

**NOTICE OF MEETING AND AGENDA**  
**GHI BOARD OF DIRECTORS**  
**OPEN MEETING**

*Starts after the GDC Open Meeting Adjourns*  
**Thursday, October 20, 2022**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

**1. Approval of Agenda**

**2. Statement of a Closed Meeting of the Board of Directors Held on October 20, 2022  
(Attachment #1)**

**3. Visitors and Members (Comment Period)**

**4. Approval of Membership Applications**

**5. Committee Reports**

**6. For Discussion/Action**

- |   |            |                   |
|---|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on September 1, 2022 (Attachment #2)  | 2 Minutes  | Discussion/Action |
| b. Request for an Exception by the Member of 14-V5 Ridge Road to Install a 10' x 10' shed (Attachment #3)                     | 15 Minutes | Discussion/Action |
| c. Proposal to Obtain a Grant for Remediating Erosion Problems in Stormwater Channels of GHI's Woodlands (Attachments #4a-4b) | 15 Minutes | Discussion/Action |
| d. Transition and Search Committee's Charge (Attachment #5)   | 20 Minutes | Discussion/Action |
| e. Review 2022 2nd Quarter Financial Statements (Attachment #6)   | 10 Minutes | Discussion/Action |
| f. Establish a Task Force to Recommend Revisions to GHI's Complaint Procedures  | 5 Minutes  | Discussion/Action |
| g. Select Date for a Special Membership Meeting   | 5 Minutes  | Discussion/Action |
| h. Select a Date for a Work Session with the Record Retention Task Force  | 5 Minutes  | Discussion/Action |
| i. Motion to Hold a Closed Meeting on November 3, 2022  | 2 Minutes  | Discussion/Action |

**7. Items of Information**

- a. President's Items
- b. Board Members' Items
- c. Audit Committee's Items
- d. Manager's Items

Ed James  
Secretary

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



# 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 *Eldon Ralph*  
DATE: October 13, 2022  
SUBJECT: Items for the **GHI OPEN** Board Meeting on October 20, 2022

### GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on September 1, 2022 (Attachment #2)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on September 1, 2022 (as presented/as revised).**

6b. Request for an Exception by the Member of 14-V5 Ridge Road to Install a 10'x10' shed (Attachment # 3)

Mr. James Parsons, the member of 14-V5 Ridge Road, desires to install a 10' x 10' shed in his yard. Since the unit has an attic, this permit request (Attachment #3) requires an exception to GHI Rule IX. Storage Shelters – Sheds C. 2. which states:

*A shed shall not exceed 80 square feet, except that a shed for a multi- bedroom unit with neither an attic nor an attached garage shall not exceed 100 square feet.*

During its October 3, 2022 meeting, the Architectural Review Committee voted 3-1-0 in favor of recommending that the Board grant an exception to allow the member to install the 10' x 10' shed.

This item is on the agenda for discussion and action.

**Suggested Motion: I move that the Board of Directors (grant/not grant) an exception to GHI Rule IX. Storage Shelters – Sheds C. 2, thereby allowing the member of 14 -V5 Ridge Road to install a 10'x10' shed in the yard of the unit.**

6c. Proposal to Obtain a Grant for Remediating Erosion Problems in Storm Water Channels of GHI's Woodlands (Attachments #4a-4b)

Dr. Peter May, GHI's Administrator for Storm Water Management/Green Infrastructure has been working with Underwood and Associates (U&A), a restoration design firm, on developing a proposal (Attachment #4a) for a \$2 million grant from the Maryland DNR Chesapeake Bay Grants, for the purpose of mitigating severe erosion of storm water channels in GHI's woodlands.

Attachment #4b is a memorandum from the Woodlands Committee which expresses concern that the proposal from Technical Services to attempt to mitigate erosion of storm water channels in the GHI Woodlands is proceeding without the opportunity for appropriate consultation with GHI members or with the Board.

This item is on the agenda for discussion and action.

**Suggested Motion: I move that the Board of Directors direct the Storm Water Management Subcommittee and Woodlands Committee to review the Storm Water Mitigation Proposal from the Technical Services staff, for the purpose of addressing all issues that the Woodlands Committee has raised and to recommend the next steps that should be taken.**

6d. Transition and Search Committee's Charge (Attachment #5)

The Board has established a Transition and Search Committee to search for qualified candidates for the General Manager position, due to the current Manager retiring with effect from February 28, 2023.

Attachment #5 is a sample charge for the Committee, extracted from the Manager Succession Policy that the Board approved in 2020.

This item is on the agenda for the Board to direct the Transition and Search Committee to review the sample charge and recommend a charge for the Committee that should be adopted.

**Suggested Motion: I move that the Board of Directors direct the Transition and Search Committee to review the sample charge for a Transition and Search Committee in GHI's Manager Succession Policy and recommend a charge for the Committee by \_\_\_\_\_, that should be approved by the Board.**

6e. Review 2022 2nd Quarter Financial Statements (Attachment #6)

GHI's 2022 second quarter financial statements are submitted as Attachment #6 for your review. Joe Perry, GHI's Finance Director, will present them during the Board meeting.

This item is on the agenda for discussion and action.

6f. Establish a Task Force to Recommend Revisions to GHI's Complaint Procedures

On September 29, 2022, the Board held a work session to discuss revised Member Complaint Procedures that GHI's Attorney Joe Douglass proposed as well as comments from twelve (12) members regarding those proposed revisions.

This item is on the agenda for the Board to consider establishing a Task Force to recommend revisions to GHI's Complaint Procedures based on input received from Mr. Douglass and members.

**Suggested Motion: I recommend that the Board of Directors establish a Task Force to recommend revisions by \_\_\_\_\_, that should be made to GHI's Complaint Procedures, taking into account the revisions that Attorney Douglass proposed as well as comments that members submitted regarding those proposed revisions.**

6g. Select Date for a Special Membership Meeting

In accordance with GHI Bylaws, Section VIII. §11. Financial Regulations. Paragraph d, the Board should consider holding a special membership meeting to obtain membership approvals for 3-year tree maintenance and landscape maintenance contracts, covering the period 2023 to 2025. Each contract will cost more than \$40,000 per year and their aggregate costs will exceed \$400,000.

GHI Bylaws, Section VIII. §11. Financial Regulations. Paragraph d. states as follows:

*The total aggregate costs of the following multiyear contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than \$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years. The \$400,000 aggregate limit shall not apply to the following contracts:*

- 1) *Contracts for which the purpose and amount shall be approved at a membership meeting by a two-thirds vote;*
- 2) *Contracts with respect to borrowing money, mortgages, and mortgage notes;*
- 3) *Contract for insurance with a one-year cancellation clause;*
- 4) *Contracts relating to assignments now or hereafter made by members of their Mutual Ownership Contracts; or*
- 5) *Contracts relating to matters connected with loans to members".*

This item is on the agenda for discussion and action.

**Suggested Motion: I move that the Board of Directors select \_\_\_\_\_ as the date for a special membership meeting to seek membership approvals of multi-year contracts for tree maintenance and landscape maintenance for the period 2023 to 2025.**

6h. Select a Date for a Work Session with the Record Retention Task Force

In its report to the Board dated December 12, 2017, an Integrated IT Task Force recommended that the Board should revisit GHI's corporate Record Retention Policy to determine what is legally required to be retained, what should be retained for historical purposes, and what should be disposed of.

On February 21, 2019, the Board reviewed a draft Record Retention Policy that staff prepared and directed that it be forwarded to the membership for comment over a period of thirty (30) days. After reviewing the member comments, the Board established a Record Retention Task Force to undertake the following tasks:

- a. With staff's participation, identify and prepare a list of historical records that should be preserved.
- b. Review the draft retention policy that staff prepared and recommend specific changes that should be made.
- c. Recommend where and how historical records should be retained.

The Record Retention Task Force would like to schedule a work session with the Board to review the Record Retention Policy that it revised.

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 Record Retention Task Force on \_\_\_\_\_ to review the draft Record Retention Policy that the Task Force revised.**

6i. Motion to Hold a Closed Meeting on November 3, 2022

**Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on November 3, 2022.**

Statement of Closed Meeting of the Board of Directors Held on October 20, 2022

GHI's Board of Directors held a closed meeting at 7:00 pm on October 20, 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 a Closed Meeting Held on September 1, 2022	(vii)
2. Approve Minutes of an Informal Complaint Hearing Held on May 16, 2022	(vii)
3. Approve Minutes of a Formal Complaint Hearing Held on September 12, 2022	(vii)
4. Approve Minutes of a Formal Complaint Hearing Held on September 19, 2022	(vii)
5. Approve Minutes of a Formal Complaint Hearing Held on September 22, 2022	(vii)
6. Request by a Non-Member for Permission to Temporarily Reside in a GHI Unit	(iv)
7. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• Contract for Employee Medical Insurance Benefits – 1<sup>st</sup> reading</li> <li>• Contract for Mini-Split Heat Pump Unit Inspections and Repairs</li> <li>• Contract for Replacing a Deck That Was Damaged During the Storm on July 12, 2022</li> </ul>	(vi)
8. Personnel Matter	(i)
9. Complaint Matter	(iv)

During the meeting, the Board approved the following contracts:

- A two-year contract with Capps Mechanical to perform preventive maintenance inspections and repairs on mini-split heat pump units that were installed during the Homes Improvement Program based on the following costs:
  - a) Two (2) preventive maintenance inspections per year during Fall 2022, Spring and Fall 2023, and Spring 2024 at cost of \$250.00 per year for each unit that is enrolled on the GHI Maintenance Reserve Program.
  - b) Labor rate of \$75.00 per hour for repairs of units that are enrolled on the GHI Maintenance Reserve Program.
  - c) Labor rate of \$95.00 per hour for repairs of units that are not enrolled on the GHI Maintenance Reserve Program.
- A contract with Warring/Choice Builders Inc. to rebuild a 19'x25' wooden deck at 46-D Ridge Road at the contractor's bid price of \$16,800, plus 10% for contingencies, for a total cost not to exceed \$18,480.

A motion to hold the closed meeting was approved during the open meeting of October 6, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

Draft GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**September 1, 2022**  
*Starts After GDC Open Meeting Concludes*

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

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Dave Benack, Audit Committee

Bill Jones, Audit Committee

Scott and Kathy Legendre, 2-M Eastway

Molly Lester, 6-M Hillside Road

Steve Skolnik, 8-A Ridge Road

Frank Gervasi, Visitor

Anna Socrates, 14-J Ridge Road

Shawnda Atkins, 24-N Ridge Road

April Ashpes, 3-F Eastway

Mark Via, 54-F Ridge Road

Janice Wolf, 54-D Ridge Road

Jessica Faulkner, 49-F Ridge Road

David Lockwood, 2-L Plateau Place

Dawn Gable, 2-K Plateau Place

Dale & Vince Wilding, 7-D Ridge Road

Joyce Campbell, 7-D Plateau Place

Stephen Holland, 56-E Ridge Road

Ken Shields, 1-E Northway

Dorothy Bates, 7-F Ridge Road

Karen Gregoire, 44-T Ridge Road

Selen Saydam, 8-S Plateau Place

Carol Griffith, 55-B Ridge Road

Ben Fischler, 14-V4 Ridge Road

Adena Galinsky, 54-L Ridge Road

Joel Kramer, 54-L Ridge Road

President Brodd called the meeting to order at 8:33 pm.

1. Approval of Agenda

**Motion: To approve the agenda, as presented.**

Moved: Hess

Seconded: Whipple

Carried: 9-0

2. Statement of Closed Meetings2a. Statement of a Complaint Hearing Held in a Closed Meeting on August 4, 2022 (Attachment #1)

On August 4, 2022, a Complaints Panel, comprised of Directors Bilyeu, James and Whipple met with a member regarding a complaint matter. The hearing was conducted during 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 hearings was approved by a 6-0 vote of the Board of Directors during a closed meeting on June 16, 2022.

2b. Statement of a Closed Meeting of the Board of Directors Held on August 11, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on August 11, 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 June 16, 2022	(vii)
2. Request by a Member for an Exception to the Two-year Profit Limitation Provision in the Mutual Ownership Contract	(iv)
3. Request by a Member for Permission to Leave Their Unit Unoccupied due to the Member's Illness	(iv)
4. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• Contract with an IT Consulting Firm to Redesign GHI's Website</li> <li>• Emergency Contract for Tree Clean-up Services Due to the Storm on July 12, 2022 – 1<sup>st</sup> reading</li> <li>• Contract for Underground Utility Pipe Repairs - 1<sup>st</sup> reading</li> <li>• Hiring an Investment Advisory Firm to Invest GHI Funds -1<sup>st</sup> reading</li> <li>• Contract for Replacing Roofs and Gutters on Masonry Block Homes – 1<sup>st</sup> reading</li> </ul>	(vi)
5. Member Complaint Matters	(iv)

During the meeting, the Board authorized a contract with Human Services Solutions to redesign GHI's website and provide website security and support for one year at the following costs:



- a) Website redesign - \$35,250 plus 15% for contingencies, for a total not to exceed \$40,538.
- b) Website Security Implementation and Support - \$11,520 plus 15% for contingencies, for a total not to exceed \$13,248 during the first 12 months of operation

The motion to hold the closed meeting was approved during the open meeting of July 14, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

2c. Statement of Closed Meeting of the Board of Directors Held on September 1, 2022

*GHI Closed Meeting in recess. Statement of Closed Meeting will be made available on September 15, 2022.*

3. Visitors and Members (Comment Period)

None.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 44-T Ridge Road (Attachment #4)

Karen R. Gregoire, the member at 44-T Ridge Road, requests approval from the Trustee of the Karen R. Gregoire Revocable Trust of 2022 (Attachment #4) to serve as trustee and beneficiary under a trust agreement dated September \_\_\_, 2022. The updated Mutual Ownership Contract will be presented for approval under new memberships.

*Item postponed to the September 15, 2022 Open Meeting*

5. 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:**

- **Shane Perkinson, Sole Owner, 47-B Ridge Road;**
- **Jack Sundius Jr., Sole Owner, 38-E Ridge Road;**

Moved: James

Seconded: Hess

Carried: 9-0

6. Committee Reports

Director McKinley advised that the revision of the rules for Pools and Outdoor Structures, which was completed by the Buildings Committee, was on the agenda for discussion.

Director McKinley advised that the Buildings Committee was reviewing the Neighbor Consent Process but plans to present the Board with their suggestion that a Task Force be created to review and make recommendations for that process.

Director McKinley advised that the Storm Water Management Subcommittee is ready to begin working on the policy for impervious surfaces addressed on the agenda for discussion.

Director McKinley advised the Communications Committee had begun work on the website redesign.

7. For Action or Discussion

7a. Proposed Rules for Pools and Outdoor Recreation Structures (Attachments #5a-5d)

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 that task force's report and member comments about the report and requested legal counsel to draft revised rules regarding the permitting and monitoring of outdoor structures that are an "attractive nuisance".

Attorney Joe Douglass' proposed that the current Member Handbook rule XIII. SWIMMING POOLS AND ORNAMENTAL PONDS (Attachment #5a) be replaced with XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (refer to Attachment #5b). The new rule 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 #5c). 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."*

On June 2, 2022, the Board discussed the rules that Attorney Douglass proposed. Subsequently, Board members McKinley and Mortimer, along with task force member Joe Ralbovsky rewrote the rules Attorney Douglass proposed. On August 11, 2022, the Board reviewed the proposed rules that resulted from their work and asked them to further revise the rules by recommending umbrella insurance coverage amounts for swimming pools and trampolines. The revised text is highlighted in yellow in the revised rules (Attachment #5d).

The Board should consider approving the rules presented by the task force i.e., Attachment #5d as well as the Recreation Structure Indemnification Agreement i.e., Attachment #5c.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors adopt GHI Member Handbook rule XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT and the Recreation Structure Indemnification Agreement as presented, with effect on September 1, 2022.**

Moved: Bilyeu

Seconded: McKinley

Carried: 9-0

7b. Request the Communications and Marketing Committee to Assist Staff in Administering the Re-design of GHI's Website

GHI's current website is built on a Drupal 7 platform i.e., a software program used for website design and development, and content management. After November 2022, Drupal 7 will be replaced by Drupal 9. While our website will continue to work after Nov. 2022, it will become less and less secure, since Drupal will not be releasing security updates as new threats emerge. Upgrading to Drupal 9 necessitates an overhaul of the current website. Also, much of the content on GHI's website will move to the member portal of Yardi (an integrated property management software system). Hence, GHI's website needs to be upgraded and improved to become more efficient and up to date in its content, design, and technology. On August 11, 2022, the Board approved a contract with Human Service Solutions to rebuild GHI's website using 'WordPress' as the software platform.

This item is on the agenda for the Board to consider directing the Communications and Marketing Committee to work with staff and the contractor in reorganizing the layout and content of the new website.

**Motion: I move that the Board of Directors direct the Communications and Marketing Committee to work with staff and Human Service Solutions in reorganizing the layout and content of GHI's website during the website re-design project.**

Moved: James

Seconded: McKinley

Carried: 9-0

7c. Establish a Board Sub-Committee to Recommend Procedures for Board and Committee Zoom Meetings

The 2022-2023 Action Plan for the Board of Directors, states that a standardized procedure should be developed for conducting Zoom meetings. This item is on the agenda for the Board to establish a Board Sub Committee to recommend such procedures. Some of the factors that should be considered include but are not limited to the following:

- a) Should Board, committee and membership meetings be solely virtual or hybrid (in-person/virtual)?
- b) Consider the resources needed and costs for conducting hybrid meetings.
- c) Procedures to ensure more efficient conduct of virtual meetings, e.g.
  - Proper identification of Board, committee members and key staff.
  - Better sequencing of persons who desire to speak.

- Should discussion of items listed for discussion/action on an agenda for a Board meeting be limited only to Board members and those persons who are directly concerned with the topic being discussed, or should discussion be open to any member or visitor?
- Should there be a time-limit for persons who desire to speak during the member/visitor portion of the meeting? Should a person submit a summary of the issue(s) they wish to discuss prior to the meeting?

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors establish a Board Subcommittee to recommend the process and procedures that should be implemented to ensure the efficient conduct of Zoom Board and Committee meetings.**

Moved: Bilyeu

Seconded: Luly

Carried: 9-0

7d. Request the Storm Water Management Sub-Committee to Recommend a Policy for Installing Semi-Pervious Walkways and Parking Lots

The 2022-2023 Action Plan for the Board of Directors states that the Board should develop a policy for utilization of semi pervious materials for construction of walkways and parking lots. This item is on the agenda for the Board to direct the Storm Water Management Sub Committee to recommend such a policy.

**Motion: I move that the Board of Directors direct the Storm Water Management Subcommittee to recommend a policy for installing semi-pervious walkways and parking lots within common areas.**

Moved: Bilyeu

Seconded: Lambert

Carried: 9-0

7e. Member Comments re: Reverse Mortgages for GHI Members (Attachments #6a-6b)

On March 3, 2022, the Board directed the Legislative Government Affairs Committee (LGAC) to recommend specific steps that GHI should take in advocating for the passage of legislation in Maryland that would enable members of housing cooperatives to obtain reverse mortgages.

The LGAC subsequently submitted a letter that requested the Board to ascertain whether our membership is interested in having access to reverse mortgages and if GHI's share loan providers have interest in providing them. On May 2, 2022, the Board directed the manager to include an article in GHI's e-newsletter asking members whether they are in favor of having access to reverse share loans. The Board also directed the Manager to send letters to GHI's share loan providers asking whether they would be interested in providing reverse mortgages (share loans) to GHI members if legislation were passed to make them available to members of housing cooperatives.

Attachment #6a contains the comments that 28 members submitted. Attachment #6b is the letter that the Manager sent to six share loan providers. Only the Greenbelt Credit Union responded,

stating that it was the censuses of their Board that additional information is needed before making a decision to offer reverse share loans to GHI members.

**Suggested motion: I move that the Board of Directors direct the Legislative and Government Affairs Committee (LGAC) to continue its assignment in recommending specific steps that GHI should take in advocating for the passage of legislation in Maryland that would enable members of housing cooperatives to obtain reverse mortgages.**

Moved: Hess

Seconded: James

Carried: 9-0

7f. Request from the Greenbelt Labor Day Festival Committee for a Contribution (Attachments #7a-7c)

Attachment #7a is a letter from the Greenbelt Labor Day Festival Committee for a contribution towards promotion of the 68<sup>th</sup> Annual Labor Day Festival in September within the center of Greenbelt. The Festival Committee is requesting sponsors to contribute amounts of either \$100, \$250 or \$500.

Ms. Linda Ivy, President of the Greenbelt Labor Day Festival Committee acknowledged that sponsor letters were sent out late this year; however, she informed GHI President Brodd, that the Committee will include GHI in their advertisement as a sponsor this year with the hope that the Board continues its support.

GHI's Contributions Policy, shown in Attachment #7b, outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of donations is also shown in Attachment #7c.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors approve a contribution of \$500 to the Greenbelt Labor Day Festival Committee towards its promotion of the 68<sup>th</sup> Annual Labor Day Festival.**

Moved: Hess

Seconded: Lambert

Carried: 9-0

7g. Contract for Repairs to Stairway/Retaining Wall at 2 Court Plateau Place- 1<sup>st</sup> Reading (Attachments #8a-8b)

A common stairway located between 2 A-F and 2 G-M Plateau Place, constructed in 1940, provides pedestrian access between 54 Court Ridge Road and 2 Court Plateau Place. The stairway is 55" wide and was constructed between two reinforced concrete retaining walls of equal height. Next to the retaining wall on the 2-G Plateau side of the stairway is a large Dawn Redwood tree that is approximately 60 feet in height. During the past few years, there have been adverse impacts on the retaining wall stairway due to the roots of the tree. A Dawn Redwood tree has the following characteristics:

- Rapid grower.
- Lives for 200+ years (this tree is 30-40 years old).

- Will grow to a minimum height of 165 feet (currently 60 feet).
- Trunk diameter at chest height can reach 6 feet (currently 28").

On July 23, 2020, the Board directed the Buildings Committee and Woodlands Committee to jointly consider the impact of the tree on the stairway/retaining wall and recommend what action should be taken. On September 3, 2020, the Board accepted the Woodlands Committee report and directed staff to remove the tree and take steps to repair the stairway/retaining wall.

On March 4, 2021, the Board rescinded its prior motion to remove the tree after a few members objected to its removal, and on April 1, 2021, directed the Manager to hire an engineering consultant to develop plans for rebuilding the stairway and the damaged section of the retaining wall, in a manner to protect them from future damage by the roots of the tree.

On September 2, 2021, the Board approved a contract in the amount of \$7,500 with Becht Engineering BT, Inc. to develop two sets of construction plans as follows:

- **Option 1 - Remove the Tree:** The work involves reconstructing the concrete stairway and retaining wall in their current location after the tree is removed as shown in attachment #8a - Drawing Sheet S-101. A permit for this option would not be needed since the work would be considered maintenance and repairs.
- **Option 2 - Retain the Tree:** This work involves building a new retaining wall in front of the damaged retaining wall, filling in the space above the existing stairway, and building a sidewalk in this location that is approximately level with the parking lot at 2 Court Plateau Place. A new galvanized stairway would be constructed including two landings and two separate sections of stair treads as shown in attachment #8b - Drawing Sheet S-102. The work would necessitate obtaining building permits from Prince George's County and the City of Greenbelt.

Plans and a Request for Proposals were sent to the following ten (10) contractors who were requested to submit bids:

- ▶ American Group Contractors
- ▶ New Millennium General Contractors
- ▶ CG Builders, Inc.
- ▶ Lanham Construction
- ▶ CALindman
- ▶ American Exteriors
- ▶ Portugal Construction
- ▶ Metro Renovation and Builders
- ▶ Barlow Concrete
- ▶ Masoncrete Construction, Inc.

Bids were received from the following two contractors:

<b>Contractor</b>	<b>Option 1- Remove the Tree</b>	<b>Option 2- Retain the Tree</b>
CG Builders	\$215,860	\$266,644
Lanham Construction	\$193,790	\$258,345

An amount of \$105,500 was included in the 2022 replacement reserve budget for this project. Lanham Construction has performed concrete repairs at GHI in the past with satisfactory results.

This item is on the agenda for discussion and action.

Either

**Motion: I move that the Board of Directors authorize the Manager for first reading, to enter into a contract with Lanham Construction to reconstruct the damaged retaining wall and stairway at 2 Court Plateau Place, in accordance with Drawing sheet S-101 as presented, at the contractor's bid price of \$193,790 with an amount of 10 percent for unforeseen contingencies, for a total cost not exceeding \$213,169.**

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

7h. Motion to Hold a Closed Meeting on September 15, 2022

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on September 15, 2022.**

Moved: Hess

Seconded: McKinley

Carried: 9-0

8. Items of Information

8a. President's Items

President Brodd wished all members a safe Labor Day holiday.

8b. Board Members' Items

Secretary James requested more information on the upcoming Employee Picnic. President Brodd advised a date of September 9, 2022 had been selected.

Director Lambert wished members a safe Labor Day holiday.

Director Whipple informed members he is conducting research into the old North End Coop Shop to hopefully present to a subcommittee at some point.

8c. Audit Committee's Items

None

8d. Manager's Items

General Manager Ralph advised that staff is working to make final repairs to roofs damaged during the July 12<sup>th</sup> storm. General Manager Ralph indicated the impacted members have shown frustration at the time it has taken these issues to be addressed; however, due to insurance requirements, certain steps had to be taken. To help mitigate the frustration, General Manager

Ralph requested the Board to consider approval of the repairs via a Board poll in advance of the September 15, 2022 meeting. President Brodd asked all Board members to be on the lookout for this correspondence.

**Motion: To adjourn.**

Moved: Hess

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 9:03 pm.

Ed James  
Secretary



GHI Permit Request

Item 6b. Attachment #3

Type II Improvement

Sheds, Yard/Grade, Interior Modifications, Appliances & HVAC Installation

FOR OFFICE USE ONLY

Request No: Yardi

Unit: \_\_\_\_\_

Date Received 9/6/22

Date: 8/31/2022

I/we JAMES H. PARSONS JR.

of [address] 14 RIDGE RD UNIT V5 GREENBELT, MD

request approval from GHI to install-build-remodel at the above address, as described below. Included are the plans-drawings-specifications.

I/we understand that if electric, plumbing, or structural work is involved, WSSC, county, and city permits must be secured, as described elsewhere. The contractor's name, license number, and copies of permits must be submitted to GHI before any work can start.

I/we acknowledge that copies of the GHI permit, as well as other information pertinent to the execution of the work covered by the permit, may be given to the contractor(s) as necessary.

Description of proposed work:

*I installed a 10' x 10' wood constructed, standard height shed, referencing a standard GHI shed design drawing. To be set on 5" concrete blocks. To be anchored according to a standard GHI shed foundation and anchoring base drawing. Approx. placement: 15' from E. corner of garden side adol., 7' from swale, 14' from alley fence, 21" from adjoining neighbor's fence line*

FOR SHEDS ONLY: color \_\_\_\_\_ support \_\_\_\_\_

Roof green

Walls " "

Trim " "

CELL

home phone #: 267-300-8525

work phone #: NA RETIRED

email: jparsons1956@yahoo.com

*James H. Parsons Jr.*  
member's signature

member's signature

Note: A GHI Building permit is required to obtain a Prince George's County building permit.

request contractor copy of permit.

phone # for call when permit is ready \_\_\_\_\_

Member (if no contractor)

Contractor

Electrician

Plumber

MHIC license \_\_\_\_\_

license # \_\_\_\_\_

WSSC registry # \_\_\_\_\_

proposed starting date: \_\_\_\_\_

completion date: \_\_\_\_\_

*→ TUFF SHED, JOHN DEERE, OR EQUIVALENT RE-FAB SHED MODELS TO BE PURCHASED THRU HOME DEPOT*

# 14 RIDGE

## LEGENDS

SHED

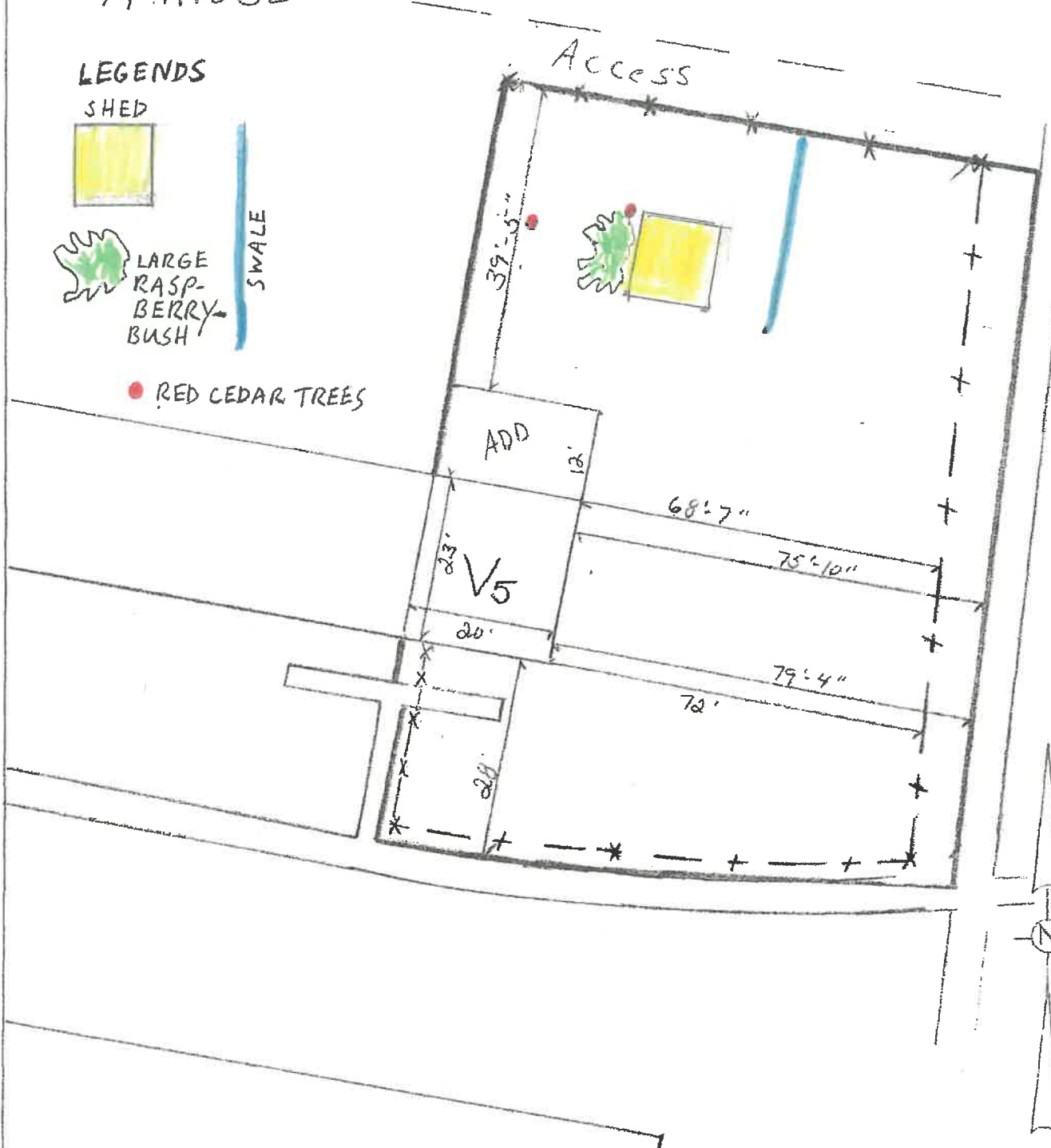


LARGE RASPBERRY BUSH

SWALE

RED CEDAR TREES

Access



The yard lines depicted herein (or associated fences and/or hedges) do not establish a member's property but rather designate a limited common area - a portion of GHI land, mutually owned by all members, that is set aside as yard for the member's use in accord with the practices established in the GHI rules. The cooperative reserves the right to redraw yard lines.

PLAT CERTIFIED BY GREENBELT HOMES, INC.

*Tony Bonnell*  
President, Board of Directors

10/27/14  
Date

GREENBELT HOMES INC.  
GREENBELT, MARYLAND

YARD AREA - 1942 PLAT  
V<sub>5</sub> OF 14 RIDGE ROAD

DRAWN BY | JB | JC

DATE: 8/22/66

SCALE: 1" = 20'

UNIT NO.

2031

Dear Sirs,

I hereby respectfully request, for your consideration, to be approved for the maximum 10' x 10' shed size allowance.

Due to my large yard size, I easily meet the proportional yard to shed size standards for a 10' x 10'.

However, the fact that I have an attic for additional storage, disqualifies me from having anything larger than an 8' x 10' shed size.

I can understand the reasoning in the case of an attached garage space diminishing the need for the max.

allowable G. H. I. shed storage space, since the same things can be stored in either.

The items you would put in a shed/garage space, however, are for the most part things that either a person could not physically store in, or would be unsafe, and totally inconvenient to store in an attic. An obvious example of physical size incompatibility, would be a gas lawnmower. Gas/paint cans, in terms of explosive/toxic fumes, for safety example. Small garden tools, which could easily fit in

an attic, would not be practical in terms of convenience. How practical would it be, for example, to access garden tools on a daily basis if you had to climb two flights of stairs, as opposed to ground level storage.

Thus, to sum up my point, the types of storage that an attic and a shed are designed for are totally different. An attic is often for things that only have sentimental value. A shed is for practical, work related items. It's like comparing apples and oranges.

Gentlemen, I would greatly  
appreciate your time in consideration  
of my request.

Respectfully yours,  
James H. Parsons Jr.

1. Sheds shall not exceed 8% of the yard area where they are to be located.
2. A shed shall not exceed 80 square feet, except that a shed for a multi-bedroom unit with neither an attic nor an attached garage shall not exceed 100 square feet.
3. Any shed of more than 24 square feet must be either wood-framed or vinyl. No new metal sheds may be erected, including replacement of an existing shed, as of March 30, 1998.
4. The height of sheds is limited to 9 feet from floor to exterior peak. The height of the shed support, floor to ground, should be kept to the minimum allowed by the particular shed base framing and surrounding ground conditions, as determined by staff on a case-by-case basis. Decorative elements such as cupolas and weathervanes are in addition to this 9 foot height limit.
5. All sheds must be level, plumb, and properly anchored.
6. No bright or reflective colors are permitted.

#### D. LOCATION

1. In locating the shed, the member should consider the size of the yard, proximity of neighboring sheds, screens and fences, the slope of the yard, and drainage swales. Staff will use its judgment in determining the final placement.
2. The location of a shed must be approved by GHI staff.
3. All sheds shall maintain a minimum distance of 2 feet from existing structures, sidewalks, and shared yard lines, except where two sheds are joined at the shared yard line to form one structure. However, a trash storage shed may be closer to the building.
4. No shed shall join a neighbor's shed unless it is joined to a shed of the same size. This works particularly well in small yards, or when the neighbors build the sheds at the same time. The visual effect is that of one building, allowing the largest open area to each yard.
5. Placement of sheds shall not obstruct access to any utility, access way, or swale.
6. No shed shall cover or partially cover any door, window, crawl space vent or access, or utility panel or access to a utility panel.

#### E. TEMPORARY STRUCTURES

1. A temporary structure is one that is ordinarily constructed on a seasonal basis. Examples of temporary structures include garden gazebos, mosquito screen rooms, tents, canopies, etc.
2. The maximum allowable size for a temporary structure is 100 square feet.
3. Temporary structures that are erected for more than 1 week shall be erected no sooner than 1 April, and removed no later than 1 November of each year.



James Parsons  
14 Ridge Rd Unit V5  
Greenbelt, MD 20770

Item 6b Attachment #3 2

CELL # 267-300-8525

NOTE: I will be getting a "Tuff Shed" product thru Home Depot, similar to what my neighbor Jason Roe purchased - see attached. I intend to get the SR-600 model, however, instead of the KR-600 he did - see below.



#### THE SUNDANCE SERIES® SR-600

This popular ranch style shed has been a mainstay of the Tuff Shed® product line for years. The 6'2" tall shed door (6' tall on 6' wide models) fits on the endwall. Shown here with paint upgrade.

- 2x6 Galvanized Steel Foundation
- 4'x6'2" Steel Reinforced Tuff Shed® Door\*
- Endwall Door Placement
- 5'8" Clear Interior Sidewall Height
- 16" On Center 2x4 Wall Framing
- 4" Block Sidewall Eave



9'-0" H. Max.



**GHI Shed foundation and anchoring (other methods & materials may be acceptable with submittal of detail with shed permit request):**

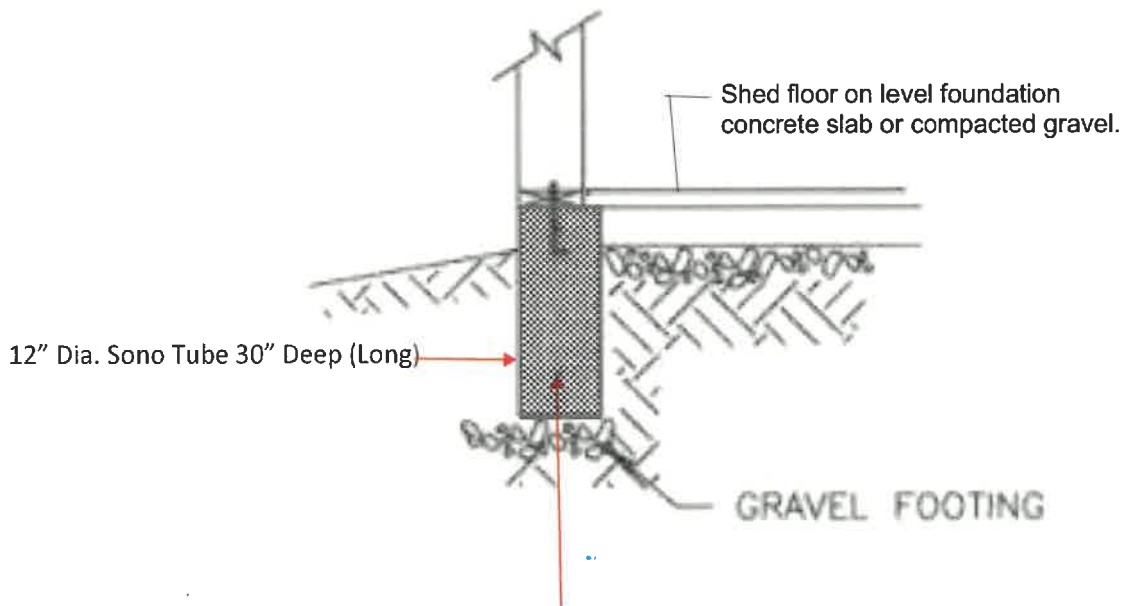
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Use min. four (4) 30" deep 12" Dia. Sono Tubes with 4" compacted gravel on bottom at shed corners; fill Sono tubes with 3500 PSI concrete footing and align to be level. Set 5/8" x 12" L. Galvanized Anchor Bolts in concrete to align with shed base at each corner. Secure top of anchor bolts to shed base sill plates with washer and nut.

GHI Rules require sheds to be anchored. This is industry standard, best methods, and materials.

Galvanized Anchor Bolt thru shed sill plate near each corner (see spec below, available at Lowes & Home Depot)

12" Dia. Sono Tube 30" Deep (Long)



3500 PSI Concrete footer on Compacted gravel.


Hardware / Fasteners / Bolts / Specialty Bolts



Shop Hillman  
Hillman 5/8-in x 12-in Galvanized Exterior Anchor Bolt  
Item # 192966 Model # 250276



**\$2.88**

 **Spend and Save**  
BUY 10 GET 10% OFF.

- Hillman anchor bolts are designed for use in concrete foundat
- The galvanized finish provides superior weather and corrosio
- Install before concrete is poured



Quantity selector: a box containing the number '1', a minus sign to the left, and a plus sign to the right. Below the box is the word 'Qty'.





## Greenbelt Homes Inc.

A COMMUNITY FOR PEOPLE WHO VALUE COMMUNITY

### Canyon Creek Stormwater Mitigation Proposal from Greenbelt Homes, Inc. to the Prince George's County Clean Water Partnership for Impervious Acre Crediting

#### Introduction

Greenbelt Homes, Inc. (GHI) maintains a 1,600 member owned cooperative housing units across 250 acres of parks, urban forest and the built environment. It is estimated that the stormwater runoff of approximately 5 acres of cooperative home rooftops, sidewalks, parking areas and City of Greenbelt roads (Ridge Rd, Laurel Hill Rd, Plateau Pl) are directly contributing significant stormwater runoff and erosion in the cooperative's Forest Conservation Area, which is the headwaters of a branch of Upper Beaverdam Creek called locally Canyon Creek (Figure 1).

GHI, in partnership with Underwood and Associates (U&A) restoration design firm, has developed a 30% concept, cost and feasibility design with Impervious Acre (IA) crediting for a stormwater outfall Regenerative Stream Conveyance (RSC) System.

Using field channel measurements, soil profiles, 1 foot Lidar topography and CAD, GHI and Underwood's PhD scientists and engineering designers applied EPA Expert Panel approved methods already used in regional counties for crediting (MDE 2020).

***The effort calculated approximately 250 acres of impervious surface mitigation at an initial cost estimate average of \$8,500 per Impervious Acre installed (Table1).***

#### Project Summary

The Greenbelt Homes, Inc. Technical Services Department, Green Infrastructure and Stormwater Management Program worked with U&A to develop concepts which apply the RSC restoration technique to "end of pipe" headwater outfalls on Canyon Creek. These 7 outfalls (Figure 1) direct uncontrolled stormwater flows and erosive forces downstream, impacting Upper Beaverdam Creek, one of the Anacostia River's most ecologically healthy tributaries.

GHI staff have identified approximately 5 acres of impervious road, sidewalk and roof runoff that are directed by pipe to the headwaters of Canyon Creek from Laurel Hill Road, Ridge Road and Plateau Place (Figure 1). The stream restoration technique of Regenerative Stormwater Conveyance (RSC) (Figure 2) will be used to absorb stormwater from pipe discharges at 7

locations (Figure 3) creating sand seepage wetlands in the upper headwaters of Canyon Creek, thereby diffusing the energy of a storm event while treating the stormwater, cooling it and recharging it into groundwater. This effort will arrest existing eroding outfall channel “headcuts” that are actively migrating upstream toward each of the road outfalls. A much larger headcut on the mainstem channel of Canyon Creek was measured with 3 bank pins installed prior to the onset of Storm Ida in August of 2021 (Figure 2). The day after two of the pins had been lost which had been driven almost two feet into the banks at the headcut.

The method of Impervious Acre crediting was calculated by U&A design engineers using EPA approved protocols specifically applied for headwater stormwater outfalls using active field measurements, soil types and bulk density characterization, topographic conditions and CAD model analysis (MDE 2020). This technique has been used effectively to estimate crediting in other State of Maryland Counties with targeted RSC restoration approaches.

GHI and U&A have already begun to collect Canyon Creek stormwater flow water level and temperature data with continuous datalogger units. It is the understanding of GHI that managing its impervious stormwater runoff at the upstream sources will positively impact Canyon Creek in terms of reduced volumes and extended timing of discharge reducing downstream bank erosion and headcut migration, reducing summertime road runoff water temperatures, increasing groundwater recharge and improving water quality treatment and trapping of nutrients and sediment (Palmer and Filoso, 2011; Williams et al., 2017). These positive benefits will “flow” downstream in Canyon Creek to Beaverdam Creek, Indian Creek, Northeast Branch and the Anacostia River.

It is expected that this project proposal with its advanced 30%+ design (Figures 4 & 5) and cost estimation (Table 1) will be attractive to the Prince George’s County Clean Water Partnership for funding and implementation with the GHI and U&A project team.

## References

Filoso, S. and M. Palmer. 2011. Assessing stream restoration effectiveness at reducing nitrogen export to downstream waters. *Ecological Applications*: v21 n6, 1989-2006.

MDE, Maryland Department of the Environment. 2020. Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated: Guidance for National Pollution Discharge Elimination System Stormwater Permits. June, 2020.

Williams, M., G. Bhatt, S. Filoso, G. Yactayo. 2017. Stream Restoration Performance and Its Contribution to the Chesapeake Bay TMDL: Challenges Posed by Climate Change in Urban Areas. *Estuaries and Coasts*: v40 n5, 1227-1246.

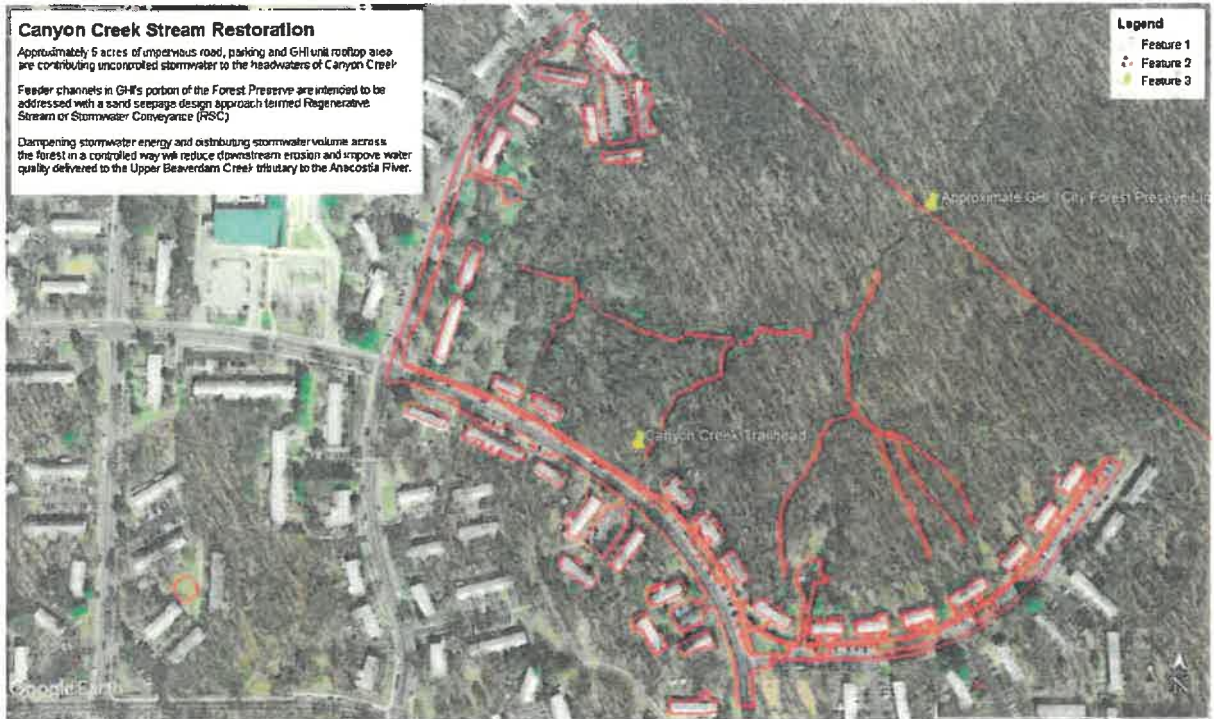


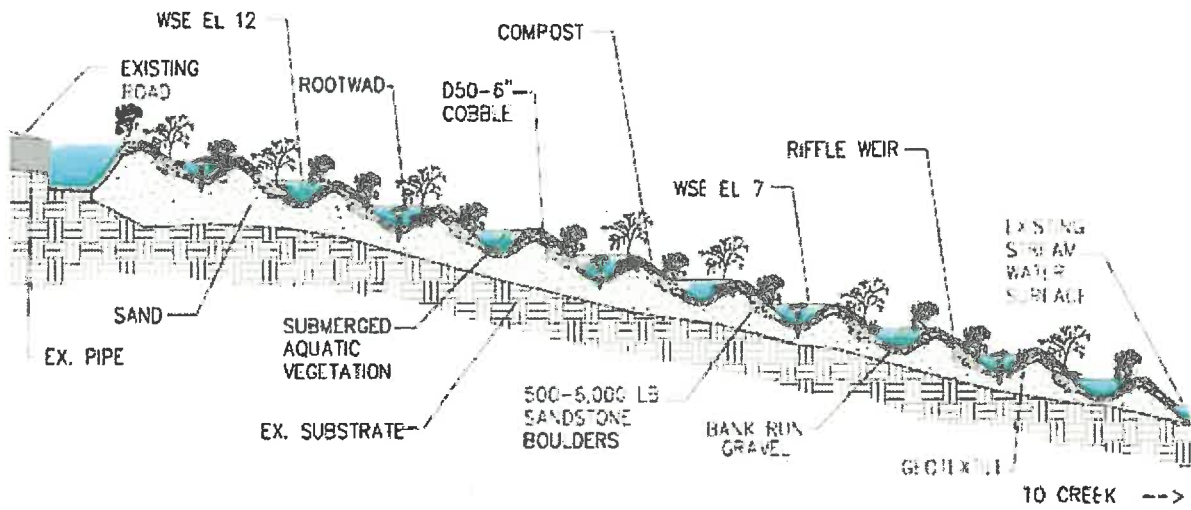
Figure 1. Impervious surface areas and locations contributing to defined Canyon Creek Outfalls from Ridge Road, Plateau Place and Laurel Hill Road in Greenbelt Homes Inc. Cooperative's Forest Conservation Area.



Figure 2. Primary Canyon Creek headcut.

**Table 1. Project Calculated Load Reductions, Impervious Acre Credits and Total Cost Estimates**

<b>Canyon Creek Outfall Restoration Projects</b>							
<b>TMDL Reductions (calculated using Expert Panel Protocols)</b>							
<b>&amp; Impervious Acre Credits (calculated using Alternative Stream Restoration Crediting Method)</b>							
	<b>Length (ft)</b>	<b>Total Nitrogen Reduction (lbs/yr)</b>	<b>Total Phosphorus Reduction (lbs/yr)</b>	<b>Total Sediment Reduction (lbs/yr)</b>	<b>Impervious Acre Credits</b>	<b>Construction Cost (\$)</b>	<b>Cost per Impervious Acre Credit</b>
<b>Protocol 4</b>	-	16.55	1.36	1,813.12	0.58	-	-
<b>Protocol 5</b>	-	182.61	84.10	160,182.09	22.57	-	-
<b>Ridge A Subtotal</b>	<b>250.00</b>	<b>199.15</b>	<b>85.46</b>	<b>161,995.21</b>	<b>23.16</b>	<b>\$330,657.87</b>	<b>14,279.27</b>
<b>Protocol 4</b>	-	11.62	1.11	1,466.29	0.44	-	-
<b>Protocol 5</b>	-	327.64	150.89	287,405.45	40.50	-	-
<b>Ridge B Subtotal</b>	<b>160.00</b>	<b>339.26</b>	<b>151.99</b>	<b>288,871.74</b>	<b>40.94</b>	<b>\$281,890.77</b>	<b>6,885.15</b>
<b>Protocol 4</b>	-	22.85	1.92	2,559.93	0.81	-	-
<b>Protocol 5</b>	-	161.84	74.53	141,968.29	20.01	-	-
<b>Ridge C Subtotal</b>	<b>300.00</b>	<b>184.70</b>	<b>76.45</b>	<b>144,528.22</b>	<b>20.82</b>	<b>\$439,667.25</b>	<b>21,116.51</b>
<b>Protocol 4</b>	-	20.86	1.80	2,395.87	0.75	-	-
<b>Protocol 5</b>	-	611.03	281.39	535,987.44	75.53	-	-
<b>Laurel Hill A Subtotal</b>	<b>300.00</b>	<b>631.89</b>	<b>283.19</b>	<b>538,383.31</b>	<b>76.29</b>	<b>\$619,102.00</b>	<b>8,115.64</b>
<b>Protocol 4</b>	-	13.88	1.25	1,664.03	0.51	-	-
<b>Protocol 5</b>	-	664.09	305.83	582,536.99	82.09	-	-
<b>Plateau A, B, C Subtotal</b>	<b>235.00</b>	<b>677.97</b>	<b>307.08</b>	<b>584,201.02</b>	<b>82.60</b>	<b>\$416,712.64</b>	<b>5,044.70</b>
<b>Project Total</b>	<b>1,245.00</b>	<b>2,032.98</b>	<b>904.18</b>	<b>1,717,979.50</b>	<b>243.81</b>	<b>\$2,088,030.53</b>	<b>8,564.23</b>



### Regenerative Stream Conveyance (RSC)



Figures 3. Schematic cross sections of the Regenerative Stream Conveyance restoration approach

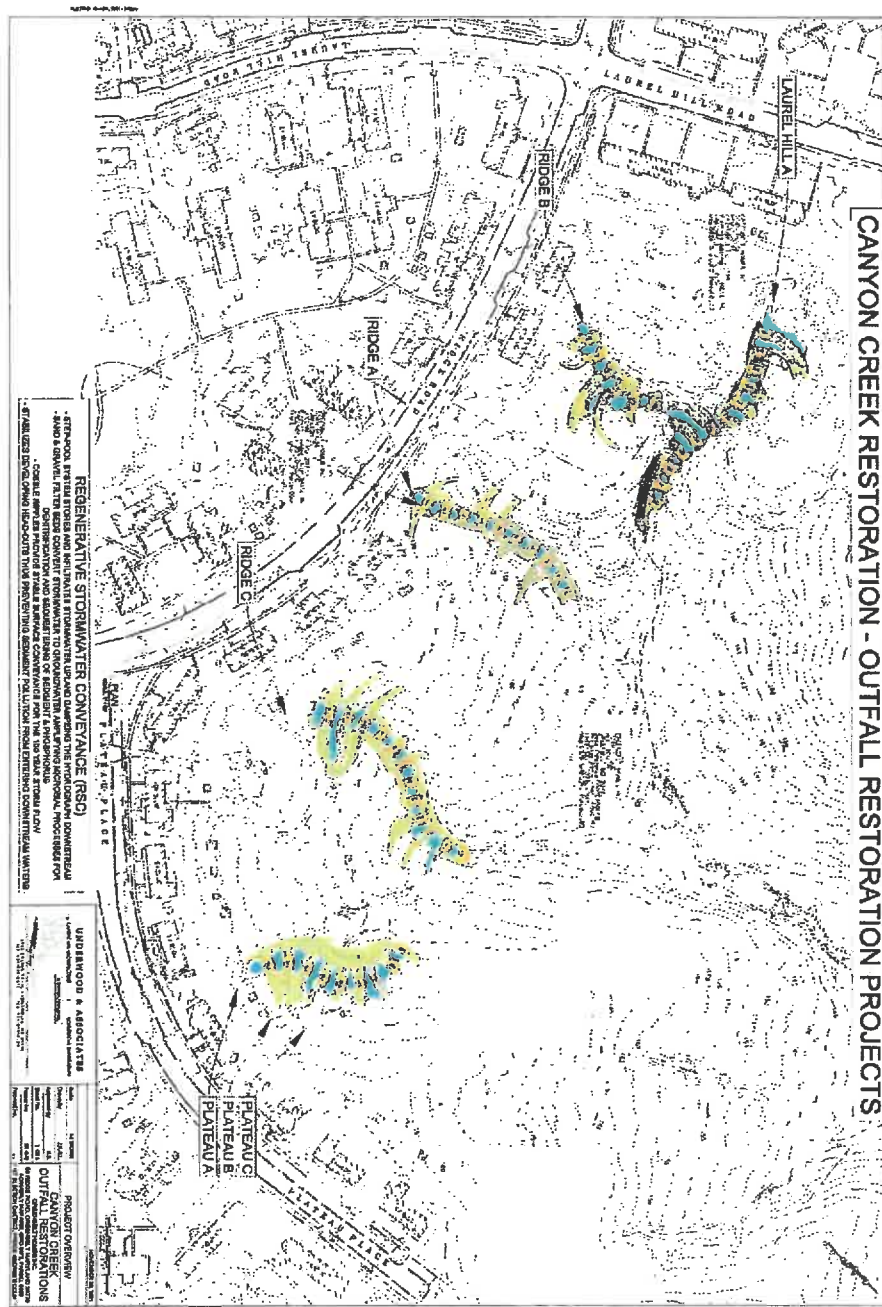


Figure 4. Canyon Creek 1 foot contours revealing 7 primary headwater tributary outfall areas in the GHI Forest Conservation Area and their convergence at the mainstem channel.



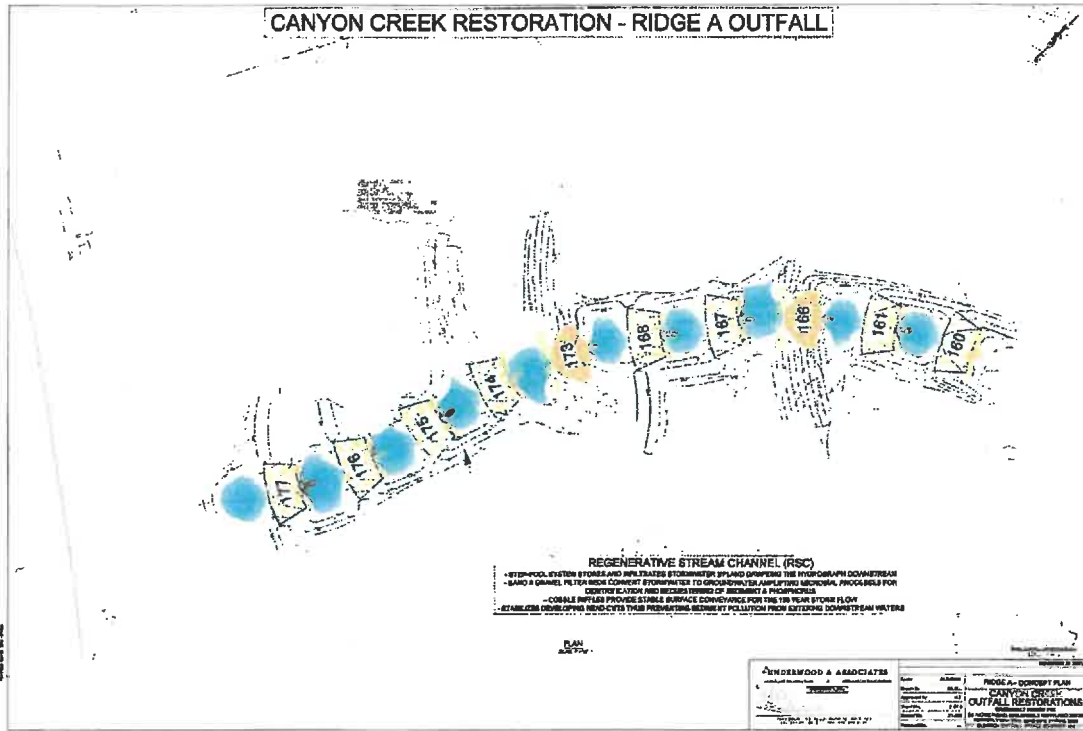


Figure 5. Plan view of Canyon Creek Ridge A RSC restoration concept, one of 5 Concepts developed in Figure 4, including Ridge B, Ridge C, Laurel Hill A, and Plateau A, B and C combined.

TO: GHI Board of Directors  
CC: GHI Audit Committee; GHI General Manager  
FROM: GHI Woodlands Committee  
RE: Concerns About a Stormwater Mitigation Proposal from GHI Technical Services  
DATE: October 3, 2022

The Woodlands Committee is deeply concerned that a proposal from Technical Services to attempt to mitigate erosion of stormwater channels in the GHI Woodlands is proceeding without the opportunity for appropriate consultation with GHI members or with the Board.

Technical Services plans to apply for a \$2M grant in mid-December to fund the installation of step pools, similar to the Hillside stream restoration project, in unspecified locations in the stormwater channels within the woodland. The area is bounded by Laurel Hill Road, Ridge Road, and Plateau Place, in Parcel B of the GHI Woodlands.

The Woodlands Committee has not been provided with a written plan describing the proposed project, nor have committee members' many factual questions been answered. As of this writing, Technical Services has not yet scheduled a promised walk-through of the site.

The Woodlands Committee has the following concerns:

- **No written plan** - In the absence of a written plan, it is impossible to clearly evaluate either the potential ecological harm to the woodlands, or the potential benefit to the waterway.
- **No attempt to retain stormwater close to its source** - Rather than retaining stormwater in the landscape, this proposal aims to partially ameliorate the harm caused by continuing to direct it into local waterways.
- **Ecological harm to the forest** - Modification of stormwater channels using motorized equipment will inevitably require the removal of an unspecified number of trees, both to allow the passage of equipment and to allow construction of the step pools, causing ecological harm to the woodland. Motorized equipment used on this clay soil – particularly when moisture is present - will severely compact the soil, making it impermeable to both water infiltration and the roots of native trees and other plants.
- **Permanent tax consequences** - The Forest Stewardship Plan prohibits the removal of trees within 50 feet of streams. Violation of the terms of the Plan would place GHI in breach of our Forest Conservation and Management Agreement with the Maryland Department of Natural Resources, potentially resulting in the loss of the current tax savings to our cooperative.
- **Lack of evidence that this intervention is appropriate given drainage watershed size** - Academic outcome research on similar systems, provided to the Woodlands Committee by Technical Services, shows that similar systems have been completely ineffective in meeting their design goals except in very specific and narrow circumstances, i.e., in drainage watersheds of 5 hectares or less with 22% or less impervious surface. Despite a direct request, Technical Services has not provided information showing that the stormwater watersheds targeted in this project are characterized by those specific circumstances.
- **Inaccurate assumption that clay soil will infiltrate water at a sufficient rate** - The proposed project may be particularly unsuited to the Christiana clay soils of Parcel B. Christiana soils are highly susceptible to compaction, are highly erodible, and have very little capacity to infiltrate water following surface saturation.

The Woodlands Committee strongly requests that the Board require that:

- **a written plan for the project be provided to GHI members by November 15, 2022, including the locations of the proposed step pools, the size of the watershed feeding into each stormwater outfall and its proportion of impervious surface, the routes via which equipment and materials will travel in the woodland, and the number and locations of trees and shrubs that will have to be removed;**
- **a statement on whether the proposed project would violate the terms of the Forest Conservation and Management Agreement, and resultant tax consequences, be received from DNR prior to pursuing grant funding for the project;**
- **independent consultation with an expert in evaluation of similar systems be sought prior to approval for seeking this grant.**

Thank you for your attention to this matter.

**Appendix 1: Sample Board Charge to Transition and Search Committee**

**Greenbelt Homes, Inc.  
Charge for Transition and Search Committee from Board  
2020**

The Transition and Search Committee Transition Committee works on behalf of the GHI Board of Directors to lead the planning for the general manager transition and the search and onboarding of the new general manager.

**Transition Committee, with consulting support, if any, deemed helpful, will:**

- Ensure the information gathering to support transition planning connects with board, staff and other key stakeholders
- Support the departing general manager and board in planning for a positive ending and leadership hand-off
- Support discussion and decision-making around the review of strategic plan and implications for future leadership and implications for priority transition issues and search
- Support development of a Communications Plan to inform publics of the general manager transition plan and timeline.
- Develop and recommend to the Board the Position Profile to guide the search and selection and Search Plan that details how and where the search will be advertised
- Review the resumes of the candidates and decide which candidates to interview
- Ensure clarity of roles with Board on interview and selection process and compensation for new general manager
- Conduct Round 1 interviews with 4 – 6 qualified candidates
- Deliberate and decide which candidates (2-3 semi-finalists) to invite for a Round 2 interview

**Greenbelt Homes, Inc.  
Financial Statements  
June 2022**

DRAFT

**ASSETS**

**CURRENT ASSETS:**

Cash	(A)	14,977,555	
Accounts receivable (net)		163,032	
Notes receivable		48,790	
		<u>15,189,377</u>	

**OTHER CURRENT ASSETS**

Accrued bond interest		6,833	
GHI controlled homes for sale	(B)	252,793	
Inventory	(C)	<u>157,910</u>	
		<u>417,536</u>	

Total current assets \$ 15,606,913

**PROPERTY & EQUIPMENT**

Land, buildings & improvements (net)		26,551,146	
Vehicles & operating equipment (net)		<u>134,919</u>	

Property and equipment 26,686,065

Total property and equipment 26,686,065

**OTHER ASSETS:**

Investment in Sub-GDC		550,748	
Investment in NCB		885,137	
Investments (Bonds & Bond Fund)	(D)	<u>1,042,842</u>	
Total investments		<u>2,478,727</u>	

Total other assets 2,478,727

**TOTAL ASSETS** \$ 44,771,705

**LIABILITIES & MEMBER EQUITY**

**CURRENT LIABILITIES**

Accounts payable & accrued expenses		2,360,061	
Payroll liabilities		79,191	
Deposits & deferred revenue		<u>744,722</u>	

Total current liabilities 3,183,974

Total liabilities 3,183,974

**MEMBER EQUITY**

Replacement reserves	(E)	8,228,792	
Contingency reserves		569,406	
Working capital		1,906,837	
Accumulated equity	(F)	<u>30,882,696</u>	

Total members equity 41,587,731

**TOTAL LIABILITIES & MEMBER EQUITY** \$ 44,771,705

Greenbelt Homes, Inc.  
Notes to Balance Sheet  
As of 6/30/2022

**Assets****(A) Cash**

Cash balance includes \$14,115,793.14 of Federal Money Market fund.

**(B) GHI controlled homes for sale**

This balance represents costs associated with taking back units assigned to GHI for repair, marketing and sale to new members. There are ten units included in this balance.

**(C) Inventory**

An inventory count was performed in early June as part of the conversion to the Yardi system. There may be items currently recorded as inventory which may be in transit to materials. This matter should be rectified in the next quarterly statement.

**(D) Investments**

Included in this line item are corporate bonds which are listed below:

<b>Bond Issuer</b>	<b>Rate</b>	<b>Maturity</b>	<b>Face Value</b>
Baxter International	2.40%	8/15/22	300,000
Broadcom Corp	2.50%	8/15/22	200,000
General Dynamics	2.25%	11/15/22	200,000
Allergan Inc	2.80%	3/15/23	200,000
<b>Total</b>			<b>\$ 900,000</b>

**Equity****(E) Replacement Reserves**

The components that make up replacement reserves are as follows:

Replacement Reserves	\$ 7,074,656
Replacement Reserves-Additions	<u>1,154,136</u>
<b>Total</b>	<b><u>\$ 8,228,792</u></b>

**(F) Accumulated Equity**

The components that make up accumulated equity are as follows:

Unreserved Fund - Property and Equipment	\$ 26,686,065
Other Equity (includes unreserved operating and optional replacement reserves.)	<u>4,196,631</u>
<b>Total</b>	<b><u>\$ 30,882,696</u></b>

Greenbelt Homes, Inc.  
Income Statement Summary  
For the Period Ending 6/30/2022

	<u>Year-To-Date Actuals</u>	<u>Year-To-Date Budgets</u>	<u>Y-T-D Dollar Variance</u>	<u>Y-T-D % Variance</u>
<b>RECEIPTS</b>				
Member charges	6,219,674	6,192,114	\$ 27,560	0.4%
	<u>6,219,674</u>	<u>6,192,114</u>	<u>27,560</u>	<u>0.4%</u>
Service income	299,158	288,834	10,324	3.6%
Other income	152,721	145,810	6,911	4.7%
	<u>451,879</u>	<u>434,644</u>	<u>17,235</u>	<u>4.0%</u>
Total receipts	<u>6,671,553</u>	<u>6,626,758</u>	<u>44,795</u>	<u>0.7%</u>
<b>EXPENSES:</b>				
Real estate taxes	2,311,277	2,311,326	(49)	0.0%
Trash collection	226,374	226,374	-	0.0%
Insurance	(A) 306,762	275,020	31,742	11.5%
Admin/BOD/Comm/Mbr	755,157	774,424	(19,267)	-2.5%
Maintenance operations	(B) 1,611,138	1,984,048	(372,910)	-18.8%
Transfer to reserves	1,275,477	1,275,480	(3)	0.0%
Total expenses	<u>6,486,185</u>	<u>6,846,672</u>	<u>(360,487)</u>	<u>-5.3%</u>
Receipts over (under) expenses	<u>\$ 185,368</u>	<u>\$ (219,914)</u>	<u>\$ 405,282</u>	<u>&lt;-100%</u>
Depreciation member units	<u>\$ 529,115</u>	<u>\$ 607,002</u>	<u>\$ (77,887)</u>	<u>-12.8%</u>



Greenbelt Homes, Inc.  
Notes to Income Statement Summary  
For the Period Ending 6/30/2022

**EXPENSES**

<b>(A) Insurance (Up 11.5%)</b>	<b>\$ 31,742</b>
This unfavorable variance is due to actual costs greater than what was budgeted.	
<b>(B) Maintenance Operations (Down 18.8%)</b>	<b>\$ (372,910)</b>
This favorable variance is primarily due to open positions and Materials and Contract Work which are presently lower than expected.	

Greenbelt Homes, Inc.  
Administration Summary  
For the Period Ending 6/30/2022

	<u>Year-To-Date</u> <u>Actuals</u>	<u>Year-To-Date</u> <u>Budgets</u>	<u>Y-T-D Dollar</u> <u>Variance</u>	<u>Y-T-D %</u> <u>Variance</u>
<b><u>ADMIN EXPENSES:</u></b>				
Labor	449,111	462,198	\$ (13,087)	-2.8%
Fringe benefits	(A) 92,164	115,626	(23,462)	-20.3%
Office supplies/postage	16,650	15,748	902	5.7%
Copier	5,214	7,626	(2,412)	-31.6%
Telephone	13,465	16,098	(2,633)	-16.4%
Hiring & training	(B) 22,980	13,439	9,541	71.0%
Temp & prof help	(C) 22,261	10,950	11,311	>100%
Legal	(D) 10,586	13,998	(3,412)	-24.4%
Annual audit	9,498	9,498	-	0.0%
Assoc. dues & conferences	1,285	1,248	37	3.0%
Board/Audit/Committees	(E) 15,460	21,986	(6,526)	-29.7%
Members' expenses	(F) 7,289	3,335	3,954	>100%
Utilities	(G) 21,252	13,002	8,250	63.5%
Personal Property tax	2,750	2,748	2	0.1%
Depreciation	14,400	14,400	-	0.0%
Other	(H) 607	3,924	(3,317)	>-100%
Information technology services	50,185	48,600	1,585	3.3%
Total admin	<u>\$ 755,157</u>	<u>\$ 774,424</u>	<u>\$ (19,267)</u>	<u>-2.5%</u>

Greenbelt Homes, Inc.  
Notes to Administration Summary  
For the Period Ending 6/30/2022

<b>(A) Fringe (Down 20.3%)</b>	<b>\$ (23,462)</b>
This favorable variance is primarily related to actual employees on the plan at this time.	
<b>(B) Hiring &amp; Training (Up 71%)</b>	<b>\$ 9,541</b>
This unfavorable variance is directly related to filling vacant positions in this difficult employment market. As a result, job posting costs and background check costs are higher.	
<b>(C) Temp &amp; Prof Help (Up &gt;100%)</b>	<b>\$ 11,311</b>
This unfavorable variance results from temporary staffing necessary to meet the operational needs of the organization due to vacancies.	
<b>(D) Legal (Down 24.4%)</b>	<b>\$ (3,412)</b>
This favorable variance is primarily due to timing differences.	
<b>(E) Board/Audit/Committee (Down 29.7%)</b>	<b>\$ (6,526)</b>
This favorable variance is primarily due to timing differences of board expenses.	
<b>(F) Member's Expenses (Up &gt;100%)</b>	<b>\$ 3,954</b>
This unfavorable variance is primarily due to the budget being to low. Q2 2022 is actually \$4K lower than 2021.	
<b>(G) Utilities (Up 63.5%)</b>	<b>\$ 8,250</b>
This unfavorable variance is primarily due to rate increases. Distribution Charge rate increased 60% and Energy Charge rate increased 13%.	
<b>(H) Other (Down &gt;100%)</b>	<b>\$ (3,317)</b>
This favorable variance is primarily due to timing differences. Bank fees similar to 2021. Nothing charged for aquatic center fee or professional designations.	

Greenbelt Homes, Inc.  
Maintenance Summary  
For the Period Ending 6/30/2022

		<u>Year-To-Date Actuals</u>	<u>Year-To-Date Budgets</u>	<u>Y-T-D Dollar Variance</u>	<u>Y-T-D % Variance</u>
<b><u>MAINT SUMMARY</u></b>					
Labor	<b>(A)</b>	931,465	1,058,502	\$ (127,037)	-12.0%
Fringe benefits		334,946	356,802	(21,856)	-6.1%
Materials	<b>(B)</b>	98,846	122,150	(23,304)	-19.1%
Contract work	<b>(C)</b>	166,824	352,038	(185,214)	-52.6%
Vehicles	<b>(D)</b>	46,895	58,112	(11,217)	-19.3%
Dumpsters	<b>(E)</b>	10,218	15,000	(4,782)	-31.9%
Uniforms	<b>(F)</b>	5,325	8,496	(3,171)	-37.3%
Submeter court lights	<b>(G)</b>	8,669	4,998	3,671	73.4%
Depreciation		7,950	7,950	-	0.0%
Total maintenance		<u>\$ 1,611,138</u>	<u>\$ 1,984,048</u>	<u>\$ (372,910)</u>	<u>-18.8%</u>

Greenbelt Homes, Inc.  
Notes to Maintenance Summary  
For the Period Ending 6/30/2022

**(A) Labor (Down 12%)** **\$ (127,037)**  
This favorable variance is primarily due to vacant positions.

**(B) Materials (Down 19.1%)** **\$ (23,304)**  
This favorable variance is primarily due to timing differences and the switchover to Yardi. Inventory has increased by approximately \$50K in the first 6 months of the year.

**(C) Contract Work (Down 52.6%)** **\$ (185,214)**  
Contract work performed through June:

	Y-T-D Actual	Annual Budget
Bathtub reglazing	\$ 12,270	\$ 18,000
Swale & drainage	-	25,000
Janitorial	12,255	26,750
Landscaping	37,308	67,275
Gutter cleaning	-	77,000
Parking lot repairs	-	45,500
Fire and security	4,808	5,750
Pest control	18,751	36,000
Fee for service	-	69,000
Renovations/repairs	5,929	137,800
Tree trimming	75,504	175,000
Asbestos remediation	-	2,000
Miscellaneous	-	19,000
	<b><u>\$ 166,824</u></b>	<b><u>\$ 704,075</u></b>

**(D) Vehicles (Down 19.3%)** **\$ (11,217)**  
This favorable variance is primarily timing differences. Through June needed repairs has been lower than expected.

**(E) Dumpsters (Down 31.9%)** **\$ (4,782)**  
This favorable variance is partially due to timing differences of invoicing for Goode Trash Removal.

**(F) Uniforms (Down 37.3%)** **\$ (3,171)**  
This favorable variance is primarily due to slightly lower invoices than 2021.

**(G) Submeter Lights (Up 73.4%)** **\$ 3,671**  
This unfavorable variance is primarily due to rate increases. Distribution Charge rate increased 60% and Energy Charge rate increased 13%.