

NOTICE OF MEETING AND AGENDA

GHI BOARD OF DIRECTORS

OPEN MEETING

Starts at 7:45 p.m.

Thursday, April 6, 2023

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. Approval of Agenda

2. Statements of Closed Meetings

- a. Statement of a Closed Meeting of the Board of Directors Held on March 16, 2023 (Attachment #1a)
- b. Statement of a Closed Meeting of the Transition and Search Committee Held on March 21, 2023 (Attachment #1b)
- c. Statement of a Closed Meeting of the Board of Directors Held on April 6, 2023 (Attachment #1c)

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 February 16, 2023 (Attachment #2) | 2 Minutes | Discussion/Action |
| b. Review the Storm Water Management Subcommittee's 2022 Annual Report (Attachment #3) | 5 Minutes | Discussion/Action |
| c. Proposal to Hold a Special Open Meeting on April 13, 2023 | 2 Minutes | Discussion/Action |
| d. Motion to Hold a Closed Meeting on April 20, 2023 | 2 Minutes | Discussion/Action |

7. Items of Information

- a. Actions to Prevent Disruption of After- Hours Phone Service for Maintenance Emergencies
- b. Grant Received from the Chesapeake Bay Trust

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

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

MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager *Eldon Ralph*
DATE: March 30, 2023
SUBJECT: Items for the **GHI OPEN** Board Meeting on April 6, 2023

GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on February 16, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on February 16, 2023 (as presented/as revised).

6b. Review the Storm Water Management Subcommittee's 2022 Annual Report (Attachment #3)

Attachment #3 is the Storm Water Management Subcommittee's report regarding their activities during 2022.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors Accept the Report that the Storm Water Management Subcommittee presented regarding its activities during 2022.

6c. Proposal to Hold a Special Open Meeting on April 13, 2023

The 2022-2023 Annual Report, which all members must receive prior to the Annual Membership Meeting on May 11, 2023, will be sent to a printing company on April 19, i.e., the day before the next regular Board Meeting on April 20. The Annual Report will include the 2022 External Audit Report and Investment Committee's Report as of December 31, 2022; these two reports are currently being prepared. Also, the Agenda for the Annual Meeting cannot be finalized until after the April 6 deadline for receiving petitions that members wish to be considered during the annual meeting.

The Board should consider holding a Special Open Board Meeting on Thursday, April 13 at 7:00 pm for the purpose of reviewing and accepting or approving the following items:

- 2022 External Audit Report
- Investment Committee Report as of December 31, 2022
- Agenda for the 2023 Annual Membership Meeting

The Board may decide to hold the Special Meeting on April 13, 2023 by consensus.

6d. Motion to Hold a Closed Meeting on April 20, 2023

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on April 20, 2023.

Items of Information:

7a. Actions to Prevent Disruption of After-Hours Phone Service for Maintenance Emergencies

On January 4, 2023, staff provided a schedule to our telephone provider, Mitel, that identified specific dates and times to automatically transfer the regular phone line for Maintenance Service requests over to the On-Call Emergency Service Line. There was a disruption in mid-January 2023 due to staff's error of omitting a particular holiday from the schedule Mitel was provided; other disruptions, however, occurred in February 2023 and March 2023 and so far, the telephone provider has not been able to provide reasons for any of the subsequent occurrences. Staff considered manually toggling the phone service to the On-Call Emergency Service Line at the end of each workday, but was informed that GHI's telephone system does not allow this process. Mitel has sold its cloud business to Ring Central, and announced a roadmap for the retirement of their business phone system and cloud services. The Board of Directors recently approved a three (3)-year agreement with Ring Central to provide telephone service to GHI, and we are hopeful that the problems will be resolved with this migration. The Maintenance Department recently instituted a procedure whereby the maintenance On-Call person is required to dial the maintenance telephone number at the start of their On-Call shift to ascertain whether the telephone system has automatically rolled over to the On-Call service line. In addition, the maintenance On-Call person will also confirm the roll-over of the phone lines on holidays and each Friday when the GHI offices are closed.

7b. Grant Received from the Chesapeake Bay Trust

The Chesapeake Bay Trust recently awarded a grant in the amount of \$4,041 to enable the creation of a conservation landscape on the community space across the street from Greenbelt Elementary School at 65 Ridge Road. The grant request proposal was prepared by a caretaker team affiliated with the Woodlands Committee. The goal of the project is to mitigate heavy storm event erosion issues at the source and provide education to the community, including both students and nearby Greenbelt residents. The project will be used as a demonstration site for conservation landscapes, berms and native plants.

Statement of a Closed Meeting of the Board of Directors Held on March 16, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on March 16, 2023, 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 February 2, 2023	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)
3. Member Financial Matter	(viii)
4. Consider Approval of the Following Contracts: a) Contract with a Reserve Advisor Firm to Revise GHI's Replacement Reserve and Addition Maintenance Reserve Plans b) Contract for Telephone Services	(vi)
5. Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with DMA Reserves Inc., to revise the current replacement reserve plan for original GHI homes at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200 and to also revise GHI's current addition maintenance reserve plan at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200.
- b) A contract with RingCentral, Inc. to provide telephone services to GHI over 3 years, based on the service provider's bid cost of \$847.23 per month or \$10,166.76 per year, plus 10 percent for contingencies (not including taxes, FCC charges, local tariff, or 911 fees) for a total cost not exceeding \$11,183 per year.

A motion to hold the closed meeting was approved during the open meeting of March 2, 2023, by Directors Hess, James, Lambert, Luly, McKinley, and Whipple.

Statement of a Closed Meeting of the Transition and Search Committee Held on March 21, 2023

The Transition and Search Committee held a closed meeting at 7:19 pm on March 21, 2023, via internet audio/video conference to discuss a personnel matter.

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

The motion to hold the meeting was approved by an 4-1-0 vote of the Transition and Search Committee during an open meeting on March 21, 2023.

Statement of a Closed Meeting of the Board of Directors Held on April 6, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on April 6, 2023, 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 February 16, 2023	(vii)
2. Member Financial Matters	(viii)
3. Request by a Member for Their Unit to be Left Unoccupied for a Period of Time	(iv)
4. Complaint Matters	(iv)
5. Consider Approval of the Following Contracts: a) 2023 Gutter Cleaning Contract b) Amendment to the Contract for a Transition and Search Consultant and Review Proposals from Recruiting Firms	(vi)
6. Review Proposal to the City of Greenbelt re: Charges for Maintaining City-owned Playgrounds	(vi)
7. Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with North American Construction to clean gutters for GHI frame, brick, block homes, and garages during the spring of 2023, at the contractor's bid price of \$29,500.00 plus 10% for contingencies, for a total contract amount not to exceed \$32,450.00.
- b) A contract with DGC Cleaning Services to clean gutters for GHI frame, brick, block homes, garages, and flat porch roofs during the fall of 2023, at the contractor's bid price of \$43,630.00 plus 10% for contingencies, for a total contract amount not to exceed \$47,993.00.

The Board also reviewed a proposal from GHI to the City of Greenbelt about reimbursing GHI for costs of mowing, trimming, and collecting leaves at 12 City-owned playgrounds during 2023 to 2025 as follows:

- 2023 - \$9,040
- 2024 - \$9,456
- 2025 - \$9,892

A motion to hold the closed meeting was approved during the open meeting of March 16, 2023, by Directors Bilyeu, Brodd, Hess, James, Luly, McKinley, and Whipple.

GHI Board of Directors
Open Meeting
(Virtual Zoom)
February 16, 2023
7:45 pm

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

Excused Absences:

Others in Attendance:

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Jim Morris, Director of Maintenance

Thomas Williams, Director of Technical Services

Bruce Mangum, Contract Processor

Bill Jones, Audit Committee Chair

Grace Fisher, Audit Committee

David Benack, Audit Committee

Henry Haslinger, [REDACTED]

Alicia Deligianis, [REDACTED]

Stephen Holland, [REDACTED]

Shawnda Atkins, [REDACTED]

Thomas Doggett, [REDACTED]

Scott Legendre, [REDACTED]

Ben Fischler, [REDACTED]

President Brodd called the meeting to order at 7:48 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: Bilyeu

Seconded: James

Carried: 9-0

2. Statements of Closed Meetings

2a. Statement of a Closed Meeting of the Transition and Search Committee Held on February 1, 2023

The Transition and Search Committee held a closed meeting at 7:00 pm on February 1, 2023, via internet audio/video conference to discuss a personnel matter.

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

The motion to hold the meeting was approved by an 8-0-0 vote of the Transition and Search Committee during an open meeting on January 9, 2023.

2b. Statement of a Closed Meeting of the Board of Directors Held on February 16, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on February 16, 2023, 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 January 5, 2023	(vii)
2. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • Contract for Information Technology Support Services During 2023 to 2026 - 2nd reading • Separate Contracts for Repairs of Three Units Assigned to GHI 	(vi)
3. Notice from a Bank re: Default on the Share Loan for a GHI Unit Rd	(iv) & (viii)
4. Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

1. A contract with FSi Strategies to provide Information Technology Support and Management Services, from March 1, 2023 to February 28, 2026, based on the following costs:
 - a) A basic cost of \$2,367 per month or \$28,404 per year, for providing Information Technology Support and Management services.
 - b) A total one-time cost of \$23,100 for cloud migration of all GHI computer files, plus an additional 10% for contingencies, for a total amount not exceeding \$25,410.
 - c) A cost of \$2,400 per year for storage of legacy applications (Micromain Maintenance Management and Jenark Financial) on the cloud, plus an additional 10% for unforeseen price increases, for a total amount not exceeding \$2,640 per year.
 - d) A cost of \$12,192 per year for Microsoft Business Premium software licenses plus an additional 10% for unforeseen price increases for a total amount not exceeding \$13,411 per year.
2. A contract with Warring Choice Builders to repair a unit assigned to GHI, at the contractor's bid price of \$14,925.00 plus 10% for contingencies, for a total cost not to exceed \$16,417.50.
3. A contract with State LLC to repair a unit assigned to GHI, at the contractor's bid price of \$51,225.00 plus 10% for contingencies, for a total cost not to exceed \$56,437.00.
4. A contract with North American Construction to repair a unit assigned to GHI, at the contractor's bid price of \$65,680.00 plus 10% for contingencies, for a total cost not to exceed \$72,248.00.

A motion to hold the closed meeting was approved during the open meeting of February 2, 2023, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

2c. Statement of a Closed Meeting of the Transition and Search Committee Held on February 13, 2023

The Transition and Search Committee held a closed meeting at 3:15 pm on February 13, 2023, via internet audio/video conference to discuss matters pertaining to employees and personnel.

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

The motion to hold the meeting was approved by a 6-0-0 vote of the Transition and Search Committee during an open meeting on February 13, 2023.

2d. Statement of a Closed Meeting of the Transition and Search Committee Held on February 14, 2023

The Transition and Search Committee held a closed meeting at 3:00 pm on February 14, 2023, via internet audio/video conference to discuss matters pertaining to employees and personnel.

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

The motion to hold the meeting was approved by a 6-0-0 vote of the Transition and Search Committee during an open meeting on February 13, 2023.

2e. Statement of a Closed Meeting of the Transition and Search Committee Held on February 15, 2023

The Transition and Search Committee held a closed meeting at 3:00 pm on February 15, 2023, via internet audio/video conference to discuss matters pertaining to employees and personnel.

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

The motion to hold the meeting was approved by a 6-0-0 vote of the Transition and Search Committee during an open meeting on February 13, 2023.

3. Visitors and Members (Comment Period)

Alicia Deligianis of [REDACTED] wanted to make other members aware that she had suffered a flat tire due to sharp objects being left in the parking lot of her court by contractors. Director of Technical Services, Thomas Williams, asked Ms. Deligianis to bring any of the items she collected out of the parking lot to the Administration Building, so he can discuss with the contractors.

4. 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:

- Sara Eppley, Malik Antoine, Joint Tenants, [REDACTED];
- Milagros E. Arias, Sole Owner, [REDACTED];
- Patrick M. Gleason, Sole Owner, [REDACTED];
- Derrick A. Lewis, Sole Owner, [REDACTED];
- Kevin R. Mrugalski, Sole Owner, [REDACTED];
- Charles Leuliette, Connie Leuliette, Tenants by the Entirety, [REDACTED];
- Marcella L. Michaud, Sole Owner, [REDACTED].

Moved: James

Seconded: Hess

Carried: 9-0

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

- Lois Hunt, [REDACTED], is hereby changed to Lois Hunt, Sharon L. Hunt, Joint Tenants;
- Pamela L. DeJesus and Thea M. DeJesus, [REDACTED], is hereby changed to Pamela L. DeJesus, Sole Owner.

Moved: James

Seconded: McKinley

Carried: 9-0

5. Committee Reports

Vice-President McKinley reported that due to the Interim Chair for the Buildings Committee being out of the country, there will be no meeting in February 2023, but will meet as scheduled in March 2023.

President Brodd reported that the Legislative and Government Affairs Committee met and discussed upcoming legislation regarding rent control and rent stabilization that could impact GDC and GHI. He advised this is a topic on the agenda for later in the meeting tonight.

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on January 5, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on January 5, 2023 as presented.

Moved: James

Seconded: Bilyeu

Carried: 9-0

6b. Revisions to GHI's Records Retention Policy (Attachments #3a-3b)

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

An original corporate records retention policy was prepared by staff in 2009, but it was apparently not reviewed by the Board of Directors at that time. Staff revised the 2009 document; thereafter Attorney Joe Douglass reviewed it and inserted several amendments. Based on Mr. Douglass's advice, GHI's external auditor Wegner CPA's LLP reviewed the draft and expressed satisfaction with the retention time periods for GHI records.

On February 21, 2019, the Board reviewed the draft of the revised policy that staff prepared and directed that it be forwarded to the membership for comment over a period of thirty days. After reviewing the member comments that were received, the Board established a Records Retention Task Force to review the draft policy that staff prepared and recommend changes that should be made.

The Records Retention Task Force submitted a revised draft of the records retention policy which the Board reviewed during a work session on January 26, 2023. The revised draft policy, including changes that resulted from comments during the work session, is presented in Attachment #3a. A clean copy of the draft revised policy document is presented in Attachment #3b.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors adopt the Records Retention Policy document as further revised on February 16, 2023.

Moved: Hess

Seconded: McKinley

Carried: 9-0

6c. Proposed Amendments to GHI Bylaws

Board President Stefan Brodd is proposing that the Board request the membership to consider approving the following two motions regarding Bylaw amendments during the annual membership meeting on May 11, 2023.

- **Motion #1: To remove Article VIII Financial Regulations, Section 11 Expenditure of Funds and Contracts, paragraph d. from the GHI Bylaws, and to re-letter, under the same Article and Section, paragraph e. to d. and f. to e.**

Rationale:

1. This paragraph restricts the ability of the Board of Directors to let certain multi-year contracts in excess of specified amounts. In December of 2022, routine multiyear contracts for grounds maintenance and tree maintenance exceeded these amounts, and so necessitated a special membership meeting.
2. Special membership meetings require considerable time and effort from both the Board and staff to arrange and conduct. There is also always the chance that a quorum is not present, and so the meeting must be rescheduled. It should not be

the case that special membership meetings be required for routine business such as the example above. Delays imposed by holding special membership meetings could also result in a gap in needed services or in contractors withdrawing their bids.

3. The interest of the membership in overseeing the fiscal activities of the Board is well served by the provision in paragraph b. of this Article and Section that requires membership approval of any annual increase of ten percent or more in monthly "Operating Payments". This includes multiyear contracts, and is a provision that is easy to understand and to adhere.
 4. Publicly revealing the details of contractors' bids, as is necessitated by a special membership meeting, means that competing contractors are able to know each other's prices and may cause the lower bidders to increase their future bid prices. This may possibly lead, in the example given above, to increased prices in the future for grounds and tree maintenance that could have been avoided if the contractors' bids had been reviewed only in closed meetings.
 5. GHI staff have identified this paragraph as the most cumbersome and complicated provision in the Bylaws to administer.
 6. Fixed dollar amounts should not be included in the Bylaws, since the usual economic environment of low to moderate inflation means that they must be repeatedly adjusted upwards via Bylaw amendments.
- **Motion #2: To replace all instances of Roman numerals in the GHI Bylaws with their equivalent Western Arabic numerals.**

Rationale:

1. Roman numerals are archaic and not understood by all readers.
2. Roman numerals are not well suited to modern electronic document searches.
3. Roman numerals can be misunderstood, for example uppercase Roman II being misread as eleven.
4. The current Bylaws are not internally consistent with respect to their use of Roman and Arabic numerals.
5. The GHI Articles of Incorporation do not contain Roman numerals.
6. The new revision of the Member Handbook and Board Policies will not contain Roman numerals.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors direct the Manager to request legal counsel to review and advise about the appropriateness of the two motions and rationales for proposed bylaw amendments.

Moved: McKinley

Seconded: Whipple

Carried: 9-0

6d. Staff's Recommendation to Revise the Pay Scales for GHI Employees (Attachments #4a-4b)

It is important to periodically adjust GHI's pay scales for groups of employees to ensure that they are competitive with those throughout the Washington Metropolitan marketplace. Staff recommends that GHI should hire a Compensation Consultant every 5 years to review our job classification structure and salary scales. In the meantime, the Board should consider adjusting GHI's pay scales based on either the average annual Consumer Price Index or average annual increase in wages and salaries for private industry workers.

On February 4, 2021, the Board of Directors accepted a report from Compensation GPS (a Compensation Consulting Firm) that included a revised job classification structure and pay scales for staff positions, and authorized the Manager to implement the pay scales that were presented, effective January 1, 2021.

On April 7, 2022, the Board increased pay scales for the various grades of GHI employees by 4.0% over the amounts that were approved on February 4, 2021, based on U.S. Bureau of Labor Statistics which showed that the average Consumer Price Index for the Washington Metropolitan area was 4.0% for the 12-month period ending December 2021, while the wages and salaries for private industry workers had advanced at a 4.2 percent pace.

U.S. Bureau of Labor Statistics show that the average Consumer Price Index for the Washington Metropolitan area was 5.6% for the 12-month period ending December 2022, while the wages and salaries for private industry workers had advanced at a 4.3 percent.

Attachments #4a and 4b show the current and revised pay scales, based on a 5.6 % increase and a 4.3% increase respectively.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors authorize the Manager to implement adjusted pay scales as presented for the various grades of GHI employees, which represent a 5.6% increase over the pay scales that the Board approved on April 7, 2022.

Moved: McKinley

Seconded: Bilyeu

Carried: 9-0

6e. Consider Extension of Current General Manager's Employment Until a New General Manager is Hired

On September 30, 2022, GHI's General Manager Eldon Ralph submitted a letter to the Board stating that he would retire from GHI on February 28, 2023. It is unlikely that a new General Manager will be hired by February 28, 2023. Mr. Ralph has indicated his willingness to continue serving as General Manager at the Board's discretion until a new Manager is appointed. This item is on the agenda for the Board to consider whether to extend Mr. Ralph's employment beyond February 28, 2023.

Motion: I move that the Board of Directors approve an extension of General Manager Ralph’s employment with GHI beyond February 28, 2023, until a new General Manager is appointed.

Moved: Hess

Seconded: Mortimer

Carried: 9-0

6f. Proposed Rent Controls in P.G. County

Prince George’s County Council is considering whether to enact legislation via CB-007-2023, an Act “for the purpose of temporarily amending the Landlord-Tenant Code to limit landlords’ ability to increase rent for certain tenants above a certain amount; providing for certain exemptions; providing that existing obligations or contract rights may not be impaired by this Act; and generally relating to rent restrictions for residential leases and rental dwelling units.” This legislation is scheduled for public hearing and enactment on Tuesday, February 28th.

During 2020, GHI’s legal counsel advised that under the Prince George’s County Code (see below), a housing cooperative is included under the definition of “Multifamily Rental Facility,” which means that GHI falls within the definition of a “Landlord.”

PRINCE GEORGE’S COUNTY CODE - SUBTITLE 13. - HOUSING AND PROPERTY STANDARDS.

DIVISION 3. - LANDLORD-TENANT REGULATIONS.

Sec. 13-138. - Definitions.

(a) For the purposes of this Division (and Division 4):

* (7) **Landlord** shall mean the legal and equitable owner(s) of a property, or any portion thereof, used or to be used as a single-family rental facility or a multifamily rental facility and shall include, without limitation, a mortgagee, vendee, contract purchaser, assignee of rents, receiver, trustee, executor, personal representative, lessee, or any person, firm, or corporation who manages the multifamily rental facility by contractual agreement with the owner. *

(9) **Multifamily Rental Facility** shall mean any building, structure, or combination of related buildings, structures, and appurtenances, operated as a single entity, housing cooperative (“COOP”), or a condominium, in which the landlord provides for a consideration three (3) or more rental dwelling units;

Both GHI and GDC may be adversely affected if CB-007-2023 is enacted. The Board should discuss GHI’s position regarding this bill and consider authorizing Board President Brodd to send a letter to the P.G. County Council stating our position.

Motion: I move that the Board of Directors authorize Board President Brodd to send a letter to the Prince George’s County Council by February 28, 2023, requesting GHI be exempted from any rent control restrictions due to the enactment of CB-007-2023.

Moved: Hess

Seconded: McKinley

Carried: 8-0-1

Abstained: Whipple

6g. Motion to Hold a Closed Meeting on March 2, 2023

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on March 2, 2023.

Moved: James

Seconded: Hess

7. Items of Information

7a. President's Items

President Brodd reminded members of the upcoming Closed Meetings scheduled for February 23rd, February 27th, and March 1st.

7b. Board Members' Items

None

7c. Audit Committee's Items

None

7d. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Whipple

Carried: 9-0

The meeting adjourned at 8:18 pm.

Ed James
Secretary

Annual Report of the Storm Water Management Subcommittee (SWMS), January 2022 – December 2022

2022 Summary of Activities (January – December)

- Meeting Time – To facilitate more member involvement in SWMS meetings, the SWMS meeting date and time were moved to the second Wednesday of each month at 7:00pm. All meetings in 2022 were conducted over Zoom.
- Mosquito Control – Explored and discussed the implementation of a member-run control program utilizing GAT traps in several GHI courts. Installation of the traps could be coordinated with UMD Professor Paul Leisnham to serve as an opportunity for his students to study the effectiveness of the measures.
- Globe Observer Program – Globe Observer is a citizen science app allowing volunteers in GLOBE countries to take observations and contribute to the Global Learning and Observations to Benefit the Environment (GLOBE) community. A NASA college student intern from Xavier University in New Orleans worked with the Program in Greenbelt over the summer to create a 10-minute documentary on the theme of a local citizen science project. GHI stormwater management and possible mosquito monitoring program were chosen to be part of the documentary. Debbie McKinley and Peter May were interviewed as part of the documentary.
- *Community Guide to Assessing Non-Tidal Flood Impacts in Maryland* – Former SWMS member Beth Olsen obtained a grant in 2020 to develop the *Guide*. Greenbelt Homes, Inc. (GHI) was included in the grant as a pilot study project. SWMS member Debbie McKinley served a key role in preparing the *Guide*. The *Guide* was released to the public in October 2022.
- Swales Informational Webinar – Staff Liaison Peter May prepared a slide presentation on swales and hosted a presentation of the slides at an evening Zoom meeting. The presentation is posted on the GHI website under the “Sustainable GHI” tab
at:https://www.ghi.coop/sites/default/files/Swales_and_GI_SW_Presentation_FIN_AL.pdf.
- Stormwater Issues for 33-37 Courts Ridge, 56 Court Crescent, 1 Court Gardenway – The SWMS provided assistance to GHI staff as requested. Management has contracted with OIP to develop a plan to address the issues.
- Impervious Surface Rules –In developing the rules, the SWMS held work sessions with GHI members and the Board of Directors, in addition to

coordinating the proposed rules with the Architectural Review and Buildings Committees. The proposed rules were accepted by the Board and went out for member comments on April 28, 2022 with final comments due May 18, 2022. On June 2, 2022, the Board directed the SWMS to review the comments and propose revisions, if any. The revised impervious surface rules were approved by the Board on July 14, 2022.

- **Proposed Conservation Landscape Project** – The SWMS vetted a grant proposal from the Parcel X caretaker team to implement a project across from Greenbelt Elementary School to mitigate stormwater runoff and erosion. The SWMS also coordinated with the Woodlands Committee (WC) to support presentation of the grant proposal to the Board. The Board approved the proposal at its December 15, 2022 meeting.
- **Canyon Creek Storm Water Mitigation Proposal**– The SWMS discussed the conceptual proposal prepared by Underwood & Associates Engineers to alleviate the erosion related problems in Canyon Creek as well as other connected drainageways in the GHI woodlands. The WC submitted a list of questions and concerns to the Board regarding the proposal. As a result, on October 20, 2022 the Board directed the SWMS and WC to “review the Storm Water Mitigation Proposal from the Technical Services staff and the issues the WC has raised and to recommend the next steps that should be taken.”
- **Policy for Installing Semi-Pervious Walkways and Parking Lots Within Common Areas** – On September 1, 2022, the Board directed the SWMS to develop the referenced policy. As a first step, the SWMS contacted Greenbelt Planning Director Terri Hruby and the Mount Rainier Public Works Director to schedule information-gathering sessions about their experience to assist in development of the policy.

Anticipated Activities in 2023

- **Mosquito Control** – Continue to explore GHI member desire to participate in the implementation of a member-run control program utilizing GAT traps in several GHI courts. Coordinate installation of the traps and use of the control program as a study project.
- ***Community Guide to Assessing Non-Tidal Flood Impacts in Maryland*** – Present the elements of the Guide to the Board. Review the *Guide* to identify activities that can be done in preparation for the next grant cycle. Assist the Board in

exploring a grant to engage an engineering firm to develop a comprehensive stormwater resiliency plan for GHI.

- Stormwater Issues for 33-37 Courts Ridge, 56 Court Crescent, 1 Court Gardenway – Provide assistance to GHI staff as requested.
- Canyon Creek Storm Water Mitigation Proposal – Hold collaborative meetings with the WC to implement the Board’s directive of October 20, 2022.
- Policy for Installing Semi-Pervious Walkways and Parking Lots Within Common Areas – Conduct information interviews and develop a policy for Board consideration.