

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
REGULAR SESSION
*Begins at 7:45 P.M.***

Thursday, June 17, 2021

**VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.**

- 1. Approval of Agenda**
- 2. Announcement of Closed Meetings**
 - a. **Announcement of an Executive Session Board Meeting held on June 17, 2021 - (Attachment #1)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee Reports**
- 6. For Action or Discussion**

a. Proposed Actions after the June 7, 2021 Work Session with the Transition Task Force	15	minutes	Discussion/Action
b. Permit Request to Create a Third Bedroom in an Existing Two-bedroom Unit	15	minutes	Discussion/Action
c. Review 2021 First Quarter Financial Statements – (Attachment #3)	10	minutes	Discussion/Action
d. Workplace Protocols Due to the Lifting of Covid-19 Restrictions in P.G. County	15	minutes	Discussion/Action
e. Obtain a Legal Opinion re: Legitimacy of Hiring an Investment Management Company to Invest GHI Funds	5	minutes	Discussion/Action
f. Request the Finance Committee to Recommend a Cost Amount for Services GHI Provides to GDC – (Attachment #4)	2	minutes	Discussion/Action
g. Recommendation for Changes re: the Manager's Memorandum for GHI Open Session Meetings and Advertising Board Meetings	10	minutes	Discussion/Action
h. Establish a Date for the 2022 Annual Membership Meeting	15	minutes	Discussion/Action
	2	minutes	Discussion/Action
- 7. Items of Information**
 - a. Board 12 Month Action Plan and Committee Task List (Attachments #5a – 5b)
 - b. Monthly GHI and City Calendars (Attachments #6a – 6b)
 - c. President's Items
 - d. Board Members' Items
 - e. Audit Committee's Items
 - f. Manager's Items

Ed James, Secretary

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



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: June 10, 2021

SUBJECT: Items for the **GHI REGULAR SESSION** Board Meeting on
June 17, 2021

GHI Open Session Meeting

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

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

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

- Planning two member meetings – fall 2021 and spring 2022 – to address policy changes recommended before General Manager transition.

A suggested motion for this item is as follows:

Suggested motion: I move that the Board of Directors authorize the Transition Task Force to work with the Member Outreach Committee, Communications Committee and Board of Directors in developing a member communication, engagement, and education timeline for next year that includes:

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

6b. Permit Request to Create a Third Bedroom in an Existing Two-bedroom Unit

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

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

During the ARC meeting on May 12, 2021, the following points were made:

- The unit is designated as a two (2)- bedroom unit.
- There is an existing wall across one bedroom that separates it into two rooms. The gardenside room is only 4'-8" wide. Member admits this wall is flimsy and has to come down.
- Member prefers to reconfigure this bedroom area to create two smaller bedrooms with a hallway to access the back bedroom, rather than restore it to one bedroom per the original plan.

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

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

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

GHI's 2021 1st quarter financial statements are submitted as attachment #3 for your review. Joe Perry, GHI's Finance Director, will present them during the Board meeting.

This item is on the agenda for discussion.

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

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

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

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

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

The task force made its recommendations for the following reasons:

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

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

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

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

This item is on the agenda for discussion and action.

Suggested motion: I move the Board of Directors (allow/not allow) the resumption of in-person Board and committee meetings in the GHI administration building.

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

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

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to obtain an opinion from legal counsel about the legitimacy of hiring a professional investment

management company to invest GHI funds on the basis of the prudent investor rule that is specified under Section 15-114 of the Maryland Code's Estates and Trusts Article.

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

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

This item is on the agenda for discussion and action.

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

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

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

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

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

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

GHI's bylaws stipulate that the regular annual meeting of the membership of the Corporation shall be held during the month of May. Traditionally, regular Board meetings during January to May have been held on the first and third Thursday of each month. Hence, the Board may wish to consider holding the 2022 Annual Membership Meeting on the second Thursday of May 22, 2021, i.e., May 12.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors designate May 12, 2022, beginning at 7:30 p:m as the date and start time for the 2022 annual membership meeting.

Item 2a. Attachment #1

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

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

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

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. 2021-2023 Contract for a Consultant Arborist to Inspect Trees— 2 nd reading	(vi)
2. Member Financial Matters	(viii)
3. Member Complaint Matter	(iv)

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

The meeting began at [] pm and adjourned at [] pm.

**Greenbelt Homes, Inc.
Financial Statements
March 2021**

Greenbelt Homes, Inc.
Balance Sheet
3/31/2021

ASSETS

CURRENT ASSETS:

Cash	(A) \$ 9,621,325	
Accounts receivable (net)	(B) 630,864	
Notes receivable	52,336	
	<u>10,304,525</u>	
OTHER CURRENT ASSETS		
Accrued bond interest	24,789	
GHI controlled homes for sale	13,815	
Inventory	128,422	
	<u>167,026</u>	
Total current assets		\$ 10,471,551

PROPERTY & EQUIPMENT

Land, buildings & improvements (net)	25,409,183	
Vehicles & operating equipment (net)	127,732	
	<u>25,536,915</u>	
Property and equipment		25,536,915
Total property and equipment		25,536,915

OTHER ASSETS:

Investment in Sub-GDC	499,153	
Investment in NCB	885,137	
Investments (Bonds & Bond Fund)	(C) 2,457,815	
	<u>3,842,105</u>	
Total investments		3,842,105
Total other assets		<u>3,842,105</u>
TOTAL ASSETS		<u>\$ 39,850,571</u>

LIABILITIES & MEMBER EQUITY

CURRENT LIABILITIES

Accounts payable & accrued expenses	1,717,552	
Payroll liabilities	209,312	
Deposits & deferred revenue	776,234	
	<u>2,703,098</u>	
Total current liabilities		2,703,098
Total liabilities		<u>2,703,098</u>

MEMBER EQUITY

Replacement reserves	(D) 6,849,412	
Contingency reserves	569,406	
Working capital	1,820,512	
Accumulated equity	(E) 27,908,143	
	<u>37,147,473</u>	
Total members equity		37,147,473
TOTAL LIABILITIES & MEMBER EQUITY		<u>\$ 39,850,571</u>

Greenbelt Homes, Inc.
Notes to Balance Sheet
As of 3/31/2021

Assets

(A) Cash

Cash balance includes \$8,290,175 of Federal Money Market fund on 3/31/2021.

(B) Accounts Receivable

This balance is primarily due to of HIP options that were completed and became billable in February and March of 2021. HIP receivables of 469K are outstanding as of 3/31/2021.

(C) Investments

Corporate bonds are scheduled to mature from 2021 through 2023 as follows: 2021-\$0.5M, 2022-\$1.6M, 2023-\$0.2M. Bond fund valued at \$153K.

Equity

(D) Replacement Reserves

As of 3/31/2021 the components that make up replacement reserves are as follows:

Replacement Reserves	5,759,319
Replacement Reserves-Additions	<u>1,090,093</u>
Total	<u>6,849,412</u>

(E) Accumulated Equity

As of 3/31/2021 the components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	25,536,915
Other Equity (includes unreserved operating and optional replacement reserves.)	<u>2,371,228</u>
Total	<u>27,908,143</u>

Greenbelt Homes, Inc.
Income Statement Summary
For the Period Ending 3/31/2021

	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	\$ 3,126,688	\$ 3,070,386	\$ 56,302	1.8%
	<u>3,126,688</u>	<u>3,070,386</u>	<u>56,302</u>	<u>1.8%</u>
Service income	153,275	139,929	13,346	9.5%
Other income	(A) 1,261,955	81,681	1,180,274	>100%
	<u>1,415,230</u>	<u>221,610</u>	<u>1,193,620</u>	<u>>100%</u>
Total receipts	<u>4,541,918</u>	<u>3,291,996</u>	<u>1,249,922</u>	<u>38.0%</u>
<u>EXPENSES:</u>				
Real estate taxes	1,130,733	1,130,733	-	0.0%
Trash collection	113,187	113,187	-	0.0%
Insurance	142,036	148,923	(6,887)	-4.6%
Admin/BOD/Comm/Mbr	(B) 303,967	365,182	(61,215)	-16.8%
Maintenance operations	(C) 1,342,241	914,069	428,172	46.8%
Transfer to reserves	610,577	610,577	-	0.0%
Total expenses	<u>3,642,741</u>	<u>3,282,671</u>	<u>360,070</u>	<u>11.0%</u>
Receipts over (under) expenses	<u>\$ 899,177</u>	<u>\$ 9,325</u>	<u>\$ 889,852</u>	<u>>100%</u>
Depreciation member units	<u>\$ 277,539</u>	<u>\$ 303,501</u>	<u>\$ (25,962)</u>	<u>-8.6%</u>

Greenbelt Homes, Inc.
Notes to Income Statement Summary
For the Period Ending 3/31/2021

INCOME

(A)	Other Income (Up > 100%)	\$ 1,180,274
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This favorable variance is primarily due to HIP optional improvements that were invoiced in February and March of 2021.		

EXPENSES

(B)	Admin/BOD/Comm/Mbr (Down 16.8%)	\$ (61,215)
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This favorable variance is primarily related to payroll, fringe, and IT timing differences.		
(C)	Maintenance operations (Up 46.8%)	\$ 428,172
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This unfavorable variance is primarily due to the timing of HIP optional improvement expenses that are offset by HIP (Other Income) noted above.		

Greenbelt Homes, Inc.
Administration Summary
For the Period Ending 3/31/2021

	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>ADMIN EXPENSES:</u>				
Labor	(A) \$ 187,489	\$ 210,196	\$ (22,707)	-10.8%
Fringe benefits	(B) 41,969	60,999	(19,030)	-31.2%
Office supplies/postage	(C) 5,094	8,874	(3,780)	-42.6%
Copier	3,127	3,813	(686)	-18.0%
Telephone	5,038	5,949	(911)	-15.3%
Hiring & training	(D) 3,734	6,859	(3,125)	-45.6%
Temp & prof help	(E) 15,318	7,974	7,344	92.1%
Legal	1,695	5,324	(3,629)	-68.2%
Annual audit	4,733	4,749	(16)	-0.3%
Assoc. dues & conferences	1,097	624	473	75.8%
Board/Audit/Committees	(F) 6,852	10,146	(3,294)	-32.5%
Members' expenses	1,459	1,875	(416)	-22.2%
Utilities	5,654	6,501	(847)	-13.0%
Personal Property tax	1,125	1,125	-	0.0%
Depreciation	5,199	5,199	-	0.0%
Other	859	1,962	(1,103)	-56.2%
Information technology services	13,525	14,949	(1,424)	-9.5%
Total admin	<u>\$ 303,967</u>	<u>\$ 357,118</u>	<u>\$ (53,151)</u>	<u>-14.9%</u>

Greenbelt Homes, Inc.
Notes to Administration Summary
For the Period Ending 3/31/2021

(A) Labor (Down 10.8%)	\$ (22,707)
This favorable variance is primarily due to a vacant Executive Assistant position and other timing differences.	
(B) Fringe (Down 31.2%)	\$ (19,030)
This favorable variance is primarily due to the actual number of employees enrolled and the actual medical, dental, and life insurance costs being below budgeted amount.	
(C) Office Supplies/Postage (Down 42.6%)	\$ (3,780)
This favorable variance is primarily due to timing differences between actual office supplies purchased and budgeted amounts.	
(D) Hiring and Training (Down 45.6%)	\$ (3,125)
This favorable variance is primarily due to timing differences.	
(E) Temporary and Professional Help (Up 92.1%)	\$ 7,344
This unfavorable variance is primarily due to staffing for the vacant Executive Assistant position.	
(F) Board/Audit/Committees (Down 32.5%)	\$ (3,294)
This favorable variance is primarily due to timing differences.	

Greenbelt Homes, Inc.
Maintenance Summary
For the Period Ending 3/31/2021

	<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>MAINT SUMMARY</u>				
Labor	\$ 434,176	\$ 468,996	\$ (34,820)	-7.4%
Fringe benefits	171,285	184,575	(13,290)	-7.2%
Materials	48,591	51,453	(2,862)	-5.6%
Contract work	(A) 641,670	161,838	479,832	>100%
Vehicles	(B) 31,114	27,501	3,613	13.1%
Dumpsters	(C) 3,800	7,808	(4,008)	-51.3%
Uniforms	3,514	4,248	(734)	-17.3%
Submeter court lights	2,723	3,675	(952)	-25.9%
Depreciation	5,368	3,975	1,393	35.0%
Total maintenance	<u>\$ 1,342,241</u>	<u>\$ 914,069</u>	<u>\$ 428,172</u>	<u>46.8%</u>

Greenbelt Homes, Inc.
Notes to Maintenance Summary
For the Period Ending 3/31/2021

(A) Contract Work (Up > 100%) **\$ 479,832**

Contract work performed through March:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 3,808	\$ 20,000
Swale & drainage	\$ -	55,000
Janitorial	\$ 4,826	25,945
Landscaping	\$ -	65,955
Gutter cleaning	\$ -	62,000
Parking lot repairs	\$ -	40,000
Fire and security	\$ 1,361	2,450
Pest control	\$ 4,005	40,000
Fee for service	\$ 975	36,200
Renovations/repairs	\$ 6,783	127,800
Tree trimming	\$ 31,083	170,000
Asbestos remediation *	\$ 105,495	2,000
HIP Frame Optional improvements	\$ 282,195	-
HIP Masonry Optional improvements	\$ 201,139	-
	<u>\$ 641,670</u>	<u>\$ 647,350</u>

(B) Vehicles (Up 13.1%) **\$ 3,613**

This unfavorable variance is due to timing difference between budget and actual usage.

(C) Dumpsters (Down 51.3%) **\$ (4,008)**

This favorable variance is due to timing differences related to of the disposal of tree waste and wood chips.

State of Maryland

PROPERTY MANAGEMENT AGREEMENT

This Property Management Agreement (this "Agreement") is made this _____ day of _____, 20_____, by and between Greenbelt Development Corporation ("OWNER") and Greenbelt Homes, Inc. ("AGENT").

The parties agree as follows:

1. Managing Agent. Owner appoints Agent to exclusively manage the property located in Greenbelt MD 20770 (the "Premises"). Agent accepts the appointment and agrees to provide building management services for the Premises, as set forth in this Agreement. Owner agrees to pay all reasonable expenses in connection with those services. Agent agrees to use due diligence in the performance of this contract and in all matters involved with the management of these Premises.

2. Term. The term of this Agreement will be for a period of one year from the date first set forth above, unless earlier terminated. At the end of the initial term, and on each anniversary date of this Agreement thereafter, this Agreement shall renew automatically for additional one-year renewal terms.

3. Agent's Responsibilities. Owner grants Agent full authority to do any and all lawful things necessary for the fulfillment of this Agreement, including the following:

- i. To manage the Premises and to rent, lease, maintain and operate the Premises.
- ii. To collect all rents and other monies from Tenants as they become due. Agent does not guarantee tenant obligations. Agent may employ collection agencies, attorneys, or any other reasonable and lawful means to collect from a Tenant. Agent is authorized to file suit on behalf of Owner, and at Owner's expense, to recover unpaid rent or other unpaid amounts owed by Tenants, and for loss or damage to any part of the Premises. Agent is authorized to settle any such lawsuits with Owner's prior approval. Agent is responsible for making mortgage payments, taxes, fire or other insurance premiums, or any recurring expenses, all of which shall be paid out of Owner's funds.
- iii. To render to Owner a monthly financial report, including an accounting of rents and other amounts received and expenses paid; and to remit to Owner all income, less any sums paid out.
- iv. To advertise for, screen, and select tenants in compliance with all relevant laws and regulations. Owner will set rents that reflect the market conditions.
- v. To decorate, inspect, maintain, and repair the Premises as reasonably necessary, and to engage and supervise all employees, contractors and other labor needed for such work. Owner may authorize Agent in writing to make improvements to the Premises from time to time, at Owner's expense. Agent is not responsible for any damage to the Premises by Tenants or others. Any improvements and repairs that may cost more than \$7500 must receive prior written approval from Owner.
- vi. To provide, for a separate fee, unless nominal effort is involved, atypical tasks such as planning and implementing major improvements, and advising Owner on future business development.

4. Agent Liability. Owner agrees to indemnify and hold Agent harmless from any claims, charges, debts, demands, injuries, damages, actions, causes of action, proceedings, penalties and lawsuits arising in connection with Agent's services under this Agreement or arising in connection with the leasing, occupancy, maintenance, repair or use of the Premises, including costs and attorney's fees. Agent is not liable for any nonpayment by Tenants or theft of any service, including utilities, by Tenants. Owner agrees to maintain sufficient property insurance and liability insurance on the Premises, and shall arrange to have Agent

designated as an additional insured on the liability insurance policy. Owner shall provide a copy of all insurance policies to Agent.

5. Compensation. Owner agrees to compensate Agent for managing the Premises, as set forth on Exhibit A to this Agreement.

6. Termination. The parties may terminate this Agreement by mutual agreement at any time, or by either party with 60 (sixty) days' notice. This Agreement shall terminate automatically upon the conveyance of the Premises to a different owner.

7. Successors. This Agreement shall be binding upon Owner and Agent's successors and assigns.

8. Waivers. No waiver of any condition or covenant in this Agreement by either party shall be deemed to imply or constitute a further waiver of the same or any other condition or covenant of this Agreement.

9. Governing Law. This Agreement has been executed under and shall be governed by the laws of the State of Maryland without regard to the state's conflict of law principles. The parties covenant and agree that any and all claims, disputes, and actions arising from this Agreement or as a result of the relationship of the parties shall be filed and heard in the Circuit Court of Prince Georges County, Maryland, or in the Maryland District Court for Prince George's County, Maryland, and that jurisdiction shall lie in such county and state.

10. Force Majeure. If either party is delayed or hindered in or prevented from doing or performing any act or thing required in this Agreement by reason of strikes, lock-outs, casualties, acts of God, labor troubles, inability to procure materials, failure of power, governmental laws or regulations, riot, insurrection, war or other causes beyond the reasonable control of such party, then such party shall not be liable or responsible for any such delays and the doing or performing of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

11. Severability. If any provision of this Agreement is held to be invalid, illegal or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal and enforceable as though the invalid, illegal or unenforceable parts had not been included in this Agreement.

12. Complete Agreement. This Agreement contains a complete expression of the agreement between the parties and there are no promises, representations or inducements except such as are herein provided.

The parties have signed this Agreement as of the first date written above.

Greenbelt Development Corporation

Owner Signature

Owner Name

Greenbelt Homes, Inc.

Agent Signature

Agent Name

EXHIBIT A

COMPENSATION TO BE PAID BY OWNER TO AGENT

[ATTACHED]

Board Action Plan Updated on 12-13-2020
Status as of 6-10-2021

Item 7a. Attachment #5a

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status	
	Objective										
A. Buildings & Property	A.1. Complete HIP through 2020		A.1.a	Complete Year 5 and 5+ of HIP.	A	X		X	Completed	Complete	
			A.1.b	Continue member education - continue E-Newsletter updates, webinars.	A	X	BLD & COM	X	Completed.	Complete	
			A.1.c	Continue frame crawl space improvements including asbestos removal.	A	X		X	Completed.	Complete	
			A.1.d	Continue documentation of HIP for posterity. Staff and the contractor should prepare a report summary at the end of each year to be submitted to the Board of Directors (BOD).	B	X		X	Completed. A final report regarding the HIP was presented to the Board on May 6, 2021.	Complete	
			A.1.e	Arrange a function to celebrate successful HIP completion.	B	X	MOC	X	Currently being planned by the MOC	In process	
		A.2. Implement sustainable practices		A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/1/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. Installation of the panels is complete and the contractor is awaiting Pepco's approval to turn on the system. On May 6, 2021, the Board decided to establish a task force to re-negotiate the contract with SES Inc. to a pre-power purchase agreement.	In process
			A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X	BLD	X	On hold. Board to ask the Buildings Committee to resume work on this assignment.	Started.	
			A.2.c	Implement pilot program for testing performance of heat-pump water heaters.	B	X	BLD	X	All eleven units have been installed in crawlspaces of masonry homes. Staff will continue to monitor the performance of these units.	In process	
		A.3 Maintain & protect buildings & grounds		A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020.	In process
			A.3.b	Continue to study program for inspections of building exteriors and yards.	A	X	EBYTTF	X	On February 18, 2021, the Board accepted a report from the Yards and Exteriors Task Force and decided the scope of an inspection program for 2021.	Complete	

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A.3.c	Negotiations with WSSC re: water pipe replacements for masonry homes.	A	X	X	Board and the City of Greenbelt sent a letter to WSSC's General Manager in 2019, asking for negotiations to be resumed and pipes to be replaced in conformance with the 1958 agreement. WSSC's General Manager responded on Jan 31, 2020. On November 3, 2020, a joint letter signed by the Board President and City of Greenbelt Mayor was sent in response to the WSSC's Manager's letter. On March 4, 2021, the Board discussed WSSC's response to the November 3, 2020 letter and decided that GHI would accept WSSC's position to not replace the pipes at this time; but honor the 1958 agreement to operate and maintain GHI's water and sewer systems.	Complete
A.3.d	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc.	B	X	ARC	The Board approved changes to GHI's rules for fences on August 20, 2020.	In process
A.3.e	Storm Water Management Task Force continues to address drainage issues.	B	X	SWIF	On 2/7/2019, the Board of Directors accepted the SWMTF's proposition that GHI participate in a MDNR-funded project through UMD as a pilot study to test-proof the concept for mapping non-tidal flood risks. On 2/15/2019, the UMD received a grant for the Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland. The grant funding period ends on 6/30/2021, although an extension is possible due to the pandemic. The SWMTF recommended the hiring of a part-time green infrastructure staff person to facilitate the integration of green stormwater infrastructure practices. This staff position has been hired.	Ongoing
A.3.f	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	On February 20, 2020, the Board approved the hiring of a consultant (ETC Inc.) to evaluate the condition of water supply and waste pipes in a sample of frame and masonry homes, provide a report on replacement options, provide a report on the performance of epoxy lined pipes in 2 units and design a pilot study to evaluate methodologies for replacement of the piping. The Board reviewed ETC's report on November 19, 2020 and decided not to have the consultant design the pilot study. On January 21, the Board directed the Buildings Committee to advise the next planning steps that should be undertaken	In process

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	Implement Admin complex security.	A	X	STF	X	On June 18, 2020, the Board approved a contract for the installation of an access control system for the Admin Building. The system has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed.	In process
A.3.g	Implement Admin complex security.	A	X	STF	X	On June 18, 2020, the Board approved a contract for the installation of an access control system for the Admin Building. The system has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed.	In process
A.3.h	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. On November 19, 2020, the GDC Board decided that GDC will continue to request loans from GHI for the capital improvements program as needed.	Complete
A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt and met with the City Council on July 20, 2020 to discuss GHI's position on the proposed NCOZ Standards for Greenbelt. Awaiting draft NCOZ from M-NCPPC.	in process
A.5.a	Expand Fee-For-Service program.	A	X	BDTF	X	The Board decided that this review should be undertaken by a Business Development Task force that it passed a motion to establish. Unfortunately, no members volunteered to serve on this task force.	Not started
A.5.b	Develop policy for storage of recreational vehicles in GHI Boat Lots.	A	X		X	Task Force was established on 12/3/2020 and submitted a policy that the Board reviewed on March 18, 2021. The draft policy was edited by the communications committee. On May 6, 2021, the Board directed the task force to make revisions to the draft policy.	In process
B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process
B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held for the 2020-21 Board on 12/8/2020. On 12/8/2020, staff held a training program on interpreting financial statements. Two orientation programs and a training program on interpreting financial statements have been scheduled for 2021-22 Board.	Ongoing
B.2.b	Create understudy program for Board officers.	A	X		X		Not started
B.2.c	Investigate all aspects of continuing to hold virtual Board, committee and membership meetings post Covid-19.	A	X		X	Training and infrastructure may be required. The Board may consider establishing a task force.	Not started
B. Organization & Infrastructure							

Board Action Plan Updated on 12-13-2020 Item 7a. Attachment #5a
 Status as of 6-10-2021

B.3 Improve committee operation and promote member involvement	B.3.a	Provide training for committee chairs.	A	X	X	X	Last training program for committees was held in September 2018. Plan to hold another training program in 2021.	Ongoing	
	B.3.b	Increase participation in committees.	A	X	MOC	X		Ongoing	
	B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Last volunteer recognition event was held on October 16, 2019.	Ongoing	
	B.4 Prepare for succession of administrative staff	Plan for succession of General Manager.	A	X	TSTF	X	The Board passed a motion on December 3, 2020 to establish a Transition and Sustainability Task Force and allocate \$7,500 for hiring a consultant to assist the task force with its work. The consultant was hired. A work session between the Board and the task force took place on June 7, 2021.	In process	
	B.5 Review and develop policies	Revise, update and implement record retention policy. Recommend storage methodology for historical documents.	A	X	RRTF		Staff prepared a draft records' retention policy. The Board subsequently appointed a task force to recommend historical documents that should be retained and how they should be stored. The task force is currently working on this assignment.	In process	
	B.6 Review bylaws issue	Establish policy to define business relationship of GHI & GDC.	A	X	GDCTF	X	The GDC Board reviewed a draft agreement on June 3, 2021 that the task force formulated and asked the GHI Finance Committee to recommend an amount that GDC should pay GHI for the services GHI provides.	In process	
	B.7 Increase operational efficiency	Need to address 'new acquisition of property/business opportunity' clause in GHI bylaws.	B	X	GDCTF	X	The task force has recommended parameters for purchase of new property that the GDC Board accepted on June 3, 2021.	Complete	
		Conduct a business process review. Include financial systems and procedures, maintenance system, records management, and knowledge transfer in scope.	A	X		X	Staff continues to work on this task and is making further changes as the new property management system is implemented.	In process	
		Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	C	X	RRJTF	X	Staff's top priority for 2021 is to successfully implement the integrated property management system. It is also prudent to postpone this task until the records retention task force completes its work and the Board adopts a records retention policy.	Not started	
	C.1 Increase revenue through business development.	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	B	X	BDTF	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that the Long-range planning Committee recommended. No member applied to serve on the task force. A further attempt will be made	In process	
	C. Financial Stability								

									to obtain volunteers for the task force; if this fails, the Board may consider hiring a consultant.	
C.2 Continue education programs on GHI finances and produce them as webinars	C.2.a	Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors.	A	X	FIN	X				Not started
	C.2.b	Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website.	A	X	FIN	X				Not started
	C.2.c	Continue education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges, replacement reserves' program	A	X	FIN	X				Not started
C.3 Increase grant-based income opportunities	C.3.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X				In process
C.4 Manage finances to address issues that arise.	C.4.a	Review investment policies.	A	X	INVC	X			On 7/11/2019, the Board reviewed the Investment Committee's report regarding the Prudent Person Rule that is applicable to GHI and whether to hire an Investment advisor. On July 9, 2020, the Board adopted a revised charter for the Investment Committee. On February 4, 2020, the Board adopted a revised GHI investment policy that the investment committee recommended.	Complete
	C.4.b	Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	B	X	LGAC	X			On June 3, 2021, the Board reviewed the LGAC's recommendations regarding actions that GHI should pursue to have the law changed to remove the restrictions on GHI investments. No action was taken pending advice that the Board will seek from legal counsel about the legitimacy of hiring an investment management company to invest GHI funds in accordance with the prudent investor rule.	In progress

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C.5 Explore other money saving opportunities	C.5.a	Explore holding equity of 10-40 percent in some member units.	C	X	FIN & INVC	X				Not started
	D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/MARK					Ongoing
	D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	A	X	LGAC	X		LGAC recommended and the Board approved a task force to advocate GHI's position re: Maglev project. LGAC drafted a letter which the Board President sent to the Maryland Transportation Authority stating GHI's position on the Environmental Impact Study for the I-495 Beltway and the BW Parkway expansion project.		Ongoing
D. External Communication	D.2.b	Advocate for adequate public transit resources to be provided to the GHI community.	A	X	MOC	X		On November 5, 2020, the Board requested the Member Outreach Committee to survey the membership re: Use of Public Bus Services. The Board President sent a letter to the WMATA stating GHI's opposition to proposed budget cuts.		In process
	D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC					In process
	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X		GHI's Maintenance Director visits new members after they move in and request a visit, to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members. On November 5, 2020, the Board approved a Court Communicator program that the MOC recommended.		Ongoing
E. Internal Communication	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X		The Member Outreach Committee presented a member survey report to the Board on 9/5/19.		Ongoing
	E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X				Not started
	E.3.a	Implement a proactive social media strategy (planned, regular tweets; use	A	X	COM	X		On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.		In process

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	of GHI's Facebook page for official dissemination of information.							
E.3.b	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X			In process
E.3.c	Improve GHI website per recommendations from membership survey.	A	X	COM	X		The Board passed a motion on December 3, 2020, to establish a task force to recommend upgrades of the website. This work is progressing.	In process
E.4	Upgrade member handbook.	A	X	COM	X		On September 17, 2020, the Board directed the Communications Committee to review and recommend revisions to the format of the Member Handbook.	In process
E.4	Improve member handbook							

Committees and Task Forces	
AM TF - Addition Maintenance Task Force	LGAC - Legislative and Government Affairs Committee
BDTF - Business Development Task Force	LRPC - Long Range Planning Committee
BLD - Buildings Committee	MOC - Member Outreach Committee
BTF - Board Task Force	RRTF - Record Retention Task Force
COM/MARK - Communications & Marketing Committee	STF - Safety Task Force
EBYITF - Exterior Buildings and Yard Inspection Task Force	SWTF - Storm Water Task Force
FIN - Finance Committee	WC - Woodlands Committee
GDCTF - GDC/GHI Relationship Task Force	ZTF - Zoning Task Force
INVC - Investment Committee	
IT TF - Information Technology Task Force	

Priority
A. Must be addressed within a year
B. Everything in between A and C; this could include items of high importance but not high urgency

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	Priority
C.	Probably won't get to it within a year but want it on the list

Committee	Committee Assignments for the 2021-2022 Board Term	Status	Not Started	In Progress	Completed
Architectural Review Committee	Consider siding and window replacement options on 25 larger townhomes, and 2 story single family units.	Window specs same as under HIP. Vertical siding selection in progress.		X	
	1 These items were not assigned by the Board.	The Bicycle committee presented a proposal for a bike repair station to be procured and installed at the GHI administration building. The proposal was approved on 18 March 2021.		X	
Bicycle Committee	2	Providing marketing material (bicycle bells) for "Bike to Work Day" in May 2021.			X
	1	The GDC Board requested the Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on hold by the Committee	X	
Buildings Committee	2	Investigate feasibility of heat-pump type water heaters for installation in GHI	In progress	X	
	3	Board assigned staff to hire a consultant to investigate options to develop plans and estimates to replace the stairway, rebuilding to correct the existing problems; plans shall consider removal or retention of the tree.	not started		X
	4	Investigate water quality testing options	In progress		X
	5	Investigate various solutions to address discoloration on slate roof tiles	not started		X
	6	Investigate electrification of a set of GHI garages for future EV and other uses.	in progress		X
	7	Begin planning for replacement of plumbing drain pipe in GHI homes and supply pipe in masonry homes	in progress		X
	8	Building Improvement Options for Townhomes & Larger Homes - Recommend options by 4/30/21.	not started		X

Communications and Marketing Committee	Review and recommend changes to the format of the GHI Member Handbook. Task was assigned by the Board on September 17, 2020	In progress	X
Companion Animal Committee	Continue to develop articles relating to companion animals.	Ongoing	X
Finance	1 Review 2020 Financial Statements for GDC & GHI		X
	2 Discuss Member education of coop fees and the cooperative's finances		X
GHI's Website Task Force	1 Request demonstrations from Yardi and third party companies	In progress. Yardi completed a demo on 3/22/21. Establishing dates for other vendors.	X
	2 Establish wire framework and mission for the ghi.coop website	In progress	X
Investment	1 Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.	X
	2 Consider changes to investment policy	Ongoing.	X
Legislative and Government Affairs	1 Monitor Federal, State and MD legislative actions that may impact GHI	In progress	X
	2 On January 21, the Board directed the LGAC in consultation with the Investment Committee to recommend actions by March 31, 2021 that GHI should pursue to have the law changed to remove the restrictions on GHI investments imposed by the Prudent Person Rule.	LGAC's recommendations to be reviewed by the Board on 6/3/21.	X
Long-Range Planning Committee	1 Study, discuss, and make recommendations on any issues affecting GHI's ability to continue providing affordable, high-quality housing for its members, along with offering any new facilities, services, or benefits the membership may approve.	The Committee prepared an Initial Research and Data Analysis Report which the Board reviewed on August 6, 2020 and deferred for a further review .	X
Member Outreach			

GHI RV and Boat Lot Task Force	Make further revisions to the Draft Policy re Storage of Recreational Vehicles in the Boat Lot.		X
Permits Task Force	1 Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.		
	2 Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.		
	3 Actions that should be implemented to improve members' understanding of the permit process.		
Records Retention Task Force	1 Review records in UDB and Warehouse	In progress	X
	2 Establish categories and document types of historical documents	In progress	X
Storm Water Management Task Force	1 Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	The newly hired coop stormwater manager is currently trying to get a better understanding of storm water management needs, regulatory requirements and coop leadership's desire to develop policy recommendations in cooperation with the SWMTF.	X
	2 Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. A stormwater model has been run based on 6 months of 33 Ct precipitation data collected by a member on the court as a citizen scientist. A proposal for a design solution has been presented and is being considered by GHI Technical Services. Other options are being considered. Once GHI approves of an approach, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.	X

	<p>3 I. Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II. Develop a multi-year plan to address stormwater issues in GHI. III. Develop strategies for implementing improvements/remediation IV. Interact with other committees and task forces within GHI relative to our mission</p>	<p>The newly hired stormwater manager has been familiarizing himself with GHIs maintenance capacity and internal leadership's interests regarding stormwater in the coop and interactions/capacity of the SWMTF. Items I(1) and I(2) are conceptually understood and will be incorporated into a currently being developed document in support of a DNR grant deliverable (due June 30th) focused on GHI/Greenbelt stormwater issues and resources to support mitigation approaches that will support items 3(II) and 3(III). The GHI stormwater manager has been interacting with and attended the May Woodlands Committee. SW PM will interact with Building Committee on rain barrel regulations.</p>	<p>X</p>
<p>Transition and Sustainability Task Force</p>	<p>1 Review issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board: a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and b. Which issues or recommendations are best left to be considered by the Board of Directors and next General Manager.</p>	<p>Work Session on 6/7</p>	<p>X</p>
	<p>2 Hiring of a Transition Consultant to work with and guide the Task Force and Board in designing a transition planning process which appropriately engages the Board, members and staff and prepares GHI for a successful General Manager transition and related changes that advance the mission and sustainability long-term of GHI. This work is different from and preparatory to a search for a new General Manager when the current Manager announces his retirement.</p>	<p>in progress</p>	<p>X</p>
	<p>3 Coordinate closely with the Board liaison to the Task Force and the Board in advancing this work incrementally as it occurs, since the issues are interrelated and the resolution of each, influences options for other issues.</p>	<p>in progress</p>	<p>X</p>

<p>Exterior and Structures Task Force</p>	<p>1</p>			
<p>GHI Outdoor Structures Liability Task Force</p>	<p>1</p>	<p>First meeting, June 16, 7pm</p>		
<p>Woodlands</p>	<p>1</p>	<p>Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.</p>	<p>Ongoing.</p>	<p>X</p>
	<p>2</p>	<p>Implementation of Caretaker Program</p>	<p>In progress.</p>	<p>X</p>

Item 7b Attachment 6a

June 2021

June 2021

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1	2	3	4	5
		10:00am Storm Water Management Task Force (Board Room) 7:00pm Pre Purchase Orientation		7:00pm Board of Directors Meeting 7:02pm GHI Executive Session 7:45pm GHI Open		
6	7	8	9	10	11	12
	7:00pm Transition Task Force Work Session w/ Board of Directors (Zoom) - Meetings and Events Calendar	7:00pm Pre Purchase Orientation	7:00pm Member Outreach Committee Meeting (GHI Lobby) 7:30pm Architectural Review Committee	5:00pm Investment 5:45pm Finance	OFFICE CLOSED	
13	14	15	16	17	18	19
	7:00pm Sustainability Subcommittee 7:00pm Permits Task Force (Zoom)	5:00pm Transition Task Force (Zoom) 7:00pm Board Training 7:00pm Pre Purchase 7:30pm Companion	5:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting 7:00pm GHI Outdoor	7:00pm Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open		
20	21	22	23	24	25	26
	7:00pm Board's Strategic Action Plan	7:00pm Pre Purchase Orientation	7:00pm Buildings Committee Meeting (Board Room)		OFFICE CLOSED	
27	28	29	30	Jul 1	2	3
1:00pm Board's Strategic Action Plan		7:00pm Pre Purchase Orientation				

< Previous Month

JUNE 2021

Calendar Grid 000048				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>30</p>	<p>31</p>	<p>1</p> <p>7:00 PM <u>Arts Advisory Board Meeting</u></p> <p>7:00 PM <u>Public Safety Advisory Committee</u></p>	<p>2</p> <p>7:30 PM <u>Advisory Planning Board</u></p> <p>8:00 PM <u>Work Session, Advisory Group Chairs. (Virtual)</u></p>	<p>3</p> <p>6:00 PM <u>Board of Elections Meeting. (Virtual)</u></p>
<p>6</p> <p>10:00 AM <u>Greenbelt Farmers Market</u></p> <p>11:00 AM <u>Artful Afternoon - Paint-Out Picnic</u></p> <p>1:00 PM <u>Artful Afternoon - Virtual Open Studio Tour and Exhibition</u></p> <p>4:00 PM <u>How the New Deal Transformed Greater Washington</u></p>	<p>7</p> <p>7:40 PM <u>Advisory Board Interview</u></p> <p>8:00 PM <u>Regular Meeting - Budget Adoption. (Virtual)</u></p>	<p>8</p> <p>10:00 AM <u>Virtual Business Coffee</u></p>	<p>9</p> <p>5:00 PM <u>PGCPS Telephone Town Hall</u></p> <p>7:00 PM <u>Maglev Task Force Meeting</u></p> <p>7:30 PM <u>Advisory Planning Board</u></p> <p>8:00 PM <u>No Meeting</u></p>	<p>10</p> <p>7:30 PM <u>Community Relation Advisory Board Meeting</u></p>
<p>13</p> <p>2:00 PM <u>Art Shares</u></p>	<p>14</p> <p>3:00 PM <u>Greenbelt Business Recovery & Resiliency Webinar</u></p> <p>7:30 PM <u>Advisory Planning Board</u></p> <p>8:00 PM <u>Regular Meeting. (Virtual)</u></p>	<p>15</p> <p>7:30 PM <u>Advisory Planning Board</u></p>	<p>16</p> <p>7:30 PM <u>Advisory Planning Board</u></p> <p>7:30 PM <u>CANCELLED - Advisory Planning Board</u></p> <p>7:30 PM <u>Parks and Recreation Advisory Board</u></p> <p>7:40 PM <u>Advisory Board Interview</u></p>	<p>17</p> <p><u>Free Diaper Distribution</u></p> <p>1:00 PM <u>Free Produce Distribution</u></p> <p>6:00 PM <u>Father's Day Pledge</u></p>

			8:00 PM <u>Work Session - Local Economy Recovery. (Virtual)</u>	
20	21 8:00 PM <u>Special Meeting/Closed Session – Police Chief, Command Staff, and FOP Representative to discuss the current state of the Police Department. Closed Session - CBA Updated (tentative) (Virtual)</u>	22 7:00 PM <u>Advisory Committee on Education Meeting</u> 7:00 PM <u>Advisory Committee on Trees</u> 7:30 PM <u>Green ACES/Green Team</u>	23 7:00 PM <u>Maglev Task Force Meeting</u> 8:00 PM <u>Work Session - Beltway Plaza Detailed Site Plan. (Virtual)</u>	24 7:00 PM <u>Green Team/APB (EVIPO), Virtual</u> 7:00 PM <u>Forest Preserve Advisory Board</u>
27 <u>No Meeting - MML Annual Conference</u>	28 <u>No Meeting - MML Annual Conference</u>	29 <u>No Meeting - MML Annual Conference</u>	30 <u>No Meeting - MML Annual Conference</u> 4:00 PM <u>Draw Like Your Favorite Illustrator</u>	1