attics, and in closets. With increased moisture and humidity, mold growth can occur throughout the year, even in cold temperatures or in warmer seasons. 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. Members are encouraged to work cooperatively with GHI staff to remedy mold problems, in order to mitigate any negative impact to occupants in their homes. If you need assistance, call the Maintenance Department at (301) 474-4161.

The following actions have proven successful in preventing mold.

Simple Actions

1. Use a hygrometer daily to monitor indoor relative humidity, which should be kept below 60 percent – ideally, between 30 percent and 50 percent. These devices are inexpensive and can be readily found in local stores such as Walmart, Target, and Amazon.
2. 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.
3. Reduce showering time and open the bathroom window to let steam from the shower escape; keep the cover on your toilet closed.
4. Vent the clothes dryer outside of the home.
5. During days of low humidity, 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 if outside temperatures allow.
6. Make sure attic vents are kept clear of insulation and clutter.
7. 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.
8. Occasionally check clothing and fabric items stored in closets for extended periods of time, to ensure they are free of mold.
9. 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.

10. 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. Regularly inspect wall areas within cabinets in the bathroom, under the kitchen sink, and behind any appliances that are against a common wall (e.g., a stacked washer/dryer) 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.

Moderate Actions

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. Please follow manufacturer's instructions and recommendations for proper usage.
3. Install louvered closet doors to reduce buildup of moisture in the closet. Louvered doors allow 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 the main room where water can damage walls or floors and lead to the growth of mold. 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 then 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.

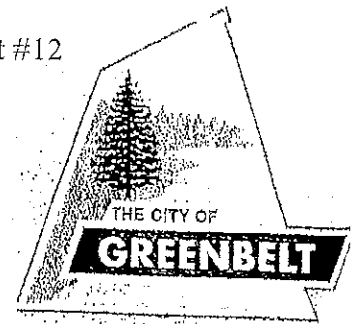
B. How to Get Rid of Mold

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 the mold remover chemical. If you have asthma, severe allergies, or a weakened immune system, get someone else to remove the mold using the mold remover chemical. 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.

CITY OF GREENBELT

Item 7. Attachment #12

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886



July 26, 2021

RECEIVED AUG 02 2021

The Honorable Calvin S. Hawkins, Chair
Prince George's County Council
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

CITY COUNCIL
Collin A. Byrd, Mayor
Emmett V. Jordan, Mayor Pro Tem
Judith F. Davis
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

Re: Greenbelt NCO Zone

Dear Chair Hawkins:

On July 8, 2021, the County Council sitting as the Committee of the Whole received a briefing from Maryland-National Capital Park and Planning (M-NCPPC) staff on the Countywide Map Amendment (CMA). The Greenbelt City Council is very concerned that during the briefing and Q & A session there was no mention of the Greenbelt Neighborhood Conservation Overlay (NCO) Zone. As the City has shared throughout the zoning re-write project, with the elimination of the Residential Planned Community (R-P-C) Zone, it is imperative that the Greenbelt NCO Zone is adopted concurrently with the County-wide Sectional Map Amendment to ensure that the character and guiding principles of historic Greenbelt do not go unprotected.

If you recall, on October 23, 2018, the County Council adopted CR-82-2018 authorizing Maryland-National Capital Park and Planning Commission to initiate and prepare the Greenbelt NCO Zone. As stated in the Resolution, "WHEREAS, in accordance with its stated goal within the current general plan to preserve established residential neighborhoods of vital historical, cultural, and social import in the County, and to integrate that historical fabric within the fabric of current metropolitan relevance, the District Council finds that there is a need to initiate an N-C-O Zone for the area designated as "Historic Greenbelt," within the corporate boundaries of the City of Greenbelt, as designated by the Maryland Historical Trust, being also the "Greenbelt, Maryland National Historic Landmark (NHL 67-004)" within the 2010 *Prince George's County Historic Sites and Districts Plan* approved by the District Council via adoption of CR-51-2010 on June 8, 2010."

The City was grateful to the County Council for recognizing the importance and need for the Greenbelt NCO Zone and for its demonstrated commitment to work with the City to ensure historic Greenbelt would not go unprotected. It was the City's understanding that the County was committed to seeing the Greenbelt NCO Zone adopted concurrently with the CMA so you can imagine the City's concern that while discussions on the CMA have resumed there has been no references made to the Greenbelt NCO Zone. The City, as well as Greenbelt Homes, Inc., worked closely with M-NCPPC on the drafting and review of the Draft Greenbelt NCO Zone Neighborhood Study and Development Standards and provided formal comments on these documents to the County Council in August 2020 (See

A NATIONAL HISTORIC LANDMARK

(301) 474-8000 FAX: (301) 441-8248

www.greenbeltmd.gov

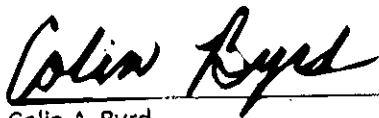


attached). Again, this was with the anticipation that the Greenbelt NCO Zone would be adopted concurrently or within a week of the adoption of the CMA.

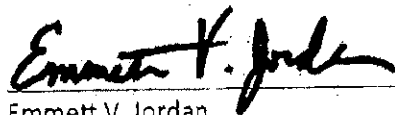
The City urges the County Council to adopt the Greenbelt NCO Zone concurrently with the CMA. Historic Greenbelt cannot, and should not, go unprotected for any period of time. The City remains committed to working closely with M-NCPPC staff to finalize the Greenbelt NCO Zone Development Standards and to ensure the timely adoption of the NCO Zone.

Thank you in advance for favorable consideration of the City's request. If you have any questions please contact Terri Hruby, Director of Planning and Community Development at (301)345-5417 or at thruby@greenbeltmd.gov.

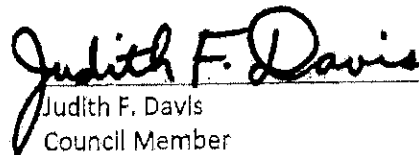
Sincerely,



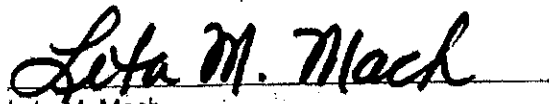
Colin A. Byrd
Mayor



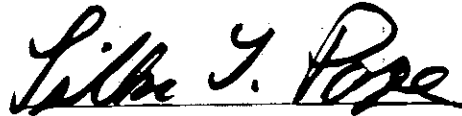
Emmett V. Jordan
Mayor Pro Tem



Judith F. Davis
Council Member



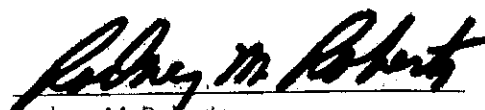
Leta M. Mach
Council Member



Silke I. Pope
Council Member



Edward V.J. Putens
Council Member



Rodney M. Roberts
Council Member

cc: Todd M. Turner, County Council
Elizabeth M. Hewlett, Chair, Prince George's County Planning Board
Derick Berlage, M-NCPPC
Stefan Brodd, Greenbelt Homes, Inc.
City Council
Nicole Ard, City Manager
Terri Hruby, Planning Director