

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING
Starts at 7:45 p.m.
Thursday, August 3, 2023

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. Approval of Agenda

2. Statement of a Closed Meeting

- a. Statement of a Closed Board Meeting Held on August 3, 2023 (Attachment #1)

3. Visitors and Members (Comment Period)

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit

5. Approval of Addendum for Trust Ownership and Trustee's Affidavit

6. Approval of Membership Applications

7. Committee Reports

8. For Discussion/Action

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on June 1, 2023 (Attachment #4) | 2 Minutes | Discussion/Action |
| b. Proposed Revisions to GHI's Drug and Alcohol Policy for Employees (Attachment #5) | 10 Minutes | Discussion/Action |
| c. Architectural Review Committee Updates to the "Forever Homes" Document (Attachment #6) | 5 Minutes | Discussion/Action |
| d. A Proposal that a GHI Representative Serve on the Prince George's County Common Ownership Community Commission | 5 Minutes | Discussion/Action |
| e. Review the Architectural Review Committee and Building Committee Recommendations Concerning EPDM vs. TPO for Masonry Flat Roof Repairs | 10 Minutes | Discussion/Action |
| f. Motion to Hold a Closed Board Meeting on August 17, 2023 | 2 Minutes | Discussion/Action |
| g. Motion to Hold a Closed Board Meeting on September 7, 2023 | 2 Minutes | Discussion/Action |

9. 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 9, 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: James Claggett, General Manager 
DATE: July 28, 2023
SUBJECT: Items for the **GHI OPEN** Board Meeting on August 3, 2023

GHI Open Meeting

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit

the member requests approval of an Addendum for
Trust Ownership and Trustee's Affidavit () thereby allowing
the trustee and beneficiary to place the
membership and equity interest into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Suggested Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit the trustee and beneficiary thereby allowing to place the membership and equity interest into the Trust.

5. Approval of Addendum for Trust Ownership and Trustee's Affidavit

Trust Ownership and Trustee's Affidavit () requests approval of the Addendum for
the trustee and beneficiary thereby allowing
to place the membership and equity interest Revocable Trust
into the Trust.

The Mutual Ownership Contract will be presented for approval under new memberships.

Suggested Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit the trustee and beneficiary thereby allowing to place the membership and equity interest into the Trust.

8a. Approve Minutes of the Open Meeting Held on June 1, 2023 (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on June 1, 2023 (as presented or revised).

8b. Proposed Revisions to GHI's Drug and Alcohol Policy for Employees (Attachment #5)

Please review the revised "Drug and Alcohol Policy" in Attachment #5. GHI's attorney has updated it to ensure consistency with recent law changes concerning the use of cannabis.

Suggested Motion: I move that the Board of Directors approve the revised " Drug and Alcohol Policy" that applies to GHI employees, as presented.

8c. Architectural Review Committee Updates to the "Forever Homes" Document (Attachment #6)

The Architectural Review Committee recently developed a GHI "Forever Homes" document (Attachment #6), which provides suggestions about modifications that members may wish to consider, should they decide to age in place within GHI.

This item is on the agenda for discussion and action.

Suggested Motion: I move that the Board of Directors accept the "Forever Homes" document as presented by the Architectural Review Committee.

8d. A Proposal that a GHI Representative Serve on the Prince George's County Common Ownership Community Commission

Some Board members are interested in having a representative from GHI serve on the Prince George's County Common Ownership Community Commission.

"According to CB-49-2015, The purpose of the Commission is to ensure the proper establishment and operation of homeowners' associations, condominium associations, and cooperative housing units. Additionally, the Commission promotes public awareness and association membership understanding of the rights and obligations of living in a common ownership community. This Commission is also responsible for assisting and overseeing the development of coordinated community and government policies, programs, and services which support these communities."

Although there are no current vacancies, it may be advisable to contact their office to understand the process for a future appointment to the Commission.

This item is on the agenda for discussion and action. The Board could agree by consensus to authorize President Brodd to inform the Prince George's County Common Ownership

Community Commission about our interest in having a GHI Representative serve on the Commission if a vacancy arises.

8e. Review the Architectural Review Committee and Building Committee Recommendations Concerning EPDM vs. TPO for Masonry Flat Roof Repairs

The flat main roofs, porch roofs, and attached garage roofs for GHI's masonry block units currently have black single ply EPDM (Ethylene Propylene Diene Monomer) membranes. EPDM is attached to roofs by adhesives, and fasteners are used to anchor it in difficult to reach areas. The EPDM roofs on the 256 main units were originally installed by contractors during 1997 to 2004. Fifty-three (53) roofs were replaced with EPDM membranes in 2022 and thirty-two (32) roofs have been selected for replacement during 2023, based upon their ages (23 to 26 years) and current condition. The life expectancy for an EPDM roof system as stated in GHI's Replacement Reserve Plan is 24 years. EPDM membranes were installed on the attached garage roofs by contractors and on the porch roofs by GHI's maintenance staff.

TPO (Thermoplastic Polyolefin) is one of the fastest growing roofing systems on the market. It is made up of a single ply membrane that can be used to cover flat roofs. TPO typically comes in a white color, which can help reflect the sun's light and stop heat buildup within a building. It can be attached with adhesives or fastened directly to the roof deck. It can also be heat welded in places around chimneys and other protrusions. Some research studies have documented that the projected lifespan of TPO is somewhat of an unknown, due to disparities in the manufacturing process of TPO from one manufacturer to the next, but most estimates are between 10 to 25 years. Some manufacturers can provide warranties against material defects from 5 to 30 years.

On June 1, 2023, the Board directed the Buildings Committee to recommend by August 31, 2023, whether GHI should install either EPDM or TPO membranes on the surfaces of main roofs, porch roofs, and attached garage roofs for block masonry units, stating the pros and cons of each product and rationales for the committee's recommendations. The Board also directed the Architectural Review Committee to recommend whether GHI should install EPDM or TPO membranes based on the aesthetic appearance of the two materials.

ARC's Recommendation

After discussing the matter during a meeting on June 14, 2023, the members of the Committee voted as follows:

- Related to the Board of Directors assignment to recommend either white or black roofs for flat roof replacements - 4 votes for dark color (black) and 3 for mid-range grey.

Buildings Committee Report

The Buildings Committee recommends to the Board of Directors that white TPO be the material used in work on all GHI flat roofs.

Secondly, distinct from this specific topic, several members of the committee wanted to convey our strong recommendation to include effective, sufficient, and code-compliant insulation in conjunction with this immediate item as well as future building maintenance work. The context behind this is that our understanding is R-49 insulation value is the level indicated by current building code.

"The Buildings Committee recommends to the Board of Directors that R-49 for any roof assembly work done on GHI flat roofs, and further, would like to emphasize that effective insulation is a cornerstone of effective building maintenance."

Each motion passed separately by a vote of 7-0-0.

This item is on the agenda for discussion and action.

Suggested Motion: I move that the Board of Directors stipulate that (*black Ethylene Propylene Diene Monomer or white Thermoplastic Polyolefin*) membranes shall be installed during future replacements of main roofs, porch roofs, and attached garage roofs for block masonry units.

8f. Motion to Hold a Closed Board Meeting on August 17, 2023

Suggested Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on August 17, 2023, to consider approval of contracts in accordance with Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (vi).

8g. Motion to Hold a Closed Board Meeting on September 7, 2023

Suggested Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on September 7, 2023, to discuss items in accordance with Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1).

Statement of a Closed Meeting of the Board of Directors Held on August 3, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on August 3, 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 the Closed Meeting Held on June 1, 2023	(vii)
2. Member Financial Matters	(viii)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2023 Contract for Replacing Roofs and Gutters on Masonry Units – 1st reading. • 2023 Contract for Underground Storm and Sewer Pipe Repairs – 1st reading. • Contract for Underground Utility Pipe Repairs • Contract for the Repairs of Leaking Underground Copper Pipes at Three Sites 	(vi)
4. Review Draft Memorandum of Understanding for Pipe Repairs & Refurbishment Pilot Project.	(iv)
5. A Personnel Matter	(i)

During the Board meeting, the Board authorized the following contracts:

- A contract with Humphrey & Son Inc. to undertake the replacement of leaking copper pipes at three sites – 7-J Southway, 10-J Southway, and 53-K & L Ridge Road at the contractor's bid price of \$25,00.00 plus 10% for contingencies, for a total contract amount not to exceed \$27,500.00.

A motion to hold the closed meeting was approved during the July 6, 2023, open meeting by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley, and Whipple.

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
June 1, 2023
Starts after GDC Open Meeting ends

Board Members Present: Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley

Excused Absences: Whipple

Others in Attendance:

- Eldon Ralph, General Manager
- Joe Perry, Director of Finance
- Deanna Washington, Director of Member Services
- Thomas Williams, Director of Technical Services
- Jim Morris, Director of Maintenance
- Bruce Mangum, Contract Processor
- Brian Levin, Project Manager
- Bill Jones, Audit Committee Chair
- Dave Benack, Audit Committee
- Tom Jones, Nominations and Elections Chair
- Stephen Holland,
- Steve Skolnik,

President Brodd called the meeting to order at 7:52 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Larkin

Carried: 8-0

2. Statements of Closed Meetings

2a. Statement of a Closed Meeting of the Board of Directors Held on May 18, 2023 (Attachment #1a)

GHI's Board of Directors held a Closed Meeting at 8:03 pm on May 18, 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 the Closed Meeting Held on April 6, 2023	(vii)
2. Consider Approval of the Following Contract: <ul style="list-style-type: none"> • 2023 Contract for Parking Lot Repairs 	(vi)
3. A legal matter	(iv)
4. Complaint Matters	(iv)

During the meeting, the Board of Directors authorized the Manager to enter into a contract with CPE, Inc. to undertake parking lot repair work during 2023, comprised of milling and overlay of surfaces at 3 sites, sealcoating/stripping/numbering at 16 sites and striping at 10 sites, at the contractor’s bid price of \$48,121.00, plus 10% for contingencies, for a total cost not to exceed \$52,993.00.

A motion to hold the Closed Meeting was approved during the Open Meeting on May 18, 2023, by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, and McKinley.

2b. Statement of a Closed Meeting of the Board of Directors Held on June 1, 2023
(Attachment #1b)

GHI’s Board of Directors held a Closed Meeting at 7:00 pm on June 1, 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 the Closed Meeting Held on April 20, 2023	(vii)
2. Member Financial Matters	(viii)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2023 Contract for Sidewalk Repairs • 2023 Contract for Repairs of Structural Deficiencies in Crawlspace of Nine Units 	(vi)
4. Member Complaint Matters	(iv)
5. Legal Matters	(iv)

During the meeting, the Board of Directors authorized the following contracts:

- a) A contract with Lanham Construction Company to undertake the repairs of concrete sidewalks at sixty-seven (67) sites, at the contractor’s bid of \$41,337.50, plus an allowance of 10% for contingencies, for a total not to exceed \$45,471.
- b) A contract with 58 Foundations to repair structural deficiencies in the crawlspaces at nine (9) GHI units, at the contractor’s bid price of \$36,200 plus 10% for contingencies for a total not to exceed \$39,820.

A motion to hold the Closed Meeting was approved during the Open Meeting on May 18, 2023, by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, and McKinley.

3. Visitors and Members (Comment Period)

Stephen Holland, expressed appreciation to the GHI maintenance staff for responding quickly to address an electrical issue in his home.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement:

- **Reginald R. Gerig, Jr., Daphne F. Gerig, Tenants by the Entirety,**
- **Emily A. Frias, Timothy G. Enright, Joint Tenants,**
- **Lillian McDevitt-Bayless, Frances Grauel, Joint Tenants,**

Moved: James

Seconded: McKinley

Carried: 8-0

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

- **Jan R. Morales, Kristin R. Strohecker, Tenants by the Entirety, Road is hereby changed to Jan R. Morales, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee Reports

Director McKinley reported that the Storm Water Management Subcommittee met with representatives from the city of Mt. Rainier to discuss their use of permeable materials. Director McKinley advised the meeting was very informative. She also reminded members that the subcommittee would not be meeting in June and would be meeting on the second Wednesday of each month beginning in July 2023.

Director McKinley reported that the Buildings Committee is excited to assist with encouraging volunteers to participate in the Pipe Replacement and Refurbishment Pilot Program.

Director McKinley reported that the Member Handbook and Board Policies Standardization Task Force has decided on the font and style for the handbook and is now ready to move to the substance of the document. The task force is also exploring an increase to meeting frequency to help move the project along.

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on April 20, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on April 20, 2023 as presented.

Moved: James

Seconded: McKinley

Carried: 6-0-2

Abstained: Baron, Boyd

6b. GHI Solar PVES Year One (1) Production Report (Attachment #3)

In 2018, GHI entered into a Power Purchase Agreement (PPA) with Sustainable Energy Systems LLC, (SES) whereby SES financed and constructed a 133KW (AC) solar photovoltaic energy system (PVES) on the premises of the Administration Building Complex. Under the terms of the PPA, it was intended that SES would own the system and GHI would purchase electrical energy for a minimum of 15% less than the costs charged by Pepco.

On November 18, 2021, the Board reviewed a financial spreadsheet that Board Treasurer Chuck Hess, Director Jason Luly, and Finance Committee member Bill Jones prepared, which showed that an option for GHI to purchase the system had a net present value of \$547,426; whereas, the original PPA option had a net present value of \$331,924. i.e., purchasing the Solar PVES would be \$215,502 better in 2021 dollars, based on the following assumptions:

- Electric prices would increase 0.553% annually.
- GHI would forego paying Pepco \$23,496 during the first year of the system's operation by utilizing all the electrical energy it produced. The original PPA or 'lease option' would require GHI to pay SES 85% of that amount, or \$19,972.
- Monies invested by GHI would earn 2.5% annually.
- By acquiring the system, GHI would earn \$61,558 in Solar Renewable Energy Credits (SREC) during the first ten years of its operation. (*An SREC is the amount paid to a solar energy generator for every 1,000 kWh or 1 MWh of electricity produced by a solar system*).

On March 3, 2022, the Board of Directors approved a **pre-paid** Power Purchase Amendment to the original Solar Power Purchase Agreement, whereupon GHI paid SES \$258,155.52; SES now owns the system for a period of six (6) years and will then donate it to GHI. It was estimated that GHI would recover the cost of purchasing the system within nine (9) years due to reduced electrical costs and income from Solar Renewable Energy Credits. SES guaranteed that the system would produce 80% of the expected power production for five (5) years. The table below lists the kilowatt hour (kWh) amounts that SES is obligated to ensure the system produces under the Minimum Cumulative Production Guarantee by the end of year three (3) and the end of year five (5). Should the system not produce the minimum cumulative kilowatt hours guaranteed by the end of either year three or year five, SES is required to reimburse GHI for such production shortfall at the rate of \$0.11 per kilowatt hour.

Year	Estimated Annual Production (kWh)	80% of Annual Estimated Production Guarantee (kWh)	Minimum Cumulative Production Guarantee (kWh)
1	156,643	125,314	
2	155,781	124,625	
3	154,925	123,940	373,879
4	154,073	123,258	
5	153,225	122,580	619,718

The Solar PVES began operating on February 23, 2022. Attachment #3 is a Year One (1) Production Report from SES which states that the total production for the one-year period from February 23, 2022 to February 22, 2023 was 161,069 kilowatt hours or 103% of the expected first year production. Pepco; however, submitted electrical bills to GHI showing that the system generated 134,840 kilowatt hours during the same period and issued us a total credit of \$24,243.10 based on their kwh readings. SES and staff are working with Pepco to resolve this discrepancy.

As of February 22, 2023, the system generated 161 SRECS which GHI sells through a broker (Sol Systems). Maryland SREC prices in 2022 were roughly \$58 per unit; hence it is expected

that Sol Systems will pay GHI an estimated \$9,338 at the end of May 2023 for the SRECS generated during the first year.

This item is on the agenda for discussion.

6c. Select Dates for Four (4) Meetings

This item is on the agenda for the Board to select dates for the following four (4) meetings:

Type of Meeting	Proposed Meeting Date	Remarks
1. Work session between the Board of Directors and Greenbelt City Council	Wednesday, August 2nd at 7:30 pm	The work session will be held in a hybrid format (in-person in Council Chambers and via Zoom). The City Council is also able to meet on either Monday August 21 st or Wednesday, August 23 rd at 7:30 pm.
2. Work sessions to develop the Board's Strategic Action Plan for the 2023-2024 term	Sunday, August 20th from 1:00 – 4:00 pm and Monday, August 21st from 7:00 to 10:00 pm	The Board may consider an in-person meeting on August 20 th and a virtual meeting on August 21 st .
3. Membership Townhall Meeting	Tuesday, December 5 th from 7:00 to 9:00 pm	The Board may wish to consider holding an in-person meeting only. Topics to be discussed may include the 2024 Budget, 2023 Replacement Reserve Study Report and Pipe Replacement and Refurbishment Pilot Program.
4. Annual Membership Meeting	Thursday, May 9, 2024 at 7:30 pm	The Board may wish to consider holding an in-person meeting only.

The Board may decide on dates for the meetings by consensus.

The Board decided by consensus to accept all dates as proposed above.

6d. Proposed Topics for Discussion with GHI's Legal Counsel on June 22, 2023

On June 22, 2023 at 7:00 pm, Joe Douglass of the firm Whiteford, Taylor & Preston, LLP will conduct an orientation and discussion for the new Board of Directors. The orientation will educate Board members about their duties and how to run an effective Board. The discussion will address legal matters of interest to the Board. The topics that Mr. Douglass discussed with the Board on March 31, 2022, were as follows:

- a) Display of flags and signs - Occasionally, some members complain about displays of signs and flags in neighboring premises. What restrictions should GHI consider imposing regarding the display of flags and signs on units and in yards?
- b) Disposition of a unit after a member is deceased – GHI does not have any specific regulations to ensure timely transfer of the membership interest in a unit to a new member.
- c) Granting exceptions to rules and regulations – Ramifications of granting too many exceptions to rules and regulations.

- d) H06 insurance policies – Could GHI require members to obtain HO6 insurance policies?
- e) Occupancy Criteria Rules – From time to time, staff encounters situations where adjacent members complain that a unit has been unoccupied for more than a year; however, the absentee member is easily able to provide documentation based on the current Occupancy Criteria Rules to show that they reside in the unit. Should the Occupancy Criteria Rules be tightened?
- f) Marijuana use – Effective July 1st, marijuana will have a legal classification for medicinal and recreational purposes in Maryland. With this change, what restrictions could community associations like GHI impose on marijuana use?
- g) Member Complaints Procedure – The procedure does not expressly address handling complaints against non-member tenants, or complaints by a non-member against a member when an incident occurs on GHI’s premises. Should the procedure be revised to include these situations?
- h) Members on multiple Mutual Ownership Contracts – At present there is no Bylaw provision or other policy restrictions against a member obtaining a membership interest in multiple units. Should the cooperative formulate a policy regarding this issue, and if so, what restrictions should be considered?
- i) Publication of audiovisual recordings of open Board and committee meetings – what are the pros and cons of publishing these recordings on GHI’s website?
- j) Unofficial GHI social media platforms – What actions should GHI take to protect itself from liability?

The Board should decide (by consensus) what topics it would like Mr. Douglass to discuss on June 22, 2023.

President Brodd requested Board members to send any additional suggested topics to him for inclusion.

6e. Request the Buildings Committee to Recommend the Type of Membranes for Main Roofs, Porch Roofs, and Attached Garage Roofs for Block Masonry Units

The flat, main roofs, porch roofs, and attached garage roofs for GHI’s masonry block units currently have black single-ply EPDM (Ethylene Propylene Diene Monomer) membranes. EPDM is attached to roofs by adhesives, and fasteners are used to anchor it in difficult to reach areas. The EPDM roofs on the 256 main units were originally installed by contractors from 1997 to 2004. Fifty-three (53) roofs were replaced in 2022 with EPDM membranes and thirty-two (32) roofs have been selected for replacement during 2023, based upon their ages (23 to 26 years) and current condition. The life expectancy for an EPDM roof system as stated in GHI’s Replacement Reserve Plan is twenty-four (24) years. EPDM membranes were installed on the attached garage roofs by contractors and on the porch roofs by GHI’s maintenance staff.

TPO (Thermoplastic Polyolefin) is one of the fastest growing roofing systems on the market. It is made up of a single-ply membrane that can be used to cover flat roofs. TPO typically comes in a white color, which can help reflect the sun's light and stop heat buildup within a building. It can be attached with adhesives or fastened directly to the roof deck. It can also be heat welded in places around chimneys and other protrusions. Some research studies have documented that the projected lifespan of TPO is somewhat of an unknown, due to disparities in the manufacturing process of TPO from one manufacturer to the next, but most estimates are between 10 and 25 years. Some manufacturers can provide warranties against material defects from 5 to 30 years.

Staff requests the Board to request the Buildings Committee to recommend whether GHI should install either EPDM or TPO membranes on the surfaces of main roofs, porch roofs, and attached garage roofs for block masonry units.

Motion: I move that the Board of Directors request the Buildings Committee to recommend whether EPDM or TPO membranes should be installed on main roofs, porch roofs, and attached garage roofs for block masonry units, stating the pros and cons of each product and the rationale for the Committee's recommendation by August 31, 2023.

Moved: Hess

Seconded: Boyd

Carried 8-0

Motion: I move that the Board of Directors request the Architectural Review Committee to recommend whether EPDM or TPO membranes should be installed on main roofs, porch roofs, and attached garage roofs for block masonry units, stating the pros and cons of each product and the rationale for the Committee's recommendation by August 1, 2023.

Moved: Baron

Seconded: Hess

Carried 8-0

6f. Request by External Organizations for Contributions (Attachment #4a-4d)

GHI's Contributions Policy, shown in Attachment #5a, outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of contributions made to external organizations during the past six (6) years is shown in Attachment #5b. The following two (2) organizations are requesting contributions from GHI:

A. Greenbelt Labor Day Festival Committee

Attachment #5c is a letter from the Greenbelt Labor Day Festival Committee requesting a contribution towards promotion of the 69th Annual Labor Day Festival that is held annually in September in the center of Greenbelt.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors approve a contribution of \$500.00 to the Greenbelt Labor Day Festival Committee towards its promotion of the 69th Annual Labor Day Festival held in September 2023 in the center of Greenbelt.

Moved: Hess

Seconded: Kapfer

Carried: 8-0

B. Greenbelt Volunteer Fire Department and Rescue Squad

Attachment #5d is a letter from the Greenbelt Volunteer Fire Department and Rescue Squad that requests a donation towards their annual General Fund Drive.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors approve a contribution of \$500.00 to the Greenbelt Volunteer Fire Department and Rescue Squad General Fund Drive.

Moved: Hess

Seconded: Boyd

Carried: 8-0

6g. Summary Report re: Members Willing to Participate in the Pipe Replacement and Refurbishment Pilot Program

Water supply pipes in masonry homes and waste pipes in frame and masonry homes are approaching the end of their useful lives and must be replaced or refurbished. Last year, the Board adopted a recommendation from the Buildings Committee to conduct a Plumbing Repair and Refurbishment Pilot Program involving 24 to 32 units, to test alternative technologies to ‘hard pipe replacement.’

Staff advertised in the GHI E-newsletter from August 29, 2022 until the end of September last year for member volunteers who were willing to participate in the program. Because of a tepid response, the Board directed the Finance Committee to recommend financial incentives to encourage members to participate. The Board adopted the Finance Committee’s recommendation on March 16, 2023, and further advertisements for volunteers were placed in the GHI e-newsletter from March 20 until May 1, 2023.

The table below shows that to date, all members residing in two (2) rows of block units, three (3) rows of brick units and two (2) rows of frame units, i.e., a total of 30 units, have volunteered to participate in the program. Altogether, 98 members volunteered to participate in the program; a breakdown of their addresses is shown in Attachment #5.

Summary of Rows of Units with all Members Volunteering as of May 30, 2023

	Block	Brick	Frame
Desired quantity of rows to participate in the Pilot Program	2	2	3
Number of rows where all members have volunteered to participate	2	3	2

<u>Qty of 2-unit rows</u> where both members have volunteered to participate	1	0	0
<u>Qty of 4-unit rows</u> where all 4 members have volunteered to participate	1	2	1
<u>Qty of 6-unit rows</u> where all 6 members have volunteered to participate	0	1	1

Staff proposes that the following actions should be undertaken to initiate the Pilot Program:

- a) Select the specific rows of units to be included in the program in consultation with the Buildings Committee and inform the members.
- b) Decide on the specific pipe repair/refurbishment technologies to be employed in each row of units, in consultation with the Buildings Committee.
- c) With the assistance of the Buildings Committee, prepare a draft Memorandum of Understanding (MOU) to clarify the roles and responsibilities of GHI and members participating in the program. Meet with the pilot members to discuss the MOU. After the MOU is finalized, it should be signed by each member.
- d) Hire an engineering consulting firm to prepare the technical specifications for the pipe repair/refurbishment project. The specifications will be included in a Request for Proposals (RFP) document that will be sent to pipe repair/refurbishment contractors to solicit bids for the work to be done.
- e) Award a contract to a contractor(s) to perform the work.

This item is on the agenda for discussion.

6h. Motion to Hold a Closed Meeting on June 15, 2023

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on June 15, 2023.

Moved: James
Abstained: McKinley

Seconded: Hess

Carried: 7-0-1

7. Items of Information

7a. President's Items

President Brodd requested the Board to consider and decide to hold an in-person work session at the GHI Administrative Building on June 12, 2023 at 7:00 pm to review the new website. President Brodd also asked Board members to consider which committees they would like to serve as liaison's for.

7b. Board Members' Items

Vice-President McKinley advised that she would be out of town from June 3, 2023 through June 21, 2023, but would like to remain the Board liaison for the Member Handbook and Board Policies Standardization Task Force and for the Buildings Committee.

Director Hess inquired if the Audit Committee had begun recruitment for the open position on the committee. Audit Committee Chair, Bill Jones, advised they had not.

Director Kapfer suggested that the Board run the Memorandum of Understanding (MOU) for the plumbing pilot program past GHI's legal counsel for content.

7c. Audit Committee's Items

None

7d. Manager's Items

Director of Finance, Joe Perry, advised Board members that the monthly stipends are delayed, but will be sent out shortly. Joe also confirmed with the Board that all monetary incentives being offered to members volunteering for the plumbing pilot program could be provided via credits to the individual coop accounts. President Brodd said that he believed that was a part of the Board's motion when the incentives were voted on.

Motion: To adjourn.

Moved: Hess

Seconded: McKinley

Carried: 8-0

The meeting adjourned at 9:33 pm.

Ed James
Secretary

Drug and Alcohol Policy

Purpose

In compliance with the Drug-Free Workplace Act of 1988, Greenbelt Homes, Inc (GHI) has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of GHI employees and to the security of the company's equipment and facilities. Alcohol abuse or illegal drug use and its physiological effects represent a threat to the well-being and security of employees and could cause extensive damage to the company's reputation and community standing. **For these reasons, GHI is committed to the elimination of drug and alcohol use and misuse in the workplace.**

Scope and Enforcement

This policy applies to all employees and all applicants for employment with GHI. The human resource (HR) department is responsible for policy administration. The HR director is responsible for policy interpretation, administration and enforcement.

Employee Assistance

Greenbelt Homes, Inc. will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other GHI policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. **Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.**

Work Rules

1. Whenever employees are working, are operating any GHI vehicle, are present on GHI premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing any drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or any drug as defined in this policy.
 - c. Possessing or consuming alcohol.

2. Greenbelt Homes will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
3. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by HR and an additional member of senior management. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must arrange transportation of the employee to the testing facility and arrange for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to any work-related accident regardless of the severity but explicitly those which seriously damage a GHI vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a GHI pickup truck, van, front-end loader or

automobile) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must arrange transportation of the employee to the testing facility and arrange for the employee to be transported home.

Random Drug Testing

GHI reserves the right to conduct random drug screens at any time to be administered through Human Resources.

Procedure:

1. The supervisor will be notified by 9:00am on the day the employee is required to report for drug testing and the supervisor will in turn notify the employee.
2. Once the employee has been notified to report for testing, he or she must do so at the designated time.
3. The employee must report to human resources to get directions to the testing facility and a signed testing authorization form.
4. All tests are confidential and are shared only with the employee, their supervisor and the General Manager.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a GHI-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a GHI designated testing facility and directed to provide urine specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by GHI, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or

applicant will be treated as passing the test. In no event should a positive test result be communicated to GHI until such time that the MRO has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired at that time.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements GHI may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by GHI for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately terminated from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended without pay pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

GHI reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

GHI prohibits all employees from manufacturing, distributing, dispensing, possessing or using any drug in or on company premises or while conducting company business. GHI employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

GHI does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, GHI reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead

guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with GHI.

Definitions

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by GHI or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Drug and Alcohol Policy Certificate of Receipt

I hereby certify that I have received a copy of GHI's Drug and Alcohol Policy.

Employee Signature

Date

GHI Forever Homes: Updates to Homes and GHI Requirements (June 28, 2023)

What is a Forever Home?

GHI’s **Forever Homes** initiative is a recognition that in our cooperative and inclusive community, changes to our homes can help make GHI homes more livable for residents as we age or for those with physical challenges.

Home Update Chart

The **Home Update** chart is based on the Lowe’s Livable Home program, which was created with the cooperation of the American Association of Retired Persons. The **chart below** indicates which changes you can make to your GHI home on your own and which require a GHI permit and a qualified professional. This information is provided as a courtesy and does not constitute GHI endorsement of a specific improvement.

Note that some improvements on the chart may not be covered under GHI maintenance. For clarification, consult Technical Services.

Areas of Home	Permit (s)	Remarks
Interior Spaces in General		
1. Organize and secure cables and cords to avoid tripping hazards.	No permit required.	
2. Add electrical outlets to decrease use of extension cords and other tripping hazards.	GHI Type II + PG County trade permit	Licensed electrician required to add new wiring and outlets.
3. Place light switches near doorways if not present, and/or install switches at easy-to-reach heights.	GHI Type II + PG County trade permit	Licensed electrician required to create and wire new box and switch.
4. Use rocker style (Decora) light switches.	GHI Type II	Licensed electrician to install, or, if done by owner, GHI licensed electrician to inspect.

5. Use motion sensor night lights.	No permit required if light plugs into an existing outlet. GHI Type II permit if new electrical outlet or wiring is required + PG County trade permit.	Licensed electrician to make any changes to electrical outlet or power supply.
6. Minimize use of unsecured rugs and other tripping hazards.	No permit required.	
7. Replace hinges with swinging door hinges to widen doorways.	GHI Type II	These types of doors may require more support and/or larger anchors into existing jambs or framing.
8. Replace door knobs with lever-style handles.	No permit required.	Cost of non-standard GHI fixtures is members' responsibility.
9. Install ceiling fans with remote control capability.	GHI Type II + PG County electrical permit if new locations and circuits are added for fans.	Licensed electrician to install remote-capable ceiling fans. If a member replaces an existing ceiling fan (with or without remote capability) GHI licensed electrician shall inspect exposed junction box and wiring prior to installation.
10. Install a programmable thermostat for comfort and convenience.	GHI Type II	If line voltage control is for baseboard heaters, a licensed electrician is needed to connect the new thermostat.
11. Use Smart Home devices, such as Google Home, Alexa, HomeKit, SmartThings and others, which enable lights, thermostat and other systems to be controlled by voice or remotely.	No permit required if Smart Home devices plug into existing outlets. GHI Type II permit required if devices need to be wired in or new outlets added.	If a new outlet is required or if devices are hard wired, licensed electrician to install.

Entrances		
12. Add a ramp for zero-step entry.	GHI Type I	Requirements may be similar to additions, decks, & porches. Ramps may need to be removed upon resale inspection.
13. Mount visible address number on garden side and service side to make it easier to locate the residence.	No permit required.	6 inches tall is recommended.
14. Use automated or smart door locks and/or a video doorbell (with code to access entry).	No permit required unless the device uses house power. GHI Type II permit and licensed electrician required if adding new power or changing outlet location.	Ability for GHI staff to access premises must be preserved.
15. Install handrail on porch.	GHI Type II	To verify materials, support, and dimensional guidelines.
16. Install a peephole on front door at a lower height.	GHI Type II	To document that entrance door has been altered.
Bathroom		
17. Add a comfort-height toilet.	Conditional GHI Type II	GHI plumber to inspect toilet drain if toilet is replaced. Replacement can be done by GHI with fee for service. Member pays for toilet.
18. Provide a minimum of 5 feet of open space within bathroom for moving with a walker or wheelchair.	Depending on the extent of alterations, a GHI Type II permit for removing existing interior walls + PG County + City of Greenbelt permits	Member, or member's contractor, architect, or designer to provide plans of walls or sections of walls to be removed and assess if load bearing. If load bearing, then additional support and drawings may be required from a licensed structural engineer.

19. Mount grab bars for better support when using the shower, tub and/or toilet.	GHI Type II	Must be completely secured to the wall.
20. Use a 36 inch height vanity and sink base to minimize bending over.	GHI Type II	GHI to inspect any new plumbing connections before the new vanity is installed.
21. Update sink, shower, and tub with lever-style faucets.	GHI Type II	GHI plumber to inspect installation. Note: Cost of non-standard GHI fixtures is members' responsibility. GHI may install with fee for service under reasonable accommodations.
22. Install an adjustable-height, handheld showerhead.	No permit required if member or member's contractor does not change the water rough-in location. GHI Type II if water supply wall rough-in is changed.	If water rough-in in the wall is changed, GHI plumber shall inspect while pipes are exposed.
23. Use non-slip mats for rugs or slip-resistant flooring.	No permit required.	
24. Add shower seating.	No permit required if free standing. GHI Type II if wall support bracing is required.	
25. Put in a low-threshold, barrier-free shower, or walk-in tub.	GHI Type II (possible WSSC permit if pipes are moved greater than 2 feet).	GHI plumber shall inspect while pipes are exposed.
Kitchen		
26. Choose a French-Door refrigerator to make it easier to see and reach inside.	No permit required if using existing outlet and/or water supply. GHI Type II if relocating power outlet or water supply.	Licensed electrician and/or plumber required to make modifications to power outlet or water supply.
27. Select handles and drawer pulls that are easier to grasp.	No permit required.	

28. Add pullout drawers to lower-level cabinets.	No permit required.	
29. Select a range or cooktop with controls at front to reduce need to bend or reach over hot burners.	GHI Type II if changes are required to electrical outlet or power supply.	Licensed electrician to make any changes to electrical outlet or power supply.
30. Select a wall oven to be mounted at a comfortable height to minimize bending or lifting.	GHI Type II if changes are required to electrical outlet or power supply.	Licensed electrician to make any changes to electrical outlet or power supply.
31. Add open shelving for pots and pans used every day.	GHI Type II if additional wall blocking support is required.	
32. Use appliances with an auto shut-off feature.	GHI Type II if changes are required to electrical outlet or power supply.	Licensed electrician to make any changes to electrical outlet or power supply.
33. Add task lighting for extra visibility.	Permit not required for battery powered lighting, such as LEDs. GHI Type II + PG County + City of Greenbelt if lighting is hard wired.	Licensed electrician to make any changes to electrical outlet or power supply.
34. Replace faucet with sensor faucet for touchless use.	GHI Type II	GHI Plumber to inspect installation or install as fee for service.
35. Place microwave on countertop.	No permit required unless adding new power or changing outlet location.	Licensed electrician to make any changes to electrical outlet or power supply.
36. Incorporate contrasting colors of countertop and floor to differentiate the surfaces.	No permit required.	
37. Install under-counter oven/microwave.	No permit required unless adding new power or changing outlet location. GHI Type II if adding new power or changing outlet location + PG County trade permit.	Licensed electrician to make any changes to electrical outlet or power supply.

Hallways and Stairways		
38. Add lights and switches at both ends of stairway and hallway.	GHI Type II + PG County + City of Greenbelt	Licensed electrician required.
39. Add low-pile, well-secured carpeting on steps.	No permit required.	
40. Install a chairlift on stairs.	GHI Type II	Make sure adequate wall supports are installed. Licensed electrician for electrical connection(s) or new outlets.
41. Install a second handrail in stairway on wall opposite to existing handrail.	GHI Type II	Make sure adequate wall supports are installed to anchor handrail.