

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING

Begins After the GDC Open Meeting Ends.

Thursday, November 4, 2021

VIRTUAL ZOOM MEETING ROOM

Members & Visitors may attend remotely.

1. Approval of Agenda

2. Statement of Closed Meetings

- a. Statement of Closed Meeting Held on October 27, 2021 (Attachment #1a)
- b. Statement of Closed Meeting Held on November 4, 2021 (Attachment #1b)

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 October 7, 2021 – (Attachment #2) | 2 | minutes | Discussion/Action |
| b. Review 2022 GHI Operating Budget - 1st reading – (Attachment #3) | 30 | minutes | Discussion/Action |
| c. Permit Request to Add a Second Story to an Existing One-Story Addition at 33-Q Ridge Rd – (Attachments #4b-4e) | 20 | minutes | Discussion/Action |
| d. Transition and Sustainability Task Force Proposal to Conduct a Membership Survey – (Attachments # 5a-5b) | 10 | minutes | Discussion/Action |
| e. Update from the Old Greenbelt Gardening Boosters re: Status of Recommendations in a 2017 Report Prepared by the Yard Solutions Task Force – (Attachments #6a-6c) | 20 | minutes | Discussion/Action |
| f. Proposal to Hold Education Seminars for Members | 15 | minutes | Discussion/Action |
| g. Motion to Hold a Closed Meeting on November 18, 2021 | 1 | minute | Discussion/Action |

7. Items of Information

- a. President's Items
- b. Board Members' Items
- c. Audit Committee's Items
- d. 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.

MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager
DATE: October 28, 2021
SUBJECT: Items for the **GHI OPEN** Board Meeting on November 4, 2021

GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on October 7, 2021 – (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on October 7, 2021 (as presented/as revised).

6b. Review 2022 GHI Operating Budget - 1st reading – (Attachment #3)

The Board and Finance Committee met on October 14, 2021, to review the first draft of the 2022 GHI operating budget. Attachment #3 is the revised draft of the budget. Questions regarding the budget may be directed to Joe Perry, Director of Finance, at any time prior to the Board meeting.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the 2022 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$ _____ with depreciation of members' homes in the amount of \$ _____.

6c. Permit Request to Add a Second Story to an Existing One-Story Addition at 33-Q Ridge Rd – (Attachments #4b-4e)

On September 1, 2021, staff received a Type I permit request from the member at 33-Q Ridge Road who desires to add a second floor to an existing one-story gardenside addition.

This request requires an exception to GHI Rule:

- **§X.C.2, Neighbor Consent**, “Additions require the consent of adjacent neighbors.” GHI Rule Section §X, defines adjacent neighbors as, “Units in the line of sight of an improvement, alteration or addition to a particular unit.”

and consideration of GHI Rules:

- **§X.F.3**, “The roof lines of an addition should be of the same type as the original structure or blend with the existing lines.”
- **§X.F.4**, “The exterior building materials shall match the main structure or adjacent additions or shall blend with the surroundings.”

During the Architectural Review Committee (ARC) meeting on October 4, 2021, the following points were discussed:

- a. The member at 33-Q Ridge Rd proposes to add a second story to an existing one-story gardenside addition (shown in Attachment #4b) that spans from yard line to yard line and extends 14’ from the original structure.
- b. Staff identified 8 units that could be considered “adjacent neighbors.” These units are: 33 Court-Units N, P, R, S and 35 Court-Units D, E, F, G Ridge Road. Six of the eight adjacent neighbors gave their consent to the project.
- c. The neighbor at 33-R Ridge Rd, the adjoining unit to the east (shown in Attachment #4c), has privacy concerns about the proposed windows on the side of the second-floor addition. They are concerned that their gardenside yard and potentially the back of their home, could be viewed through the window on the second-story addition. They want to be supportive but also need assurance that their concerns are addressed.

The member at 33-R Ridge Rd noted that the designer placed windows at each side of the addition to mimic the narrow side windows that often appear on the end units of masonry homes. The member at 33-Q Ridge Rd has agreed to install frosted glass in the two side windows. It was suggested that the member could install a casement window instead that opens towards the gardenside yard to minimize the view of the back yard at 33-R Ridge Rd.

- d. Staff pointed out that since the member’s addition will extend to the shared yard lines on either side, the side windows are at risk of being covered over in the future as GHI Rules allow the adjoining neighbors to build right up against the member’s addition.
- e. The member at 33-R Ridge Rd is also concerned about any additional stormwater run-off. Staff noted that the addition of gutters at the sides of the gable roof will carry the run-off away from the original structure. In comparison, the existing addition roof is a shed type with only a gutter along the back side end of the addition.

- f. The member at 33-N Ridge Rd (unit shown in Attachment #4d) refused to sign a consent form. This member is against all second-floor additions because they block light, air, and views, and have a dramatic impact on the feel of GHI. Other visitors, besides the adjacent neighbors, expressed similar opinions regarding two-story additions. In the end, this member will tentatively support the project as she is not directly affected by the addition.
- g. The member at 33-P Ridge Rd has given consent on condition that the existing gardenside fence remains, and that there will be no construction activity on Sundays without prior notification.
- h. The proposed addition is to have vinyl siding, which is permitted under GHI rule §X.D.O Exterior Walls. One adjacent member is opposed to the use of vinyl siding, as they feel it is incompatible with the architectural style of the original GHI masonry homes. This member is not withholding consent for the proposed addition.
- i. The ARC recognizes that the member at 33-Q Ridge Road invested considerable time and money in the design for this addition. It is always a delicate balance when projects require neighbor consent, particularly in selecting which units qualify as an adjacent neighbor under GHI's definition. It can be subjective. As exemplified during the meeting, when it comes to neighbor consent, the design can be in accordance with every GHI Rule and still not receive all required consents because of personal preferences. For this reason, the ARC declines to make a recommendation to the Board of Directors on this exception.
- j. The roof of the proposed addition is a gable roof perpendicular to the roof on the original building. The slope of the roof would be 7:12 rather than the 8:12 slope of the original roof. To match the slope on the original, the ridge on the addition would have to be higher than the ridge on the original roof. This would not only be awkward; it would also require an exception since roof lines on additions cannot be higher than the original.
- k. The proposed addition roof will have architectural asphalt shingles installed on it, rather than slate shingles to match the original roof. Slate would be ideal but very costly. The ARC recommended that the architectural asphalt shingles should be a dark color to closely match the color of the slate.

Whenever two types of roofing material are used in similar situations, the roofing technique employed is called open valley. Staff noted that the two-story gardenside addition roof at 1-C Northway Road (shown in Attachment #4e) was installed this way. Staff will oversee the details where the new roof of the addition at 33-Q Ridge Rd meets the existing roof to ensure a watertight construction that can be maintained.

By a vote of 6-0-1, the ARC declined to make a recommendation to the Board of Directors regarding an exception to GHI Rule §X.C.2, Neighbor Consent, since the Committee felt that neighbor consent issues, especially for large and two-story additions, are subjective and often involve the personal preference of the member who is seeking the consent from.

By a vote of 7-0-0, the ARC recommended that the Board of Directors allow the roof on the proposed second story gardenside addition at 33-Q Ridge Road to have a roof slope of 7:12.

By a vote of 7-0-0, the ARC recommended that the Board of Directors allow the member at 33-Q Ridge Road to install architectural shingles on the roof of the proposed gardenside addition, provided the color closely matches the color of the slate on the roof of the main unit.

This item is on the agenda for discussion and action.

Suggested motion #1: I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule §X.C.2 to allow a second story to be built on top of the existing one-story gardenside addition at 33-Q Ridge Road, as proposed, provided that the side windows are casement windows opening toward the gardenside yard and the glass is frosted, the gardenside fence remains, and no work will be scheduled on Sundays without prior notice given to neighbors.

Suggested motion #2: I move that the Board of Directors (*stipulate/not stipulate*) that the slope of the roof on the proposed second story gardenside addition at 33-Q Ridge Road shall be 7:12.

Suggested motion #3: I move that the Board of Directors (*allow/not allow*) the member at 33-Q Ridge Road to install architectural asphalt shingles on the roof of the proposed gardenside addition, provided the color closely matches the color of the slate roof on the main unit.

6d. Transition and Sustainability Task Force Proposal to Conduct a Membership Survey – (Attachments # 5a-5b)

The Transition Task Force/Member Engagement Work Group proposes to conduct a survey to obtain feedback from the membership regarding what they would like changed and what they would like to remain the same when GHI hires a new General Manager.

The results of the survey will be discussed during a membership townhall meeting to be held on January 30, 2022. Attachment #5a is the survey communications plan and Attachment #5b is the draft survey.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the Transition Survey-Communication Plan and membership survey form (*as presented/as revised*) and authorize the Transition Task Force/Member Engagement Work Group to conduct the membership survey.

6e. Update from the Old Greenbelt Gardening Boosters re: Status of Recommendations in a 2017 Report Prepared by the Yard Solutions Task Force – (Attachments #6a-6c)

On June 9, 2016, the Board established a 21st Century Garden City Solutions Task Force to survey members and propose more appropriate solutions for screening, fencing, sheds, plants, rain barrels, patios etc. in members' yards. The mandate of the Task Force was:

- To help members enjoy their yards more and in new ways – for seating, play areas, pollinator gardens and other appropriate uses.
- To explore ways of becoming a greener community.
- To propose changes to GHI rules that provide for more options in screening and other yard improvements, which complement our architecture while maintaining Greenbelt's historic openness.
- To ensure that GHI rules pertaining to members' yards are easy to understand and procedures for GHI approval, where necessary, are easy to follow.
- To compile examples of garden styles, features, and plants that work in GHI yards and provide other forms of guidance.

On July 7, 2017, the Board accepted the survey report that the Yard Solutions' Task Force submitted; Attachment #6a is an executive summary report of the membership survey and Attachment #6b is the task force's final report.

The Task Force completed its work in 2019, and several of its members formed the [Old Greenbelt Gardening Boosters](#), which also includes other persons residing in Old Greenbelt.

The Old Greenbelt Gardening Boosters provided a report (Attachment #6c) regarding the status of the recommendations in the Yard Solutions Task Force final report. The report from the Old Greenbelt Gardening Boosters also contains a summary of gardening help now available for GHI members and many pro-gardening suggestions.

Ms. Susan Thomas, a GHI member and other representatives of the Old Greenbelt Gardening Boosters, have been invited to the Board meeting to present their report.

This item is on the agenda for discussion.

6f. Proposal to Hold Education Seminars for Members

The idea of offering member education seminars on a variety of topics has been previously discussed. For example, item C.2 in the Board's current 12-month action plan, states that the Board should request the Finance Committee to implement an education program on GHI finances i.e., member charges, inflation, value of money, what's included in monthly charges, replacement reserves' program and produce them as webinars.

This item is on the agenda for the Board to discuss whether to request specific committees to prepare and present particular topics to better educate members on important aspects of GHI's operations.

6g. Motion to Hold a Closed Meeting on November 18, 2021

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on November 18, 2021.

Statement of Closed Meeting Held on October 27, 2021

A Complaint Panel comprised of Directors Stefan Brodd, Denna Lambert and Erin Bilyeu held a complaint hearing with a member on October 27, 2021, at 7:00 pm in a closed meeting as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv). The meeting was held via internet audio/video conference.

The motion to hold this closed meeting was approved during the closed meeting of October 7, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

Statement of Closed Meeting Held on November 4, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on November 4, 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 October 7, 2021	(vii)
2. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> – Contract for 5-year Lease of a Copier for the Management Office – 2nd reading – Contract for Underground Storm Drain Repairs at 9 Court Ridge Rd – 2nd reading – Contract for Repairs to 69-K Ridge Rd – 1st reading – Contract for Repairs to 60-H Crescent Rd – 1st reading – Contract for Repairs to 4-H Ridge Rd – 1st reading 	(vi)
3. Request to Allow the Buyer of a GHI Unit to Assume Responsibility for Pre-Sale Repairs and Reside in the Unit Prior to Settlement	(iv)
4. Member Financial Matters	(viii)
5. Member Complaint Matter	(iv)

During the meeting, the Board approved the following contracts for second and final readings:

1. A 60-month lease agreement with Capitol Document Solutions (Rockville) to provide a Konica Minolta bizHub C650i color copier for the management office, upon the expiration of the current lease with DCA Imaging Systems, based on the following charges:
 - a. A lease charge of \$348.00 per month plus taxes.
 - b. The monthly lease amount above includes up to 7,000 black & white copies each month. There will be a service charge of \$.0065 per copy for every copy over this limit.
 - c. The monthly lease amount above includes up to 1,350 color copies each month. There will be a service charge of \$.039 per copy for every copy over this limit.
2. A contract with Humphrey & Sons Inc. to perform the emergency stormwater main repair work at 9 Court Ridge Road at its bid of \$ 10,800 plus 10% for contingencies, for a total contract amount not to exceed \$11,880.

The motion to close the meeting was approved during the open meeting of October 21, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, Hess, James, Luly, McKinley and Mortimer.

GHI Board of Directors
Open Meeting
(Virtual Zoom)
September 16, 2021

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

Excused Absence: Bilyeu

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Sam Lee, Audit Committee

Dale Wilding, Audit Committee

Robin Everly, 18-X Ridge Road

Ben Fischler, 14V-4 Ridge Road

Henry Haslinger, 4-A Ridge Road

Chuck Hess, 42-D Ridge Road

Stephen Holland, 56-E Ridge Road

Bill Jones, 59-D Ridge Road

Molly Lester, 6-M Hillside Road

Carol Mangano, 10-K Southway Road

Mary Roth, 56-D Ridge Road

Ken Shields, 1-E Northway Road

Candice Shipp, 65-A Ridge Road

Steve Skolnik, 8-A Ridge Road

Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:47 pm.

1. Approval of Agenda

Add Item 7e to make a motion to hold a closed meeting on October 7.

Motion: To approve the agenda as revised.

Moved: James

Seconded: Carbone

Carried: 8-0

2. Statements of Closed Meetings Held

2a. Statement re: Closed Meeting Held on September 2, 2021

GHI's Board of Directors held a closed meeting at 7:00 pm on September 2, 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 15, 2021	(vii)
2. 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 – 2 nd reading b) Contract for Mini-Split Heat Pump Unit Inspections and Repairs – 2 nd reading. c) Contract for Replacing Windows and Siding for 25 Larger Townhomes and Doors for Two Single-family Homes – 1 st reading d) Contract for Repairs to a Unit Assigned to GHI – 1 st reading	(vi)
3. Request by a Member to Assign Their Unit to GHI	(iv)
4. Discuss Next Steps re: WSSC's Position re: Replacement of Water Supply Piping for Masonry Homes	(vi)
5. Member Financial Matters	(viii)
6. Member Complaint Matters	(iv)

During the meeting, the Board of Directors approved the following two contracts for second and final readings:

1. A contract with Becht Engineering BT, Inc. for engineering services to develop two sets of plans to correct existing problems with the stairway and retaining walls between 2 Court Plateau Place and 54 Court Ridge Road at the contractor's bid of \$7,500, plus 15% for contingencies, for a total not to exceed \$8,625.
2. A contract with DKS Climate Control to perform preventive maintenance inspections and repairs on GHI mini-split heat pump units that were installed during the Homes Improvement Program based on the following costs:
 - a) Two preventive maintenance inspections per year, during the spring and fall at a cost of \$ 180.00 per year, for each unit that is enrolled on the GHI maintenance reserve program.
 - b) Labor rate of \$85.00 per hour for repairs of units that are enrolled on the GHI maintenance reserve program.
 - c) Labor rate of \$95.00 per hour for repairs of units that are not enrolled on the GHI maintenance reserve program.

The motion to enter into this closed meeting was approved during the open meeting of August 12, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, Mortimer, and McKinley.

2b. Statement re: Closed Meeting Held on September 9, 2021

GHI's Board of Directors held a closed meeting at 7:00 pm on September 9, 2021 via internet audio/video conference to discuss a complaint matter, as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv).

The motion to hold this closed meeting was approved during the closed meeting of August 12, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Lambert, McKinley and Mortimer.

2c. Statement re: Closed Meeting Held on September 13, 2021

GHI's Board of Directors held a closed meeting at 7:00 pm on September 13, 2021, via internet audio/video conference to discuss a complaint matter, as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv).

The motion to hold this closed meeting was approved during the closed meeting of August 19, 2021, by Directors Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

2d. Statement re: Closed Meeting Held on September 16, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on September 16, 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 August 12, 2021	(vii)
2. Consider Approval of the following Contracts: a) Contract for Replacing Windows and Siding for 25 Larger Townhomes and Doors for Two Single-family Homes – 2 nd reading b) Contract for Repairs to a Unit Assigned to GHI – 2 nd reading c) Contract with a Recruiting Firm to Fill Senior Management Positions – 1 st reading d) Contract for Fall Concrete Repairs – 1 st reading	(vi)
3. Employee Matters	(i)
4. Member Complaint Matters	(iv)
5. Member Financial Matters	(viii)

The motion to hold this closed meeting was approved during the open meeting of September 2, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Lambert, and McKinley.

During the closed meeting, the Board approved the following contracts for second reading:

1. A contract with Acadia Builders, LLC for undertaking the following building envelope improvements on twenty-five (25) large townhomes located at 65 Ct. Ridge Road and 5 Ct. Laurel Hill Road and four (4) single family homes located at 8 Woodland Way, 135-A and 135-B Northway Road, and 133 Greenhill Road:
 - a) Mandatory building envelope improvements as outlined in table A below, at the contractor's bid of \$349,344.00 plus 10% for contingencies, for a total cost not to exceed \$384,280.00.
 - b) Optional building envelope improvements based on the unit costs outlined in table B below.

Table A: Mandatory Improvements

Items	25 Large Townhomes	Large Single Family Homes			
		WO8	NO135A	NO135B	GR133
New windows (Horizontal. Slider)	√	√	√	√	√
New windows (Double Hung)		√	√	√	√
New Sliding Glass Doors			√	√	√
New Entry Door w/fixed glass panel			√	√	
New Single Entry Door (Basement)			√	√	
Vertical Vinyl Siding	√	√	√	√	√

Table B: Optional Improvements

Items	Unit Cost
Casement Windows	
58x46	\$ 1,885.00
34x46	\$ 1,736.00
58x70	\$ 2,745.00
32x22	\$ 909.00
Window Grids	
58x46	\$ 50.00
34x46	\$ 50.00
58x70	\$ 125.00
32x22	\$ 25.00
Entry Door Hardware	\$ 360.00

2. A contract with WJS Painting Inc. to repair a unit assigned to GHI, at the contractor's bid of \$25,500 plus 10% for contingencies, for a total cost not to exceed \$ 28,050.

3. Visitors and Members (Comment Period)

None.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit (Attachment #2)

Ms. Jane F. Huntingdon, who plans to purchase the membership rights for 2-A Research Rd, requests approval of the Addendum for Trust Ownership and Trustee's Affidavit of Jane F. Huntingdon, Trustee of the JFH Revocable Trust of 2012 (Attachment #2). Jane F. Huntingdon will serve as trustee and beneficiary under a trust agreement dated April 6, 2012. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of Jane F. Huntingdon, Trustee of the JFH Revocable Trust of 2012, thereby allowing her to place the membership and equity interest in 2-A Research Rd, into a living trust dated April 6, 2012.

Moved: James

Seconded: Lambert

Carried: 8-0

5. 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:

- Jane F. Huntington, Trustee dated 06 April 2012, 2-A Research Road;
- Debra M. Hutch, Sole Owner, 8-F Research Road;
- Gina A. Oliva, Sole Owner, 17-F Ridge Road.

Moved: James

Seconded: Mortimer

Carried: 8-0

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

- Charles Schramm, Sole Owner, 44-J Ridge Road is hereby changed to Charles Schramm, Changlian Liu, Tenants by the Entirety.

Moved: James

Seconded: Mortimer

Carried: 8-0

6. Committee Reports

Communications Committee – The committee declined the invitation to help with the city candidate forum event because the committee's skill set does not match the needed skill set. It appears no progress had been made on revising the GHI Member Handbook.

Buildings Committee – The committee held a work session with the Permits Task Force on Sept 10 to discuss and provide comments on the task force's report. The committee is evaluating the aggregate findings of the garage electrification survey. Staff is making a

list of GHI-owned landscaping equipment that is gas powered and could be switched to electric/battery powered. Because the upcoming Plumbing Pipe Replacement Pilot Program needs to be a priority, figuring out the logistics of using heat pump hot water heaters in frame units may need to be postponed. The committee continues to develop the pilot program. It also plans to set up a lunch interview with the GHI plumbers to get their input. The committee will be requesting permission from the Board to research termite issues.

Stormwater Management Task Force – The task force has begun work on the Board directive on rules to address impervious and semi-pervious surfaces in yards. Two task force members attended the Architectural Review (ARC) meeting on Sept 8 to discuss how to implement the directive. ARC decided to have the task force take the lead in developing the rules. Elizabeth Shepherd will be the liaison between ARC and the task force. ARC and the task force discussed ideas on what to include in the proposed rules.

ARC – The committee is reviewing the rules for reconfiguring rooms in units and if they should be allowed. Once completed, the committee will prepare a report for the Board.

Woodlands – The committee requested \$1,000 less for its budget this year than last. However, it has realized that the committee needs the additional funds for removing invasives around GHI due to an increased volunteer interest. Thus, the committee is interested in requesting that \$1,000 probably at the next Board meeting.

7. For Action or Discussion

7a. Approve Minutes of the Open Meeting Held on August 12, 2021- (Attachment #3)

A minor correction to a Member address was made.

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on August 12, 2021 as revised.

Moved: James

Seconded: Carter-Woodbridge

Carried: 8-0

7b. Review the Website Task Force’s Report – (Attachment #4)

On December 3, 2020, staff informed the Board that vendor support for Drupal 7, the content management software for GHI’s website, would expire in the near future. By that time, every Drupal user must migrate to Drupal 9. Also, the Yardi property management system that GHI acquired, includes a secure online portal to store much information that is now publicly displayed on GHI’s website; hence, the capacity of GHI’s website will be greatly reduced. Consequently, the Board established a Website Task Force on February 18, 2021. The Board accepted the following charter that the task force submitted:

Website Task Force Charge

1. Create a mission statement for the ghi.coop website.

2. Recommend a strategy for the migration of content from the existing website to the Yardi property management system, specifically determining the content that needs to be accessed by members, staff, and the Board through the member portal.
3. Recommend a strategy for developing a purpose and plan for a public-facing website, which will include content for prospective members and other outside stakeholders.
4. Recommend a strategy for usability studies, content audit, information architecture, and goals for GHI's public face.
5. Recommend a website platform and technology for a public-facing website that is easy to use by multiple staff, cost effective, and offers seamless integration with Yardi.

Attachment #4 is the Website Task Force's report on its assignment.

Motion: I move that the Board of Directors accept the report from the Website Task Force as presented.

Moved: Luly

Seconded: Mortimer

Carried: 8-0

7c. Discuss Next Steps re: Proposed Solar PVES Pre-paid Power Purchase Agreement – (Attachment #5)

This item was discussed by six Board members who attended the September 2, 2021 open meeting; the Board decided to discuss it further on September 16, when hopefully, all Board members will be present.

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.

In 2018, GHI entered into a contract with Sustainable Energy Systems (SES), whereby SES financed and constructed a 133KW (AC) solar photovoltaic energy system (PVES) on the premises of the Administration Building Complex. When the system is commissioned, GHI would purchase electrical energy for a minimum of 15% less than the rate PEPCO charges.

SES has offered to amend the current 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.

On July 1, 2021, the Board directed the Manager to request legal counsel to review a draft Solar PVES pre-paid power PPA between SES Inc. and GHI that a task force prepared. The Board also requested that counsel advise whether GHI's bylaws and the 2018 membership vote allow the Board to enter into the proposed pre-paid PPA.

Attorney Joe Douglass' opinion (Attachment #5) states that the 2018 membership approval for GHI to enter into a Power Purchase Agreement (PPA) does not extend to the proposed pre-paid PPA. He also referred to the provision in Article VIII, Section 11.d. of the Bylaws, regarding multi-year contracts and stated as follows, *"the amount to be prepaid under the proposed PPA is \$258,155.52. An argument could be made that, if that amount were prepaid, the total aggregate costs of all of GHI's multi-year contracts could exceed \$400,000. Also, while the proposed prepaid PPA does not run for more than 5 years, it is a 5-year contract. Amortized over 5 years, the total amount to be prepaid would be \$51,631.10 per year, and, in any event, that would require a membership approval vote under Article VIII, Section 11.d., since the annual cost would be greater than \$40,000.00"*.

Article VIII, Section 11.d of the Bylaws states:

Expenditure of Funds and Contracts.

- a. The total aggregate costs of the following multiyear contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than \$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years.

The \$400,000 aggregate limit shall not apply to the following contracts:

- I. Contracts for which the purpose and amount shall be approved at a membership meeting by a two-thirds vote;
- II. Contracts with respect to borrowing money, mortgages, and mortgage notes;
- III. Contracts relating to insurance with a one-year cancellation clause;
- IV. Contracts relating to assignments now or hereafter made by members of their Mutual Ownership Contracts; or
- V. Contracts relating to matters connected with loans to members.

The membership approved the following two multi-year contracts in 2019 for a total cost of \$375,253; hence, based on section I. above, this amount would be excluded from the \$400,000 aggregate limit specified in the bylaws.

Contract	2021	2022	Total
Landscape maintenance	\$65,955	\$67,263	\$133,218
Tree maintenance (<i>costs shown are estimated</i>)	\$119,229	\$122,806	\$242,035
		Total	\$375,253

At present, there is no other multi-year contract that either exceeds \$40,000 per year or runs for a period of 5 years; hence, a membership vote is not required to approve the proposed pre-paid PPA, if it is regarded as a 5-year contract.

The Board requested that the Manager or Board President contact GHI’s legal counsel for clarification, regarding his legal opinion that the 2018 membership approval for GHI to enter into a Solar Power Purchase Agreement (PPA) does not extend to a pre-paid Solar PPA that the Board is currently considering.

7d. Request by an External Organization for a Contribution – (Attachment #6a-6c)

Attachment #6a is a letter from the Greenbelt Volunteer Fire Department and Rescue Squad that requests a donation towards its annual General Fund Drive.

GHI’s Contributions Policy, shown in Attachment #6b, outlines the process for requesting a contribution; all requests should fit one or more of the stated criteria. A chart of donations for the past six years is presented as Attachment #6c.

Motion: I move that the Board of Directors approve a contribution of \$250.00 to the Greenbelt Volunteer Fire Department and Rescue Squad General Fund Drive.

Moved: McKinley

Seconded: Mortimer

Carried: 8-0

7e. Motion to Hold a Closed Meeting on October 7, 2021

Motion: I move to hold a closed meeting of the Board of Directors on October 7, 2021.

Moved: Carter-Woodbridge

Seconded: Mortimer

Carried: 8-0

8. **Items of Information**

8a. President’s Items

President Brodd said Greenbelt Co-op Alliance has requested a volunteer to represent GHI. He asked Board members to contact him if interested. Brodd also said that on September 20 GHI would be meeting with the City of Greenbelt regarding the Greenbelt Neighborhood Conservation Overlay Zone – County presentation at 8 pm. Brodd would appreciate any comments from the Board regarding the documents. Additionally, he said the Board will have a work session on September 23 with the GHI committees and that the city requested possible dates for the WSSC water and utilities pipe work session. The Board offered the options of October 5 or 26.

8b. Board Members' Items

Lambert encouraged members to volunteer for the City Council candidates' forum.

8c. Audit Committee's Items

None.

8d. Manager's Items

None.

Motion: To Adjourn.

Moved: James

Seconded: Carter-Woodbridge

Carried: 8-0

The meeting adjourned at 8:47 pm.

Ed James
Secretary

Greenbelt Homes, Inc.

2022 Budget



- **October 14, 2021 - First Presentation to Finance Committee & Board of Directors**
- **November 4, 2021 – First Reading**

GREENBELT HOMES, INC.
2022 BUDGET
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2	Important changes to 2022 budget
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26	Major maintenance, replacement & improvement programs		
27	Analysis of contingency, replacement & addition maintenance reserves	Schedule	G
28 - 30	Supplementary information on future major repairs & replacements		

**THE PRESIDENT'S
MESSAGE GOES HERE!**

IMPORTANT CHANGES TO 2022 BUDGET

Real estate taxes have been budgeted to reflect the impact of the loss of the Homestead Tax Credit for units which will not be eligible to receive it in 2022 (pages 14-15),

SIGNIFICANT INCREASES IN EXPENDITURES

Summary Budget (page 4)

- Real estate taxes
- Insurance

Administrative – Schedule E (pages 18-21)

- Telephone and email
- Depreciation

Maintenance Expense – Schedule F (page 22-23)

- Vehicle Expense

Maintenance - Contract Work (page 24)

- Fire and burglar alarm
- Fee for service
- Gutter cleaning
- Parking lot repairs
- Structural repairs to 53-D Ridge, 15-M Laurel Hill, 17 Ridge
- Installation of lighting 10 Ct. Southway
- Installation of sump pump in crawlspaces

Replacement Reserves (page 25)

- Baseboard heaters
- Frame porch decks
- Water heater replacements
- Purchase one van
- Replace roofs on frame homes
- Replace roofs on block units
- Replace windows on large single-family homes
- Replace roofs on rental garages
- Replace roofs on attached garages
- Replace doors on larger single-family homes
- Replace sliding glass doors on larger homes
- Replace doors on larger town houses
- Replace siding on larger homes

Addition Maintenance Reserves (page 25)

- In House
- Contracts (roof replacements)

SIGNIFICANT REDUCTIONS IN EXPENDITURES

Summary Budget (page 4)

- Optional improvements
- Crawlspace improvements

Administrative – Schedule E (pages 18-21)

- Temp & professional help
- Legal

Maintenance - Contract Work (page 24)

- Swale drainage improvements

SUMMARY BUDGET OVERVIEW

The summary budget is a consolidation of income, expenses and equity for all three budget groups. It provides the basis for the cooperative's operations during 2022. All of the other documentation included as part of the budget presentation consists of supporting schedules and backup material. The summary budget identifies total receipts (income), expenses and equity.

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

In accordance with the bylaws, increases in membership operating payments cannot exceed 10% of the prior year's operating payments without membership approval. The increase in membership operating payments for 2022 falls well within this limit and provides for enhanced services and improvements.

This budget reflects an increase in membership operating payments of 2.1%.

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

GREENBELT HOMES, INC.
2022 BUDGET
SUMMARY

	2021 Yr End Projection	2021 Budget	Proposed 2022 Budget	% Change	Schedule
RECEIPTS:					
Members' charges:					
Operating charges	\$ 5,490,880	\$ 5,490,880	\$ 5,571,635	1.5%	
Real estate taxes	4,472,151	4,522,928	4,622,651	2.2%	
Crawlspace improvements	160,000	160,000	160,000	0.0%	
Asbestos remediation	60,000	60,000	60,000	0.0%	
Replacement reserves	2,047,728	2,047,728	2,126,364	3.8%	
Total members' charges	<u>12,230,759</u>	<u>12,281,536</u>	<u>12,540,650</u>	2.1%	A
Other income sources:					
Service income	565,142	559,710	577,660	3.2%	B
Other income	236,870	326,720	325,870	-0.3%	B
Total other income sources	<u>802,012</u>	<u>886,430</u>	<u>903,530</u>	1.9%	
Members' charges and other income	<u>\$ 13,032,771</u>	<u>\$ 13,167,966</u>	<u>\$ 13,444,180</u>	2.1%	
Miscellaneous receipts:					
Addition maintenance reserves	200,970	200,970	204,590	1.8%	G
Optional improvements	1,861,220	523,710	-	-100.0%	
Total receipts	<u>\$ 15,094,961</u>	<u>\$ 13,892,646</u>	<u>\$ 13,648,770</u>		
EXPENSES:					
Real estate taxes	4,472,151	4,522,928	4,622,651	2.2%	C
Trash collection	429,076	452,750	452,750	0.0%	A
Insurance	640,060	595,690	641,740	7.7%	D
Adm/Brd/Memb	1,480,794	1,544,220	1,507,275	-2.4%	E
Maintenance & improvements	3,617,241	3,784,650	3,873,400	2.3%	F
Crawlspace improvements	224,670	26,390	-	-100.0%	
Total expenses prior to optional HIP	<u>10,863,992</u>	<u>10,926,628</u>	<u>11,097,816</u>	1.6%	
Optional improvements	1,861,220	523,710	-	-100.0%	
Total expenses	<u>\$ 12,725,212</u>	<u>\$ 11,450,338</u>	<u>\$ 11,097,816</u>		
EQUITY:					
Replacement reserves	2,047,728	2,047,728	2,126,364	3.8%	G
Addition maintenance reserves	200,970	200,970	204,590	1.8%	G
Total reserves	<u>2,248,698</u>	<u>2,248,698</u>	<u>2,330,954</u>	3.7%	
Total expenses & reserves	<u>\$ 14,973,910</u>	<u>\$ 13,699,036</u>	<u>\$ 13,428,770</u>	-2.0%	
Unreserved operating fund	239,886	193,610	220,000	13.6%	
Total expense & equity	<u>\$ 15,213,796</u>	<u>\$ 13,892,646</u>	<u>\$ 13,648,770</u>		
Depr - member units	<u>1,063,600</u>	<u>1,214,000</u>	<u>1,214,000</u>	0.0%	

Item 6b. Attachment #3

	3.0%	3.5%	4.0%	4.5%	5.0%	5.5%
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
	2022 Budget	2022 Budget	2022 Budget	2022 Budget	2022 Budget	2022 Budget
RECEIPTS:						
Members' charges:						
Operating charges	\$ 5,663,995	\$ 5,679,495	\$ 5,695,095	\$ 5,710,595	\$ 5,726,095	\$ 5,741,605
Real estate taxes	4,622,651	4,622,651	4,622,651	4,622,651	4,622,651	4,622,651
Crawlspace improvements	160,000	160,000	160,000	160,000	160,000	160,000
Asbestos remediation	60,000	60,000	60,000	60,000	60,000	60,000
Replacement reserves	2,126,364	2,126,364	2,126,364	2,126,364	2,126,364	2,126,364
Total members' charges	<u>12,633,010</u>	<u>12,648,510</u>	<u>12,664,110</u>	<u>12,679,610</u>	<u>12,695,110</u>	<u>12,710,620</u>
Other Sources:						
Service income	577,660	577,660	577,660	577,660	577,660	577,660
Other income	325,870	325,870	325,870	325,870	325,870	325,870
Total other sources	<u>903,530</u>	<u>903,530</u>	<u>903,530</u>	<u>903,530</u>	<u>903,530</u>	<u>903,530</u>
Total receipts	<u>\$ 13,536,540</u>	<u>\$ 13,552,040</u>	<u>\$ 13,567,640</u>	<u>\$ 13,583,140</u>	<u>\$ 13,598,640</u>	<u>\$ 13,614,150</u>
Addition maintenance reserves	204,590	204,590	204,590	204,590	204,590	204,590
Optional improvements	-	-	-	-	-	-
Total receipts	<u>\$ 13,741,130</u>	<u>\$ 13,756,630</u>	<u>\$ 13,772,230</u>	<u>\$ 13,787,730</u>	<u>\$ 13,803,230</u>	<u>\$ 13,818,740</u>
EXPENSES:						
Real estate taxes	4,622,651	4,622,651	4,622,651	4,622,651	4,622,651	4,622,651
Trash collection	452,750	452,750	452,750	452,750	452,750	452,750
Insurance	641,740	641,740	641,740	641,740	641,740	641,740
Adm/Brd/Memb	1,535,335	1,540,135	1,544,935	1,549,735	1,554,535	1,559,345
Maintenance & improvements	3,937,700	3,948,400	3,959,200	3,969,900	3,980,600	3,991,300
Crawlspace improvements	-	-	-	-	-	-
Total expenses	<u>11,190,176</u>	<u>11,205,676</u>	<u>11,221,276</u>	<u>11,236,776</u>	<u>11,252,276</u>	<u>11,267,786</u>
Optional improvements	-	-	-	-	-	-
Total expenses	<u>\$ 11,190,176</u>	<u>\$ 11,205,676</u>	<u>\$ 11,221,276</u>	<u>\$ 11,236,776</u>	<u>\$ 11,252,276</u>	<u>\$ 11,267,786</u>
EQUITY:						
Replacement reserves	2,126,364	2,126,364	2,126,364	2,126,364	2,126,364	2,126,364
Addition maintenance reserves	204,590	204,590	204,590	204,590	204,590	204,590
Total reserves	<u>2,330,954</u>	<u>2,330,954</u>	<u>2,330,954</u>	<u>2,330,954</u>	<u>2,330,954</u>	<u>2,330,954</u>
Total expenses & reserves	<u>\$ 13,521,130</u>	<u>\$ 13,536,630</u>	<u>\$ 13,552,230</u>	<u>\$ 13,567,730</u>	<u>\$ 13,583,230</u>	<u>\$ 13,598,740</u>
Unreserved operating fund	220,000	220,000	220,000	220,000	220,000	220,000
Total expense & equity	<u>\$ 13,741,130</u>	<u>\$ 13,756,630</u>	<u>\$ 13,772,230</u>	<u>\$ 13,787,730</u>	<u>\$ 13,803,230</u>	<u>\$ 13,818,740</u>
Depr - member units	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>	<u>1,214,000</u>

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DISTRIBUTION OF 2022 MEMBERS' CHARGES

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

For 2022 the total members' charges are reduced \$903,530 by service and other income (see Schedule B).

ABBREVIATIONS USED IN TEXT

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

GREENBELT HOMES, INC.
2022 BUDGET
DISTRIBUTION OF 2022 MEMBERS' CHARGES

Schedule A

	FRAME HOMES		MASONRY HOMES		LARGER HOMES		TOTAL CHARGES		% Change
	2021	2022	2021	2022	2021	2022	2021	2022	
Routine Operating Payments									
Real estate taxes	\$ 2,467,781	\$ 2,524,890	\$ 1,911,876	\$ 1,949,861	\$ 143,271	\$ 147,900	\$ 4,522,928	\$ 4,622,651 ²	2.2%
Trash collection	280,705	280,705	163,895	163,895	8,150	8,150	452,750	452,750	0.0%
Insurance	369,328	397,879	215,640	232,310	10,722	11,551	595,690	641,740	7.7%
Adm/Brd/Memb	957,416	934,511	559,008	545,634	27,796	27,131	1,544,220	1,507,275	-2.4%
Maint and improvements	2,310,807	2,374,952	1,400,056	1,423,495	73,787	74,953	3,784,650	3,873,400	2.3%
Crawlspace improvements	160,000	160,000	-	-	-	-	160,000	160,000	0.0%
Asbestos remediation	60,000	60,000	-	-	-	-	60,000	60,000	0.0%
Transfers to reserves (RR)	1,128,093	1,166,448	880,902	918,781	38,733	41,134	2,047,728	2,126,364	3.8%
Total charges	7,734,130	7,899,385	5,131,377	5,233,976	302,459	310,819	13,167,966	13,444,180	2.1%
Less service & other income	549,587	560,189	320,888	327,078	15,956	16,264	886,430	903,530	1.9%
Total operating payments	\$ 7,184,544	\$ 7,339,196	\$ 4,810,489	\$ 4,906,898	\$ 286,503	\$ 294,556	\$ 12,281,536	\$ 12,540,650	2.1%
Addition Maintenance Program									
Transfers to reserves (AM)	115,763	117,849	84,617	86,142	589	600	200,969	204,590	1.8%
Homes Improvement Program									
Optional improvements	120,540	-	403,170	-	-	-	523,710	-	-100.0%
Total members' charges	\$ 7,420,847	\$ 7,457,045	\$ 5,298,276	\$ 4,993,040	\$ 287,092	\$ 295,156	\$ 13,006,215	\$ 12,745,240	-2.0%
% avg. change in operating payments		2.2%		2.0%		2.8%		2.1%	
% avg. change in members' charges		0.5%		-5.8%		2.8%		-2.0%	
% average change in real estate taxes ¹		2.3%		2.0%		3.2%		2.2%	
% change in transfer to reserves		3.3%		4.1%		6.1%		3.7%	

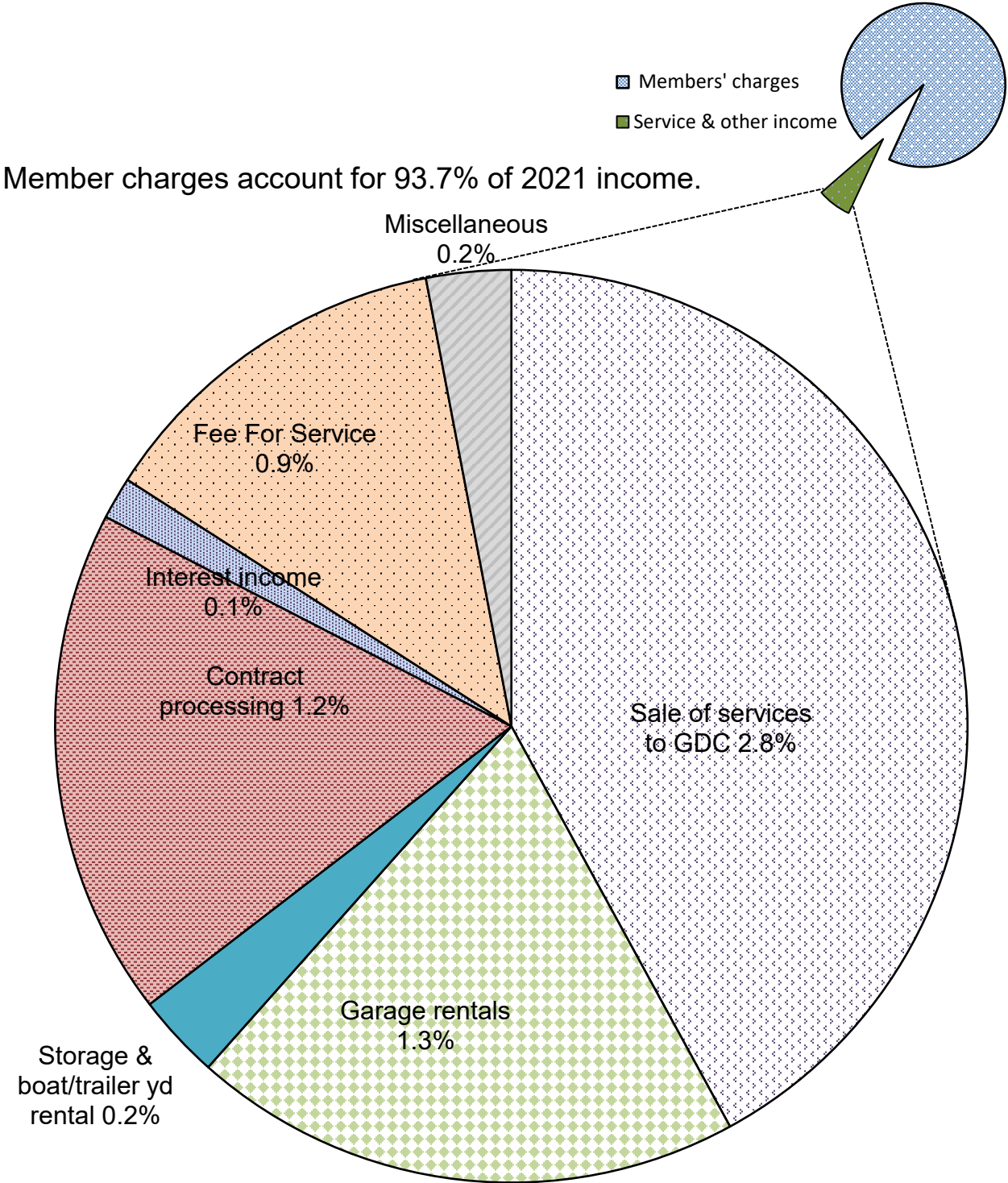
1 The variation in percent change between home groups reflects the impact of actual assessed values of homes and the HTC for members who are eligible. The 2022 budgeted real estate taxes by home group are a summation of individual unit real estate taxes for that particular home group and include the benefit of any HTC. Not all members within a home group are impacted equally.

2 In 2022 the cooperative will continue to receive the benefit of the Homestead Tax Credit (HTC) for members who are eligible. If the entire cooperative did not receive the benefit of the HTC, GHI's real estate taxes would have increased by 10.3% or \$465,468 for the 2022 budget (see page 15).

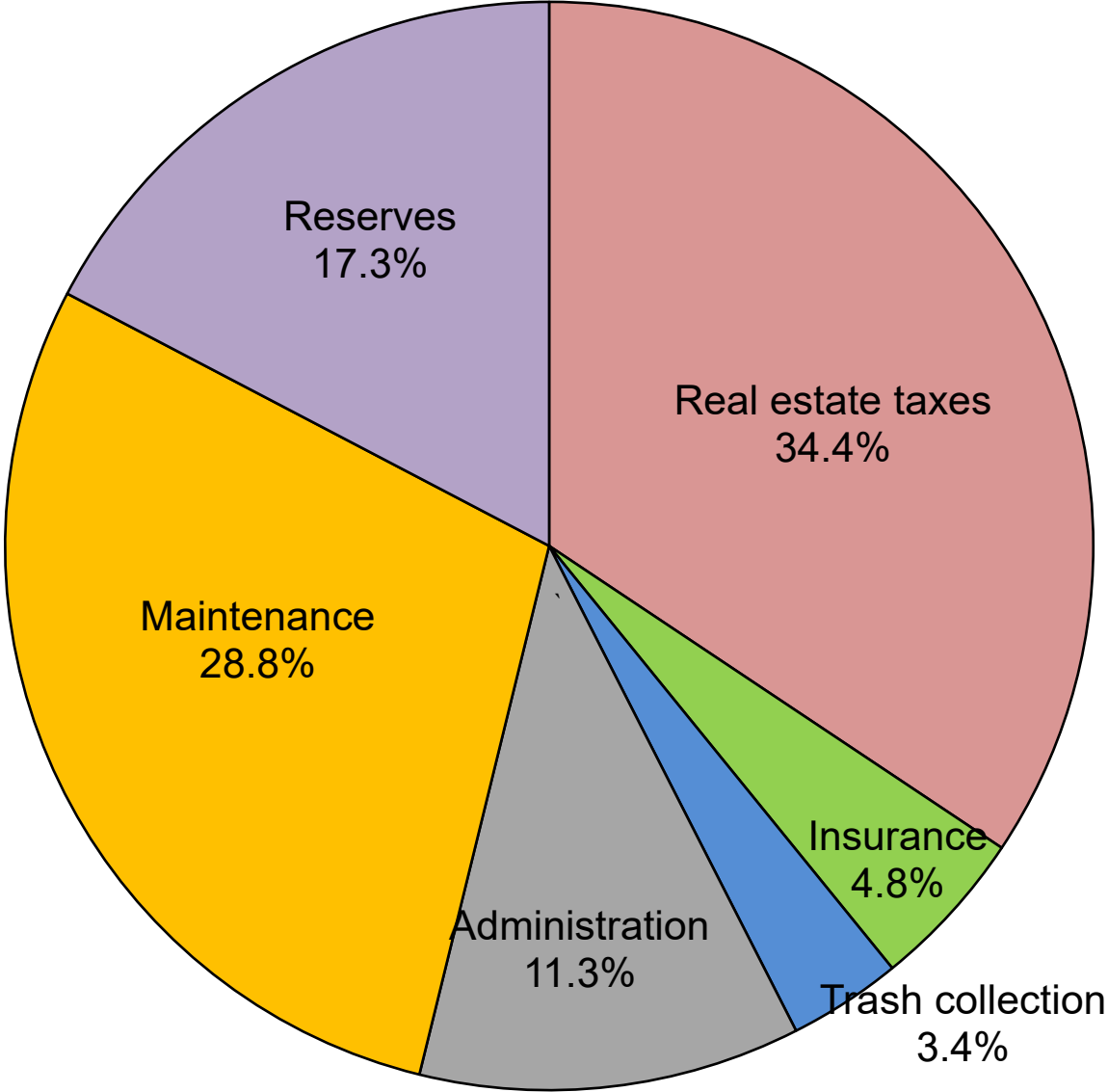
Schedule A (continued)

	Increase 3.0%	Increase 3.5%	Increase 4.0%	Increase 4.5%	Increase 5.0%	Increase 5.5%
Real estate taxes	4,622,651	4,622,651	4,622,651	4,622,651	4,622,651	4,622,651
Trash collection	452,750	452,750	452,750	452,750	452,750	452,750
Insurance	641,740	641,740	641,740	641,740	641,740	641,740
Adm/Brd/Memb	1,535,335	1,540,135	1,544,935	1,549,735	1,554,535	1,559,345
Maint and improvements	3,937,700	3,948,400	3,959,200	3,969,900	3,980,600	3,991,300
Crawlspace improvements	160,000	160,000	160,000	160,000	160,000	160,000
Asbestos remediation	60,000	60,000	60,000	60,000	60,000	60,000
Transfers to reserves (RR)	2,126,364	2,126,364	2,126,364	2,126,364	2,126,364	2,126,364
Total charges	13,536,540	13,552,040	13,567,640	13,583,140	13,598,640	13,614,150
Less service & other income	903,530	903,530	903,530	903,530	903,530	903,530
Total operating payments	\$ 12,633,010	\$ 12,648,510	\$ 12,664,110	\$ 12,679,610	\$ 12,695,110	\$ 12,710,620
<u>Addition Maintenance Program</u>						
Transfers to reserves (AM)	204,590	204,590	204,590	204,590	204,590	204,590
<u>Homes Improvement Program</u>						
Optional improvements	-	-	-	-	-	-
Total members' charges	\$ 12,837,600	\$ 12,853,100	\$ 12,868,700	\$ 12,884,200	\$ 12,899,700	\$ 12,915,210
% avg. change in operating payments	2.9%	3.0%	3.1%	3.2%	3.4%	3.5%
% avg. change in members' charges	-1.3%	-1.2%	-1.1%	-0.9%	-0.8%	-0.7%
% average change in real estate taxes	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%
% change in transfer to reserves	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%
\$ amount increased over base salaries	\$ 92,360	\$ 107,860	\$ 123,460	\$ 138,960	\$ 154,460	\$ 169,970
% avg. change in operating payments by home type						
Frame	2.9%	3.1%	3.2%	3.4%	3.5%	3.6%
Masonry	2.7%	2.8%	2.9%	3.0%	3.2%	3.3%
Larger	3.4%	3.5%	3.6%	3.7%	3.8%	3.9%

2022 BUDGET INCOME



2022 BUDGET EXPENSES AND RESERVES



GREENBELT HOMES, INC.
2022 BUDGET
SERVICE AND OTHER INCOME NARRATIVE

SERVICE INCOME

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

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

Garage rentals - The monthly rent for closed garages @\$55/month; open garages @\$32/month; and garages used for storage @\$108/month, all remain the same in 2022.

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

Boat/trailer yard rental - The rent for boat/trailer slots @\$27/month and canoes slots @\$5/month also remain unchanged for 2022.

OTHER INCOME

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

Contract processing - Consists of membership fees paid by new members and the processing fees on resales. The 2022 budget reflects administrative fees of \$1,060 (seller), \$685 (membership) \$85 (MOC change), and a \$510 transfer fee and is based on 90 resales.

Interest income - This item consists of interest earned on accounts and investments net of those held for specific reserves. Corporate bond interest \$38K (net of bond premium and discount, the Vanguard Federal Money Market and bond mutual funds \$1K, less interest for specific reserves \$28K, result in interest income available for operations of \$11K.

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

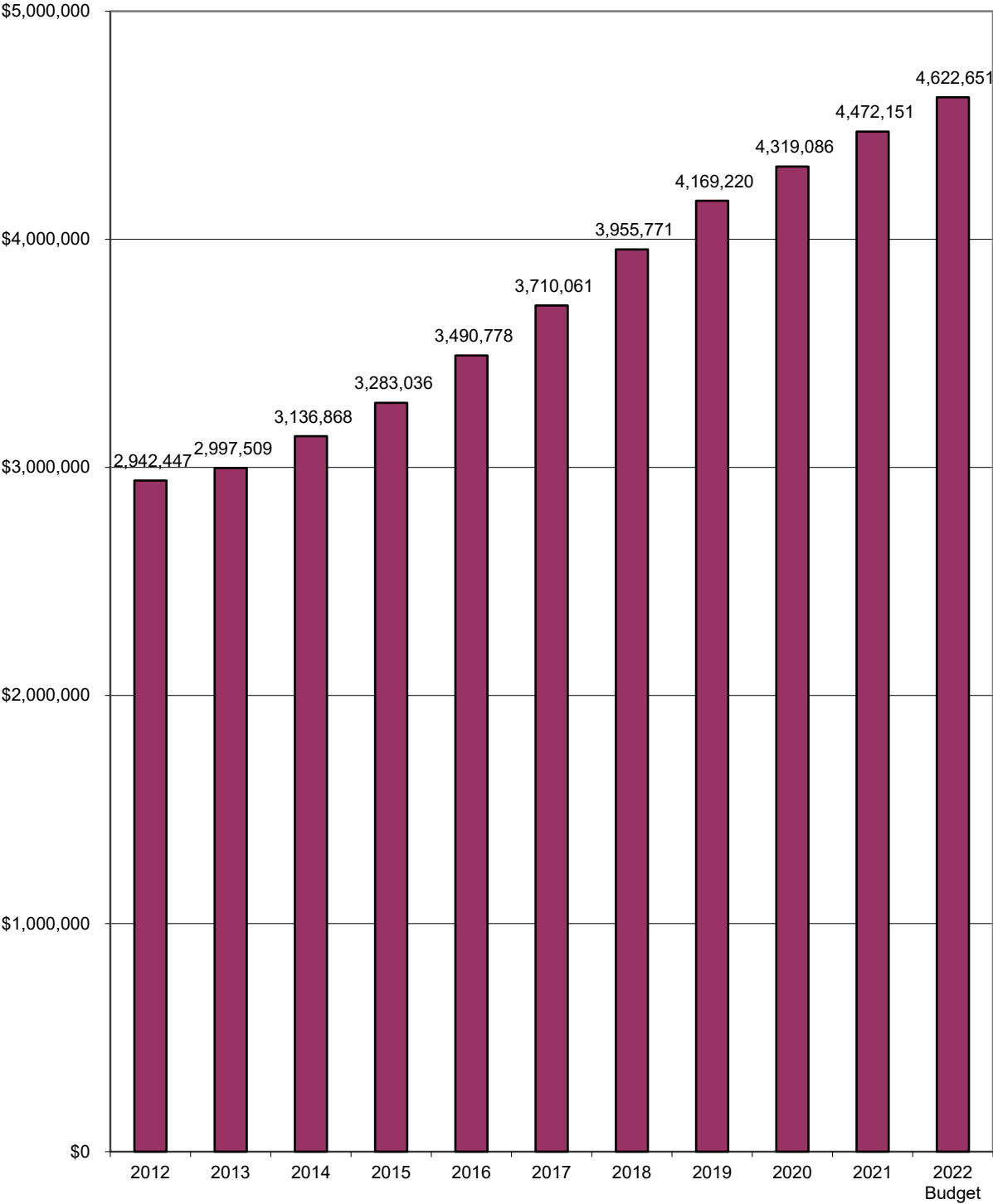
Miscellaneous - This item includes proceeds from recycling of scrap metal of \$3K, late fees paid by members of \$18K, and various other miscellaneous receipts of \$12.1K.

GREENBELT HOMES, INC.
2022 BUDGET
SERVICE AND OTHER INCOME

Schedule B

	<u>2021 Yr End Projection</u>	<u>2021 Budget</u>	<u>Proposed 2022 Budget</u>	<u>% Change</u>
<u>Service Income</u>				
Sale of services to GDC	\$ 359,030	\$ 359,030	\$ 376,980	5.0%
Garage rentals	177,768	173,480	173,480	0.0%
Storage & boat/trailer yd rental	<u>28,344</u>	<u>27,200</u>	<u>27,200</u>	0.0%
Total service income	<u>\$ 565,142</u>	<u>\$ 559,710</u>	<u>\$ 577,660</u>	3.2%
 <u>Other Income</u>				
Contract processing	\$ 160,520	\$ 160,520	\$ 160,520	0.0%
Interest income	20,000	29,000	11,000	-62.1%
Fee For Service	28,350	104,100	121,250	16.5%
Miscellaneous	<u>28,000</u>	<u>33,100</u>	<u>33,100</u>	0.0%
Total other income	<u>\$ 236,870</u>	<u>\$ 326,720</u>	<u>\$ 325,870</u>	-0.3%

REAL ESTATE TAXES



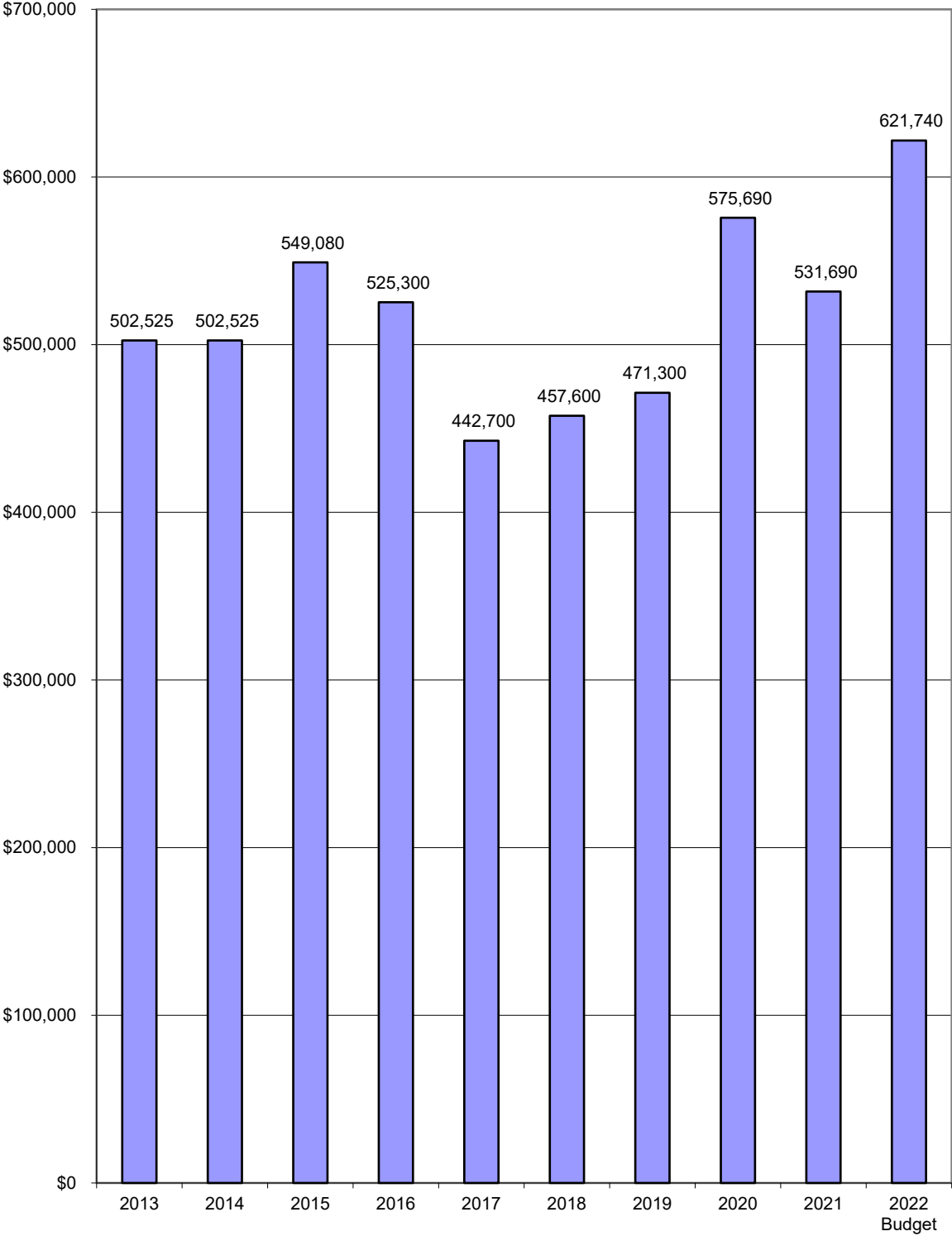
GREENBELT HOMES, INC.
2022 BUDGET
REAL ESTATE TAXES

	<u>Schedule C</u>			
	<u>2021 Actual</u>	<u>2021 Budget</u>	<u>Proposed 2022 Budget</u>	<u>% Change</u>
Real estate assessment	\$ 249,798,300	\$ 249,895,300	\$ 249,895,300	0.0%
Tax rate (per \$100 assessed)	2.0011	1.9916	2.0361	2.2%
Total real estate tax	<u>\$ 4,472,151</u>	<u>\$ 4,522,928</u>	<u>\$ 4,622,651</u>	2.2%
Taxes excluding HTC	\$ 4,998,715	\$ 4,976,915	\$ 5,088,119	
Savings from HTC	\$ 526,563	\$ 453,987	\$ 465,468	

If the cooperative were not eligible to receive the HTC, GHI's real estate taxes would have been \$4,976,915 for 2021. The HTC assisted in reducing GHI's total real estate taxes by \$453,987. Individual member real estate tax responsibility will vary due to several factors including timing of eligibility of the HTC and assessed home value. Not all members within a home group are impacted equally.

<u>Historic Data</u>	<u>Tax Rates per \$100</u>	<u>Assessment</u>
2013 Actual	1.9306	181,553,126
2014 Actual	1.9481	182,462,318
2015 Actual	2.0001	183,318,500
2016 Actual	1.9981	198,919,264
2017 Actual	1.9931	214,528,737
2018 Actual	1.9881	223,047,200
2019 Actual	1.9971	235,803,125
2020 Actual	2.0011	249,798,300
2021 Actual	1.9916	249,895,300
2022 Budget	2.0026	249,895,300

TOTAL INSURANCE



GREENBELT HOMES, INC.
2022 BUDGET
INSURANCE

Schedule D

	<u>2021 Yr End Projection</u>	<u>2021 Budget</u>	<u>Proposed 2022 Budget</u>	<u>% Change</u>
<u>INSURANCE</u>				
Hazard & extended coverage (General liability, umbrella, D&O liability, and property damage)	\$ 575,690	\$ 575,690	\$ 621,740	8.0%
Uninsured losses	<u>64,370</u>	<u>20,000</u>	<u>20,000</u>	0.0%
Total to insurance (Does not include vehicle & workers' compensation)	<u>640,060</u>	<u>595,690</u>	<u>641,740</u>	7.7%
* Workers' compensation (included in fringe benefits)	<u>154,190</u>	<u>154,230</u>	<u>158,800</u>	3.0%
TOTAL	<u>\$ 794,250</u>	<u>\$ 749,920</u>	<u>\$ 800,540</u>	6.8%

* This item is included in maintenance schedules.

GREENBELT HOMES, INC.
2022 BUDGET
ADMINISTRATION/BOARD/MEMBER EXPENSE NARRATIVE

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

Payroll - Administration – (Reduced from 2021 budget of \$906,000 to \$860,780). This item reflects 0% salary increase at existing staff levels and the removal of \$40,000 to assist in bringing salary levels towards the 75th percentile.

Fringe Benefits – (Decreased from 2021 budget of \$243,990 to \$226,000). This item is based on employers' portion of 2021 health insurance premiums for Cigma which are down by 13%. Also includes premiums for dental, life, and short and long-term disability. GHI employees contribute 10% of the cost of their medical/dental insurance premiums.

Office Equipment, Supplies & Postage – (No Change from 2021 of \$35,500). Items included in this category: member communications, computer supplies, technical service supplies, postage, and in-house printing on GHI equipment. We are anticipating reduced postage after the implementation of a fully integrated property management and maintenance system in 2022.

Copier Expense – (No change from 2021 budget of \$15,250. This item reflects our current copier contracts and usage levels.

Telephone & Email – (Increased from 2021 budget of \$23,800 to \$38,200). This item reflects costs associated with current communication services from the following: Mitel (\$11.5K), Answer MTI (\$8K), Verizon (\$2.3K), ATT (\$2K), and an additional fee for mobile radios (14.4K).

Hiring and Training – No change from 2021 budget of \$25,500. Advertising costs to fill vacant positions of \$15,000, classes, seminars and workshops for maintenance and administrative personnel of \$4,000. Also included are pre-employment and random drug screening totaling \$1,000 as well as staff incentive awards of \$5,500.

Temporary and Professional Help – (Decreased from the 2021 budget of \$31,900 to \$21,900). This amount consists of \$9,900 for payroll services, \$2,000 for temporary help, \$5,000 for industrial hygienist services, and \$5,000 for drainage & swale engineering services.

Legal – (Decreased from 2021 budget of \$35,000 to \$28,000). This item represents anticipated legal issues to be encountered by the cooperative.

Audit – (No change from 2021 budget of \$19,000). This reflects the anticipated cost of accounting and tax services.

Association Dues and Conferences – (No change from 2021 budget of \$2,500). This item includes the following memberships: Community Association Managers International Certification Board \$350, the Community Association Institute (CAI) \$850, and the National Association of Housing Cooperatives (NAHC) \$1,300.

Staff Events – (No change from 2021 budget of \$6,500). Even though staff may not conduct events in the same manner as in previous years, it is critically important to find creative ways to engage staff and keep morale high during these unprecedented times.

GREENBELT HOMES, INC.
2022 BUDGET
ADMINISTRATION/BOARD/MEMBER EXPENSE NARRATIVE (cont.)

Board/Audit/Committees – (Increased from 2021 budget of \$40,580 to \$44,475). Architectural Review Committee remains \$700; Audit Committee \$7,500; Bicycle Committee increased from \$1,375 to \$3,320; Communications Committee remains \$250 (pending); Companion Animal increased from \$710 to \$750; Member Outreach remains \$4,000; Nominations and Elections increased from \$1,705 to \$2,100; Woodlands increased from \$2,100 to \$5,015; stipends for Board and Audit Committee \$19,340; Board strategic planning and training remains at \$1,500 (pending).

Member Expenses – (Increased from 2021 budget of \$7,500 to \$8,000). This line items consists of the annual meeting \$6,000; News Review ads \$2,000.

Utilities – No change from the 2021 budget of \$26,000). This item includes heat, electricity and water for the office buildings and assumes the full year benefit from the power purchase agreement.

Personal Property Taxes – (Increased from the 2021 budget of \$4,500 to \$5,500). This item increased due to the purchase of additional computer equipment.

Depreciation – Increased from 2021 budget of \$20,800). This item reflects additional depreciation for computer upgrades, additional depreciation for the solar panel system, and capitalized costs associated with fully integrated property management and maintenance system..

Other – (No change from 2021 budget of \$7,850). This item includes fees to professional organizations to maintain staff designations and professional relationships, bank service charges and a corporate membership to the Greenbelt Aquatic Center to be shared by GHI staff.

Information Technology Services – (Increased from 2021 budget of \$92,050 to \$97,200). This item includes outsourced support, maintenance, and remote backup services for computer software), a new fully integrated property management and maintenance system, and human resources information system and web hosting.

GREENBELT HOMES, INC.
2022 BUDGET
ADMINISTRATION/BOARD/MEMBERSHIP EXPENSE SUMMARY

	<u>Schedule E</u>			
	<u>2021 Yr End Projection</u>	<u>2021 Budget</u>	<u>Proposed 2022 Budget</u>	<u>% Change</u>
EXPENSES				
Payroll-Administration	\$ 838,700	\$ 906,000	\$ 860,780	-5.0%
Fringe benefits	227,288	243,990	226,000	-7.4%
Office equipment/supplies/postage	39,335	35,500	35,500	0.0%
Copier expense	15,029	15,250	15,250	0.0%
Telephone & email	19,275	23,800	38,200	60.5%
Hiring and training	38,008	25,500	25,500	0.0%
Temp & professional help	45,233	31,900	21,900	-31.3%
Legal	19,028	35,000	28,000	-20.0%
Audit	18,975	19,000	19,000	0.0%
Association dues & conferences	2,500	2,500	2,500	0.0%
Staff events	6,500	6,500	6,500	0.0%
Board/Audit/Committees	38,838	40,580	44,475	9.6%
Member expenses	8,900	7,500	8,000	6.7%
Utilities	21,240	26,000	26,000	0.0%
Personal property taxes	5,500	4,500	5,500	22.2%
Depreciation	20,799	20,800	39,120	88.1%
Other	5,000	7,850	7,850	0.0%
Information technology services	65,413	92,050	97,200	5.6%
Total Administration	<u>\$ 1,480,794</u>	<u>\$ 1,544,220</u>	<u>\$ 1,507,275</u>	-2.4%

Schedule E (continued)

	Increase 3.0%	Increase 3.5%	Increase 4.0%	Increase 4.5%	Increase 5.0%	Increase 5.5%
EXPENSES						
Payroll-Administration	\$ 886,600	\$ 890,900	\$ 895,200	\$ 899,500	\$ 903,800	\$ 908,100
Fringe benefits	228,240	228,740	229,240	229,740	230,240	230,750
Office equipment/supplies/postage	35,500	35,500	35,500	35,500	35,500	35,500
Copier expense	15,250	15,250	15,250	15,250	15,250	15,250
Telephone & email	38,200	38,200	38,200	38,200	38,200	38,200
Hiring and training	25,500	25,500	25,500	25,500	25,500	25,500
Temp & professional help	21,900	21,900	21,900	21,900	21,900	21,900
Legal	28,000	28,000	28,000	28,000	28,000	28,000
Audit	19,000	19,000	19,000	19,000	19,000	19,000
Association dues & conferences	2,500	2,500	2,500	2,500	2,500	2,500
Staff events	6,500	6,500	6,500	6,500	6,500	6,500
Board/Audit/Committees	44,475	44,475	44,475	44,475	44,475	44,475
Member expenses	8,000	8,000	8,000	8,000	8,000	8,000
Utilities	26,000	26,000	26,000	26,000	26,000	26,000
Personal property taxes	5,500	5,500	5,500	5,500	5,500	5,500
Depreciation	39,120	39,120	39,120	39,120	39,120	39,120
Other	7,850	7,850	7,850	7,850	7,850	7,850
Information technology services	97,200	97,200	97,200	97,200	97,200	97,200
Total Administration	\$ 1,535,335	\$ 1,540,135	\$ 1,544,935	\$ 1,549,735	\$ 1,554,535	\$ 1,559,345
	-0.6%	-0.3%	0.0%	0.4%	0.7%	1.0%

GREENBELT HOMES, INC.
2022 BUDGET
ROUTINE MAINTENANCE & IMPROVEMENTS EXPENSE SUMMARY

	<u>Schedule F</u>			
	<u>2021 Yr End Projection</u>	<u>2021 Budget</u>	<u>Proposed 2022 Budget</u>	<u>% Change</u>
Payroll - maintenance	\$ 1,829,250	\$ 1,932,100	\$ 1,997,200	3.4%
Fringe benefits	691,460	738,300	704,700	-4.6%
Materials	252,107	264,300	264,300	0.0%
Subtotal	<u>2,772,817</u>	<u>2,934,700</u>	<u>2,966,200</u>	1.1%
 Contract work	 <u>645,000</u>	 <u>647,350</u>	 <u>704,075</u>	 8.8%
 Vehicle expense	 130,227	 110,000	 130,225	 18.4%
Dumpsters	20,057	45,000	30,000	-33.3%
Uniforms	15,809	17,000	17,000	0.0%
Sub-meter court lighting	10,000	14,700	10,000	-32.0%
Depreciation	<u>23,331</u>	<u>15,900</u>	<u>15,900</u>	0.0%
 Total Maintenance	 <u><u>\$ 3,617,241</u></u>	 <u><u>\$ 3,784,650</u></u>	 <u><u>\$ 3,873,400</u></u>	 2.3%

	<u>Schedule F-1</u>			
	<u>2021 Yr End Projection</u>	<u>2021 Budget</u>	<u>Proposed 2022 Budget</u>	<u>% Change</u>
<u>FRAME HOMES</u>				
Total frame expenses	<u>\$ 2,242,689</u>	<u>\$ 2,310,807</u>	<u>\$ 2,374,952</u>	2.8%
 <u>MASONRY HOMES</u>				
Total masonry expenses	<u>1,309,441</u>	<u>1,400,056</u>	<u>1,423,495</u>	1.7%
 <u>LARGER HOMES</u>				
Total larger homes expenses	<u>65,110</u>	<u>73,787</u>	<u>74,953</u>	1.6%
 Total Maintenance	 <u><u>\$ 3,617,240</u></u>	 <u><u>\$ 3,784,650</u></u>	 <u><u>\$ 3,873,400</u></u>	 2.3%

Schedule F (continued)

	Increase 3.0%	Increase 3.5%	Increase 4.0%	Increase 4.5%	Increase 5.0%	Increase 5.5%
Payroll - maintenance	\$ 2,057,100	\$ 2,067,100	\$ 2,077,100	\$ 2,087,100	\$ 2,097,000	\$ 2,107,000
Fringe benefits	709,100	709,800	710,600	711,300	712,100	712,800
Materials	264,300	264,300	264,300	264,300	264,300	264,300
Subtotal	<u>3,030,500</u>	<u>3,041,200</u>	<u>3,052,000</u>	<u>3,062,700</u>	<u>3,073,400</u>	<u>3,084,100</u>
Contract work	<u>704,075</u>	<u>704,075</u>	<u>704,075</u>	<u>704,075</u>	<u>704,075</u>	<u>704,075</u>
Vehicle expense	130,225	130,225	130,225	130,225	130,225	130,225
Dumpsters	30,000	30,000	30,000	30,000	30,000	30,000
Uniforms	17,000	17,000	17,000	17,000	17,000	17,000
Sub-meter court lighting	10,000	10,000	10,000	10,000	10,000	10,000
Depreciation	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>
 Total Maintenance	 <u>\$ 3,937,700</u>	 <u>\$ 3,948,400</u>	 <u>\$ 3,959,200</u>	 <u>\$ 3,969,900</u>	 <u>\$ 3,980,600</u>	 <u>\$ 3,991,300</u>
	4.0%	4.3%	4.6%	4.9%	5.2%	5.5%

Schedule F-1 (continued)

	Increase 3.0%	Increase 3.5%	Increase 4.0%	Increase 4.5%	Increase 5.0%	Increase 5.5%
<u>FRAME HOMES</u>						
Total frame expenses	<u>\$ 2,414,818</u>	<u>\$ 2,421,452</u>	<u>\$ 2,428,148</u>	<u>\$ 2,434,782</u>	<u>\$ 2,441,416</u>	<u>\$ 2,448,050</u>
	4.5%	4.8%	5.1%	5.4%	5.7%	5.9%
<u>MASONRY HOMES</u>						
Total masonry expenses	<u>1,446,772</u>	<u>1,450,645</u>	<u>1,454,555</u>	<u>1,458,428</u>	<u>1,462,302</u>	<u>1,466,175</u>
	3.3%	3.6%	3.9%	4.2%	4.4%	4.7%
<u>LARGER HOMES</u>						
Total larger homes expenses	<u>76,110</u>	<u>76,303</u>	<u>76,497</u>	<u>76,690</u>	<u>76,882</u>	<u>77,075</u>
	3.1%	3.4%	3.7%	3.9%	4.2%	4.5%
 Total Maintenance	 <u>\$ 3,937,700</u>	 <u>\$ 3,948,400</u>	 <u>\$ 3,959,200</u>	 <u>\$ 3,969,900</u>	 <u>\$ 3,980,600</u>	 <u>\$ 3,991,300</u>

GREENBELT HOMES, INC.
2022 BUDGET
PROPOSED CONTRACTS (ROUTINE MAINTENANCE)

	Budget 2021	Budget 2022	% Change
<u>Maintenance - Contract Work</u> (Schedule F, Line 4)			
Asbestos tile removal (masonry homes)	\$ 2,000	\$ 2,000	0.0%
Bathtub reglazing (40)	20,000	18,000	-10.0%
Fire & burglar alarm system monitoring & repairs	1,800	5,100	>100.0%
Fire extinguisher servicing (administration building)	650	650	0.0%
Fee for service contracted work	36,200	69,000	90.6%
Gutter cleaning (Spring and Fall)	62,000	77,000	24.2%
Janitorial services (administration building)	25,945	26,750	3.1%
Landscape maintenance	65,955	67,275	2.0%
Parking lot repairs (minor repairs)	40,000	45,500	13.8%
Pest extermination	40,000	36,000	-10.0%
Power cleaning of storm mains	5,000	5,000	0.0%
Repairs HVAC units at larger homes	8,000	8,000	0.0%
Repairs to exterior walls of masonry homes	75,000	75,000	0.0%
Structural repairs to 53-D Ridge, 15-M Laurel Hill, 17 Ridge	44,800	54,800	22.3%
Swale/drainage improvements	50,000	25,000	-50.0%
Installation of lighting 10 Ct. Southway	-	5,000	N/A
Installation of sump pump crocks in crawlspaces (10)	-	9,000	N/A
Tree maintenance & fertilization	170,000	175,000	2.9%
 Total	 <u>\$ 647,350</u>	 <u>\$ 704,075</u>	 8.8%

GREENBELT HOMES, INC.
2022 BUDGET
RESERVES

The 2022 budget will continue to fund the reserves as set forth in the 1987 policy adopted by the Board of Directors. Schedule I illustrates the activity taking place in the reserves during the Homes Improvement Program. Suggested Replacement Reserve expenditures detailed below are categorized based on the August 2013 Reserve study and adjusted to date.

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

Suggested Replacement Reserve Expenditures:

	2021 Budget	Proposed 2022 Budget	%
<u>1) In House</u>			
a) Baseboard heaters	\$ 3,800	\$ 4,890	28.7%
b) Ceiling heaters	18,030	12,314	-31.7%
c) Frame porch decks	7,610	36,721	>100.0%
d) Water heaters replacements	70,860	80,253	13.3%
e) Masonry porch roofs	6,360	6,315	-0.7%
f) Underground utility yard restorations	10,620	8,960	-15.6%
g) Sump pumps	17,740	10,975	-38.1%
Subtotal	135,020	160,428	18.8%
<u>2) Contracts</u>			
a) Underground sewer replacement	290,000	300,000	3.4%
b) Purchase one van; one pick-up truck with snow plow (2)	45,000	60,000	33.3%
c) Sidewalk replacement	53,830	55,000	2.2%
d) Replace roofs on frame homes (136)	165,360	450,404	>100.0%
e) Replace roofs on block units (51)		260,304	N/A
f) Replace windows on large single family homes (4)		37,811	N/A
g) Repair retaining wall @ 2 Plateau	105,500	105,500	0.0%
h) Playground upgrade w/City (GHI portion @ 25%)	16,735	-	-100.0%
i) Replace roofs on rental garages (33)	12,150	57,882	>100.0%
j) Replace roofs on attached garages (14)	18,070	30,016	66.1%
k) Replace garage doors @ masonry homes (0)	6,950	-	-100.0%
l) Replace windows in larger homes (25)	226,285	146,535	-35.2%
m) Replace doors in larger single family homes (2)	9,770	14,640	49.8%
n) Replace sliding glass doors on large single family homes (3)		8,690	N/A
o) Replace doors on larger townhouses (25)		83,625	N/A
p) Replace siding on larger homes (25)	82,380	141,667	72.0%
q) Parking lot construction	45,000	-	-100.0%
Subtotal	1,077,030	1,752,074	62.7%
Total suggested replacement reserve expenditures	\$ 1,212,050	\$ 1,912,502	57.8%

Suggested addition maintenance reserve expenditures:

	2021 Budget	Proposed 2022 Budget	
1) In House	\$ 8,870	\$ 14,935	68.4%
2) Contracts (roof replacements)	20,000	54,000	>100.0%
Total suggested addition maintenance expenditures	\$ 28,870	\$ 68,935	>100.0%

MAJOR MAINTENANCE, REPLACEMENT AND IMPROVEMENT PROGRAMS

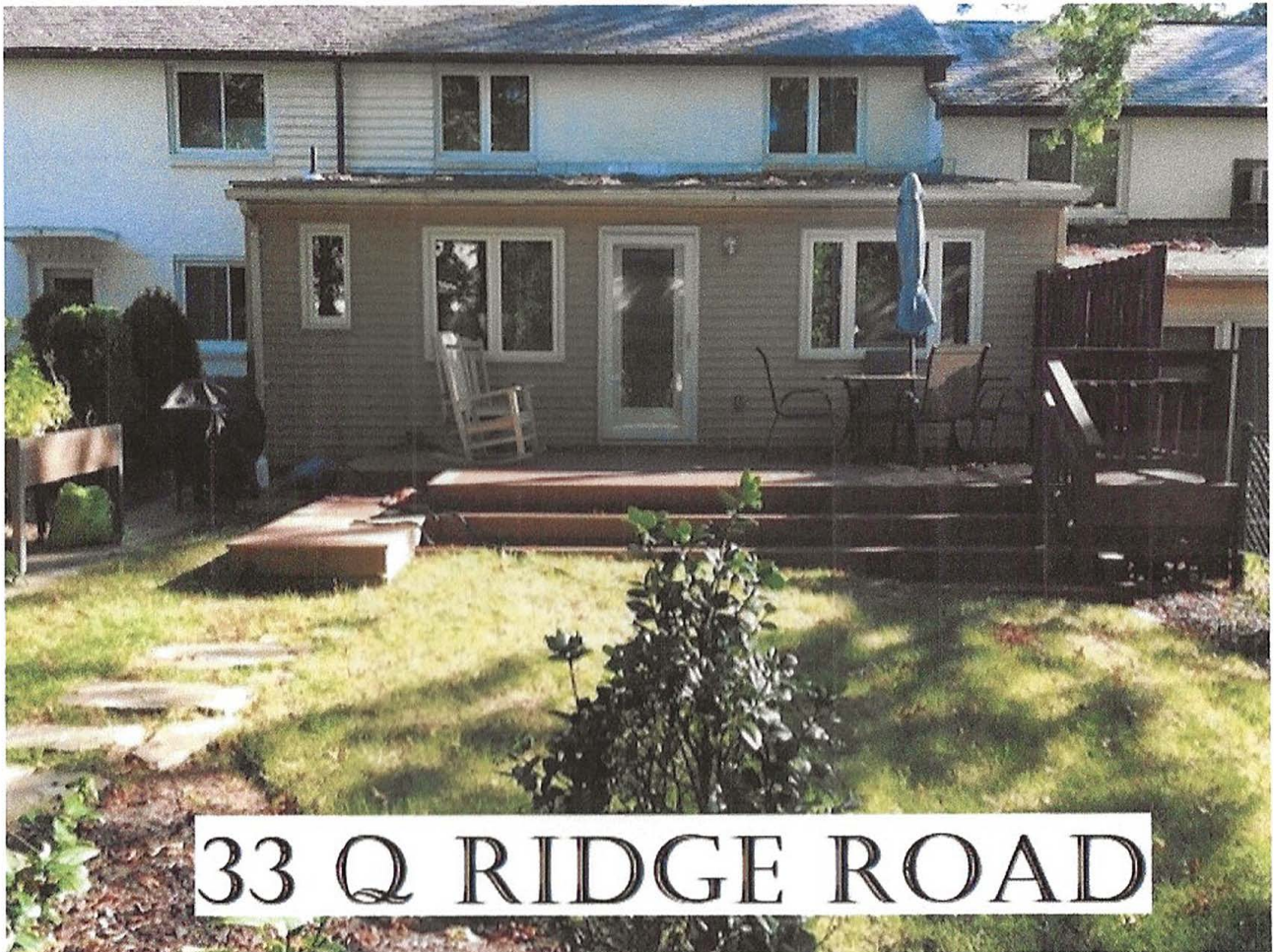
Item 06. Attachment #3

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

(RR) - Program funded through the Replacement Reserve.

GREENBELT HOMES, INC.
2022 BUDGET
ANALYSIS OF REPLACEMENT, ADDITION MAINTENANCE & CONTINGENCY RESERVES

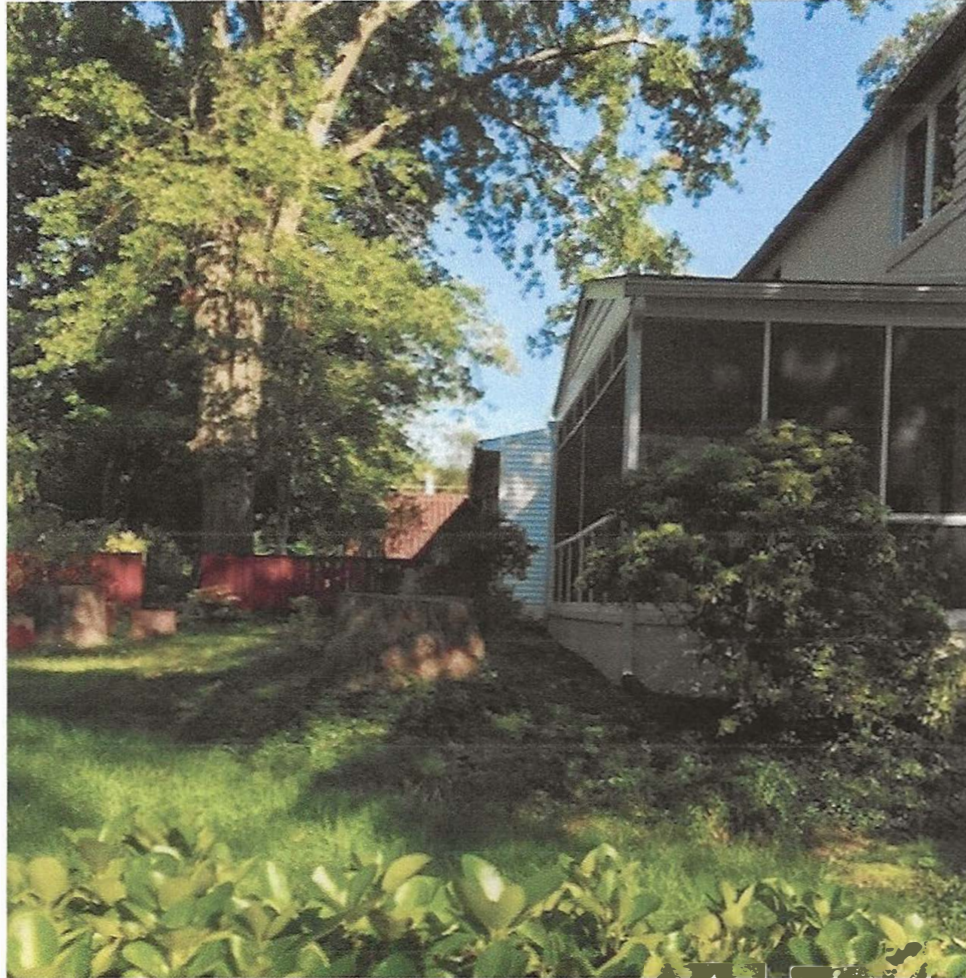
	(1)	(2)	(3)	(4)	(5)	(6)	Schedule G (7)
	Beginning Balance 12/31/2020	2021 Budgeted Collections	2021 Projected Expenditures	Projected Balance 12/31/2021	2022 Budgeted Collections	2022 Budgeted Expenditures	Projected Balance 12/31/2022
Frame Homes							
Contingency	\$ -			\$ -			\$ -
Interest		\$ 59,712			\$ 51,096		
Replacement (routine)	2,887,311	1,128,093	\$ (691,281)	3,383,835	1,166,448	(958,595)	3,642,784
	<u>2,887,311</u>	<u>1,187,805</u>	<u>(691,281)</u>	<u>3,383,835</u>	<u>1,217,544</u>	<u>(958,595)</u>	<u>3,642,784</u>
<i>DMA report balance targets</i>	3,822,920			4,461,761			-
Masonry Homes							
Contingency	510,991	104,226		615,217			615,217
Interest		25,177			\$ 39,176		
Replacement (routine)	1,948,525	880,902	(260,143)	2,594,461	918,781	(510,167)	3,042,251
	<u>2,459,516</u>	<u>1,010,305</u>	<u>(260,143)</u>	<u>3,209,678</u>	<u>957,957</u>	<u>(510,167)</u>	<u>3,657,468</u>
<i>DMA report balance targets</i>	1,612,158			2,170,697			-
Larger Homes							
Contingency	58,415			58,415			58,415
Interest		4,488			\$ 4,803		
Replacement (routine)	312,906	38,733	(38,051)	318,076	41,134	(443,741)	(79,728)
	<u>371,321</u>	<u>43,221</u>	<u>(38,051)</u>	<u>376,491</u>	<u>45,937</u>	<u>(443,741)</u>	<u>(21,313)</u>
<i>DMA report balance targets</i>	61,442			63,602			-
Summary							
Contingency	569,406	104,226	-	673,632	-	-	673,632
Interest		89,377			95,075		95,075
Replacement (routine)	5,148,742	2,047,728	(1,212,050)	6,296,372	2,126,364	(1,912,503)	6,605,308
<i>DMA report balance targets</i>	5,496,520			6,696,060			-
	<u>\$ 5,718,148</u>	<u>\$ 2,241,331</u>	<u>\$ (1,212,050)</u>	<u>\$ 6,970,004</u>	<u>\$ 2,221,439</u>	<u>\$ (1,912,503)</u>	<u>\$ 7,374,015</u>
Additions							
Interest		\$ 19,786			\$ 19,358		
Replacement (routine)	\$ 1,090,093	200,970	\$ (28,870)	\$ 1,281,979	204,590	\$ (68,935)	\$ 1,436,992
	<u>\$ 1,090,093</u>	<u>\$ 220,756</u>	<u>\$ (28,870)</u>	<u>\$ 1,281,979</u>	<u>\$ 223,948</u>	<u>\$ (68,935)</u>	<u>\$ 1,436,992</u>
<i>DMA report balance targets</i>	1,172,031			1,377,916			-



33 Q RIDGE ROAD



33R <-|-> 33Q



33N RIDGE ROAD
LOOKING AT 33Q





2C NORTHWAY

**Draft Transition Preparation and Survey Communications Plan
Greenbelt Homes
November 2021 thru January, 2022**

Goal

The GHI Board with the support of its Transition Task Force and Member Engagement Work Group is seeking to prepare Greenbelt Homes for the eventual retirement and transition of our general manager, Eldon Ralph and the organizational change that will occur with this change. The Transition Task Force, Member Engagement Work Group and leaders of the Communications Committee are collaborating in planning a survey to invite member input to inform planning for hiring a new general manager. This survey will invite member input on what member's value about our cooperative and how it operates and what members would like to see changed for the cooperative to serve them and other members better. This input will provide guidance to the Board in developing the position requirement for the new general manager and her or his responsibilities. This communications plan is intended to introduce the reality of our general manager transitioning without alarming members and requesting their input in a survey and in participation at the Town Hall meeting planned on Zoom for Sunday, January 30, 2022.

Actions and Timeline

Survey and communications plan developed by TTF, MEWG and leaders of Communication Committee in September/October and submitted to Board for review and approval - Thurs Oct. 7
– First draft reviewed; Nov. 4 - revised survey submitted for approval

Initial communications to members (email) with survey link, option of picking up paper copy at GHI office and launch survey and in News Review and GHI Newsletter - week of Nov. 8

1st reminder (GHI newsletter, News Review and email) to complete survey and January 7 due date for survey - week of Nov 22nd and newsletter reminder every week and News Review every other week

Interim survey results compiled for discussion with TTF and Member Engagement Work group in meeting proposed for Monday or Tuesday Dec. 13 or 14 at 5 or 7pm. This meeting will also advance planning for what and how will be presented and discussed at Town Hall meeting and goals of discussion with members

Survey end date – January 7, 2022 - Final reminder (GHI Newsletter, News Review and email)
January 4 of final due date of January 7

Report back to Board with draft survey report to discuss and finalize agreements about agenda
for Town Hall Meeting – January 6, 2022

GHI Newsletter and News Review Articles and email re Town Hall meeting – weeks of January
17 and 24

Sunday January 30 at 2pm Town Hall meeting on Zoom re GHI Transition Planning

Dear GHI Members,

We are seeking 5 to 10 minutes of your time to help inform GHI's preparation for a general manager leadership transition. Eldon Ralph has had a distinguished record of success since he joined GHI in 1997 and became our General Manager in 2011. Eldon has informed us that he has started to think about retirement. Thankfully he has assured us he will give GHI ample notice of his departure.

As we start to prepare for this transition, we are looking for your input through a short survey that asks what you would like to see changed at GHI, what you want to make sure stays the same, and what you see as key attributes of the next General Manager. This feedback will help the Board understand members' wishes related to the leadership transition and inform the Board of what types of candidates to look for and ultimately select.

In the beginning of 2022, GHI will hold a virtual Town Hall Meeting to share the results of the survey, seek further input from you, provide information about the General Manager transition planning, and answer members' questions.

In addition to helping inform the transition and to encourage and thank members for participating, six survey respondents will be randomly chosen to receive \$50 gift certificates to the Greenbelt grocery cooperatives. If you would like to be entered into the raffle please fill out your name and court number below.

Name

Court #

Thank you for your time and for sharing your thoughts so that GHI can hear all voices to better prepare for this important moment in Greenbelt Homes' history.

SURVEYS ARE DUE BACK BY XXX

1. GHI is a 1,600-member cooperative that is self-governed by a nine-member Board of Directors, assisted by committees and task forces. As GHI prepares for a new general manager, how do you think this governance model is succeeding?

GHI currently places a high value on member involvement in decisions related to changes to homes and common spaces and in governance	Agree <input type="radio"/>	Disagree <input type="radio"/>	
Going forward, do you hope that GHI members have more, the same, or less involvement in these decisions?	More <input type="radio"/>	The Same <input type="radio"/>	Less <input type="radio"/>

2. When members want to make alterations to their units, they are guided by a process designed to maintain community standards, safety, and aesthetics. Does GHI have an appropriate level of processes, rules, and standard related to individual homes and common spaces? (Check only one response.)

Too Many Rules and Standards

Appropriate Level of Rules and Standards

Not Enough Rules and Standards

Not Enough Information or Experience to Answer Knowledgeably

3. Please indicate the level of importance you place on each of the following aspects of living at GHI. The areas that are deemed very important will likely be prioritized during the leadership transition.

	Not Important	Somewhat Important	Important	Very Important	Not applicable
Affordability of my unit at purchase	i	i	i	i	i
Value of my unit at resale	i	i	i	i	i
Flexibility to adapt my unit over time to meet my changing needs (expanding family, aging in place, etc.)	i	i	i	i	i
Connections to neighbors/sense of community	i	i	i	i	i
Inclusion of major maintenance in co-op fees	i	i	i	i	i
Maintenance of walkway systems to ensure walkability to a range of services and businesses	i	i	i	i	i
Preservation of open space, landscaping and/or woodlands	i	i	i	i	i
Ability to participate in board, committee, and task force decisions	i	i	i	i	i
Living in a diverse community (race, gender, age, income, sexual orientation, disability, etc.)	i	i	i	i	i

4. What do you see as the greatest challenges facing GHI? (The suggested topics were taken from the Long Range Planning Committee’s recent report.) Please do not hesitate to add more challenges in the other field

	Not a challenge	Moderately important Challenge	Critical Challenge	I'm Not Sure
Preservation and maintenance of green space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aging housing that requires renovations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordability of fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting younger residents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting the needs of older residents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balancing individual member requests with desire for community standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving pedestrian and bike connections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparing GHI for climate change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring and retaining talented staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expanding the number of staff and services provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: (Fill in)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When GHI looks for a new general manager, a variety of skills and experiences will be important. Knowing that no one candidate has all the skills required for this position, please help the Board understand the skills and experiences that are most important to you by filling out the following chart.

	Not Important	Somewhat Important	Important	Very Important	I'm Not Sure
Strong interpersonal skills	i	i	i	i	i
Ability to develop systems and policies to manage a 1,600-unit cooperative	i	i	i	i	i
Strong leader who inspires confidence and commitment of membership and staff	i	i	i	i	i
Understanding of how to build an inclusive work and living environment	i	i	i	i	i
Technical knowledge related to needs of aging residential properties	i	i	i	i	i
Strong financial management skills	i	i	i	i	i
Ability to identify new revenue sources for GHI to help stabilize fee increases	i	i	i	i	i
Ability to interact with local government officials to advance GHI goals	i	i	i	i	i
Understanding of how to use communications and technology to foster collaboration and organizational efficiency	i	i	i	i	i
Ability to recruit, encourage and manage member talents	i	i	i	i	i
Experience working with boards and membership associations	i	i	i	i	i
Experience working with housing cooperatives	i	i	i	i	i

Do you have other thoughts related to the upcoming General Manager transition that you would like to share?

GHI Yard Solutions for a 21st Century Garden City Task Force

SUMMARY OF MEMBER SURVEY

To help accomplish the Task Force's mission¹, the Task Force conducted a voluntary member survey of members' needs, wants, and concerns regarding their own yards and GHI common areas during the period January 17 – April 7, 2017. The anonymous survey was available online and on paper, and had both closed- and open-ended questions.² The sample was self-selected and does not necessarily represent the population of GHI members.

A total of 175 (172 online, 3 on paper) members responded; 108 respondents provided their court name and number; 71 courts were represented; and 95 respondents entered the raffle for one of three free garden consultations. Four Task Force members provided the consults on April 30 to three randomly selected respondents.

FINDINGS

The Task Force reviewed the survey findings³ and identified the following trends in needs, wants, and concerns among respondents. For the sake of brevity, this summary does not present findings on topics that illustrate respondents' satisfaction with and/or appreciation of their own yards and GHI common areas.

Drainage: 72 respondents not satisfied with drainage/swales situation, with many complaints.

Junk/trash in neighbor's yards: 145 reported they were bothered by trash/debris in yards, primarily trashy and unkempt yards, with one complaint about junky-looking compost bins. Complaints that GHI enforcement is insufficient and inconsistent.

Privacy: 63 report not being happy with privacy between their yard and neighbors. Other reports of not enough privacy to enjoy time in yards. 44 say they need more privacy between their yard and the street. One complaint that when plants are used for privacy, they can take up much of the yard. Others want to know what plants to use. 120 members say increasing privacy through plantings is important to them.

Hedges: 104 responders are bothered by poor hedge maintenance; some complaint about hedges that are "too tall."

Sidewalks: Complaints about sidewalks not being cleared of plant debris and overgrown plants. Tripping hazards from poor maintenance of the sidewalk (21 members not satisfied with maintenance of the sidewalk itself.) 57 want more lighting.

Gardening help needed: 155 respondents said improving their garden was important and 147 said reducing yard maintenance was. Many responders want help with more provision for wildlife (e.g. mentioning natives, pollinators). Preferred sources of help/information included: GHI website, Communicator, and E-News; instructional open gardens, workshops (pruning, etc); and social media. Many want consultations for their individual yards.

Shade: Help needed with lawn alternatives, how to grow lawn better in shade. Complaints of too many trees causing shade. Want to know what edibles, shrubs, plants will grow in shade. Some mentions of poor soil quality.

Sheds: Comments about wanting more flexibility wanted as to location. 38 members not happy with the size of their shed.

Animal problems: 109 reported being bothered by aggressive or noisy dogs. Additional complaints of free-roaming cats, dog and cat waste – especially the smell the waste makes when not removed. Respondents also need help with preventing/controlling deer, mosquitoes, chiggers, moles, etc.

Laundry lines: Want more flexibility as to service/garden side. 24 say they want to change the location of their line.

GHI processes: 69 reported dissatisfaction with GHI procedures for making changes to member yards. Rules unclear as to what's allowed and what not, e.g., lattice. Approval process for changes is sometimes unreasonable. Reasons for being cited in Beautification inspection not clear or unknown.

Fences: 59 responders say they want to change type of fence. Several complaints about chain link, and about poor repair of fences of all types. One complaint that a “neighbor can stop you from removing yours, yet you have to maintain this fence you don't want.” 35 dissatisfied with fencing in their own yard.

Common Area: More seats and benches requested. Some want to turn common areas into community gardens or demonstration eco-friendly gardens. One member offered to take over maintenance of common area perceived as not well maintained.

¹ The Task Force mission is:

- To help members enjoy their yards more and in new ways – for seating, play areas, pollinator gardens – you tell us!
- To explore ways of becoming a greener community.
- To propose changes to GHI rules that provide for more options in screening and other yard improvements that complement our architecture while maintaining Greenbelt's historic openness.
- To ensure that GHI rules pertaining to members' yards are easy to understand and procedures for GHI approval, where necessary, are easy to follow.
- To compile examples of garden styles, features and plants that work in GHI yards and provide other forms of guidance.

² Copies of the survey are available upon request.

³ Full draft report of findings available upon request.

Yards Solutions Task Force Final Report to the Board

INTRODUCTION

GHI's Task Force on Yard Solutions for a 21st Century Garden City conducted a member survey of issues and problems members experience with their yards, as authorized by the GHI Board, in 2017. Based on the surprisingly large response to the survey and their content, the Task Force took a big-picture approach and studied GHI yards from the following perspectives:

- Environmental stewardship of GHI's collective landscape for increased diversity, stormwater management, more provision for wildlife, and the addition of low-maintenance/low-input plants.
- Beautification, for the resulting increase in curb appeal and pride in community, and in fulfillment of GHI's Vision Statement, which begins: "We will provide affordable, well maintained homes in an attractive cooperative community."
- Appreciation of and respect for our historically significant open landscape.
- Encouraging and facilitating (rather than impeding) members' ability to garden and enjoy their own yards, thus benefiting the members themselves, the environment (through members' additions of plants to their yards, which is especially important as our original trees near the end of their lifespan), and property values.
- Safety and walkability of GHI's sidewalks.
- The need for rules and procedures that are easily understood and are perceived as necessary, fair, and member-friendly

CONSTRUCTED SCREENS

Background: Greenbelt's original plan was for homes to be accessed not by cars but by inner pedestrian walkways. Therefore the original landscape plan provided for open expanses of turfgrass in both garden and service-side yards, surrounded by very low hedges along the inner sidewalks and no fencing or screening allowed (either by using tall plants or built structures). GHI yards in the older units were surrounded by 3' tall privet hedges.

Sometime after GHI was created in 1952 and residents became owners/members (not renters), a small amount of built screening was allowed for each garden-side yard, in recognition of the reality that garden-side yards were used as back yards after all and screening especially from close neighbors was needed. The amount of built screening allowed was and still is: up to 2 screens of up to 48 square feet each and no taller than 6 feet (typically in a 6 x 8-ft configuration), with the stipulation that the 2 screens be at least 4 feet apart.

The Needs



An example of the need for screening between nearby patios.

Members need screening for these primary reasons:

- 1 For privacy, especially between members and their next-door neighbors (in order to use their patios/yards without having to include the neighbors) AND from passersby on streets and sidewalks.
- 2 To create gardens. Gardens begin with enclosure, with vertical elements that create private or private-seeming spaces or outdoor rooms.
- 3 To block unsightly views; e.g. of a parking lot, of a storage area.

Lack of adequate screening has resulted in severely restricting members' use of their yards for socializing, quiet relaxation, gardening and other uses, especially where next-door neighbors both use their garden-side yard. (Typical townhouse back yards are surrounded by 8-foot fencing, to allow maximum privacy.) Members cannot simply use lattice instead because under the rules, lattices that screen are covered by the same restrictions.

While many members have no desire to spend time in their yards, those who do find their lives greatly impacted by GHI rules – rules that are difficult to understand or justify and are at cross-purposes with GHI's current hedge rules.

GHI yards are far too different from each other for a one-size-fits-all screening solution to meet members' needs. Plus, members themselves vary widely in how they want to use their yards – or whether they want to use them at all. Their next-door neighbors may or may not ever use their back yard.

Many members with screening needs simply ignore the current rule, jerry-rigging extensions on top of fencing, hanging sheets or using other makeshift, temporary-type solutions, generally much less attractive than a constructed screen of adequate size.

[In our member survey, many cited the need for more privacy; 63 said they were not happy with privacy between their yard and neighbors'. There were also reports of unsightly views that need to be screened.]

Vision/Goal for Built Screening

To find practical, affordable solutions to members' screening needs that also:

- Minimize anti-social walling off of member yards and maximize community openness, thereby respecting and preserving Greenbelt's historically significant openness.
- Complement GHI architecture and are attractive additions to our shared landscape.
- To the extent possible, install screens at least several feet away from sidewalks, thereby protecting pedestrian safety and members' feeling of safety, both critical to Greenbelt's walkability.
-

Recommended Solution: Screening/Garden Design Help for Members

Fortunately, GHI has members qualified to help other members create gardens or solve other screening problems, and they're eager to help. We recommend establishing a Gardening Team or Task Force reporting to the ARC (which would arise out of the Yards Task Force but open to all with gardening and garden design expertise) to respond to requests for screening design help by visiting the yard, talking with the members and suggesting solutions, such as the following:

- Targeted and limited man-made screen or trellis (like screening but more open) built around or along a patio rather than along the lot line and sidewalk.
- Where privacy is paramount – e.g. between next-door neighbors – up to 6' tall man-made screens of adequate length to meet the need, which is determined primarily by the location of sitting areas in each yard.
- Fast-growing plants where space is adequate, but planted close to seating areas in the yard rather than along the sidewalk. (Keeping tall plants at least several feet away from sidewalks is critical to preserving sidewalk safety and walkers' perceptions of safety. .
- Mounting of blinds (currently prohibited) that can be lowered to provide screening when needed and stored for the winter.
- Trellises composed of horizontal and vertical lines, not diagonal lines, thereby complementing, not clashing with GHI's dominant architectural features.



Example of targeted screening for a patio – in a front yard in Takoma Park.



Example of targeted and limited screening in a GHI yard: only 3 feet tall, mounted 3 feet above ground level, about 12 feet away from the sidewalk.



Types of seasonal blinds for privacy

If a member/applicant chooses one of the Task Force's recommended solutions, the member's application would proceed to Tech Services for the usual approval and then distributed to all ARC members, If no ARC member requests a full hearing on it, the application would be approved at that point. Thus, members' problems could be solved and the community made more beautiful without creating new burdens on the ARC and the Board – or the members themselves.

Successful screening solutions (that meet the goals above) would be photographed and collected to give other members ideas for their screening solutions. The process could be simplified/shortened in the future as more good examples are become available.

LATTICE

It's generally not understood by members that under the current staff interpretation of GHI rules, all lattices that provide screening are required to follow the same rules and procedures as privacy screens, so that needs to be made explicit in the rules



Examples of horizontal/vertical lattices. On the right, the lattice provides screening, so must comply with GHI's rules/procedures for screens. The lattice on the left does not provide screening and is currently allowed without a permit.

Lattices that do NOT provide screening (because they're up against a house or shed, for example) would be allowed without a permit if they are constructed of horizontal and vertical lines (as in the photos above), which complement and enhance GHI's architecture. Existing diagonal lattice should be grandfathered but new diagonal lattices not allowed.

Recommendation to Reducing Expense and Permitting Hurdles

Page 10 of information about Prince George's County rules governing permitting (seen below) state that a "privacy wall over four feet high" requires a County permit before it's built. GHI's Tech Services staff currently interprets that to apply to trellises.

In order to avoid unnecessary expense and delay for members seeking to install trellises, the Task Force requests that staff reconsider this interpretation of County privacy wall regulations to instead exempt trellises, which are porous by definition and very unlike the solid tall "privacy walls used for fencing" illustrated here in the county's rules.

Privacy Walls

Privacy walls used for fencing are usually constructed of brick, block, stone or concrete.

When planning the construction or installation of a privacy wall, it is very important to consider existing drainage patterns on your lot. You must not alter the drainage patterns.



This includes rainfall run-off that originates on your property and flows through your lot from adjacent properties. Grades on either side of the wall must remain as they were prior to construction.



To construct a privacy wall of over four feet high, you must apply for a building permit and submit site plans showing existing and proposed structure location(s) including well and/or septic (if applicable).

Structural plans must also be submitted. Privacy walls have the same set-back requirements as fences according to the zoning and existence of private well and/or septic systems.

HEDGES







Background: A hedge height maximum was in place from GHI's early days until 2008 when the limitation (then a 5-foot maximum) was removed completely (except where court entrances intersect with the street). Since then, the number of tall hedges has increased, including those surrounding both service- and garden-side yards. This results in virtual walls of evergreen that greatly reduce users' feeling of safety.

These evergreen walls are also in opposition to Greenbelt's historic and unique open plan, which is also enshrined in the GHI Mission Statement that "We will maintain, protect and enhance the assets of our cooperative including the buildings, architectural designs, open space plan (woods, walkways, playgrounds), while preserving the financial stability and sustainability of our cooperative community."





Current Needs/Problems

The combination of no limit on hedge height and severe limitations on built screens has and continues to force more members to install hedges as their only screening option. Plus, hedges are recommended in the GHI Members' Handbook as a landscape feature for GHI yards, despite the many problems caused by their use, especially in small spaces like GHI yards.

Problems caused by hedges – a landscape feature from the bad old days:

Safety:

- Unless pruned regularly and skillfully, hedges create persistent obstacles to pedestrian safety: branches and other overgrowth that can injure and/or deposit ticks onto passersby (including disease-bearing ticks so common in Greenbelt now).
- Especially when taller than pedestrians, hedges create an unsafe-feeling tunnel effect that is counter to GHI's historic openness and focus on walkability. Hazards increased by tall hedges include falls or injuries due to unkempt surfaces or overgrown vegetation, as well as crime.
- Especially along lot lines between next-door neighbors, hedges create long-lasting and difficult-to-remove obstacles to entry and exit/passage to front door, etc

Difficulty in Growing:

- Hedges are high-maintenance. Pruning of hedging is a specialized skill, and very time-consuming.
- Hedges are difficult to impossible to grow in many GHI yards due to shade and/or lack of adequate space.
- Unsustainable monocultures (single-species plantings) like hedges are prone to disease AND are lacking in biodiversity.
- Species planted for hedges can turn out to have the wrong form to screen adequately
- The most common species used in GHI hedges are not well suited to our climate – euonymus being very prone to disease and privet being invasive in our region.
- Hedges are not recommended by current environmental and horticultural experts and are rarely installed today for these and other reasons.

Other drawbacks:

- Successful screening can easily take 5-10 years to achieve.
- Screening with hedges is usually more expensive than with built structures.

[In our survey, 104 respondents are bothered by poor hedge maintenance; many complain that hedges are "too tall."]



Recommended Solutions for Hedge Problems

- Remove recommendations in the GHI Members' Handbook that hedges be installed. Instead, provide accurate information to members about the care of hedges and alternatives to them. Encourage members to plant new plants that could become taller than 4' at least 10 feet away from sidewalks.
- Reinststate the height limit on hedges – not the 5' limit used until 2008 but 6', which is adequate for screening purposes. Hedges could be checked for height at the time of the Community Beautification inspection, and normal plant growth taller than 6' between those times would be allowed.
- If cut back to 6' the natural forms of existing hedges of conifers, hollies and Photinia would be destroyed, so those hedges would be grandfathered at their existing height. Planting of new hedges of conifers, hollies or Photinias would be allowed only by exception (for which the ultimate size of the plant would have to be appropriate.)
- The GHI Gardening Team or Task Force would conduct in-person pruning workshops and other education about the care of GHI's hedges.



Member Annie Shaw illustrates hedge heights. On the left, approximately 6-foot hedge, and on the right, a 7-foot hedge.

FENCING OF MEMBER YARDS

History: No fencing of member yards was allowed until the creation of GHI in 1952, when occupants became member-owners who were allowed to have dogs. At that time there was no determination as to the best styles of fencing for individual members or the community; members were and continue to be free to choose any style.

The Need/Problem

Fencing in our community has an enormous impact on the overall beauty and cohesiveness of the GHI landscape and of Historic Greenbelt, including its attractiveness to potential home-buyers. For this reason, planned communities typically require that fences be in appropriate, preselected styles and materials. GHI is unusual in not doing so.

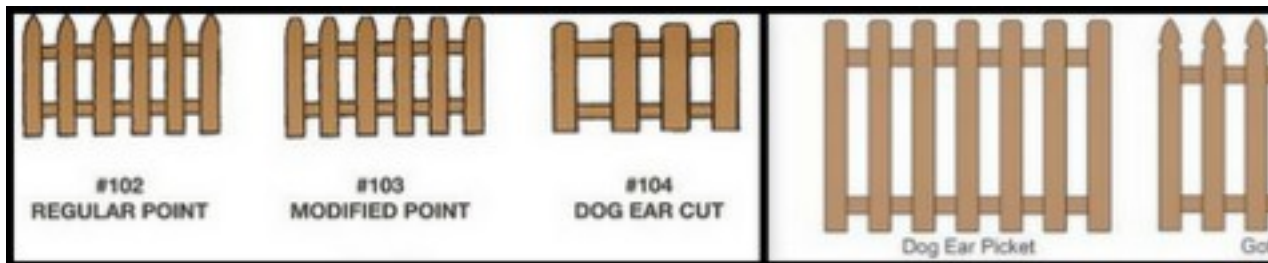
[Fencing styles/types: 59 survey responders complain of fencing types in GHI, many mentioning their desire for less chainlink.]

The Vision/Goal for GHI Fencing:

- Less fencing overall, to preserve and enhance Greenbelt’s original and iconic openness.
- Fencing, when used, that meets member needs yet complements **GHI architecture** and is an attractive asset to the community (at a range of price points).
- Architecturally appropriate fencing styles are those that emphasize horizontal and vertical lines, rather than diagonals, curves or other embellishments.
- Natural materials and natural-looking materials in fencing are preferred because they enhance the community’s appearance of greenness and commitment to sustainability.

Suggested Solutions

- Require that new fencing be in one of these styles chosen by the ARC. ([CLICK HERE](#) for fence styles, with options at all price points). Members seeking new fencing in nonconforming styles or materials may apply for an exception to this rule. •



Split rail with or without black wiring to keep animals in or out. Pricing is similar to or even less than chainlink.

- GHI continue its practice of removing fences at no cost to the member as long as no new fencing is installed within 2 years of the removal of the original fence.
- Remove VII.B.1.9: “Fence styles within the row should harmonize.” (New rules would emphasize harmonious fencing throughout the community, not just in individual courts.)
- When existing chainlink fencing is repainted, it must be painted black (with GHI providing the paint).

More Help for GHI Gardeners and Gardeners-to-Be

Gardening help needed: 155 respondents said improving their garden was important and 147 said reducing yard maintenance was. Many responders want help with providing for wildlife (e.g. mentioning natives, pollinators). Preferred sources of help/information included: GHI website, Communicator, and E-News; instructional open gardens, workshops (pruning, etc); and social media. Many want consultations for their individual yards. For shady yards, members want information about lawn in shade, and suitable lawn alternatives, what edibles and other plants will grow in shade.

Solution: Changes to privacy screen rules suggested herein would help members create gardens. In addition, a Gardening Team or Task Force to be established would:

- Offer in-person instruction in pruning.
- Offer personalized garden design and plant coaching for members who desire it (at a frequency to be determined by the Gardening Team; e.g., 4 yards each spring and fall.)
- Provide Open Garden events in gardens of team members and other GHI gardens throughout the season – for social and learning purposes.
- Review gardening and plant information on the GHI website and recommend corrections and additions, referring members to the U. Maryland Home and Garden Information Center as a trusted and accurate source.

Appendices

- **Yard Task Force Appendix Final** includes background about the YTF and its further actions in response to member survey, plus how other planned communities treat these issues
- **Executive Summary of Yard Task Force Report to Board** – to be submitted to the Board by 7/1/18.
- **Yard Survey Responses – Full Report**
- **Summary of Yard Survey Responses**

FYI for Board Members: Background on Pro-Gardening and -Greening Recommendations for GHI

In 2018, GHI's Yard Solution Task Force for a 21st Century Garden City surveyed members about their yards and produced the attached summary of the needs and wants that they reported, and the Task Force's recommended solutions. The Task Force ended its services and many of the members formed the [Old Greenbelt Gardening Boosters](#), which includes GHI members and other gardeners in Old Greenbelt. Current Board president Stefan Brodd served as Board liaison to the Task Force.

In light of the election of five new members of the GHI Board this year, the Boosters have prepared this update, including the Task Force report and the current status of its recommendations. We've also provided a summary of all gardening help now available for GHI members and many suggestions for others that could be implemented, if the current GHI Board is interested.

We would all be happy to answer questions the Board or staff may have about this update.

STATUS OF THE 3 PRIMARY TOPICS IN THE REPORT

Counter-Productive Combination of Rules on Built Screens and Hedges

A limited, one-size-fits-all amount of built screening prevents members from creating the gardening "rooms" that invite us to spend time in our yards. Without such screening, many yards go largely unused due to the fishbowl-effect, next-door neighbors having to share outdoor social spaces whether they want to or not, and the inability to screen off bad primary views, like that of parking lots.

Members are thus forced to TRY to use plants to create the privacy and screening needed, which plants fail to do the job (often due to shade) or overperform and become high-maintenance problems for current and future members. Planting the wrong plants in the wrong places, especially along sidewalks, causes obstacles for passersby, reducing accessibility for the whole community, and an overgrown, unkempt appearance. Hedges are an outdated, high-maintenance design feature that's no longer recommended for modern, eco-friendly gardeners (yet they're still encouraged in the GHI Handbook). (I detail problems with hedges in my article ["Hedges in Suburbia: Oh, the Problems They've Caused."](#))

Contrary to the stated importance of preserving Greenbelt's original openness **GHI no longer limits the height of hedges**, and tall evergreen walls can now be seen surrounding members' entire front and back yards. (From the mission statement: "We will maintain, protect and enhance the assets of our cooperative including the buildings, architectural design, open space plan (woods, walkways, playgrounds), while preserving the financial stability and sustainability of our cooperative community.") Reinstatement of a reasonable 6' height limit was recommended.

STATUS:

- New rules and procedures for **custom design of built screens** were passed by the Architectural Review Committee and the Board but never implemented.
- Recommendations regarding **hedge height** have not been considered by the Board. (The last

Board action on hedge height was in 2008 when the Board voted by 3-1-2 to allow staff to stop enforcing the hedge height limit. Several years later the height limit language, no longer in effect, was removed from the rule book.)

(And update from Susan: If enforcement of any hedge height limit is still considered too burdensome for GHI staff and/or if member resistance to reimposing a limit is very high, it might be time to reconsider the compatibility of an “open space plan” with the needs and wants of 21st Century homeowners. I wrote about GHI mandating open yards in [“Historic Garden City is Surprisingly Anti-Gardening.”](#))

Additional Chainlink Fencing

The growing presence of **chainlink fencing**, which is so widely associated with industrial locations and high-crime neighborhoods, affects curb appeal and pride of place for the entire community. It may also discourage potential buyers, especially gardeners, who today prefer natural landscapes and materials and for whom aesthetics are particularly important.

Therefore, the Task Force recommended a selection of fence styles and materials at all price points that excluded chainlink for all FUTURE fences, unless an exception is granted. All existing fences would be grand-fathered.

STATUS

The Architectural Review Committee passed the Task Force recommendations for fence styles, including no longer allowing chainlink without an exception. The Board then considered the recommendations but voted to add chainlink to the list of allowed fencing style.

Current Gardening Help for GHI Members

The Task Force report included suggestions for helping gardeners and encouraging gardening, ideas that are expanded on below with input from the Gardening Boosters.

First, gardening help currently available:

- Free wood chip mulch behind the GHI building is available during GHI office hours.
- The Woodland Committee organizes the popular twice-yearly plant swaps.
- The Old Greenbelt Gardening Boosters hired a professional pruning firm to teach GHI members to prune their hedges and other shrubs – [available here](#).
- The Boosters offer free garden coaching for individual members’ yards AND for members improving common areas. The group also creates tours and other events to inspire and teach GHI members to garden.
- [Greenbelt Online Resources](#) includes helpful info for GHI gardens and suggestions for more are welcome.
- Knowledgeable speakers and other programs are presented by the nearby [Beltsville Garden Club](#), which many GHI members belong to. (The club’s popular plant sale took place this year in the Roosevelt Center parking lot.)

More Pro-Gardening Suggestions

- Offer more tools available for borrowing – especially for pruning and for sheering Liriope and other groundcovers along sidewalks.

- Better inform members as to what help GHI provides for their stormwater management problems, and under what circumstances, as well as how members may apply for Raincheck Rebate financial support.
- The [Caretaker program for common areas](#) could include on-site design and plant idea help.
- To aid members in finding solutions, collect and provide examples of sheds, of screens around utility boxes, etc.
- Tool sharpening workshops so members can learn how to sharpen their own gardening tools.
- Explore removal or amendment to rules/permits that may be arbitrary, unnecessary, unenforceable and/or outdated - e.g., permission to put up a temporary garden structure (as in shade sail, canvas gazebo); "permitted plants" (who in GHI can identify a Buddleia vs an Itea?); rules about placement of clotheslines.
- Create a section on GHI website with "tips/suggestions" (rather than rules/permits) that focus on sustainability, conservation. Could be in collaboration with Woodlands Committee, Stormwater Committee, and other related groups.
- Make "good gardening" tips a routine part of GHI e-News.
- Promote community-wide (court-wide?) efforts for mosquito- and tick-free yards.
- Offer bulk purchase and at-cost sale of GAT traps, dunks/sprinkles, and/or equipment for DIY traps for mosquito control, and/or door-to-door leafleting with a how-to flyer.
- Actively encourage removal of invasive honeysuckle bushes, which are favored habitat of lone-star tick, the vector for several diseases. (See <https://www.pnas.org/content/107/43/18523>.)
- No longer allow members to build two-story additions if next-door neighbors object. Consider the impact of one-story additions on next-door neighbors' use of their yards in the approval process.

Appendices

- Best science-based source of yard and gardening information for GHI members: Maryland's own Cooperative Extension, one of the best in the U.S.
<https://extension.umd.edu/resources#!/category/3>
- Summary of Results of 2018 survey of GHI members (attached to email)
- Task Force Final Report to the Board (attached to email)