

NOTICE OF MEETING AND AGENDA

GHI BOARD OF DIRECTORS

OPEN MEETING

Begins After the GDC Open Meeting Ends.

Thursday, November 18, 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 November 4, 2021 (Attachment #1a)
- b. Statement of Closed Meeting Held on November 18, 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 21, 2021 – (Attachment #2) | 2 | minutes | Discussion/Action |
| b. Review 2022 GHI Operating Budget - 2nd reading – (Attachment #3) | 5 | minutes | Discussion/Action |
| c. Update from the Old Greenbelt Gardening Boosters re: Status of Recommendations in a 2017 Report Prepared by the Yard Solutions Task Force – (Attachments # 4a-4c) | 15 | minutes | Discussion/Action |
| d. Permit Request to add a Second Story onto an Existing One-Story Gardenside Addition at 33-Q Ridge Road – (Attachments #5a-5e) | 15 | minutes | Discussion/Action |
| e. Review the Sustainability Subcommittee’s Annual Report – (Attachment #6) | 5 | minutes | Discussion/Action |
| f. Request from the Buildings Committee to Develop EV Charging Solutions for Members without nearby Rental Garages | 5 | minutes | Discussion/Action |
| g. Discuss Next Steps re: Proposed Solar PVES Pre-paid Power Purchase Agreement – (Attachment #7) | 15 | minutes | Discussion/Action |
| h. Proposal to Hold Education Seminars for Members | 15 | minutes | Discussion/Action |
| i. Motion to Hold a Closed Meeting on December 2nd, 2021 | 1 | minutes | Discussion/Action |

7. Items of Information

- a. Staffing Update
- b. HR 5298 (Disaster Assistance Equity Act)
- c. President’s Items
- d. Board Members’ Items
- e. Audit Committee’s Items
- f. 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: November 10, 2021
SUBJECT: Items for the **GHI OPEN** Board Meeting on November 18, 2021

GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on October 21, 2021 – (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on October 21, 2021 (as presented/as revised).

6b. Review 2022 GHI Operating Budget - 2nd reading – (Attachment #3)

The Board and Finance Committee met on October 14, 2021, to review the first draft of the 2022 GHI operating budget. On November 4, 2021, the Board adopted the budget for first reading in the amount of \$13,841,840 with depreciation of members' homes in the amount of \$1,214,000.

Attachment #3 is the 2022 operating budget which is being presented for a second and final reading.

Suggested motion: I move that the Board of Directors adopt the 2022 operating budget for Greenbelt Homes Inc., for second and final reading in the amount of \$ 13,841,840 with depreciation of members' homes in the amount of \$ 1,214,000. Further, I move that the Board of Directors authorize expenditures of the approved GHI operating budget for fiscal year 2022 in accordance with the GHI Bylaws, Article VIII, Section 11-Expenditure of Funds and Contracts, paragraphs a and b.

6c. Update from the Old Greenbelt Gardening Boosters re: Status of Recommendations in a 2017 Report Prepared by the Yard Solutions Task Force – (Attachments # 4a-4c)

On June 9, 2016, the Board established a 21st Century Garden City Solutions Task Force to survey members, and propose more appropriate solutions for screens, fences, 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 #4a is an executive summary report of the membership survey and Attachment #4b 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 #4c) 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 Harris, 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.

6d. Permit Request to add a Second Story onto an Existing One-Story Gardenside Addition at 33-Q Ridge Road – (Attachments #5a-5e)

On November 4, 2021, the Board deliberated the above-captioned item and did not take any action, hence, this item is on the agenda for further discussion and action.

On September 1, 2021, staff received a Type I permit request (Attachment #5a) from the member at 33-Q Ridge Road, who wishes to add a second story onto 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 # 5b) 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 Ridge Rd-Units N, P, R, S and 35 Court Ridge Rd-Units D, E, F, G. Six of the eight adjacent neighbors signed a consent form assenting to the project as stated in the table below:

Unit	Signed Consent Form	Summary of Witten Comments
33-N Ridge Rd	No	
33-P Ridge Rd	Yes	<ul style="list-style-type: none"> • Conditions: Maintain existing fence on gardenside. • Do not trim Oak tree at 33P without prior agreement. • Ensure minimum storage/disturbance on serviceside. • No noise/work on Sunday without notification.
33-R Ridge Rd	Yes	<ul style="list-style-type: none"> • Assurance that there be no side windows on the east side of the addition. • Possible issues with rain overflow of the rain gutters onto our property and also due to rain spouts becoming clogged by tree debris will be the responsibility of and addressed by the approved addition plans and future GHI maintenance.
33-S Ridge Rd	Yes	
35-D Ridge Rd	Yes	
35-E Ridge Rd	Yes	
35-F Ridge Rd	No	Concerned about the vinyl siding on the exterior and cannot in good conscience extend consent due to our aesthetic values. If the Board/Architectural Committee decide that the composite/vinyl siding is a suitable choice for the addition, we will not actively oppose the construction.
35-G Ridge Rd	Yes	

- c. The member at 33-N Ridge Rd (photograph of the unit shown in Attachment # 5c) did not sign a consent form. This member stated that they oppose all second-floor additions because they block light, air, and views, and have a dramatic impact on the feel of GHI. Other visitors who attended the ARC meeting besides the adjacent neighbors, expressed similar opinions about two-story additions. In the end, this member stated that they will tentatively support the project, since they are not directly affected by the addition.
- d. The member at 33-P Ridge Rd has given consent, on condition that the existing gardenside fence remains, and there will be no construction activity on Sundays without prior notification.
- e. The neighbor at 33-R Ridge Rd , the adjoining unit to the east (photograph shown in Attachment #5d), has privacy concerns about the proposed windows on the side of the second floor addition since 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 concern is 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 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.

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 proposed addition is to have vinyl siding, which is permitted under GHI rule §X.D.O Exterior Walls. The member at 35-F Ridge Rd 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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 # 5e) 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, one 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.

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.

6e. Review the Sustainability Subcommittee's Annual Report – (Attachment #6)
Attachment #6 is a report from the Sustainability Subcommittee, covering its activities for the past year.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the Sustainability Subcommittee's report for the past year, as presented.

6f. Request from the Buildings Committee to Develop EV Charging Solutions for Members without nearby Rental Garages

On May 20, 2021, the Board of Directors gave permission for the Buildings Committee to design a pilot project for providing electricity to a set of GHI garage units. On October 27, 2021, the Buildings Committee passed a motion by a vote of 7-0 to request permission from the Board to develop electric vehicle charging solutions for GHI members located in parts of the cooperative without nearby rental garages.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Buildings Committee to recommend a plan to install electric vehicle charging stations for use by members, in areas of GHI without nearby rental garages.

6g. Discuss Next Steps re: Proposed Solar PVES Pre-paid Power Purchase Agreement – (Attachment #7)

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. permit 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 will 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 May 6, 2021, the Board established a task force comprised of Steve Skolnik, Chuck Hess, and Eldon Ralph (staff liaison) to negotiate with SES Inc. and formulate a draft pre-paid PPA. On July 1, the Board reviewed the task force's report which included a draft pre-paid PPA and financial analyses showing the savings that GHI would obtain from the current PPA and from the proposed pre-paid PPA. The Board directed the Manager to request legal counsel to review the draft pre-paid power PPA and also advise whether GHI's bylaws and the 2018 membership vote allowed the Board to enter into the proposed pre-paid PPA.

On September 30, 2021, Attorney Douglass provided an opinion in reference to Article VIII, Section 11.d. of the Bylaws, regarding multi-year contracts, which stated that it is legitimate for GHI to enter into a pre-paid PPA without a further membership vote, provided the \$400,000 aggregate limit for multi-year contracts is not exceeded. GHI would not exceed the \$400,000 aggregate limit for multi-year contracts, if the Board approved the pre-paid PPA, hence a further membership vote is not necessary.

On October 7, 2021, the Board reviewed differing analyses from Board Treasurer Jason Luly, and the task force regarding the projected financial benefit to GHI of owning the solar PVES in terms of 'net present value', and did not take any action.

Attachment #7 is a financial spreadsheet prepared by Board Treasurer Luly, Chuck Hess and Finance committee member Bill Jones regarding the projected financial benefit to GHI of owning the solar PVES in terms of 'net present value.' The analysis shows that the proposed option to purchase has a Net Present Value of \$547,426; the current option to lease has a Net Present Value of \$331,924. i.e., purchase is \$215,502 better in today's dollars, based on the following assumptions:

- Electric prices rise at 0.553% annually (very conservative).
- Power generated the first year would cost \$23,496 from Pepco (the lease option requires GHI to pay 85% of that to the contractor, which is \$19,972).
- Monies invested by GHI will earn 2.5% annually.
- The contractor's estimate of \$61,558 earnings in SRECs for the first ten years is correct.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to request legal counsel to continue reviewing the draft pre-paid purchase agreement between SES Inc. and GHI and make modifications that are necessary. Further, I move that the Board of Directors request GHI member Steve Skolnik to continue inspecting the Solar PVES that SES Inc. installed, review its material specifications, and provide a report on the quality of the installation.

6h. 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 is 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.

6i. Motion to Hold a Closed Meeting on December 2, 2021

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

7. Items of Information:

7a. Staffing Update

Maintenance Department

- George Bachman, Director of Maintenance Operations, retired on October 22, 2021. Ron Sookram (Maintenance Manager) is currently the interim Director of Maintenance Operations and Tony Gaidurgis (Maintenance Mechanic) is the interim Maintenance Manager.
- Donell Proctor was hired as a Grounds Worker with effect from September 13, and Brian Lovelock as a Journeyman Plumber with effect from October 28. Josh Liles (Carpenter 1) resigned on October 22.
- At present, the following vacancies exist –Director Maintenance Operations (1), HVAC technician (1), and carpenters (2).

Technical Services Department

- Stuart Caplan (Director Technical Services) has given notice that he will resign after a suitable replacement is hired.
- Roger Bonifacio (Re-sales Inspector) will be on leave for the remainder of this year. Trevor Agard (Carpenter III) has been reassigned from the maintenance department to perform the duties of resales inspector until Mr. Bonifacio returns.
- At present, staff is interviewing applicants to fill the Director Technical Services position and a Project Manager position. This new Project Manager will assist the department in expediting the permit review process.

Member Services Department

- Ms. Deanna Washington was hired with effect from November 7, 2021, as Director of the Member Services Department to replace Neron Adams-Escalera who resigned last August. Ms. Washington has acquired over 18 years property management experience serving in the multi-family and affordable housing industries.

Management Office

- Altoria Ross (Executive Assistant) resigned with effect from October 28, 2021. Staff is currently interviewing candidates for the position. Ms. Andryana Butts has been hired to temporarily fill the position.

7b. HR 5298 (Disaster Assistance Equity Act)

On April 1, 2021, the Board passed a motion that authorized the Manager to contact Congressional Representative Hoyer's Office to ask him to cosponsor a disaster relief bill for housing cooperatives.

Rep. Jerrold Nadler (D-NY) along with cosponsors Representatives David Rouzer (R-NC), John Garamendi (D-CA), Andrew Garbarino (R-NY), Nancy Mace (R-SC), Paul Ruiz (D-CA), Debbie Wasserman Schultz (D-FL), and Lee Zeldin (R-NY) recently introduced HR 5298, the Disaster Assistance Equity Act in the House of Representatives.

Under current law, the Federal Emergency Management Agency (FEMA) prohibits FEMA assistance for the common areas of housing cooperatives, condominiums, and homeowners' associations thus disqualifying them for federal disaster response and recovery programs. This bipartisan legislation ensures that housing cooperatives, condominiums and other homeowners' associations are eligible for the same FEMA assistance available to other homeowners.

In response to a request from the National Association of Housing Cooperatives, GM Ralph sent an email on behalf of GHI on November 9, 2021, urging Congressional Representative Steny Hoyer to support HR 5298.

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.

Statement of Closed Meeting Held on November 18, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on November 18, 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 21, 2021	(vii)
2. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> – Contract for Repairs to 69-K Ridge Rd – 2nd reading – Contract for Repairs to 4-H Ridge Rd – 2nd reading – Contract for Repairs to 60-H Crescent Rd – 2nd reading 	(vi)
3. Request by a Non-Member to Temporarily Reside in a Deceased Member's Unit	(iv)
4. Request by a Member to Assign Their Unit to GHI	(iv)
5. Member Complaint Matters	(iv)
6. Member Financial Matters	(viii)

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

1. A contract with WJS Painting Inc. to repair 69-K Ridge Rd at the contractor's bid of \$16,500 plus 10% for contingencies, for a total not to exceed \$ 18,150.
2. A contract with WJS Painting Inc. to repair 4-H Ridge Rd at the contractor's bid of \$10,200 plus 10% for contingencies, for a total not to exceed \$11,220.
3. A contract with Q&A Homes Improvement to repair 60-H Crescent Rd at the contractor's bid of \$17,225 plus 10% for contingencies, for a total not to exceed \$ 18,947.

The motion to close the meeting was approved during the open meeting of November 4, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley and Mortimer.

GHI Board of Directors
Open Meeting
(Virtual Zoom)
October 21, 2021

Board Members Present: Bilyeu, Brodd, Carter-Woodbridge, Hess (8:07), James, Luly, McKinley and Mortimer

Excused Absence: Lambert

Others in Attendance:

Eldon Ralph, General Manager
Joe Perry, Director of Finance
Maesha McNeill, Human Resources Manager
Bruce Mangum, Contract Processor
David Benack, Audit Committee
Sam Lee, Audit Committee
Dale Wilding, Audit Committee
Leah Cohen, 4-D Hillside Road
Shobha Duncan, 13-D Ridge Road
Henry Haslinger, 4-A Ridge Road
Pat Holobaugh, 4-D Southway Road
James Hsu, 53-F Ridge Road
Amy von Gohren, 38-J Ridge Road
Janice Wolf, 54-D Ridge Road
Molly Lester, 6-M Hillside Road
Stephen Holland, 56-E Ridge Road
Bill Jones, 15-D Ridge Road
Ben Fischler, 14-V4 Ridge Road
Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:46 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: Carter-Woodbridge

Seconded: Bilyeu

Carried: 7-0

2. Statement re: Closed Meeting Held on October 21, 2021 (Attachment #1)

GHI's Board of Directors held a closed meeting at 7:00 PM on October 21, 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 September 16, 2021	(vii)
2. Approve Minutes of an Informal Hearing Held on September 30, 2021	(vii)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> – Contract for Employee Medical Insurance Benefits -1st reading – Contract for Underground Storm Drain Repairs at 9 Court Ridge Rd - 1st reading – Contract for Repairs to 7-C Crescent Rd Due to Tree Damage – 1st reading – Contract for 5-year Lease of a Copier for the Management Office – 1st reading 	(vi)
4. Discuss Next Steps for Negotiating with WSSC re: Replacement of Water Pipes for Masonry Units	(vi)
5. Member Financial Matters	(iv)

During the meeting, the Board approved the following contracts for first and only reading:

- a. A contract with Cigna to provide medical insurance to GHI's employees at the cost of \$438, 564.60 in premiums plus 5% for contingencies for a total cost not to exceed \$460,493, during the period December 1, 2021, to November 30, 2022. The contract was approved for first and only reading since Cigna will give GHI a credit of \$18,000 if a contract is signed by October 27, 2021.
- b. A contract with Toepfer Construction for roof and structural repairs at 7-C Crescent Rd., at the contractor's estimate of \$90,799.90, plus 10% for contingencies, for a total not exceeding \$99,880. The contract was approved for first and only reading due to the need to expeditiously repair significant roof damage that was caused on August 10, 2021, by a fallen tree.

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

3. Visitors and Members (Comment Period)

Molly Lester of 6-M Hillside Road asked about the absence of the statements of closed meetings from the agenda packet appearing on the website. Janice Wolf of 54-D Ridge Road wanted to know the status of the stairs between 54 Court Ridge Road and 2 Court Plateau. She said the stairs are still blocked off.

4. Approval of Membership Applications

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

- **Gregory S. Strohecker, Sole Owner, 14-C Laurel Hill Road;**
- **Kathleen J. Flamm, Sole Owner, 9-H Ridge Road;**
- **Jane M. Young, John R. Lippert, Tenants by the Entirety, 30-A Ridge Road;**
- **April C. Roe, William F. Davenport, Renee S.W. Davenport, Joint Tenants, 33-A Ridge Road;**
- **William G. Steele, Sole Owner, 37-D Ridge Road.**

Moved: James

Seconded: Bilyeu

Carried: 7-0

5. Committee Reports

Long-Range Planning Committee: The committee does not have a chair and will go on a hiatus due to departures and family illnesses. The committee will share its work with the Board for it to send to the Transition Task Force.

Bicycle Committee: The repair station is available at the GHI Administration Building. It has a rack, several tools and a bicycle pump.

Storm Water Management Subcommittee: The subcommittee has a work session scheduled with the Buildings Committee in November.

Buildings Committee: Members of the Buildings Committee met with two plumbers and an electrician for their input for the upcoming piping project. The committee is also working on information to present for the December Town Hall meeting.

6a. Selection of Board Member to Fill Vacancy – (Attachment #2)

The Board selected Chuck Hess to fill the vacancy created by the recent resignation of Christopher Carbone.

6b. Approve Minutes of the Open Meeting Held on September 16, 2021 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on September 16, 2021 as presented.

Moved: James

Seconded: Bilyeu

Carried: 7-0-1

Abstained: Hess

6c. Woodlands Committee Proposal re: Coordination of Woodlands Trail Maintenance Activities between GHI and the City of Greenbelt – (Attachment #4)

The Woodlands Committee supports coordination of trail maintenance in the GHI Woodlands with pilot maintenance activities in the Greenbelt City Forest Preserve and wanted to know whether this arrangement needed some kind of formal communication or coordination between the GHI Board and City Government. Attachment #4 is an email from Director Zoe Carter-Woodbridge, Board Liaison to the Woodlands Committee, that provides information on the proposed coordination efforts.

Motion: I move that the Board of Directors approve the Woodlands Committee proposal to coordinate trail maintenance in the GHI Woodlands with pilot maintenance activities in the Greenbelt City Forest Preserve and direct the Manager to send a letter to the City of Greenbelt Manager requesting consideration of the Woodlands Committee proposal.

Moved: Bilyeu

Seconded: James

Carried: 8-0

6d. Task Force Recommendations re: Boat /RV Lot Regulations – (Attachments #5a-5b)

During the December 3, 2020, Board meeting, staff informed the Board that fourteen of twenty-four members with vehicles in the Boat/Recreational Vehicle Lots, had not provided evidence of their registration certificates to staff despite being initially requested to do so in July 2020. The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments. Staff also mentioned that there were a few instances in the past where members abandoned vehicles in the lots, and there were great difficulties in getting them removed.

The Board established a task force to draft regulations governing the storage of vehicles in GHI's Boat/RV Lots. The members of the task force are Shobha Duncan, James Hsu, Bill Jones, Pat Holobaugh, and Juanita Beck; Christine Gyemfi is the staff liaison. The task force prepared draft regulations (Attachment #5a) and also a sample Boat/RV Lot termination letter (Attachment #5b) that staff may send to members who violate the Boat/RV Lot regulations.

Motion: I move that the Board of Directors direct the Manager to publish the draft regulations regarding the storage of vehicles in the GHI Boat/RV Lots as presented in the GHI E-newsletter for member comment, over a period of 30 days.

Moved: James

Seconded: Hess

Carried: 8-0

6e. Proposed Acquisition of a New Van for the Maintenance Department

The Maintenance Department proposes to purchase one utility van to replace Van #19 which is a Ford E150 van that is 27 years old and in poor mechanical condition. An amount of \$45,000 was included in the 2021 replacement reserves budget to replace this vehicle.

Staff obtained the following bids for a replacement vehicle:

Dealership	Vehicle	Options	Price
Sport Chevrolet Silver Spring	Chevrolet Express Cargo Van 2021	Power Lock Doors Keyless Entry Diesel Engine	\$46,616.00
Fred Frederick of Laurel	Dodge Ram ProMaster Cargo Van 2021	Roof Rack Interior Shelf Package Backup Camera Floor Mats V6 Engine	\$44,271.23
Koons of Silver Spring	Ford Transit Van 2021	Rear Door Windows Backup Camera Locking Storage Shelving	\$44,769.00

Price includes sales tax, title, and tags and are subject to change without notice based on dealer inventory.

The vehicle is intended to be mainly used in support of plumbing service work which often requires transport of numerous bulky tool assortments and water heaters, thus the need for a full-sized cargo van. Our research indicated that used vehicles with low mileage are not much less expensive than a new vehicle, especially in today's market, without the benefit of new vehicle warranties. Hence, staff recommends purchase of a new vehicle.

In the event that any of the above-mentioned vehicles are not available by the time that the Board authorizes a purchase, staff requests that the Board pre-approve the purchase of another vehicle which shall be either a Ford, Chevrolet, Dodge, or Toyota, whose cost shall not exceed \$45,000.00.

Motion: I move that the Board of Directors authorize the Manager to purchase a 2021 Dodge Ram ProMaster Cargo Van, or if not available at time of purchase, one new Ford,

Chevrolet, Dodge or Toyota van from a local dealership at a total cost not to exceed \$45,000.00.

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

6f. Review Status of 2021-2022 Board Action Plan – (Attachment #6)

The Board reviewed the activities that are in progress and discussed steps to initiate those tasks that have not begun.

6g. Motion to Hold a Closed Meeting on November 4, 2021

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on November 4, 2021.

Moved: James

Seconded: Mortimer

Carried: 8-0

Items of Information:

7a. Meeting Date with the Greenbelt City Council re: a Response to WSSC's Position Concerning Replacement of Water Pipes for Masonry Homes

The Board will meet with the Greenbelt City Council on Wednesday, December 15th to discuss a joint response to a letter from WSSC's General Manager dated February 23, 2021; the letter stated that WSSC will not proceed with a proposed project to replace underground water pipes for masonry homes but will repair pipes as they fail. Consequently, the Board reached a consensus that GHI should accept WSSC's offer to replace and maintain the pipes for 30 years thereafter.

7b. Recent Breach in Security of GHI's NCB Operating Account

During the Board meeting, staff informed the Board of a breach in security of GHI's NCB operating account and the steps that have been taken to minimize the possibility of such a breach happening again.

Three forged checks with GHI's bank account information were presented to NCB for payment. NCB flagged the checks as possibly fraudulent and contacted GHI. GHI confirmed that the checks were fraudulent, and the bank denied payment.

GHI performed a review of all current bank activities and determined that one additional GHI check had been altered. Both the payee and the amount had been changed. GHI staff reported the matter to Greenbelt police and a case was opened. Staff has filed the necessary affidavit regarding all transactions.

7c. President's Items

President Brodd commended Vice President Lambert in her absence on the success of the City Council Candidate Forum.

7d. Board Members' Items

Hess thanked Board members for voting for him and asked if the office would be open on Friday.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: McKinley

Carried: 8-0

The meeting adjourned at 9:14 pm.

Greenbelt Homes, Inc.

2022 Budget



- **October 14, 2021 - First Presentation to Finance Committee & Board of Directors**
- **November 4, 2021 – First Reading**
- **November 18, 2021 – Second Reading**

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GREENBELT HOMES, INC.
2022 BUDGET
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4	Summary budget schedule

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**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 11-12),

SIGNIFICANT INCREASES IN EXPENDITURES

Summary Budget (page 4)

- Real estate taxes

Administrative – Schedule E (pages 15-18)

- Telephone and email
- Board/Audit/Committees
- Depreciation

Maintenance Expense – Schedule F (page 19)

- Payroll Maintenance
- Vehicle Expense

Maintenance - Contract Work (page 20)

- 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 21)

- Baseboard heaters
- Frame porch decks
- Water heater replacements
- Purchase one van; one pickup with snowplow
- 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 21)

- In House
- Contracts (roof replacements)

SIGNIFICANT REDUCTIONS IN EXPENDITURES

Summary Budget (page 4)

- Insurance
- Optional improvements
- Crawlspace improvements

Administrative – Schedule E (pages 15-18)

- Fringe Benefits
- Temp & professional help
- Legal

Maintenance Expense – Schedule F (page 19)

- Fringe Benefits

Maintenance - Contract Work (page 20)

- Swale drainage improvements
- Dumpster

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 2.8%.

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	\$ 5,660,935	3.1%	
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>12,629,950</u>	2.8%	A
Other income sources:					
Service income	565,142	559,710	577,660	3.2%	B
Other income	236,870	326,720	343,620	5.2%	B
Total other income sources	<u>802,012</u>	<u>886,430</u>	<u>921,280</u>	3.9%	
Members' charges and other income	<u>\$ 13,032,771</u>	<u>\$ 13,167,966</u>	<u>\$ 13,551,230</u>	2.9%	
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>\$ 13,755,820</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	565,322	595,690	566,040	-5.0%	D
Adm/Brd/Memb	1,480,794	1,544,220	1,561,325	1.1%	E
Maintenance & improvements	3,617,241	3,784,650	4,002,100	5.7%	F
Crawlspace improvements	224,670	26,390	-	-100.0%	G
Total expenses prior to optional HIP	<u>10,789,254</u>	<u>10,926,628</u>	<u>11,204,866</u>	2.5%	
Optional improvements	1,861,220	523,710	-	-100.0%	
Total expenses	<u>\$ 12,650,474</u>	<u>\$ 11,450,338</u>	<u>\$ 11,204,866</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>\$ 14,899,172</u>	<u>\$ 13,699,036</u>	<u>\$ 13,535,820</u>	-1.2%	
Unreserved operating fund	239,886	193,610	220,000	13.6%	
Total expense & equity	<u>\$ 15,139,058</u>	<u>\$ 13,892,646</u>	<u>\$ 13,755,820</u>		
Depr - member units	<u>1,063,600</u>	<u>1,214,000</u>	<u>1,214,000</u>	0.0%	

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 \$921,280 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

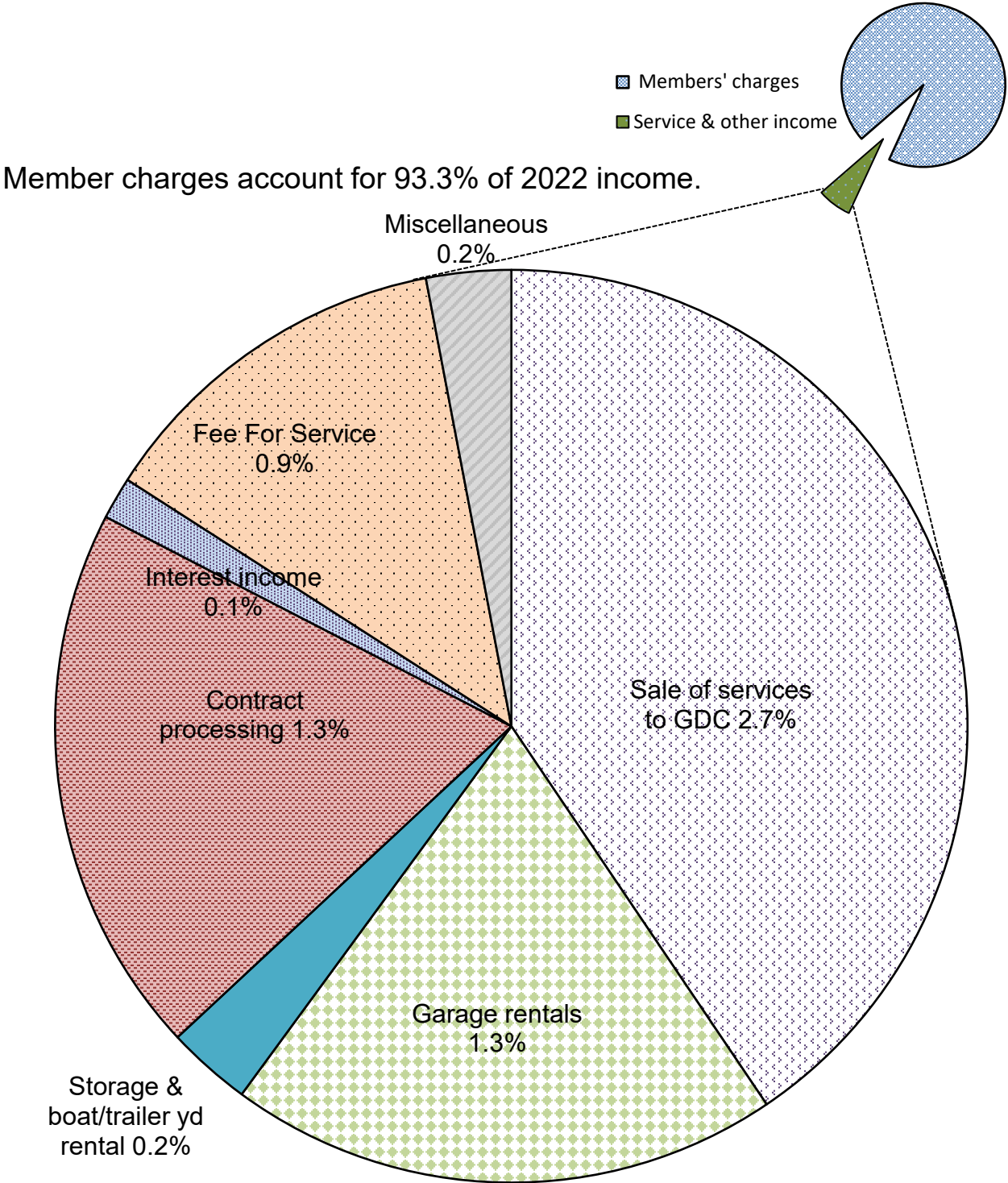
Schedule A

	FRAME HOMES		MASONRY HOMES		LARGER HOMES		TOTAL CHARGES		% Change
	2021	2022	2021	2022	2021	2022	2021	2022	
<u>Routine Operating Payments</u>									
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	350,945	215,640	204,906	10,722	10,189	595,690	566,040	-5.0%
Adm/Brd/Memb	957,416	968,022	559,008	565,200	27,796	28,104	1,544,220	1,561,325	1.1%
Maint and improvements	2,310,807	2,454,746	1,400,056	1,470,085	73,787	77,269	3,784,650	4,002,100	5.7%
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	7,965,756	5,131,377	5,272,728	302,459	312,746	13,167,966	13,551,230	2.9%
Less service & other income	549,587	571,194	320,888	333,503	15,956	16,583	886,430	921,280	3.9%
Total operating payments	\$ 7,184,544	\$ 7,394,562	\$ 4,810,489	\$ 4,939,224	\$ 286,503	\$ 296,163	\$ 12,281,536	\$ 12,629,950	2.8%
<u>Addition Maintenance Program</u>									
Transfers to reserves (AM)	115,763	117,849	84,617	86,142	589	600	200,969	204,590	1.8%
<u>Homes Improvement Program</u>									
Optional improvements	120,540	-	403,170	-	-	-	523,710	-	-100.0%
Total members' charges	\$ 7,420,847	\$ 7,512,411	\$ 5,298,276	\$ 5,025,366	\$ 287,092	\$ 296,763	\$ 13,006,215	\$ 12,834,540	-1.3%
% avg. change in operating payments		2.9%		2.7%		3.4%		2.8%	
% avg. change in members' charges		1.2%		-5.2%		3.4%		-1.3%	
% 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%	

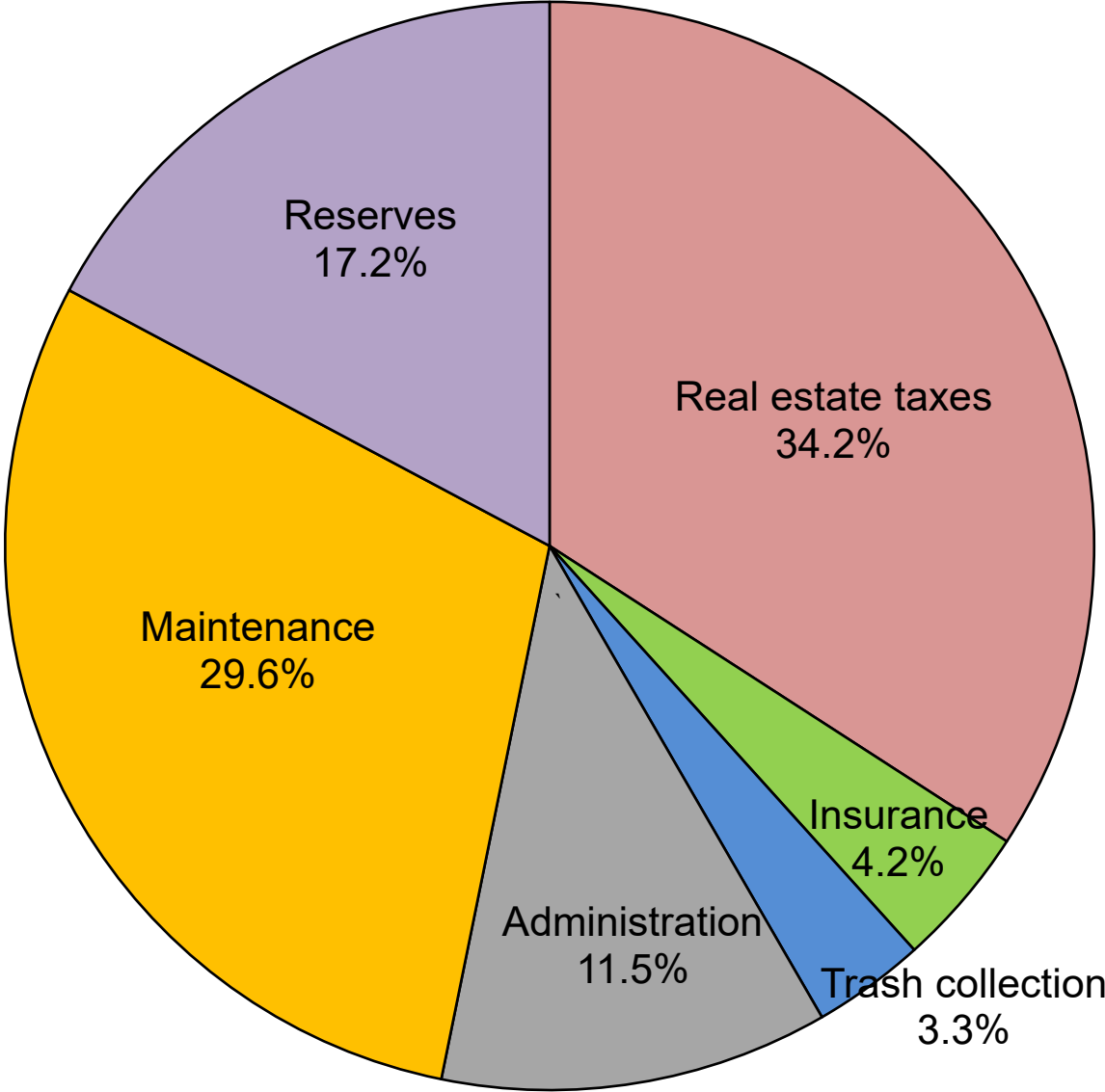
1 The variation in percent change between home groups reflects the impact of actual assessed values of homes and the HTC for members who are eligible. The 2022 budgeted real estate taxes by home group are a summation of individual unit real estate taxes for that particular home group and include the 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).

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 2022.

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 100 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.

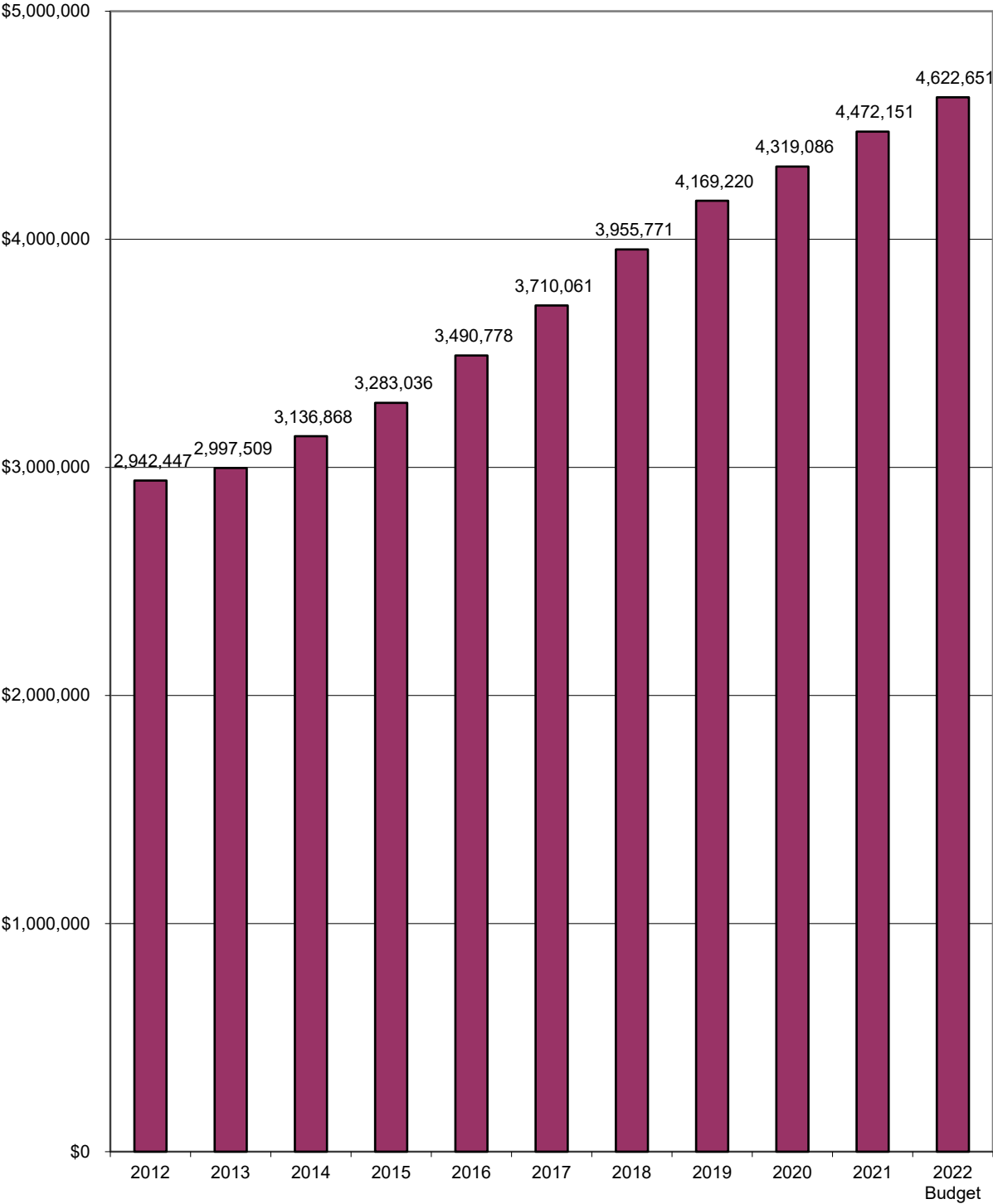
Miscellaneous - This item includes proceeds from recycling of scrap metal of \$3K, late fees paid by members of \$18K, and various other miscellaneous receipts of \$12.1K.

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	\$ 178,270	11.1%
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>\$ 343,620</u>	5.2%

REAL ESTATE TAXES



GREENBELT HOMES, INC.
2022 BUDGET
REAL ESTATE TAXES

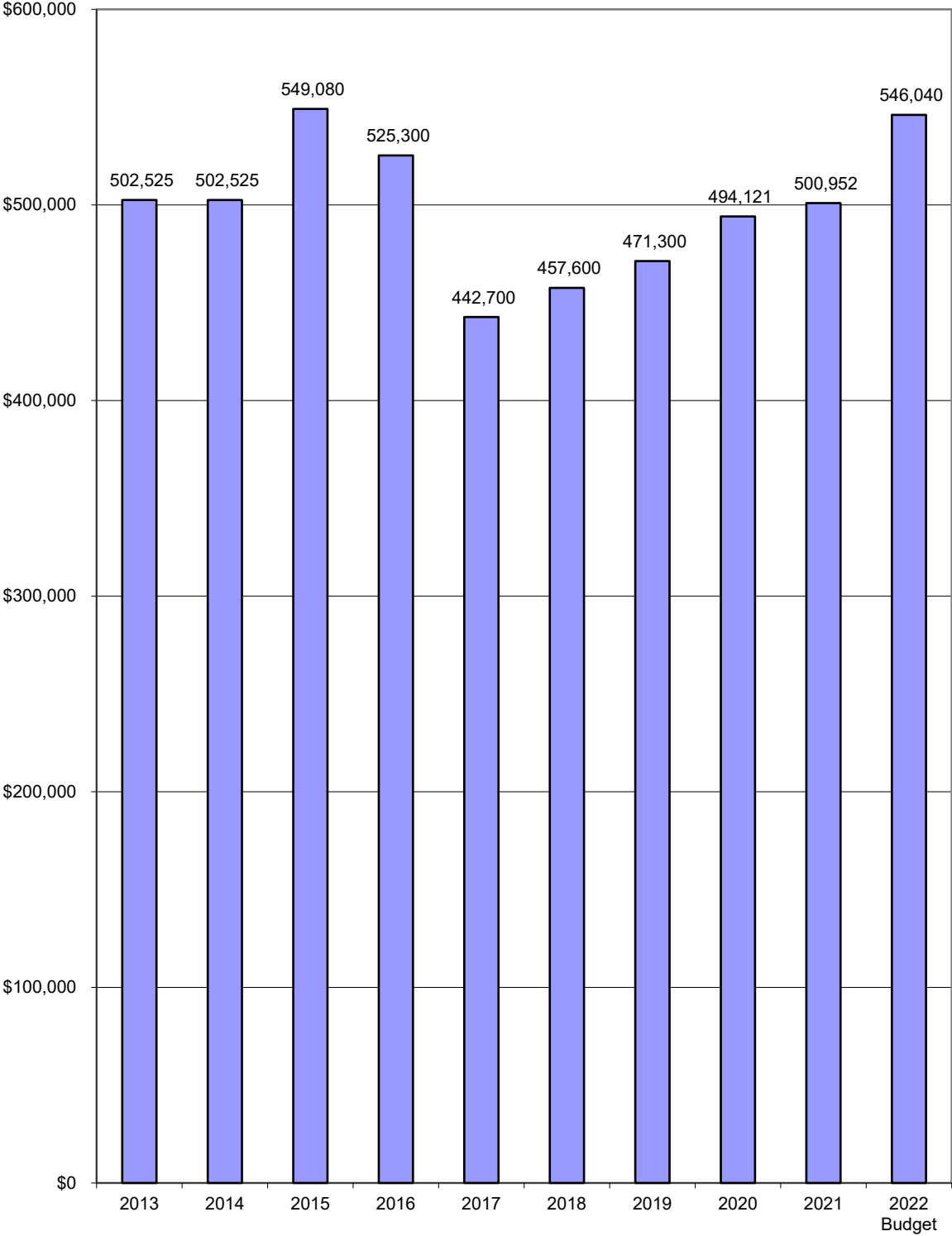
Schedule C

	<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

	<u>Schedule D</u>			
	<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)	\$ 500,952	\$ 575,690	\$ 546,040	-5.2%
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>565,322</u>	<u>595,690</u>	<u>566,040</u>	-5.0%
* Workers' compensation (included in fringe benefits)	<u>154,190</u>	<u>154,230</u>	<u>158,800</u>	3.0%
TOTAL	<u>\$ 719,512</u>	<u>\$ 749,920</u>	<u>\$ 724,840</u>	-3.3%

* 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 – (Increased 2021 budget of \$906,000 to \$912,400). This item reflects 6% salary increase at existing staff levels.

Fringe Benefits – (Decreased from 2021 budget of \$243,990 to \$231,250). This item is based on employers' portion of 2022 health insurance premiums after switching from CareFirst to Cigna. This switch keeps substantially the same services but is 13% less expensive than renewing with CareFirst. Also included are 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 the 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 \$51,975). Architectural Review Committee remains \$700; Audit Committee \$7,500; Bicycle Committee increased from \$1,375 to \$3,320; Communications Committee remains \$250; Companion Animal increased from \$710 to \$750; Member Outreach remains \$4,000; Nominations and Elections increased from \$1,705 to \$2,100; Transition Task Force new for 2022 at \$7,500; 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.

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 to \$28,800). This item reflects additional depreciation for computer upgrades 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.

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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	\$ 912,400	0.7%
Fringe benefits	227,288	243,990	231,250	-5.2%
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	51,975	28.1%
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	28,800	38.5%
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>\$ 1,561,325</u>	1.1%

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

	<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	\$ 2,117,000	9.6%
Fringe benefits	691,460	738,300	713,600	-3.3%
Materials	252,107	264,300	264,300	0.0%
Subtotal	<u>2,772,817</u>	<u>2,934,700</u>	<u>3,094,900</u>	5.5%
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>\$ 4,002,100</u></u>	5.7%

Schedule F-1

	<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>\$ 2,454,746</u>	6.2%
<u>MASONRY HOMES</u>				
Total masonry expenses	<u>1,309,441</u>	<u>1,400,056</u>	<u>1,470,085</u>	5.0%
<u>LARGER HOMES</u>				
Total larger homes expenses	<u>65,110</u>	<u>73,787</u>	<u>77,269</u>	4.7%
Total Maintenance	<u><u>\$ 3,617,240</u></u>	<u><u>\$ 3,784,650</u></u>	<u><u>\$ 4,002,100</u></u>	5.7%

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%
	<u>170,000</u>	<u>175,000</u>	
 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%

**GREENBELT HOMES, INC.
2022 BUDGET
MAJOR MAINTENANCE, REPLACEMENT AND IMPROVEMENT PROGRAMS**

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 Block Homes (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)
				Electric wiring Masonry and Frame Homes (RR)
				Water/waste piping for Masonry and Frame Homes (RR)
Windows & Doors Larger Single-Family Homes				
The following programs occur annually from 2022 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.

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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
<u>Frame Homes</u>							
Contingency	\$ -			\$ -			\$ -
Interest		\$ 59,712			\$ 52,852		
Replacement	2,887,311	1,128,093	\$ (574,994)	3,500,122	1,166,448	(958,595)	3,760,827
	<u>2,887,311</u>	<u>1,187,805</u>	<u>(574,994)</u>	<u>3,500,122</u>	<u>1,219,300</u>	<u>(958,595)</u>	<u>3,760,827</u>
<i>DMA report balance targets</i>	<i>3,262,730</i>			<i>3,822,920</i>			<i>4,461,761</i>
<u>Masonry Homes</u>							
Contingency	510,991	104,226		615,217			615,217
Interest		25,177			\$ 40,016		
Replacement	1,948,525	880,902	(204,538)	2,650,066	918,781	(510,167)	3,098,696
	<u>2,459,516</u>	<u>1,010,305</u>	<u>(204,538)</u>	<u>3,265,283</u>	<u>958,797</u>	<u>(510,167)</u>	<u>3,713,913</u>
<i>DMA report balance targets</i>	<i>1,058,870</i>			<i>1,612,158</i>			<i>2,170,967</i>
<u>Larger Homes</u>							
Contingency	58,415			58,415			58,415
Interest		4,488			\$ 5,278		
Replacement	312,906	38,733	(6,583)	349,544	41,134	(443,740)	(47,783)
	<u>371,321</u>	<u>43,221</u>	<u>(6,583)</u>	<u>407,959</u>	<u>46,413</u>	<u>(443,740)</u>	<u>10,632</u>
<i>DMA report balance targets</i>	<i>248,212</i>			<i>61,442</i>			<i>63,602</i>
<u>Summary</u>							
Contingency	569,406	104,226	-	673,632	-	-	673,632
Interest		89,377			98,146		98,146
Replacement	5,148,742	2,047,728	(786,115)	6,499,732	2,126,364	(1,912,502)	6,811,740
	<u>4,569,812</u>			<u>5,496,520</u>			<u>6,696,330</u>
	<u>\$ 5,718,148</u>	<u>\$ 2,241,331</u>	<u>\$ (786,115)</u>	<u>\$ 7,173,364</u>	<u>\$ 2,224,510</u>	<u>\$ (1,912,502)</u>	<u>\$ 7,583,518</u>
<u>Additions</u>							
Interest		\$ 19,786			\$ 19,358		
Replacement	\$ 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>	<i>974,690</i>			<i>1,172,031</i>			<i>1,377,916</i>

GREENBELT HOMES INC,

2022 BUDGET

SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENT OF COMMON ELEMENTS

In 2018, the Board of directors hired DMA Inc. (a reserve advisor firm) to conduct two comprehensive studies of the reserve funds that are required for future major repairs and replacement of the common elements during 2018 to 2047. The first study encompassed 1600 main units and common areas; the second study encompassed 697 additions that were constructed by individual members and enrolled in an addition maintenance reserve program. DMA conducted the studies in accordance with the Community Associations Institute National Reserve Study Standards and the procedures used for estimation and accumulation of cash reserves in accordance with the studies were as follows:

1. The schedule and quantities of components included in the studies were based upon information that GHI provided, regarding the common elements and/or assets that GHI is responsible for.
2. All common areas were visually observed by DMA Inc.
3. Life expectancies of the components were based on printed product literature, product or material warranties, industry standards literature, and on the opinions of manufacturers, installers, or maintenance contractors based on their experience with these components.
4. The useful lives of the components were based on DMA's professional knowledge of construction and knowledge of the typical replacement experience of many communities and other entities with the same component types.
5. Many unit prices were provided by GHI based on in-house work and work provided by contractors. Unit prices provided by DMA were based on published unit price standards such as R. S. Means "Residential Cost Data", Facilities Maintenance and Repair Cost Data, and "Facilities Construction Cost Data", and on pricing obtained from contractors, installers, or manufacturers.
6. Financial information including the fund balances at the time of the study, interest from funds on deposit, and recent capital expenditures, were provided by GHI.
7. All costs stated in the studies were based on 2018 present value dollars.
8. The analyses incorporated assumptions about the future rate of inflation, and the future interest income on GHI's account deposits.

Member contributions to the reserve fund for GHI main units and addition maintenance reserve fund in the 2022 budget, are based on DMA's recommended contributions in the study reports.

At the end of 2020, GHI staff updated the estimated future repair and replacement costs for the common elements of GHI main units and additions on the addition maintenance program during the period 2021 to 2047 as follows:

GREENBELT HOMES, INC.
2022 BUDGET
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS
December 31, 2020

In 2018 the board of directors hired an independent advisor to conduct a comprehensive study of the reserve plan. The information has been updated for 2020. The following information is based on that analysis and presents significant information about the components of common property.

Component	Est. Life (Yrs.)	Estimated future repair and replacement costs			
		Est. Remaining Life (Yrs.)	Frame Homes	Masonry Homes	Larger Homes
HVAC, larger Homes	20	4-20	\$ -	\$ -	\$ 356,580
Attached garage roofs & doors	25	0-25	-	284,615	-
Baseboard heaters	35	0-35	182,581	117,675	-
Ceiling heaters	25	0-25	345,434	201,476	-
Drainage systems, larger townhomes	50	0-50	-	-	244,394
Electrical Systems	70-90	10-20	2,721,899	1,630,806	279,428
Porch stoops, frame	25	0-25	667,446	-	-
Entrance Doors	35-40	35-40	443,995	245,016	92,249
Porch roofs, masonry	25	0-25	-	1,500,663	-
Roofs (main & porch), frame	25	0-25	2,294,725	-	-
Roofs, larger homes	25	11-25	-	-	196,108
Roofs, masonry	24-75	2-12	-	1,503,923	-
Siding (vinyl)	35-45	10-45	882,896	144,470	76,532
Sump pumps	20	0-20	97,962	-	-
Water heaters	15	0-15	1,339,947	778,993	39,265
Water supply and waste piping	90-95	3-10	7,440,000	8,686,675	-
Window sets	35-40	35-40	690,880	634,520	210,201
* Shared Components					
<i>Admin Building - windows, roofs, baseboard heaters, water heaters</i>	15-40	2-40	220,027	128,432	6,423
<i>Concrete sidewalks</i>	75	0-75	853,698	498,312	24,923
<i>Parking lots</i>	25	0-25	776,733	453,387	22,675
<i>Playground renovations (seven playgrounds)</i>	25	0-25	111,250	64,938	3,248
<i>Retaining walls at 60-E Crescent Rd., 3-D Eastway, 13-P Hillside, 2A-E and 2G-M Plateau Place</i>	19-100	0-100	157,254	91,791	4,591
<i>Rental garage doors</i>	25	0-25	111,753	65,231	3,263
<i>Rental garage roofs</i>	20	0-20	347,288	202,715	10,139
<i>Underground sewer piping</i>	75	0-75	1,782,767	1,040,618	52,045
<i>Vehicles</i>	20-25	0-25	1,035,585	604,481	30,233
Total costs in 2020			\$ 22,504,120	\$ 18,878,737	\$ 1,652,297

* Shared Components - In addition to the dedicated components for the three home groups, there are a number of shared components that are not directly related to any one home type. The costs for these shared components are apportioned among the three dedicated accounts in proportion to the number of homes in each. GHI contains 1,600 homes and the proportionate shared cost for each housing type is calculated as follows:

- Frame Homes: 992 homes / 1,600 = 62.0%
- Masonry Homes: 579 homes / 1,600 = 36.2%
- Larger Homes: 29 homes / 1,600 = 1.8%

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.

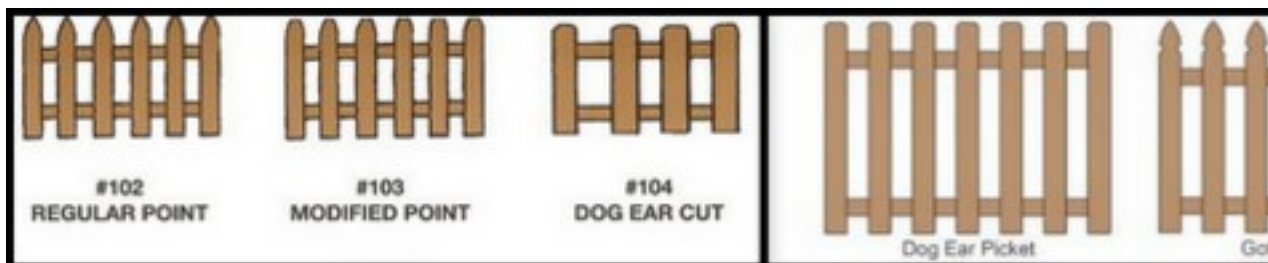
[Fencing styles/types: 59 survey responders complain of fencing types in GHI, many mentioning their desire for less chainlink.]

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)

10.2021 Annual Report
Sustainability Subcommittee

The GHI Sustainability Subcommittee met monthly, on the second Monday of each month. The Subcommittee consists of three Buildings Committee members and 3-4 non-committee members working together to accomplish the tasks related to the BoD charge.

In the past year, the Subcommittee has been involved in:

1. Canvassing the entire cooperative and building a map of visitor spaces, garages, and their proximity to existing electrical connection.
2. Identifying available EV rebate programs and obtaining informal quotes from trusted electrical experts.
3. Developing and circulating a survey to garage renting members on how they would plan to use / not use electricity in their garages if it were made available to them.
4. Developing and circulating a survey to capture member interest in EV charging solutions.
5. Recommending the GHI agree to partner with the city of Greenbelt on a composting infrastructure grant (which ultimately we were not awarded).
6. Helping staff to develop the parameters and purpose of a Request for Proposals regarding installing level 2 EV chargers at or near the GHI Admin Building.
7. Recommended that GHI's BoD consider a member-proposed integrated plan to install a cooperatively-run community space including but not limited to a local composting system, water collection system, and food forest in common areas.

The Subcommittee is actively working on:

1. Recommendations related to conducting a pilot program to electrify several rows of stand-alone GHI rental garages.
2. Recommendations related to installing Level 2 charging stations in GHI courts with multiple visitor spaces by leveraging the generous Pepco Multifamily Charging Rebate Program.
3. Recommendations related to trialing roofing materials that produce solar electricity.
4. Recommendations related to replacing GHI fossil-fuel using landscaping equipment and services with electric versions of the tools without having to expend additional resources.

The proposed option to purchase has a Net Present Value of \$547,426; the current option to lease has a Net Present Value of \$331,924. That is, purchase is \$215,502 better in today's dollars. For this conclusion, we assume that electric prices rise at 0.553% annually (very conservative), and that the power generated the first year would cost \$23,496 from Pepco (the lease option requires us to pay 85% of that to the contractor, which is \$19,972). We assume that money invested earns 2.5% annually. And we assume that the contractor's estimate of \$61,558 earnings in SRECs for the first ten years is correct.

				Option Buy (Proposed Arrangement)				Option Lease (Existing Arrangement)			
	SREC	kWh per Year	Cost per kWh	Savings from Sale of SRECs	Electricity Savings	Total Cash Flows under Option Buy	Discounted Total Cash Flows under Option Buy	Electricity Savings	Investment Return	Total Cash Flows under Option	Discounted Total Cash Flows under Option Lease
Total				\$61,557.84	\$704,889	\$766,447	\$547,426	\$105,733	\$451,773	\$557,506	\$331,924
2021	\$75.00	156,643	\$0.15	\$11,748.23	\$23,496	\$35,245	\$34,385	\$3,524	\$6,454	\$9,978	\$9,735
2022	\$75.00	155,781	\$0.15	\$11,683.61	\$23,496	\$35,180	\$33,485	\$3,524	\$6,454	\$9,978	\$9,498
2023	\$50.00	154,925	\$0.15	\$7,746.23	\$23,496	\$31,243	\$29,012	\$3,524	\$6,454	\$9,978	\$9,266
2024	\$40.00	154,073	\$0.15	\$6,162.90	\$23,496	\$29,659	\$26,870	\$3,524	\$6,454	\$9,978	\$9,040
2025	\$35.00	153,225	\$0.15	\$5,362.88	\$23,496	\$28,859	\$25,507	\$3,524	\$6,454	\$9,978	\$8,819
2026	\$30.00	152,382	\$0.15	\$4,571.47	\$23,496	\$28,068	\$24,203	\$3,524	\$6,454	\$9,978	\$8,604
2027	\$25.00	151,544	\$0.16	\$3,788.61	\$23,496	\$27,285	\$22,954	\$3,524	\$6,454	\$9,978	\$8,394
2028	\$25.00	150,711	\$0.16	\$3,767.77	\$23,496	\$27,264	\$22,377	\$3,524	\$6,454	\$9,978	\$8,190
2029	\$22.50	149,882	\$0.16	\$3,372.34	\$23,496	\$26,869	\$21,515	\$3,524	\$6,454	\$9,978	\$7,990
2030	\$22.50	149,058	\$0.16	\$3,353.80	\$23,496	\$26,850	\$20,975	\$3,524	\$6,454	\$9,978	\$7,795
2031	\$0.00	148,238	\$0.16	\$0.00	\$23,496	\$23,496	\$17,908	\$3,524	\$6,454	\$9,978	\$7,605
2032	\$0.00	147,422	\$0.16	\$0.00	\$23,496	\$23,496	\$17,471	\$3,524	\$6,454	\$9,978	\$7,419
2033	\$0.00	146,612	\$0.16	\$0.00	\$23,496	\$23,496	\$17,045	\$3,524	\$6,454	\$9,978	\$7,238
2034	\$0.00	145,805	\$0.16	\$0.00	\$23,496	\$23,496	\$16,629	\$3,524	\$6,454	\$9,978	\$7,062
2035	\$0.00	145,003	\$0.16	\$0.00	\$23,496	\$23,496	\$16,223	\$3,524	\$6,454	\$9,978	\$6,890
2036	\$0.00	144,206	\$0.16	\$0.00	\$23,496	\$23,496	\$15,828	\$3,524	\$6,454	\$9,978	\$6,722
2037	\$0.00	143,413	\$0.16	\$0.00	\$23,496	\$23,496	\$15,442	\$3,524	\$6,454	\$9,978	\$6,558
2038	\$0.00	142,624	\$0.16	\$0.00	\$23,496	\$23,496	\$15,065	\$3,524	\$6,454	\$9,978	\$6,398
2039	\$0.00	141,839	\$0.17	\$0.00	\$23,496	\$23,496	\$14,698	\$3,524	\$6,454	\$9,978	\$6,242
2040	\$0.00	141,059	\$0.17	\$0.00	\$23,496	\$23,496	\$14,339	\$3,524	\$6,454	\$9,978	\$6,089
2041	\$0.00	140,284	\$0.17	\$0.00	\$23,496	\$23,496	\$13,989	\$3,524	\$6,454	\$9,978	\$5,941
2042	\$0.00	139,512	\$0.17	\$0.00	\$23,496	\$23,496	\$13,648	\$3,524	\$6,454	\$9,978	\$5,796
2043	\$0.00	138,745	\$0.17	\$0.00	\$23,496	\$23,496	\$13,315	\$3,524	\$6,454	\$9,978	\$5,655
2044	\$0.00	137,982	\$0.17	\$0.00	\$23,496	\$23,496	\$12,990	\$3,524	\$6,454	\$9,978	\$5,517
2045	\$0.00	137,223	\$0.17	\$0.00	\$23,496	\$23,496	\$12,674	\$3,524	\$6,454	\$9,978	\$5,382
2046	\$0.00	136,468	\$0.17	\$0.00	\$23,496	\$23,496	\$12,365	\$3,524	\$6,454	\$9,978	\$5,251
2047	\$0.00	135,717	\$0.17	\$0.00	\$23,496	\$23,496	\$12,063	\$3,524	\$6,454	\$9,978	\$5,123
2048	\$0.00	134,971	\$0.17	\$0.00	\$23,496	\$23,496	\$11,769	\$3,524	\$6,454	\$9,978	\$4,998
2049	\$0.00	134,229	\$0.18	\$0.00	\$23,496	\$23,496	\$11,482	\$3,524	\$6,454	\$9,978	\$4,876
2050	\$0.00	133,490	\$0.18	\$0.00	\$23,496	\$23,496	\$11,202	\$3,524	\$264,610	\$268,134	\$127,831
Factors				Notes							
kWh per year	0.9945			Overly conservative: (1) SRECs should be worth something even after the year 2030. (2) Inflation might well be higher than 1.5%.							
Cost per kWh	1.00553			This spreadsheet assumes payments occur at the end of each year, not at the end of each month, a small difference.							
Discount factor	1.025			Assumptions:							
Lease Savings	15%			(1) below "kWh per year" is the annual rate of power drop							
Lease includes	258,156			(2) below "cost per kWh" is the annual increase in power costs;							
				(3) below L is the savings rate the Lease Option gives us;							
				(4) below "discount factor" is the annual interest rate on investments;							
https://docs.google.com/spreadsheets/d/1_v7CFIN8RanRUAmPILXNjke-				NPV Calculations: Each year we divide the cash flow for that year by the discount factor to get the present-day value. Then we total all yearly							