

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
OPEN MEETING**

Begins after the GDC Open Meeting Adjourns.

Thursday, June 2, 2022

VIRTUAL ZOOM MEETING ROOM

Members & Visitors may attend remotely.

1. Approval of Agenda

2. Statements of Closed Meetings

- a. Statement of an Informal Hearing Held in a Closed Meeting on May 16, 2022 (Attachment #1)
- b. Statement of a Closed Meeting Held on May 19, 2022 (Attachment #2)
- c. Statement of a Closed Meeting Held on May 24, 2022 (Attachment #3)
- d. Statement of a Closed Meeting Held on June 2, 2022 (Attachment #4)

3. Visitors and Members (Comment Period)

4. Approval of Membership Applications

5. Committee Reports

6. For Action or Discussion

- | | | |
|---|------------|-------------------|
| a. Approve Minutes of the Special Open Meeting Held on April 14, 2022 - (Attachment #5) | 2 Minutes | Discussion/Action |
| b. Approve Minutes of the Regular Open Meeting held on April 21, 2022 - (Attachment #6) | 2 Minutes | Discussion/Action |
| c. Proposed Rules for Pools and Outdoor Recreation Structures – (Attachments #7a-7c) | 10 Minutes | Discussion/Action |
| d. Member Comments re: Proposed Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements – (Attachments #8a-8c) | 10 Minutes | Discussion/Action |
| e. Proposed Revisions to GHI's Complaint Procedures – (Attachment #9a-9c) | 10 Minutes | Discussion/Action |
| f. Review GHI's Replacement Reserves Program – (Attachment #10) | 5 Minutes | Discussion/Action |
| g. Yards and Exteriors Inspection Program | 15 Minutes | Discussion/Action |
| h. Motion to Hold Closed Meeting on June 16, 2022 | 2 Minutes | 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 PM, 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 *Eldon Ralph*

DATE: May 25, 2022

SUBJECT: Items for the **GHI OPEN** Board Meeting on June 2, 2022

GHI Open Meeting

6a. Approve Minutes of the Special Open Meeting held on April 14, 2022 – (Attachment #5)

Motion: I move that the Board of Directors approve the minutes of the Special Open Meeting held on April 14, 2022 (as presented/as revised).

6b. Approve Minutes of the Regular Open Meeting held on April 21, 2022 – (Attachment #6)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Meeting held on April 21, 2022 (as presented/as revised).

6c. Proposed Rules for Pools and Outdoor Recreation Structures – (Attachments #7a-7c)

On April 1, 2021, the Board established an Outdoors Structures Liability Task Force to recommend changes in policies and procedures to mitigate GHI's liability associated with certain types of outdoor structures that members wish to install. On December 2, 2021, the Board reviewed member comments about the task force's report and requested that legal counsel draft revised rules, based on the report.

Attorney Joe Douglass proposed that the current Member Handbook rule XIII. SWIMMING POOLS AND ORNAMENTAL PONDS (attachment #7a) be replaced with XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (attachment #7b). The proposed new rule states that as a condition of GHI approval, each member who wishes to install a pool or recreation equipment must sign a Recreation Structure Indemnification Agreement (attachment #7c).

The proposed new rule also states that each member who wishes to install a pool or recreation equipment must obtain and at all times maintain liability insurance providing coverage for any injury or damage arising, in connection with use of the pool or recreation equipment. Ms. Theresa Melson, Senior Vice President of USI Services (GHI's insurance broker) stated as follows: "A standard HO6 policy usually has a personal liability limit of \$300,000 or \$500,000. From what I understand, the cost for the \$500,000 is not significantly more than the \$300,000 so many of the brokers have started using the \$500,000 limit

as a matter of practice. We generally recommend the higher limit on these policies – if a swimming pool or trampoline is involved, we may also recommend consideration of an umbrella since both of these amenities are considered “higher risk”. Actually, many commercial insurance policies are now excluding coverage for trampolines and “bounce houses” due to the high risk involved”.

After reviewing Attorney Douglass’s opinion on January 6, 2022, the Board decided to send the proposed language back to the task force for review, consideration, and recommendation on adoption. Mr. Joe Ralbovsky, Chair of the Outdoors Structures Liability Task Force, informed the Manager that he reached out to task force members asking if they were willing to convene virtually to discuss this assignment from the Board, but did not get a response. Mr. Ralbovsky stated that he approves the rule changes that Attorney Douglass recommended.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt GHI Member Handbook rule XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (as presented/as revised).

6d. Member Comments re: Proposed Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements – (Attachments #8a-8c)

On April 7, 2022, the Board of Directors reviewed rules that the Stormwater Sub-Committee recommended, regarding Impervious Surfaces (attachment #8a) and Run-off Capture and Control Requirements (attachment #8b) and requested the manager to obtain comments from GHI’s membership about the proposed rules, over a period of 30 days.

Eleven members submitted comments that are documented in attachment #8c.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Stormwater Sub-Committee to review member comments about the recommended Impervious Surface Rules and Rule regarding Run-off Capture and Control Requirements, and to revise the proposed rules, as necessary.

6e. Proposed Revisions to GHI’s Complaint Procedures – (Attachment #9a-9c)

During a work session between the Board of Directors and GHI’s legal counsel Joe Douglass on March 31, 2022, it was discussed that GHI’s member complaint procedures do not expressly address complaints against non-member tenants or by a non-member against a member regarding an incident that occurs on GHI’s premises.

Mr. Douglass was subsequently requested to revise GHI’s member complaint procedures. Attachment #9c is Mr. Douglass’ response to GHI’s request and the revised procedures he drafted are presented as attachment #9a (a red-lined copy) and attachment #9b (a clean copy).

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to solicit member comments regarding proposed revisions to GHI Complaint Procedures (as presented/as revised) via GHI’s e-newsletter, over a period of 30 days.

6f. Review GHI's Replacement Reserves Program – (Attachment #10)

In 1987, the Board created the RR fund for GHI's three (3) groups of homes - 992 frame, 579 masonry (318 brick, 256 block, 5 pre-fabricated units), and 29 larger homes. The RR fund is the amount of money set aside from members' co-op fees to fund the future replacement of major components. In 2018, GHI hired DMA Inc. to revise the RR plan. Taking into consideration the fund balance at the beginning of 2018, an average projected annual inflation rate of 2.49%, an average annual interest of 2.9% on reserve fund deposit accounts, the life expectancy and replacement cost of each building component, DMA calculated the contributions that were necessary to fund the replacement of the various components over a 30-year period.

Attachment #10 provides a breakdown of the estimated future repair and replacement costs for each home group as of December 31, 2021, and the annual percentage increases in member contributions that are being charged to fund the replacements.

The audited reserves' fund balance at the end of 2021 was \$5,800,679; the estimated 2021 fund balance in the DMA report was \$5,496,520. In accordance with the provisions of Maryland Code, Corporations and Associations Section 5-6B-26.1, GHI must hire a reserves' advisor firm to update the reserves' plan at least every 5 years; hence the next update is due in 2023.

The Board may wish to consider holding a work session for a more in-depth discussion of the replacement reserves program. In preparation for a work session, it would be helpful if the Board informed staff about the various aspects of the program it would like to review. Staff thinks that there are several important factors that should be considered before the study is updated in 2023, including but not limited to the following:

- The average rate of return that GHI estimates it will earn on future investments of reserve fund balances.
- Who is responsible for funding the future replacement of underground water supply pipes for frame homes; GHI or WSSC?
- Who is responsible for funding the replacement/repairs of main storm drains on GHI's property; GHI or the City of Greenbelt?
- What portion of the unreserved operating fund of \$3,832,234 at the end of 2021, should be allocated to the replacement reserves fund?

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors hold a work session on _____ to review GHI's replacement reserves program.

6g. Yards and Exteriors' Inspection Program

Two Board members requested that this item be placed on the agenda for discussion. The Director who initiated the request felt that the 2022 Exterior Buildings and Yards Inspection Program should be cancelled, because the inspection form has a number of errors, the list of courts to be inspected that staff

initially posted on the website was inaccurate, and he didn't think that there are enough 'eyeballs' on the project to keep it correct.

GHI's Community Beautification Program (CBP) was implemented following a 1983 member petition at an annual membership meeting, requesting enforcement of regulations and subsequent action by the Board of Directors. In 2017, the Board asked a Yard Solutions Task Force to review the program and recommend solutions to its reported problems. On February 15, 2018, the Board accepted a report from the Yard Solutions Task Force which recommended changes to the program, including a new inspection form that was used to conduct the program during 2018 and 2019.

Due to feedback from several members, the Board decided to forego a program of community beautification inspections during 2020 and establish an Exterior Building and Yards Inspection Task Force to recommend the scope of an exterior building and yard inspection program that should be implemented. On February 18, 2021, the Board accepted the task force's report and stipulated that one third of GHI units must be inspected each year, using a revised inspection form that the task force prepared.

On October 17, 2021, the Board reviewed staff's report on the 2021 Exterior and Yard Inspection Program and on February 17, 2022 the Board directed staff to utilize the same form that was used in 2021 for this year's program. Last Tuesday, staff published a corrected list of courts whose units will be inspected this year, beginning on June 6.

This item is on the agenda for discussion.

6h. Motion to Hold Closed Meeting on June 16, 2022

Suggested motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 PM on June 16, 2022.

Statement of an Informal Hearing Held in a Closed Meeting on May 16, 2022

On May 16, 2022, the Board of Directors held an Informal Hearing with a member regarding a complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by a 9-0 vote of the Board of Directors during a closed meeting on April 21, 2022.

Statement of Closed Meeting Held on May 19, 2022

GHI's Board of Directors held a closed meeting at 8:10 PM on May 19, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on April 7, 2022.	(vii)
2. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2022 Contract for Replacing Roofs on Frame Homes and Additions – 2nd reading • 2022 Contract for Exterior Repairs to Masonry Units – 2nd reading • Extension of Contract with Current IT Services Provider – 1st and only reading 	(vi)
3. Request by a Non-Member for Permission to Reside in a GHI Unit	(iv)
4. Request by a Member for a Rental Permit Extension	(iv)
5. Request by a Member for an Exception to the Two-Year Profit Limitation Provision in the MOC	(iv)
6. Member Financial Matter.	(viii)

During the meeting, the Board authorized the following contracts:

- A contract with RRH Associates to replace the shingles and gutters on the roofs at 136 frame homes and 35 additions with Certain Teed Landmark Pro AR architectural shingles and new gutters, at the contractor's bid price of \$483,292, with a 10% allowance for contingencies, for a total contract amount not to exceed \$531,621.20.
- A contract with American Exteriors Inc. to undertake masonry repairs at 15 locations, at the contractor's bid of \$31,280, plus 10% for contingencies, for a total not to exceed \$34,408.
- A contract addendum with FedSolutions (FSI), to manage GHI's Information Technology systems from July 1, 2022 to no later than February 28, 2023, at a monthly cost of \$2,336 plus an allowance of 10% for unanticipated charges; with a termination clause included in the contract addendum, whereby either GHI or FedSolutions could terminate the contract by serving the other party a 90-day notice of termination.

The motion to hold the closed meeting was approved during the open meeting of May 19, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

Statement of a Closed Meeting on May 24, 2022

On May 24, 2022, the members of the Member Handbook and Board Policy Manual Standardization Task Force, comprised of Board members Erin Bilyeu, Deborah McKinley, Heather Mortimer, and staff member Eldon Ralph held a closed meeting, via internet audio/video conference.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(VI) of the Maryland Cooperative Housing Act.

The motion to hold the closed meeting was approved by an 3-0 vote of Board members Bilyeu, McKinley and Mortimer during an open meeting on May 24, 2022. The closed meeting began immediately after the open meeting ended.

Statement of Closed Meeting Held on June 2, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on June 2, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on April 21, 2022.	(vii)
2. Request by a Non-Member for Permission to Reside in a GHI Unit	(iv)
3. Rental Permit Request from a Member	(iv)
4. Legal Counsel's Opinion re: GHI Providing Loans to GDC	(iii)
5. Member Financial Matters	(viii)
6. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2022 Contract for Replacing Roofs for Attached and Rental Garages – 1st reading • Contract for a Technical Writer to Reformat the Member Handbook and Board Policies – 1st and only reading 	(vi)
7. A Complaint Matter	(iv)
8. Request to Defer a Member's Coop Fees	(iv)

During the meeting, the Board authorized the following contract:

A contract with Mr. Andrew Penney (a technical writing consultant) for first and only reading, to update, standardize, format, and revise the Member Handbook and Board policies for clarity and consistency, at the consultant's bid price of \$34,100, plus 10% for contingencies, for a total not to exceed \$37,510.

The motion to hold the closed meeting was approved during the open meeting of May 19, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

GHI Board of Directors
Special Open Meeting
(Virtual Zoom)
Thursday, April 14, 2022
5:30 pm

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

Excused Absences: Lambert

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Dale Wilding, Audit Committee

Sam Lee, Audit Committee

Dave Benack, Audit Committee

Tom Jones, Nominations and Elections Committee Chair

Bill Jones, 15-D Ridge Road

Molly Lester, 6-M Hillside Road

Barbara Stevens, 46-A Ridge Road

Henry Haslinger, 4-A Ridge Road

Chris Herman, 11-E Southway

Brian Dahlk, Wegner CPAs

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Hess

Carried: 6-0

2. For Action or Discussion

Discussion moved forward to Item 2b.

2a. Presentation of the 2021 Audit Report and Letters Received from the External Auditor – (Attachments #1a-1c)

After conducting an external audit, Wegner CPAs, LLP (GHI's external auditor) submitted an audit report comprised of the following documents:

- Board Communication Letter (attachment #1a)
- Management Letter (attachment #1b)

- Financial Statements with supplementary Information as of December 31, 2021 and December 31, 2020 (attachment #1c)

Questions may be directed to Mr. Perry, GHI's Finance Director, prior to the meeting.

Brian Dahlk from Wegner CPAs presented the audit report during the Board meeting.

Director Carter-Woodbridge left the meeting during the discussion.

Motion: I move that the Board of Directors accept the 2021 audit report from Wegner CPAs, LLP that includes the Consolidated Financial Statements for Greenbelt Homes, Inc. as of December 31, 2021 and December 31, 2020.

Moved: Luly

Seconded: Hess

Carried: 7-0

Discussion moved forward to Item 2c.

2b. Proposed Agenda for the May 12, 2022 Annual Membership Meeting – (Attachment #2)

Attachment #2 is the proposed agenda for the annual membership meeting on May 12, 2022. The Board should review the proposed agenda and decide what changes should be made.

Directors Luly and Bilyeu arrived during the discussion.

Motion: I move that the Board of Directors accept the agenda for the annual membership meeting on May 12, 2022 as revised.

Moved: McKinley

Seconded: Bilyeu

Carried: 8-0

Discussion moved backward to Item 2a.

2c. Decide Whether Members Attending the Annual Meeting In-person Should Register Beforehand – (Attachment #3)

Attachment #3 is an email from Tom Jones, Chair of the Nominations and Elections (N&E) Committee, who is requesting the Board to decide whether members who attend the 2022 hybrid annual membership in person should be required to register in advance. Mr. Jones suggests that the Board consider the following two options:

Either:

1. Not require members to register in advance to attend the annual membership meeting in person, and N&E will not allow anyone to cast a paper ballot that night after the meeting.

Or:

2. Require any member attending the annual meeting in person to register in advance, with a registration deadline 2+ days before the meeting; staff will then ensure all advance-registered users are sent to GetQuorum (host for the virtual meeting) with instructions to remove them from the list of members who can vote online. N&E will allow registered members to cast ballots in person Thursday night – but only those members – and registered members will be prohibited from casting Board & Audit committee ballots online.

3.

Director Brood left the meeting during the discussion. Director Luly took over as Chair.

The Board adopted Option #2 by consensus.

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 6-0

The meeting adjourned at 6:57 pm.

Ed James
Secretary

GHI Board of Directors
Open Meeting
(Virtual Zoom)
April 21, 2022

Begins after the GDC Open Meeting Adjourns

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

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Onyel Bhola, Director of Technical Services

Jim Morris, Director of Maintenance

Bruce Mangum, Contract Processor

Talyzia Jenkins, Administrative Assistant, Member Services

Dave Benack, Audit Committee

Dale Wilding, Audit Committee

Sam Lee, Audit Committee

Grace Fisher, 11-C Hillside Road

Stephen Holland, 56-E Ridge Road

Alexander Barnes, 4-F Crescent Road

Molly Lester, 6-M Hillside Road

Claudia Jones, 7-D Laurel Hill Road

Henry Haslinger, 4-A Ridge Road

Bill Jones, 15-D Ridge Road

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

1. Approval of Agenda

Item 6.d had "April 21" changed to "May 5".

Motion: To approve the agenda, as revised.

Moved: McKinley

Seconded: Mortimer

Carried: 9-0

2. Statement of Closed Meetings

2a. Statement of a Closed Meeting Held on March 14, 2022 (Attachment #1)

On March 14, 2022, Board members Stefan Brodd, Erin Bilyeu and Denna Lambert, held a hearing regarding a member complaint matter. The hearing was conducted in a closed meeting.

via internet audio/video conference. Audit Committee member Sam Lee attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 7-0 vote of the Board of Directors during a closed meeting on February 17, 2022.

2b. Statement of a Closed Meeting Held on April 21, 2022 (Attachment #2)

GHI's Board of Directors held a closed meeting at 7:00 PM on April 21, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on March 3, 2022.	(vii)
2. Consider Approval the Following Contracts: <ul style="list-style-type: none"> • Cost Increase Requested by Contractor for 2022 Landscape Maintenance Contract – 2nd reading • 2022 Contract for Spring Concrete Repairs – 2nd reading • 2022 Contract for Gutter Cleaning – 1st reading • 2022 Contract for Telephone Services for the GHI Administration Building – 1st reading • Contracts for Repairs of Two Units Assigned to GHI – 1st reading 	(vi)
5. Member Financial Matters.	(viii)
6. Member Complaint Matters.	(iv)
7. Item of Information: Rental Permit Granted to a Member	(iv)

During the meeting, the Board authorized the following:

- An amendment to a current 3-year contract with Brightview Landscapes LLC, whereby GHI would pay the contractor an additional \$14,739 for landscape maintenance of GHI's common areas resulting in a cost of \$82,013 during 2022, plus an allowance of 5% for contingencies that may arise, for a total cost not exceeding \$86,114.
- A contract with Lanham Construction Company for the repairs of concrete sidewalks at eighteen (18) sites during the spring of 2022, at the contractor's bid of \$26,914, plus an allowance of 10% for contingencies, for a total not to exceed \$29,605.40.

The motion to hold the closed meeting was approved during the open meeting of April 7, 2022, by Directors Brodd, Carter-Woodbridge, Hess, James, Luly, McKinley, and Mortimer.

3. Visitors and Members (Comment Period)

Molly Lester, 6-M Hillside, inquired of the process for Point of Order during the Annual Meeting since the forum is a hybrid format. She also asked for clarification on members having an opportunity to ask questions about reports during the meeting. President Brodd advised he would obtain information from Get Quorum to ensure a Point of Order is created and in place for

the meeting. President Brodd advised Molly there would be opportunity for members to ask questions at specific segments of the meeting.

Claudia Jones, 7-D Laurel Hill Road, expressed frustration that she was unable to access the worksession held with GHI's attorney and that no one notified her of an issue with the link or provided an alternate means for her to access the worksession. She requested a measure be implemented to provide assistance if members are having difficulties accessing virtual meetings. General Manager Ralph apologized to Claudia for the issues with the virtual worksession and advised staff is working on minimizing issues with virtual meetings. GM Ralph advised Claudia he would meet with her to review the items discussed during the worksession to provide her the information as communicated by the attorney.

Claudia also expressed concerns about the March 2022 minutes not being posted on the website; however, President Brodd advised this was due to the minutes not having been approved for any March meetings yet.

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;

- **Lisa Milani, Sole Owner, 58-K Crescent Road;**
- **Betsey L. Coakley, Sole Owner, 60-H Crescent Road;**
- **Carly L. Gayle, Debra L. Kaiser, Joint Owners, 20-S Hillside Road;**
- **Julia C. Watson, Sole Owner, 4-L Laurel Hill Road;**
- **Christopher T. Corson, Sole Owner, 4-H Ridge Road;**
- **Sheldon W. Spencer, Sole Owner, 16-Z1 Ridge Road;**
- **James M. McCormack, Julia E. Griffin, Tenants by the Entirety, 45-D Ridge Road;**
- **Deborah A. Honecker, Sole Owner, 69-K Ridge Road;**
- **Rousseau A. Nutter, Chloe M. Emler, Tenants by the Entirety, 71-B Ridge Road.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

Director Bilyeu reported that the Member Handbook and Board Policy Manual Standardization Task Force met for their first meeting the prior night and were successful in creating and approving a Charter and have established a series of potential dates to extend to the individual they wish to hire as a technical resource as well as questions for that interview.

Director Carter-Woodbridge reported that the Woodlands Committee will be holding a Plant Swap on April 30, 2022 beginning at 11 am. The committee recommends early arrival since the last few years have seen high member turnout.

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on March 3, 2022 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on March 3, 2022 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Request from the GDC Board of Directors to Assign Tasks to the Buildings Committee

During its open meeting on April 21, 2022, GDC's Board of Directors will consider the following two motions:

Motion #1: I move that the Board of Directors request the GHI Board of Directors to direct GHI's Buildings Committee to recommend the most appropriate piping repair and/or replacement options for water supply, wastewater, and heating piping infrastructure for GDC's Parkway Apartment Buildings and whether or not this work should be done at the same time as the pipe replacement program in GHI's masonry and frame units.

Motion #2: I move that the Board of Directors request the GHI Board of Directors to direct GHI's Finance Committee to recommend whether or not GDC should purchase insurance separately from GHI and state the pros and cons for the committee's recommendation.

If the GDC Board approves the two motions, the GHI Board of Directors should consider assigning the tasks to the two committees as requested.

This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors direct the Buildings Committee to recommend the most appropriate piping repair and/or replacement options for water supply, wastewater, and heating piping infrastructure for GDC's Parkway Apartment Buildings and whether or not this work should be done at the same time as the pipe replacement program in GHI's masonry and frame units.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

Motion #2: I move that the Board of Directors direct GHI's Finance Committee to recommend whether or not GDC should purchase insurance separately from GHI and state the pros and cons for the committee's recommendation. The Finance committee shall complete its assignment by September 30, 2022.

Moved: Luly

Seconded: Hess

Carried: 9-0

6c. Review 2021 Year-end Financial Statements – (Attachment #4)

GHI's 2021 year-end financial statements are included as attachment #4 for your review. Joe Perry, GHI's Finance Director, presented them and answered questions.

6d. Motion to Hold a Closed Meeting on May 5, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on May 5, 2022.

Moved: Hess

Seconded: McKinley

Carried: 9-0

7. Items of Information

7a. President's Items

President Brodd reminded members of the Town Hall on April 24, 2022 and encouraged everyone to attend. He also reminded members of GM Ralph's Annual Performance Evaluation scheduled for April 28, 2022, the Candidates Forum scheduled for May 3, 2022, and the Annual Meeting on May 12, 2022.

7b. Board Members' Items

Director McKinley inquired about the link for attending the Performance Evaluation for GM Ralph. GM Ralph advised the link would be distributed the following day.

Director McKinley also inquired of the platform for the Candidates Forum. President Brodd advised his last awareness was that the forum would be held virtually via Zoom.

7c. Audit Committee's Items

7d. Manager's Items

GM Ralph advised members that staff would hold two upcoming demonstrations for the Yardi Portal to help understand and navigate the new portal.

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

The meeting adjourned at 8:47 pm.

Ed James
Secretary

XIII. Swimming Pools and Ornamental Ponds

A. MINOR POOLS AND PONDS

1. Pools less than twenty-three (23) inches deep and less than twelve (12) feet in diameter may be purchased and used without Corporation approval.
2. Ornamental ponds less than twenty-three (23) inches deep and less than twelve (12) feet in diameter may be dug in the yard provided they do not interfere with the yard swale or drainage. Care must be taken to keep these ponds clean so they do not become areas for mosquito breeding.

B. MAJOR POOLS

Any pool, including outdoor hot tubs or spas, over twenty-three (23) inches deep or twelve (12) feet in diameter will require approval. Maximum depth will be thirty-six (36) inches. Swimming pools are required to have approval by the Board of Directors; ponds, hot tubs, or spas may be approved by staff.

Regulations governing 23" to 36" depth and over 12 foot diameter pools (prior approval must be obtained from Management):

1. No pool can be installed which interferes with natural drainage.
2. Swimming pools must be enclosed by protective fences around the pool or around the yard where the pool is located. Hot tubs or spas must be protected with a safety cover in compliance with the local building code; use of a barrier fence for hot tubs or spas requires specific approval by the Board of Directors.
3. Liability insurance protection must be provided and evidence of such coverage must be provided to Management before installation of the pool. This insurance must remain in force during the life of the pool.
4. A pool cover must be installed at all times when the pool is not occupied.
5. Provision must be made for use of a filter to conserve water.

DRAFT REVISION OF GHI HANDBOOK – ARTICLE XIII

XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT

A. SMALL POOLS AND ORNAMENTAL PONDS

1. Pools less than twenty-three (23) inches deep and less than twelve (12) feet in diameter may be purchased and used without Corporation approval, but must be properly maintained in safe, clean and sanitary condition and must not become areas for mosquito breeding.
2. Ornamental ponds less than twenty-three (23) inches deep and less than twelve (12) feet in diameter may be dug in the yard provided they do not interfere with the yard swale or drainage. These ponds must be properly maintained in safe, clean and sanitary condition and must not become areas for mosquito breeding.

B. LARGE POOLS AND ORNAMENTAL PONDS

1. All pools, including but not limited to ornamental ponds, outdoor hot tubs and spas, over twenty-three (23) inches deep or over twelve (12) feet in diameter must receive prior GHI approval. The maximum depth of any such pool, tub or spa shall not exceed thirty-six (36) inches. Installation of swimming pools must be approved in advance by the Board of Directors. Installation of ponds, hot tubs, or spas may be approved by GHI staff.
2. No installation will be permitted if it will interfere with natural drainage. All pools, ponds, hot tubs and spas must be maintained in safe, clean and sanitary condition and must not become areas for mosquito breeding.
3. Every swimming pool must be enclosed by a fence not less than 72 inches high, with a locked gate, and approved by the Board of Directors. Installation of a barrier fence around a hot tub or spa also requires prior approval by the Board of Directors.
4. A pool cover must be installed at all times when the pool is not occupied. Hot tubs or spas must be protected with safety covers in compliance with the local code. The safety cover must be in place whenever a hot tub or spa is not occupied.
5. Water must be recirculated and filtered. Pool chemicals must be stored in a locked enclosure.

C. RECREATION EQUIPMENT

1. Trampolines must be approved in advance by GHI staff. Every trampoline must be installed in accordance with the manufacturer's instructions, must be enclosed by a safety net at all times and must be properly maintained in safe condition. When a trampoline is not in use, the safety net must be locked and any steps or ladders to access the trampoline must be removed.
2. All recreation equipment, including but not limited to swing sets, slides, climbing equipment, playhouses and other play structures, must be installed in accordance with the manufacturer's instructions and must be properly maintained in safe condition.

3. Every yard in which recreation equipment is installed must be enclosed by a fence not less than 42 inches high, with a locked gate, and approved by the Board of Directors.

D. MEMBERS' OBLIGATIONS

1. Members are responsible for ensuring that their pools, including but not limited to ornamental ponds, outdoor hot tubs and spas, their recreation equipment, and all required fences, are installed, used and maintained in safe condition and in full compliance with all applicable laws and regulations.

2. As a condition of GHI approval, each Member who wishes to install a pool or recreation equipment must sign a Recreation Structure Indemnification Agreement, in a form prescribed by GHI, protecting GHI from all liability.

3. As a condition of GHI approval, each Member who wishes to install a pool or recreation equipment must obtain and at all times maintain liability insurance providing coverage for any injury or damage arising in connection with use of the pool or recreation equipment, with minimum coverage limits of \$500,000 , and must provide documentation of such insurance coverage annually to GHI.

RECREATION STRUCTURE INDEMNIFICATION AGREEMENT

This Agreement is entered into as of _____, 20____, by and between _____ ("Member"), whose address is _____, and Greenbelt Homes, Inc. ("GHI"), the address of which is 1 Hamilton Place, Greenbelt, Maryland 20770.

Recitals

- A. The Member is the occupant of a dwelling unit and certain exterior areas ("Yard") located at _____. The dwelling unit and the Yard comprise the "Premises," pursuant to the Member's Cooperative Housing Proprietary Lease and Mutual Ownership Contract with GHI, dated _____ ("MOC").
- B. GHI is the owner of the Premises and has authority to regulate the use of the Premises and to grant or withhold permission for any installations to be made on the Premises, including but not limited to any installations of pools, water features, hot tubs, spas, trampolines or play structures.
- C. The Member wishes to install the items described and shown on Exhibit A to this Agreement ("Recreation Structure") in the Yard.
- D. The Member has been fully advised of the risks of injury or death associated with use of the proposed Recreation Structure and is willing to assume such risks and to hold GHI harmless from any claims arising in connection with the Recreation Structure.
- E. GHI is willing to permit installation of the Recreation Structure, subject to the terms and conditions of this Agreement, and the Member is willing to agree to and abide by the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, and other good and valuable consideration, the parties agree as follows.

- 1. GHI hereby grants permission, subject to the terms and conditions of this Agreement and subject to the MOC and governing legal documents of GHI, for the installation of the Recreation Structure in the Yard, for the term of this Agreement.
- 2. The Member shall maintain the Yard, shall maintain a secure fence surrounding the Yard, and shall maintain the Recreation Structure, in good and safe order, condition and repair and shall perform all necessary maintenance and repairs. If the Member fails to perform such maintenance or repairs, GHI, in addition to, and not in lieu of, any other rights and remedies available to GHI, shall have the right, after 10 days written notice to the Member, to terminate this Agreement and remove the Recreation Structure from the Yard, and the Member shall reimburse GHI for all of its costs in connection with such work, within 10 days after written demand for payment is sent by GHI to the Member.

3. GHI and its authorized agents and contractors shall have a right of entry upon the Yard at any time, without prior notice, for the purposes of performing inspections and performing any work permitted by this Agreement or by the MOC and governing legal documents of GHI. The Member shall not obstruct or hinder GHI in the exercise of this right or in the performance of any inspections or work permitted by this Agreement.
4. The Member shall indemnify and hold harmless GHI and its members, directors, officers, committee members, employees and agents, and their respective successors and assigns, from and against any and all claims, damages, injuries, suits, proceedings, actions or causes of action of any kind, including without limitation property damage, personal injury or death, along with all costs and attorney's fees, which may arise in connection with use of the Recreation Structure or the presence of the Recreation Structure in the Yard. This provision shall survive termination of this Agreement.
5. The Member shall at all times maintain an adequate liability insurance policy covering claims for property damage, injuries or death resulting from use of the Recreation Structure or the presence of the Recreation Structure in the Yard. GHI and its members, directors, officers, committee members, employees and agents, and their respective successors and assigns, shall be designated as additional insured parties under such insurance policy. A Certificate of Insurance documenting such required coverage is attached hereto as Exhibit B. The Member shall provide GHI with a Certificate of Insurance annually on or before the anniversary date of this Agreement, documenting that such insurance coverage remains in effect.
6. At such time as the Member ceases to be a member of GHI or ceases to reside at the Premises, this Agreement shall terminate automatically and the Member shall immediately remove the Recreation Structure from the Premises unless otherwise notified by GHI. Permission given by GHI to the Member under this Agreement for installation of the Recreation Structure is given personally to the Member, and shall automatically be withdrawn upon termination of this Agreement, and such permission shall not be assigned, and shall not transfer or convey, to any other person, including without limitation any tenant, any other member of GHI, any future occupant of the Premises, or any of the Member's heirs, successors or assigns.
7. If the Member fails to comply with any provision of this Agreement, or with the MOC or governing legal documents of GHI, or if GHI in its sole discretion determines that the presence of the Recreation Structure is not in the best interest of GHI or its members, GHI shall have the right to terminate this Agreement and the rights granted to the Member hereby upon 10 days' written notice to the Member.
8. Upon termination of this Agreement, the Member shall immediately remove the Recreation Structure from the Premises and shall not thereafter install any Recreation Structure on the Premises. If the Member fails to remove the Recreation Structure as required within 10 days after notice from GHI, GHI shall have the right to remove the Recreation Structure from the Yard, and the Member shall reimburse GHI for all costs incurred, within 10 days after written demand for payment is sent by GHI to the Member.

The exercise by GHI of the right to terminate this Agreement shall not, however, constitute an election of remedies, and GHI shall have the right to take any other action available at law or in equity to enforce this Agreement or to enforce any other rights that GHI may have under the MOC, under the governing legal documents of GHI, or under applicable law. Any failure or forbearance by GHI to enforce this Agreement or any to exercise any other rights available to it shall not constitute a waiver of any right of GHI to enforce this Agreement or to exercise such other rights on any other occasion.

- 9. Notices required or permitted by this Agreement shall be in writing and shall be hand-delivered or mailed by first class mail postage prepaid, or sent by Federal Express or other nationally recognized overnight delivery service, or sent via electronic mail with confirmation of delivery, to the parties at the addresses set forth above, or to such other address as any party may designate by written notice from time to time. Notices sent by hand or electronic mail shall be deemed received upon actual receipt or upon refusal of receipt on the first occasion on which delivery is attempted. Notices sent by first class mail shall be deemed received four days after deposit in the U.S. Mail. Notices sent for overnight delivery by Federal Express or other nationally recognized overnight delivery service shall be deemed received 1 business day after delivery to such nationally recognized delivery service.
- 10. This Agreement cannot be modified except by written amendment of this Agreement, signed by the parties. This Agreement shall bind and inure to the benefit of the parties and their successors and assigns.
- 11. This Agreement shall be enforced and construed under the laws of Maryland without regard to conflict of laws principles. Venue for any legal action in connection with this Agreement shall be in Prince George’s County, Maryland.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first set forth above.

GREENBELT HOMES, INC.

By: _____
President

By: _____
Secretary

MEMBER

EXHIBIT A

**DESCRIPTION, SPECIFICATIONS, PROPOSED LOCATION
AND IMAGE OF PROPOSED RECREATION STRUCTURE**

[ATTACHED]

EXHIBIT B

MEMBER'S CERTIFICATE OF INSURANCE

[ATTACHED]

GHI IMPERVIOUS SURFACE RULES

A. PURPOSE

1. Part of GHI's mission is to maintain, protect and enhance the assets of our cooperative. One of these assets is green space, including swales. GHI encourages Members to keep their yards in their natural condition as much as possible. This is consistent with the original design of Greenbelt as a garden city. Swales are part of the original design of GHI and are a natural way to control runoff and promote drainage.
2. The impervious surface rules herein are intended to help maintain the benefits of natural landscaping by limiting the amount of impervious surface in GHI yards and requiring use of permeable materials. These rules are intended to address increased stormwater runoff, reduce or prevent flooding in GHI, and reduce negative effects on area streams. Limiting the amount of impervious surface area in GHI also helps Prince Georges County meet its requirement to reduce pollution and flooding caused by rainfall.

B. RULES

1. Any new exterior surface structures (meaning those partially or totally outside of the Member's unit's indoor liveable space) such as decks, patios, and walkways other than the access sidewalks, must be constructed using pervious materials.
 - a. Exterior surface structures may not be constructed with impervious materials such as concrete, asphalt, or non-porous composite or conglomerate materials.
 - b. Use of porous asphalt in GHI yards is not allowed.
 - c. Exterior elevated structures, such as decks and porches, may contain concrete pylons in their design.
 - d. Multiple allowable pervious materials are described in Section F below.
2. Pervious surfaces such as patios and decks may cover a single contiguous area up to a maximum area of 250 sq ft or 20% of the gross yard area, whichever value is smaller, or multiple distinct areas totaling no more than 250 sq ft. or 20% of the gross yard area, whichever value is smaller.
3. As stated in Sections III.B.11 and IV.E of this Handbook, existing swales shall not be blocked by any structure or altered in any way by a Member that would compromise the functioning of the swale.

4. As stated in Section X.I of this Handbook, structures may not be built over buried utilities. Permission to build a structure is contingent on the determination that no buried utilities are located where the new structure is to be built.
5. Wheelchair ramps and other means of accessibility for disabled individuals are addressed separately from these rules in GHI's the Reasonable Accommodation Policy.
6. Walkways maintained and/or replaced by GHI do not count against the total maximum allowable square footage noted in this rule.

C. BACKGROUND

1. The amount of existing impervious surfaces in and around GHI increases the impact and frequency of flooding events, including damage to GHI member homes and erosion of paths and common areas.
2. Installing new impervious surfaces reduces the area of land available for rainwater to soak into the ground as well as reducing the area of land that can support trees, woody plants, shrubs, grasses or other types of vegetation (e.g., gardens). Trees and other vegetation help reduce the amount of stormwater runoff by trapping silt and sediment, stabilizing areas susceptible to erosion, increasing infiltration, and reducing surface runoff. By contrast, impervious surfaces increase the speed and amount of stormwater runoff and, therefore, increase erosion. Additional runoff from impervious surfaces can overload the capacity of streams and storm drains. This runoff also picks up and carries pollutants into storm drains that flow into GHI streams Greenbelt Lake, and ultimately into the Anacostia River and Chesapeake Bay, degrading the water quality in these waterways.

D. DEFINITIONS

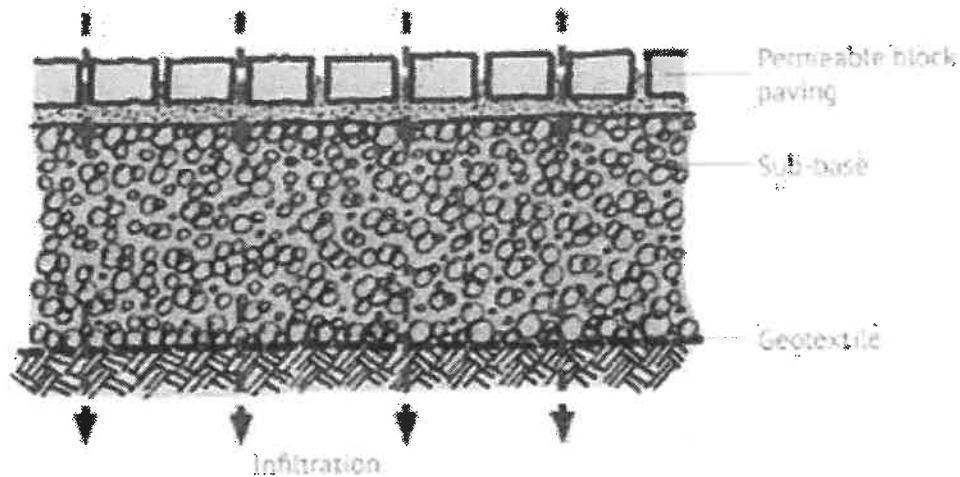
1. **Impervious surface:** a hard surface area that prevents or substantially impedes the natural infiltration of water into the underlying soil, resulting in an increased volume and velocity of surface water runoff. Impervious surfaces include, but are not limited to, buildings; patios, decks, sidewalks, driveways, pavement, parking areas, and driveways constructed of concrete or asphalt; artificial turf, compacted gravel, and hard-surfaced recreational areas (e.g., tennis courts).
2. **Pervious surface:** a surface that allows water to percolate into the underlying soil. Pervious surfaces include grass, mulch, planted areas, vegetated roofs, permeable paving, and porches and decks erected on pier foundations that

maintain the covered surface's water permeability (coz.dc.gov/zoning-rules/general-rules/pervious-surfaces/)

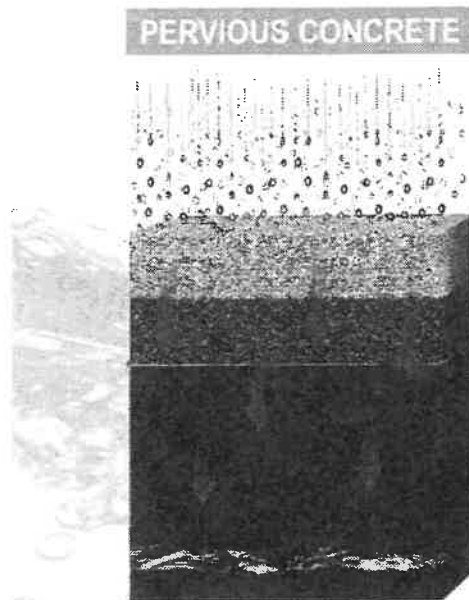
3. **Swales.** Swales are depressed channels designed to move stormwater while slowing down stormwater runoff and removing pollutants.
4. **Compacted cover** - An area of land where water percolation is reduced by increased compaction of the soil as compared to undisturbed areas (e.g., forest, meadow). Soil compaction occurs from grading, regular foot or vehicle traffic, or regular pet use (e.g., a dog run).
5. **Erosion** - The process by which soil, mulch, etc. is worn away by the action of water.
6. **Runoff** - That portion of rain and/or snow melt that travels over the land surface, rooftops, sidewalks, roads, patios, etc.
7. **Stormwater** – The flow of water that results from rain and/or snow melt runoff, street runoff, and land surface (e.g., yards, common areas) runoff and drainage.
8. **Structure** – For the purposes of this rule, a structure means an object such as a building, that has been built principally above ground with a fixed location on the ground, but is not necessarily fully enclosed. Structures for the purposes of this rule do not include additions, sheds, or landscaping that utilizes landscaping rocks or mulch (see Section F below).

E. Allowable Permeable Materials

1. Allowable surface and elevated structure materials consist of permeable pavers, bricks with sand filler, permeable pavement, tamped gravel, and wooden boards.
2. Light colored permeable materials are preferred to increase the reflection of sunlight and reduce the heat island effect.
3. Permeable Pavers
 - a. Permeable pavers are a self-draining system that allows rainwater to seep around individual pavers, soaking naturally into the subbase and ground underneath as indicated in the figure below.



- b. Permeable pavers can create a longer-lasting surface compared with conventional concrete and can reduce flooding on your property or the surrounding area.
 - c. Permeable pavers and re-vegetation:
 - a. Reduce flooding and erosion caused by stormwater runoff
 - b. Promote groundwater recharge, increasing both the quantity and quality of water
4. Bricks with Sand
- a. Like permeable pavers, bricks with sand allow rainwater to seep around the bricks and can reduce flooding and erosion caused by stormwater runoff.
 - b. Water flow in brick and sand systems is like that shown above for permeable paver systems.
5. Pervious Concrete
- a. Pervious concrete allows water to filter through the pavement structure into underlying layers and eventually to the soil.
 - b. Water flows through the pervious concrete system as shown in the figure below.



- c. Permeable concrete does require some maintenance to retain its permeability.
6. Wooden, Composite, or Recycled Plastic Boards
- a. Boards used for decking and porch flooring typically have spaces between them, allowing water to flow between the boards to the underlying soil.
 - b. Composite boards are made from a mix of wood particles and durable synthetic materials and come in many colors.
 - c. Recycled plastic boards mimic wood using recycled plastic and come in many colors.

F. Landscaping Rocks

- 1. Although landscaping rocks are not considered a structure for the purposes of this rule, the use of light-colored materials is preferred to reduce the heat island effect.
- 2. Landscaping rocks consist of pea gravel, gravel, crushed stone, river rocks and decomposed granite. Due to their shapes, landscaping rocks allow water to filter down into the underlying soil.

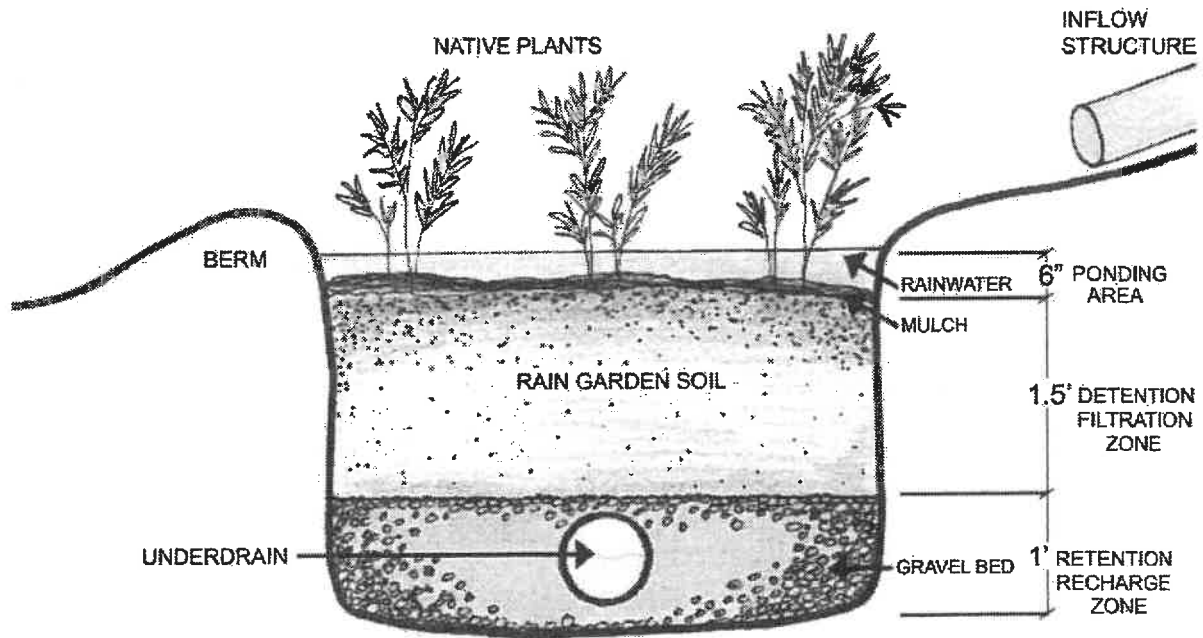
G. Rain Check Rebate Program

1. The Rain Check Rebate Program allows GHI Members to receive rebates for installing 'Rain Check' approved practices that reduce stormwater runoff quantity. These practices include permeable pavers, permeable pavement, pavement removal, and tree canopy.
2. Members are encouraged to take advantage of this program as long as it is available to defray costs and decrease stormwater runoff.
3. More information on the Program can be found at <https://cbtrust.org/grants/prince-georges-county-rain-check-rebate/>.

DRAFT

NEW SECTION XK. RUNOFF CAPTURE AND CONTROL REQUIREMENTS

1. The purpose of these offset requirements is to reduce flooding in GHI, reduce negative effects on the Cooperative's streams, build resiliency, and maintain a desirable quality of life within the Cooperative.
 - a. Additional development increases the speed and amount of stormwater runoff and, therefore, increases erosion. The additional runoff can overload the capacity of streams and storm drains.
 - b. Additions, patios, decks, sheds, etc. are impervious and prevent or substantially impede the natural infiltration of water into the underlying soil.
2. Several measures are available to Members to capture and/or control any increased runoff resulting from the construction of an exterior alteration, improvement, or addition. These measures are described in more detail below.
3. Any dimensions included in the example measures presented below are for illustration purposes only and are not pre-approved design dimensions. Each measure proposed for construction must be designed specifically for the Member's yard.
4. The construction of any of the capture and/or control measures described in Sections 6-8 below shall require a Type II permit.
5. If the construction of any of the capture and/or control measures described in Sections 6-8 below are proposed as part of a proposed exterior alteration, improvement, or addition, the permit application for these measures shall be included as part of the permit application for the proposed exterior alteration, improvement, or addition as described in Section X.C of this Handbook.
6. Raingardens
 - a. Raingardens capture and retain runoff and allow the runoff water to infiltrate into the ground.
 - b. Raingardens are planted with water-tolerant plants because the raingarden will remain wet until the runoff water has completely infiltrated into the ground.
 - c. Raingardens should be constructed at least five feet away from the foundation of the unit.
 - d. Examples of raingardens are shown in Figure 1 below. Design information can be found on the PG County Rain Check website <https://cbtrust.org/grants/prince-georges-county-rain-check-rebate/>.



RAIN GARDEN SECTION
LANI WALKER

Figure 1. Typical Raingarden Cross-Section

7. Dry Wells

- a. Dry wells capture and retain roof runoff to allow the runoff water to infiltrate into the ground.
- b. Dry wells should be constructed at least 10 to 12 feet away from the foundation of the unit.
- c. Examples of dry wells are shown in Figure 2 below.

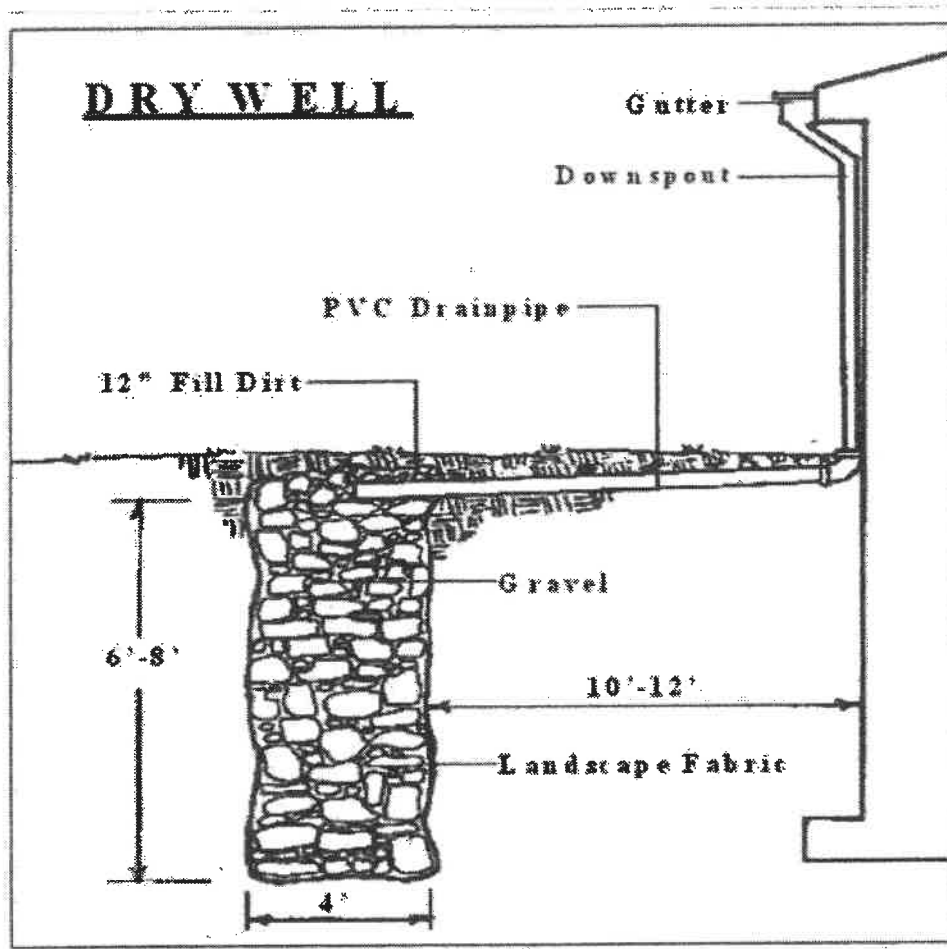


Figure 2. Typical Dry Well Cross-Section

8. Rainbarrels

- a. Rainbarrels and cisterns are another means of capturing runoff to store for later use.
- b. This later use should be as part of a slow, measured outflow to minimize any negative effects of releasing the water.
- c. Requirements for rainbarrels and cisterns are contained in Section XXIII of this Handbook.

Member Comments for Proposed Rules on Impervious Surfaces, Run-off Capture and Control Requirements

Member Name	Address	Comments about Rules re: Impervious Surfaces	Comments re: Rules on Run-off Capture and Control Requirements
[REDACTED]	[REDACTED]	<p>I am in favor of the proposed rules regarding Impervious Surfaces. We are already over the amount of impervious surfaces to prevent near-constant flood issues, which cost the cooperative notable spending now, but will cause great expense very soon</p>	
[REDACTED]	[REDACTED]	<p>I have a question about the proposed "GHI Impervious Surface Rules". Rule B.2 says, "Pervious surfaces such as patios and decks may cover a single contiguous area up to a maximum area of 250 sq ft or 20% of the gross yard area, whichever value is smaller..." Does the 'gross yard area' refer to the home's total yard area (gardenside+servicesside), or only to the yard in which the pervious surfaces are added?</p>	(See [REDACTED] Attachment 1)
[REDACTED]	[REDACTED]	(See [REDACTED] Attachment 1)	
[REDACTED]	[REDACTED]	<p>I understand that homeowners, I think it's a statewide thing, can get credits for turning impervious surfaces to pervious surfaces. And I'm wondering if ghi also can qualify for that credit. Because it would be great to see more of the sidewalks in GHI, made permeable. Just a thought on the topic. Perhaps the city of Greenbelt could help with that. I understand part of the ARPA funds could be used for stormwater management.</p>	
[REDACTED]	[REDACTED]	(See [REDACTED] Attachment 2)	(See [REDACTED] Attachment 2)
[REDACTED]	[REDACTED]	<p>Regarding the GHI Impervious Surface Rules, in Section B. paragraph 1, please change "sidewalks" to "walkways" to accurately describe what is being referenced.</p>	
[REDACTED]	[REDACTED]	<p>Impervious Surface: Perhaps the order of the sections might be changed to A. Purpose B. Background C. Definitions D. Rules E. Allowable Materials</p>	<p>I wonder if the section called G. Rain Check Rebate Program in the Impervious Surface document might be better placed at the end of the second document about Run Off Capture. Just a thought.</p>

Member Comments for Proposed Rules on Impervious Surfaces, Run-off Capture and Control Requirements

[REDACTED]	[REDACTED]	<p>I think it should be made more clear in the rules that an elevated deck with impervious composite materials is allowed if there are gaps between the boards.</p>	
[REDACTED]	[REDACTED]	<p>Thoughtfully researched, written in a manner that all can understand. A needed addition to GH1 'book of standards'.</p>	<p>When an addition to a unit is being proposed, why isn't the downspout storm water made to access the original underground storm water system? the suggestions made in this draft (rain gardens, dry wells) all good, for sure. With in recent years, a brick unit in our neighborhood, an 2-story addition was constructed. the storm water was directed to some splash pans to the NOW tiny gardenside yard. Sad! How this is allowed, I don't understand...if staff would like see what I have done to:- direct storm water-limited lawn-gardens for water absorption</p>
[REDACTED]	[REDACTED]	<p>(See [REDACTED] Attachment 3)</p>	<p>(See [REDACTED] Attachment 3)</p>
[REDACTED]	[REDACTED]	<p>(See [REDACTED] Attachment 4)</p>	<p>(See [REDACTED] Attachment 5)</p>


Attachment 1

Hi,

Here are some comments on the proposed new rules for impervious surfaces and capturing run-off water.



Overview

All in all these are good rules. Most of my comments are minor and serve to clarify some issues. I do not see any significant problems with the proposed new rules.

Draft New Rule -Impervious Surfaces.pdf

- There are various grammar and style errors, but let's not worry about those. Also, some parts read like they have been cut and pasted from other documents.
- Many of the swales in GHI yards are non-functioning. Should GHI make a systematic effort to identify these and fix them?
- Section E.2 of the Draft New Rules says that light-coloured permeable materials are preferred. This is reasonable, but the other surfaces, structures, plants, and whatnot in the yard should be considered when selecting the material's colour. There are may be situations where a dark-coloured permeable material is more appropriate. Ditto in Section F.1.

Draft New Rule Section XK. Runoff Capture and Control Requirements.pdf

- The proposed rules need to be edited for grammar and consistency with the rest of the Member Handbook.

XK.1

- Remove "quality of life" from the purpose statement. It is vague concept and too open to subjective interpretation.
- Patios and decks are not necessarily impervious. They should be removed from the list in 1.b or the wording should be changed to make it clear that not all decks and patios are problematic.

XK.2

- This Section is superfluous.

XK.4

- Change "construction" to "construction or installation of" in the first sentence. It is unlikely that any member is going to construct their own rain barrel.

XK.5

- Change "construction" to "construction or installation of" in the first sentence.

XK.6

- Change 6.c to make it clear that rain gardens should be at least five feet away from any foundation, not just the foundation of the member's unit.

XK.7

- Change 7.b to make it clear that dry wells should be at least 10'–12' from any foundation.

Good morning:

Please consider my comments and questions regarding proposed rules re: impervious surfaces and runoff capture and control requirements. Thank you to the Board, Committee Members and and the Stormwater Sub-Committee for their work addressing this important issue.

1. Question/ comment about the Rain Garden at 20 Court Ridge

Are trees supposed to be growing in the rain garden? I suspect that during the pandemic the maintenance on the garden was paused. As a result, there are volunteer trees springing up throughout. I suggest that regardless of future events this and other drainage controls within the community should receive priority maintenance. It would be a terrible shame to lose the benefit and bragging rights of this rain garden project and worse if the funders stop supporting future similar projects at GHI due to neglect, if that's the case.

2. Comment re: language in draft GHI impervious surface "Rules"

By stating this as a suggestion (quote below from first paragraph) it presents the rule as being optional and could be interpreted as not having a rule at all: "GHI encourages Members to keep their yards in their natural condition as much as possible." Can this be re-worded in a way to convey the expectation?

3. Neither proposal addresses the existing drainage problems within the communitiy. Without a plan or rules to address these, we will continue to experience the negative effects of poor drainage and the associated future repair costs.

Several issues which are easily remedied with maintenance by members and staff, come to mind, if these aren't being addressed with the spring inspections and by management, I believe the subject deserves serious consideration. I've attached some photos to support my observations:

a. I observed that GHI did not perform a fall leaf removal last year. This may have been due to the staff shortages from the pandemic or intentional. There's a narrative circulating that leaves should not be removed but left to provide natural mulch and protect pollinators. Unfortunately this is only partially true. If leaves are 'mulched' by mowing over and crushing them and there aren't too many then yes, they can. However, what has happened here is that there are too many leaves. And they often don't stay in place but blow out of the common areas into yards and along fences, damming up (interior) sidewalks. This prevents natural drainage and is a hazard and a liability when freezing occurs in winter, obscuring the walkways and often making them impassable. I am suggesting that fall leaf removal is essential.

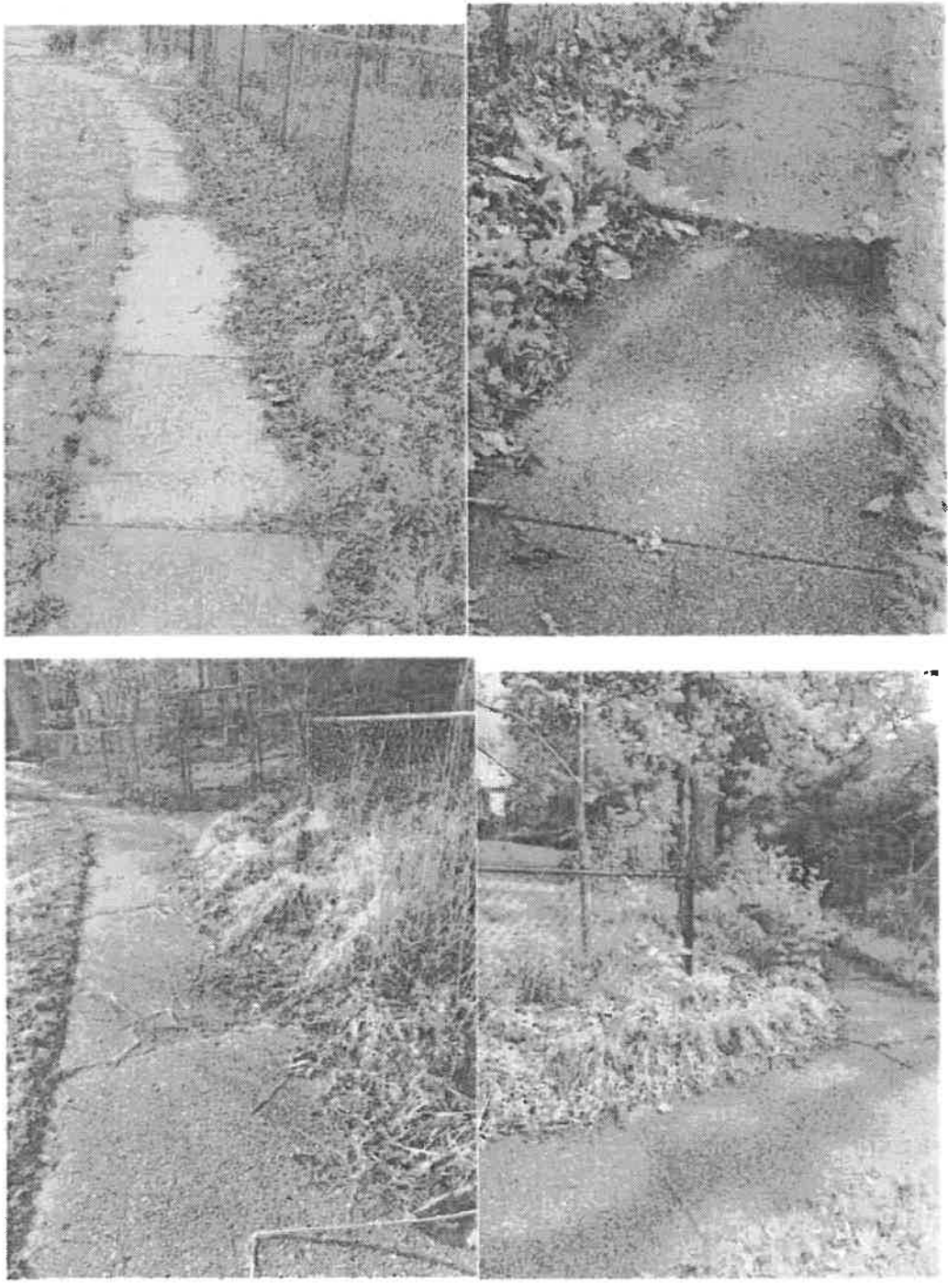
b. Although members are expected to maintain the perimeters of their yards even if they fall outside the fence line (by 12 inches?) when there is an adjacent sidewalk, this is not being done in some cases or enforced. There are (interior) walkways within the community that are covered by a third or more with overgrown plantings and weeds and in one case, volunteer trees! In these instances natural runoff is impossible. (If this continues, perhaps there should be a rule about who has to walk on the grass or mud if two people are walking in opposite directions!) I am suggesting here that walkways should be 100 percent clear all year long. And if sidewalks are clear the landscape maintenance contractor will be able to edge both sides, improving drainage and runoff.

c. Lastly, poor runoff damages our property resulting in additional expense repairing or replacing sections of sidewalks before their time. Poor drainage on walkways can be a cause of heaving which additionally creates trip hazards. As a member concerned about the ability to keep up with annual increases of coop fees I suggest that we should continually address prevention measures.

I appreciate consideration of my comments and welcome any communication.

Best regards,





1) Comments on : GHI IMPERVIOUS SURFACE RULES

I think that it might be a lot easier to understand the rules if they had a separate sections for patios and decks. The materials and construction are very different, and people generally know if they want a patio (concrete, stone or pavement) or a deck (elevated, using wood or plastic).

In fact there may be separate rules already for patios and decks. No?

I find the 20% of gross yard area is an unfair punishment for units with tiny yards (some 1 bedroom units I guess, but GHI must know how small the smallest yards are). How many yards are less than $250 \times 5 = 1250$ square yd? If none, then the 20% is not needed anyway.

The rules does not consider the very poor value of lawns as quasi-pervious surfaces. Our lawns growing on heavy clay are the closest thing to concrete...

If someone has a small yard, with 1/2 of it with a pervious patio (or deck) and the other 1/2 planted with deep rooted native plants the yard would perform better than 100% lawn.

I realize that it would not be easy to take this into account and native plantings could be easily returned to lawns by the next owner, but at least I would like to see some STRONG encouragement for everyone to replace lawns by native plantings.

e.g. What about an award for largest area of lawn replacement every year?

The rules says that materials need to be pervious, so the elimination of pervious asphalt is odd. May as well say that asphalt surfaces in general are not permitted at all for anything (e.g. extra parking, walkways, patios). Is the reason for which pervious asphalt is excluded because it is not pervious enough? or for aesthetic reasons?

If not "pervious enough" then shouldn't some kind of measure of "perviousness" used? (e.g. I see that a runoff coefficient exists, but this is not my specialty). Different pavers may also have varying coefficient of perviousness.

In B3. "existing swales shall not be blocked by any structure or altered in any way by a Member that would compromise the functioning of the swale".

Isn't time to clarify that planting deep rooted natives in swales is actually useful and increases the function of the swale? Plants would not "blocking" the swale (unless members pile up a lot of mulch everywhere).

Other smaller comments:

Isn't the roof of a new shed a "new exterior surface structures"? I think it is... so they cannot be made of impervious materials? That is quite odd. Clarify.

Later in the definitions I see that sheds are excluded... It would be a lot easier to have the background and definitions before the rules

In E: The text mentions only "wooden boards" (for decks I assume), but what about all the newer synthetic board materials? Not allowed? AH! later on the txt discuss the composite boards. So please remove the word "wooden" from the 1st sentence of Section E

In E3: Permeable Pavers. Does that include flagstones, or do flagstone go with bricks? or in a separate section.

In E5c the text says: "Permeable concrete does require some maintenance to retain its permeability" . Please explain what kind of maintenance is required (I have no clue). If difficult, then I would only allow concrete if owners promise to maintain it, and future owners as well.

In E6: I think the sentence " Boards used for decking and porch flooring typically have spaces between them, allowing water to flow between the boards to the underlying soil. " should go in the list of rules for decks. It is a rule after all.

2) Comments on NEW SECTION XK. RUNOFF CAPTURE AND CONTROL REQUIREMENTS

The content seems fine but I really do not understand when this will be used?

Are those rules for people who volunteer to install rain gardens or something else on their own? or are we talking about mandatory mitigation measures that owners have to take if they add a new extension or a shed? Or is it something that will help people with wet yards? Unclear.

Title: is the section title consistent with other sections. e.g. here it says "requirements" but the other proposed section says "rules". Isn't the whole book about rules and requirement anyway so why even include those words.

You may want to say "Stormwater runoff" instead of just "runoff"

I do not understand when a permit is required and when it is not. Clarify. In general I like to understand why the permit is required.

Should the section start with something like: Members who are eager to participate in the reduction of stormwater runoff from their yards can take one or more measures. Those measures include: X Y Z. A permit is required when XYZ. During the permit process GHI staff will need to verify that the proposed measure does not negatively affect the integrity of the building, the function of swales, and underground utilities.

At the end it says: "Requirements for rainbarrels and cisterns are contained in Section XXIII of this Handbook." Oh no... Please combine all materials related to rainbarrels together in a single section (this section seems best).

In general I find the example designs provided too vague to be useful, and too complex to be attractive for a member to do on their own. E.g. the dry well need to be 8' deep? Noone is going to do that on their own. Is something less deep useful at all?

Are there simpler rain garden designs that one can do easily on their own in their gardens?

Do they absolutely need to be 3 feet deep total? What if I wanted to do something smaller myself, e.g. one foot deep? Is it useful? Do I still need a permit? More questions than answers or guidance in the document.

Once again encouraging members to plant deep root natives in their yards (even the swales) is a useful and practical measure to address runoff, is easier, and does not require a permit.

For that reason I would prefer to see a document with the 1st section encouraging the planting of deep rooted natives (with examples), then section 2 about rain-barrels because people know them better, then and only then the more complex measures (ideally with detailed examples of simpler designs than what is shown now.)

Small comments:

In 1b: the text says "Additions, patios, decks, sheds, etc. are impervious and prevent or substantially impede the natural infiltration of water into the underlying soil."

May be say "Additions, sheds and impervious decks or patios" since the other proposed rules states that new patios and decks need to be pervious.

In "Figure 1. Typical Raingarden Cross-Section":

I think the figure is unclear as to what the function of the "underdrain". Does this tube actually need to drain to a lower area? (hard to do in most cases) or is its role to hold water until the water can infiltrate the soil. Linking to complete practical design documents would be best.

Member Comments
re: Proposed Rules
re: GHI Impervious Surface Rules

16 May 2022

- Change B. 1. d. to read:
Multiple allowable pervious materials are described in Sections E and F below.
- Recommend differentiating between fully pervious surfaces, such as gardens planted with trees, shrubs and herbaceous plants, and semi-pervious surfaces, such as vegetated roofs, permeable paving, landscaping rocks, and porches and decks erected on pier foundations that maintain the covered surface's water permeability. Here are examples (added text highlighted):

A. PURPOSE

1. Part of GHI's mission is to maintain, protect and enhance the assets of our cooperative. One of these assets is green space, including swales. GHI encourages Members to keep their yards in their natural condition as much as possible. This is consistent with the original design of Greenbelt as a garden city. Swales are part of the original design of GHI and are a natural way to control runoff and promote drainage. The impervious surface rules herein do not limit the use of fully permeable green space, such as gardens planted with trees, shrubs, and herbaceous plants.

2. The impervious surface rules herein are intended to help maintain the benefits of natural landscaping by limiting the amount of impervious surface in GHI yards and requiring use of permeable and semi-permeable materials. These rules are intended to address increased stormwater runoff, reduce or prevent flooding in GHI, and reduce negative effects on area streams. Limiting the amount of impervious surface area in GHI also helps Prince Georges County meet its requirement to reduce pollution and flooding caused by rainfall.

B. RULES

1. Any new exterior surface structures (meaning those partially or totally outside of the Member's unit's indoor liveable space) such as decks, patios, and walkways other than the access sidewalks, must be constructed using pervious and/or semi-pervious materials.
 - a. Exterior surface structures may not be constructed with impervious materials such as concrete, asphalt, or non-porous composite or conglomerate materials.
 - b. Use of porous asphalt in GHI yards is not allowed.
 - c. Exterior elevated structures, such as decks and porches, may contain concrete pylons in their design.
 - d. Multiple allowable pervious and semi-pervious materials are described in Sections E and F below.

2. Semi-pervious exterior surfaces such as patios and decks may cover a single contiguous area up to a maximum area of 250 sq ft or 20% of the gross yard area, whichever value is smaller, or multiple distinct areas totaling no more than 250 sq ft. or 20% of the gross yard area, whichever value is smaller. Previously existing impervious exterior surface structures such as patios and decks count against the total maximum allowable square footage noted in this rule.

D. DEFINITIONS

1. **Impervious surface:** a hard surface area that prevents or substantially impedes the natural infiltration of water into the underlying soil, resulting in an increased volume and velocity of surface water runoff. Impervious surfaces include, but are not limited to, buildings; patios, decks, sidewalks, driveways, pavement, parking areas, and driveways constructed of concrete or asphalt; artificial turf, compacted gravel, and hard-surfaced recreational areas (e.g., tennis courts).

2. **Pervious surface:** a surface that allows water to percolate into the underlying soil. Pervious surfaces include natural forest, and gardens planted with trees, shrubs, and herbaceous plants.

3. **Semi-pervious surface:** a surface that partially allows water to percolate into the underlying soil. Semi-pervious surfaces include vegetated roofs, permeable paving, and porches and decks erected on pier foundations that partially maintain the covered surface's water permeability.

[Note: renumber the defined terms that follow #3.]

Member Comments

re: Proposed Rules

re: Impervious Surfaces and Run-off Capture and Control Requirements

16 May 2022

1. Consider combining #4 and #5 to read:

The construction of any of the capture and/or control measures described in Sections 5-7 below shall require a Type II permit. The permit application is described in Section X.C of this Handbook. If the construction of any of the capture and/or control measures described in Sections 5-7 below are proposed as part of a proposed exterior alteration, improvement, or addition, the permit application for these measures shall be included as part of the permit application for the proposed exterior alteration, improvement, or addition.

2. Descriptions and illustrations of raingarden and dry well construction and function are excellent.

XVII. MEMBER-COMPLAINT PROCEDURE

A. INTRODUCTION

This publication formally documents steps that are taken to resolve complaints which are lodged against members of involving Greenbelt Homes, Incorporated, its members and others. The procedure is one which evolved through experience in dealing with various types of complaints.

Foremost in all considerations is ~~insuring~~ ensuring fair treatment to all members of the Corporation. Some features which are incorporated in these procedures to protect all parties include executive sessions held to maintain privacy; meetings scheduled at the convenience of the member to accommodate the person who is the subject of the complaint ("Respondent"), as well as any individual who submitted the complaint ("Complainant") and to accommodate the members of the Panel, or Board, as the case may be; notice of the complaint in writing, informing; and the member who is the subject of the complaint, (referred to as the "respondent" in the procedures), informed Respondent of 1.) the charge or charges against him or her, 2.) his or her right to present information, to make a statement and to have an assistant or legal counsel at appropriate points in the procedure or representative, 3.) his or her opportunity to meet the complainant Complainant face-to-face in appropriate cases, and 4.) his or her right to appeal a Board decision to the membership.

A Complainant may be a member of the Corporation or may be any resident of the GHI community. The Corporation also may be the Complainant in any case where alleged violations have been observed by, or reported to, Management.

A Respondent may be a member of the Corporation or may be any resident of the GHI community, or any family member, tenant, guest, associate or contractor of any member, tenant or resident of the GHI community.

GHI hopes that these procedures will help all members understand their rights and obligations and provide future Complaints Panels and Boards with a standard format for processing complaints.

B. POLICY STATEMENT ON HANDLING MEMBER COMPLAINTS

It is the policy of Greenbelt Homes, Inc. to ensure fair and equitable treatment for each member in these procedures.

~~The Mutual Ownership Contract pledges that his or her comfort and peace of mind shall be respected by all neighbors as well as all members of the Corporation.~~

The following procedures are in accordance with the Corporation's Bylaws and have been formulated to protect the interests of the Corporation, the members' and others interests as well as those of the Corporation and are in accordance with the Bylaws.

Provision has been made for detailed preliminary investigation of facts and for clarification of charges allegations at any early date to help prevent or resolve minor complaints from growing to

~~one of huge proportions, possibly affecting many members of the Corporation before they become worse.~~

~~All meetings concerned with member complaints in this procedure will be held in executive session, except for the member's appeal to the membership.~~

C. SOURCES AND ~~BASIS~~ BASES OF COMPLAINTS

- ~~1. The Corporation receives complaints against members in from a number of ways~~ sources, including a.) next door neighbors, b.) ~~member~~ persons residing in the same court or area, and c.) Management inspections, and d.) ~~petitions from neighbors in the area.~~
2. Complaints can be based on alleged violations of a.) the Mutual Ownership Contract, ~~provisions, especially as related to the sections on "Occupancy" and "Rules and Regulations Relating to Occupancy and Care of the Dwelling" which state that, "It shall be the duty of each member to respect the comfort and peace of mind of his neighbors, as well as all the members of the Corporation."~~ b.) GHI regulations ~~such as parking or shed regulations,~~ c.) GHI Bylaws; or d.) City, County, or State Laws or ordinances.
- ~~3. In those cases where Board action may be necessary, the complaints are asked to~~ Complaints should be made in writing to Management, or, when appropriate, Management may prepare a memorandum summarizing the complaint.

D. INITIAL ACTION BY MANAGEMENT

- ~~1. When Management hears~~ is notified of a complaint, it investigates the complaint will be investigated to ascertain the facts. Management may speak with the Complainant and Respondent to try to resolve the matter informally.
- ~~2. After this fact-finding investigation, if the complaint is unresolved~~ it is warranted, Management prepares will prepare a letter to the person named in the complaint, or respondent Respondent, giving the nature details of the complaint and asking for cooperation or compliance within a reasonable period. A copy of this letter is also will be given to the Chair of the Member Complaints Panel.
- ~~3. If a certain date for compliance has been given in the letter, Management checks~~ will review the situation after that date to see if corrective action was taken by the member. If the in the majority of cases, the member cooperates matter has been resolved, and no further action is will be needed.
- ~~4. In the event that the situation~~ If a complaint is not resolved, Staff Management, if appropriate, may recommend Community Mediation to the Complainant(s) and Respondent. A free, voluntary mediation service is available through the City of Greenbelt and is may be recommended prior to before the matter being is referred to

the Member Complaints Panel. This process is ~~entirely confidential~~ and utilizes trained mediators outside of the Cooperative. If a resolution is reached through the process of mediation, the parties involved, ~~clearly specifying their mutual rights and responsibilities, execute will sign a written contract agreement.~~ If either party ~~the Respondent subsequently breaches the agreement and the matter complaint is~~ brought back to Management, the matter may then be referred to the Chair of the Member Complaints Panel, along with a copy of the agreement, ~~for further action, as appropriate.~~

E. REFERRAL TO COMPLAINTS PANEL

If ~~management informal action by Management, or Community Mediation, does not resolve the~~ complaint, the matter ~~is will be~~ referred to the Chair of the Member Complaints Panel. The Member Complaints Panel is a committee created by the Board, which consists of not less than three members of the Board. The Panel ~~decides will review the matter and will decide what, if any, course of action should be taken by the Corporation.~~ If ~~Community Mediation has been utilized and has not been successful, the Panel takes this into consideration. Generally Usually,~~ the Panel ~~meets will meet~~ with the member ~~against whom the complaint was filed Respondent and any Complainants.~~ In exceptional cases, if the complaint is of such a nature that urgent action is needed, the Panel may recommend an early meeting ~~of between the Board, any Complainants, with the member and the Respondent.~~

F. MEETING WITH COMPLAINTS PANEL

1. If a meeting is necessary, Management will ~~arrange set a mutually satisfactory date~~ for the meeting ~~with the Panel, with the person named in the complaint Respondent and with any Complainants who will be attending. To encourage an open and amicable discussion to resolve the matter, neither the Respondent, nor any Complainants, may have legal counsel present at this meeting. Likewise, legal counsel for the Corporation will not be present at the meeting.~~
2. ~~The meeting begins with~~ At the meeting, the Panel members ~~will be~~ introduced ~~to the visitor by the Chair. The Chair then establishes will explain the agenda for the meeting as follows:~~
 - a. Management ~~reviews will provide a summary of the complaint and any related correspondence leading to the meeting.~~
 - b. ~~The Chair asks will ask any Complainants in attendance and the member meeting with the Panel Respondent for any additional relevant information regarding the complaint, which that may not have been covered by management Management.~~
 - c. Panel members ~~may ask for such additional information as they feel is needed for them to come to a fair decision for recommended future action.~~

- d. ~~The Panel discusses the problem~~ will discuss the complaint with any Complainants and with the member Respondent and will seek to arrive at a mutually satisfactory resolution. Most of the complaints which reach this level are settled at this point.

G. COMPLAINTS PANEL'S ACTION

The Panel will consider additional all information presented by the member at the meeting, or presented in writing. The Panel may recommend to the Board:

- a.1. That no action is needed as the complaint was not valid or that the member ~~will~~ Respondent has agreed to take corrective action, or
- b. That the Board should meet with the member as a preliminary step in possible further proceedings which may lead to a formal complaints hearing, or
- c.2. That the Board should hold a formal hearing with the complaining member any Complainants and the respondent Respondent, and with any witnesses called for the purpose of determining the merits of the complaint, and any possible should make a decision as to any formal action to be taken.

H. ~~INFORMAL MEETING WITH THE BOARD~~

If the Complaints Panel recommends that the Board should meet with the member as a preliminary step in possible future proceedings which may lead to a formal complaints hearing and the Board accepts the recommendation, Management arranges a mutually acceptable date for the meeting with the respondent. When the meeting is arranged, the agenda is as follows:

1. ~~President introduces Board members.~~
2. ~~Management reviews the complaint and correspondence leading to the meeting.~~
3. ~~President asks respondent for any additional information regarding the complaint which may not have been covered by Management.~~
4. ~~Board members ask for such additional information as they feel is needed for them to come to a fair decision on future action.~~
5. ~~President summarizes the discussion indicating possible courses of action that may be taken and the respondent will be informed of the Board's decision.~~

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I.H. ~~FORMAL HEARING HELD WITH COMPLAINANT AND RESPONDENT PRESENT~~

~~In the event~~ If the Board of Directors resolves to hold a formal hearing with the Respondent and any Complainants, such hearing will be held with the complainant and respondent present. The the Corporation may have its legal counsel present, and the ~~respondent~~ Respondent may have

~~such person present in a representative capacity~~ a person to assist them, or may have legal counsel, present at the hearing ~~as the respondent deems necessary.~~

1. Notification

~~The Manager notifies~~ Management will notify all parties, i.e., the complainant and Complainants and the respondent Respondent, of the hearing. The letter of notification ~~is may be hand-delivered, sent by a recognized overnight courier service with confirmation of delivery or sent by certified mail- return receipt requested. This letter should~~ notification shall include ~~certain items such as the time, date and place of the meeting~~ hearing; notice of the right of the Respondent to have present evidence and witnesses and representation; notice of the right of the Respondent to have someone present to assist or to have legal counsel present at the hearing; ~~possibly the agenda; a quote of the text of the regulation, and/or bylaw or other provision that is alleged to have been violated; a detailed summary of the complaint; and a summary of the possible ramifications resulting~~ actions that might be taken by the Corporation after the hearing. ~~A requirement is that, including possible legal action and notice of the Corporation's power to terminate Membership for violations, under the Mutual Ownership Contract and under Section 4b of Article III, Section 4b of the Corporation's Bylaws. (Termination of Membership) of the GHI bylaws is included. The notice also shall state that the Board may proceed with the hearing and may make a decision on the matter if the Respondent is not present at the hearing. If the Respondent notifies Management in writing that he/she wishes to attend the hearing, but, for good and sufficient reasons, cannot attend at the scheduled time or date of the hearing, the Board may reschedule the hearing and shall notify all parties of the rescheduled date and time.~~

2. Hearing Procedures

~~Ordinarily, when the hearing is held, The hearing shall be held in executive session. At any hearing, the Board may require any the witnesses for the complainant Complainants and the respondent Respondent to wait outside the hearing room for their turns until they are called to speak. The President of the Board acts will act as Chair for the hearing. Present during the entire The hearing are must be attended by a quorum of the Corporation's the Board of Directors, the Audit Committee members, representatives of the GHI Manager Management, and the Corporation's recording secretary, and may be attended by Audit Committee members, by any Complainants the complainant, and by the respondent Respondent, who may have an assistant with representative or legal counsel present. The Corporation may have its legal counsel present. Witnesses are may be called in individually at appropriate times. All present are asked to keep information presented at the hearing in confidence. If proper notice of the hearing has been given to the Respondent, the Board may proceed with the hearing, and may make a decision on the matter, whether or not the Respondent is in attendance. During the formal meeting, a transcript of the proceedings is will be made. A copy of the transcript is will be made~~

available to the ~~respondent~~ Respondent if he or she decides to appeal the decision to the membership.

3. Hearing Agenda

- a. ~~The President introduces~~ will introduce Board members and others present.
- b. ~~The President gives purpose of meeting~~ will explain the purpose of the hearing, and ~~stresses~~ will explain the seriousness of proceedings the matter, and will caution those present to keep in confidence all information which may be presented all matters discussed at the hearing confidential.
- c. ~~The President will explain that~~ indicates the final decision ~~of~~ made by the Board after the hearing may be appealed to the Corporation's membership at a membership meeting.
- d. ~~Manager A~~ Management representative will summarize the facts of the complaint and any provisions of the rules or other governing documents alleged to have been violated ~~reviews the events and will summarize Management's investigation, the correspondence that led to the meeting and any other relevant information obtained by Management before the hearing. He or she answers~~ The Management representative will respond to any questions about this material that the Board of Directors or others may have.
- e. The President then asks ~~will ask any Complainants the complainant to add~~ make any new statements or comments ~~provide any additional information that may be appropriate to update the case for the Board's consideration, and to present testimony from any witnesses.~~
- f. The ~~respondent~~ Respondent and his or her representative ~~assistant or attorney are then will be given a chance to give their views~~ an opportunity to make any statements or provide any additional information that may be appropriate for the Board's consideration, and to present testimony from any witnesses. ~~At this time, he or she has an opportunity~~
- g. ~~The Respondent and his or her assistant or attorney also shall be permitted to raise ask questions with the of Management or of any complainant~~ Complainant or witness about any facts in the case which may not be clear to him or her ~~their statements or evidence. These questions must be directed to the President, who then will ask the appropriate person to respond.~~ Formatted: Font: Bold
- h. ~~The CHI Corporation's legal counsel, if present, and Board members may ask direct questions to any Complainants, to any witnesses and to the Respondent for clarification of any materials presented by either party.~~ Formatted: Font: Bold

- ~~g. When this period of discussion is concluded, witnesses for the member making the complaint are brought in individually to give their statements and to answer questions.~~
- ~~h. After all the witnesses for the member making the complaint are heard, witnesses for the respondent are brought in individually to make their restatements and to answer questions that may be presented.~~
- i. At the conclusion of the ~~appearance of all presentations of evidence and witnesses, the complaining member~~Complainant may present a ~~summary concluding statement,~~ as may the ~~respondent~~Respondent or his or her representative ~~assistant~~ or legal counsel.
- j. The President ~~adjourns the formal then will adjourn the hearing and excuse all persons in attendance calls the Board into executive session.~~
- k. ~~After the Complainants, the Respondent and any witnesses or others have departed, the President shall reconvene the Board in executive session, with Management, the Corporation's legal counsel (if in attendance), and any Audit Committee members in attendance.~~

II. BOARD REACHES DECISION

~~In this executive session, the Board reviews will discuss the evidence and any other information presented at the hearing and will reach a decision. If a decision is possible based on the circumstances of a particular hearing, then a~~The proposed decision shall be presented as a formal motion is made and acted on which may include but is not limited to one of the following:

1. ~~Dismiss~~To dismiss the complaint because of lack of sufficient evidence or because of mitigating circumstances~~other sufficient reasons.~~
2. ~~Allow~~To allow a certain additional time for the respondent~~Respondent to correct the matter which was the subject of the hearing before final enforcement action is taken by the Corporation.~~
3. ~~Direct the Manager~~To direct Management to initiate action to terminate the member's contract~~Mutual Ownership Contract within a reasonable period (30 to 45 days), or, and, if necessary, to initiate legal action to have any occupants evicted from the unit.~~
4. ~~File~~To file a formal action for administrative or judicial relief.

~~A two-thirds vote of the entire Board is required on actions to terminate a contract. Other actions require only a majority vote of those Board members present at the hearing.~~

~~A formal letter is~~will be written by the Manager to the respondent~~Respondent notifying him or hear of the Board's decision and of any action to be taken. The letter may be hand-delivered.~~

sent by a recognized overnight courier service with confirmation of delivery or sent by certified mail- return receipt requested. If the letter states that the Board has directed a termination of the Mutual Ownership Contract, reference is made to the letter will summarize the member's right to appeal the Board's decision to the Corporation's membership at the next special or annual membership meeting (Section 4b, Article III of the GHI Bylaws). A letter is also will be written to any Complainants summarizing the complainant regarding the Board's action.

KJ. MEMBER'S APPEAL TO THE MEMBERSHIP

1. Notification

If a decision the Board decides to terminate a member's Mutual Ownership Contract is made on the basis of the complaints hearing, and if the member intends to appeal the Board's decision to the Corporation's membership, the member must notify Management the Manager of the Corporation, in writing and within ten (10) days of the receipt after delivery of the Corporation's letter notifying him or her the member of termination. If he or she intends the member notifies Management of the intention to appeal the Board's decision to the membership. The Manager then notifies Management shall notify the Board. The Board decides then will decide whether this appeal will be heard at the next Annual Membership Meeting or whether circumstances require a Special Membership Meeting in advance of the Annual Membership Meeting.

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2. Membership Meeting – Board Presentation

The procedure at the time that the member's appeal appears on the agenda of the meeting is that the Chair of the meeting, usually the President of the Corporation, At the Annual or Special Membership Meeting, the members present will be notified of the Respondent's appeal. A representative of the Board or Management then will reviews the circumstances make a presentation summarizing the evidence and the basis for that led to the Board's decision to terminate the member's contract Mutual Ownership Contract.

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3. Membership Meeting – Member Presentation

Next, The member, or his or her the member's attorney or representative assistant, addresses a formal appeal may make a presentation to the membership, explaining the reasons for the appeal. A period of time is will be provided for the members present to ask for additional information from the Board or the respondent member to help them reach a fair decision.

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4. Membership Meeting – Vote on Appeal

At After the conclusion of the presentations and question period, a "show of cards" vote is will be taken to determine whether or not the membership supports the Board's action to terminate the contract. This decision of the membership is a final one and no other appeals, except to the Courts, are available to the member.

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XVII. COMPLAINT PROCEDURE

A. INTRODUCTION

This publication formally documents steps that are taken to resolve complaints involving Greenbelt Homes, Incorporated, its members and others. The procedure is one which evolved through experience in dealing with various types of complaints.

Foremost in all considerations is ensuring fair treatment. Some features in these procedures include executive sessions held to maintain privacy; meetings scheduled to reasonably accommodate the person who is the subject of the complaint ("Respondent"), as well as any individual who submitted the complaint ("Complainant") and to reasonably accommodate the members of the Panel, or Board, as the case may be; notice of the complaint in writing, informing the Respondent of 1.) the charge or charges against him or her, 2.) his or her right to present information, to make a statement and to have an assistant or legal counsel at appropriate points in the procedure, 3.) his or her opportunity to meet the Complainant face-to-face in appropriate cases, and 4.) his or her right to appeal a Board decision to the membership.

A Complainant may be a member of the Corporation or may be any resident of the GHI community. The Corporation also may be the Complainant in any case where alleged violations have been observed by, or reported to, Management.

A Respondent may be a member of the Corporation or may be any resident of the GHI community; or any family member, tenant, guest, associate or contractor of any member, tenant or resident of the GHI community.

GHI hopes that these procedures will help all members understand their rights and obligations and provide future Complaints Panels and Boards with a standard format for processing complaints.

B. POLICY STATEMENT ON HANDLING COMPLAINTS

It is the policy of Greenbelt Homes, Inc. to ensure fair and equitable treatment in these procedures.

The following procedures are in accordance with the Corporation's Bylaws and have been formulated to protect the interests of the Corporation, the members and others.

Provision has been made for preliminary investigation of facts and for clarification of allegations to help resolve minor complaints before they become worse.

All meetings in this procedure will be held in executive session, except for the member's appeal to the membership.

C. SOURCES AND BASES OF COMPLAINTS

1. The Corporation receives complaints from a number of sources, including a.) next door neighbors, b.) persons residing in the same court or area, and c.) Management inspections.
2. Complaints can be based on alleged violations of a.) the Mutual Ownership Contract, b.) GHI regulations, c.) GHI Bylaws; or d.) City, County, or State Laws or ordinances.
3. Complaints should be made in writing to Management, or, when appropriate, Management may prepare a memorandum summarizing the complaint.

D. INITIAL ACTION BY MANAGEMENT

1. When Management is notified of a complaint, the complaint will be investigated to ascertain the facts. Management may speak with the Complainant and Respondent to try to resolve the matter informally.
2. After this fact-finding investigation, if the complaint is unresolved, Management will prepare a letter to the Respondent, giving the details of the complaint and asking for cooperation or compliance within a reasonable period. A copy of this letter will be given to the Chair of the Member Complaints Panel.
3. If a certain date for compliance has been given in the letter, Management will review the situation after that date to see if corrective action was taken. If the matter has been resolved, no further action will be needed.
4. If a complaint is not resolved, Management, if appropriate, may recommend Community Mediation to the Complainant(s) and Respondent. A free, voluntary mediation service is available through the City of Greenbelt and may be recommended before the matter is referred to the Member Complaints Panel. This process is confidential and utilizes trained mediators outside of the Cooperative. If a resolution is reached through the process of mediation, the parties involved will sign a written agreement. If the Respondent subsequently breaches the agreement and the complaint is brought back to Management, the matter may then be referred to the Member Complaints Panel, along with a copy of the agreement, for further action, as appropriate.

E. REFERRAL TO COMPLAINTS PANEL

If informal action by Management, or Community Mediation, does not resolve the complaint, the matter will be referred to the Chair of the Member Complaints Panel. The Member Complaints Panel is a committee created by the Board, which consists of not less than three members of the Board. The Panel will review the matter and will decide what, if any, course of action should be taken by the Corporation. Usually, the Panel will meet with the Respondent and any Complainants. In exceptional cases, if the complaint is of such a nature that urgent

action is needed, the Panel may recommend an early meeting between the Board, any Complainants, and the Respondent.

F. MEETING WITH COMPLAINTS PANEL

1. If a meeting is necessary, Management will set a date for the meeting with the Panel, with the Respondent and with any Complainants who will be attending. To encourage an open and amicable discussion to resolve the matter, neither the Respondent, nor any Complainants, may have legal counsel present at this meeting. Likewise, legal counsel for the Corporation will not be present at the meeting.
2. At the meeting, the Panel members will be introduced by the Chair. The Chair then will explain the agenda for the meeting as follows:
 - a. Management will provide a summary of the complaint and any related correspondence leading to the meeting.
 - b. The Chair will ask any Complainants in attendance and the Respondent for any additional relevant information that may not have been covered by Management.
 - c. Panel members may ask for such additional information needed for them to come to a fair decision.
 - d. The Panel will discuss the complaint with any Complainants and with the Respondent and will seek to arrive at a mutually satisfactory resolution.

G. COMPLAINTS PANEL'S ACTION

The Panel will consider all information presented at the meeting, or presented in writing. The Panel may recommend to the Board:

1. That no action is needed as the complaint was not valid or that the Respondent has agreed to take corrective action, or
2. That the Board should hold a formal hearing with the any Complainants and the Respondent, and with any witnesses called for the purpose of determining the merits of the complaint, and should make a decision as to any formal action to be taken.

H. FORMAL HEARING

If the Board of Directors resolves to hold a formal hearing with the Respondent and any Complainants, the Corporation may have its legal counsel present, and the Respondent may have a person to assist them, or may have legal counsel, present at the hearing.

1. Notification

Management will notify all parties, i.e., and Complainants and the Respondent, of the hearing. The letter of notification may be hand-delivered, sent by a recognized overnight courier service with confirmation of delivery or sent by certified mail-return receipt requested. This notification shall include the time, date and place of the hearing; notice of the right of the Respondent to present evidence and witnesses; notice of the right of the Respondent to have someone present to assist or to have legal counsel present at the hearing; the text of the regulation, bylaw or other provision that is alleged to have been violated; a summary of the complaint; and a summary of the possible actions that might be taken by the Corporation after the hearing, including possible legal action and notice of the Corporation's power to terminate Membership for violations, under the Mutual Ownership Contract and under Article III, Section 4b of the Corporation's Bylaws.. The notice also shall state that the Board may proceed with the hearing and may make a decision on the matter if the Respondent is not present at the hearing. If the Respondent notifies Management in writing that he/she wishes to attend the hearing, but, for good and sufficient reasons, cannot attend at the scheduled time or date of the hearing, the Board may reschedule the hearing and shall notify all parties of the rescheduled date and time.

2. Hearing Procedures

The hearing shall be held in executive session. At any hearing, the Board may require any witnesses for the Complainants and the Respondent to wait outside the hearing room until they are called to speak. The President of the Board will act as Chair for the hearing. The hearing must be attended by a quorum of the Corporation's the Board of Directors, representatives of the Management and the Corporation's recording secretary, and may be attended by Audit Committee members, by any Complainants and by the Respondent, who may have an assistant or legal counsel present. The Corporation may have its legal counsel present. Witnesses may be called in individually at appropriate times. If proper notice of the hearing has been given to the Respondent, the Board may proceed with the hearing, and may make a decision on the matter, whether or not the Respondent is in attendance. During the formal meeting, a transcript of the proceedings will be made. A copy of the transcript will be made available to the Respondent if he or she decides to appeal the decision to the membership.

3. Hearing Agenda

- a. The President will introduce Board members and others present.
- b. The President will explain the purpose of the hearing, will explain the seriousness of the matter, and will caution those present to keep all matters discussed at the hearing confidential.
- c. The President will explain that the decision made by the Board after the hearing may be appealed to the Corporation's membership at a membership meeting.

- d. A Management representative will summarize the facts of the complaint and any provisions of the rules or other governing documents alleged to have been violated and will summarize Management's investigation, the correspondence and any other relevant information obtained by Management before the hearing. The Management representative will respond to any questions about that the Board of Directors or others may have.
- e. The President then will ask any Complainants to make any statements or provide any additional information that may be appropriate for the Board's consideration, and to present testimony from any witnesses.
- f. The Respondent and his or her assistant or attorney then will be given an opportunity to make any statements or provide any additional information that may be appropriate for the Board's consideration, and to present testimony from any witnesses.
- g. The Respondent and his or her assistant or attorney also shall be permitted to ask questions of Management or of any Complainant or witness about their statements or evidence. These questions must be directed to the President, who then will ask the appropriate person to respond.
- h. The Corporation's legal counsel, if present, and Board members may direct questions to any Complainants, to any witnesses and to the Respondent.
- i. At the conclusion of the presentations of evidence and witnesses, the Complainant may present a concluding statement, as may the Respondent or his or her assistant or legal counsel.
- j. The President then will adjourn the hearing and excuse all persons in attendance.
- k. After the Complainants, the Respondent and any witnesses or others have departed, the President shall reconvene the Board in executive session, with Management, the Corporation's legal counsel (if in attendance), and any Audit Committee members in attendance.

I. BOARD DECISION

In this executive session, the Board will discuss the evidence and any other information presented at the hearing and will reach a decision. The proposed decision shall be presented as a formal motion which may include but is not limited to one of the following:

1. To dismiss the complaint because of lack of sufficient evidence or because of other sufficient reasons,
2. To allow a certain additional time for the Respondent to correct the matter which was the subject of the hearing before enforcement action is taken by the Corporation,

3. To direct Management to initiate action to terminate the member's Mutual Ownership Contract within a reasonable period, and, if necessary, to initiate legal action to have any occupants evicted from the unit.
4. To file a formal action for administrative or judicial relief.

A two-thirds vote of the entire Board is required to terminate a contract. Other actions require only a majority vote of those Board members present at the hearing.

A formal letter will be written by the Manager to the Respondent notifying him or her of the Board's decision and of any action to be taken. The letter may be hand-delivered, sent by a recognized overnight courier service with confirmation of delivery or sent by certified mail-return receipt requested. If the letter states that the Board has directed a termination of the Mutual Ownership Contract, the letter will summarize the member's right to appeal the Board's decision to the Corporation's membership at the next special or annual membership meeting (Section 4b, Article III of the GHI Bylaws). A letter also will be written to any Complainants summarizing the Board's action.

J. MEMBER'S APPEAL TO THE MEMBERSHIP

1. Notification

If the Board decides to terminate a member's Mutual Ownership Contract, and if the member intends to appeal the Board's decision to the Corporation's membership, the member must notify Management, in writing and within ten (10) days after delivery of the Corporation's letter notifying the member of termination. If the member notifies Management of the intention to appeal the Board's decision to the membership, Management shall notify the Board. The Board then will decide whether this appeal will be heard at the next Annual Membership Meeting or whether circumstances require a Special Membership Meeting in advance of the Annual Membership Meeting.

2. Membership Meeting – Board Presentation

At the Annual or Special Membership Meeting, the members present will be notified of the Respondent's appeal. A representative of the Board or Management then will make a presentation summarizing the evidence and the basis for the Board's decision to terminate the member's Mutual Ownership Contract.

3. Membership Meeting – Member Presentation.

The member, or the member's attorney or assistant, may make a presentation to the membership, explaining the reasons for the appeal. A period of time will be provided for the members present to ask for additional information from the Board or the member to help them reach a fair decision.

4. Membership Meeting – Vote on Appeal

After the conclusion of the presentations and question period, a “show of cards” vote will be taken to determine whether or not the membership supports the Board’s action to terminate the contract. This decision of the membership is final.

Estimated Replacement Reserve Expenditures in \$2018 during 2018 to 2047

Component	Est. Life	Frame Homes	Masonry Homes	Larger Homes	Remarks
HVAC, larger Homes	20			\$ 356,580	
Attached garage roofs & doors	25		\$ 284,615		
Baseboard heaters	35	\$ 182,581	\$ 117,675		
Ceiling heaters	25	\$ 345,434	\$ 201,476		
Drainage systems, larger townhomes	50			\$ 244,394	Includes interior piping in basements and an exterior drainage system.
Electrical Systems	70 - 90	\$ 2,721,899	\$ 1,630,806	\$ 279,428	Includes replacement of 125-amp panels and switches and outlets; excludes replacement of wiring in walls. Replacements for frame and masonry homes scheduled to take place during 2030 to 2034. and for larger homes during 2041-43.
Porch stoops, frame	25	\$ 667,446			
Entrance Doors	35-40	\$ 443,995	\$ 245,016	\$ 92,249	
Porch roofs, masonry	25		\$ 1,500,663		
Roofs (main & porch), frame	25	\$ 2,294,725			
Roofs, larger homes	25			\$ 196,108	
Roofs, masonry	24-75		\$ 1,503,923		Slate roofs have an estimated life of 75 years; hence their replacement costs are not included in this 30-year plan.
Siding (vinyl)	35-45	\$ 822,896	\$ 144,470	\$ 76,532	
Sump pumps	20	\$ 97,962			
Water heaters	15	\$ 1,339,947	\$ 778,993	\$ 39,265	
Water supply and waste piping	90-95	\$ 7,440,000	\$ 8,686,675		Copper supply pipes in frame homes were installed in 1981 and should still have a long service life. Costs are based on lining original waste pipes in frame homes during 2024-28, and supply/waste piping in masonry homes during 2030-34 with an epoxy coating. Life expectancy of lined pipes is 50 years.
Window sets	35-40	\$ 690,880	\$ 634,520	\$ 210,201	
* Shared Components					

Estimated Replacement Reserve Expenditures in \$2018 during 2018 to 2047

Component	Est. Life	Frame Homes	Masonry Homes	Larger Homes	Remarks
<i>Admin Building - windows, roofs, baseboard heaters, water heaters</i>	15-40	\$ 220,027	\$ 128,432	\$ 6,423	
<i>Concrete sidewalks</i>	75	\$ 853,698	\$ 498,312	\$ 24,923	
<i>Parking lots</i>	25	\$ 776,733	\$ 453,387	\$ 22,675	
<i>Playground renovations (7 playgrounds)</i>	25	\$ 111,250	\$ 64,938	\$ 3,248	
<i>Retaining walls at 60-E Crescent Rd, 13-P Hillside, 2A-E and 2G-M Plateau Place</i>	19-100	\$ 157,254	\$ 91,791	\$ 4,591	
<i>Rental garage doors</i>	25	\$ 111,753	\$ 65,231	\$ 3,263	
<i>Rental garage roofs</i>	20	\$ 347,288	\$ 202,715	\$ 10,139	
<i>Underground sewer piping</i>	75	\$ 1,782,767	\$ 1,040,618	\$ 52,045	
<i>Vehicles</i>	20-25	\$ 1,035,585	\$ 604,481	\$ 30,233	
Total costs in \$2018		\$ 22,444,120	\$ 18,878,737	\$ 1,652,297	

* **Shared Components** - In addition to the dedicated components for the 3 home groups, there are a number of shared components that are not directly related to any one home type. The costs for these shared components are apportioned among the three dedicated accounts in proportion to the number of homes in each. GHI contains 1600 homes and the proportionate shared cost for each housing type is calculated as follows:

- Frame Homes: 992 homes / 1600 = 62%
- Masonry Homes: 579 homes / 1600 = 36.19%
- Larger Homes: 29 homes / 1600 = 1.81%

Estimated Annual Increases in Member Contributions to Fund the Replacement Reserve Plan During 2018 to 2047

	Frame Homes	Masonry Homes	Larger Homes
Est. annual % increase in reserve contributions	3.4%*	4.30%	6.20%
Est. annual % increase in overall coop fees; reserve contributions are 14.2% of the budget in 2018	0.48%	0.61%	0.88%