

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING

Begins After the GDC Open Meeting Ends.

Thursday, December 16, 2021

VIRTUAL ZOOM MEETING ROOM

Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Statement of Closed Meeting Held on December 16, 2021- (Attachment #1)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee Reports**
- 6. For Action or Discussion**
 - a. Approval of Addendum for Trust Ownership and Trustee's Affidavit 5 Minutes Discussion/Action
 - b. Approve Minutes of the Open Meeting Held on November 4, 2021– (Attachment #3)
 - c. Approve Minutes of the Open Meeting Held on November 18, 2021 – (Attachment #4) 2 Minutes Discussion/Action
 - d. Review 2021 3rd Quarter Financial Statements – (Attachment #5) 2 Minutes Discussion/Action
 - e. Proposal to Hire a Technical Writer to Update the GHI Member Handbook and Board Policies 10 Minutes Discussion/Action
Minutes Discussion/Action
 - f. Review the Permit Task Force's Final Report – (Attachment #6a-6c)
 - g. Review Proposed Recreational Vehicle/Boat Lot Regulations – (Attachments #7a-7b) 20 Minutes Discussion/Action
 - h. Floating Holidays for Staff in 2022 10 Minutes Discussion/Action
 - i. Motion to Hold a Closed Meeting on January 6, 2022 Minutes Discussion/Action
Minutes Discussion/Action
- 7. Items of Information**
 - a. President's Items
 - b. Board Members' Items
 - c. Audit Committee's Items
 - d. Manager's Items

Ed James
Secretary

NOTE: AT 10:15 P.M., THE BOARD MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager
DATE: December 8, 2021
SUBJECT: Items for the **GHI OPEN** Board Meeting on December 16, 2021

GHI Open Meeting

6a. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 6-M Ridge Road – (Attachment #2)

Carl T. Kirk, the member at 6-M Ridge Road, requests approval of the Addendum for Trust Ownership and Trustee's Affidavit of Carl T. Kirk, Trustee of The Carl T. Kirk Revocable Trust of 2021 (Attachment #2). Carl T. Kirk will serve as trustee and beneficiary under a trust agreement. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Suggested motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of Carl T. Kirk, Trustee of The Carl T. Kirk Revocable Trust of 2021, thereby allowing him to place the membership and equity interest in 6-M Ridge Rd into a living trust.

6b. Approve Minutes of the Open Meeting Held on November 4, 2021 – (Attachment #3)

Suggested motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on November 4, 2021 (as presented/as revised).

6c. Approve Minutes of the Open Meeting Held on November 18, 2021– (Attachment #4)

Suggested motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on November 18, 2021 (as presented/as revised).

6d. Review 2021 3rd Quarter Financial Statements – (Attachment #5)

GHI's 2021 third quarter financial statements are submitted as Attachment #5 for your review. Joe Perry, GHI's Finance Director, will present them during the Board meeting.

This item is on the agenda for discussion.

6e. Proposal to Hire a Technical Writer to Update the GHI Member Handbook and Board Policies

The Board's current action plan states as follows:

- Update and improve the member handbook to reflect current operations and be internally consistent. Restructure the handbook for ease of use and maintenance. Update how members access the handbook and its updates.
- The Board needs to address resources to get this work done faster. Possible approaches include work sessions, a Task Force, staff and/or more intensive recruitment.
- Develop an accompanying quick reference guide / FAQ.

On December 2, 2021, the Board discussed whether it should establish a Task Force of volunteer members to collaborate with technical staff, and eventually a technical writer to accomplish the task of updating the GHI Member Handbook; but did not take any action.

Directors McKinley and Brodd have requested that the Board discuss this item further and consider taking action based on the two suggested motions listed below.

This item is on the agenda for discussion and action.

Suggested motion #1: I move that the Board of Directors authorize the Manager to seek the services of a technical writer, technical editor, or other professional with the necessary skill set to update, standardize, format, and revise the Member Handbook and Board policies for clarity and consistency and to formulate an employment contract with said professional for Board authorization. The Manager is further authorized to utilize the services of a recruiting firm to identify potential candidates.

Suggested motion #2: I move that the Board of Directors appoint a Subcommittee of the Board, consisting of Debbie McKinley, Heather Mortimer, and _____ to oversee the work of and assist the professional hired under the provisions of Motion #1 in coordinating with GHI staff, standing committees, subcommittees, and Task Forces, as needed, in order to accomplish the tasks necessary to update and revise the Member Handbook and Board policies.

6f. Review the Permit Task Force's Final Report – (Attachment #6a-6c)

On January 21, 2021, the Board directed the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements, including a refundable fee that would be returned to members who comply fully with GHI inspection requirements.

The Board reviewed the Finance Committee's recommendations on March 4, 2021, and directed the Manager to publish the Committee's recommendations in GHI's e-newsletter for member

feedback. On April 15th, the Board decided to establish a Task Force under the direction of the Buildings Committee to review the member comments and recommend the following:

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

The Task Force comprised Michael Campbell (Chair), Debbie McKinley (Alternate Chair), Tom Sporney (Staff Liaison), Stuart Caplan (replacement Staff Liaison), Erin Bilyeu (Board and Buildings Committee Liaison), Ben Hille, Wendy Young, Alison Gary, Jennifer Tschabrunn, and Bill Jones.

Attachment #6a is the report that the Task Force submitted. At the Board's directive, staff published the report on GHI's website and requested members to submit their comments over a 30-day period. Four members submitted comments (refer to Attachment #6b). Staff's comments on the report are stated in Attachment #6c.

The Task Force recommended that GHI should not charge fees for the review of permits, and at a minimum, staff should implement the following recommendations:

- a) Create and post on the GHI website and Yardi portal, a list of items requiring permits, a list of items not requiring permits, and a list of prohibited items. Include a list of member responsibilities regarding permits and the consequences of not upholding their responsibilities.
- b) Create and post a permitting decision tree, where processes and appropriate staff are identified for the Type I, II, III and IV permit types, regarding member and staff actions, and when these actions are to be performed during the permit process.
- c) Ensure that website links work properly and that proper and current staff listings are correct.
- d) Institute a method for gathering member feedback as projects are completed, and identifying room for improvement.
- e) Offer informational meetings/webinars to educate members about the responsibilities in the permit process, as well as GHI's obligations.

The report also recommended changes to the Member Handbook to increase member understanding of permits per se:

- a) Clarify Section X.C.3 as to whether items not specifically requiring a permit can be utilized to penalize a member due to the requirements in either Section III.B.5 or otherwise affecting structure or historical integrity.

- b) Update Section X. of the Member’s Handbook to address the permit requirements and ensure consistency throughout this section as well as the rest of the Handbook so that there is agreement between the governing documents.

This item is on the agenda for discussion and action.

Suggested motion #1: I move that the Board of Directors accept the recommendations of the GHI Permits Task Force Report (as presented/as revised).

Suggested motion #2: I move that the Board of Directors direct the Manager to implement the recommendations stated in the Permit Task Force that require staff involvement, including accomplishment of the following assignments at a minimum, by

_____.

- a. Create and post on the GHI website and Yardi portal a list of items requiring permits, a list of items not requiring permits, and a list of prohibited items. Include a list of member responsibilities regarding permits and the consequences of not upholding their responsibilities.
- b. Create and post a permitting decision tree, where processes and appropriate staff are identified for the Type I, II, III and IV permit types.
- c. Institute a method for gathering member feedback as projects are completed.
- d. Offer an informational meeting/webinar to educate members about the responsibilities in the permit process, as well as GHI’s obligations.

Suggested motion #3: I move that the Board of Directors direct that the recommendations from the Permit Task Force and staff for changes to the Member Handbook to improve member understanding of permits, be considered by the technical writer that GHI hires to re-write the Member Handbook in collaboration with staff and a sub-committee of the Board.

6g. Review Proposed Recreational Vehicle/Boat Lot Regulations – (Attachments #7a-7b)

On December 3, 2020, the Board established a Task Force to recommend regulations governing the storage of vehicles in GHI’s Boat Lots. On March 18, 2021, the Board reviewed draft regulations that the Task Force developed and forwarded them to the Communications Committee for editing.

The draft regulations (Attachment #7a) that the Communications Committee edited, were published in the GHI e-newsletter over a period of 30 days. Three members submitted comments that are detailed in Attachment #7b.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the Regulations for Utilization of GHI’s Recreational Vehicle/Boat Lots (as presented/as revised) on December 16, 2021.

6h. Floater Holidays for Staff During 2022

GHI full time regular employees are offered twelve holidays per year. During 2022, New Year's Day falls on a Saturday and would have been observed on the Friday of the previous year. Also, Veteran's Day and the day after Thanksgiving fall on Friday of compressed work weeks, when the office will be closed.

Staff therefore requests that the Board designate three Floater Holidays for full time employees as substitute holidays for January 1, 2022, Friday, November 11, 2022, and Friday, November 25, 2022.

Suggested motion: I move that the Board of Directors authorize three floater holidays for full time employees during 2022, as replacement holidays for January 1st (New Years' Day), November 11th (Veteran's Day) and November 25th (day after Thanksgiving).

6i. Motion to Hold a Closed Meeting on January 6, 2022

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on January 6, 2022.

Statement of Closed Meeting Held on December 16, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on December 16, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on November 4, 2021	(vii)
2. Approve Minutes of the Closed Meeting held on November 18, 2021	(vii)
3. Approve Minutes of the Informal Complaint Hearing Held on November 22, 2021	(vii)
4. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contract for 2022 Property and Business Owner's Insurance Coverage - 1st and only reading • Contract for Repairs to a GHI Unit - 1st reading 	(vi)
5. Member Complaint Matter	(iv)
6. Member Financial Matters	(viii)

During the meeting, the Board of Directors approved for first and only reading (due to the emergency that a contract must be renewed by January 1, 2022), the expenditure of \$ _____ with an extra 0.5% to cover any unforeseen contingencies, for a total not exceeding \$ _____ to renew GHI's Property and Business Owners' Insurance Policy for 2022 through USI Insurance Services.

The motion to hold the closed meeting was approved during the open meeting of November 18, 2021, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, and McKinley.

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
November 4, 2021

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

Excused Absence:

Others in Attendance:

Eldon Ralph, General Manager
Joe Perry, Director of Finance
Maesha McNeill, Human Resources Manager
Greg Eck, Accounting Manager
Bruce Mangum, Contract Processor
David Benack, Audit Committee
Sam Lee, Audit Committee
Dale Wilding, Audit Committee
Greg Eck, Finance Manager
Stuart Caplan, Director of Technical Services
Michael Chesnes, 8-K Laurel Hill Road
Kerry Loring, 7-C Laurel Hill Road
Joe Ralbovsky, 62-E Ridge Road
Amy Odegaard, 35-G Ridge Road
Mark Docken, 33-R Ridge Road
Lois Docken, 33-R Ridge Road
Mara Hemminger, 33-N Ridge Road
Bill Jones, 15-D Ridge Road
Amy von Gohren, 38-J Ridge Road
Tom Adams, 33-Q Ridge Road
Molly Lester, 6-M Hillside Road
Stephen Holland, 56-E Ridge Road
Susan Harris, 5-J Ridge Road
Paul Kapfer, 6-E Hillside Road
Ben Fischler, 14-V4 Ridge Road
Monica Johnson, Recording Secretary

President Brodd called the meeting to order at 8:07 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: Hess

Seconded: McKinley

Carried: 9-0

2. Statement of Closed Meeting

2a. Statement of Closed Meeting Held on October 27, 2021

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

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

2b. Statement of Closed Meeting Held on November 4, 2021

The meeting is in recess and will be reported on during a subsequent Open Meeting.

3. Visitors and Members (Comment Period)

Molly Lester, 6-M Hillside Road, asked about how would revisions to the agenda get to the membership before the meeting and meeting minutes available for members.

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:

- **Amanda R. Spaid, Noel P. Johnson, Tenants by the Entirety, 5-H Ridge Road;**
- **Marcia D. Aleksiewicz, Peter J. Aleksiewicz, tenants by the Entirety, 33-V Ridge Road;**
- **Gregory B. Wingerter, Sole Owner, 34-C Ridge Road;**
- **Charles O. Akintibubo, Sole Owner, 61-F Ridge Road.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **Catherine Meetre, Margaret L. Strong, Joint Tenants, 14-G Hillside Road, is hereby changed to Margaret L. Strong, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

Director McKinley reported on the Storm Water Management Subcommittee and the Buildings Committee.

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on October 7, 2021

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

Moved: James
Abstained: Hess

Seconded: Bilyeu

Carried: 8-0-1

6b. Review 2022 GHI Operating Budget - 1st reading

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

Motion: I move that the Board of Directors adopt The 2022 Operating Budget for Greenbelt Homes Inc., for first reading in the amount of \$ 13,841,840.00 with depreciation of Members' homes in the amount of \$1,214,000.00.

Moved: Luly

Seconded: Hess

Carried: 9-0

6c. Permit Request to Add a Second Story to an Existing One-Story Addition at 33-Q Ridge Road

No Action. Moved to a future agenda.

6d. Transition and Sustainability Task Force Proposal to Conduct a Membership Survey

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

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

Motion: I move that the Board of Directors accept the Transition Survey-Communication Plan and membership survey form as presented and authorize the Transition Task

Force/Member Engagement Work Group to conduct the membership survey.

Moved: Hess Seconded: James Amended and carried by a later vote

Amendment: I move to replace the word “presented” with the word “revised”.

Moved: James Seconded: Hess Carried: 9-0

Motion as Revised: I move that the Board of Directors accept the Transition Survey-Communication Plan and membership survey form, as revised, and authorize the Transition Task Force/Member Engagement Work Group to conduct the membership survey.

Moved: Hess Seconded: James Carried: 9-0

6e. Update from the Old Greenbelt Gardening Boosters re: Status of Recommendations in a 2017 Report Prepared by the Yard Solutions Task Force

Moved to future meeting due to the lateness of the hour.

6f. Proposal to Hold Education Seminars for Members

Moved to future meeting due to the lateness of the hour.

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

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

Moved: James Seconded: Lambert Carried: 9-0

7. Items of Information

7a. President’s Items None.

7b. Board Members’ Items None.

7c. Audit Committee’s Items None.

7d. Manager’s Items None.

Motion: To adjourn.

Moved: Hess Seconded: Carter-Woodbridge Carried: 9-0

The meeting adjourned at 10:17 pm.

Ed James
Secretary

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
November 18, 2021

Board Members Present: Erin Bilyeu, Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess (8:15pm), Ed James, Denna Lambert, Jason Luly, Debbie McKinley and Heather Mortimer

Excused Absence:

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Maesha McNeill, Human Resources Manager

Deanna Washington, Director of Member Services

Greg Eck, Accounting Manager

David Benack, Audit Committee

Sam Lee, Audit Committee

Dale Wilding, Audit Committee

Michelle Kretsch, 33-B Ridge Road

Tim Murray, 33-L Ridge Road

Mara Hemminger, 33-N Ridge Road

Tom Adams, 33-Q Ridge Road

Geraldine Adams, 33-Q Ridge Road

Mark Docken, 33-R Ridge Road

Lois Docken, 33-R Ridge Road

David MacArthur, 33-S Ridge Road

Margaret MacArthur, 33-S Ridge Road

Becky Putens, 33-U Ridge Road

Susan Walker, 35-E Ridge Road

Craig Carandang, 35-F Ridge Road

Tatianna Carandang, 35-F Ridge Road

Amy Odegaard, 35-G Ridge Road

Robert Stewart, 53-J Ridge Road

Stephen Holland, 56-E Ridge Road

Folami Ford, 18-U Ridge Road

Paul Kapfer, 6-E Hillside Road

Molly Lester, 6-M Hillside Road

Francis DeBernardo, 13-D Laurel Hill Road

Joe Ralbovsky, 62-E Ridge Road

Joe Robbins, 59-G Ridge Road

Susan Harris, 5-J Ridge Road

Ben Fischler, 14-V4 Ridge Road

Henry Haslinger, 4-A Ridge Road

- 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.

2b. 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: – Contract for Repairs to 69-K Ridge Rd – 2 nd reading – Contract for Repairs to 4-H Ridge Rd – 2 nd reading – Contract for Repairs to 60-H Crescent Rd – 2 nd 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.

3. Visitors and Members (Comment Period)

Joe Ralbovsky expressed his appreciation for the greenery in GHI.

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.

- Robert Stewart, Satcha B. Robinson, Tenants by the Entirety, 6-N Hillside Road;
- Amelia F. Von Gohren, Sole Owner, 8-K Laurel Hill Road;
- Folami M. Ford, Sole Owner, 18-U Ridge Road;
- Joshua S. Carter, Sole Owner, 50-D Ridge Road

Moved: James

Seconded: Mortimer

Carried: 8-0

5. Committee Reports

The Buildings Committee and the Stormwater Management Subcommittee provided brief update reports.

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on October 21, 2021

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

Moved: James

Seconded: Bilyeu

Carried: 8-0

6b. Review 2022 GHI Operating Budget - 2nd reading

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 was presented for a second and final reading.

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 \$ 13,755,820 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.

Moved: Luly

Seconded: Carter-Woodbridge

Carried: 8-0

6c. Update from the Old Greenbelt Gardening Boosters re: Status of Recommendations in a 2017 Report Prepared by the Yard Solutions Task Force

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, rainbarrels, 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 compliment 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 a representative of the Old Greenbelt Gardening Boosters presented the Old Greenbelt Gardening Boosters’ report during the Board meeting.

6d. Permit Request to add a Second Story onto an Existing One-Story Gardenside Addition at 33-Q Ridge Road

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(s) at 33-Q Ridge Rd., 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:

- 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.
- 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
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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 there will 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 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 from 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(s) 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 Rd. 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 Rd. (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, 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, ARC recommended that the Board of Directors allow the roof on the proposed second story gardenside addition at 33-Q Ridge Rd. to have a roof slope of 7:12.

By a vote of 7-0-0, ARC recommended that the Board of Directors allow the member at 33-Q Ridge Rd. 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.

Motion #1: I move that the Board of Directors 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.

Moved: Carter-Woodbridge Seconded: James Carried: 9-0

Director Hess moved to have the words, "...grant an exception to GHI Rule §X.C.2...", excluded, but the motion failed on a 3-6-0 vote.

Motion #2: I move that the Board of Directors stipulate the slope of the roof on the proposed second story gardenside addition at 33-Q Ridge Road shall be 7:12.

Moved: Hess Seconded: Carter-Woodbridge Carried: 9-0

Motion #3: I move that the Board of Directors 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.

Moved: McKinley Seconded: Hess Carried: 9-0

6e. Review the Sustainability Subcommittee's Annual Report

The Sustainability Subcommittee presented its report covering its activities over the past year.

Motion: I move that the Board of Directors accept the Sustainability Subcommittee’s report for the past year, with thanks, as presented.

Moved: Hess

Seconded: Mortimer

Carried: 9-0

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 7-0-0 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.

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.

Moved: Lambert

Seconded: James

Amended and Carried by Later Vote

Motion to Amend: I move to strike the words, “...in areas of GHI without nearby rental garages...”

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

Motion as Amended: 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.

Moved: Lambert

Seconded: James

Carried: 9-0

6g. Discuss Next Steps re: Proposed Solar PVES Pre-paid Power Purchase Agreement

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 analysis 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 analysis 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 Jason 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. Thus, 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.

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.

Moved: Hess

Seconded: Luly

Abstained: McKinley

Carried: 8-0-1

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, etc., and produce them as webinars.

This item is 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.

**Nothing definitively decided, but Building Committee indicated they have a large selection of seminars that could be beneficial. Also suggested having Stuart Caplan record some videos, in advance of his departure, to provide insight into the permit process.

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.

Moved: James

Seconded: McKinley

Carried: 9-0

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, 2021 and Brian Lovelock as a Journeyman Plumber with effect from October 28, 2021. Josh Liles (Carpenter 1) resigned on October 22, 2021.
- At present, the following vacancies exist – Director Maintenance Operations (1), HVAC technician (1), and carpenters (2).

Technical Services Department

- Stuart Caplan (Director of Technical Services) has given notice that he will resign after a suitable replacement is hired.
- Roger Bonifacio (Re-sale 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 Re-sale Inspector until Mr. Bonifacio returns.
- At present, staff is interviewing applicants to fill the Director of 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 8, 2021, as Director of Member Services to replace Neron Adams-Escalera, who resigned August 2021. Ms. Washington has acquired over 21 years of 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 co-sponsor a disaster relief bill for housing cooperatives.

Rep. Jerrold Nadler (D-NY) along with co-sponsors, 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 to 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.

7c. President's Items

7d. Board Members' Items

7e. Audit Committee's Items

7f. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 9:50 pm.

Ed James
Secretary

Greenbelt Homes, Inc.
Financial Statements
September 2021

ASSETS

CURRENT ASSETS:

Cash	(A) \$ 11,209,140	
Accounts receivable (net)	204,533	
Notes receivable	<u>52,123</u>	
	11,465,796	
OTHER CURRENT ASSETS		
Accrued bond interest	24,789	
GHI controlled homes for sale	145,303	
Inventory	<u>139,897</u>	
	<u>309,989</u>	
Total current assets		\$ 11,775,785

PROPERTY & EQUIPMENT

Land, buildings & improvements (net)	24,828,143	
Vehicles & operating equipment (net)	<u>105,202</u>	
Property and equipment	<u>24,933,345</u>	
Total property and equipment		24,933,345

OTHER ASSETS:

Investment in Sub-GDC	514,552	
Investment in NCB	885,137	
Investments (Bonds & Bond Fund)	(B) <u>1,850,187</u>	
Total investments	<u>3,249,876</u>	
Total other assets		<u>3,249,876</u>

TOTAL ASSETS

\$ 39,959,006

LIABILITIES & MEMBER EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses	1,835,567	
Payroll liabilities	195,300	
Deposits & deferred revenue	<u>760,839</u>	
Total current liabilities	<u>2,791,706</u>	
Total liabilities		<u>2,791,706</u>

MEMBER EQUITY

Replacement reserves	(C) 8,070,566	
Contingency reserves	569,406	
Working capital	1,876,404	
Accumulated equity	(D) <u>26,650,924</u>	
Total members equity		<u>37,167,300</u>

TOTAL LIABILITIES & MEMBER EQUITY

\$ 39,959,006

Greenbelt Homes, Inc.
Notes to Balance Sheet
As of 9/30/2021

Assets**(A) Cash**

Cash balance includes \$10,440,706 of Federal Money Market fund on 9/30/2021.

(B) Investments

Corporate bonds are scheduled to mature from 2021 through 2023 as follows: 2022-\$1.5M, 2023-\$0.2M. Bond fund valued at \$155K.

Equity**(C) Replacement Reserves**

As of 9/30/2021 the components that make up replacement reserves are as follows:

Replacement Reserves	6,980,473
Replacement Reserves-Additions	<u>1,090,093</u>
Total	<u>8,070,566</u>

(D) Accumulated Equity

As of 9/30/2021 the components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	24,933,345
Other Equity (includes unreserved operating and optional replacement reserves.)	<u>1,717,579</u>
Total	<u>26,650,924</u>

Greenbelt Homes, Inc.
Income Statement Summary
For the Period Ending 9/30/2021

	Year-To-Date <u>Actuals</u>	Year-To-Date <u>Budgets</u>	Y-T-D Dollar <u>Variance</u>	Y-T-D % <u>Variance</u>
<u>RECEIPTS</u>				
Member charges	<u>\$ 9,385,043</u>	<u>\$ 9,211,158</u>	<u>\$ 173,885</u>	<u>1.9%</u>
	9,385,043	9,211,158	173,885	1.9%
Service income	(A) 468,675	419,787	48,888	11.6%
Other income	(B) <u>1,471,367</u>	<u>245,043</u>	<u>1,226,324</u>	<u>>100%</u>
	<u>1,940,042</u>	<u>664,830</u>	<u>1,275,212</u>	<u>>100%</u>
Total receipts	<u>11,325,085</u>	<u>9,875,988</u>	<u>1,449,097</u>	<u>14.7%</u>
<u>EXPENSES:</u>				
Real estate taxes	3,392,199	3,392,199	-	0.0%
Trash collection	339,561	339,561	-	0.0%
Insurance	(C) 407,081	446,772	(39,691)	-8.9%
Admin/BOD/Comm/Mbr	(D) 1,087,652	1,162,377	(74,725)	-6.4%
Maintenance operations	(E) 3,453,848	2,836,949	616,899	21.7%
Transfer to reserves	<u>1,831,731</u>	<u>1,831,731</u>	<u>-</u>	<u>0.0%</u>
Total expenses	<u>10,512,072</u>	<u>10,009,589</u>	<u>502,483</u>	<u>5.0%</u>
Receipts over (under) expenses	<u>\$ 813,013</u>	<u>\$ (133,601)</u>	<u>\$ 946,614</u>	<u><-100%</u>
Depreciation member units	<u>\$ 858,579</u>	<u>\$ 910,503</u>	<u>\$ (51,924)</u>	<u>-5.7%</u>

Greenbelt Homes, Inc.
Notes to Income Statement Summary
For the Period Ending 9/30/2021

INCOME

(A)	Service Income (Up 11.6%)	\$	48,888
<hr/>			
This favorable variance is primarily due to collections for optional improvements.			
(B)	Other Income (Up > 100%)	\$	1,226,324
<hr/>			
This favorable variance is primarily due to HIP options in the amount of \$1.3 million that were invoiced in February and March of 2021.			

EXPENSES

(C)	Insurance (Down 8.9%)	\$	(39,691)
<hr/>			
This favorable variance is primarily due to actual property/liability insurance being below the estimated budgeted amounts. This variance will continue through year-end.			
(D)	Admin/BOD/Comm/Mbr (Down 6.4%)	\$	(74,725)
<hr/>			
This favorable variance is partially due to legal and IT expenses being below the budgeted amounts. This variance will continue through year-end.			
(E)	Maintenance Operations (Up 21.7%)	\$	616,899
<hr/>			
This unfavorable variance is due to a HIP optional improvements which is offset by other income. (noted above). This variance will continue through year-end.			

Greenbelt Homes, Inc.
Administration Summary
For the Period Ending 9/30/2021

		<u>Year-To-Date</u> <u>Actuals</u>	<u>Year-To-Date</u> <u>Budgets</u>	<u>Y-T-D Dollar</u> <u>Variance</u>	<u>Y-T-D %</u> <u>Variance</u>
<u>ADMIN EXPENSES:</u>					
Labor	(A)	\$ 642,421	\$ 674,060	\$ (31,639)	-4.7%
Fringe benefits	(B)	166,830	182,997	(16,167)	-8.8%
Office supplies/postage	(C)	23,267	26,622	(3,355)	-12.6%
Copier		11,272	11,439	(167)	-1.5%
Telephone	(D)	14,577	17,847	(3,270)	-18.3%
Hiring & training	(E)	28,506	24,003	4,503	18.8%
Temp & prof help	(F)	34,262	23,922	10,340	43.2%
Legal	(G)	14,271	26,253	(11,982)	-45.6%
Annual audit		14,231	14,247	(16)	-0.1%
Assoc. dues & conferences		3,640	1,872	1,768	94.4%
Board/Audit/Committees	(H)	26,763	30,438	(3,675)	-12.1%
Members' expenses	(I)	19,885	7,213	12,672	>100%
Utilities		17,352	19,503	(2,151)	-11.0%
Personal Property tax		3,375	3,375	-	0.0%
Depreciation		15,599	15,599	-	0.0%
Other	(J)	2,076	5,886	(3,810)	-64.7%
Information technology services	(K)	49,325	77,101	(27,776)	-36.0%
Total admin		<u>\$ 1,087,652</u>	<u>\$ 1,162,377</u>	<u>\$ (74,725)</u>	<u>-6.4%</u>

Greenbelt Homes, Inc.
Notes to Administration Summary
For the Period Ending 9/30/2021

(A)	Labor (Down 4.7%)	\$	(31,639)
	This favorable variance is primarily due to a vacant Executive Assistant position.		
(B)	Fringe (Down 8.8%)	\$	(16,167)
	This favorable variance is primarily due to the actual number of employees enrolled and the actual medical, dental, and life insurance costs being below the budgeted amount.		
(C)	Office Supplies/Postage (Down 12.6%)	\$	(3,355)
	This favorable variance is primarily due to timing differences.		
(D)	Telephone (Down 18.3%)	\$	(3,270)
	This favorable variance is primarily due to actual MTI messages being below the budgeted amount. This variance will continue through year-end.		
(E)	Hiring and Training (Up 18.8%)	\$	4,503
	This unfavorable variance is partially due to additional special event expenses associated with employee retirements and additional advertising to fill vacant positions.		
(F)	Temporary and Professional Help (Up 43.2%)	\$	10,340
	This unfavorable variance is primarily due to staffing for the vacant Executive Assistant position which was filled in June. (See note "A")		
(G)	Legal (Down 45.6%)	\$	(11,982)
	This favorable variance is due to legal fees being below budgeted amounts and will continue through year- end.		
(H)	Board/Audit/Committees (Down 12.1%)	\$	(3,675)
	This favorable variance is primarily due to audit committee expenses being below the budgeted amount and should continue through year-end.		
(I)	Member's Expense (Up 100%)	\$	12,672
	This unfavorable variance is primarily due to Greenbelt New Review announcements and annual meeting expenses being greater than anticipated.		
(J)	Other (Down 64.7%)	\$	(3,810)
	This unfavorable variance is due to bank fees and, professional designations fees being less than projected. This favorable variance will continue through year-end.		
(K)	Information Technology Services (Down 36.0%)	\$	(27,776)
	This favorable variance is due to a delay in implementing the Yardi system which has delayed charges of a monthly usage fee. This variance will continue through year-end.		

Greenbelt Homes, Inc.
Maintenance Summary
For the Period Ending 9/30/2021

	<u>Year-To-Date Actuals</u>	<u>Year-To-Date Budgets</u>	<u>Y-T-D Dollar Variance</u>	<u>Y-T-D % Variance</u>
<u>MAINT SUMMARY</u>				
Labor	\$ 1,387,327	\$ 1,444,566	\$ (57,239)	-4.0%
Fringe benefits	542,364	553,725	(11,361)	-2.1%
Materials	(A) 176,825	202,347	(25,522)	-12.6%
Contract work	(B) 1,197,719	485,514	712,205	>100%
Vehicles	(C) 98,472	82,503	15,969	19.4%
Dumpsters	(D) 15,043	32,600	(17,557)	-53.9%
Uniforms	12,283	12,744	(461)	-3.6%
Submeter court lights	(E) 6,317	11,025	(4,708)	-42.7%
Depreciation	17,498	11,925	5,573	46.7%
Total maintenance	<u>\$ 3,453,848</u>	<u>\$ 2,836,949</u>	<u>\$ 616,899</u>	<u>21.7%</u>

Notes to Maintenance Summary
For the Period Ending 9/30/2021

(A) Materials (Down 12.6%) **\$ (25,522)**

This favorable variance is primarily due to timing differences.

(B) Contract Work (Up > 100%) **\$ 712,205**

Contract work performed through September:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 20,923	\$ 20,000
Swale & drainage	\$ 3,900	55,000
Janitorial	\$ 17,773	25,945
Landscaping	\$ 51,387	65,955
Gutter cleaning	\$ 33,680	62,000
Fire and security	\$ 7,928	2,450 *
Pest control	\$ 21,908	40,000
Fee for service	\$ 15,879	36,200
Renovations/repairs	\$ 30,703	127,800
Sidewalk Repairs	\$ 27,849	53,830
Tree trimming	\$ 128,944	170,000
Asbestos remediation	\$ 105,495	2,000
HIP Frame Optional improvements	\$ 364,287	-
HIP Masonry Optional improvements	<u>\$ 367,063</u>	<u>-</u>
	<u>\$ 1,197,719</u>	<u>\$ 701,180</u>

*Replace alarm panel due to storm damage \$4,925. Monthly alarm access monitoring fee \$350 X 12 = 4,200 (Not budgeted).

(C) Vehicles (Up 19.4%) **\$ 15,969**

This unfavorable variance is because GHI's fleet of vehicles is aging and requiring additional maintenance. This variance will continue you year-end. Vehicle expense was increased in the 2022 budget by 18%.

(D) Dumpsters (Down 53.9%) **\$ (17,557)**

This favorable variance is partially due to the creative use/recycling of woodchips and the switch to a new waste service provider. This variance should continue through year-end.

(E) Submeter Court Lights (Down 42.7%) **\$ (4,708)**

This favorable variance will continue through year-end. Submeter expense was decreased in the 2022 budget after taking several prior year actual expense into consideration.

Permits Task Force Final Report

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Executive Summary

On April 15, 2021, the Board of Directors established the Pennits Task Force under the direction of the Buildings Committee. The Board charged the Task Force to review the member comments received regarding fees for permits and to recommend the following by August 31, 2021:

- Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.
- Whether GHI should charge fees for pennit reviews and if so, what amounts should becharged.
- Actions that should be implemented to improve members' understanding of the pennitprocess.

The Task Force consisted of Michael Campbell (Chair), Debbie McKinley (Alternate Chair), Tom Spomey (Staff Liaison), Stuart Caplan (replacement Staff Liaison), Erin Bileyu (Board and Buildings Committee Liaison), Ben Hille, Wendy Young, Alison Gary, Jennifer Tschabrunn, and Bill Jones. With a three month timeline, the Task Force, met every two weeks to review the current peimitting process, taking input from members visiting Task Force meetings and staff involved in the pennit process. In addition, the Task Force gave serious consideration to the 97 member comments on the proposed permit fees solicited by the Board. Of those members that submitted comments, 8 supp01ted the fee schedule, 16 supp01ted a fee but thought the suggested schedule was too high, and 67 were against fees entirely (6 were unclear in their support). Of the members who submitted comments, almost evely member supp01ted an improvement on the permit (process as it currently exists).

This document is the consolidated recommendations of the Task Force. This executive summaty provides an overview of the recommendations. Detailed recommendations are provided in the sections that follow and in the appendices.

Improving the Permit Process

Across the board, members referred to how complicated the permit process is to understand and how long the process takes. With this in mind, the Task Force has focused its attention on reforming the permit process through transparency and member understanding. See Appendix I for the list of recommendations, which has been broken into the three sections: 1) Improve the Permit Process; 2) Improve Cunent Permit Definitions; and 3) Improve Member Understanding of Pe1mits.

Charging Fees for Permits

The Task Force does not recommend charging a fee for pe1mit applications. Based on the information provided to the Task Force from the Finance Committee and the minutes of the Board (dated January 7, 2021 and March 18, 2021), as well as comments from staff Tom Spomey and Stuart Caplan, the reasons for charging fees seemed to be

- 1) to defer the cost to GIB at large based on the belief that permits largely benefit one house and
- 2) to gain better compliance with the permit process by incentivising scheduling inspections and closing out permits.

The Task Force concluded that fees structured in this way were pre-emptively punitive toward members without clear expectations of how the fees would accomplish those goals.

The Task Force determined that charging fees for permits would work counter to the interests of GHI and is based on a false premise. While individual members can become educated about their homes through the permit process, and members do indeed perform improvements to their property, individual members are not and should not be the main beneficiary of the permit process. The permit process should be designed to:

- Protect GHI's interest in its property and ensure the quality of work when improvements/alterations are constructed. For example, some improvements/alterations have a greater chance of causing leaks, which may cause internal wall damage, while others provide GHI an opportunity to inspect framing and fix hidden problems.
- Protect adjacent and/or nearby members from unintended consequences of an improvement/alteration. For example, the permit process includes the evaluation of potential modifications to drainage patterns, requires adherence to agreed architectural/aesthetic standards, and ensures yard boundaries are not exceeded.

The member applying for an improvement/alteration is already paying a cost either in time or money. This work improves the individual members' GHI unit but is also an investment in the overall health of the community and increases the value of GHI as a whole. A permit fee will only serve to deter members' investments or cause members to make improvements/alterations without permits.

The Task Force was not provided an analysis by the Finance Committee of how much money the proposed permit fees would raise or how much the fees would lower the average member fee. That said, the cost of a permit fee would be sizable to members applying for a permit and represent a significant portion of their improvement/alteration cost.

To encourage compliance with the permit process, the Permits Task Force determined that a more significant reason members do not comply with the process is confusion around the permit process and the requirements to submit a permit, as well as difficulty navigating the process once begun. The fee schedule recommended by the Finance Committee provided only that a small portion of the fee would be refunded to the member to promote the closing of permits. The Task Force, combined with the vast majority of the member respondents, note that charging permit fees will only serve to discourage members from seeking permits and will ultimately cause further damage to GHI's units and the community as a whole.

The Task Force recommends instead that member responsibility for permit closure be better communicated (see third section of this report: Improving Membership Understanding of Permit Process). Initially, Technical Services and the member would agree to a date by which the permit should be closed out. If after that date the member does not comply with this responsibility, they would be met with escalating actions. These actions would begin with Technical Services staff contacting the member to determine the status of the permit and, if necessary, working out a new date by which the member would close the permit. If the member refuses to work with staff or remains non-compliant for 4 months after the permit closeout date, the complaint process will follow the procedures outlined in Section XVII of the GHI Member Handbook.

If there is a violation of the permit that needs to be rectified, and a member refuses to fix a violation after reasonable notification, then GHI should charge fee-for-service rates for remediation. This is specifically regarding permitted work, rather than unpermitted or non-approved additions or improvements that are already covered in the GHI Member Handbook.

Improving Membership Understanding of Permit Process

The permit process suffers from a troubling lack of understanding by members of the purpose of GHI permits and the permit process. Most members agree that properly inspected work done by professionals is a benefit to the entire membership, rather than a benefit to only the member having the work done.¹ To that end, the Task Force recommends the following mission statement be added to the GHI Member Handbook and to the website:

Permits for specified types of improvements, alterations, and additions are required to protect the history, structural integrity, and long-term health of GHI, while enabling members to upgrade their units in a way that provides for a happier and more sustainable community. The permit process ensures the quality of work performed on GHI property and protects GHI's long-term interests. The permit process has a fiduciary responsibility to GHI and its members to eliminate the risk of work that is not up to code and to protect GHI and members from the potential negative effects of poorly designed or managed work on utilities (internal plumbing and electrical and exterior water, wastewater, and stormwater piping), yard lines, and other green runoff management.

The membership has also been inadequately served by a poorly maintained website. The Task Force believes the website must be fixed to address most of the misunderstandings between GHI staff and members. The current upgrade to Yardi provides GHI staff an opportunity to implement the following changes in a way that can improve membership compliance with the permit process. Appendix 3 of this report includes a comprehensive list of Task Force recommendations that are necessary to ensure communication of member responsibility.

At a minimum, the following recommendations should be implemented by staff, utilizing their knowledge of the process and with the autonomy of their positions:

- 1) Create and post a list of items requiring permits, a list of items not requiring permits, and a list of prohibited items. Include a list of member responsibilities regarding permits and the consequences of not upholding their responsibilities. This will serve as a common source of knowledge for both staff and membership to refer to permit requirements. This should be publicly accessible (not behind a member log-in portal) on both the current and future GHI website designs. The Task Force created an example of this document which can be found in Appendix 2.
- 2) Create and post a permitting decision tree, where processes and appropriate staff are identified for the Type I, II, III and IV permit types regarding member and staff actions and when these actions are to be performed during the permit process. Differences between each of the permit types should be noted if a single decision tree is created. Staff may determine that more than one decision tree may be more appropriate given the differences between the permit types.
- 3) Ensure that website links work properly and that proper and current staff listings are correct. Please see Appendix 3a-b for detailed recommendations and examples of website errors.
- 4) Institute a method for gathering member feedback as projects are completed and identifying room for improvement. This feedback can be recorded with individual permit records, but should be accessible for data gathering and accountability.
- 5) Offer informational meetings/webinars to educate members about the responsibilities in the permit process, as well as GHI's obligations.

¹ This is captured by several of the member comments received in response to permit fees.

Appendix 1: Recommendations to Improve the Permit Process

Improve the permit process

1. Clearly identify when permits are required and when they are not required. Also clearly identify what items are prohibited. (See Appendix 2)
2. Create a checklist for those improvements and/or alterations that are routinely performed that require a permit (e.g., patios). This checklist should be used when processing the permit and be made available to members as well.
3. Provide the email of the Technical Services Director (and/or delegate) consistently across all communication. For example, the Type II Permit Request Form does not identify where the form can be emailed. The "Contact" staff option on the website allows a member to send a message, but does not allow attachments. Members are thus unable to submit their permit applications and supporting documents under an email cover letter..
4. Unless explicitly documented on the website, no one except the Director of Technical Services may inform a member that a permit is required.
5. Provide the option of a virtual teleconference (ex: Zoom call) with GHI, the member, and optionally the contractor. This could help to eliminate miscommunications and going back and forth.
6. Make available on the website process checklists that state requirements needed for certain items and who is responsible for each step (member or GHI). For example, during a full kitchen/bathroom redo, what documentation is required up front? Who is responsible for updating the electrical, plumbing, subfloor? If wall studs are exposed, does GHI need access and what might they look for? During different inspections, what will be checked and what additional documentation is needed? Be sure to coordinate this with the Member Handbook to ensure there are no inconsistencies.
7. Institute a tracking mechanism that is accessible to both staff and members. Specifically look to the new Yard management site to implement this. At minimum, a simple spreadsheet with one line per permit application must hold the data. The fields in the spreadsheet might be: (Application number);(Application type I,II, III); (Free form description of improvement to be made), date fields paired with action categories: for instance (Date received at GHI)(Complete vs Incomplete) (Date of initial staffing)(Ruling category) (Date of permit resolution)(Resolution category) (A field holding a history list tracking the flow chart path and actions). This field would be a series of pairs of the form (Date of action) (Action category) and would be updated with (Date of last action)(Last action category) appended when an action event occurs. A final pair of fields could hold (Estimated date of next action, Next action category).

Improve Current Permit Definitions

1. Provide clear explanations for permit timelines (e.g., why a Type I permit takes 30 days vs. a Type II that takes 20 days). There should also be different timelines for new projects (i.e., a new addition, porch, etc.) vs. replacing or upgrading what is already there.
2. Clarify what is meant by trash enclosure. A trash enclosure could just be posts surrounded by wooden lattices or just a vinyl shed. Some units have trash closets. If a shed is used to store

trash receptacles, then that structure would require a permit. The current Section X does not define these.

3. Clarify Section X.C.3 as to whether items not specifically requiring a permit can be utilized to penalize a member due to the requirements in either Section III.B.5 or otherwise affecting structure or historical integrity.
4. The permit definition regarding fire pits should be clarified. Some pits are permanent and some are temporary. A permanent fire pit could require a permit to make sure surface water drainage and swales are not adversely affected. A temporary fire pit should not require a permit.
5. Make permit requirements for electric car charging stations and the installation of solar panels available on the website.
6. Clarify the guidance around tankless water heaters. They are not prohibited, but there is an amperage issue with installing them in Gill units. The units only have a capacity of 125 amps, which usually will not support a tankless water heater.
7. Clarify the phrase "minor improvements" in the Member Handbook that do require a permit, since that phrase is problematic and does not meet current Technical Services definition.

Increase Member Understanding of Permits

1. Include a permits flow chart, a list of items requiring permits, a list of items not requiring permits, and a list of prohibited items as part of the member orientation packet. Also include a list of member responsibilities regarding permits and the consequences of not upholding their responsibilities.
2. Provide a step-by-step general document that describes the permit process. The Task Force recommends the Technical Services Director produce such a document from their point-of-view.
3. Provide templates of exemplar permit successes for each Type (I, II, III, IV, and V)
4. Make clear in the permit process documentation (website, handbook, permit application forms), that denials of permits are based on rules in the Member Handbook and that all requests for exception are forwarded to ARC, Buildings, or another Committee who makes a recommendation to the Board of Directors. While this is the current process, many members may not be aware that it is their responsibility to request an exception from the appropriate standing committee. This leads to frustration and distrust among the Membership.
5. Section X. of the Member's Handbook must be updated to address the Permit Requirements and ensure consistency throughout Section X as well as the rest of the Handbook so that there is agreement between the governing documents. To that end, the Member Handbook on the website should be the official version of the Handbook. Members can request a hard copy for their use. The Board must consider how to bring this vital step to fruition, rather than relying on a volunteer task force.
6. The Task Force recommends that the above changes be implemented within one year of acceptance of this report by the Board of Directors.

Appendix 2a-c: Actions Currently Requiring a Permit

This section is an Excel Workbook created by members of the Task Force to see in a single document what improvements required permits. The information comes directly from the GHI website and the Member Handbook. This workbook should be viewed as a suggested template and living document that is updated by staff when changes are made. The Task Force recommends that an official version of a document like this be included on the GHI website.

Appendix 2a: Improvements Requiring Permits (Template)

Type of Renovation	Type/ Gfil Permit or Fann Needed	Neighbor Consent Required	Neighbor Consent Exception Details	References	Reason
Home Exterior Permanent changes to the structure or an addition to the exterior appearance that substantially affects the physical structure of the building (ex: addition of awnings)	Conditional		Check with Director of Technical Services to determine whether our requested improvement needs permit	Staff recommends that Section X.C.3 shows that any change not specifically requiring a permit in Section 11B that written approval is required,	appearance or structural stability is being affected
Home Interior Ballroom: Replace/Add Fan/Ventilation	Type II			not in handbook yet (county permit needed for HIP)	
Home Interior Kitchen: Replace/Add Ventilation	Type II			not in handbook yet (county permit needed for HIP)	
Home Exterior Antennas and Satellite Dishes	SD-1			https://www.ghi.coop/node/89 https://www.ghi.coop/sites/default/files/docs/attachments/SD-1.pdf	Structural integrity, safety, visibility
Home Exterior Add Wood Porch	Type I	Adjacent	Any neighbor with sightline	https://www.ghi.coop/sites/default/files/docs/attachments/TypeI_Permit_Request_Form%20Additions%20Decks%20Porches%29.pdf www.gtu.coop/content/xi-decks	constructed with permanent footings Insulation for Crawl Spaces Termite Treatment of disturbed earth & treated wood used
Home Exterior Add Porch	Type I	Adjacent	Any neighbor with sightline	https://www.ghi.coop/sites/default/files/docs/attachments/TypeI_Permit_Request_Form%20Additions%20Decks%20Porches%29.pdf www.ghi.coop/content/xi-decks	constructed with permanent footings Insulation for Crawl Spaces Termite Treatment of disturbed earth & treated wood used
Home Exterior Add Wood/Composite Deck	Type I	Adjacent	Any neighbor with sightline	https://www.ghi.coop/content/xi-c-major-improvements	constructed with permanent footings Termite Treatment of disturbed earth & treated wood used
Home Exterior Replace Existing Deck	Type I	Adjacent	Assumed neighbor consent. Required for new decks	https://www.ghi.coop/sites/default/files/docs/attachments/TypeI_Permit_Request_Form%20Additions%20Decks%20Porches%29.pdf www.ghi.coop/content/xi-decks	constructed with permanent footings Termite treatment of disturbed earth & treated wood used
Home Interior Additions With Plumbing	Type I	Adjacent	Any neighbor with sightline	https://www.ghi.coop/sites/default/files/docs/attachments/TypeI_Permit_Request_Form%20Additions%20Decks%20Porches%29.pdf www.ghi.coop/content/xi-c-major-improvements	architectural style of the building
Home Interior Additions Without Plumbing	Type I	Adjacent	Any neighbor with sightline	https://www.ghi.coop/sites/default/files/docs/attachments/TypeI_Permit_Request_Form%20Additions%20Decks%20Porches%29.pdf www.ghi.coop/content/xi-c-major-improvements	architectural style of the building

Appendix 2a: Improvements Requiring Permits (Template)

Category	type of Renovation	Type/GHI Permit or Form Needed	Neighbor Consent Required	Permit/Neighbor Consent Exception Details	References	Reason
Home Exterior	Trash Enclosures	Type I or II		Type I if modifying part of building. Type II if building a shed enclosure/shed.		
Home Exterior	Screen in Existing Porch	Type I *	Adjacent	Any neighbor with sightline	Assume but not explicit	Insulation for Crawl Spaces
Home Exterior	Florida Rooms	Type I*	Adjacent	Any neighbor with sightline	Assume Type I. Covers Additions and Porches	
Home Exterior	Add Screen/Storm Doors	Type II			building-openings-windows-doors-	
Home Exterior	Install or Expand Exterior Door	Type II			building-openings-windows-doors-	
Home Exterior	Install or Expand Window	Type II			building-openings-windows-doors-	
Home Exterior	Modify/Remodel Attached Garage	Type II			requirements	
Home Exterior	Replace Exterior Doors on Home	Type II	Adjoining	Only required for non approved paint colors	building-openings-windows-doors-	
Home Exterior	Replace Siding on Home	Type II				
Home Exterior	Replace Windows on Home	Type II			building-opening:s-windows-doors-	
Home Exterior	Exterior Lighting	Type II				
Home Interior	Add Outlets/install Light Fixtures	Type II		If new forht locations	major-improvements	
Home Interior	Basement Remodel	Type II				
Home Interior	Bathroom Remodel	Type II				
Home Interior	Bathroom Replace Sink	Type II				
Home Interior	Bathroom Replace Tile/Flooring	Type II				
Home interior	Basement Finishing	Type II				
Yard	Fire Pits	Type II		If permanent		
Yard	Hot Tubs	Type II				
Yard	Ponds and Fountains	Type II		diameter		
Yard	Pools	Type II		diameter		
Yard	Planting-Tree	Type II		https://www.ohi.coop/node/70		
Yard	Planting Hedges	Type II	Adjoining	Neighbor consent if on shared property line	https://www.ghi.coop/node/70	
Yard	Yard Grade/drainage modification	Type II			construction-specifications	
Home Interior	Bathroom Replace Toilet	Type II				
Home interior	Bathroom Replace Tub/Shower	Type II				
Home Interior	Boiler Room Remodel	Type II				
Home Interior	Common Toilets	Type II				
Home Interior	Fireplace	Type II				
Home Interior	HVAC installation	Type II	Adjacent	All within sight line for exterior	major-improvements	
Home Interior	Install Smart Light	Type II				

Home Interior	Kitchen Replace Refrigerator	Type II			construction-specifications	Evaluation on change in electrical load
Home Interior	Wood Stove	Type II				
Yard	Add Stone Patio	Type II				
Yard	Compost Bins	Type II		if only one mile smaller than 6' b"		
Yard	Raised Garden Beds	Type II				
Yard	Retaining Wall	Type II				
Yard	Sheds	Type II			storage-shelters-sheds	treated wood used
Yard	Gazebos. Permanent	Type II*				
Yard	Fences	Type II				
Yard	Privacy Screens	Type II	Adjoining	Neighbor consent if on shared	major-improvements	rainbarrels
Yard	Rain Barrel	Type IV	Adjoining	Neighbor consent if on shared	major-improvements	
Home Exterior	Solar Panels	Yes			solar-photovoltaic-energy_systems	
Home Exterior	Window Boxes					
Home Interior	Replace Hot Water Heater				GHI Responsibility.	
Yard	Tram lines					



Appendix 2b: Improvements Not Requiring Permits

Category	Type of Renovation	Permit or Form Needed	Consent	Consent Exception	References
Home Exterior	Add Shutters	None		If shutters are stationary	https://www.ghi.coop/content/x-improvements-alterations-additions
Home Exterior	Repaint Block/Brick Home	None		29 Larger homes and homes with siding may not be painted.	https://www.ghi.coop/content/xi-exterior-painting https://www.ghi.coop/content/painting
Home Exterior	Paint Exterior Door	None	Adjoining	Entry doors are excluded from the approved color restrictions, and can be painted any color; if the desired color is not on the approved color list, written approval of neighbor(s) is required	https://www.ghi.coop/content/xc-major-improvements https://www.ghi.coop/content/xi-exterior-painting
Home Interior	Refinish Existing Wood Floors	None			https://www.ghi.coop/content/x-improvements-alterations-additions
Home interior	Wall Covering (e.g. wallpaper)	None			https://www.ghi.coop/content/x-improvements-alterations-additions
Home interior	Wall Painting	None			https://www.ghi.coop/content/x-improvements-alterations-additions
Home Interior	Air Conditioner - window	None		Many requirements (see handbook)	https://www.ghi.coop/content/xk-air-conditioner-installation
Yard	Children's Play House	None		if they are not larger than fifty (50) square feet, no higher than six (6) feet, and the floor is level and on grade.	https://www.ghi.coop/content/x-improvements-alterations-additions
Yard	Temporary Structure (e.g. canopy, gazebo, cantilevered umbrella, screened room)	None		Max 100sq ft. Statement of Responsibility for Temporary Structure & Removal must be filed and structure Must be removed by Oct 1	https://www.ghi.coop/content/temporary-garden-structures https://www.ghi.coop/content/x-storage-shelters-sheds
Home Interior	Replace Existing (non-bathroom) Flooring	None		Unless removing original flooring (asbestos) or if a problem is discovered when removing old flooring	https://www.ghi.coop/content/x-improvements-alterations-additions

Appendix 2c: Prohibited Improvements

Category	Renovation	Permit or	Consent	Consent Exception	References
Home Exterior	Repaint Block/Brick Home	None		29 Larger homes and homes with siding may not be painted.	https://www.ghi.coop/content/paint https://www.ghi.coop/content/xi-exterior-painting https://www.ghi.coop/content/painting
Home Exterior	Remove Paint from Brick/Block Exterior	Prohibited		Only natural weathering once painted	https://www.ghi.coop/content/xi-exterior-painting
Yard	Treehouse	Prohibited			Section X.A.1
Home Exterior	Security Bars	Prohibited			Section X.N.4
Exterior	Piercing of Vinyl Siding for any exterior hangings other than unit numbers or mailboxes	Prohibited			Section 111.B.5

Appendix 3: Recommendations for Updating the GHI Website

1. Remove and update contradictory and incorrect information.
 - a. See Appendix 3a, test runs through the permit process with commentary and examples of poor **communication**
2. Ensure all broken links are working and continue to work with switch to Yardi
3. Provide a clear list of when a permit is, and is not, required. Utilize the new permit spreadsheet provided by Task Force (Appendix 2). For example, the Type II permit form declares it covers appliances, but is a Type II permit needed to replace an appliance like a microwave? The website has no clear indication whether refrigerators, stoves, or dishwashers require permits, but staff claim they do. Decks have a permit form and Member Handbook section, but both are silent about patios.
4. Create downloadable checklists listing the information members must submit and/or processes they must follow for all common types of projects. These project checklists should cover, at a minimum, patios, decks, fences, ceiling fans, electrical outlets, rain barrels, privacy screens, and additions. These forms should be available on the GHI website and be updated when necessary.
5. Upload examples of completed permit applications (with personal information redacted) that meet GHI expectations and were rapidly approved, as templates for new applications.
6. Review the current permit forms, revise them as necessary to reflect current requirements, and upload the revised forms to the website. For example, nowhere on the permit request form does it explain how to go about the permit process, that permits need to be closed, and how to close permits.
7. Identify subject matter experts to update the website as a routine part of their work responsibilities. Hopefully, the new Yardi property management system will make updating information easier on staff and finding information easier for members.
8. Develop a separate webpage for the permit process that includes a list of alterations/improvements, which category each alteration/improvement is in, and links to blank and example permit applications for either a minor, moderate, or major alteration/improvement. The website should include template plans for projects and requirements (such as stud width or how many electrical outlets per linear foot are needed, etc).
9. Develop a simplified online/interactive permit for certain common items, such as rain barrels or sheds that include sample drawings or recognize common brands rather than the current PDF version. Investigate an online system where members could track the progress of their permits and upload drawings or documentation.
10. Ensure the process flow chart referenced in the permit form is kept current and available on the website.
11. Ensure that information about the documentation required for each type of permit application is kept current and available on the website.

Appendix 3a: Member Attempts to Use GHI Website for Permit Process

The following examples are an attempt by members of this task force to use the existing website to determine how to properly obtain a successful permit for their projects.

Sample Kitchen Renovation

Trying out the Permit Process as a New-ish Member:

I went through the site to find information on doing an update, to see what was brought up regarding the permits. What I decided to search was kitchen remodel, as I think with the age of these houses this is an extremely popular activity and with so many home improvement shows, folks may think they can DIY it and may just visit the GHI site to see if there are any rules or even photos of other kitchen remodels.

- If you use that search tool at the top of the website, all the info you get is to external sites, nothing for GHI.
- If you are new to GHI and didn't go through HIP you would likely click on Homes Improvement Program thinking that has something to do with a kitchen remodel. There should be something there like, "looking to remodel or improve your GHI? Click here to access the GHI Remodel and Improvement Process portion of this site."
- If you click Member Resources, there is Kitchen & Bathroom Renovations. If I click on Kitchen Renovations, thinking this may be where I learn about kitchen remodels in a GHI, I get in the same tab (meaning I am no longer on the GHI website) a YouTube video for the 2014 Photos of results for the Architectural Review Committee's Kitchen Renovation Contest - Frame Homes. As a minimum, this video should be embedded on the site with an explanation of what the heck this is. Again, there should be links saying, "Are you looking for X? Then click here to visit it."
- Reopening the website, I go back to Member Resources and there is nothing there or anywhere else on the menu specifically mentioning permits, renovations, updates, and changes to your GHI. Considering how much confusion those emails mentioned, I think such a tab on the main menu is a necessity.
- I went to Tool and Rules just because I knew after visiting the site many times over the years that this is where the information is. But Tools and Rules is incredibly vague and if you're not familiar may think it's tools and rules for living here, or maybe renting tools and the rules about it?
- Clicking Guidelines, Rules, and Permits I'm hit with a big chart. I click CTRL-F to find Kitchens, click the blue word kitchens and get <https://www.ghi.coop/content/kitchen-O>

This page has the following text:

Rule Type:

Renovation

GHI Rules:

X.C. Major Improvements

Permit:

Type II Improvement Permit Request

Neighbor Consent Required:

No

Required:

clearances: Do not install [ceiling] heater closer than 12" to any adjacent vertical surface (e.g. any open combustible cabinet doors). Clear access to the electric panel.

Prohibited:

Removal of heating source.

Prince George's County:

Electrical permits are required.

City of Greenbelt:

Electrical permits are required.

Washington Suburban Sanitary Commission:

Plumbing permits are required.

I opened the three hyperlinks into new tabs to go over them looking for information on kitchens. The first one Rule type: Renovation goes to a page that looks like this:

!!!.tnl.>

Renovation

Clarified altering windows & doors in original buildings w/construction of addition

Date:
Thu, 04/26/2012

Addition Maintenance Task Force

Addition Maintenance Task Force Meeting

[Read more](#)

Kitchen

[Read more](#)

If I click on Kitchen, whether it's the word or "read more" I go back to the exact same page I was on.

When I click on X.C. Major Improvements I go to this page: <https://v..ww.ghi.coop/content/xc-major-improvements> which is the general information for all major improvements, from an addition to a shed to changing the color of your front door but nowhere on that entire page is the word kitchen.

The top of the page has:

REQUESTS. Only the member may make the request in writing to the GHI Technical Services Office.

A [request form](#) is available from that office.

If you click on either REQUESTS or request form, you go to <https://www.ghi.coop/node/372> which is a generic page for all requests, but I have no idea which request form I need. At the very bottom there are request forms for three types of permits but I have no idea what kind of permit I need. Oh yeah, on that first page it said I needed a Type 2 permit. So let me go to Type II, even though it still doesn't mention kitchens but instead, "This information package is for GHI members desiring sheds, yard/grade/ interior modifications, appliances & HVAC installation." I click on it and go to:

<https://www.ghi.coop/content/type-ii-improvement-permit-request> and again I get the same,

"This information package is for GHI members desiring sheds, yard/grade/ interior modifications, appliances & HVAC installation." No mention of kitchens. But I click on the permit PDF:

https://www.ghi.coop/sites/default/files/docs/attachments/Type1_Permit%20Request%20Form%20%28Sheds%20Yard%20Interior%20Etc.%29.pdf

There are a lot of words about permits, but nowhere in that request form does it explain how to go about the pennit process, that permits need to be closed, how to close them.

Inside the PDF permit request it says there is a flowchart to see the process graphically, yet when I click it, it opens in the same browser, losing the PDF, and it comes to a pagesaying, "The requested page "/techservices/GHIpennitflowchart.doc" could not be found."

This is the point when I gave up and began reading through all the emails that folks sent about the fee process.

I went through all of the emails plus took the experience I and many other members I know have experienced: the permit process is confusing. We don't !mow what needs and doesn't need a petmit, and we don't understand the petmit process for the county, city, and coop. I think evety discussion I have had over the 20 years living in this community relating to GHI has included frustrations over renovations and the confusion of the petmit process.

The GHI site needs to have it very clear what does and does not need permits, but also how to acquire petmits, how to go about ensuring they are closed, and how it is on the member not the contractor to ensure they are closed. This needs to be the same exact information one gets if they call and speak to anyone working at GHI, or bump into them in the community. And it needs to be exactly the same wording in the Green Book.

If fees need to be implemented, how about a fine for unclosed permits? The hope is that owners will take care of this aspect, and instead of fining them for wanting one, fining them for not closing one will still motivate owners to go through the proper charrnels to update their homes.

It had me thinking about the benefit of some sort of spreadsheet on the site. You can tab down for your type of remodel and find out everything there with links to the appropriate pages. Example:

Type of Renovation	Category	GHI Permit Needed	Type	City of Greenbelt Permit	PG County Details	Permit Needed	Requires Update Contract
Rain Barrel	Yard	X	Type IV				
Fences	Yard	X	TYP III				
Privacy Screens	Yard	X	Type I, II				
Sheds	Yard	X	Type I, II				Yes
HVAC Installation	Home Interior	X	Type I, II, III				Yes
Kitchen Remodel	Home Interior						
Retaining Wall	Home Interior	X		X		X	
Water Heater	Home Interior						
Bathroom Remodel	Home Interior						
Bathroom - replace Toilet	Home Interior						
Bathroom - replace Sink	Home Interior						
Bathroom - replace Shower	Home Interior						
Bathroom - replace Tile/Flooring	Home Interior						
Bathroom - replace Vent Fan	Home Interior						
Kitchen - replace Refrigerator	Home Interior						
Kitchen - replace Add Vent Hood	Home Interior						
Kitchen - replace Island	Home Interior						
Replacement of Brick/Block	Home Exterior						
Replacement of Home Siding	Home Exterior						
Replacement of Windows	Home Exterior						
Replacement of Exterior Doors	Home Exterior						
Deck - Screen/Storage Doors	Home Exterior						
Add Gutters/Windows	Home Exterior						
Replace Exterior Lighting	Home Exterior						
Add Wood/Composite Deck	Home Exterior						
Add Wood Porch	Home Exterior						
Add Stone Patio	Yard						
Gazebos	Yard						
Hot Tubs	Yard						
Tampolines	Yard						
Fire Pits	Yard						
Raised Garden Beds	Yard						
Add Outlets/Install Light Fixtures	Home Interior						
Refinish Existing Wood Floors	Home Interior						
Replace Existing Flooring	Home Interior						
Additions Without Plumbing	Home Interior						
Additions With Plumbing	Home Interior						
Florida Rooms							
Boller Room Remodel							
Basement Remodel							
Pools							
Ponds and Fountains							
Antennas and Satellite Dishes							
Fireplace							

But I think along with that, there should be a page that we build that details the permit process. Let's write down exactly how to go about getting the GHI permit, and then from there if you need a city permit, how to do it, and then for the county. And then explain how to close permits, the reason why these permits are necessary and closing them, and then if there is any fine for not closed permits, mention it here and explain how the fee came to be.

Shed Permit Test

OHI Member applying for a shed permit, using the resources available on the OH! website on 5/26/2021

First I went to the OHI website, and navigated to the "tools, rules, and permits" section.

Shed

ne5behm Sheds

Type II Improvement Permit Request

For Sheds, member handbook reference is IX Storage shelters-sheds, and the type of permit needed is Type II Improvement Permit Request.

Under the rules.. (<https://www.ghi.coop/content/ix-storage-shelters-sheds>)

Sheds are mostly limited to the garden side, there is a size limit, and the materials are limited.

Under Type II Permit...

([https://www.ghi.coop/sites/default/files/docs/attachments/TypeII Permit%20Request%20Form%20%28Sheds%20Yard%20Interior%20Etc.%29.pdt](https://www.ghi.coop/sites/default/files/docs/attachments/TypeII%20Permit%20Request%20Form%20%28Sheds%20Yard%20Interior%20Etc.%29.pdt))

In Item 1: There is a link to the permit request, within that link, there is a link to a process flowchart, **this link is broken.** (<https://www.ghi.coop/techservices/GHIpermitflowchart.doc>)

In Item 3: Time for approval ranges from up to 20 days (business?) to 8 weeks (if the BOD needs to approve the permit)

In Item 5: Notice for hiring contractors (this is the first mention of OHI doing final inspection, no mention of requirement to close out pennits, nor if pennits expire)

Requirements for shed permit

1. Shed plan, drawing, with reference to a OH! standard shed plan, but no link or information to be able to obtain said shed plan. Can we add this to the permit request?
2. Material of shed
3. Type of platform (again referencing the OHI standard shed plan).
4. Screening of the shed.

Those 4 items and the permit application filled out, should be submitted to obtain a permit.

Nowhere does it state if/when Permits expire. Final inspection re: sheds is referenced on the first page in passing, with respect to contractors.

Comments

I strongly support the recommendations of the Permits Task Force and urge GHI/BOD to invest in improving the permit process urgently. This is linked to the need to improve the GHI website in general (and beta test the upgraded website before launching it). The resources to do so should be made available for a professional job and not delegated to already overworked staff.

I think the document is great. I did a kitchen renovation two years ago. I think there should be different streams for different levels of renovations. For example whether or not you are moving electric and plumbing. My renovation was not supposed to move electric or plumbing. I was mainly fixing the floor which meant taking out everything in the kitchen and putting it back in the same place. I would have liked to have an option to apply for a simpler permit, like a type IIA where it doesn't have to go through as lengthy as a process. Then Stewart insisted that he mail the approval to me and he couldn't do that and we went back and forth about it until he finally emailed it to me. So it took a month and a half to get approval to fix my floor. In the middle of the renovation a plumber mentioned that I should consider moving the dishwasher switch. It turns out I would not have passed pg county inspection if I hadn't so it would be helpful if Ghi knew what the official updated codes were. The permit office should have told me this. At the end I didn't understand that my walls had to still be open for the Ghi inspection so I closed them, so more instructions would have been helpful. It's not obvious to a lay person like me when these things are supposed to happen. Lastly I think the permit office is under resourced I think they should have at least one more staff. As these buildings age the level of permits requested will only increase. Oh and I want to add that like kitchen renovations another popular request is adding a second bathroom. It would be nice if there was a information about how much space a bathroom would require and different options of where it could go. Can it go under the stairs, utility closet, add a room? Instead of having to call and ask these basic questions.

The suggestions in the Permits Task Force report looks good to me. I wonder that staff had not come up with or implemented some of these ideas over the past many years. There are improvements that we would like to make to our home but are reluctant due to stories we've heard about the process for doing so. Implementing the Task Force recommendations would be helpful for us, and appear that they would be also helpful for staff.

Very good report! I wholeheartedly support all of the recommendations! As members who had a large addition built soon after moving into GHI, my husband and I experienced a lot of the uncertainty and frustration with the process that is described in the report. I'm wondering, too, if there shouldn't be more delineation of what is the contractor's responsibility and what is the member's responsibility when permitted work is done by a contractor.

**PERMIT TASK FORCE RECOMMENDATIONS
GHI STAFF COMMENTS**

Why is the permitting process slow?

1. Research – Review member files to ascertain what permits were previously issued, determining whether underground utility systems will be impacted, review yard plats, site surveys.
2. Preparing the permits by providing detailed information that is pertinent. Waiting on additional information from members.
3. Exemption process (preparation/representation).
4. Inspections- construction phases (i.e., foundation, framing, exposed plumbing, close-in, finals).
5. Unpermitted work; documenting, communicating.
6. Dealing with difficult members.
7. Under-staffed; we are in the process of hiring a second project manager for the Technical Services Department to assist with the permit review process

What should be permitted?

1. All work regulated by Prince Georges County and requiring a permit (i.e., Building/Structural, Demolition, Mechanical, and Electrical).
2. All work regulated by Washington Suburban Sanitary Commission and requiring a permit.
3. Work requiring oversight by GHI for quality assurance and coordination. This can be a segue into the purpose and importance of Permits.

Information Members must know, be able to find, and understand:

1. Contractual Responsibilities (X.E. Other Requirements, subparagraph C).
2. GHI Rules need to be rewritten and reorganized to make them more cohesive and comprehensive.
3. Rules X and X.C. refer to the permit process, yet they do not state it directly. They should be combined, under one rule heading with subparagraphs. Rules specifically addressing major improvements, alterations, renovations, and updates to members' units should be better organized and grouped under the category of permitted work.

Charging Fees/Permit Close-out.

1. The Permit Task Force Report states that if there is a violation of the permit that needs to be rectified, and a member refuses to fix the violation after reasonable notification, then GHI should charge fee-for-service rates for remediation. Staff may have the resources for doing so in some situations. When staff is unable to do so, the matter should be resolved by following GHI's Complaint Process.

GREENBELT HOMES, INC.

RECREATIONAL VEHICLE (RV)/BOAT LOT PROCEDURE

To further its commitment to provide a viable option for the storage of RV/Boat equipment, GHI offers the rental of spaces within the adjacent Lots located at the GHI Administration building (One Hamilton Place). The Lot is fenced and secured with locks. These RV/Boat Lot procedures include the policies for the use of the RV/Boat Lot, provided for the members of Greenbelt Homes, Inc. (GHI).

The intent of the RV/Boat Lot is to provide a storage option for useable equipment and not to store unsightly or unusable vehicles. Allowable equipment/vehicles include motorized & towed RV campers, boats on trailers, and utility garden trailers. Renters of the RV/Boat Lot can only store vehicles that are in working condition and display the required current registration/licenses.

At this time cars and trucks are not permitted to be stored in the RV/Boat Lot. Other prohibited items include, but are not limited to, building materials, lawn mowers, firewood, etc., stored outside of a vehicle.

The Member Services Department will perform monthly inspections of the RV/Boat Lot to ensure the upkeep of the Lot and that renters are in compliance with the guidelines stated within this procedure. All renters of the RV/Boat Lot must comply with this procedure and all terms, conditions and privileges are offered equally to prospective and current renters.

GHI PROCEDURE

Any member who would like to rent a space at the RV/Boat Lot must contact the Member Services Department for an application. Prospective renters must provide the required current registration documentation to the Member Services Department to complete the application process.

All spaces within the RV/Boat Lot are designated and assigned to only one vehicle. Once an application is submitted, the prospective renter must bring the vehicle to the GHI offices for an inspection to verify that the vehicle is in working condition. The member is provided with an introductory tour of the Lot with a Member Services staff representative to make a selection of a vacant space, based on their location preference. Upon approval of a rental space, new renters are provided with a key to the security gate and are required to sign a lease prior to storage of any vehicle. All approved rentals are provided on a month-to-month basis and renters are required to provide at least a 30-day written notice when vacating their space. Current renters are allowed access to the RV/Boat Lot 24 hours daily.

Each renter is required to pay a monthly fee for the usage of a designated spot in the RV/Boat Lot. All fees associated with the usage of a designated spot in the RV/Boat Lot are subject to change at GHI's discretion.

In the event that there are no vacant spaces at the RV/Boat Lot, GHI's Member Services Department will manage a waitlist of prospective renters. GHI's Member Services Department will notify prospective renters on the waiting list via their preferred method of contact when a vacancy becomes available. All rental spaces within the RV/Boat Lot are on a first-come-first-served basis.

Renters are prohibited from storing vehicles that are registered to non-members. Members who fail to comply with this policy will lose their privilege to use the RV/Boat Lot.

Annual Registration

Each renter is required to provide current registration documentation annually on December 1st. GHI's Member Services Department will send a reminder notice to all current renters who do not provide current information for their vehicle on December 15th.

Renters who fail to provide current documentation are given 60 days' notice to either comply with the registration requirement, or remove their vehicle at their risk and expense.

Members may temporarily park their car in their assigned space while they are using their RV/Boat.

Any member who wishes to submit an application for an RV/Boat Lot rental or has questions regarding this procedure, may contact the Member Services Department at (301) 474-4161.

Comments

Thank you to the task force. As a community gardener at Hamilton I have been passing the lots for years. There is no mention of what will be done with unclaimed items. One expects they will be removed? Maybe offered to GHI members first over a week or two weekends? Hopefully a good system in place will eliminate that problem from now on. Will there be a clear and detailed map for different staff to document and monitor who and what is parked where? Maybe there will be or could be numbers placed in different areas as well?

I wonder why the date of December 1 for submitting proof of registration. If there is not a specific reason, then I suggest considering a different time of year because the Thanksgiving-to-New-Years time can be busy for many people. I suggest February as a better time of year. Regarding the cost of removing abandoned boats/RVs, perhaps a security deposit could be required to cover such a cost. If the lot is not being fully utilized, why not expand what can be stored there? Thank you for your service to GHI.

I read over the document. Thank you for giving it some thought. Three comments.

1) I object to the part of this statement with brackets { }. "The intent of the RV/Boat Lot is to provide a storage option for useable equipment and not to store {unsightly or} unusable vehicles." I suggest removing the word "unsightly." It is not up to any of us to decide what looks good or not. I believe I understand the intention of this word, but it seems we are getting into aesthetics which are subjective.

2) Why the annual submission of registration if GHI is conducting monthly inspections. Couldn't they "inspect" registration stickers at that time? It seems like extra work to have each member submit a copy of their registration. What is happening with all these copies? The inspections are happening anyway, so why add extra staff time coordinating, filing, and tracking down members.

3) I don't see any provision for removing abandoned vehicles? There are many campers and boats in the lots that have not moved, nor been registered in many years. The regulations need to explain that process otherwise we open GHI to charges of not following its rules or worse.

Thank you for the opportunity to comment.