



GREENBELT HOMES, INC.

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MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager *Eldon Ralph*
DATE: September 29, 2022
SUBJECT: Items for the **GHI OPEN** Board Meeting on October 6, 2022

GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on August 11, 2022 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on August 11, 2022 (as presented/as revised).

6b. Companion Animal Committee Report Covering the Period January 2022 to July 2022 (Attachment #3)

Attachment #3 is a report from the Companion Animal Committee (CAC) regarding its activities during the period January 2022 to July 2022. Kris White, chairperson for the CAC, was invited to the meeting to present the report.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the report from the Companion Animal Committee regarding its activities during the period January 2022 to July 2022.

6c. Companion Animal Committee Brochure re: Living with Companion Animals (Attachment #4)

Attachment #4 is an informative brochure titled 'Living with Companion Animals' that the Companion Animal Committee (CAC) prepared. Kris White, chairperson for the CAC, was invited to the meeting to present the report.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the brochure titled ‘Living with Companion Animals’ that the Companion Animal Committee prepared and authorize distribution of the brochure to GHI’s members.

6d. Bicycle Committee Social Event on October 15, 2022 (Attachment #5)

The details of a social event that the Bicycle Committee proposes to hold on Saturday, October 15, 2022, are described in Attachment #5. The Bicycle Committee is seeking Board approval to hold the event.

Suggested motion: I move that the Board of Directors authorize the Bicycle Committee to hold a social event on Saturday, October 15, 2022, as presented in the committee’s correspondence to the Board President.

6e. Investment Committee Report re: GHI Investments as of June 30, 2022 (Attachment #6)

Attachment #6 is the Investment Committee Report regarding GHI’s investments as of June 30, 2022. Director Chuck Hess, chairperson for the Investment Committee, will present the report during the Board meeting.

This item is on the agenda for discussion.

6f. Request by the Member Handbook and Board Policies Standardization Task Force for a Work Session with the Board and Committees

The Member Handbook and Board Policies Standardization Task Force would like to hold a work session with the Board and other relevant committees on Monday, October 24, 2022 at 7:00 pm via Zoom to present and discuss the draft outline of a proposed new Member Handbook and Board Policy Manual.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors hold a work session with the Member Handbook and Board Policies Standardization Task Force and committees on Monday, October 24, 2022 at 7:00 pm via Zoom to discuss the draft outline of a proposed new Member Handbook and Board Policy Manual.

6g. Motion to Hold a Closed Meeting on October 20, 2022

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on October 20, 2022.

Statement of a Closed Meeting of the Investment Committee Held on September 8, 2022

On September 8, 2022 at 5:10 pm, the Investment Committee held a closed meeting, via internet audio/video conference to approve the minutes of a prior closed meeting that discussed the terms of a contract with an investment firm.

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 a 5-0 vote of the Investment Committee during a prior open meeting on September 8, 2022.

Statement of Formal Hearing Held in a Closed Meeting on September 12, 2022

On September 12, 2022 at 7:00 pm, the Board of Directors conducted a formal hearing regarding a complaint matter 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 7-0 vote of the Board of Directors during a closed meeting on June 16, 2022.

Statement of Formal Hearing Held in a Closed Meeting on September 19, 2022

On September 19, 2022 at 7:00pm, the Board of Directors conducted a formal hearing regarding a complaint matter 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 an 8-0 vote of the Board of Directors during a closed meeting on August 11, 2022.

Statement of Formal Hearing Held in a Closed Meeting on September 22, 2022

On September 22, 2022 at 7:00 pm, the Board of Directors conducted a formal hearing regarding a complaint matter 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 an 8-0 vote of the Board of Directors during a closed meeting on August 11, 2022.

Statement of Closed Meeting of the Board of Directors Held on October 6, 2022

GHI's Board of Directors held a closed meeting at 7:00 pm on October 6, 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 August 11, 2022 | (vii) |
| 2. Complaint Matter | (iv) |
| 3. Personnel Matters | (i) |

A motion to hold the closed meeting was approved during the open meeting of September 15, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

Revised Draft

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
August 11, 2022
7:45 pm

Board Members Present: Bilyeu, Brodd, Hess, James, Luly, McKinley, Mortimer, Whipple

Excused Absences: Lambert

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Jim Morris, Director of Maintenance

Thomas Williams, Director of Technical Services

Dave Benack, Audit Committee

Bill Jones, Audit Committee Chair

Grace Fisher, Audit Committee

Scott and Kathy Legendre, 2-M Eastway

Barbara Stevens, 10-V Southway

Michael Rubano, 4-C Crescent Road

Molly Lester, 6-M Hillside Road

Adrienne Haddad, 6-H Hillside Road

Henry Haslinger, 4-A Ridge Road

Joseph Ralbovsky, 62-E Ridge Road

Peter and Marcia Aleksiewicz, 33-V Ridge Road

Mona Markus, 14-Z3 Hillside Road

Stephanie O'Brien, 6-A Crescent Road

Lola Skolnik, 8-A Ridge Road

Anna Socrates, 14-J Ridge Road

Shawnda Atkins, 24-N Ridge Road

Joe Robbins, 59-G Ridge Road

April Ashpes, 3-F Eastway

Stephen Holland, 56-E Ridge Road

President Brodd called the meeting to order at 7:45 pm.

1. Approval of Agenda

Motion: To approve the agenda, as presented.

Moved: McKinley

Seconded: Hess

Carried: 8-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting of the Investment Committee Held on July 21, 2022 (Attachment #1)

The Investment Committee held a closed meeting on July 21, 2022 at 5:18 pm as authorized by sub-paragraph § 5-6B-19 (e)(1)(VI) of the Maryland Cooperative Housing Act to discuss bids that GHI received from firms for investment advisory services.

The motion to hold the closed meeting was approved by a 5-0 vote of the members of the Investment Committee during a prior open meeting on July 21, 2022.

2b. Statement of Closed Meeting of the Board of Directors Held on August 11, 2022 (Attachment #2)

This GHI Closed Meeting was still in recess and will be reported on at a subsequent Open Board meeting.

3. Visitors and Members (Comment Period)

Anna Socrates, 14-J Ridge Road, voiced concerns that her crawlspace may have some standing water. She indicated she has contacted maintenance, but has not yet received service, so just wanted to ensure the issue does get addressed. Jim Morris, Director of Maintenance, advised Ms. Socrates that maintenance would be provided by the following day to address her concerns.

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:

- **Joseph R. Nash, Alexandra H. LeDoux, Joint Tenants, 8-A Crescent Road;**
- **Carolyn R. Neuendorffer, Sole Owner, 14-V2 Ridge Road;**
- **Jeanette L. Spangle, Sole Owner, 23-J Ridge Road;**
- **Rebekah Hein, Sole Owner, 38-D Ridge Road;**
- **Cheryl Roberts, Sole Owner, 57-F Ridge Road;**

Moved: James

Seconded: McKinley

Carried: 8-0

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

- **James Mayock, Sole Owner, 9-B Ridge Road is hereby changed to James Mayock, Rosalie Jones, Tenants by the Entirety.**

Moved: James

Seconded: Bilyeu

Carried: 8-0

5. Committee Reports

Vice-President McKinley announced that the Buildings Committee report was scheduled for review during the meeting and explained that the committee has not only been busy the past year but will continue to be busy in the coming year with a number of projects. She extended the committees appreciation to the Board for discussing the report and her thanks to Joe Ralbovsky, Buildings Committee Chair, for his work in preparing the report.

6. For Action or Discussion

6a. Review Minutes of the 2022 Annual Membership Meeting Held on May 12, 2022– (Attachment #3)

Attachment #3 is draft minutes of the May 12, 2022 Annual Membership Meeting. After the Board reviews and accepts the minutes, they will be included on the agenda for the 2023 Annual Meeting for review and approval by the membership.

Motion: I move that the Board of Directors accept the draft minutes for the May 12, 2022 Annual Membership Meeting as presented, and direct staff to include them on the agenda for the 2023 Annual Membership Meeting for review and approval by the membership.

Moved: James

Seconded: McKinley

Carried: 8-0

6b. Approve Minutes of the Open Meeting Held on June 16, 2022 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting, held on June 16, 2022 as presented.

Moved: James

Seconded: Hess

Carried: 8-0

6c. Buildings Committee 2021-2022 Report – (Attachment #5)

The Buildings Committee submitted its annual report for the period July 2021 to July 2022 (Attachment #5) for the Board's review.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the Buildings Committee annual report for the period July 2021 to July 2022, as presented.

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

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

This item was discussed during the Board meeting on July 14, 2022; however, the Board deferred action until a subsequent meeting when the member who submitted the permit request and a member of the Architectural Review Committee (ARC) could be present to discuss the permit request. The member and a representative from the ARC were invited to attend the August 11th Board meeting .

On June 2, 2022, staff received a Type III permit request (attachment #6) from the member at 2-L Eastway, requesting to install a 4'-0" 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 member proposes to install a 4'-0" fence to contain his dog and was not concerned with the 3'-6" fence adjoining unit 2-K Eastway Rd.

By a vote of 5-0-1, the ARC recommended that the Board of Directors allow the member to install a 4'-0" chain link fence in the gardenside yard. One member of the ARC abstained from voting because she did not have time to visit the site.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors allow the installation of a 4'-0" fence and gate at 2-L Eastway, as shown on the permit request documents submitted by the member.

Moved: Bilyeu

Seconded: Whipple

Carried: 7-1

Opposed: McKinley

6e. Proposal to Install a 12' Diameter Gazebo in the Yard of 14-Z3 Hillside Road – (Attachment #7a-7b)

On May 25, 2022, staff received a Type I permit request, neighbor consent forms (refer to attachment #7a), and construction plans for a gazebo in the gardenside yard (refer to attachment #7b), from the members at 14-Z3 Hillside Rd.

This request requires an exception to the following GHI rules:

§ IX B. 5. “All other accessory buildings must be approved by the Board of Directors” and

§ X F.3. “In accordance with the Prince George’s County Neighborhood Conservation Overly Zoning (NCOZ) Ordinance enacted April 1, 2022, the area of the proposed addition, when combined with the accumulative area of all existing additions, cannot exceed 60 percent of the gross floor area of the original dwelling as constructed.”

(The existing additions are approximately 92% of the gross floor area of the original dwelling as constructed).

This permit request was reviewed during the ARC meeting on July 11, 2022, where the following points were discussed:

- a. Request is for an accessory structure which requires approval by the Board of Directors. The member is proposing a 12’ in diameter, screened, octagon shaped, wood-framed gazebo; the design allowing the member to have a screened area to enjoy the yard without interference from bugs.
- b. The member proposes to install a gravel bed under the gazebo to help mitigate storm water runoff.
- c. All required neighbors have reviewed and approved the proposal.
- d. The existing unit has additions in excess of 60% of the original dwelling’s gross square footage.
- e. It is unknown if the new Prince George’s County zoning regulations, limiting additions to 60% of the original dwelling’s size, have any impact on lot coverage, sheds, or accessory structures.
- f. Interim Director of Technical Services, Thomas Williams, will try to contact Chad Williams, Project Manager at Prince George’s County Planning Department, to clarify the limits on structures that are not additions. (Note: Subsequent to the ARC meeting, numerous phone calls resulted in no response from PG County). The ARC’s assumption of understanding of language in the ordinance is that occupiable accessory structures would be considered an “Alteration, Expansion, Enlargement, or Extension” and be part of “the accumulative area of all existing additions.”
- g. The ARC can review the proposal without taking the zoning regulations into consideration; and submit their recommendation to the Board of Directors.
- h. This unit has two (2) existing additions, a 13.5’ x 32’ patio and an 8’ x 10’ shed, so there is concern that an additional structure will create a crowded yard.
- i. There is concern that the aesthetics of the gazebo are not ‘harmonious’ with the frame unit.

The result of a motion the ARC considered is as follows:

Motion: The ARC recommends that the Board of Directors grant approval to construct the proposed gazebo at 14-Z3 Hillside Rd.

Tied: 2-2-0

Reasons for the Motion: Use of yard space, other similar gazebos already in the community.

Reasons against: Too much going on in the gardenside yard; the gazebo is stylistically incompatible.

Under Robert's Rules of order, a majority vote is required for a motion to pass.

This item is on the agenda for discussion and action. Staff proposes that the Board consider the following suggested motions:

Motion: I move that the Board of Directors allow the member of 14-Z3 Hillside Road to construct a gazebo in the gardenside yard of their unit, as proposed in the submitted drawings.

Moved: Hess
Abstained: Whipple

Seconded: Bilyeu

Carried: 7-0-1

The alternate suggested motion was not moved.

6f. Review Report re: Strategic Planning Work Session Held on July 17 and July 18, 2022 – (Attachment #8a-8b)

GHI hired Ms. Becky Roberts, a Strategic Planning Consultant, to facilitate strategic planning work sessions with the Board on July 17, and July 18, 2022. The main objectives of the work sessions were as follows:

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's Annual Plan to reflect Board priorities for actions in the next year.

Attachment #8a is Ms. Robert's complete report with minor edits inserted by Board Vice President Debbie McKinley. Board President Stefan Brodd and Vice President McKinley made edits to Appendix B - 2022-2023 Draft Strategic Action Plan in Ms. Robert's report and this edited document is presented separately as attachment #8b.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the 2022 Strategic Planning Meeting Report as revised on August 11, 2022, including edits made in Appendix B by the President and Vice-President.

Moved: James
Abstained: Bilyeu

Seconded: Whipple

Carried: 7-0-1

6g. Proposed Rules for Pools and Outdoor Recreation Structures – (Attachment #9a-9e)

On April 1, 2021, the Board established a 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 the task force's report and member comments about the report and requested legal counsel draft revised rules regarding the permitting and monitoring of outdoor structures that are considered "attractive nuisances".

Attorney Joe Douglass proposed that the current Member Handbook rule, XIII. SWIMMING POOLS AND ORNAMENTAL PONDS (attachment #9a), be replaced with XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (refer to attachment #9b). The new rule, as proposed by Attorney Douglass, stated 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 #9c). 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 personal lines that 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.*"

On June 2, 2022, the Board discussed the rules that Attorney Douglass proposed. Subsequently, Board members Debbie McKinley and Heather Mortimer, and task force member, Joe Ralbovsky, rewrote the rules Attorney Douglass proposed, and attachment #9d contains the proposed rules resulting from their work. Attachment #9e is a summary of the relevant county and city codes pertaining to swimming pools and fencing, which the proposed rules are based on.

The Board should consider approving the rules as presented by Board members McKinley, Mortimer, and task force member Ralbovsky (attachment #9d) as well as the Recreation Structure Indemnification Agreement (attachment #9c).

This item will be returned to the task force for additional clarification on insurance coverage requirements. Once clarified, the task force will resubmit to the Board for consideration.

6h. Member Comments re: Proposed Revisions to GHI's Complaint Procedures – (Attachments #10a-10c)

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.

Attorney Douglass was subsequently requested to revise our Member Complaint Procedures. Attachment #10a is his response to GHI's request and attachment 10b represents the revised procedures he drafted (a red-lined copy).

On June 2, 2022, the Board asked the General Manager to obtain member comments regarding the revised complaint procedures proposed by Attorney Douglass. Twelve members submitted comments (refer to attachment #10c).

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors hold a work session to conduct an in-depth review of the revised Member Complaint Procedures Attorney Joe Douglass proposed as well as member comments received regarding those proposed revisions.

Moved: McKinley

Seconded: Bilyeu

Carried: 8-0

By consensus, the work session will be held on Thursday, September 29, 2022 at 7 pm.

6i. Proposed Meeting Dates During January to May 2023

Staff recommends that the Board hold regular meetings on the first and third Thursday of each month during January to May 2023 beginning at 7:00 pm, and consider holding the Annual Membership Meeting on Thursday, May 11, 2023, beginning at 7:30 pm. The Board may approve a schedule of meeting dates by consensus.

Motion: I move that the Board of Directors hold regular meetings on the first and third Thursday of each month during January to May 2023 beginning at 7:00 pm and hold the Annual Membership Meeting on Thursday, May 11, 2023, beginning at 7:30 pm.

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

6j. Motion to Hold a Closed Meeting on September 1, 2022

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on September 1, 2022.

Moved: Hess

Seconded: McKinley

Carried: 8-0

7. Items of Information

7a. Summary of the Damage Caused by the Storm on July 12, 2022

Director of Maintenance, Jim Morris, and General Manager, Eldon Ralph, provided the Board and membership a summary of damage resulting from the storm on July 12, 2022 and the efforts made by staff to clean up and remove downed trees and other debris.

7b. President's Items - none.

7b. Board Members' Items

Vice-President McKinley expressed gratitude to staff and Brightview for the efforts put forth in cleaning up the damage from the July 12th storm.

Director James reminded members of the large pile of wood chips available for use.

7c. Audit Committee's Items – none.

7d. Manager's Items – none.

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

The meeting adjourned at 9:00 pm.

Ed James
Secretary

DRAFT

COMPANION ANIMAL COMMITTEE (CAC)
SEMI-ANNUAL REPORT TO THE GHI BOARD OF DIRECTORS
January 2022-July 2022

SUMMARY

The CAC continues to hold our monthly meetings online, and to maintain the CAC bag dispensers for dog walkers throughout GHI.

Animal-related complaints are discussed below in the **Activities** section.

The CAC continues to hold Meet and Greets to provide community outreach and education at different locations throughout GHI. The Meet and Greets continue to be well-received by members with and without companion animals.

The CAC works with Member Services as requested.

The CAC and Dr. Meaghan Ropski have finalized content for the webinar for members with cats. Dr. Ropski will also provide time for members to ask questions at the end of the presentation. We are working with GHI to schedule a Zoom meeting for October 25, 2022 from 7:30 PM – 10 PM.

The brochure for prospective and new members with pets has been reviewed by Bruce Mangum and Deanna Washington. The brochure is now ready to be forwarded to the Board of Directors for review and approval.

Revision of the Guide for Members with Companion Animals is still in process. New material is being added. Links and phone numbers were checked and updated where necessary.

The CAC participated in the 2022 Pet Expo. It was a very successful event this year. We had a great deal of foot traffic with many attendees asking good questions and looking for resources. The inclusion of cat-related and disaster preparedness materials drew more people than usual to our table.

A sign that both encourages people to walk their dogs on leash and clean up after their dogs was purchased. It is now part of our table display.

Our partner, Greenbelt CART and their AKC sponsor, the Hyattsville Dog Training Club raised the required funds (\$12,000) to obtain a match of \$10,000 from the AKC for a Pet Disaster Relief Trailer. The AKC delivered the trailer to the City of Greenbelt for the Greenbelt Community Animal Response Team (GCART) in June. During 2023 one of our goals will be to do a community education event with Greenbelt CART and the trailer in GHI.

Some of these items are discussed in more detail in the following section of this report.

ACTIVITIES

Animal Complaints

During the period of this report, animal complaints brought to the CAC's attention included a GHI staff member being bitten by a dog, nuisance behaviors and members not cleaning up after their pets. We are targeting these behaviors through our Meet and Greets. In response to the dog bite, the CAC wrote an article that provides tips for members with pets when they make a maintenance request and about what to do during the actual maintenance visit. This article will be included in the Guide for Members with Companion Animals. It has also been uploaded to our web page.

Cat Project

The CAC and Dr. Meaghan Ropski have finalized content for the webinar for members with cats. Dr. Ropski will also provide time for members to ask questions at the end of the presentation. We are working with GHI to schedule a Zoom meeting for October 25, 2022 from 7:30 PM – 10 PM. We also asked GHI to let us know, based on the GHI accounts, the total number of participants that we can have in a Zoom webinar. We asked that the webinar be set up with the ability to record. We also asked for chat so participants can use chat to ask their questions throughout the presentation. During the Q&A Kris White will field the members' questions in chat to Dr. Ropski to answer. We are in the process of developing a fair, first come-first serve, registration process in case that should become necessary.

Brochure for New Members

The final draft of the brochure was reviewed by Bruce Mangum and Deanna Washington. We have received their comments, and in most cases, included their suggested revisions. The brochure is ready to forward to the Board for review and approval. This brochure highlights pet etiquette for members to practice. Some key differences between local and county ordinances, and GHI rules are also addressed. The brochure provides a summary of the CAC's charter and mission. It also provides contact information for the committee and information about how to become a member of the committee. Links to the CAC web page and to the **Guide for GHI Members with Companion Animals** are also provided.

Pet Expo

The CAC participated in the 2022 Pet Expo. We had a great deal of foot traffic with many attendees asking good questions and looking for resources. We made sure to give equal space to cat resources as part of our display which drew a lot of attention to our table. In addition, Debbie Cooley put together a disaster preparedness pet go bag and a poster that was very popular. We also had interactions with the City of Greenbelt Public Information and Communications Coordinator, Chondria Andrews, who took a photo of our table and volunteers, Maryland State Delegate Alonzo Washington, and several city council members. We also spoke with two Hyattsville Officers; one is a canine officer and the other does events with his community outreach dog. The community outreach dog was delightful, well-behaved, and a very popular part of the event.

Our Partner, Greenbelt CART Received an AKC Pet Disaster Relief Trailer

Greenbelt CART and their AKC sponsor, the Hyattsville Dog Training Club raised the required funds to obtain a match from the AKC for a Pet Disaster Relief Trailer. The trailer was delivered to the City of Greenbelt's Community Animal Response Team (GCART) in June. The trailer is fully stocked with all the equipment required to set-up a temporary animal shelter during an emergency or disaster. Several members of the CAC are also trained members of Greenbelt CART. In addition to responding to emergencies and disasters, the trailer will be shown at community events. The purpose of these events will be to educate residents about including their animals in their family's disaster preparedness plan and to provide them with information about what should be included in a pet's go bag. A 2023 goal for the CAC will be for the CAC to participate with Greenbelt CART and the trailer in a community education event in GHI.

(The CAC's 2022 goals follow on the next page.)

GOALS

Status of Goals for 2022

1. Cat Project Workshop - Work with Dr. Megan Ropski to develop online training for members with cats. Address common, problem cat behavior, particularly cat stress signals, and how to solve or manage the behaviors. **In progress**
2. Complete the revision of the GHI Guide for Members with Companion Animals, including new content on cats, wildlife and links to sources where members can find out what plants, bushes, and trees are toxic for companion animals (include mention of Animal Poison Control and define toxic versus poisonous). **In progress**
3. Publish seasonal soundbites in the e-News throughout 2022. **On Hold**
4. Hold community Meet and Greets monthly, from March through November, weather permitting. **In progress**
5. Research feasibility of using QR codes for posters and other educational materials used at Meet and Greets and community events. **In progress**
6. Finalize Brochure for prospective and new GHI members. **Final Draft completed and ready to submit to the Board for review and approval**
7. Develop list of Your Dog's Friend YouTube videos and provide instructions on how the user can display all videos on the channel. **Completed**
8. Identify and select *Dogs Must be Kept on Leash* sign. **Completed**
9. Purchase additional plastic bag dispensers. If not available at IKEA, find a replacement. **Completed, but we will do a survey of the dispensers in November to determine if additional dispensers need to be purchased at that time.**
10. Explore the use of a private YouTube channel to provide recordings of the cat workshop for GHI members with cats. **No Board or staff interest in pursuing this.**
11. Research *Strings* and *Bird Decal* items that prevent birds from flying into windows. Educated CAC members on what these resources are and where they can be purchased. **Completed**
12. Research biodegradable bags and purchase some to test. **In progress**
13. Write article with tips for members to help their animals when owners return to their offices. (Cover both dogs and cats.) **Completed**
14. Assemble Disaster Preparedness *Go Bag* for animals. This Go-Bag will be used for community events. **Completed**

Ongoing Goals

1. Community Education Campaign
 - Importance of cleaning up after pets.
 - Management techniques to stop dogs from fence running and lunging at fences.
 - Management techniques for excessive barking.
 - Importance of transitioning outdoor cats indoors.
 - Avoiding human-wildlife conflicts.
 - Educating members about having a disaster preparedness plan and a *go bag* of basic emergency supplies for each of their pets that includes seven days of medication (that is not out of date.) and a photo of the pet parent with their pet(s).
2. Educate all members about dogs in need of space (DINOS) to provide a member with the tools to inform others that their dog is a dog in need of space and should not be approached without permission. Also aids in bite prevention. The CAC has a vest and other items that members can look at as ways to inform other members that their dog is a DINO.
3. Update and clean up our ghi.coop web page.
4. Continue working with Member Services, and contributing to GHI's e-News, and the committee web page.
5. Continue to partner with the Greenbelt Community Animal Response Team (GCART). *
6. Continue our relationship with Your Dog's Friend. *
7. Continue our relationship with the Greenbelt Animal Shelter so we hear about community events in which we can participate. *

*The Companion Animal Committee's partnership or relationship with this organization was approved by the GHI Board of Directors.

[Attachment follows on the next page.]

ATTACHMENT

Summary of Companion Animal Committee Members' Skills and Experience

Skills and Experience of the Companion Animal Committee include:

- A veterinarian;
- A retired Washington, DC Humane Law Enforcement Officer, who is also a former Commissioner of the Prince George's Animal Control Commission.
- A member who has extensive experience with cats. She also has shelter and animal welfare experience and works as a librarian at the National Agricultural Library's Animal Welfare Information Center. In addition, she has led workshops on children and animal safety, helping children learn about cat behavior and signs of stress and anxiety in cats.
- Two members with hands-on disaster experience with animals. One member volunteered during 9-11, and the other volunteered during Katrina. We also have two members who are licensed Ham Radio Operators. (The CAC educates members about how to include companion animals in their family disaster planning and how to prepare go bags for their animals).
- A member who transports rescue dogs from the location of the rescue group to their new families.
- A member who volunteers and has experience as a dog training assistant and coach for online and in person dog training. A particular area of interest is working with reactive dogs, and with shelter dogs to improve their chances for adoption. Also experienced with dog rescue and placement and assisting adopters in resolving behavior problems.
- Two of our members are co-founders of the City of Greenbelt's Community Animal Response Team (CART) and several are members of the City's Community Emergency Response Team (CERT).
- Other members volunteer, or have volunteered, at the City of Greenbelt Animal Shelter and with WAGS, Well-Wishers of the Animals in the Greenbelt Shelter.
- Every CAC member with one exception has companion animals.
- The one member without a companion animal plays an invaluable role, sharing the perspective of GHI members who do not have companion animals.

GHI'S COMPANION ANIMAL REGULATIONS

There are three GHI regulations that are particularly important for new members to know about.

- Tethering is not permitted anywhere in GHI which includes yards, common areas, woodlands, playgrounds, etc.



- Members are not permitted to leave their companion animals in their yards when the members are not at home.



- Cats and Dogs must be on-leash when not in their yard.

GHI'S COMPANION ANIMAL REGULATIONS

Please, refer to the GHI member handbook, section: *XV. Companion Animal*

In addition to GHI's Companion Animal Regulations, members must follow the City of Greenbelt and Prince George's County's Animal Ordinances.

HOW TO JOIN THE COMPANION ANIMAL COMMITTEE

Fill out a GHI volunteer application. Attend a CAC meeting, and let the CAC know you would like to join. The GHI Board President reviews applications and makes the final decisions about appointing members to committees.

CONTACTING THE CAC

The CAC can be contacted through GHI by calling 301-474-4161 or you can email us at: CompanionAnimalCommittee@gmail.com.

**A PDF copy of "LIVING WITH COMPANION ANIMALS" and "THE GUIDE FOR MEMBERS WITH COMPANION ANIMALS" can be downloaded at:

<https://www.ghi.coop/content/companion-animal-committee>



Living with Companion Animals in GHI



COMPANION ANIMAL COMMITTEE

GREENBELT HOMES, INC.

ABOUT THE COMPANION ANIMAL COMMITTEE (CAC)

The CAC's charge is to advocate for the proper care and well-being of companion animals in GHI. The CAC (which has no enforcement powers) works with Member Services staff to help resolve companion animal issues and provide resource information to members regarding animal-related issues.



The CAC meets the third Tuesday of the month and all members are welcome to attend. For meeting information, email companionanimalcommittee@gmail.com.

For more information about the CAC, go to <https://www.ghi.coop/node/205>

PET ETIQUETTE

Please observe the following etiquette when your dog is in your yard or being walked in the community.

- Clean up your pet's waste on your walks and in your yard.
- If your yard borders a sidewalk or inner walkway, do not permit your dog to lunge at or run the fence line. This behavior can lead to "aggressive" dog complaints.
- Pets must always be leashed when off the member's property. This includes cats.



- Do not allow your dog to approach another dog without the dog parent's okay.
- Do not allow your dog to urinate or defecate on members' lawns, plants, or bushes.

LIVING SIDE-BY-SIDE WITH WILDLIFE IN GHI

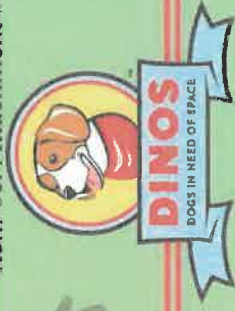
- Please, Do NOT feed wildlife.
- Use sturdy, well secured trash cans to keep wildlife out of your trash.
- Do NOT handle wildlife.
- Leave baby animals alone and do not handle them. Mom will find them.
- Call Greenbelt Animal Control for all injured wildlife or with any wildlife concerns at 301-474-6124 or Greenbelt Police Non-Emergency at 301-474-7200

DOGS IN NEED OF SPACE

Some dogs need more space than others, such as:

- working/service dogs
- dogs recovering from surgery
- senior dogs
- sick or contagious dogs
- dogs that are afraid of people
- dogs undergoing training
- blind and/or deaf dogs

Please respect personal boundaries and always ask permission before approaching. Always have your dogs under control.



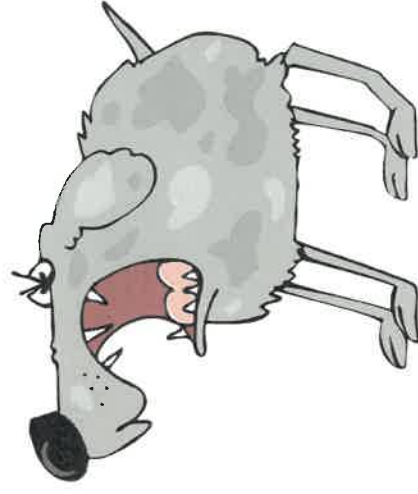
ALWAYS ASK PERMISSION
BEFORE YOU, YOUR CHILD, OR YOUR DOG APPROACHES AN UNFAMILIAR DOG.

PLEASE CONTROL YOUR DOGS
AT ALL TIMES (EVEN IF THEY'RE FRIENDLY)

BE KIND: MANY DOGS NEED SPACE TO STAY HEALTHY AND SAFE!

DON'T PUNISH THE GROWL

Punishing dogs for growling can create dogs that bite without warning. A growl is valuable information. Listen.



Event: GHI Bicycle Committee Social, open to all GHI residents.

Date: Saturday, October 15, 2022, 1pm (rain date: Saturday, October 22).

Location: outdoors on GHI grounds adjacent to the bicycle repair station.

Purpose: to present State of Maryland plans on bicycle/pedestrian improvements to Greenbelt Road (Rt 193).

Participants: GHI Bicycle Committee, Washington Area Bicyclists Association representative and (unconfirmed) US Department of Transportation representative.

Plans are to present the Greenbelt Road plan to participants (15-20 minutes) followed by q&a session. Refreshments will be provided.

We will request that maintenance crew move picnic tables to the location.

Committee will rent/borrow PA system, if necessary.

If second representative is available, general discussion on bicycle infrastructure improvements (15-20 minutes) followed by q&a.

Event to last no more than two hours.

Submitted by John Campanile / Chair, GHI Bicycle Committee

Investment Committee Report as of June 30, 2022

The Investment Committee has the responsibility of investing funds on behalf of Greenbelt Homes, Inc. (GHI). Those funds include amounts that are set aside for replacement reserves. Building components (roofs, windows, doors, hot water heaters, for example) wear out. GHI has a plan for their replacement, and has set up a replacement reserve fund to take care of future capital costs. Members' coop fees include the cost of maintaining an adequate reserve to meet this need. The current replacement reserve plan from 2018 is scheduled to be updated in 2023.

As of June 30, 2022, GHI held \$15,157,480 in investments and cash equivalents. Our investment portfolio was comprised of individual corporate bonds, Vanguard Short Term Investment Grade Fund Admiral Shares (VFSUX), Federal Money Market Fund (VMFXX), all with Vanguard.

Net income from Greenbelt Development Corporation (The Parkway Apartments) totaled \$23,376 through June 30, 2022.

GHI income from investments totaled \$29,443 for the first six months of 2022. The interest rates on individual bonds held in GHI's bond ladder currently range between 2.25% and 2.8% of face value for a weighted average of 2.48%. The aggregate market value of these bonds was \$897,612. As of June 30, 2022, the one-year return was -6.10% for the VFSUX and 0.17% for the VMFXX. The settlement account also Vanguard Federal Money Market (VMFXX) was 0.17%.

We have received legal advice that we must keep most of the funds in investments backed by the US government unless we hire a suitable investment advisor. The Investment Committee is currently looking into addressing this matter.

| Corporate Bond Investments | | | | | |
|-----------------------------------|----------------------|---------------|-----------------|-----------------------------------|---|
| <u>Face Value</u> | <u>Company Name</u> | <u>Coupon</u> | <u>Maturity</u> | | |
| 300,000 | Baxter International | 2.400% | 08/15/22 | \$ 900,000 | Total Corporate Bonds |
| 200,000 | Broadcom Corp | 2.500% | 08/15/22 | - | Unamortized Bond Premium |
| 200,000 | General Dynamics | 2.250% | 11/15/22 | (2,912) | Unamortized Bond Discount |
| 200,000 | Allergan Inc. | 2.800% | 03/15/23 | 144,599 | Vanguard ST Investment Grade Fund (VFSUX) |
| | | | | <u>1,041,687</u> | Total Investments |
| | | | | Cash & Cash Equivalent | |
| | | | | 10,788,795 | Vanguard Federal Money Market (VMFXX) |
| | | | | <u>3,326,998</u> | Settlement Account (VMFXX) |
| | | | | 14,115,793 | Total Cash & Cash Equivalent |
| | | | | <u>\$ 900,000</u> | Total Corporate Bonds |
| | | | | <u>\$ 15,157,480</u> | Total Investments and Cash Equivalents |

National Cooperative Bank stock of \$885,000 recorded at cost is not included above.