

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS

Thursday, June 4, 2020

This meeting will be held electronically. Members & Visitors may attend remotely.

REGULAR SESSION (Open to Visitors)

Following the GHI Executive Session Meeting

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings:**
 - a) Announcement of a Complaint Hearing Held in a Closed Meeting on May 18, 2020 – (Attachment #1)**
 - b) Announcement of Executive Session meeting held on June 4, 2020 – (Attachment #2)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee and Homes Improvement Program Reports**
- 6. For Action or Discussion**

a. Approve Minutes of Special Open Session Meeting Held on May 7, 2020 – (Attachment #3)	2	minutes	Discussion/Action
b. Approve Minutes of Regular Open Session Meeting Held on May 7, 2020 - (Attachment #4)	2	minutes	Discussion/Action
c. Request for Use of Boiler Room Space, 3-C Crescent Road – (Attachment #5)	15	minutes	Discussion/Action
d. Member Comments re: Proposed Rule Regulating Noise Emitting Pest Control Devices – (Attachment #6)	5	minutes	Discussion/Action
e. Request for an Exception to Exclude the Replacement of a Jalousie Window at 20-A Ridge Rd. at Resale	10	minutes	Discussion/Action
f. Member Responses re: Installation of Light Fixtures in the Common Area Between 11 and 13 Courts Ridge Rd. – (Attachments #7a – 7b)	20	minutes	Discussion/Action
g. Questions about Re-starting the HIP in 2020	15	minutes	Discussion/Action
h. Establish a Date for a Work Session Between the Board and Zoning Task Force	2	minutes	Discussion/Action
i. Postponement of the 2020 Annual Membership Meeting Due to the COVID-19 Pandemic	5	minutes	Discussion/Action
- 7. Items of Information**
 - a. Board 12 Month Action Plan and Committee Task List (Attachments #9a – 9b)
 - b. Monthly GHI and City Calendars (Attachments #10a – 10b)
 - c. President’s Items
 - d. Board Members’ Items
 - e. Audit Committee’s Items
 - f. Manager’s Items

Ed James, Secretary

NOTE: AT 10:00 PM, THE BOARD WILL IMMEDIATELY MOVE TO ITEM 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: May 28, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on June 4, 2020

GHI Open Session

6a. Approve Minutes of Special Open Session Meeting Held on May 7, 2020 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on May 7, 2020 (as presented/as revised).

6b. Approve Minutes of Regular Open Session Meeting Held on May 7, 2020 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on May 7, 2020 (as presented/as revised).

6c. Request for Use of Boiler Room Space, 3-C Crescent Road – (Attachment #5)

Members (REDACTED) live in the unit at 3-C Crescent Rd. They would like to utilize a portion of the unused space in the boiler room adjacent to the basement in their unit, to add a shower stall to a proposed bathroom.

Attachment #5 includes a formal request to the Board from the members, photographs of the boiler room and a drawing of the plan to add a basement bathroom with the shower stall located in the adjacent boiler room. If the Board of Directors allows them to proceed, the members will submit construction plans to Technical Services, along with their permit request.

This item is on the agenda for the Board to consider whether to allow the members of 3-C Crescent Rd. to take ownership of a portion of the unused boiler room space.

Suggested motion: I move that the Board of Directors allow the member at 3-C Crescent Rd. to utilize a portion of the boiler room space adjacent to the basement in their unit, for

the purpose of adding a shower stall to a proposed bathroom. This space becomes an addition to the main unit and will be conveyed with the main unit at the time of resale.

6d. Member Comments re: Proposed Rule Regulating Noise Emitting Pest Control Devices – (Attachment #6)

Due to complaints from three members about the emission of sound from an electronic pest control device in an adjacent yard that is disturbing their peace and comfort, the Board of Directors drafted the following rule on April 16, 2020:

“Pest control devices emitting regular, continual sound, are not permitted in yards or in locations where they may be heard by neighbors.”

The Board also requested staff to request members to submit written comments about the proposed rule. Thirteen members submitted comments that are listed in Attachment #6.

This action is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors approve the inclusion of the following rule to the GHI Member Handbook Section 111. Minimum Use and Maintenance Standards B. Exterior:

- **Pest control devices emitting regular, continual sound, are not permitted in yards or in locations where they may be heard by neighbors.**

6e. Request for an Exception to Exclude the Replacement of a Jalousie Window at 20-A Ridge Rd. at Resale

GHI staff performed a resale inspection at 20-A Ridge Road on January 20, 2020 and identified the need to replace a non-standard jalousie window in the half-bath of a first-floor addition. It was found to be functional, but over 20 years old, and as mandated by recent Board policy, to be replaced upon resale. On March 2nd, the seller's real estate agent reported that the list of repairs was substantially completed and inquired about the process to secure a permit to replace the window or whether it was possible to cover the window opening.

At the commencement of the COVID-19 stay-at-home order on April 3rd, the real estate agent asked whether GHI would be able to replace the window. On April 9th, the seller's agent reported that she expected to market the unit within a week. On April 14th, the agent made another inquiry about replacing the window. On April 15th, the details of the process to replace the window were described to the seller's agent; specifically, in replacing the window, an exception is required for the following conditions:

X.N.1. if the window is closed off and an exhaust fan installed

X.N.2. if the window is replaced by other than a double-hung window such as jalousie, awning, horizontal, casement window etc.

On May 18th, staff was notified of a June 15th closing date. The next scheduled meeting of the Architectural Review Committee is June 10th, and thereafter a Board meeting will be held on June 18th. Recently, staff was informed that the closing is scheduled for June 19th.

To provide timely service in support of this resale, staff suggests that the requirement for replacing this window be removed from the inspection report. If allowed, this decision will only apply to the selling member’s responsibility, and the purchasing member will have the responsibility to replace the window in the future. In replacing the window, an exception will be required.

Suggested motion: I move that the Board of Directors allow the requirement of replacing the first-floor bathroom jalousie window at 20-A Ridge Rd., to be removed from the resale process. The responsibility for the replacement of this window will convey to the purchasing member.

6f. Member Responses re: Installation of Light Fixtures in the Common Area Between 11 and 13 Courts Ridge Rd. – (Attachments #7a – 7b)

In 2017, City of Greenbelt staff surveyed members who reside at 11 N-V Ridge Rd. and 13 A-H Ridge Rd. to determine their opinion for/against pathway lighting in the City Park between the Courts at 11 and 13 Ridge Rd. During a work session on July 22, 2019, City staff stated that this item was presented for consideration during the FY2019 Capital Projects Program during the budget process in 2017. At the time, the project was estimated at about \$19,450. The project was not funded given limited funding and the item will be reconsidered when considering the City's priorities for future funding. The City Council requested GHI to survey the interest of current members to have lights installed, because several years had passed since the initial survey was conducted.

On November 7, 2019, the Board authorized the Manager to send a letter and survey form (Attachment #7a) to members who reside in the Courts at 8 and 10 Southway, 14 and 16 Ridge Rd., 11 Ridge Rd. and 13 Ridge Rd., to ascertain their opinion in having the City of Greenbelt install lighting fixtures between the courts at 11 and 13 Ridge Rd. The survey form was identical to the one used by City staff in 2017.

Attachment #7b is a spreadsheet that details the member comments that were received. The table below summarizes the results of the survey.

Table: Summary of Survey Results

Court	Qty of Units	Qty of Survey Responses	Should Light Fixtures be Installed?	
			Yes	No
10 Ct. Southway	22	5	5	0
11 J-V Ridge Rd.	12	5	3	2
13 A-M Ridge Rd.	12	4	2	2
14 Ct. Ridge Rd.	28	9	9	0

16 Ct. Ridge Rd.	28	7	6	1
8 Ct. Southway	12	4	3	1
Totals	114	34	28	6

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to submit the results of the member survey to the Manager of the City of Greenbelt, requesting the City to install 8’- 10’ light fixtures alongside the walkway in the common area between the Courts at 11 and 13 Rd. Further, I move that the GHI Manager request the City of Greenbelt to engage a landscape lighting consultant to recommend the quantity and specific placements of light fixtures that should be installed to provide adequate illumination along the walkway while minimizing light pollution from affecting the residents of 11N-V Ridge Rd. and 13A-H Ridge Rd.

6g. Questions about Re-starting the HIP in 2020

Some members in the 2020 HIP cohort may wish to delay improvements from being done in their units due to concerns about the COVID-19 pandemic. It is possible that the members may request the work to be delayed until 2021 or after a vaccination is available. Staff would like the Board to consider GHI’s responses to the following questions:

1. Should options that members ordered be cancelled if they decide to delay improvements due to COVID-19?
2. If additional costs are incurred due to a member selecting to delay home improvements due to COVID-19, should GHI pick up the additional costs for windows, doors, siding, baseboard heaters during 2021 or thereafter?

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors stipulate the following actions, regarding the postponement of the 2020 HIP in specific units, due to members’ concerns about COVID-19:

- a) GHI shall cancel the optional items that the members previously chose, with no commitment that these items may be offered to members in the future.
- b) GHI shall absorb the additional costs that may be incurred for installing items that are funded by the replacement reserves fund, such as windows, doors, baseboard heaters and siding for frame homes.

6h. Establish a Date for a Work Session Between the Board and Zoning Task Force (Attachment #8a – 8b)

On May 7, 2020, the Board of Directors approved the Zoning Task Force’s proposed changes to the Neighborhood Study and Draft NCO Standards for Greenbelt and directed the Manager to

request (REDACTED) to recommend the next steps that should be taken. (REDACTED)

The Board should consider holding a work session on Thursday, June 11th with the Zoning Task Force to review the attorney's comments and formulate GHI's response to the City of Greenbelt and the Maryland National Capital Parks and Planning Commission regarding the Neighborhood Study and draft NCOZ Standards for Greenbelt.

Suggested motion: I move that the Board of Directors hold a work session with the Zoning Task Force on June 11, 2020, beginning at 7:00 p.m. to formulate GHI's response to the City of Greenbelt and the Maryland National Capital Parks and Planning Commission, regarding the Neighborhood Study and draft NCOZ Standards for Greenbelt.

6i. Postponement of the 2020 Annual Membership Meeting Due to the COVID-19 Pandemic

On March 23, 2020 Maryland's Governor Larry Hogan imposed an order that prohibited gatherings larger than 10 persons due to the COVID-19 pandemic. On April 16, 2020, the Board decided by consensus to postpone the 2020 annual membership meeting until June.

On May 14th, Governor Hogan announced a three-part recovery plan for Maryland:

- Effective from May 15th, stage one of the recovery plan would be implemented, whereby the prior stay-at-home restrictions would be lifted. Some small businesses could reopen, doctors could perform elective procedures, religious institutions could offer "limited attendance" at outdoor worship, gyms could offer outdoor classes, other outdoor work could resume with restrictions, and some recreational activities could resume, including boating, fishing, golfing, tennis and hunting.
- Stage two would allow for larger social gatherings, indoor gym classes, regular childcare, increased mass transit schedules, indoor religious services, restaurant and bar service with restrictions, and elective procedures at hospitals.
- Stage three would allow large social gatherings, the reopening of entertainment venues, large religious gatherings, and fewer restrictions on visitors at nursing homes and hospitals.

Until the Governor's Order limiting large gatherings is lifted, GHI will be prohibited from holding a traditional in-person annual meeting. The logistical challenges in setting up an electronic annual meeting are formidable. Attorney Joe Douglass previously advised that if the Governor's Order remains in effect, and it is not feasible to hold an annual meeting before June 30th, the Board should schedule the annual meeting to be held as soon as possible after June 30th. He stated that while this technically would not meet the requirement in the Bylaws, the reason for postponement would not have been within the Board's control, and reasonable efforts to hold the meeting promptly would constitute "substantial compliance." It would be unlikely that anyone would mount a serious legal challenge, and, if that were to happen, it would be unlikely that they would prevail, given the current circumstances.

Staff estimates that it would take at least one month to make logistical arrangements for an annual meeting after the order limiting gatherings is lifted.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors postpone the 2020 annual membership meeting, until a date no later than ___ month(s) after Maryland’s Governor and Prince George’s County Executive lift the restriction on large public gatherings that would enable the annual membership meeting to take place without limitation regarding the number of members that can physically attend.

CHI REGULAR SESSION

Announcement of a Complaint Hearing Held in a Closed Meeting on May 18, 2020 –
(Attachment # 1)

A complaint panel comprised of Board members Sue Ready and Chuck Hess held a complaint hearing on May 18, 2020 with a member in a closed session meeting, as authorized by subparagraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Audit Committee member Carol Griffith attended the hearing. The meeting was held by videoconference with all participants attending from remote locations.

The motion to call this meeting was made during an Executive session meeting on March 19, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Susan Ready and Steve Skolnik.

The hearing commenced at 6:35 p.m. and adjourned at 7:53 p.m.

Announcement of an Executive Session Meeting held on June 4, 2020 – (Attachment #2)

GHI's Board of Directors held an Executive Session this evening via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and Tami Watkins.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on May 7, 2020	(vii)
b. Member Financial Matters	(viii)
c. Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria Policy	(iv)
d. Proposed Assignment of the Membership Interest in a Member's Unit to GHI	(iv)
e. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contracts for Pre-sale Repairs to Two GHI Units -2nd reading • Contract for 2020 Underground Utility Repairs and Drainage Improvements - 1st reading • Contract for Installation of Access Control System at the Administration Building -1st reading • Contract for a Comparative Review of Staff Salaries and Benefits - 1st reading 	(vi)
f. Complaint Matters	(iv)

The Board approved the following contracts during the meeting:

- a) A contract with Gilbert General Contractors to undertake pre-sale repairs to 32-K Ridge Rd for the contractor's bid cost of \$21,000, plus 10% for contingencies, for a total not to exceed \$23,100.

- b) A contract with Gilbert General Contractors to undertake pre-sale repairs to 39-K Ridge Rd for the contractor's bid cost of \$17,500, plus 10% for contingencies, for a total not to exceed \$19,250.

The meeting began at [REDACTED] p.m. and adjourned at [REDACTED] p.m.

Draft Minutes
Board of Directors
GHI Special Open Session

This meeting will be held electronically. Members & Visitors may attend remotely.
May 7, 2020

Board Members Present: Brodd, Hess, Holland, James, Skolnik and Socrates

Excused Absence: Jones, Ready and Watkins

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Joe Wiehagen, Director of Homes

Improvement Program

Stuart Caplan, Director of Technical

Services

Bruce Mangum, Contract Processor

Robin Everly, Audit Committee Member

Ginger Chapman, Prospective Member

Jeff Fabre, Prospective Member

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:03 p.m.

AGENDA:

1. Vote to Conduct an Executive Session Meeting

Attachment #1 lists the purposes for holding a meeting in closed session.

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting later this evening to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Member Financial Matters	(viii)
b. Two Requests for Exceptions to GHI's Membership Selection Criteria Policy	(iv)
c. Approve Minutes of Executive Session Meeting Held on April 2, 2020	(vii)
d. Consider Approval of the following Contracts <ul style="list-style-type: none"> • 2020 Contract for Exterior Repairs to Masonry Units – 1st reading • 2020 Contract for Parking Lot Repairs – 1st reading • 2020 Contract for Spring Concrete Repairs – 1st reading 	(vi)
e. Status of Contract for 2020-2022 Waste Disposal Services	(iv)
f. Complaint Matters	(iv)

Moved: James

Seconded: Hess

Carried: 6-0

The meeting adjourned at 7:03 p.m.

Ed James
Secretary

Draft Minutes
Board of Directors
GHI Regular Open Session
May 7, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates and Watkins

Excused Absences:

Others in Attendance

Eldon Ralph, General Manager	Molly Lester, 6-M Hillside Road
Tom Sporney, Assistant General Manager	Cynthia Newcomer, 4-U Laurel Hill Road
Joe Perry, Director of Finance	Jason Luly, 19-B Ridge Road
Greg Eck, Finance Manager	Lore Rosenthal, 2-R Gardenway
Stuart Caplan, Director of Technical Services	Michael Hartman, 2-R Gardenway
Maesha McNeill, Human Resources Manager	Donna Hoffmeister, 6-N Plateau Place
Bruce Mangum, Contract Processing	Brian Dahlk, Wegner CPA's, LLP
Carol Griffith, Audit Committee Chair	Ben Fischler, 14-V4 Ridge Road
Joyce Campbell, Audit Committee Member	Barbara Glick, 44-Q Ridge Road
Robin Everly, Audit Committee Member	Johanna Jones, 1-C Woodland Way
	Tom Jones, 1-C Woodland Way
	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 8:26 pm.

1. Approval of Agenda

Motion: I move that the Board of Directors approve the agenda.

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of Executive Session Meeting held on April 16, 2020

GHI's Board of Directors held an Executive Session meeting on April 16, 2020 via videoconference, with Board members participating from remote locations. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on March 19, 2020	(vii)
b. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2020 Gutter Cleaning Contract – 2nd reading • 2020 Contract for Replacing Air Conditioning Units for Larger Townhomes – 2nd reading • 2020 Contract for Replacing Roofs for Frame Buildings – 2nd reading • 2020-2022 Contract for Employee Uniforms – 2nd reading 	(vi)
c. Member Financial Matters	(viii)
d. Proposed Assignment of the Membership Interest in a Unit to GHI	(iv)
e. Complaint Matters	(iv)
f. Status of Solar PVES Contract for the Administration Building	(vi)

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

- a. A contract with DGC Cleaning Services to perform spring & fall cleaning of gutters for frame, brick, block homes, garages, and 400 flat porch roofs without gutters (fall cleaning only) at its bid of \$28,470 (spring) and \$35,220 (fall), respectively, for a total amount of \$63,690, plus 10% for contingencies, for a total contract amount not to exceed \$70,059.
- b. A contract with James Vito, Inc. for the replacement of three (3) air conditioning units in GHI's larger homes at its bid of \$9,520, plus 10% for contingencies, for a total contract amount not to exceed \$10,472.
- c. A contract with RRH Associates to replace the existing shingles and gutters on the roofs at 64 frame homes with Certainteed Landmark Pro AR architectural shingles and seven 7 additions (5 shingles, 1 EPDM, 1 modified bitumen) at its bid of \$188,612, with a 10% allowance for contingencies, for a total contract amount not to exceed \$207,473.

- d. A three-year contract with Ace Uniform for the supply of rental uniforms to GHI employees effective from June 30, 2020, in accordance with its proposal and the costs indicated in the table below:

weekly charges	rental only	+ laundry
Work pants (28-40" waist)	\$0.22	\$0.25
Plus size (>40" waist)	\$0.27	\$0.30
Long sleeve work shirt (S-4X)	\$0.17	\$0.20
Plus size (5X-6X)	\$0.20	\$0.24
Short sleeve work shirt (S-4X)	\$0.17	\$0.20
Plus size (5X-6X)	\$0.20	\$0.24
Polo shirt (S-4X)	\$0.22	\$0.26
Plus size (5X-6X)	\$0.26	\$0.31
Dress slacks (28-40" waist)	\$0.22	\$0.26
Plus size (>40" waist)	\$0.26	\$0.31
Dress shirt	\$0.21	\$0.25
Plus size (specify)	\$0.25	\$0.30

The meeting began at 9:49 pm and adjourned at 10:25 pm.

2b. Announcement of Executive Session Meeting held on May 7, 2020

Still in session.

3. Visitors and Members (Comment Period)

Cynthia Newcomer of 4-U Laurel Hill Road mentioned her support for the proposed "Fee Deferrals at GHI in a Time of COVID-19" program.

Jason Luly of 19-B Ridge Road also supports the Fee Deferrals program.

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

Amber Steele, Steve R. Dinkins and Becky L. Steele, request approval of the Addendum for Trust Ownership for 3-D Plateau Place and Trustee's Affidavit of Amber Steele, Steve R. Dinkins and Becky L. Steele known as The Steele Family Real Property Trust. Trustee – Amber Steele, of The Steele Family Revocable Trust of 2020 will serve as trustee and beneficiary under a trust agreement dated March 24, 2020. The Mutual Ownership Contract will be presented for approval under new memberships. The Addendum for Trust Ownership, Trustee's Affidavit and revocable Trust agreement are presented in Attachment #3.

Motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of Amber Steele, Steve R. Dinkins and Becky L. Steele, trustees of the Steele Family Real Property Revocable Trust of 2020, thereby allowing them to place the membership and equity interest for 3-D Plateau Place into a living trust dated March 24, 2020.

Moved: Hess

Seconded: Ready

Carried: 9-0

5. Approval of Membership Applications

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

- **Ginger T. Chapman, Sole Owner, 11-C Laurel Hill Road;**
- **Amber Steele, Settlor/Trustee, Steve R. Dinkins, Settlor, Becky L. Steele, Settlor, dated 24 March 2020, 3-D Plateau Place.**

6. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported that the contractors are ready to start.

Community Beautification Task Force: James reported that the task force met and prepared a charter that will be submitted to the Board.

Succession Planning Task Force: Holland reported that the task force will hold a teleconference on Thursday at 4 pm.

7. For Action or Discussion

Discussion moved ahead to Item 7d.

7a. Approve Minutes of Regular Open Session Meeting Held on April 2, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on April 2, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

7b. Presentation of 2019 External Audit Report

Brian Dahlk presented the 2019 audit report that Wegner CPA's, LLP (GHI's external auditor) recently submitted and answered questions from the board.

During the discussion, the following motion was made:

Motion: To extend meeting by 10 minutes.

Moved: Hess

Seconded: James

Carried: 9-0

Motion: I move that the Board of Directors accept the 2019 audit report from Wegner CPA's, LLP that includes the Consolidated Financial Statements for Greenbelt Homes Inc. as of December 31, 2019 and December 31, 2018.

Moved: Hess

Seconded: James

Carried: 9-0

7c. Review 2019 Year-end Financial Statements

Perry presented the GHI's 2019 year-end financial statements and answered questions from the Board.

Discussion moved ahead to Item 7e.

7d. Finance Committee's Proposal re: Fee Deferrals at GHI in a Time of COVID-19

On March 19, 2020, the Board directed staff to waive late fees for members until further notice, if the member submits evidence of a strong adverse financial effect on them related to the pandemic. The Board also asked the Finance Committee to propose a longer-range plan detailing how GHI may continue to support members who are financially affected by COVID-19, while minimizing the impact on GHI's finances. During its meeting on April 23, 2020, the Finance Committee discussed a 'fee-deferral' letter (Attachment #7) that several members had previously submitted to the Board. Thereafter, the Committee formulated the following proposal for the Board's review.

Finance Committee Proposal re: Fee Deferrals at GHI in a Time of COVID-19

Many of our members are experiencing income loss and other financial stresses during this pandemic. GHI should make strong efforts to help members who are temporarily affected, as long as such help does not cause any loss in the long run to GHI members as

a whole. That is, a plan must be made whereby the financial help given to some members will have little or no negative impact on other members.

The following **Emergency Fee Deferral program** will be a substantial help to many of our members, though not all. It provides for up to \$2000 of deferred payment of co-op fees. Repayment will not be required prior to January 2021; a repayment plan will be worked out with the GHI Finance Department.

Any member may apply for the fee deferral program by submitting the following to the GHI Finance Office:

1. Documentation of a strong adverse financial effect on them as a result of the COVID-19 situation.
2. A standard form stating their desire to participate, signed by all members on the MOC. It will also note that all deferrals must be fully repaid if a new share loan is made, or the unit is sold, or a new person is added to the MOC (the **payoff conditions**).

This documentation is to be submitted by email or US mail. After GHI Staff reviews the documentation, and in some cases has a conversation with the member about their documentation, the member will have almost all of their co-op fees temporarily deferred. Specifically, the members can choose the amount of the monthly deferral. A unit is limited to a total of \$2000 in co-op fee deferrals.

Motion: I move that the Board of Directors adopt the Finance Committee's proposal re: Fee Deferrals at GHI in a Time of COVID-19, as revised.

Moved: Hess

Seconded: Holland

Carried: 9-0

Discussion moved back to Item 7a.

7e. Zoning Task Force Recommendation re: Revisions to the M-NCCPC's Neighborhood Study and Draft NCO Zone Standards for Greenbelt

The Zoning Task Force held a meeting on Monday, April 27, 2020 to discuss two documents: the Neighborhood Study Report and the Draft NCO Zone Standards for Greenbelt that the Maryland National Capital Planning and Parks Commission (M-NCPPC) recently released. GHI's Manager contacted GHI's attorney Lawrence Taub regarding M-NCPPC's interpretation of a state law mentioned on page nine of the Neighborhood Study. Mr. Taub has offered to discuss his different interpretation of the state law with M-NCPPC officials; however, he first wants to know what changes GHI wants to see in the Draft NCO Zone Standards.

This item is on the agenda for the Board to discuss the Neighborhood Study and Draft NCO Zone Standards and decide what changes the M-NCPPC should be requested to make to the documents. The following attachments are provided for the Board's review:

- Attachment #8a – NCO Zone Proposal that the Board formulated and approved in February 2019.
- Attachment #8b – Neighborhood Study Report released by the M-NCCPC and the collected comments of the Zoning Task Force regarding the report.
- Attachment #8c – email from Attorney Lawrence Taub regarding his interpretation of the State Law mentioned on page nine of the Neighborhood Study Report.
- Attachments # 8d – Draft NCO Zone Standards released by the M-NCCPC with comments from the Zoning task force in red font.

During the discussion, the following motion was made:

Motion: To extend meeting by 30 minutes.

Moved: Hess

Seconded: Brodd

Carried: 7-2

Opposed: Holland, Socrates

Motion: I move that the Board of Directors approve the Zoning Task Force's proposed changes to the Neighborhood Study and Draft NCO Zone Standards for Greenbelt as revised. Further, I move that the Board direct the Manager to request GHI's attorney Lawrence Taub to review the proposed changes and recommend the next steps that should be taken.

Moved: Hess

Seconded: Holland

Carried: 9-0

7f. Options for Holding the Annual Membership Meeting During the COVID-19 Pandemic

On March 19, 2019, the Board passed a motion to postpone the 2020 GHI Annual meeting until no later than June 30, 2020. Due to public gathering restrictions that have been imposed as a result of the Covid-19 pandemic; uncertainty about when those restrictions will be lifted; and a time period of approximately one month to prepare for an annual membership meeting after public gathering restrictions are lifted, it is possible that GHI may not be able to hold an in-person meeting by June 30, 2020. Hence the Board should consider which of the following options it should adopt if public gathering restrictions imposed by Maryland's Governor are not lifted by May 31, 2020:

- a) Hold a regular in-person annual membership meeting within one month after public gathering restrictions are lifted.
- b) Begin to make plans to hold an electronic annual membership meeting including electronic voting on Thursday, June 25, 2020. Staff contacted Get Quorum (a company that hosts virtual meetings via Zoom for community associations) to ascertain whether it could host our annual membership meeting and the cost for doing so. Staff invited Directors Skolnik and Brodd to attend a presentation by Ms. Paola Shushkovsky of Get Quorum on April 28th. Attachment #9 is Ms. Shushkovsky's proposal; Get Quorum

would charge \$3000 to host the meeting. There are two impediments to hosting an electronic meeting that includes electronic voting:

- Get Quorum will require accurate email addresses of all 1,600 members.
- Several GHI members may not be able to attend the meeting either because they do not have computers or are uncomfortable with the intricacies of participating in a Zoom meeting. Also, members who participate by telephone, will be unable to vote on items such as the approval of minutes, the election of members to the Nominations and Elections Committee and any member petition that is discussed.

Staff will proceed to obtain bids from other vendors to host the meeting if the Board wishes to pursue this option

- c) Hold elections of the Board and Audit Committee by June 30, 2020, if public gathering restrictions are not lifted by the end of May. An electronic meeting could be held to present candidates for the Board and Audit Committee; alternatively, written resumés of the candidates could be delivered to all 1,600 members. Members would be requested to mail in ballots. GHI should be able to self-manage this process. A regular annual membership meeting to approve minutes of the 2019 annual and special meetings, elect members of the Nominating and Elections Committee, discuss reports and new business would be held within one month after public gathering restrictions are lifted.

No action was taken.

8. Items of Information

8a. Board 12 Month Action Plan and Committee Task List

8b. Monthly GHI and City Calendars

8c. President's Items

8d. Board Members' Items

8e. Audit Committee's Items

8f. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: Socrates

Carried: 9-0

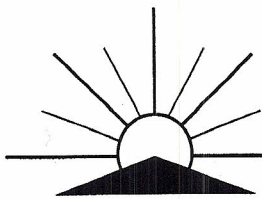
The meeting adjourned at 11:05 pm.

Ed James
Secretary





A/16/20



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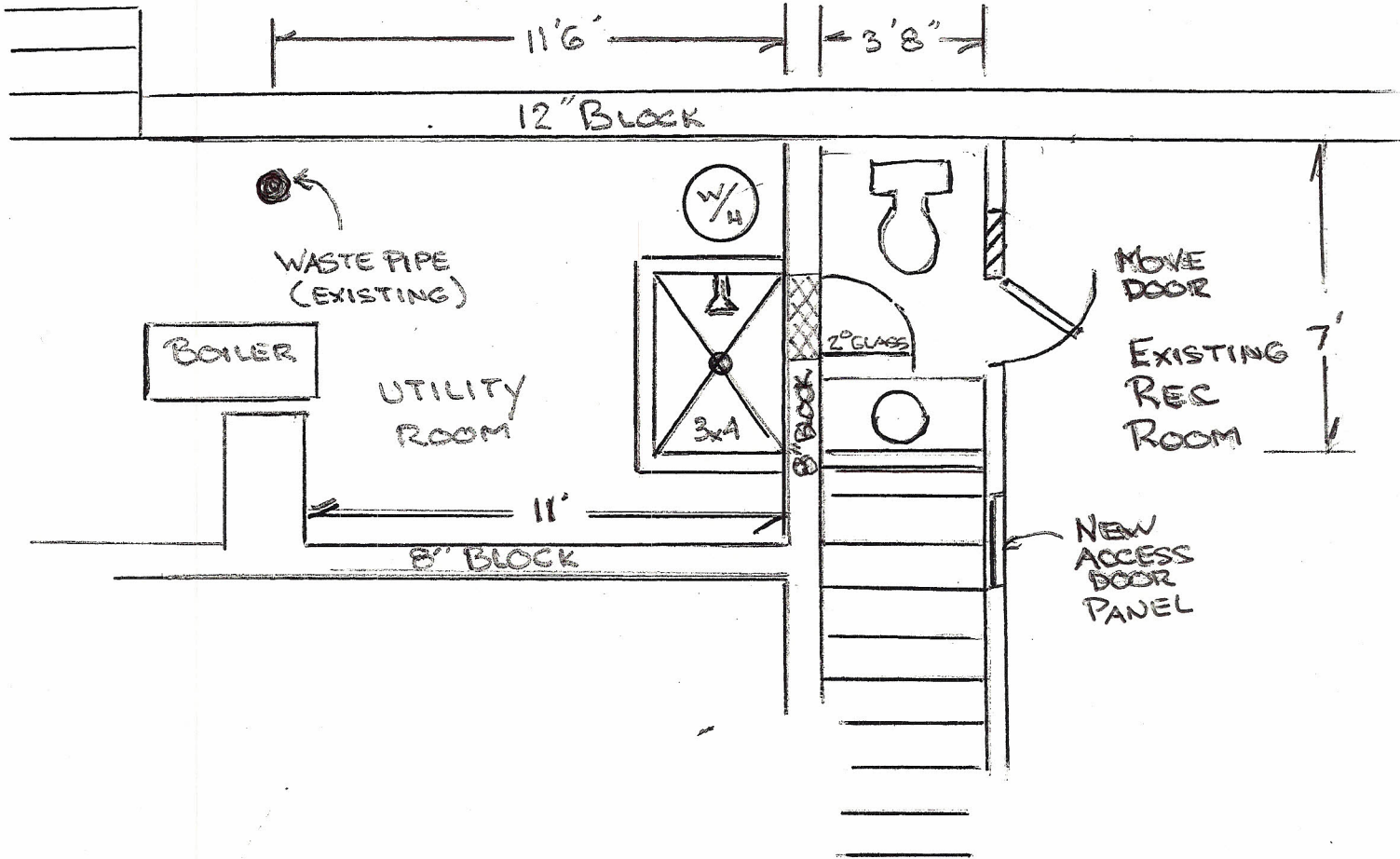
MHIC #38777

ZALE, BROOKE & JOHN

3-C CRESCENT RD.

GREENBELT, 20770

315 876 1820



MEMBER COMMENTS RE: ELECTRONIC PEST CONTROL DEVICES

Member	Address	Comments
		<p>The proposed rule regarding pest control devices that emit sounds is a good idea. We definitely support forbidding these devices from our community.</p>
		<p>I strongly support the proposed rule that would forbid pest control devices emitting regular, continual sound in yards or in locations where they can be heard by neighbors. These devices are not even effective, per research.</p> <p>It might be a "small" noise but it is diminishing quality of life for others, and it is avoidable. There is way too much avoidable or unnecessary noise - some more obnoxious to more people at time of emission, such as loud cars and motorcycles ("noise toys")...etc. (I have a hunch that some of those helicopters might be unnecessary too!).</p> <p>We can't do much about those right now. So - All the more reason to eliminate unnecessary noise whenever it IS possible, such as in this case.</p> <p>There are other ways to mitigate pests (NOT toxic pesticides!). Maybe information about this could be provided in a future GHI e-Newsletter.</p> <p>Check yard often for standing water, for example.</p> <p>Thank you for your care and stewardship of our Community.</p>
		<p>I encourage the board to adopt a policy to prohibit these devices.</p> <p>They disrupt quiet enjoyment of our surroundings, a primary reason to choose to live in GHI. This is not the routine sound of daily life, but a constant intrusion on neighbors.</p>
		<p>I read about the proposed ban on loud pest deterrents and I want to throw my support behind the ban. My experience is that they are loud and virtually ineffective. I had a neighbor with one and it almost drove me crazy. I hope that the board decides to ban these.</p>
		<p>Thank you, I support the limitation of noise-producing devices as reported in the email newsletter.</p>
		<p>For what it's worth, I agree with this proposal: "Pest control devices emitting regular, continual sound, are not permitted in yards or in locations where they may be heard by neighbors".</p>

	<p>As a veterinarian, I wholeheartedly endorse the banning of "pest control devices emitting regular, continual sound." There are people who own rodents as pets and these sound emitting devices can cause adverse stress behaviors that impact health & wellbeing and quality of life for rodents that are kept as pets. Thank you for doing this!</p>
	<p>I am writing in response to GHI's request for comments concerning the proposed rule to prohibit certain pest control devices. The neighbor across my side fence has such a device. It took me awhile last summer to figure out the source of the intermittent beeping. The neighbor told me that it was a mole deterrent and asked if the noise bothered me, that he had received a complaint from my next door neighbor. I said yes, it was an annoying sound. He did not remove the device, however, and it's out there beeping again this year. I find this situation particularly troublesome because, as we all live in close proximity to our neighbors, it is very important that we all cooperate. This regular beeping affects our quality of life, more so now that we are under a stay-at-home order and are spending more time in our gardens. (My side garden is within 20 feet of the device.) I am frustrated that my neighbor is using a device that has not been shown to be in the least effective.</p> <p>By the way, in the interest of neighborhood harmony, I have not brought this issue up with my neighbor again. It would be good to have the issue resolved for the benefit of all GHI residents!</p> <p>Thank you for considering the proposed rule.</p>

		<p>I am writing because of the new proposed rule to prohibit control devices that emit regular or control sound. When I reread the statement, I was a little confused. Does it mean that we can have the devices as long as it doesn't bother the neighbors or does it mean that no one can have them in their yard?</p> <p>Last year for the first time since I moved here seven years ago, I had an infestation of moles. They were completely destroying my yard. I called GHI and was told they didn't do anything in the yards. I then called a number of pest control companies and was told they wouldn't come to Greenbelt for moles. I was told to purchase a number of electronic pest control devices. Before I purchased them I called GHI and the City, I was told it was okay to put them in my yard. I put a number of the devices in both the service side ad garden side and within a few weeks the moles were gone. I disagree with the statement that these devices are not effective in controlling pests.</p> <p>The only way I could hear these devices was to stand right next to it and then it was very low. At the time, I explained to my neighbors what I was doing and asked them to let me know if they could hear the sound which they said they couldn't. If they could have heard the devices, I would not have kept them. I have a new neighbor and told her what had happen in my yard last year and she was okay with the devices. She said that it explained what the holes in her yard were probably from. She was planning on purchasing some of these devices.</p> <p>I can't even imagine what devices the people had that would cause a neighbor to complain to GHI.</p> <p>Jackie Gasch 6A Hillside Road 301-353-0906</p>
		<p>I fully support the proposal to ban these obnoxious & ineffective devices, and if possible I would extend the ban to 'electronic fences' for pets and any other devices that regularly emit sound of any kind for the purpose of controlling pests or pets. Thank you!</p>
		<p>I fully support the GHI proposal to prohibit sound-emitting pest-control devices that are audible by neighbors. Besides the obvious annoyance and intrusion factors, high-frequency sounds can have health effects. One example is described at this link. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6078840/</p>

	<p>I am writing in reference to the proposed rule to prohibit Pest Control Devices that emit regular and continual sound. I have found the Mole and Gopher Sonic Spike to be very affect in keeping Moles and Gophers from eating the roots of my shrubs and plants. I have lost hundreds of dollars over the years from planting shrubs and plants and after at least two weeks the shrubs and plants died. The Spike works wonders for my garden. I installed the Spikes all the way in the ground. I placed them away from my house near the end of my property. I remove the batteries from the Spikes every Winter and install the batteries every Summer as recommended by the manufacturer. Since, installing these Spikes, my shrubs are healthy and my plants return every year. I cannot imagine what my garden would look like without them. Please do not prohibit these devices within GHI. We cannot have beautiful gardens without them. Thank you for allowing me to comment on this proposal before any action goes into effect. Thank you,</p>
	<p>I just wanted to weigh in as one of the people on Laurel Hill Rd -- it can be hard to explain how important this issue is because on the surface it may seem to be a relatively minor problem. A mole device is affecting your quality of life? But I want to make it clear that it is enough of a problem to make me modify my behavior. I cannot leave my window open at night, because I hear the sound through the window. I am reluctant to do anything in the backyard, because the sound is unbearable to put up with. I do not want to open the windows on a beautiful day, because that is what I hear all day long and into the night. It has ruined my ability to enjoy the peace and comfort that Greenbelt has to offer.</p> <p>I overheard the owner of the pest deterrents telling a friend of his that he didn't believe we were truly bothered by his devices. I believe that sort of attitude is contrary to the neighborly qualities that we should expect from each other. The proposed rule is a way to make it clear to all residents, not only our neighbor but all Greenbelters, that we can all affect each other both positively and negatively. This kind of constant irritation should be taken seriously.</p> <p>At a time when everyone is stuck at home, we should be coming together and making everyone's lives a little easier, and working together as equal parts of a community.</p> <p>Thank you for your consideration,</p>



GREENBELT HOMES, INC.
HAMILTON PLACE, GREENBELT, MARYLAND 20770
Area Code (301) 474-4161 Fax (301) 474-4006



RESIDENT SURVEY

TO: Members of 8 & 10 Ct. Southway and 14 & 16 Ct. Ridge Road
FROM: Office of the General Manager, Greenbelt Homes Inc.
SUBJECT: SURVEY OF MEMBERS DESIRE FOR PATHWAY LIGHTING

Dear Member,

A couple of years ago, there was a complaint about the lack of lighting along the pathway between 11 and 13 Court Ridge Road. Many residents frequently use this pathway (Shown on page 2) for access to the City of Greenbelt's Roosevelt Center. The lighting issue is now currently being evaluated. In years past, residents have both been for and against the lighting of the pathway.

Please take a few moments and fill out what option you would like the City of Greenbelt to implement.

_____ Install lighting along pathway. If selected please choose one of the following:

_____ Bollard lighting (3 or 4 feet tall)

_____ Street lamps (8 to 10 feet tall)

_____ Install street lights at Ridge Road facing park area and the end of the park area facing Ridge Road.

_____ Do nothing. Leave the area as is.

Additional Comments

The survey can be mailed, or hand delivered to 1 Hamilton Place, Greenbelt, MD 20770, Attention: Monica Johnson. You can also scan/email this form to mjohnson@GHI.coop.

RESIDENT NAME: _____

ADDRESS: _____

SIGNATURE: _____

Crescent Rd

Park #2

Par. 0-2

Park #4

12 14 16

18 20 22 24 26

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Park #3

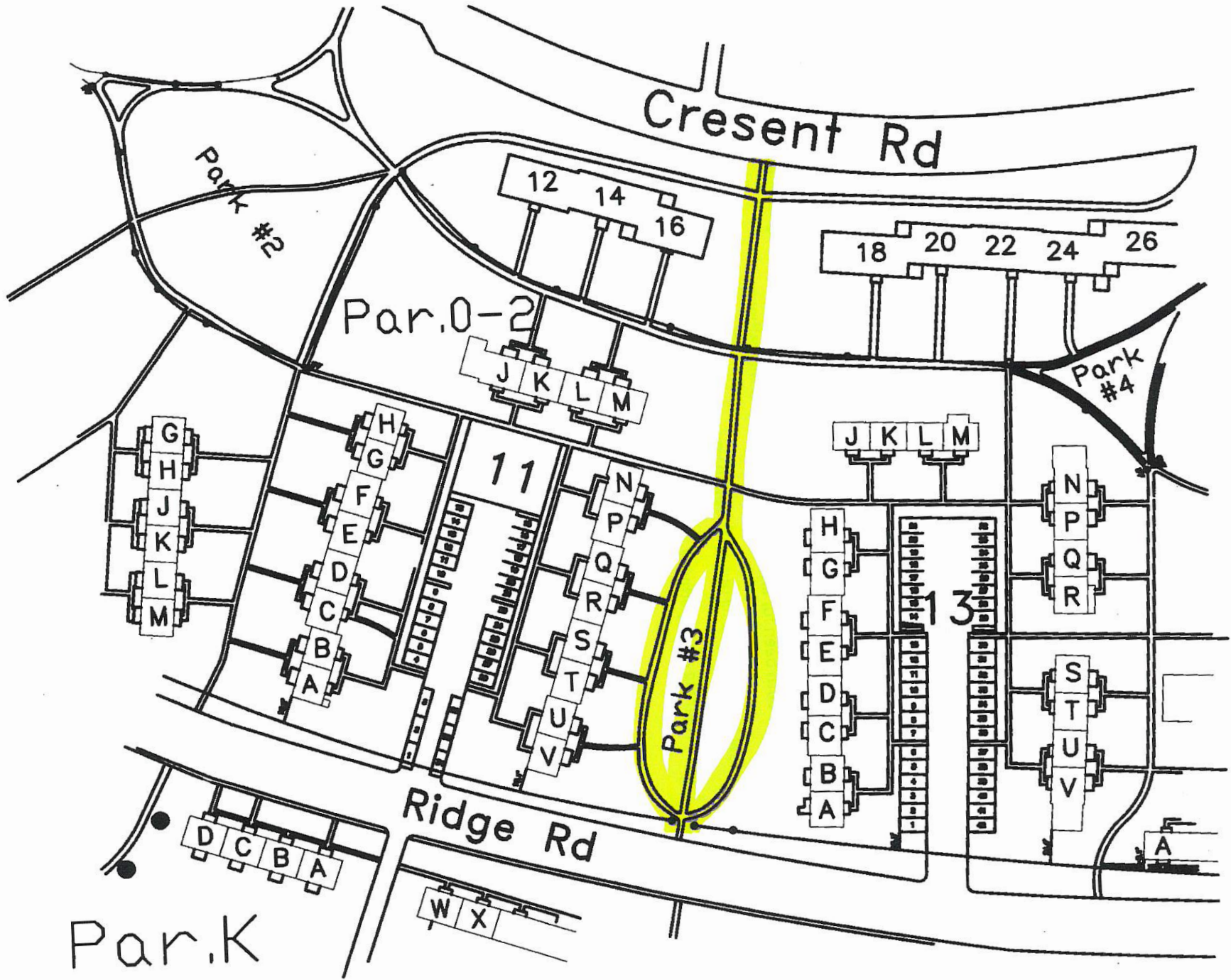
Ridge Rd

D C B A

W X

Par. K

A



No.	Address Tag #	Address	Name	Install Lighting		If- Yes			Additional Comments
				Yes	No	Bollard	8-10' Street Lamps along pathway	Street Lights at Ridge Rd facing park	
1				X			X	X	Too easy to smash bollard lights.
2				X			X		
3								X	
4								X	The lights on the other side of Ridge are way too bright & harsh. Please plant more trees in park #3.
5				X			X		
6								X	Do nothing. Leave the area as is.
7								X	When I got home from the GHI meeting on March 5, I went out and stood on the sidewalk between these courts for about an hour. Not one person walked by. Then I went in the house and sat where I could easily see the sidewalk as I “ listened” to the TV. I saw no one. The moon was bright so I could see fairly well. Occasionally I went back out. No one passed, not one person. Not even a dog walker. This last year, I went to the Community Center every Monday from mid April to the end of September and came home around 9 PM. I seldom saw anyone as I walked home.
8				X			X		2/23/2020 Sorry I missed your due date. I've been out of town the past three weeks. Only one street lamp is required, near the dark area where sidewalks cross and where I have placed an x"on your enclosed map. In fact, there was a street lamp, at that exact location, prior to the 1970's which was removed at the 11-M member's insistence. That member is long deceased and home ownership has changed hands. A corresponding street lamp continues to exist at the opposite corner of 11-M. I believe members at 11 N-V and 13 A-H should have been surveyed too. This is definitely a safety issue." **Transcription**

No.	Address Tag #	Address	Name	Install Lighting		If- Yes			Additional Comments
				Yes	No	Bollard	8-10' Street Lamps along pathway	Street Lights at Ridge Rd facing park	
9				X			X	X	Please do!
10				X			X		
11				X			X	X	We do not have sufficient lighting in the parking lot of the 14 Court of Ridge Rd.. It is very dangerous both for pedestrians and safety concerns.
12				X		X			I never feel comfortable using this path after dark, because it is so dark. The lighting will make it feel more comfortable.
13				X			X		The tall lights discourage kids from knocking out the globes.
14				X				X	
15				X			X		Greenbelt needs to fix cracks, and unlevel sidewalks from Ridge Rd. to Crescent Rd.
16				X		X	X	X	
17				X		X	X		
18				X			X	X	
19				X				X	It is dark so early, we need the lights.
20					X				
21				X				X	
22				X			X		Anything is better than nothing. Post lamps would be best. The Bollard lighting is too vulnerable to vandalizing. There were gardening pathways with Bollard lights between the sidewalks at 14 & 16 Court. The post lamps have not had this issue.
23				X			X	X	Light along the path is comforting and necessary.
24				X			X		

No.	Address Tag #	Address	Name	Install Lighting		If- Yes			Additional Comments
				Yes	No	Bollard	8-10' Street Lamps along pathway	Street Lights at Ridge Rd facing park	
25				X		X		X	The path is especially dark here at the Crescent Rd. end.
26				X			X	X	Bollard lighting previously; lighting between Ridge Rd. and playground at 8 Court Southway were vandalized in the past.
27				X			X		
28				X		X			
29				X		X			
30				X		X			Bollard lighting should be the default. The tall lamps put out too much light.
31				X			X		The walkway from 10 Court Southway to Ridge Rd. is dark as pitch in spite of the street lights in 10 Court. This should be addressed too, if street lights are put up at the other end of the walkway.
32				X			X		Connect the lighting to motion sensors.
33					X				Do nothing. Leave the area as is.
34				X				X	
				28	6	7	19	12	

2019-2020 Strategic Action Plan

As of 5/21/2020

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 4 of HIP; begin Year 5.	A	X		X	Year 5 is in progress.	Ongoing
		A.1.b	Review Year 4 and make process improvements for final year of HIP.	A	X		X	Process improvements have been made.	complete
		A.1.c	Revise HIP survey based on year 4 experience.	A		BLD	X	Survey form was revised	complete
		A.1.d	Continue member education - continue E-Newsletter updates, town hall and info meetings.	A	X	BLD & COM	X	E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort. Three Virtual meetings will be held during the week beginning June 1	Ongoing
		A.1.e	Continue frame crawl space improvements including asbestos removal.	A	X		X	All completed except for 4 pilot crawlspaces where abandoned pipe with asbestos debris will be removed during 2020.	In process
		A.1.f	Continue documentation of HIP for posterity. Staff and the contractor should prepare a report summary at the end of each year to be submitted to the Board of Directors (BOD).	B	X		X	On 12/5/19, the Board accepted a report from staff that summarized HIP activities for 2016 to 2018.	In process
	A.2. Implement sustainable practices	A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. The contract has been signed and the contractor is awaiting a permit from Prince George's County before proceeding with the work.	In process
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X		X		Not started
	A.3 Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repoint mortar joints on brick units.	A	X		X	Inspections were done. Repairs to 10 units in 2019 have been completed. This program will continue in 2020.	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
		A.3.b	Continue Community Beautification Program.	A	X		X	On Feb 20, the Board decided to forego a formal inspection program in 2020 and to establish a task force to recommend the scope of a future yard and exterior building inspection program.	In process
		A.3.c	Negotiations with WSSC re: water pipe replacements for masonry homes.	A	X		X	Board and the City of Greenbelt sent a letter to WSSC's General Manager asking for negotiations to be resumed and the pipes replaced in conformance with the 1958 agreement between GHI and WSSC. WSSC's General Manager responded on Jan 31, 2020. On Feb 20, 2020, the Board approved a draft letter in response to the WSSC's Manager's letter. The draft letter was subsequently sent to the City of Greenbelt for review. The Mayor has been asked to co-sign the letter.	In process
		A.3.d	Determine what changes to make to the Addition Maintenance Program (AMP) requirements, fees and procedures. Continue last year's initiative.	A	X	AMP TF	X	The AMP task force report was reviewed by the Board on December 5, 2019. It was distributed to the membership for comments. On February 20, the Board decided that GHI will charge 'catch-up' fees for enrollment of additions in the addition maintenance program. These fees will be applied retroactively from March 2005 to the date that an addition is enrolled in the AMP and will cover future maintenance and repair costs for electrical, plumbing and miscellaneous structural components.	complete
		A.3.e	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc. Continue from last year.	B	X	ARC	X	The ARC is continuing to work on this item. On March 5, the Board considered the ARC's recommendation for revisions to rules regarding fences and decided to send the recommendations to the membership for comment. The Board reviewed the committee's recommendation on May 21 and requested that their proposal be modified to allow installation of chain link fences.	In process
		A.3.f	Storm Water Management Task Force continues to address drainage issues.	B	X	SWTF	X	On 2/7/19, the Board discussed a proposition from the task force that GHI participate as a pilot study in a UMD – funded project for mapping non-tidal	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
								flood risks. The Task Force is preparing a proposal to submit to the Board.	
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	<p>On February 20, 2020, the Board approved the hiring of a consultant to do the following:</p> <ul style="list-style-type: none"> -Evaluate the condition of the piping in approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%). -Evaluate the condition of underground waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4). -Provide a report on repair and replacement options for the plumbing piping. -Provide a report on the performance of epoxy lined pipes in 2 GHI units including water quality tests. -Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes. <p>ETC has been hired and began its evaluation of the pipe systems on May 18.</p>	In process
		A.3.h	Implement Admin complex security.	A	X	STF	X	<p>The Board has approved the following recommendations from the Safety task force: 1) Installation of a door to control access between the exterior access door adjacent to the Board room and the rest of the building, as well as a customer service window in the Finance office; 2) installation of exterior lighting fixtures; 3) installation of a controlled access and video surveillance system for the building. On June 4, the Board will review bids from 3 contractors for installation of the access control system.</p>	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
		A.3.i	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. Cooling towers and heat exchangers for cooling towers and boilers were replaced this year. The Board requested the Finance Committee to recommend sources of financing for future planned improvements.	In process
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board met with Chad Williams, a Master Planner with the MNCPPC on January 23 to review a Neighborhood Conservation Overlay Zone Proposal for Old Greenbelt. GHI's zoning task force met on April 27 to review the recently published Neighborhood Study Report and draft NCOZ standards for Greenbelt. The Board discussed the task force's recommendation on May 7 and requested GHI's attorney to advise the next steps that should be taken. The attorney has submitted his comments.	in process
		A.4.b	Establish Memorandum of Understanding with the City of Greenbelt for utilization of yard areas with Right of Way (ROW) encroachments.	B	X		X	GHI and the City of Greenbelt have signed a MOU.	complete
	A.5 Enhance and improve buildings and grounds	A.5.a	Expand Fee-For- Service program.	B	X			This item will be reviewed by a Business Development Task force that will be established shortly.	Not started
		A.5.b	Consider policy to provide garage doors at open rental garages.	B	X	Fin	X	On February 20, 2020, the Board decided that staff should install a door on an open garage only if a member renting a garage requests it and the total number to be installed during a year should not exceed eight.	complete
B. Organization & Infrastructure	B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process
	B.2 Improve operation of the Board	B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held on 6/10/2019. Staff facilitated a training program re: interpreting financial statements on 7/18/2019	Ongoing

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
		B.2.b	Create understudy program for Board officers.	A	X		X		Not started
	B.3 Improve committee operation and promote member involvement	B.3.a	Provide training for committee chairs.	A			X		Ongoing
		B.3.b	Increase participation in committees.	A		MOC	X		Ongoing
		B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Volunteer recognition event was held on October 16, 2019.	Ongoing
	B.4 Prepare for succession of administrative staff	B.4.a	Plan for succession of General Manager.	A	X		X	Task force established and work is progressing.	In process
		B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X				Not started
	B.5 Review and develop policies	B.5.a	Revise, update and implement record retention policy. Recommend storage methodology for historical documents.	A	X	RRTF		Task force established and work is progressing.	In process
		B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X		X	Task force recently established.	In process
	B.6 Review and update bylaws	B.6.a	Review and update bylaws.	A	X			Need to address new acquisition of property/business opportunity clause.	Ongoing
	B.7 Increase operational efficiency	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management and knowledge transfer in scope.	A	X		X	Staff is currently working on this task.	In process
		B.7.b	Recommend an integrated property management system for GHI including financial, maintenance management and membership database.	A	X	ITTF	X	Task force established and work is progressing.	In process
		B.7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	A	X		X		Not started
C Financial	C.1 Increase revenue through	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service,	A	X	LRPC	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
	business development.		including but not limited to those recommended by the LRPC.					the Long-range planning Committee recommended.	
	C.2 Practice transparent financial reporting	C.2.a	Continue education program on GHI finances. 1. Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors. 2. Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website. 3. Continue education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges.	A	X	FIN	X		Not started
	C.3 Increase grant-based income opportunities	C.3.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X		Not started
	C.4 Manage finances to address issues that arise.	C.4.a	Review investment policies.	A	X	INVC	X	On 7/11/2019, the Board reviewed the Investment Committee's report regarding the Prudent Person Rule that is applicable to GHI and whether to hire an Investment advisor. The Board reviewed this item again on 7/25/19 and needs to take further action.	In process
	C.5 Explore other money saving opportunities	C.5.a	A. Explore whether GHI could derive more tangible material benefits from its National Cooperative Bank (NCB) stock. B. Investigate avoiding double taxation in real estate taxes. C. Explore holding equity of 10-40 percent in some member units.	B	X	FIN & INVC	X		Not started
D. External	D.1 Attract people drawn to co-ops & community living	D.1.a	Assign goal of attracting people to cooperative and community living to Communications Committee.	A	X	COM		Formerly a Marketing committee function before assignment to the COM by Board.	Ongoing

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
	D.2 Coordinate efforts w/external entities	D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	B	X	LGAC	X		Ongoing
	D.3 Be a leader in cooperative living & coops	D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC		GHI member Aaron Marcavitch served on the CCOC Commission. New member to be nominated.	In process
E. Internal Communication	E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members shortly after they move in to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members.	Ongoing
		E.1.b	Conduct two town hall meetings a year that include educational content.	A	X		X	Two town hall meetings were held on December 8 and December 12, 2019.	Complete
	E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Complete
		E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started
	E.3 Use technology for improved member access and communication	E.3.a	Consider hiring an information officer.	C	X	COM IT TF	X		Not started
		E.3.b	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information; social media consultant; define GHI staff responsibility with respect to social media).	A	X	COM	X	On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	In process
		E.3.c	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X		In process
		E.3.d	Investigate member portal commercial packages and budget for it.	B	X	IT TF	X	A systems task force is currently working on this task.	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
		E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started
	E.4 Improve member handbook	E.4	Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members.	A	X	COM	X	The Buildings Committee reviewed section X of the handbook pertaining to rules for improvements and alterations. The Board reviewed the report on December 19 and requested that members submit their comments about the proposed changes over a 30-day period. The Board approved the revisions on May 21.	Completed

Committees and Task Forces	
AM TF - Addition Maintenance Task Force	MOC - Member Outreach Committee
BLD - Buildings Committee	RRTF – Record Retention Task Force
BTF - Board Task Force	STF – Safety Task Force
COM - Communications Committee	WC - Woodlands Committee
FIN - Finance Committee	ZTF - Zoning Task Force
INVC – Investment Committee	
IT TF - Information Technology Task Force	
LGAC - Legislative and Government Affairs Committee	
LRPC - Long Range Planning Committee	

Priority
A. Must be addressed within a year
B. Everything in between A and C; this could include items of high importance but not high urgency
C. Probably won't get to it within a year but want it on the list

Committee Task List: Jan - Dec 2020

Item 7a. Attachment #9b

Committee	Assignments	Status	Not Started	In Progress	Completed
Ad Hoc Task Force for Envelope Windows and Doors	Review and decide requests to keep non-standard doors and windows for the 2020 HIP	All requests for the 2020 HIP have been resolved			X
Addition Maintenance Program Task Force	1 In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.	Report provided to Board. Board is requesting membership feedback. Task force awaiting Board decision. Task Force recommendations distributed to community for 30-day review.			X
Admin Bldg Safety Task Force					
Architectural Review Committee	1 Tasked with recommending improvements to admin bldg main entrances.	Board granted ARC authority to proceed with study on July 25, 2019			X
	2 Review GHI's Rules on fencing and recommend style changes.	Posted in E-News for 30 day membership review and comments.			X
	3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.	Board approved asthetic rule changes on Feb 20, 2020			X
	4 Review/Recommend exterior lighting proposed for use on Administration Building	Approved by Board. Assigned to Tom Sporney and George Bachman for implementation.			X
Bicycle Committee	1 The Bicycle racks were ordered and have been delivered for installation.	Bicycle racks installed on 20 May 2019 at 14-15 Court Laurel Hill Road and the GHI Administration building. This task has been fully completed.			X
	2 The Board approved the GHI bicycle committee to participate in the City's Bike to Work Day in May 2019.	A booth was setup on May 17, 2019 to distribute bicycle materials.			X

Committee Task List: Jan - Dec 2020

	3	The bicycle committee is having a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.	Completed			X
Buildings Committee	1	The GDC Board requested the Buildings Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on "indefinite" hold by the Committee		X	
	2	Recommend changes to the member Handbook to clarify the definition of additions in various sections of Article X and specific requirements when enrolling existing additions not previously covered by the AMP.	The entirety of Section X was reviewed by the committee and suggested edits submitted to the Board for disposition.			X
	3	Investigate feasibility of heat-pump type water heaters for installation in GHI	In-progress		X	
	4	Review GHI's rules for rain barrels and recommend amendments that should be made by December 31, 2019	The committee reviewed section XXIII. Rainbarrels, proposed some edits and recommended review by the ARC and board			X
	5	Review member proposal to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 11/7/19 meeting			X
	6	Research opportunity to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 1/2/20 meeting			X
Communications and Marketing Committee	1	Develop a Comprehensive Communications Plan for GHI	Committee submitted a report to the Board which was discussed at a work session on 3/11/19 and during the May 2 meeting. Based on the Committee's recommendation, the Board agreed to form a task force to recommend an integrated property management computerized system for GHI.			X
	2	Develop Charter to combine the Communication and Marketing Committee	Charter complete and was submitted to the Board on 9.15.19. Board approved the charter.			X
Companion Animal Committee	1	Continue to develop articles relating to companion animals.	Ongoing		X	

Committee Task List: Jan - Dec 2020

Finance Committee	1	In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.		X		
	2	Discuss financing options for GDC Capital Improvements		X		
	3	Review 2019 Audited Financial statements				
	4	Long-term plan to address COVID-19 financially affected members		X		
GHI /GDC Bylaws, Relations Task Force	1	Draft a Charter for the task force	Awaiting meeting schedule.			X
	2	Review GDC Bylaws				X
Investment	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.			X
	2	Review Investment committee charter and investment policy	In progress.			X
Legislative and Government Affairs	1	Review P.G. County's legislation for Common Ownership Communities and keep the Board informed about any important developments.	Ongoing			X
	2	Monitor Federal, State and MD legislative actions that may impact GHI	In progress			X
Long-Range Planning Committee	1	Analyze data received from member outreach survey	Completed			X
	2	Gain staff feedback and recommendations on Long Range Planning activities	Completed. Meeting held on 9/12/19. Staff provided feedback for major LRPC objectives			X
	3	Provide analysis of strengths and challenges based on survey data	Completed. Submitted on 10/17/19.			X

Committee Task List: Jan - Dec 2020

	4	Meet with board on revenue generation ideas	Meeting scheduled for February 27th at 7pm.		X	
Member Outreach	1	Organize a Volunteer Appreciation Event	Completed			X
	2	Organize New Member Orientation Event	Completed			X
	3	Membership satisfaction survey	Survey report was submitted to and accepted by the Board.			X
	4	Outreach activities to new members	In progress		X	
Records Retention Task Force	1	Develop form for document review project	Completed.			X
	2	Review records in UDB and Warehouse	Completed.			X
	3	Establish categories and document types of historical documents	In progress		X	
Storm Water Management Task Force	1	Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.		X	
	2	Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.		X	
	3	I. Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II. Develop a multi-year plan to address stormwater issues in GHI. III. Develop strategies for implementing improvements/remediation IV. Interact with other committees and task forces within GHI relative to our mission	Not started	X		

Committee Task List: Jan - Dec 2020

Sublease Policy Task Force					
Succession and Back-up Emergency Planning Task Force	Develop Charter Succession Policy	Develop	In Progress - submitted to the Board for review.		X
Sytems Task Force	1 Research integrated property management and CRM systems used by other cooperatives and HOA's		Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.		X
	2 Schedule demonstrations of systems		Completed		X
	3 Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs.		In progress		X
Woodlands	1 Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.		Ongoing.		X
	2 Implementation of Caretaker Program		In progress.		X
Zoning Rewrite Task Force	1 Review P.G. Zoning Re-write Project and keep the board informed of developments.		Task force presented a draft Neighborhood Conservation Overlay Zone Proposal to the Board on October 4. The Board subsequently finalized the document which was then submitted to the City of Greenbelt for review. The task force will be meeting shortly to review GHI's attorney comments regarding GHI's position on the Neighborhood Study and Draft NCOZ Standards for Greenbelt		X

June 2020

June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3 7:00pm Addition Maintenance Program Task Force Meeting (Board Room)	4 10:00am Storm Water Management Task Force (Board Room)	5	6
7	8	9 7:00pm Legislative and Government Affairs Committee Meeting (Board Room)	10 7:00pm Member Outreach Committee Meeting (GHI Lobby) 7:30pm Architectural Review Committee Meeting (Board)	11	12	13
14	15	16 7:30pm Companion Animal Committee Meeting (GHI Lobby)	17 7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting (GHI Lobby)	18	19	20
21	22	23	24 7:00pm Buildings Committee Meeting (Board Room)	25	26	27
28	29	30	Jul 1	2	3	4

CALENDAR

< PREVIOUS MONTH

JUNE 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2 7:00 PM <u>Arts Advisory Board</u>	3 5:00 PM <u>FREE Parenting Class</u> 7:30 PM <u>Advisory Planning Board</u>	4	5 <u>Greenbelt Day Weekend</u>	6 <u>Greenbelt Day Weekend</u>
7 <u>Greenbelt Day Weekend</u> 10:00 AM <u>Greenbelt Farmers Market</u> 1:00 PM <u>Greenbelt Virtual Open Studio Tour</u>	8 8:00 PM <u>Regular Meeting - (Virtual - Subject to COVID-19)</u>	9 7:00 PM <u>Advisory Committee on Trees</u>	10 8:00 PM <u>Work Session - Greenbelt Board of Elections, (Virtual)</u>	11	12	13
14	15 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19)</u>	16	17 7:30 PM <u>Park and Recreation Advisory Board</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19)</u>	18	19	20
21	22 8:00 PM <u>Regular Meeting - (Virtual - Subject to COVID-19)</u>	23 <u>Americans for the Arts</u> 7:00 PM <u>Advisory Committee on Education</u>	24 <u>Americans for the Arts</u> 1:30 PM <u>Memory Support Group</u> 8:00 PM <u>Work Session - TBD (Virtual - Subject to COVID-19)</u>	25 <u>Americans for the Arts</u>	26	27
28 7:30 AM <u>Colorectal Cancer 5k Walk and Run</u>	29 8:00 PM <u>Work Session - TBD, (Virtual - Subject to COVID-19)</u>	30	1	2	3	4