



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager
DATE: July 7, 2022
SUBJECT: Items for the **GHI OPEN** Board Meeting on July 14, 2022

6a. Approve Minutes of the Open Meeting Held on May 19, 2022 – (Attachment #6)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on May 19, 2022 (as presented/as revised).

6b. Approve Minutes of the Open Meeting Held on June 2, 2022 – (Attachment #7)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on June 2, 2022 (as presented/as revised).

6c. Proposal to Install a 4'-0" High Fence and Gate to Enclose the Gardenside Yard at 2-L Eastway – (Attachment #8)

On June 2, 2022, Staff received a Type III Permit Request (Attachment #8) from the Member at 2-L Eastway, who desires to install a 4'-0" high section of black vinyl-coated chain link fence with a gate to enclose the garden side. The adjoining member at 2-K Eastway has a 3'-6" black chain link fence.

This request requires an exception to the following GHI rule:

§ VII A. 4. "The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty-eight (48) inches."

During the ARC meeting on June 6, 2022, the committee reviewed the permit request and noted the following points:

- The member proposes to install a 4'-0" high fence to contain his dog and was not concerned with the 3'-6" high fence adjoining unit 2-K Eastway.

By a vote of 5-0-1, the ARC recommended that the Board of Directors allow the member to install a 48" tall chain link fence in the gardenside yard. One member of the ARC abstained from voting because they did not have time to visit the site.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (*allow/not allow*) the installation of a 4'-0" high fence and gate at 2-L Eastway Road, as shown on the permit request documents that were submitted.

6d. Proposed Agenda Items for Stakeholder's Meeting with the Greenbelt City Council on August 3rd 2022 - (Attachment #9)

For the past several years, GHI has held an annual stakeholder's meeting with Greenbelt's City Council. This year's meeting will be held on August 3, 2022. Attachment #9 contains the agenda items for the last meeting that was held on July 21, 2022.

This item is on the agenda for the Board to decide (by consensus) what topics it would like to discuss with the City Council on August 3rd.

6e. Buildings Committee Report re: Plumbing Repair and Refurbishment Pilot Program – (Attachment #10)

Water supply pipes in masonry homes and waste pipes in frame and masonry homes are approaching the end of their useful lives and must be replaced or refurbished.

On May 19, 2022, the Board initially reviewed a report from the Buildings Committee titled *GHI Pipe Repair/Refurbishment Pilot Program*, which recommended that Staff should organize and conduct a plumbing repair and refurbishment pilot program involving 24 to 32 units, to test alternative technologies to 'hard pipe replacement.' The Board subsequently held a work session with the Buildings Committee on June 23, 2022 to fully discuss the report.

Attachment #10 is the final report from the Buildings Committee, which includes one addition to the original report i.e. *"The GHI BOD should provide sufficient funding beginning in 2023 for the General Manager to hire a dedicated Project Manager for both the Pilot Study and the full-scale pipe refurbishment-replacement program."*

Mr. Joe Ralbovsky, Chair of the Buildings Committee suggests that the Board consider approving the following motions:

- "With regard to the Buildings Committee's recommendation on gauging member interest in the Plumbing Repair and Refurbishment pilot program, I move that the Board of Directors direct the Buildings Committee to create a Google Form survey of **Attachment**

2: Member Selection Interest Form, including a question that asks for a member's address to help visualize where rows have willing participants. This survey should be run in the E-news for a period of two months to help determine which addresses in GHI have members interested in volunteering for the pilot project."

- "With regard to the Buildings Committee recommendation that members submitting permit requests pertaining to kitchen, bathroom, or wet wall areas, I move that the Board of Directors direct GHI technical staff to respond to all piping-relevant member permit submissions with **Attachment 1: Example Response to Member Application for Permit involving kitchen, bathroom, or other wet-wall areas.** This process change should take effect for the remainder of 2022 and all of 2023."

This item is on the agenda for discussion and action.

Suggested motion #1: I move that the Board of Directors accept the Buildings Committee Report as presented, regarding a proposed Plumbing Repair and Refurbishment Pilot Program.

Suggested motion #2: I move that the Board of Directors direct the Buildings Committee to undertake a Google survey by utilizing the Member Selection Interest Form in Attachment 2 of the Plumbing Repair and Refurbishment Pilot Program Report, to determine addresses whose members are interested in volunteering for the pilot project. The survey shall be completed by _____.

Suggested motion #3: I move that the Board of Directors direct that Staff provide documentation outlined in Attachment 1 of the Plumbing Repair and Refurbishment Report, to all members in frame and masonry homes who submit permit applications for kitchen, bathroom or plumbing improvements, making them aware of the upcoming plumbing repair and refurbishment program.

Suggested motion #4: I move that the Board of Directors direct the Finance Committee to recommend per diem or other compensation that should be paid to members who participate in the pilot program and are displaced while their units are being repaired.

6f. Proposed Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements – (Attachments #11a-11e)

On April 7, 2022, the Board initially reviewed rules that the Stormwater Management Sub-Committee recommended regarding Impervious Surfaces and Run-off Capture and Control Requirements, and requested the manager to solicit comments from the membership about the proposed rules. On June 2, 2022, the Board reviewed comments that eleven members submitted and directed the Stormwater Management Sub-Committee to review the comments and revise the proposed rules as necessary.

The Stormwater Management Sub-Committee revised the proposed rules for Impervious Surfaces and Water Runoff Capture and Control Requirements by incorporating member comments and suggests that in adding these rules and requirements to the Handbook, existing Sections X.K, X.L, and X.N will need to be renumbered as X.M, X.N, and X.O or another numbering scheme that the Board approves. The Stormwater Management Sub-Committee has provided the following documents for the Board's review:

- Attachment #11a – Responses to Member Comments
- Attachment #11b - Section X.L GHI Impervious Surface Rules (with track changes)
- Attachment #11c – Section X.L GHI Impervious Surface Rules (track changes accepted)
- Attachment #11d – Section X.K Runoff Capture and Control Requirements (with track changes)
- Attachment #11e – Section X.K Runoff Capture and Control Requirements (track changes accepted)

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements that the Stormwater Management Sub-Committee recommended (*as presented/as revised*) on July 14, 2022.

6g. Board Resolutions re: Signatures on Bank and Investment Accounts – (Attachments #12a-12d)

Bank Resolutions

GHI has the following accounts with National Cooperative Bank:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Homes, Inc. Trustee Account

GHI has the following accounts with Greenbelt Federal Credit Union:

- Greenbelt Homes, Inc. Checking and Savings

National Cooperative Bank and Greenbelt Federal Credit Union require that corporate resolutions be executed. Attachments #12a and 12b are copies of the resolutions for National Cooperative Bank accounts. Attachment #12c is a copy of the resolution for Greenbelt Federal Credit Union account. The Board is requested to approve them. It is necessary for the Board President to sign the resolutions and for each copy to be witnessed by the Board Secretary.

Suggested motion: I move that the Board of Directors adopt the National Cooperative Bank corporate authorization resolutions as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Suggested motion: I move that the Board of Directors adopt the Greenbelt Federal Credit Union corporate authorization resolution as presented on July 14, 2022, and authorize the

following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Investment Resolution

The Vanguard Group holds a GHI brokerage account, a bond mutual fund account and a Federal money market account. The recent change in Board officers requires a new corporate resolution. Attachment #12d is a copy of this document for your review.

Suggested motion: I move that the Board of Directors adopt the corporate resolution with the Vanguard Group as presented on July 14, 2022 for the establishment and maintenance of Vanguard mutual fund, Federal money market, and/or Vanguard brokerage accounts, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

6h. Motion to Hold a Closed Meeting on August 11, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on August 11, 2022.