

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING
Starts at 7:45 p.m.
Thursday, September 21, 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 Meeting of the Board of Directors Held on September 21, 2023 (Attachment #1)

3. Visitors and Members (Comment Period)

4. Approval of Membership Applications

5. Committee Reports

6. For Discussion/Action

- | | | |
|--|-----------|-------------------|
| a. Companion Animal Committee Report (Attachment #2) | 2 Minutes | Discussion/Action |
| b. Approve Minutes of the GHI Special Meeting Held on April 13, 2023 (Attachment #3) | 2 Minutes | Discussion/Action |
| c. Approve Minutes of the Open Meeting Held on July 6, 2023 (Attachment #4) | 2 Minutes | Discussion/Action |
| d. Strategic Plan Discussion (Attachment #5) | 5 Minutes | Discussion/Action |
| e. Presentation on the New GHI Website and Yardi Member Portal | 5 Minutes | Discussion/Action |
| f. Motion to Hold a Closed Board Meeting on October 5, 2023 | 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

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



MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: James Claggett, General Manager 
DATE: September 18, 2023
SUBJECT: REVISED Items for the **GHI OPEN** Board Meeting on September 21, 2023

GHI Open Meeting

6a. Companion Animal Committee Report (Attachment #2)

Please see the attached Semi-Annual Report from the Companion Animal Committee. The report covers committee activities from January 2023 to July 2023.

Suggested Motion: I move that the Board of Directors accepts the Semi-Annual Report from the Companion Animal Committee (as presented/as revised).

6b. Approve Minutes of the GHI Special Meeting Held on April 13, 2023 (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Special Meeting held on April 13, 2023 (as presented/as revised).

6c. Approve Minutes of the Open Meeting Held on July 6, 2023 (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on July 6, 2023 (as presented/as revised).

6d. Strategic Plan Discussion (Attachment #5)

Please see the 2024 Strategic Plan in the above-referenced Attachment developed by the Board, Audit Committee, and Senior staff during work sessions on August 17, 20, and 21, 2023. The shared goal was to identify community priorities for 2024 and beyond. There are a few areas highlighted where objectives will need to be clarified.

During the working sessions, the Board, Audit Committee, and Senior staff also discussed the possibility of appointing a sub-committee or Task Force to re-write the GHI Mission Statement and to broaden the Five Values for GHI Staff.

Mission Statement

GHI is a cooperative that provides quality homes for our members and fosters opportunities for community. We will accomplish this by celebrating and respecting the historical legacy and ideals of the original Greenbelt plan.

We will maintain, protect and enhance the assets of the cooperative including the buildings, architectural design, open space plan (woods, walkways, playgrounds), while preserving the financial stability and sustainability of our cooperative community.

We will promote member diversity, member and community involvement, and education regarding our rights and responsibilities as co-op members.

We are the keepers of our property, and we have the right to expect that all of us will act responsibly to protect and care for that which each own and treasure together.

Adopted March 9, 2006

Five Values for GHI Staff

- 1. Do What is Right*
- 2. Take Care of Our Members*
- 3. Take Care of Our Employees*
- 4. Foster Teamwork*
- 5. Use Our Resources Effectively*

Suggested Motion #1: I move that the Board of Directors approve the Strategic Plan for 2024 (as presented/as revised).

Suggested Motion#2: I move that the Board of Directors appoint a Task Force to re-write the GHI Mission Statement and the Five Values for GHI Staff. Further, I move that the following members be appointed to that Task Force: _____,

_____, _____, _____, and _____.

6e. Presentation on the New GHI Website and Yardi Member Portal

The GHI Member Services Department has worked closely with the Communications and Marketing Committee on developing a new Board-approved website template for GHI, and for migrating information from the existing GHI website over to the Yardi Member Portal. The migration is ongoing, but the new website is ready to be launched.

On September 5, 2023, Leasing Coordinator Christine Gyemfi invited all committee chairs and liaisons to a virtual meeting to demonstrate the new website and the Yardi Member Portal. The Member Services team wishes to provide the Board with a similar preview during the September 21, 2023 Open Meeting.

The Communications and Marketing Committee began advertising the new website and the migration of existing GHI website content to the Yardi Member Portal on September 11, 2023 in the GHI E-News publication, and is seeking Board approval to officially launch the new website on October 2, 2023.

If the Board approves the October 2nd launch, Christine Gyemfi and Director of Member Services Deanna Washington will host at least two (2) in-person training sessions for GHI members: one (1) before and (1) one after the launch. These sessions will be held to provide guidance and assistance to members in not only navigating the new website, but also the Yardi Member Portal.

Suggested Motion: I move that the Board of Directors approve an October 2, 2023 launch of the new GHI website.

6f. Motion to Hold a Closed Board Meeting on October 5, 2023

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

REVISED

Statement of a Closed Meeting of the Board of Directors Held on September 21, 2023

GHI's Board of Directors held a closed meeting at 7:00 p.m. on September 21, 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 July 6, 2023	(vii)
2. Request by a Prospective Member for an Exception to the GHI Member Selection Criteria Policy	(iv)

A motion to hold the closed meeting was approved during the September 7, 2023, open meeting by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley, and Whipple.

DRAFT

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

Covering January 2023– July 2023

Report Date: August 31, 2023

SUMMARY

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

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

The CAC continues to hold Meet and Greets to provide community outreach and education at different locations throughout GHI. We did not have a Meet and Greet in July because of concerns about air quality and heat.

The CAC continues to work with Member Services as requested. In addition, a member reached out directly to the committee chair concerned about the number of dogs she was observing off-leash in GHI. When additional members mentioned the issue to CAC members, the CAC contacted Member Services and requested that GHI place an item in the e-News reminding members that dogs must be on leash when outside of the member's yard. The item in the e-News also highlighted the fact that GHI's Companion Animal rules, and the city and county animal ordinances, state that dogs must not be allowed to run at large (unless in the member's yard) and must be on leash.

The brochure for new members is ready for reformatting. We are waiting on the committee member who will do this task to have some time.

The final changes to the Guide are on hold at the moment. As soon as the committee member has time to make these changes and finalize the draft, it will be presented to the Board for approval.

The CAC was provided with funding to create a lending library of animal-related books and other publications for members. Soon after this committee project began, we decided to have both a physical lending library and a virtual library. We will be purchasing our first books for the physical library over the next couple of months.

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

ACTIVITIES

Animal Complaints

During the period of this report, animal complaints brought to the CAC's attention included nuisance behaviors, such as excessive barking. CAC members also have been noticing that more members, or their guests, are not cleaning up after their dogs. We continue to target these behaviors through our Meet and Greets and are exploring other ways to address this disturbing trend.

CAC Animal-related Physical Lending Library

We are working with Member Services in developing a process to securely display the Lending Library. We also are working together on procedures that address how members will be able to borrow these books, how new books will be cataloged, how the check-out and return process will work, and how all of this will be tracked.

CAC Animal-related Virtual Library

Planning work will start soon on a virtual library that will eventually be online. One issue to be resolved is where the virtual library will reside. Another issue is to determine the file format of the virtual library. The CAC will work with the Communications Committee and Member Services to resolve these issues.

(The CAC's 2023 goals follow on the next page.)

GOALS

Status of Goals as of July 2023

1. Twice yearly inspections of the plastic bag dispensers with replacement as needed. (Note- several dispensers have been added by members, those dispensers will not be maintained by the CAC.) – The first inspection was completed earlier this year. We will conduct the second inspection in the Fall.
2. Planning for a lending library and purchasing books. – Planning is underway. Books will be purchased, starting in September.
3. Explore the possibility of dedicating a Zoom account where committees and task forces could store and replay videos for members. -The CAC will discuss the feasibility of this goal with Member Services.
4. Develop topics for a 2024 webinar using Dr. Ropski as the presenter, assuming a 2024 budget request for such a webinar will be approved. – The webinar will address common nuisance behaviors displayed by dogs and how to manage them. The emphasis will be on tools and concepts to help members manage these issues in an environment where there are almost always lots of people and other dogs around. We will start developing topics for this webinar next month.
5. Write an article on enrichment activities for dogs, cats and rabbits, and discuss the possibility of creating a webinar on this topic. -- This has been deferred to 2024
6. Once reformatted, print and distribute in brochure format, *Living with Companion Animals in GHI* at meet and greets and community events. The reformatted newsletter version will be provided to Bruce Mangum. A hardcopy format will be made available in the GHI Lobby. - The CAC member taking the lead on this task has been unable to complete it, but our goal is to do so over the next couple of months.
7. Before submitting the revised guide to the Board, configure and automate the table of contents and add an index. Also consider adding a glossary. – The CAC member taking the lead on this task has been unable to complete it, but our goal is to do so soon.
8. Explore offering an in-person first aid course for dogs and cats, partnering with Greenbelt CART. We would hope to schedule the class in 2024. Members would have to pay to take the course. – This will be looked into before the end of 2023.
9. Explore the possibility of having a Disaster Preparedness Day for Pets with the Board of Directors and the City of Greenbelt. This event would include inviting Greenbelt CART to display the city's AKC Disaster Preparedness trailer. (The City of Greenbelt provides the truck and the driver for the trailer.) – The Board and staff approved the CAC having such an event. However, because of the amount of work involved with the lending library, we have decided to schedule this event next year. This also will allow us more flexibility in scheduling with other GHI committees and outside groups. We would hope to have the event in Spring 2024.

Ongoing Goals

1. Holding Meet and Greets at least every other month ending in November and beginning in March each year.
2. Community Education Campaign
 - Importance of cleaning up after pets.
 - Management techniques to stop dogs from fence running and lunging at fences.
 - Management techniques for excessive barking.

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

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

[Attachment follows on the next page.]

ATTACHMENT

Summary of Companion Animal Committee Members' Skills and Experience

Skills and Experience of the Companion Animal Committee include:

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

Draft GHI Board of Directors
Special Open Meeting
(Virtual Zoom)
April 13, 2023
Starts at 7:00 pm

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

Bill Jones, Audit Committee Chair

Dave Benack, Audit Committee

Grace Fisher, Audit Committee

Patrick Carroll

Scott Legendre

John Decker

Maurice Crawford

Stephanie O'Brien

Ed Kwiatkowski. CPA. LLC. Auditor

Catherine Allen,

President Brodd called the meeting to order at 7:01 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Hess

Carried: 9-0

2. For Discussion/Action

2a. Presentation of the 2022 Audit Report Prepared by an External Auditor (Attachment #1)

On January 5, 2022, the Board authorized the Manager to sign a contract with Ed Kwiatkowski, CPA, LLC to conduct a full audit of the 2022 Consolidated Financial Statements for GHI and GDC and prepare federal and state tax returns for the year ending December 31, 2022.

Mr. Kwiatkowski has submitted an audit report comprised of the following documents:

- Board Communication Letter (Attachment #1a).
- Financial Statements with Supplementary Information as of December 31, 2022 (Attachment #1b).

Mr. Kwiatkowski will present the Audit Report during the Board Meeting. Questions may be directed to Mr. Joseph Perry, GHI's Finance Director, prior to the meeting.

Motion: I move that the Board of Directors accept the 2022 Audit Report prepared by Ed Kwiatkowski, CPA, LLC that includes the Consolidated Financial Statements for Greenbelt Homes Inc. as of December 31, 2022.

Moved: James

Seconded: Hess

Carried: 9-0

2b. Review Minutes of the Special Membership Meeting Held on December 8, 2022 (Attachment #2)

Attachment #2 is a draft of the minutes of the December 8, 2022 Special Membership meeting. After the Board reviews and accepts the minutes, they will be included on the agenda for the 2023 Annual Membership Meeting for review and approval by the membership.

Motion: I move that the Board of Directors accept the draft minutes for the December 8, 2022 Special Membership Meeting as presented and direct staff to include them on the Agenda for the 2023 Annual Membership Meeting, for review and approval by the Membership.

Moved: James

Seconded: McKinley

Carried: 9-0

2c. 2022 GHI Investment Performance Report (Attachment #3)

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments. Attachment #3 is the 2022 Investment Performance Report that the Investment Committee prepared.

After the Board accepts the report, it will be included in the 2022-23 Annual Report that the membership will receive prior to the Annual Membership Meeting on May 11, 2023.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the 2022 Investment Performance Report presented by the Investment Committee as revised on April 13, 2023 and direct that it be included in the 2022-23 Annual Report that will be distributed to the Membership prior to the Annual Membership Meeting on May 11, 2023.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

2d. Proposed Agenda for the May 11, 2023 Annual Membership Meeting (Attachment #4)

Attachment #4 is the proposed Agenda for the 2023 Annual Membership Meeting on May 11, 2023. The Board reviewed the proposed Agenda and decided what changes should be made.

Motion: I move that the Board of Directors accept the agenda for the 2023 Annual Membership Meeting on May 11, 2023 as revised.

Moved: James

Seconded: Bilyeu

Carried: 9-0

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

The meeting adjourned at 7:26 pm.

Ed James
Secretary

Draft GHI Board of Directors
Open Meeting
(Virtual Zoom)
Thursday, July 6, 2023
Starts after GDC Open Meeting ends

Board Members Present: Boyd, Brodd, James, Kapfer, McKinley, Whipple

Excused Absences: Baron, Hess, Larkin

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Thomas Williams, Director of Technical Services

Jim Morris, Director of Maintenance

Bruce Mangum, Contract Processor

Bill Jones, Audit Committee Chair

Zach Conron, Audit Committee

Dave Benack, Audit Committee

Stephen Holland

Michael Reinsel

Joe Ralbovsky

Shawnda Atkins

Carol Mangano

MaShawn Hall, Unit Chief, Common Ownership Communities (COC)

Ynetta Butchee, Community Liaison, Common Ownership Communities (COC)

President Brodd called the meeting to order at 7:49 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Whipple

Carried: 6-0

2. Statement of a Closed Meeting

2a. Statement of a Closed Board Meeting Held on July 6, 2023

GHI’s Board of Directors held a closed meeting at 7:00 pm on July 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 the Closed Meeting Held on May 18, 2023	(vii)
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2. Member Financial Matters	(viii)
3. Consider Approval of the Following Contract: <ul style="list-style-type: none"> 2023 Contract for Replacing Roofs and Gutters on Frame Units, Single-family Units and Additions – 2nd reading 	(vi)
4. Member Complaint Matters	(iv)

During the Board meeting, the Board authorized a contract with North American Construction to replace the existing shingles and gutters on the roofs of 116 frame units, 2 single-family units and 45 additions with CertainTeed Landmark Pro AR architectural shingles, at the contractor's bid price of \$ 455,912.00, plus 10% for contingencies, for a total not to exceed \$501,503.00.

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

3. Visitors and Members (Comment Period)

None

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:

- **Grace M. Shipp, Thomas A. Schwenn, Joint Tenants,**
- **Diana D. Rutherford, Oland J. Duff, Joint Tenants,**
- **Julia A. Glanz, Lindsey M. Glanz, Tenants by the Entirety,**
- **John M. McGovern, Jennifer McDonald McGovern, Tenants by the Entirety,**
- **James King, Amy E. Rappole, Joint Tenants,**

Moved: James

Seconded: Boyd

Carried: 6-0

5. Committee Reports

Director McKinley reported for the Storm Water Management Subcommittee that several members visited Riverdale Park to evaluate their pervious surface materials to allow the subcommittee to develop a policy for staff.

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on May 18, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on May 18, 2023 as presented.

Moved: James

Seconded: Whipple

Carried: 6-0

6b. Presentation by a Representative of the Office of Community Relations - Common Ownership Communities

MaShawn Hall, Unit Chief, of the Office of Community Relations – Common Ownership Unit attended the Board meeting to share information about educational resources that are available regarding the governance of a common ownership community, rights, and duties of residents in a common ownership community, and alternative dispute resolution processes.

6c. Finance Committee's Recommendation re: Optional Maintenance and Replacement Reserve Program for Split-System Heat Pump Units

In April 2017, the Board of Directors approved the establishment of an optional program for maintenance and replacement of split-system heat pump units and programmable thermostats for baseboard heaters, that members requested to be installed in their units during the Homes Improvement Program (HIP). The Board also allowed enrollment of heat pump units that were installed after the HIP onto the program if staff determined them to be comparable to units installed by GHI's contractors during the HIP. The elements of the reserve program for heat pump units are as follows:

- a) Repairs of equipment during their operation, and should any of the components fail prior to replacement, systems would be repaired to full operation.
- b) Semi-annual preventive maintenance services to verify refrigerant temperature and pressure during operation, clean indoor unit filters, inspect outdoor coils for excessive debris, and identify potential problems such as refrigerant losses, loose electrical power connections, and failing circuit boards.
- c) Replacement of units at end of their useful lives.

Four hundred and ninety-nine (499) split-system heat pump units were installed during the HIP. At present, only 79 units, or 16 percent of the total quantity of 499 units, are enrolled on the optional reserve program. The quantity of units that GHI is responsible for is too small to justify hiring full-time HVAC technicians; hence contractors must be hired to service them.

When the program began, Capps Mechanical (the contractor who installed the heat pump units during the HIP), was generally successful in satisfying the needs of GHI members whose units were enrolled on the optional reserve program. After the contract with Capps Mechanical ended in the spring of 2021, competitive bids were obtained, and GHI awarded a two-year contract to another contractor who failed to provide satisfactory standards of service. Hence, the contract with that contractor was terminated after one year and a new contract was awarded to Capps Mechanical; this contract expires in the spring of 2024. If any heat pump units break down after

hours, members expect GHI to respond expeditiously in accordance with GHI’s after-hours’ emergency response policy. Members must wait until a contractor can be reached.

Several members have expressed an interest in opting out of the program and to recover fees they have paid to whatever extent possible. On September 15, 2022, the Board directed the Finance Committee in conjunction with staff to recommend the amount of funds that should be refunded to each member who desires to opt out of the optional reserve program for split-system heat pump units.

Staff reviewed the accounts of members who are still contributing to the program. There are 191 members who are currently being charged the optional reserve program fee, i.e., seventy-nine (79) members with split-system heat pumps, and one-hundred and twelve (112) members with programmable thermostats. The total amount contributed by these 191 members through December 2022 was \$205,464. The year-end balance calculated to be available in the optional reserve program as of December 31, 2022 was \$235,031. Several members opted to leave the program or sold their membership from 2018 through 2023 which resulted in them forfeiting refunds. Members who opted out of the reserve program or sold their membership interest contributed more than \$20,000.

On June 8, 2023, the Finance Committee approved the following recommendations:

#1: The Finance Committee recommends that the Board of Directors cease the charging of optional improvement replacement reserve funds as of August 1st 2023 for members who choose to opt out of the program.

#2: The Finance Committee recommends that the Board of Directors authorize refunds to members who choose to opt out of the optional improvement replacement reserve program for split system heat pumps only if they are contributing to the optional improvement replacement reserve program at the time the refund is issued. The amount of the refund should be equal to the full amount of what GHI has already collected from the member. The refund will be in the form of a credit against the eligible member’s coop fees as of July 31, 2023.

This item is on the agenda for discussion and action:

Motion #1: I move that the Board of Directors allow Members whose split-system heat-pump units are currently enrolled on the optional maintenance and replacement reserve program to opt-out of the program and be refunded the full amount of funds that they contributed if they opt-out by October 1, 2023. The refund shall be in the form of a credit against the eligible Member’s coop fees as of October 31, 2023.

Moved: Whipple

Seconded: James

Carried: 6-0

Motion #2: I move that the Board of Directors specify that no additional split-system heat pump units shall be enrolled on the optional maintenance and replacement reserve program.

Moved: McKinley

Seconded: Boyd

Carried: 6-0

6d. Proposed Agenda Items for Stakeholder's Meeting with the Greenbelt City Council on August 2, 2023 (Attachment #3)

For the past several years, GHI has held an Annual Stakeholder's Meeting with Greenbelt's City Council. This year's meeting will be held on August 2, 2023. Attachment #3 contains the agenda items for the last meeting that was held on August 3, 2022.

The Board decided (by consensus) which topics it would like to discuss with the City Council on August 2, 2023.

6e. Corporate Authorization Resolutions re: Signatures on GHI Bank Accounts (Attachments #4a-4c)

GHI has the following accounts with the National Cooperative Bank (NCB):

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

GHI has the following account with Greenbelt Federal Credit Union (GFCU):

- Greenbelt Homes, Inc. Checking and Savings

NCB and GFCU require corporate authorization resolutions to be executed that will allow specific GHI personnel to conduct financial transactions on GHI's behalf, subject to the provisions of the resolutions. Attachments #4a and 4b are copies of the resolutions for NCB accounts. Attachment #4c is a copy of the resolution for the GFCU account. The Board is requested to approve them.

Motion #1: I move that the Board of Directors adopt the National Cooperative Bank Corporate Authorization Resolutions as presented on July 6, 2023, and authorize the following individuals as signers: Stefan Brodd, President; Charles Hess, Sr., Treasurer; James Claggett, Jr., General Manager; Joseph Perry, Jr., Director of Finance; and Everett Hitchner, Manager of Human Resources, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: James

Seconded: McKinley

Carried: 6-0

Motion #2: I move that the Board of Directors adopt the Greenbelt Federal Credit Union Corporate Authorization Resolution as presented on July 6, 2023, and authorize the following individuals as signers: Stefan Brodd, President; Charles Hess, Sr., Treasurer; James Claggett, Jr., General Manager; Joseph Perry, Jr., Director of Finance; and Everett Hitchner, Manager of Human Resources, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: McKinley

Seconded: Boyd

Carried: 6-0

6f. Pipe Repair and Refurbishment Pilot Program - (Attachments #Sa-Sd)

On June 1, 2023, staff informed the Board that 97 members had volunteered to participate in the pipe replacement and refurbishment pilot program and provided a breakdown of their addresses. On June 28, 2023, the Buildings Committee reviewed the following documents related to the continuing development of the pipe repair and refurbishment pilot program and passed a motion by a vote of 6-0 with one abstention, to refer them to the Board of Directors for acceptance.

- a) Final addresses for the pipe repair and refurbishment pilot program (listed in attachment #Sa).
- b) Proposed pipe replacement materials to be installed in units enrolled on the pilot program (listed in attachment #Sb).
- c) A draft memorandum of understanding between GHI and members participating in the pipe repair and refurbishment pilot program (refer to attachment #Sc).
- d) A waiver form that members should sign to indemnify GHI against liability due to injury or property damage arising from their entry into units while plumbing repair/refurbishment work is in progress (refer to attachment #Sd).

This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors approve the unit addresses to be included in the pipe repair and refurbishment pilot program and proposed pipe replacement materials to be installed in the units, as presented.

Moved: James

Seconded: McKinley

Carried: 6-0

Motion #2: I move that the Board of Directors direct the Manager to request GHI's legal counsel to review the draft memorandum of understanding and waiver form as presented and recommend changes to the documents.

Moved: McKinley

Seconded: James

Carried: 6-0

6g. Motion to Hold a Closed Meeting on August 3, 2023

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on August 3, 2023.

Moved: James

Seconded: Kapfer

Carried: 6-0

7. Items of Information

7a. President's Items

President Brodd recognized July 6th as the last Board meeting with Eldon as the General Manager. President Brodd thanked Eldon for all he has done over the years for the Board and the Board meetings and advised members there would be opportunities to thank Eldon in the coming future.

President Brodd reminded members that James Claggett would be starting in his official capacity as General Manager for GHI on Monday, July 10th and invited members to attend the Meet and Greet at the GHI Administration Building on Thursday, July 13th from 6:00 to 8:00 pm.

President Brodd reminded members of the upcoming meetings in August, including the August 2nd City Council meeting, the August 3rd Board Meeting, the August 20th and 21st Strategic Planning Sessions, and the August 24th Budget Work Session with the Finance Committee.

President Brodd advised members that he had the opportunity to meet all three (3) candidates for City Manager and was impressed with all and is hopeful the City will be in good hands in the future.

7b. Board Members' Items

Vice-President McKinley echoed all the comments made by President Brodd and spoke to the honor it has been to work alongside Eldon over the few short years she has done so.

Secretary James thanked Eldon by commenting on what an awesome General Manager he has been.

Director Kapfer wished Eldon the best in his retirement.

Director Boyd expressed her gratitude for being on the Board such a short time just to be able to see what a great General Manager Eldon has been.

Director Whipple thanked Eldon for making him feel very connected to the GHI community and staff and the efforts Eldon makes to feel members connected.

7c. Audit Committee's Items

None

8d. Manager's Items

Eldon advised that the previous day he and Joe Perry attended a Prince Georges County Council meeting and requested the council to review the requests put in writing by GHI about being excluded from the Rent Stabilization Bill and have been in contact with the Councilwoman for GHI to try to get the exclusion issued.

Eldon expressed his joy in working with the Boards of GHI and his pleasure to have had their support and their support of staff. Eldon advised he would certainly think of each of them in the future.

Motion: To adjourn.

Moved: Whipple

Seconded: James

Carried: 6-0

The meeting adjourned at 9:21 pm.

Ed James
Secretary

2023-2024 Draft Strategic Action Plan as of 8/21/2023

2-5 Yr. Strategy		#	GHI 2023-2024 (12- Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on Status	Status
Goal	Objective		Work Plan: Actions						
A. Buildings & Property	A.1. Implement sustainable practices	A.1.a	Update replacement reserves plan.	A		BLD FIN	X	Nearly finished. Just a few loose ends to tie up and present to the board.	Submit to the Board at the end of September.
		A.1.b	Review recommendations from the Buildings Committee on EV charging stations throughout the coop.	C	X	BLD		The Board requested the Buildings Committee to survey to ascertain member interest in electric cars and charging stations. (Known issue: electrical heavy-up needed community-wide, which may require PEPCO involvement/funding.)	In process
		A.1.c	Buildings committee to investigate feasibility of installing heat pump water heaters in frame homes.	C	X	BLD	X	The Board decided that maintenance staff should continue to replace conventional water heaters with heat pump types if the current Pepco rebate is in place. Due to the steep increase in heat pump water heater costs, their installations have been discontinued. Members can purchase individually, and GHI can install (but not guarantee moving forward). Staff report to the Board indicated that heat pump installation in masonry units that have water heaters in boiler rooms is no longer cost-effective.	On hold
	A.2. Maintain & protect buildings & grounds.	A.2.a	Implement a pilot program for replacement/refurbishment of piping in masonry and frame homes.	A	X	BLD & FIN	X	On July 14, 2022, the Board of Directors accepted the Buildings Committee’s final report on GHI Pipes. Replacement/Refurbishment Pilot Program for frame and masonry homes. Members submitted responses to the Buildings Committee survey, but only one complete row of two units has been identified for selection. The pilot program is proceeding with the contractor selected in August, and work is anticipated to begin in early 2024. The pilot project is expected to take a full year.	In process

2-5 Yr. Strategy		#	GHI 2023-2024 (12- Month) Strategic Action Plan	Priority	Board	Comte	Staff	Comments on Status	Status
Goal	Objective		Work Plan: Actions						
		A.2.b	Conduct negotiations with WSSC re: water pipe replacements for masonry homes. WSSC needs to come on board for exterior & sewer pipes and water supply for masonry homes. Legal opinion may be necessary for negotiating the 1958 agreement. Involve the City of Greenbelt (signatory to 1958 and a good GHI ally).	A	X	WSSC TF	X	Plans are to meet soon with WSSC and the City of Greenbelt to discuss this issue. On January 1, 2022, the Board hired an attorney to represent GHI in future negotiations with WSSC. The Board appointed a task force and hired an attorney to negotiate with WSSC on GHI's behalf.	In process
		A.2.c	Update the current yard inspection form for clarity.	B	X		X	Staff will begin work after the fall.	In process
		A.2.d	Conduct a community-wide tree inspection program. Specifically, look at trees that are currently or can, in the future, compromise structures.	A			X	Over the next ten years, the goal is to remove trees within 20 feet of structures (not including sheds). The plan is to remove trees when young, and inexpensive to remove	In process
		A.2.e	Continue to address stormwater management issues.	A	X	SWMS	X	Tasks are performed by the SWMS on an as-needed basis as directed by the Board.	Ongoing
		A.2.f	Develop a policy for utilizing semi-pervious materials for walkways and parking lots.	B	X	SWMS	X	SWMS has completed interviews with other municipalities and has begun in-depth research of various materials.	In process
		A.2.g	Engage with the City over responsibility for stormwater maintenance in GHI.	A	X		X	This matter was discussed in a work session with the City on August 2, 2023—Follow-up is expected between the new GHI director and the new Greenbelt City Manager. GHI submitted letters requesting reimbursement for costs incurred to date.	In process
		A.2.h	Execute a building envelope improvement program for GHI's larger townhomes.	A			X	The program is nearly complete. Only windows are left to install. ACTION: Jim to confirm, Is this Completed	In process
B. Governance	B.1 Prepare for (future) continuity of GHI staff.	B.1.a	Develop a plan to capture institutional knowledge of GHI members, staff, Board, and committee members.	B	X	MOC	X		Not started
	B.2 Improve committee operation and promote member involvement.	B.2.a	Provide training for committee chairs.	B	X	MOC	X		Not started
		B.2.b	Update committee and task force operations manual	B	X	VP/MOC			Not started

2-5 Yr. Strategy		#	GHI 2023-2024 (12- Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on Status	Status
Goal	Objective		Work Plan: Actions						
	B.3 Review and develop policies.	B.3.a	Recommend storage methodology and location for historical documents.	B	X	RRTF	X		In process
	B.3 Review and develop policies.	B.3.b	Develop a plan for handling personally identifiable information.	C	X			Member information was moved to the Yardi platform. The Board approved a Policy "Use of Official ghi.coop E-mail Accounts" on 3/6/2019.	Completed
		B.3.c	Update procedures for conducting Board meetings, e.g., hybrid meetings.	C				Discussed at September 07, 2023, Open Board Meeting.	Ongoing
		B.3.d	B.3.d Review and update complaint procedure [TF established but not activated]	A	X			Consider attorney recommendations and member comments.	Not started
	B.4 Improve member handbook.	B.4.a	Update and improve the member handbook to reflect current operations, include board policy and be internally consistent. Restructure the handbook for ease of use and maintenance. Update how members access the handbook and its updates. Develop an accompanying quick reference guide / FAQ.	A	X	MHBPS F	X	The Board appointed a Member Handbook/Board Policies Standardization Task Force and hired a technical writer to update, standardize, format, and revise the Member Handbook and Board policies for clarity and consistency.	In process
	B.5 Track government legislation	B.5.a	Better contact and communication with city, county, and state governments	B	X	LGAC		Relationship established with the Commission on Common Ownership Communities.	In progress
		B.5.b	Better familiarity with ordinances and regulations at all government levels	A	X	LGAC			
		B.5.c	Collaboration with the city for legislative aide	B	X	LGAC			In progress
C. Finance	C.1 Manage finances to address issues that arise.	C.1.a	??	?	?	??		??	??
	C.2 Continue education programs on GHI finances.	C.2.a	Review and revise the breakdown of fees and distribute them to realtors.	C	X	FIN MOC COMM	X		Not started

2-5 Yr. Strategy		#	GHI 2023-2024 (12- Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on Status	Status
Goal	Objective		Work Plan: Actions						
		C.2.b	Continue education programs on GHI finances and produce them as webinars. Include member charges, inflation, the value of money, what is included in monthly charges, and the replacement reserves program.	C	X	FIN MOC COMM	X	December 5, 2023, Town Hall Meeting will address the 2024 Budget and the Replacement Reserves.	Ongoing
		C.2.c	Look at risks and ways to make the GHI community more attractive to insurance carriers.	B	X	FIN	X	USI (GHI's insurance broker) advised that no financial benefit would be gained from having separate insurance policies for GHI and GDC.	Ongoing
	C.3. Manage insurance costs.	C.3.a	Investigate self-insurability strategy.	B	X	FIN	X	Look at parts of the policy GHI can self-cover. Last December 15 th , the Board increased GHI's property insurance deductible limit from \$25,000 to \$75,000 per incident, saving \$32,000 in annual premium costs.	Ongoing
	C.4 Increase revenue through business development.	C.4.a	Attempt to re-establish the Business Development Task Force to investigate pursuing business opportunities and fee-for-service, including but not limited to those recommended by the LRPC.	C	X	BDTF	X	The idea is to search for a contractor to produce a business plan and get the ball rolling. Put out feelers for individual interest. On 4/2/2020, the Board established a Business Development task force to explore the feasibility of specific business opportunities recommended by the Long-Range Planning Committee. No members applied to serve on the task force.	Not started
	C.5. Investigate reverse share loans.	C.5.a	Follow up on the status of reverse share loans; determine if this is a viable option to allow members to find financial support.	B	X	FIN	X		In process
	C.6. Protect equity of GDC Parkway apartments	C.6.a	The Finance Committee will convene to determine if the GDC Board should move to vote to declare a dividend to GHI. Afterward, the board will vote on whether to proceed and confer with legal counsel on the proper procedure.	A	X	FIN	X	Should confer with legal counsel to verify that GHI and GDC are operating "at arm's length."	Not started
D. Com muni	D.1 Use technology for improved member access and communication.	D.1.a	Improve the GHI website per recommendations from the membership survey. Complete outward-facing website.	A	X	WSTF	X	The Board will review the new website template on September 21, 2023.	In the process, nearly 90% complete.

2-5 Yr. Strategy		#	GHI 2023-2024 (12- Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on Status	Status
Goal	Objective		Work Plan: Actions						
		D.1.b	Review the need for a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information). Make a staffing decision.	B	X	COM or TBD	X	On September 19, 2019, the Board authorized the Board President to appoint a communications committee member as the editor of GHI's Facebook page. "Social Media Manager"? Authorized members of the Community to do this?? access to FB page (non-responses) Mass texting/email service? Opt-in - in place Legal concerns	Not started
	D.2 Get member feedback.	D.2.a	Develop a plan for collecting input from members on a regular basis. (This could include surveys, automatic surveys via Yardi, social media, forums, etc.)	B, C	X		X		Not started
		D.2.b	Contact Census?	C		?			Not started
	D.3 Increase member engagement	D.3.a	Reestablish the MOC.	A	X	MOC	X		In process
		D.3.b	Make members aware of what the various task forces and committees do and opportunities for participation.	B		MOC	X	Ideas include: <ul style="list-style-type: none"> Conduct recruitment event(s) for committees and task forces. Host afternoon committee "Meet n Greet" event. Include Committee/Task Force updates with ENews More clearly establish the idea of "friends of the committee" for people to participate as non-voting members.	Not started
		D.3.c	Recognize volunteer service and accomplishments publicly.	B	X	MOC	X	Ideas include: <ul style="list-style-type: none"> Do volunteer recognition at the Annual Meeting and perhaps host a specific event for volunteers. Include highlight of committee or task force in E-news. 	Not started

Committees and Task Forces ¹	
BLD - Buildings Committee	MOC - Member Outreach Committee
COM/MARK - Communications & Marketing Committee	RRTF – Record Retention Task Force
FIN - Finance Committee	SWMS – Storm Water Management Sub-Committee
INVC – Investment Committee	SS – Sustainability Subcommittee
LGAC - Legislative and Government Affairs Committee	WC - Woodlands Committee
MHBPSTF-Member Handbook and Board Policies Standardization	WSTF – Website Task Force

Priority
<p>On 12-month Action Plan</p> <ul style="list-style-type: none"> A. High priority: must be addressed within the next year B. Medium priority: should be addressed within the next year; could include items of high importance but not high urgency
<p>On a separate list of pending actions</p> <ul style="list-style-type: none"> C. Low priority: probably will not get to it within the next year, but want it on the deferred item list

¹ Not a complete list of committees and task forces.