

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

**Thursday, May 21, 2020**

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

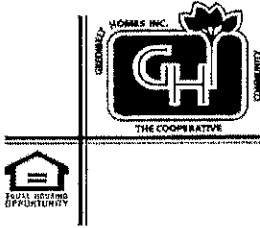
**REGULAR SESSION (Open to Visitors)**  
**Following the GHI Executive Session Meeting**

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings:**
  - a) Announcement of Executive Session meeting held on May 7, 2020 – (Attachment #1)**
  - b) Announcement of Executive Session meeting held on May 21, 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 Regular Open Session Meeting Held on April 16, 2020 – (Attachment #3)	2	minutes	Discussion/Action
b. Approve Minutes of Special Open Session Meeting Held on April 30, 2020 – (Attachment #4)	2	minutes	Discussion/Action
c. Review Proposed Charter for the Yards and Exteriors Task Force – (Attachment #5)	5	minutes	Discussion/Action
d. Architectural Review Committee's Recommendation re: Revisions to Member Handbook Section VII: Fences – (Attachments #6a – 6d)	15	minutes	Discussion/Action
e. Buildings Committee Recommendation re: Revisions to Section X of the GHI Member Handbook – (Attachments #7a – 7b)	20	minutes	Discussion/Action
f. Proposed Board Meeting Dates during June 2020 to August 2020	5	minutes	Discussion/Action
g. Proposed GHI COVID-19 Return to Work Plan – (Attachments #12a – #12b)	10	minutes	Discussion
h. Proposed letter to the Greenbelt City Council re: Support of GHI's position on Two Issues in the draft Greenbelt NCOZ Development Standards – (Attachment #13)	10	minutes	Discussion/Action
- 7. Items of Information**
  - a. Status of GHI's PPP Bank Loan Application
  - b. Attempt by a Hacker to Defraud GHI
  - c. Board 12 Month Action Plan and Committee Task List (Attachments #8a – #8b)
  - d. Monthly GHI and City Calendars (Attachments #9a – #9b)
  - e. President's Items
  - f. Board Members' Items
  - g. Audit Committee's Items
  - h. 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.**



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**MANAGER'S MEMORANDUM**

TO: GHI Board of Directors  
FROM: Eldon Ralph, General Manager  
DATE: May 14, 2020  
SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on  
May 21, 2020

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**GHI Open Session**

6a. Approve Minutes of Regular Open Session Meeting Held on April 16, 2020 – (Attachment #3)

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on April 16, 2020 *(as presented/as revised)*.

6b. Approve Minutes of Special Open Session Meeting Held on April 30, 2020 – (Attachment #4)

**Motion:** I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on April 30, 2020 *(as presented/as revised)*.

6c. Review Proposed Charter for the Yards and Exteriors Task Force – (Attachment #5)

On February 20, 2020, the Board of Directors passed the following motion:

I move that the Board of Directors establish a task force to recommend the scope of a yard and building exterior inspection program that should be implemented. The task force shall submit its report by October 31, 2020 with recommendations including all but not limited to the following elements:

1. Objectives of the program.
2. Name of the inspection program.
3. Inspection checklist to be used.
4. Education program for members and staff doing the inspections.
5. Incentives to members to encourage compliance.
6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.
7. Staff organization required for the program.

GHI members Joseph Ralbovsky, Ed James, Alex Barnes, Kemlyn Brazda, Jeannette Grotke, and Philip Lake were appointed to serve on the task force; George Bachman is the staff liaison.

The Yards and Exteriors Task Force prepared the proposed charter in Attachment #5 for the Board's consideration.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors approve the charter for the Yards and Exteriors Task Force (as presented/as revised).**

**6d. Architectural Review Committee's Recommendation re: Revisions to Member Handbook Section VII: Fences – (Attachments #6a – 6d)**

During a meeting on July 5, 2018 meeting, the Board of Directors accepted a Yard Solution Task Force's Final Report on GHI Yard Solutions for a 21<sup>st</sup> Century Garden City and directed the Architectural Review Committee (ARC) to review the report and propose possible changes to the GHI Member Handbook.

The Yard Solution Task Force's Final Report was based on the results of a voluntary member survey conducted during the first quarter of 2017. It identified the impact that yard features have on the overall quality, value, and appeal of the cooperative. Among the features addressed was fencing.

Attachment #6a is an excerpt from the YSTF's Final Report regarding fences. It highlights the following key points:

- Fencing of member yards was not permitted prior to the formation of Greenbelt Veterans Housing Associates (GHI's predecessor) in 1952.
- Planned communities typically require that fences be in appropriate preselected styles and materials. GHI is unusual in not doing so.

- Fencing in the community has an enormous impact on the overall beauty and cohesiveness of the GHI landscape and of Historic Greenbelt, including its attractiveness to potential home buyers.
- 59 survey responders complain of fencing types in GHI, many mentioning their desire for less chain link fences.

To address these points, the YSTF made the following suggestions:

- Require that new fencing be in a style chosen by the ARC. Members seeking new fencing in nonconforming styles or materials may apply for an exception to this rule.
- GHI continue its practice of removing fences at no cost to the member if no new fencing is installed within 2 years (currently 3 years) of the removal of the original fence.
- Remove VII.B.1.9: “Fence styles within the row should harmonize.” (New rules would emphasize harmonious fencing throughout the community, not just in individual courts.)
- When existing chain link fencing is repainted, it must be painted black (with GHI providing the paint).

After considering the suggestions in the YSTF Final Report and spending much time discussing the rules, the ARC voted 4-0-0 to recommend that the Board approve the proposed rule changes in Member Handbook Section VII: Fences as illustrated in Attachments #6b and #6c. Attachment #6b is the original document with the changes that have been made while Attachment #6c is the revised document after the changes were accepted.

On March 5, 2020, the Board directed the Manager to submit the ARC revisions in Attachments #6b and #6c, to the membership for feedback. Ten members submitted comments that are documented in Attachment #6d.

This item is on the agenda for discussion and action

**Suggested motion: I move that the Board of Directors approve the Architectural Review Committee's recommendation re: Revisions to Member Handbook Section VII: Fences (as presented/as amended).**

**6e. Buildings Committee Recommendation re: Revisions to Section X of the GHI Member Handbook – (Attachments #7a – 7b)**

On March 15, 2017, the Board of Directors directed the Buildings Committee to recommend changes to various sections of Section X of the GHI Member Handbook, to resolve inconsistencies in the definition of Additions and to align the Addition Maintenance Program (AMP) requirements with the revised definition.

The Buildings Committee reviewed all subsections of Section X and provided edits which the Board first reviewed during the September 19, 2019 Board meeting. The Board scheduled a

work session on October 1, 2019 to review specific issues requiring policy decisions. After the work session, the Buildings Committee revised Section X. On December 19, 2019, the Board reviewed the changes that were made as a result of the work session and directed the General Manager to publish the proposed revisions for membership comment. Attachment #7a lists the comments that were received.

After reviewing the member comments that were received, the document was finalized (refer to Attachment #7b) and is on the agenda for review and disposition.

**Suggested motion: I move that the Board of Directors approve the Buildings Committee recommendation re: revisions to Section X of the Member Handbook (as presented/as amended).**

6f. Proposed Board Meeting Dates during June 2020 to August 2020

If the annual meeting had been held on May 14, 2020, the election of a new Board of Directors would have been ratified on May 21<sup>st</sup> and the new Board would have decided on a calendar of Board meetings and work sessions for the 2020-2021 term. Due to the COVID-19 pandemic, it is uncertain when the 2020 annual membership will be held to elect a new Board of Directors. Hence, the following dates are proposed for Board meetings and a work session during the period June 1<sup>st</sup> to the end of August 2020:

Thursday, June 4 <sup>th</sup>	Regular Board Meeting
Thursday, June 18 <sup>th</sup>	Regular Board Meeting
Monday, July 13 <sup>th</sup>	Work session with the Greenbelt City Council <i>(The Board should select two or 3 possible dates which the manager will communicate to the City Manager)</i>
Thursday, July 9 <sup>th</sup>	Regular Board Meeting
Thursday, July 23 <sup>rd</sup>	Regular Board Meeting
Thursday, August 6 <sup>th</sup>	Regular Board Meeting
Thursday, August 20 <sup>th</sup>	Regular Board Meeting
Thursday, August 27 <sup>th</sup>	Work session beginning @ 7:00 p.m. between the Board and Finance Committee re: preliminary discussions about the 2021 budget

The Board should consider whether to hold a strategic planning work session in June to establish an action plan for the 2020-2021 Board term. Normally, this work session is held during a Sunday in June. A schedule of meeting dates during June to August may be approved by consensus.

6g. Proposed GHI COVID-19 Return to Work Plan – (Attachments #12a – #12b)

Last March 19<sup>th</sup>, Maryland Governor Larry Hogan issued an order that prohibited large gatherings and events, due to the COVID-19 pandemic. On March 23<sup>rd</sup>, Governor Hogan issued another order that urged Marylanders to remain home and encouraged employers to promote work-from-home arrangements to the greatest extent possible. The March 23<sup>rd</sup> order also required all non-essential businesses and establishments to close. GHI's attorney Tiffany Releford advised that the Order excluded property maintenance companies from closure and GHI would not be in violation of the Order for continuing to provide on-site services.

Governor Larry Hogan has announced a three-part recovery plan for Maryland:

- Effective from May 15<sup>th</sup>, 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.

Due to a high incidence of COVID-19 cases in Prince George's County, P.G. County Executive Angela Alsobrooks decided to postpone stage one of the recovery plan. On May 14<sup>th</sup>, Ms. Alsobrooks stated that with commitment to safety guidelines from residents, and help from the state and federal governments, it is possible that the situation will improve to the point, that stage one could begin in two weeks.

While there is uncertainty about the timeline for enacting the various phases of a recovery plan for Prince George's County, staff has been working diligently to determine what "re-opening" will mean for us. Staff has drafted a "COVID-19 Return to Work Plan" (refer to Attachment #12a) on the assumption that GHI will be able to fully resume its operations when Prince George's County implements stage one of the recovery plan and lifts the current stay-at-home restrictions. The return to work procedures outline preventive measures staff, contractors and members will be requested to follow, to minimize risk of exposure to the coronavirus. Attachment #12b is a draft letter that staff proposes to send to members whose units are included in the HIP 2020 cohort, when GHI's operations return to normal.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors accept the "COVID-19 Return to Work Action Plan" and letter to be sent to members whose units are included in the HIP 2020 cohort, (as presented/as revised).**

6h. Proposed letter to the Greenbelt City Council re: Support of GHI's position on Two Issues in the draft Greenbelt NCOZ Development Standards – (Attachment #13)

On May 7, 2020, the Board reviewed the Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone (NCOZ) Standards for Greenbelt that the Maryland National Capital Parks and Planning Commission (M-NCPPC) recently released, and considered what changes the M-NCPPC should be requested to make to the documents. The Board agreed by consensus to send a letter to the Greenbelt City Council requesting its support of GHI's position regarding the following two issues in the draft Greenbelt NCOZ Development Standards:

- a) That an addition to a GHI home shall not exceed a cumulative sum of 100 percent of the gross floor area of the original structure.
- b) That an addition or accessory structure, such as shed, deck, or enclosed porch, be sited on the garden-side rather than the service-side of a GHI home

Attachment #13 is the draft letter which Board member Anna Socrates originally composed, and President Steve Skolnik edited.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors approve the letter (*as presented/as revised*) requesting the Greenbelt City Council to support GHI's position on two issues in the draft Greenbelt NCOZ Development Standards. Further, I move that the Board authorize the Board President to sign the letter.**

Items of Information:

7a. Status of GHI's PPP Bank Loan Application

On April 16, 2020, the Board of Directors authorized the Manager to submit an application for a Paycheck Protection Program loan covering allowable payroll expenses equivalent to 2.5 times GHI's monthly employee payroll compensation including paid leave, payment for group health and insurance benefits, retirement benefits, state and local payroll taxes. GHI's application was unsuccessful. The Manager will inform the Board during the Board meeting about the reasons why the application was denied.

7b. Attempt by a Hacker to Defraud GHI

On May 8<sup>th</sup>, an unknown person sent a request to have a large amount of money wired from GHI's operating account at a Bank to an account in China. The action was thwarted due to the vigilance of the Bank and the internal control system in place for directing the Bank to wire monies to clients. The Manager will provide more details about this incident during the Board meeting.

Announcement of an Executive Session Meeting held on May 7, 2020 – (Attachment #2)

GHI's Board of Directors held an Executive Session meeting on May 7, 2020 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 on May 7, 2020 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. 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"> <li>• 2020 Contract for Exterior Repairs to Masonry Units – 1<sup>st</sup> reading</li> <li>• 2020 Contract for Parking Lot Repairs – 1<sup>st</sup> reading</li> <li>• 2020 Contract for Spring Concrete Repairs – 1<sup>st</sup> reading</li> </ul>	(vi)
e. Status of Contract for 2020-2022 Waste Disposal Services	(iv)
f. Complaint Matters	(iv)

The meeting began at 7:08 p.m. recessed at 8.01 p.m.; resumed at 11.08 p.m. and adjourned at 11:33 p.m.



Announcement of an Executive Session Meeting held on May 21, 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 April 16, 2020	(vii)
b. Member Financial Matters	(viii)
c. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2020 Contract for Exterior Repairs to Masonry Units – 2<sup>nd</sup> reading</li> <li>• 2020 Contract for Parking Lot Repairs – 2<sup>nd</sup> reading</li> <li>• 2020 Contract for Spring Concrete Repairs – 2<sup>nd</sup> reading</li> <li>• Contract for Pre-sale Repairs to 32-K Ridge Rd -1<sup>st</sup> reading</li> <li>• Contract for Pre-sale Repairs to 39-K Ridge Rd -1<sup>st</sup> reading</li> </ul>	(vi)

The Board approved the following contracts during the meeting:

- a) A contract with American Professional Chimney & Masonry, Inc. to undertake masonry repairs at 22 locations, at the contractor's bid of \$57,555, plus 10% for contingencies, for a total not to exceed \$63,311.
- b) A contract with CPE, Inc. for 2020 parking lot repair work at 33 sites, at the contractor's bid of \$35,840, plus 10% for contingencies, for a total not to exceed \$39,424.
- c) A contract with JMR Concrete Construction, Inc. for the repairs of concrete sidewalks at twenty-six (26) sites at the contractor's bid of \$38,753.00, plus 10% for contingencies, for a total not to exceed \$42,628.00.

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

Draft Minutes  
Board of Directors  
GHI Regular Open Session  
(Virtual Zoom)  
April 16, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Tom Jones, Nominations and Elections Committee Chair
Tom Sporney, Assistant General Manager	Matt Sosna, 2-B Northway
Joe Perry, Director of Finance	Joe Robbins, 59-G Ridge Road
Greg Eck, Finance Manager	Michael Hartman, 2-R Gardenway
Joe Wiehagen, Director of Homes Improvement Program	Lore Rosenthal, 2-R Gardenway
Maesha McNeill, Human Resources Manager	Kim Kash, 9-J Ridge Road
Carol Griffith, Audit Committee Member	Ryan McClelland, 7-F Southway
Joyce Campbell, Audit Committee Member	Joseph Ralbovsky, 62-E Ridge Road
Robin Everly, Audit Committee Member	Monica Johnson, Recording Secretary
	John Lippert

President Skolnik called the meeting to order at 7:05 p.m.

1. Approval of Agenda

**Motion: The Board of Directors does approve the agenda.**

Moved: James

Seconded: Hess

Carried: 9-0

2. Announcement of Executive Session Meetings

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

GHI's Board of Directors held an Executive Session meeting on April 2, 2020. The meeting was held 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 5, 2020	(vii)
b. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2020 Contract for Gutter Cleaning - 1st reading</li> <li>• 2020 Contract for Replacing Air Conditioning Units for Larger Townhomes - 1st reading</li> <li>• 2020 Contract for Replacing Roofs for Frame Buildings - 1st reading</li> <li>• 2020-2022 Contract for Employee Uniforms – 1st reading</li> <li>• 2020-2022 Waste Disposal Services (Re-Bid) – 1st and only reading</li> </ul>	(vi)

During the meeting, the Board of Directors authorized the Manager, for first and only reading due the urgency of having a new waste disposal contract in place immediately after the termination of the current contract, to enter into a contract with Waste Management to provide waste removal services to GHI for a 3-year period commencing immediately at the following charges:

- a) Weekly collection of general solid waste from one 6 cubic yd. container at \$136.98 per month during the first year of the contract.
- b) Collection of construction waste from a 30 cubic yd. container at \$175.00 per pull with a \$55.00 per ton charge for disposal during the first year of the contract. 4 ton minimum.
- c) Collection of tree waste from a 30 cubic yd. container at \$175.00 per pull with a \$57.00 per ton charge for disposal during the first year of the contract. 4 ton minimum.
- d) A one-time charge of \$185.00 for each container (whether 6 cy or 30 cy) delivered to GHI at the start of the contract.
- e) A \$25.00 usage fee per 30 cubic yard open top container per pull.
- f) An inactive fee of \$400 per month, for any 30 cubic yard container not pull during that month.
- g) An increase in charges for collection of general solid waste, construction waste and tree waste, by 5% above the year 1 charges during year 2 of the contract, and 5% above the year 2 charges during year 3 of the contract.

*The meeting began at 9.22 p.m. and adjourned at 9.57 p.m.*

2b. Announcement of Complaint Hearing Held in a Closed Meeting on April 7, 2020

A complaint panel comprised of Board members Stephen Holland, Ed James and Bill Jones, held a complaint hearing on April 7, 2020 with a member in a closed session meeting, as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Audit Committee member Carol Griffith attended the hearing.

The motion to call this meeting was made during an Executive session meeting on February 20, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik and Anna Socrates.

*The hearing commenced at 6.28 p.m. and adjourned at 7.02 p.m.*

3. Visitors and Members (Comment Period)

Tom Jones, 1-C Woodland Way, updated the Board and Staff on the Annual Meeting. Kim Kash inquired about the Virtual Pre-Purchase Orientation.

4. Committee and Homes Improvement Program Reports

**Homes Improvement Program** – Wichagen had no updates.

**Woodlands Committee** – James reported that the Woodlands Committee will conduct a “Trail Work Day” on April 25<sup>th</sup>.

**Sustainability Subcommittee** James mentioned that the Subcommittee met by video conference.

**Finance Committee** – Hess reported that the Investment Committee and the Finance Committee meetings will take place next week.

5. For Action or Discussion

5a. Approve Minutes of Special Open Session Meeting Held on March 19, 2020

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on March 19, 2020 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Socrates

5b. Approve Minutes of Regular Open Session Meeting Held on March 19, 2020

**Motion: I move that the Board of Directors approve the minutes of the Open Session Meeting that was held on March 19, 2020 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Socrates

5c. Buildings Committee Recommendation re: Regulation of Pest Control Noise Emitting Devices

On February 6, 2020, the Board discussed a complaint from three members about noise from an electronic pest control device in the yard of an adjacent unit. The Board passed a motion that directed the Buildings Committee to consider recommending a rule for regulating pest control devices in yards, which disturb the peace and comfort of members, due to noise that they emit. During a March 25<sup>th</sup> teleconference meeting, the Buildings Committee discussed the matter and reviewed a small body of research material relating to the efficacy of electronic pest control devices. The brief study that was done indicated that these devices are not effective.

The Committee concluded its assigned task with the following comment:

*"The Buildings Committee believes that the efficacy of these devices is not relevant. The issue is about the discomfort of other members. The Board should make a decision on the member complaint".*

**Motion: I move that the following new rule be added to the Member Handbook in the section entitled Minimum Use and Maintenance Standards, part B. Exterior, new rule 21, and in section IV. Care of the GHI Yard, part D. Yards, new rule 7: Pest control devices emitting regular, continual sound are not permitted in yards or in locations where they may be heard by neighbors.**

Moved: Brodd

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**Motion: I move that the following potential new rule be sent to the membership for a 30-day review period: Pest control devices emitting regular, continual sound are not permitted in yards or in locations where they may be heard by neighbors.**

Moved: Brodd

Seconded: Socrates

Carried: 9-0

5d. Sustainability Subcommittee Recommendation re: Electric Vehicle Charging Stations Adjacent to the Administration Building

During the Board meeting on November 7, 2019, the Board of Directors discussed a GHI member's proposal regarding the installation of Level 2 electric vehicle (EV) charging stations in

the GHI parking lot adjacent to the Administration Building. The Board requested the Buildings Committee to review the proposal and provide responses to the following five questions:

- a) Pros and cons of installing the electric charging stations.
- b) How many charging stations should be installed?
- c) Installation costs for installing the charging station (s) the committee recommends.
- d) Should the charging stations be metered and if so, what should be the charge for using them?
- e) City of Greenbelt permits that would be required.

During the January 2, 2020 Board meeting, the Board accepted the Buildings Committee responses to the five questions (refer to Attachment #5) and recommendation that the Committee be allowed to undertake the following actions:

- a) Identify the technical feasibility and optimal placement of Electric Vehicle Chargers at the Administration Building property,
- b) Verify the available rebate programs from Maryland and PEPCO,
- c) Develop cost estimates for the proposed work, including upgrading current electrical or arranging for new electrical service depending on charger placement.
- d) Investigate other incentive programs for electric vehicle charging.

The Sustainability Subcommittee of the Buildings Committee further discussed details and issues regarding EV charging stations at the GHI Administration Building and provided information for discussion at the March 25 Buildings Committee meeting. The Buildings Committee discussed the issue resulting in the following motion:

*"I move that the Board direct technical staff to develop an RFP with input from the Buildings Committee to install five level 2 electric car charging stations at either the administration building parking lot, at the administration building carpenter shop, or in both locations. Further, if GHI receives competitive bids as a result of the RFP, we propose moving forward with the most economically and technically feasible project." Motion carried unanimously – 8-0-0.*

**Motion: I move that the Board of Directors direct the Manager to prepare a Request for Proposal (RFP) and obtain bids from contractors for installation of five (5) Level 2 charging stations at the administration building located either in the parking lot across from the lobby entrance (free standing) or behind the carpenter shop (wall mounted). The RFP should request Contractors to verify federal, state and other incentive programs that are available for installation of electric vehicle charging stations.**

Moved: Hess

Seconded: Socrates

Carried: 9-0

#### 5e. Proposed Asbestos Operating and Management Plan for GHI

GHI has completed the crawl space remediation in brick, block, and frame unit crawlspaces, except for 4 frame buildings that were pilot buildings in 2011 and 2015 which will be remediated

this year. Upon discovery of asbestos-containing material (ACM) in the soil of the crawlspaces beneath frame homes, staff met with Arc Environmental, Inc. (Arc), an independent company hired to monitor the asbestos remediation, to formulate a plan for leaving the ACM in place. That plan included an Operations and Maintenance (O&M) manual.

Procedures for dealing with asbestos originated in 1986 with the Asbestos Hazard Emergency Response Act (AHERA) and its regulations requiring schools to:

- Inspect for asbestos-containing building material
- Prepare management plans and take action to prevent or reduce asbestos hazards

These requirements are based on the principle of in-place management of asbestos-containing materials. Removal of these materials is not usually necessary unless they are severely damaged or will be disturbed by a building demolition or renovation project. Personnel working on asbestos activities in schools must be trained and accredited in accordance with the Asbestos Model Accreditation Plan (MAP). AHERA was revised in 1990 by the Asbestos School Hazard Abatement Reauthorization Act (ASHARA). These regulations come under the jurisdiction of the EPA. In the absence of regulations specifically for locations other than schools, the industry has adopted these guidelines as its standards.

In collaboration with GHI staff, Arc prepared an O&M manual (Attachment #6) for GHI's use. In addition to Arc's input, staff sought input from Vertex Engineering, another consulting hygienist with whom GHI has worked in the past. In the original document, Arc recommended an inspection of affected crawlspaces by an EPA/MDE certified inspector every 3 years; Arc estimated the cost for this at \$57,600. Staff asked Vertex whether there any further inspections recommended or required by regulatory agencies e.g. MOSHA, EPA, etc. besides the semi-annual visual inspections by GHI personnel in the crawlspaces of the frame homes. Vertex stated that their only other recommendation is to have our employees take air samples in 10% of the crawlspaces each year; staff estimates this cost to be \$1500 for equipment and \$1000/year for expendables (air sample canisters and testing). The attached O&M manual shows the changes to be incorporated by replacing Arc's recommendation with Vertex's recommendation.

The O&M Plan stipulates that an Asbestos Program Manager (APM) should be appointed to oversee and be responsible for this O&M Plan; the staff designee for this role is the Director of Maintenance. Ongoing training of maintenance personnel is required to ensure that they are certified to perform the inspections and any repairs to the vapor barrier enclosure. The plan includes personal monitoring of a portion of the inspections performed, so the refresher training and equipment rental/purchase will be an ongoing expense.

**Motion: I move that the Board of Directors adopt the Asbestos Operations and Maintenance Plan for GHI as presented.**

Moved: Hess

Seconded: Ready

Carried: 9-0

5f. Update re: Solar PVES for the Administration Building



An agreement between Greenbelt Homes and Sustainable Energy Systems was signed on October 12, 2018; it stated that the anticipated commercial operation date for the installation of a solar PVES for the Administration Building, would be approximately four months from the date of signing i.e. by February 12, 2019. To date, the solar PVES has not been installed.

Staff requested SES to provide a chronology of events (Attachment #7) that contributed to the delay of over a year, and an update on the current status of the project.

*Sporney updated the Board and Staff on the current status of the Solar PVES for the Administration Building.*

*Director Ready requested that a discussion on the current status be added to the agenda of the Executive Session which is to be held later this evening.*

#### 5g. Postponement of the Annual Membership Meeting Due to the COVID-19 Pandemic

Last March 19<sup>th</sup>, the Board voted to postpone the 2020 GHI Annual meeting until no later than June 30, 2020, due to the COVID-19 pandemic.

GHI's bylaws stipulate the following:

- The regular annual meeting of the membership shall be held during the month of May, but may be postponed up to one month by a majority vote of the Board, provided public notice of the postponement is given to members prior to the scheduled annual meeting date, and members are given at least two weeks' notice of the new annual meeting date.
- Regular, annual, or special meetings shall be called by the secretary by written notice mailed or delivered not less than ten and not more than twenty days before the meeting to each member of record on the Corporation's books as of the date twenty days before the meeting.

In normal circumstances, staff would mail the notice and agenda for the originally scheduled May 14, 2020 annual meeting and draft minutes of the 2019 annual meeting to all GHI members, including any proposed actions received in petitions, and the rationale for proposed actions between April 24, 2020 and May 4, 2020 in accordance with the bylaws provision. However, this action will not occur, due to uncertainty about the date that the Maryland Governor's 'stay-at-home' order and prohibition of groups exceeding 10 persons will be lifted.

Attachment #8a is GHI Attorney Joe Douglass' response to questions from the Manager about postponing GHI's annual meeting or holding it electronically.

Attachment #9b is an informative article about online meetings, written by Mr. Jim Slaughter, a Professional Registered Parliamentary Attorney. There are two main components for conducting the annual membership meeting electronically (1) an electronic meeting and (2) electronic voting.

An audio-visual meeting could be conducted via a platform such as Zoom. On-line voting could be administered by a company that GHI hires. Staff reviewed the Community Associations

Institute website. There are no local companies listed that offer this service; staff obtained a bid (refer to Attachment #8c) from VOTE.HOA.NOW (a company based in Portland, Oregon). GHI would have to provide VOTE.HOA.NOW with phone numbers and email addresses of our members; unfortunately, the contact information on file is not very accurate. Mail-in voting is another alternative method of voting that could be considered.

- a) When should public notice of the postponement of the May 14, 2020 meeting be given to members and what should they be told about the new annual meeting date?
- b) Staff estimates that it would take one month after the Governor's order is fully lifted, to prepare for a non-electronic annual meeting. If the Governor's Order or a part of it, e.g. a restriction on the number of persons who could congregate, remains in effect at the end of May, staff does not think it would be feasible to hold the annual meeting by June 30.
- c) Does the Board wish to consider planning for an electronic annual meeting to be held by the end of June? If so, the preparations should begin now. What form of voting should be considered i.e. mail-in or electronic voting?

**By Consensus: The Board of Directors agreed to postpone the Annual Membership Meeting until June.**

5h. Electronic Pre-Purchase Orientation Meetings Due to the COVID-19 Pandemic

GHI's Membership Selection Criteria Policy stipulates that to be considered for membership in GHI, an applicant must attend a pre-purchase orientation at Greenbelt Homes, Inc. Due to the COVID-19 pandemic, staff proposes to conduct pre-purchase orientation meetings using an audio-visual platform. Attachment #9a outlines the proposed procedures for conducting electronic pre-purchase orientation meetings. Attachment #10b is a revised Membership Selection Criteria Policy that would allow applicants for membership to attend pre-purchase orientation meetings electronically.

After the COVID-19 pandemic is over, staff recommends that GHI hold electronic pre-purchase orientation meetings on a weekly basis and an in-person pre-purchase orientation meeting on a monthly basis for those persons who are uncomfortable with an electronic meeting.

**Motion: I move that the Board of Directors adopt the revised GHI Membership Selection Criteria Policy as presented.**

Moved: Holland

Seconded: Hess

Carried: 8-1

Opposed: Ready

**Substitute Motion: I move that the Board of Directors allow prospective members a pre-purchase orientation electronically for the duration of the COVID-19 crisis.**

Moved: Ready

Seconded:

Died for lack of Seconder

5i. Should GHI Participate in the Paycheck Protection Program (the "PPP"), enacted as part of the CARES Act?

Attachment # 10a is a bulletin from GHI's attorney Whiteford, Taylor and Preston that provides information on: The CARES Act – New Financial Resources for Small Businesses and Nonprofits. As stated in the bulletin, The CARES Act created a new business loan program called the Paycheck Protection Program (the "PPP"). For the period from February 15, 2020, to June 30, 2020, the CARES Act allows the Small Business Administration to provide 100% federal guarantees of loans equal to 2.5 times the applicant business's average monthly payrolls cost before the pandemic (up to a maximum of \$10 million) to eligible businesses. The funds are to be used solely to pay operational costs like payroll, rent, mortgage, health benefits, insurance premiums and utilities. **Subject to certain conditions, PPP loans are forgivable**, and if the business meets the conditions, the loan will essentially be converted into a grant.

GHI is a not-for-profit corporation and files taxes as a cooperative corporation. That doesn't mean that we won't earn a profit, but just that we are not in business to generate a profit. Mr. Brian Dahlk, Senior Manager, Wegner CPA's (GHI's external auditor) advised that GHI is eligible to receive such a PPP loan.

**Motion: I move that the Board of Directors authorize the Manager to submit an application for a Paycheck Protection Program loan covering allowable expenses.**

Moved: Hess

Seconded: Ready

Carried: 9-0

5j. Motion to Hold an Executive Session Meeting on April 16, 2020

**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"> <li>• 2020 Gutter Cleaning Contract – 2<sup>nd</sup> reading</li> <li>• 2020 Contract for Replacing Air Conditioning Units for Larger Townhomes – 2<sup>nd</sup> reading</li> <li>• 2020 Contract for Replacing Roofs for Frame Buildings – 2<sup>nd</sup> reading</li> <li>• 2020-2022 Contract for Employee Uniforms – 2<sup>nd</sup> reading</li> </ul>	(vi)
c) Member Financial Matters	(viii)

<b>d) Proposed Assignment of the Membership Interest in a Unit to GHI</b>	<b>(iv)</b>
<b>e. Complaint Matters</b>	<b>(iv)</b>
<b>f. Discuss Status of Admin Building PVES Contract</b>	<b>(vi)</b>

Moved: James

Seconded: Hess

Carried: 9-0

6. Items of Information6a. Board 12 Month Action Plan and Committee Task List6b. Monthly GHI and City Calendars6c. President's Items

Skolnik reminded the Board of the "Special Board Meeting" on April 30 at 7 pm.

6d. Board Members' Items

Holland thanked the Staff for what they are doing in this crisis.

6e. Audit Committee's Items

None.

6f. Manager's Items

Ralph reported that the contractors will be on site maintaining the common areas. GHI will engage contractors for the gutter cleaning.

Sporney reported the postponement of the tree planting behind the boat lot.

Perry thanked the Board and Staff for all the Condolences.

**Motion: To adjourn.**

Moved: Hess

Seconded: Socrates

Carried: 9-0

The meeting adjourned at 9:44 p.m.

Ed James  
Secretary

Draft Minutes  
Board of Directors  
GHI Special Open Session  
April 30, 2020

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

Excused Absence: Watkins

Others in Attendance

Eldon Ralph, General Manager

Robin Everly, Audit Committee Member

Bruce Mangum, Contract Processing

Johanna Goderre Jones, 1-C Woodland Way

Joyce Campbell, Audit Committee Member

Tiffany Perry, 2-T Laurel Hill Road

Carol Griffith, Audit Committee Chair

Monica Johnson, Recording Secretary

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

1. Approval of Agenda

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

Moved: Hess

Seconded: James

Carried: 8-0

2. 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:**

- **Albert S. Oetken, Sole Owner, 56-B Crescent Road;**
- **Daniel M. Gillotte, Rosie Q. Weaver, Tenants by the Entirety, 10-A Hillside Road;**
- **Munira H. Atari, Sole Owner, 7-F Laurel Hill Road;**
- **Linda J. Garrettson, Michael J. Minnig, Tenants by the Entirety, 15-A Laurel Hill Road;**
- **Uriel H. Amador, Sole Owner, 15-E Laurel Hill Road;**
- **Daniel J. Plattner, Sole Owner, 15-Q Laurel Hill Road;**
- **Melinda S. McGrath, Sole Owner, 9-F Ridge Road;**
- **Alba R. Dalton, Sole Owner, 18-K Ridge Road;**
- **Anton Ends, Jr., Claudia M. Ends, Tenants by the Entirety, 71-C Ridge Road.**

Moved: James

Seconded: Brodd

Carried: 8-0

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

- **Thomas Jones, Sole Owner, changed to Thomas Jones, Johanna L. Goderre Jones, Tenants by the Entirety, 1-C Woodland Way.**

Moved: James

Seconded: Hess

Carried: 8-0

**Motion: To adjourn.**

Moved: Hess

Seconded: James

Carried: 8-0

The meeting adjourned at 7:07 p.m.

Ed James  
Secretary

Yards and Exteriors Task Force  
Charter

**Approved 5-0-0 on 05/06/2020**

1. CHARGE: Whereas GHI has rules and regulations to maintain and enhance the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors, with limited staff resources.
  2. The Task Force may receive referrals on specific topics from The Board from time to time, and develop recommendations.
  3. The Task Force shall report, at least quarterly, to the Board, which shall review its work and implement its recommendations as appropriate. The Task Force will produce and deliver a final report ahead of the October 31, 2020 deadline.
  4. The Task Force should hold regular meetings, typically monthly. Meetings shall be scheduled and advertised in advance. Notes of the minutes of each meeting shall be kept and submitted to the Board as part of the quarterly reports.
  5. The focus of the Task Force should always work to directly benefit GHI and our members.
-



## FENCING OF MEMBER YARDS

**History:** No fencing of member yards was allowed until the creation of GHI in 1952, when occupants became member-owners who were allowed to have dogs. At that time there was no determination as to the best styles of fencing for individual members or the community; members were and continue to be free to choose any style.

### The Need/Problem

Fencing in our community has an enormous impact on the overall beauty and cohesiveness of the GHI landscape and of Historic Greenbelt, including its attractiveness to potential home-buyers. For this reason, planned communities typically require that fences be in appropriate, preselected styles and materials. GHI is unusual in not doing so.

[Fencing styles/types: 59 survey responders complain of fencing types in GHI, many mentioning their desire for less chainlink.]

### The Vision/Goal for GHI Fencing:

- Less fencing overall, to preserve and enhance Greenbelt's original and iconic openness.
- Fencing, when used, that meets member needs yet complements **GHI architecture** and is an attractive asset to the community (at a range of price points).
- Architecturally appropriate fencing styles are those that emphasize horizontal and vertical lines, rather than diagonals, curves or other embellishments.
- Natural materials and natural-looking materials in fencing are preferred because they enhance the community's appearance of greenness and commitment to sustainability.

### Suggested Solutions

- Require that new fencing be in one of these styles chosen by the ARC. ([CLICK HERE](#) for fence styles, with options at all price points). Members seeking new fencing in nonconforming styles or materials may apply for an exception to this rule.



Split rail with or without black wiring to keep animals in or out. Pricing is similar to or even less than chainlink.

- \* GHI continue its practice of removing fences at no cost to the member as long as no new fencing is installed within 2 years of the removal of the original fence.
- \* Remove VII.B.1.9: "Fence styles within the row should harmonize." (New rules would emphasize harmonious fencing throughout the community, not just in individual courts.)
- \* When existing chainlink fencing is repainted, it must be painted black (with GHI providing the paint).

#### More Help for GHI Gardeners and Gardeners-to-Be

**Gardening help needed:** 155 respondents said improving their garden was important and 147 said reducing yard maintenance was. Many responders want help with providing for wildlife (e.g. mentioning natives, pollinators). Preferred sources of help/information included: GHI website, Communicator, and E-News; instructional open gardens, workshops (pruning, etc); and social media. Many want consultations for their individual yards. For shady yards, members want information about lawn in shade, and suitable lawn alternatives; what edibles and other plants will grow in shade.

**Solution:** Changes to privacy screen rules suggested herein would help members create gardens. In addition, a Gardening Team or Task Force to be established would:

- \* Offer in-person instruction in pruning.
- \* Offer personalized garden design and plant coaching for members who desire it (at a frequency to be determined by the Gardening Team; e.g., 4 yards each spring and fall.)
- \* Provide Open Garden events in gardens of team members and other GHI gardens throughout the season – for social and learning purposes.
- \* Review gardening and plant information on the GHI website and recommend corrections and additions, referring members to the U. Maryland Home and Garden Information Center as a trusted and accurate source.

#### Appendices

- \* Yard Task Force Appendix Final includes background about the YTF and its further actions in response to member survey, plus how other planned communities treat these issues
- \* Executive Summary of Yard Task Force Report to Board – to be submitted to the Board by 7/1/18.
- \* Yard Survey Responses – Full Report
- \* Summary of Yard Survey Responses

Note: Content being removed is struck; Italic sections are new, added, or moved.

## VII. Fences

### A. ~~LIVING FENCES~~

~~The Cooperative strongly urges that, whenever possible, hedges or other natural foliage be used in preference to the erection of fences. (See Section V.D. for hedge planting guidelines.)~~

~~A professional horticulturist or any nursery can provide suggestions as to plants that would be suitable to your yard. They take into consideration drainage, soil condition, and if the yard is sunny or shady. Since the member is responsible for the maintenance or replacement of plants, this could save both time and money.~~

### A. STANDARDS FOR ALL FENCES

1. Written permission ~~by~~ *in the form of a permit* is required from GHI for all types of fences, either new or replacement. Replacement of existing fences, where more than *twenty-five (25)* percent is being ~~repair~~ *replaced*, must follow these rules. Fences shall be placed on designated perimeter yard lines with the following exceptions:
  - a. Fence placement shall be setback twelve (12) inches from paved walkways or sidewalks, except where GHI staff determines a need for more room, and *the setback shall be twenty-four (24) inches* from parking areas or driveways.
  - b. Fence placement shall be uniform bounding street rights-of-way and shall not create a visibility hazard for traffic *or pedestrians*.
  - c. Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, as defined in Yard Line Descriptions VI.B.3. No interior fences shall be permitted.
  - d. GHI staff may authorize minor alterations to the overall perimeter placement rules (i.e. relative to yard lines) with
    1. individual offsets to avoid tangible obstacles (e.g. trees, hedges, downspouts, access obstructions, sidewalks),
    2. a uniform offset to avoid multiple interferences, ~~or~~
    3. offsets (individual or uniform) to utilize locations of existing fence posts or request interpretation of the Board of Directors via the process described in Exceptions to Regulations, XX.
2. Installation of adjacent man-made fences (e.g. ~~chain-link~~, wood, vinyl, etc.) on a shared yard line is not allowed.
3. ~~If a fence exists and does not belong to the member, permission shall be obtained from the adjoining member before it can be removed. A copy of this permission is put in their file.~~

4.3. THE FINISHED SIDE OF THE FENCE MUST ALWAYS FACE THE NEIGHBOR OR COMMON AREA.

5.4. The maximum fence height shall be *forty-two* (42) inches. Maximum post height shall not exceed forty eight (48) inches. The height and location of a protective barrier fence for a pool, pond, hot tub, or spa shall be as approved by the Board of Directors (see XIII.).

6.5. All posts shall be set perfectly upright, in twelve (12) inches of concrete, in an eighteen (18) inch deep hole. Concrete may be omitted if the post is set in a hole *twenty-four* (24) inches deep to prevent the fence from sagging.

7.6. Posts made from trees or tree branches are not acceptable.

8.7. Each fenced area of a gardenside or service-side yard shall be accessible from the adjoining common area or walkway by at least one (1) non-locking, thirty-six (36) inch ~~width-wide~~ gate opening; an end home with fence bordering both gardenside and service-side common area or access walk shall have two (2) gates. A gate shall be self-supporting, unobstructed, and shall be of similar material and design as the fencing. Common sidewalks established by GHI and access paths shall not be blocked by fences or additions. The location of the gate shall be approved by the Technical Services Department. Please bear in mind that in order for garbage collection to be made, the City of Greenbelt requires sufficient passageway to each unit so that trash collectors will have free access with their ~~baskets~~ carts.

9. ~~Fence styles within the row should harmonize.~~

10.8. ~~Fence company name signs are considered undesirable and shall not exceed four (4) linear inches or ten (10) square inches in total. shall not be installed or hung on any new fence.~~

## B. WIRE FENCES

1. ~~Chain link fencing is the only wire fencing allowed. The wire must be vinyl coated in black, brown, or green, and the post, rails, and hardware must be a matching color.~~

2.1. Existing chain link fencing is approved and shall remain in place, providing the material is sound and in good ~~order~~ repair, and that *it has* a top rail exists. The fences shall be maintained to keep the fencing and posts taut and in repair and free of all rust. All posts shall be capped. Repainting of chain link fencing with reflective (metallic) or bright colors is prohibited. Repainting of chain link fencing, shall be *done only with black paint.* ~~, green or brown and shall match GHI approved vinyl coated fence wire colors.~~ Paint must be exterior metal rated. The use of ~~p~~Primer is recommended. Samples of GHI approved wire materials and paint colors are on file in the Management office.

3.2. ~~Evergreen screening of chain link fence is highly recommended. The screening of chain link fence with plants is highly recommended. Plant screening and trees~~ Trees shall not be permitted to grow in a manner that will adversely affect the fence.

4.3. Poultry fencing or netting, farm or livestock fencing, electric, barbed wire fencing, and all other types of wire fencing ~~other than chain link~~ are prohibited. (see VII section 7 Approved Styles, for exceptions for wire fencing)

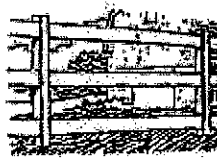
5. ~~Inserts (whether metal, wood, or plastic) shall not be used.~~

## C. WOOD FENCES

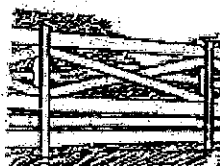
1. **MATERIAL** – ~~Two~~ *Three* types of wood materials are approved as follows:  
~~Wood~~ wood treated to CCA retention of *forty (40) pounds* 40# for both posts and fence material.
  - a. CCA 40 *pounds*# retention for the posts, untreated white wood for the fence material. (*spruce, hem-fir, etc.*)
  - b. Pressure treated or rot resistant ~~Redwood~~ posts and fence material.
2. **INSTALLATION**
  - a. Posts shall be set *three (3) inches* 3" off the yard line if no fence exists, in order to avoid problems in the future.
  - b. On frame buildings the centerline of the first post shall be set *six (6) inches* 6" from the face of the building. Fences shall not be attached to the building.
  - c. Fence construction shall be accomplished in a neat, workmanlike manner.
  - d. Hot dipped Galvanized or other approved fasteners for exterior application shall be used.
  - e. Diagonal bracing is recommended at corners.
3. **FINISHING**
  - a. Pressure treated material shall be stained or painted.
  - b. White wood shall be treated with a wood preservative before being stained or painted. Use of a preservative treated stain shall satisfy the requirement.
  - c. Redwood shall be sealed with a clear finish. Finishes may be gloss or semi-gloss.
  - d. No creosote shall be used.
  - e. The finished fence must present a neat appearance on all sides.
  - f. First coating of each board or post prior to construction will assure no exposed ends or bare spots between boards.

## STYLES

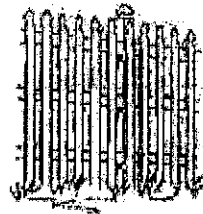
- a. ~~There are a number of styles of fences on the market today, both pre-built or field built on the job site. A few of these are shown below.~~



Board Estate



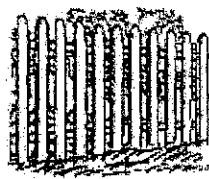
6-Board Estate



Colonial Gothic  
Picket



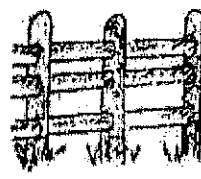
Gothic Picket



Marlboro Picket



Mt. Vernon  
Picket



Post and Rail

- b. ~~1. Solid board fences are not permitted. Minimum openness shall be 30%.~~
- ~~2. Wood and wire fences similar to snow fences are not permitted.~~
- c. ~~1. Post and rail fences, both two (2) and three (3) rail, are good for yard line delineation, without disturbing the open visual concept that is desired~~
- ~~2. Posts and rails shall be pressure treated to 40# retention.~~
- ~~3. Planting at each post may be desired.~~
- ~~4. Light gauge wire fencing may be attached to the inside of wood rail fences. All wire must be maintained in good condition, must terminate at a rail, and is limited to the height of the top rail. The bottom rail must be low enough to serve as a suitable terminus.~~
- d. ~~Grass protection and flower bed fences under eighteen (18") inches in height are permitted. Consideration should be given to safety where they are adjacent to common walks.~~
- e. ~~A drawing for building a simple picket fence is available from Technical Services for the asking. This fence is built from pressure treated lumber available from any local lumber dealer.~~

## 2. 4. UPKEEP AND SPECIAL CONDITIONS

- a. *Wood fencing* The material must be free of such irregularities as loose or open knots, bark on edges, splinters, splits, etc.
- b. Wood picket fences are approved with the provision that the picket tops be rounded or flat.
- c. All work must be done in a neat workmanlike manner and in *accordance* ~~accord~~ with the specific fence design.
- d. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

## D. VINYL FENCES

Vinyl fences that conform to the styles approved (*see VII section 7 Approved Styles*) ~~for wood fences~~ and to all other applicable requirements are allowed. All vinyl fences must be installed according to manufacturer's instructions.

### 1. UPKEEP

- a. *Vinyl fences should be free from moss, mold and mildew build up. Regular power or hand washing MUST be done regularly.*

- b. All work must be done in a neat workmanlike manner and in accordance with the specific fence design.
- c. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

**E. METAL FENCES**

*Metal fences that conform to the approved styles (see VII section 7 Approved Styles) and to all other applicable requirements are allowed. All metal fences must be installed according to manufacturer's instructions and Prince George county regulations. Metal fences should be painted, or powder coated with black paint.*

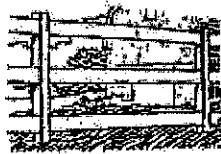
**1. UPKEEP**

- a. Metal fences should be free from rust and mold build up. Regular power or hand washing should be done regularly. Steel/Iron rod fencing should be painted as needed. Bent, damage or rusted sections shall be repaired or replaced.
- b. All work must be done in a neat workmanlike manner and in accord with the specific fence design.
- c. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

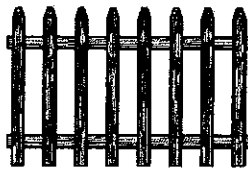
**F. APPROVED STYLES**

**1. Wood and Vinyl Approved Styles**

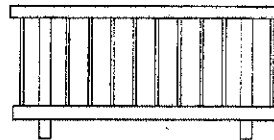
- a. There are a number of styles of fences on the market today, both pre-built or built on the job site. A few of these are shown below.



*Board and Post Estate  
2, 3, or 4  
Board*

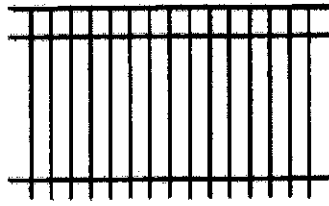


*Picket Fence  
(Standard Arrow,  
Dog Ear, or Box Cut)*

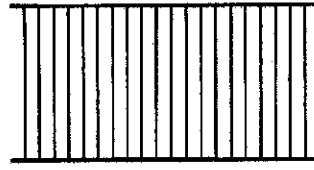


*Wood Box Rail*

**2. Metal Approved Styles (Aluminum or Steel).**

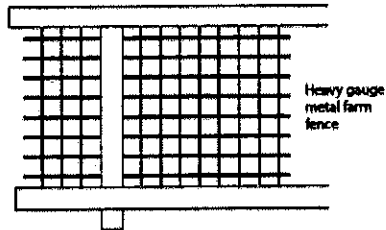


*3 Rail Box Top*

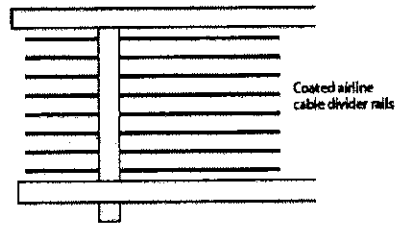


*2 Rail Box Top*

3. *Mixed Material Fencing (custom builds)*



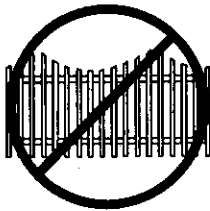
Heavy gauge  
metal farm  
fence



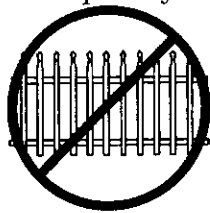
Coated airline  
cable divider rails

G. *GUIDELINES*

1. *Minimum openness (ability to see light) shall be thirty (30) percent for all fences. No solid, stockade or barricade fencing is allowed.*
2. *All fencing shall be made of horizontal or vertical members. No diagonals, cross hatching or basket weaving is allowed.*
3. *No fence may have an arched or curved top rail or pickets.*



4. *Metal fences are not allowed to have spikes, arrows, finials, or fleur-de-lis at the top of their posts or pickets.*
5. *Wood picket fences are not allowed to have gothic or colonial picket design.*





6. *Wood and wire fences similar to snow fences are not permitted.*

#### H. HELPFUL SUGGESTIONS

1. *Planting at each post may be desired.*
2. *Light gauge wire fencing may be attached to the inside of wood board and post fences. All wire must be maintained in good condition, must terminate at a rail, and can be no taller than the height of the top rail. The bottom rail must be low enough to serve as a suitable terminus.*
3. *Grass protection and flower bed fences under eighteen (18") inches in height are permitted. Consideration should be given to safety where they are adjacent to common walkways.*
4. *A drawing that illustrates building a simple picket fence is available from Technical Services on request. This fence is built from pressure treated lumber available from any local lumber dealer.*
5. *For suggestions on what fence is best for your particular home style please consult with the Architectural Review Committee (ARC).*

#### I. REMOVAL OF FENCES

Member are to notify GHI of the intent to remove fence(s). Removing fences on a shared yard line also requires notification of immediate affected neighbor(s). Members do not require permission from GHI to remove fences in their own yards. GHI will remove a member's fence, at GHI expense, if the current member requests that this work be done and agrees not to seek permission to install a replacement fence for a period of three years. It will be GHI's responsibility to fill post holes and tamp, seed and straw. Members will be responsible for removing any shrubs or foliage growing through or around the fence.

## VII. Fences

### A. STANDARDS FOR ALL FENCES

1. Written permission in the form of a permit is required from GHI for all types of fences, either new or replacement. Replacement of existing fences, where more than twenty-five (25) percent is being replaced, must follow these rules. Fences shall be placed on designated perimeter yard lines with the following exceptions:
  - a. Fence placement shall be setback twelve (12) inches from paved walkways or sidewalks, except where GHI staff determines a need for more room, and the setback shall be twenty-four (24) inches from parking areas or driveways.
  - b. Fence placement shall be uniform bounding street rights-of-way and shall not create a visibility hazard for traffic or pedestrians.
  - c. Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, as defined in Yard Line Descriptions VI.B.3. No interior fences shall be permitted.
  - d. GHI staff may authorize minor alterations to the overall perimeter placement rules (i.e. relative to yard lines) with
    1. individual offsets to avoid tangible obstacles (e.g. trees, hedges, downspouts, access obstructions, sidewalks),
    2. a uniform offset to avoid multiple interferences, or
    3. offsets (individual or uniform) to utilize locations of existing fence posts or request interpretation of the Board of Directors via the process described in Exceptions to Regulations, XX.
2. Installation of adjacent man-made fences (e.g. wood, vinyl, etc.) on a shared yard line is not allowed.
3. THE FINISHED SIDE OF THE FENCE MUST ALWAYS FACE THE NEIGHBOR OR COMMON AREA.
4. The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty eight (48) inches. The height and location of a protective barrier fence for a pool, pond, hot tub, or spa shall be as approved by the Board of Directors (see XIII).
5. All posts shall be set perfectly upright, in twelve (12) inches of concrete, in an eighteen (18) inch deep hole. Concrete may be omitted if the post is set in a hole twenty-four (24) inches deep to prevent the fence from sagging.
6. Posts made from trees or tree branches are not acceptable.
7. Each fenced area of a gardenside or service-side yard shall be accessible from the adjoining common area or walkway by at least one (1) non-locking, thirty-six (36) inch wide gate opening; an end home with fence bordering both gardenside and service-side common area or access walk shall have two (2) gates. A gate shall be self-supporting, unobstructed, and shall be of similar material and design as the fencing. Common sidewalks established by GHI and access paths shall not be blocked by fences or additions. The location of the gate shall be approved by the Technical Services Department. Please bear in mind that in order for garbage

collection to be made, the City of Greenbelt requires sufficient passageway to each unit so that trash collectors will have free access with their baskets carts.

8. Fence company name signs are considered undesirable and shall not be installed or hung on any new fence.

## **B. WIRE FENCES**

1. Existing chain link fencing shall remain in place, providing the material is sound and in good repair, and that it has a top rail. The fences shall be maintained to keep the fencing and posts taut and in repair and free of all rust. All posts shall be capped. Repainting of chain link fencing with reflective (metallic) or bright colors is prohibited. Repainting of chain link fencing shall be done only with black paint. Paint must be exterior metal rated. The use of primer is recommended. Samples of GHI approved wire materials and paint colors are on file in the Management office.
2. The screening of chain link fence with plants is highly recommended. Plant screening and trees shall not be permitted to grow in a manner that will adversely affect the fence.
3. Poultry fencing or netting, farm or livestock fencing, electric, barbed wire fencing, and all other types of wire fencing are prohibited. (see VII section 7 Approved Styles, for exceptions for wire fencing)

## **C. WOOD FENCES**

1. MATERIAL – Two types of wood materials are approved as follows: wood treated to CCA retention of forty (40) pounds for both posts and fence material.
  - a. CCA 40 pounds retention for the posts, untreated white wood for the fence material. (spruce, hem-fir, etc.)
  - b. Pressure treated or rot resistant posts and fence material.
2. INSTALLATION
  - a. Posts shall be set three (3) inches off the yard line if no fence exists, in order to avoid problems in the future.
  - b. On frame buildings the centerline of the first post shall be set six (6) inches from the face of the building. Fences shall not be attached to the building.
  - c. Fence construction shall be accomplished in a neat, workmanlike manner.
  - d. Hot dipped Galvanized or other approved fasteners for exterior application shall be used.
  - e. Diagonal bracing is recommended at corners.
3. FINISHING
  - a. Pressure treated material shall be stained or painted.
  - b. White wood shall be treated with a wood preservative before being stained or painted. Use of a preservative treated stain shall satisfy the requirement.
  - c. Redwood shall be sealed with a clear finish. Finishes may be gloss or semi-gloss.
  - d. No creosote shall be used.

- e. The finished fence must present a neat appearance on all sides.
- f. First coating of each board or post prior to construction will assure no exposed ends or bare spots between boards.

#### 4. UPKEEP AND SPECIAL CONDITIONS

- a. Wood fencing material must be free of such irregularities as loose or open knots, bark on edges, splinters, splits, etc.
- b. Wood picket fences are approved with the provision that the picket tops be rounded or flat.
- c. All work must be done in a neat workmanlike manner and in accordance with the specific fence design.
- d. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

#### D. VINYL FENCES

Vinyl fences that conform to the styles approved (see VII section 7 Approved Styles) and to all other applicable requirements are allowed. All vinyl fences must be installed according to manufacturer's instructions.

##### 1. UPKEEP

- a. Vinyl fences should be free from moss, mold and mildew build up. Regular power or hand washing **MUST** be done regularly.
- b. All work must be done in a neat workmanlike manner and in accordance with the specific fence design.
- c. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

#### E. METAL FENCES

Metal fences that conform to the approved styles (see VII section 7 Approved Styles) and to all other applicable requirements are allowed. All metal fences must be installed according to manufacturer's instructions and Prince George county regulations. Metal fences should be painted or powder coated with black paint.

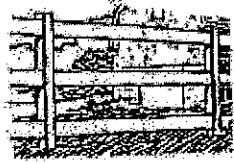
##### 1. UPKEEP

- a. Metal fences should be free from rust and mold build up. Regular power or hand washing should be done regularly. Steel/Iron rod fencing should be painted as needed. Bent, damage or rusted sections shall be repaired or replaced.
- b. All work must be done in a neat workmanlike manner and in accord with the specific fence design.
- c. Fences for the larger townhouses are to follow these regulations except that fences shall be allowed only on the non-street side of the home.

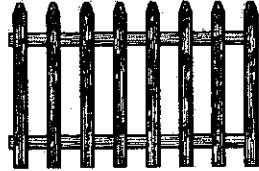
**F. APPROVED STYLES**

1. Wood and Vinyl Approved Styles

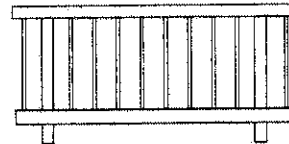
- a. There are a number of styles of fences on the market today, both pre-built or built on the job site. A few of these are shown below.



Board and Post Estate  
2, 3, or 4 Board

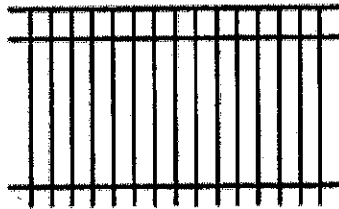


Picket Fence  
(Standard Arrow,  
Dog Ear, or Box Cut)

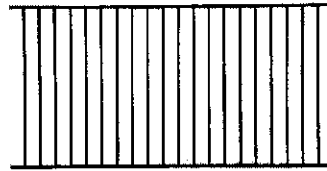


Wood Box Rail

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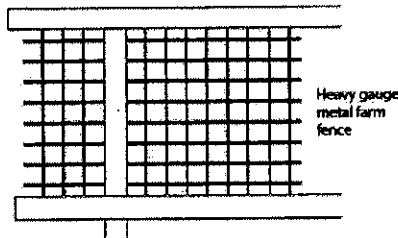


3 Rail Box Top

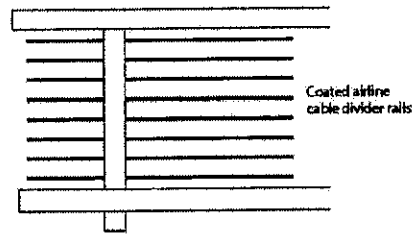


2 Rail Box Top

3. Mixed Material Fencing (custom builds)



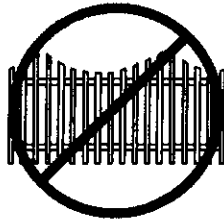
Heavy gauge metal farm fence



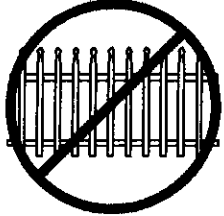
Coated airline cable divider fence

**G. GUIDELINES**

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3. No fence may have an arched or curved top rail or pickets.



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#### **H. HELPFUL SUGGESTIONS**

1. Planting at each post may be desired.
2. Light gauge wire fencing may be attached to the inside of wood board and post fences. All wire must be maintained in good condition, must terminate at a rail, and can be no taller than the height of the top rail. The bottom rail must be low enough to serve as a suitable terminus.
3. Grass protection and flower bed fences under eighteen (18") inches in height are permitted. Consideration should be given to safety where they are adjacent to common walkways.
4. A drawing that illustrates building a simple picket fence is available from Technical Services on request. This fence is built from pressure treated lumber available from any local lumber dealer.
5. For suggestions on what fence is best for your particular home style please consult with the Architectural Review Committee (ARC).

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**Proposed Revisions to Member Handbook Rules in Section VII: Fences**

<b>Member</b>	<b>Address</b>	<b>Comments</b>
Lori Dominick	19-M Hillside Road	<p>1. PLEASE, restore this deletion: 1. Chain link fencing is the only wire fencing allowed. The wire must be vinyl coated in black, brown, or green, and the post, rails, and hardware must be a matching color. I think that chain link fences should be allowed, not just the ones that are already in place. Chain link fences are low-cost. In addition, a chain link fence allows the light to come in. If I plant hedges or something to hide the chain link fence, then I'm still blocking out sunlight.</p> <p>I don't see anything wrong with a black or green chain link fence as long as it's in good repair. Chain link fences need to be an approved style.</p> <p>2. I think fence company signs should be allowed. If you walk by a nice fence, wouldn't you want to know who made so you could contact them if you needed/wanted a similar fence? Thanks. I realize that my existing chain link fence will be allowed.</p> <p>Wooden fences look terrible over time if people don't take care of them. They also block out sunlight. I don't need/want a high maintenance fence that I have to paint every year, or replace posts. The metal fences in the examples look like prison bars.</p> <p>Chain link fencing has been around since 1844 and is an appropriate choice for this community.</p>
Alex Barnes		<p>C.2.a. appears to contradict A.1.a.</p> <p>Clarification needed? D.1.a. and E.1.a. use "regular" and "regularly" in the same sentence. Use one or the other, or specify the period e.g. annually. E.1.a. change "damage" to "damaged" E.1.b. change "accord" to "accordance" These sections are the same, so perhaps they can be replaced by one section in part A.</p> <p>C.4.d = D.1.c. = E.1.c.</p> <p>C.4.c. = D.1.b. = E.1.b.</p> <p>I request that units be brought into compliance with these rules whenever a unit changes membership, that is, whenever a member requests permission to sell.</p>

Eric McKenzie	20-R Hillside Road	<p>Most of the changes to the fence rules look fine to me, and I appreciate the ARC's hard work. I'm puzzled as to why chain-link fences must now be painted black, however (VII.B). Hunters' Green is a far more common color in GHI, and more attractive in my opinion.</p> <p>I also thought that the restrictions on style in VII.G. (especially #3 and #5) were excessive.</p>
A. Gregoor Passchier		<p>Thanks for posting the proposed revisions to the fences section. The only objection I have is the stipulation in Section B.1 that fences that have to be repainted have to be repainted in black. My fence is currently green, and if I have to spot treat portions of my fence, the way the rules are written is that I would have to repaint my entire fence black rather than spot treat it with green color, which is a huge burden for anyone with a fence that's not painted black. I would suggest that instead of stipulating one color, that either black, green, or brown be the choices as originally written in the rules.</p>
Rick Ransom	16-G Ridge Road	<p>I do not see the need to repaint my chain-link fence and have others repaint theirs in black. Mine is green now and in good shape as far as painting because I just repainted sections of it green, which was an approved color. If you are stating that I must use black should I repaint the entire fence, that's fine. However, you should allow green and brown painting for maintenance of existing green and brown fences. I do not know why you have decided that only black is allowed, but it is a BIG change, and to my way of thinking, unnecessary. Uniformity is not a virtue in private homes. Disallow pink fences, yes of courses. But green, brown or original metal are certainly acceptable.</p>
Linda Orrin		<p><small>Member 16G Ridge Rd</small></p> <p>What about short covered wire fencing that is protecting a small garden from animals? Is that still allowable?</p>
Kiki Theodoropoulos	45-A Ridge Road	<p>As I have not yet read the newsletter and therefor didn't know about the deadline, am happy that Leah cc'd me with her comments. I second her comments. Moreover, would like to point out how onerous it would be to any member with an approved chain link fence to learn there was a sudden expectation that all such fences be painted black. Also, seems like the Board is expecting to hear from many members as a result of the electronic newsletter. Have spoken with half a dozen of the neighbors in my court and learned that they do not read the electronic newsletter. All of them are over 65. Seems like as a cooperative we would want to hear from as many members as possible, particularly for an issue that affects so many of them.</p>



Kathleen McNamara

After reviewing the handbook changes, I'm concerned about a few items regarding the chain link fencing. First, by eliminating this as an option, GHI is increasing the cost of fencing for its members. People with small children or pets may feel that fencing is not an option, but a necessity, so it may be worth allowing members to continue to use this type of fencing, or provide some sort of assistance to install or upgrade to a more expensive fence material. Something akin to a smaller, targeted HIP program could be helpful. Second, where visibility is a concern, especially within the internal walkways, chain link fencing allows for the greatest visibility around/through corners. Allowing the most light to pass through helps minimize shading in yards and on walkways. Third, the new rules state that even existing chain link fences must be repainted black. This seems like an unnecessary and unenforceable requirement. Changing fence colors would make maintaining the existing chain link fence more difficult (would require being more thorough in sanding the existing paint, and would require the entire fence to be repainted at once, rather than piecemeal as could be done when maintaining an existing color). While it's clear that the ARC committee does not like chain link fences, the black painted fences are more visible than the brown and green fences, which blend better into the natural surroundings (grass, tree, shrubs, etc.). It doesn't make sense to require that the fences that they're clearly trying to eliminate be made more visible. Thank you for your consideration.

<p>Briana Feston</p>	<p>20-C Hillside Road</p>	<p>The updates to the Fence section of the Handbook has some value. However, based on reading the recommendations of the YSTF, the changes do not appear to go far enough. I had read in the original recommendations that new chainlink would be discouraged and that unification within the neighborhood generally is more important than within rows. My concern is that chain link does not look nice, it does not age well (repainting over flaking paint every year, bent wire, etc is never a good look), and it lowers the values of our homes. We have pre-existing chainlink on either side and would like a fence, but have no desire to decrease the value of our home by adding more chainlink. If we were to add wood, would it consider to be "harmonized within the row?" Unclear. Does "harmonize within the row" mean that we can only use chainlink that does not at all match the rest of our home, nor the construction of the homes generally (that favor straight horizontal and vertical, not diagonal, lines), and is perhaps the farthest choice from the "natural hedge" ideal? Chainlink is not natural, and hard to hide. It brings to mind commercial, not residential uses. The original recommendations seemed to take these issues into account and would have been supportive of us completing our fenced yard using a nice wood fence that integrates into the environment and increases the value of the home. I would imagine there are many others with this same issue, due to the quantity of poorly maintained chainlink in GHI (again, yearly painting doesn't really make things much better). The other missing component was updating the possible fence looks. The current revisions don't seem to take those nicely added aesthetic details into account (more verticals and horizontals, etc.). Please consider revising this Fence section to incorporate more, not less, of the YSTF recommendations so that members have more and better options for increasing the personal and aesthetic value of their yards and neighborhoods. The current recommendations continue to be limiting and do not allow us</p>
<p>Becky Jean French and Ben Fischer</p>	<p>14-V4 Ridge Road</p>	<p>Our comments are on Section B, about wire fences: First, we feel that chain link fencing should remain an option at least in courts with existing chain link fencing. In our court the only existing fencing is chain link, so if other members decided to add fencing the most compatible choice would be chain link. They should have that option. Second, we oppose restricting paint color on chain link fencing to black. Our fencing and our neighbors' fencing is green and we are happy with this color. Additionally, we have green paint to use for touching up our fencing as needed and we not see a point in having to repaint the fencing black.</p>

Comments on Proposed Revisions to Section X of the GHI Member Handbook	Member Name	Address
<p>Comments on Proposed Revisions to Section X of the GHI Member Handbook.</p> <p>Kudos to the Buildings Committee for their diligence in revising Section X of the Member Handbook.</p> <p>GHI's Mission statement states our mission will be accomplished by "celebrating and respecting the historical legacy and ideals of the original Greenbelt plan." [Emphasis added]</p> <p>In order to fulfill our mission, GHI needs to educate members about the historical legacy and ideals of the original Greenbelt plan. In the past, this education was weaved into the member handbook. Emphasis was placed on the group enterprise and not the individual in line with the original plan and development of Greenbelt.</p> <p>For an excellent example of this past education, see: the GHI member handbook from 1962, reprinted in 1966 found on GHI's web site: <a href="https://www.ghi.coop/sites/default/files/docs/attachments/GHIhandbook66.pdf">https://www.ghi.coop/sites/default/files/docs/attachments/GHIhandbook66.pdf</a></p> <p>Rules or regulations which don't provide a rationale which is connected to our rich history and legacy as a community may be viewed as arbitrary by members. Members may regard such regulations as impediments to their individual desires.</p> <p>In recent years, there has been a shift in GHI away from consideration of the good of the whole, in the context of the original plan, to an emphasis placed on the individual member. I believe this shift is a result of a lack of ongoing education as well as the number of exceptions to rules granted by the Board of Directors in recent years. This shift threatens the fabric of our unique community.</p> <p>For this reason, I am concerned with how the concept of neighbor's consent is presented in the proposed revisions to Section X. Since at least the early 1960's neighbor's written consent was presented as a requirement for building an addition. The current language states:</p> <p>"All requests for additions must be accompanied by the written consent of each adjacent neighbor. This is required because the view, sunlight, and air circulation of each neighbor is affected." If an adjacent neighbor should refuse permission, the request shall be referred to the Board of Directors." [Emphasis added].</p> <p>The current rule states:</p> <ul style="list-style-type: none"> <li>•the requirement for neighbor's consent</li> <li>•that it must accompany any request for addition</li> <li>•the rationale for the neighbor's consent requirement; and</li> <li>•what happens if such consent is not obtained.</li> </ul> <p>In the proposed revisions:</p> <ul style="list-style-type: none"> <li>•The requirement for obtaining neighbor's consent and the rationale for such consent are split up.</li> <li>•The revision does not require consent to be provided with the request for an addition. Instead it relies on a staff process which may change over time without the context of the rule.</li> <li>•Finally, the process or procedure to be followed if neighbors consent is not obtained or is refused is not outlined in Section X. Given the length of the Member Handbook it is not reasonable to expect members (or new employees) to look elsewhere in the rules for a process which needs to be followed if neighbor's consent is not obtained.</li> </ul> <p>Added to the concerns above, is the fact that staff does not consistently follow the current rule. There have been multiple instances in recent years, where consideration is given to an addition, by staff or the Architectural Review Committee without any consent documentation having been obtained and/or provided by the member interested in building such addition. This leads to disharmony among neighbors and sometimes expense</p>	Molly Lester	6-M Hillside Road

for the member who then needs to revise their plans based upon neighbor input.

Further, in the revised Section X view, sunlight and air circulation are discussed in a paragraph where the maximum square footage of an allowed addition is outlined. Rather than stating the requirement for neighborhood consent here, the new proposed regulations states "consideration must also be given to the view, sunlight, and air circulation of each neighbor affected." So when a member is considering doubling the foot print of their unit, they must consider but are apparently not required to limit the size of their addition based upon the impact it has on their neighbors, the community, and the original plan.

This change is fundamentally at odds with the historical ideals and legacy of the original Greenbelt plan.

I offer the following sources as to the historical ideals and legacy of the original Greenbelt plan:

#### Sunlight, Air Circulation and View

• In a report in the late 1930's, J.S. Lansill, Director, Greenbelt Town Program states the grouping of housings with "orientation for sunlight, breeze and view" were all intended "to produce a community not only livable, but safe, pleasant, and permanent in its characteristics." [Emphasis added]

• The Resettlement Administration (RA) pamphlet on the new community states "Buildings have been carefully grouped, so that every home will have a maximum of air and sunshine and open space."

Town Ownership not Home Ownership/Greenbelt's Emphasis on Community Living

• A September 1936 Washington Star newspaper states the RA goal was "to develop a 'feeling of town ownership, not home ownership'".

• Yards "will serve as 'front porches,' since the houses have none." (id.)

• A Baltimore Sun article states "The houses are so situated that all have large community yards front and back."

• The unit of design for planning the Greenbelt community was the town (not the individual unit). See 1965 oral history interview with Tracy Augur, consultant on Greenbelt Towns found in the Greenbelt Library Tugwell Collection.

Later historians and authors such as Cathy D. Knepper who wrote "Greenbelt, Maryland: A Living Legacy of the New Deal" published in 2001 talks about the physical layout of our community, its green spaces including its yards and inner sidewalks, as places which fostered community.

Regards,

The new definition of addition and porch conflict, as a covered deck would have a roof. Currently, a covered deck does not count toward the square footage of allowable additions. The change to section X definitions would mean that a covered deck would count as an addition, and therefore could be construed to be counted towards the square footage allowed for a separate addition. To remedy this potential confusion, I would modify the proposed definition of addition to be clear that all the criteria listed must be met to be an addition, not just having a roof: ADDITION - Any structure that has a roof, and is attached to the original home, is Any living space outside the home's original walls which has at least partial solid walls and which requires a continuous foundation.

In section X.D.2, it does not make sense for a deck to be insulated against heat loss and have a vapor barrier, as the decking is typically not weather-proof. I would modify the statement to read: All additions, decks, and porches shall be constructed with permanent footings that comply with current Prince George's County building code, as of the date of permit issuance. Wood pilings, concrete blocks, bricks or stones set on the earth are not acceptable as foundations for construction. Foundation walls and/or addition floors for additions (but not decks or porches) must be insulated against heat loss and the ground must be covered with a vapor barrier that meets the requirements provided by GHI Technical Services.

In section X.D.11 there is a duplication of information (highlighted): if damage to other yard(s) or common areas should occur from construction of an alteration, members shall member shall restore the yard(s) and common area to original condition or better, at member's sole expense. ensure their yard and common areas are restored to their original condition, or better, at member's sole expense.

In section X.I.4 has a duplicate of X.I.5 (highlighted): Footings shall be concrete, not less than must be at least fourteen (14) inches in diameter, and at least not less than thirty (30) inches deep. A thirty six (36) inch high railing is required if any portion of the deck is thirty (30) inches below finished

Grade

In section X.I.10 the highlighted text is proposed to be stricken, which renders it an incomplete sentence. 10. Where two adjacent decks are at a similar elevation, permission may be granted to erect a privacy screen

In section X.L.2.i.2 there is a duplicate sentence (highlighted): A GHI inspector will conduct an enrollment inspection, using the same criteria as applies to the Resales procedure. In addition, the member is required to provide a clear WDI (Wood-Destroying Insect) Inspection. In addition, the member is required to provide a clear WDI (Wood-Destroying Insect) inspection report (clear means there is no infestation).

In section X.L.7.1. there is duplicate text proposed to be added (highlighted): Fees for the Addition Maintenance Program are paid monthly with the regular Coop fee payment and are paid monthly with the regular Coop fee and are subject to the late fees stated in each member's MOC.

In section X.N.1 the proposed statement conflicts with the statement on how stating that components in the addition maintenance program section X.L.3: Maintenance coverage for additions follows similar rules as applies to the original homes. GHI will repair or replace any standard component that would normally be repaired or replaced in the original home. This will include repairs of components listed in Part 2 section II.B, GHI Responsibilities (page 33- 91).

Jessica Forshee

Jessica Forshee

14-W Laurel Hill Road

McKinley Comments on Section X Revisions to the Member Handbook

1. Typographical and grammatical errors are present in the Section X proposed revisions. These errors should be corrected before the revisions are finalized.
2. Suggest Section X undergo a thorough editorial review before finalization to correct errors, resolve inconsistencies, and apply a uniform heading and subheading format.
3. No explanation is provided for why the proposed revisions were made to Section X. As a result, members are being asked to provide comments in an information vacuum. What specifically prompted the proposed revisions? Why are the revisions considered necessary? What existing problems or concerns will the proposed revisions correct or address?
4. No standard heading and subheading format appears to be adhered to in Section X. For example, in some instances a heading such as X.L.3. is followed by a, b, c, etc. In other instances, a heading such as X.L.4. is followed by 1., 2., 3., etc. rather than a lower case letter. Suggest Section X be edited to conform to a standard format applied throughout Section X.
5. Section X.a. ALTERATION defines an alteration as "Any change made to a home's structure or systems requiring a permit." Suggest "permit" be replaced with "GHI permit" for clarity.
6. Section X.a. ALTERATION defines an alteration as "Any change made to a home's structure or systems requiring a permit." Not until Section X.B.2.a Floor Coverings, however, is the term "GHI permit" used. The terms "permit" and/or "GHI permit" are rarely used in Section X. Instead, several different terms appear to be used to refer to applying for and/or obtaining a GHI permit. These different terms include, but are not limited to, "approval by GHI Technical staff", "written approval", "Alteration permission requests", and "GHI Alterations Request Package". For clarity and to avoid confusion, a single term should be selected and used throughout Section X when referring to the mechanism by which a member applies for and obtains a GHI permit. As a member, I find the use of several different terms to apparently mean GHI permit or GHI permit application unnecessarily confusing. Several of the comments below highlight the confusion caused by using different terms.
7. The term "improvement" is defined but not "minor improvement". Is a minor improvement any structure, alteration, or landscaping that would

- not alter yard drainage? Suggest the term "minor improvement" be defined.
8. It is stated in Section X.B MINOR IMPROVEMENTS that minor improvements do not require approval from the Technical Services Office. Is this the same as saying minor improvements do not require a GHI permit? Suggest the language be revised for clarity.
9. Section X.B.2a Floor Coverings. The phrase "Except for bathrooms, which require a GHI permit" is unclear. Bathrooms what? Bathroom alterations? Suggest the phrase be revised for clarity.
10. Section X.B.2b Wall Coverings. Suggest "Bathroom and Kitchen Blanket approval is granted for tiling of wall areas in bathroom and kitchen" be revised to "Bathrooms and Kitchens Blanket approval is granted for tiling of wall areas in bathrooms and kitchens".
11. It is stated in Section X.B.5 that the interior finishing of basements "requires written approval via permit request." Is the "written approval via permit request" in this statement the same thing as requiring a GHI permit? Suggest the text be revised for clarity.
12. To what requests is Section X.C.1.a. REQUESTS referring? Is the request the "GHI Alterations Request Package"? Is the GHI Alterations Request Package the same thing as applying for a GHI permit? Is it only the member who may submit a GHI Alterations Request Package/apply for a GHI permit? Suggest the text be revised for clarity.
13. It is stated in Section X.C.1.a that "the member is responsible to GHI for conforming to the established standards". What specifically are these "established standards" and where are these standards described? The term "established standards" is vague, making it difficult for a member to know what these standards are and to ensure compliance. Suggest the text be revised for clarity.
14. Section X.C.1.b. NEIGHBOR CONSENT. I disagree that neighbor consent should be required for Entry Door Paint Colors. I don't believe any member should deny another member the right to select the door color of their choice.
15. Section X.C.1.b. NEIGHBOR CONSENT. I disagree that neighbor consent should be required for Rain Barrels. I believe climate change will result in increased precipitation in our region and believe rain barrels are a means by which to control stormwater in GHI. For that reason, I do not agree that neighbor consent should be necessary for a member to install a rain barrel.
16. In Section X.C.2, it is stated that the "following is an overview of the types of information required by GHI in order to grant approval." Does "in order to grant approval" mean in order to issue a GHI permit? Suggest the text be revised for clarity.
17. Section X.C.2.a. GENERAL. Is the "Alteration permission request" the same as a GHI Alterations Request Package/GHI permit application? Suggest the text be revised for clarity.
18. Section X.C.3. APPROVAL. It is stated that "Staff will review each application". Is the "application" in this statement and following sentence the same thing as a GHI Alterations Request Package/GHI permit application? Suggest the text be revised for clarity.
19. Section X.D.12.1. In the table, suggest "adds to:" be replaced with "Additions to:" for consistency with the subsequent table. Also, it appears "lock homes" should be "block homes".
20. Footnote 1, p. 11. This footnote appears to be a note from the Buildings Committee to the Board. Assuming the Board reviewed the statement regarding the seven (7) days during the Board work session of October 1, 2019 and did not revise the 7 days to 1 day, shouldn't this footnote be deleted?
21. Footnote 2, p. 13. This footnote appears to be a note to the Buildings Committee itself. It is not clear why the Committee did not address the issues of missing important commentary on the inspection process and MOC addendum before submitting the proposed Section X revisions for member review and comment. I believe the stated issues should be resolved by the Buildings Committee before finalizing the Section X revisions. If the issues have, in fact, been resolved and the inclusion of the footnote is an oversight, the footnote should be deleted.
22. Footnote 3, p. 14. This footnote appears to be a note from the Buildings Committee to the Board. Assuming the Board reviewed the referenced policy during the Board work session of October 1, 2019, shouldn't this footnote be deleted? It is not clear why the stated policy issues were not addressed before submitting the proposed Section X revisions for member review and comment. I believe the stated policy concerns should be resolved before finalizing the Section X revisions. If the issues have, in fact, been resolved and the inclusion of the footnote is an oversight, the footnote should be deleted.
23. Footnote 3, p. 14. This footnote appears to be a note from the Buildings Committee to itself. It is not clear why the Committee did not address the potential term inconsistencies before submitting the proposed Section X revisions for member review and comment. I believe the stated potential inconsistencies should be resolved before finalizing the Section X revisions. Once the potential inconsistencies have been resolved, the footnote should be deleted.
24. Footnote 5, p. 14. This footnote appears to be a note from the Buildings Committee to itself. It is not clear why the Committee did not address

- the issue stated before submitting the proposed Section X revisions for member review and comment. I believe the stated moving/consolidation issue should be resolved before finalizing the Section X revisions. Once the issue has been resolved, the footnote should be deleted.
25. Section X.F.1. 1. Because the subject of the first sentence is "square footage", the sentence states that the square footage of the addition "shall not exceed one-half the distance between the original building and the yard line." Distance is a linear function, not a square function. Therefore, the sentence as written is unclear. Suggest the sentence be revised for clarity.
26. Section X.G. What are the specific rules referred to in the first sentence? Section X or specific subsections of Section X? The reference to "these rules" is vague and unclear. Suggest the sentence be revised to clarify by referencing the specific rules that must be complied with.
27. Section X.G.3. It appears that the word "inches" should not be deleted after the first "twelve (12)".
28. Footnote 6, p. 16. This footnote appears to be a note from the Buildings Committee to the Board. Assuming the Board addressed the 12 inches versus 6 inches during the Board work session of October 1, 2019 and the revision to 12 inches was made, shouldn't this footnote be deleted? I believe the stated distance issue should be resolved before finalizing the Section X revisions. If the issue has, in fact, been resolved and the inclusion of the footnote is an oversight, the footnote should be deleted.
29. Footnote 7, p. 16. This footnote appears to be a note from the Buildings Committee to itself. It is not clear why the Committee did not address the issue stated before submitting the proposed Section X revisions for member review and comment. I believe the stated moving/consolidation issue should be resolved before finalizing the Section X revisions. Once the issue has been resolved, the footnote should be deleted.
30. Footnote 7, p. 16. This footnote appears to be a note from the Buildings Committee to itself. It is not clear why the Committee did not address the issue stated before submitting the proposed Section X revisions for member review and comment. I believe the stated moving/consolidation issue should be resolved before finalizing the Section X revisions. Once the issue has been resolved, the footnote should be deleted.
31. Section X.G.9. and X.G.10. Once the revisions are finalized, the original text that was deleted will no longer be present. Therefore, the notes that the text was moved to 6. and 9. will be moot and the notes should be deleted before finalizing the Section X revisions.
32. Footnote 8, p. 16. It appears the first two sentences should be deleted before finalizing the Section X revisions. Is the last sentence a note to the Board or to the Committee itself? It is not clear why the Committee did not address the issue stated before submitting the proposed Section X revisions for member review and comment. I believe the stated moving issue should be resolved before finalizing the Section X revisions. Once the issue has been resolved, the footnote should be deleted.
33. Section X.I.1. Decks. Does the requirement for written permission from GHI mean that a GHI permit is required for all decks? Does the statement that location and construction plans must be submitted for approval to the Technical Services office mean that location and construction plans must be included as part of the GHI permit application? Suggest the text be revised for clarity.
34. Section X.I.2. Suggest the text be revised to read "All work must be performed in a workmanlike manner".
35. Section X.I.3. Is the reference to CCA, thirty [30] years the only type of preservative treated wood that is allowed? If so, the parenthetical should be revised to read "(i.e., CCA, thirty [30] years)" to clarify that only CCA is allowed. If not, suggest the parenthetical be revised to read "(e.g., CCA, thirty [30] years)" to indicate that other types of preservative treated wood is allowed.
36. Footnote 9, p. 18. It is not clear why the Buildings Committee or the Board did not address the issue stated before submitting the proposed Section X revisions for member review and comment. I believe the stated issue should be resolved before finalizing the Section X revisions. Once the issue has been resolved, the footnote should be deleted.
37. Footnote 10, p. 18. This footnote appears to be a note from the Buildings Committee to the Board. It is not clear why the issue of additive coverage was not included in the body of Section X, rather than being relegated to a footnote. Was the criterion of additive coverage as a size limitation considered during the Board work session of October 1, 2019? If not, why not? Suggest the issue stated be resolved before finalizing the revisions to Section X and the footnote deleted.

38. Section X.L.10. As revised, the text reads "Where two adjacent decks are at a similar elevation privacy screen." The revised sentence is not grammatically correct and should be revised.
39. Section X.J. Porches. Does the requirement for written permission from GHI mean that a GHI permit is required for all porches? Please revise the text for clarity. X.L.2.a.ii. Mandatory Enrollment
40. Section X.L.2.a.ii. The subsection heading format for Subsection X.L.2.a.ii does not appear consistent with the heading in Section X.L.2.a.i. Suggest this inconsistency be resolved.
41. Footnote 11, p. 25. It is not clear why this footnote remains in Section X. Was this policy not addressed and resolved during the Board work session of October 1, 2019? If not, why not? Suggest the issue stated be resolved before finalizing the revisions to Section X and the footnote deleted.
42. Section X.L.5.3. Please clarify if the costs of the labor provided by GHI to replace non-standard components with equivalent new components is the responsibility of the member. In other words, is the replacement by GHI of non-standard components with equivalent new components a fee-for-service activity?
43. Section X.L.5.6. The reference to "heating systems other than electric baseboard" is confusing because many members elected to have mini-split systems installed as part of the HIP program. Are mini-split air handlers installed in additions enrolled in the AMP excluded from coverage?
44. Section X.L.7. The phrase "are paid monthly with the regular Coop fee" is repeated twice. It appears that one of the two phrases should be deleted.
45. Section X.L.7.2. Is the rate structure established presented in Sections X.L.7.2.a. and b. or is the rate structure established in another document? Suggest the text be clarified to indicate if the rate structure is presented in Sections X.L.7.2.a. and b. or provide a reference to where the rate structure can be found.
46. Section X.L.7.2.a. It appears the text should read "There are separate monthly base rates".
47. Section X.L.7.2.d. Once the revisions are finalized, the original text that was deleted will no longer be present. Therefore, the note that the text was moved to iii. will be moot and the note should be deleted before finalizing the Section X revisions.
48. Footnote 12, p. 28. It is unclear why the issue of the identifiers was not resolved before submitting the Section X revisions to member review and comment. Suggest the issue stated be resolved before finalizing the revisions to Section X and the footnote deleted.
49. Section X.M. Step one. The binary language of he and she may be viewed as discriminatory by some COOP members who do not identify as binary. Suggest that "he or she" be replaced with "the member".
50. Section X.N.1. The limitation of standard windows and doors to only those maintained by GHI in original structures is unclear. Are not windows and doors in additions enrolled in the AMP also maintained by GHI? As a result, are not these windows and doors considered standard? Additions are mentioned in the tables that follow. Please clarify the definition of standard windows and doors.
51. It is stated in Section X.N.6.b. that members "must provide product information sheet from manufacturer when submitting permit request." Is the "permit request" in this statement the same thing as a GHI Alterations Request Package/GHI permit request? Suggest the text be revised for clarity and to correct the grammar.
52. Section X.N.8.9. If "The above requirements" refers to Section X.N.8.8., suggest this section be specifically cited for clarity.
53. Section X.N.8.e. Once the revisions are finalized, the original text that was deleted will no longer be present. Therefore, the note that the text was moved to 4. above will be moot and the note should be deleted before finalizing the Section X revisions.

My comments are as follows:

1. Pavers. Keep old wording allowing installation of pavers as long as they do not negatively affect drainage.



2. Solar panels. Nothing is mentioned about solar panels for roofing. It would be good to at least have some language that says GHI looks favorably on installation of solar panels and other measures that support renewable energy and energy efficiency, and will allow their installation, in accordance with the procedures in these rules, as long as the panels are compliant with County code and GHI rules. This could include a section similar to that about conversion of garages, stipulating relevant considerations and requirements.

3. Footnotes. There are some footnotes that seem to envision further revisions, which create uncertainty and possible confusion about what is actually being proposed. Footnotes should be reviewed and revisions made, so that there is a full and final draft recommended for consideration, with specific wording for all points (which could include options if there is more than one alternative considered suitable or left for board choice).

4. Interior doors. Clarify the extent to which policies regarding doors apply to interior doors, including reinstallation of doors that had been removed or installation of doors in openings that do not have doors.

5. Gazebos. If permanent gazebos are not allowed, including attached gazebos, this should be made explicit. Alternatively, the document should make clear if gazebos could in some cases be considered "porches" under the scope of X.I.6; or accessory structures (term used but not defined in this document); or sheds. If detached permanent gazebos could be considered to fall under the rules for sheds, then it would be useful to make this clear. In relation to cloth gazebos and such, it might be helpful to include a reference to the subsection on temporary structures (IX.E).

6. Greenhouses. While not part of the document under review, it may be noted that the section on sheds (IX) does not explicitly say anything about greenhouses or similar structures with lots of glass, though a detached greenhouse presumably would come under the scope of the rules about sheds.

7. Arbors, pergolas, trellises, or other open structures which do not include roofing and do not have elevated flooring are allowed, it would be helpful to make this clear, somewhere in the rules and regulations. These should be defined and the rules should stipulate if there are cases where these need permission. This could be similar to the rules about privacy screens. Searching the GHI website on the term "arbor" shows a 2004 draft document which does include wording about arbors, which might be a starting point for consideration.

From DraftguidelinesFeb04.doc  
SITE IMPROVEMENTS ???  
TRELLISES/ARBORS/GAZEBOS  
??  
Introduction  
??

??Greenbelt??s original?? landscape planners discouraged the planting of climbing vines in order to protect the buildings and to facilitate their maintenance.?? For the same reasons today, climbing vines should only be planted when they are supported by a trellis or arbor, or if they are confined to a porch.  
??

A trellis is defined as an open, free-standing, vertical structure designed to be used as a screen or as a support for growing vines.?? An arbor is similar to a trellis.?? Arbors contain additional overhead structural members in order to provide shade or act as a support for horizontally growing vines.?? A gazebo is a free-standing, open-air structure with a roof usually located in a garden or park for seasonal use.  
??

Guidelines  
??  
General:  
??  
?? Trellises and arbors should be constructed of substantial materials and designed to be attractive throughout the year.  
??

?? Trellises and arbors should be designed as permanent structures.?? They should be designed with clean geometric form. Ornately detailed or Victorian-inspired structures are not permitted.  
??  
?? When siting a trellis or arbor, the location of existing landscape features and structures within the yard (or



permitting, no big process for the vendor. But the same vendor installs the same minisplit that they may have installed in hundreds of homes and has to go through an arduous process of documentation—it makes no sense, and it costs the contractors, and it costs the members.

Specific comments:

- The header to the definitions section is missing. "Below is a list of definitions as used in these regulations."
- Defined terms like Alteration and Addition and Improvement should be consistently capitalized throughout.
- X.e. Typo in what should be "Alteration". "That could alter yard drainage" is intended to apply to landscaping only (I think), but it is not clear.
- X.A. Prohibitions. It would be really really really nice if the first content was not a list of things we're not allowed to do. Maybe switch X.A. and X.B.
- X.A.2. The revision unintentionally seems to make it apply only to the specific member's home or garage, where I am somewhat sure it is intended to apply to any member's home or garage including the specific member.
- X.A.34??, maybe X.A.4. "Vent pipes run on the exterior of any building." What does this mean and why? We have minisplit conduits all over the place now. What is it forbidding, and is it fair and even-handed?
- X.A.6, X.A.7 and throughout, Capitalize Addition.
- X.C.1.b. As far as I can tell this section is added and new, but maybe it's moved from somewhere else. I see pieces of it elsewhere. It's quite disturbing. Also it refers to the Definitions for "consent"—but "consent" is not defined there. I think "Consent Required" is a HUGE term and worrisome. PLEASE PUT THE INFORMATION ABOUT APPEALS TO THE BOARD IN THE SAME LOCATION. I am very doubtful that some of these items should require even appealable neighbor consent. Entry Door Paint Colors and Hedges shouldn't be on there at all, I think. Nor decks. A deck doesn't block the view. Inappropriate to require neighbor consent or even input. Additions, Porches, Privacy Screens, HVAC—I can see those much more. But a neighbor who objects to an Addition that is within the rules, surely it should be an input to the decision rather than as written a clear veto. I object to Entry Door Paint Colors requiring any kind of input from neighbors whatsoever, like we want to be a little tyranny like in The Gammage Cup.
- X.C.2. "GHI Alterations Request Package". This doesn't exist does it?
- X.C.2.e. "Major appliances". Major appliances are the homeowner's responsibility and by and large are none of GHI's business whatsoever. The idea that the rule book says we are required to submit information on these is disturbing and makes everyone a rulebreaker. (Has anyone ever actually done this in this history of GHI?)
- X.C.2.g. I was told years ago by staff that small retaining walls up to a certain height do not require permits. It would be good if this rule could be added to the documentation.
- X.D.4. There are multiple items following this: X.D.A through X.D.D. that I think may mean to be X.D.4.A and X.D.4.B and X.D.4.C and X.D.4.D. Couldn't really make out this section. Seems inconsistent with the rest of the numbering.
- X.D.12. I object that membership is required to meet addition color standards that GHI did not require itself to meet in doing HIP. Destroys confidence in the integrity of government.
- X.E.5.3. Heating equipment ... 72 degrees outside 0 degrees? I think that this standard is not and has not been met either by the baseboards or the new minisplits. So it would good if this standard were consistent with equipment GHI provides.
- X.J. "Written permission from GHI is required for all porches." Isn't this covered elsewhere? It's very hard to make out the flow of the document, but isn't there a general section regarding permits and the tiny tiny amount of things GHI allows to be done without permits? Why dupe?
- X.J.1. "No heating or air conditioning" ... on porches. Why no heating? Porch heaters are extremely popular season extenders nowadays. Why would we not allow these?

Velma Kahn

2-L Research Road

<p>The proposed content seems reasonable to me - but the numbering, lettering, and indentation are inconsistent throughout. There is meaning in the hierarchy of information and it should be reflected in the numbering, lettering, and indentation of sections and paragraphs. The proposed revisions aim for highly professional construction standards and very explicit member requirements, but the format of the document does not present in accordance with those aims.</p> <p>It will no doubt be easier to see the formatting inconsistencies once the redlining is deleted. The structural formatting should be corrected before the final approval of the document.</p>	<p><b>Katherine Jarva</b></p>	<p><b>58-G Ridge Road</b></p>
<p>Dear GHI Management Office,  Here are my comments on the following GHI initiatives:</p> <ol style="list-style-type: none"> <li>1. I agree with Proposal to Charge a Catch-up Fee Upon Enrollment of an Addition on the Addition Maintenance Program.</li> <li>2. I agree with Finance Committee's Recommendation to Install Doors on 47 Open Rental Garages</li> <li>3. I agree with Proposed Revisions to Section X: Improvements and Alterations in the GHI Member Handbook</li> </ol>	<p><b>Beth Olsen</b></p>	<p><b>6-L Plateau Place</b></p>

Section X Proposed Revisions to the Member Handbook,

March 2020

The proposed revisions shown in **Track Changes** were completed by the Buildings Committee over a series of meetings in 2018 and 2019. Additional details were added during the Board work session of October 1, 2019 and following member comments compiled February 2020.

X.a. ALTERATION - Any change made to a home's original structure or systems, ~~(i.e. remove a wall, add lights or a clothes dryer circuit)~~, including the addition of insulation requiring a permit.

X.b. ADDITION - ~~Any structure that has a roof and is attached to the original home. Any living space outside the home's original walls which has at least partial solid walls and requires a continuous foundation.~~

X.c. ADJACENT NEIGHBORS - Units in the line of sight of an improvement, alteration or addition to a particular unit.

X.d. ADJOINING NEIGHBORS - Units that share a common party wall, floor, or ceiling, with a particular unit.

X.e. IMPROVEMENT - ~~All additions, alterations, decks, and major landscaping which alters yard drainage. Any structure, alteration, or landscaping that could alter yard drainage.~~

X.f. (new) SUBSTANTIAL COMPLETION - refers to a stage of a construction or building project or a designated portion of the project that is sufficiently complete, so that the owner may use or occupy the building project or designated portion thereof for the intended purpose.

#### X.A SPECIFICALLY PROHIBITED IMPROVEMENTS AND ALTERATIONS

All improvements must be in conformance with all applicable GHI regulations. The following are specifically prohibited:

X.A.1 Treehouses.

X.A.2 ~~Fences, gates, and clothesline~~ Anything that acts as a barrier across any walkway which is designed to serve any other a member's home or garage.

X.A.3 ~~Clotheslines on the gardenside of a frame or masonry building except where each member in that building, plus all members living in the facing building, agree to change the approved location of clotheslines from serviceside to gardenside. Clotheslines on the street side of the larger townhomes.~~

X.A.3.4 Vent pipes run on the exterior of any building.

X.A.5 ~~Signs other than display of occupant's name and address or temporary signs such as campaign posters.~~

X.A.~~64~~ Removal of paint from brick homes by sandblasting, blasting with any other abrasive media (e.g. grit, glass bead, oxide, corn cob, pumice, plastic, walnut shell, dry ice, etc.), or high-pressure waterblasting (greater than 400psi).

X.A.~~75~~ The use of urea-formaldehyde foam for insulation.

X.A.~~86~~ Any addition to single-bedroom frame apartments.

X.A.~~97~~ Any addition to living space in the larger townhomes.

X.A.8 Honeymoon cottages may not have additions on the service side.

## X.B MINOR IMPROVEMENTS

The following are considered minor improvements and do not require approval from the Technical Services Office. ~~Blanket approval is granted to members provided that the work is performed under the guidelines listed below conditions stated. Any questions regarding the conditions listed below or any code regulations hereinafter mentioned can be answered in the Technical Services Corporation Office.~~

~~It is required that a report of work performed under the following blanket approval be submitted to the Technical Services Office for permanent record and for your protection in the event of fire loss. If any substandard conditions are discovered in floors or walls when removing old coverings, the member must report the deficiency to GHI Maintenance (474-6011) immediately. New covering shall be installed only after any floor or wall repairs have been completed by GHI.~~

~~It is recommended required that minor improvements made a report of work performed under the following guidelines blanket approval be reported submitted to the Technical Services Office for permanent record and for your protection in the event of fire loss, e.g. insurance claims.~~

X.B.1 Interior painting and decorating, including wallpapering ~~and carpeting.~~

### X.B.2a Floor Coverings

Except for bathrooms, which require a GHI permit, blanket approval is granted for renewing or covering and recovering asphalt tile and linoleum floors with new floor covering materials including carpeting, sheet linoleum, wood, and tiling of asphalt, rubber, vinyl, or ceramic materials tiling, or wood flooring. ~~Condition: Removal of original flooring (e.g., old tile or wood floors) requires prior advisory consultation with the Technical Services office. When installing carpeting over asphalt tiles, tack strips must NOT be nailed as this damages the tiles; tack strips must be glued in place.~~

### X.B.2b Wall Coverings - Bathroom and Kitchen

Blanket approval is granted for tiling of wall areas in bathroom and kitchen.

X.B.3 [removed]

X.B.4 [removed]

X.B.35 The installation of stationary metal, wood, or plastic shutters is acceptable provided that design and paint colors are compatible with the housing unit and maintenance is provided by the owner.

X.B.46 Children's playhouses, if they are not larger than fifty (50) square feet, no higher than six (6) feet, and the floor is level and on grade. They should be painted, stained, or sided to blend with their surroundings and screened with natural foliage if not placed adjacent to the house.

X.B.57 Interior finishing of basements (original or changes to existing), excluding paint and wallpaper, is NOT considered minor improvement, and requires written approval via permit request.

~~X.B.8 [removed]~~

~~[Section moved and edited to above] It is required that a report of work performed under the following blanket approval be submitted to the Technical Services Office for permanent record and for your protection in the event of fire loss. If any substandard conditions are discovered in floors or walls when removing old coverings, the member must report the deficiency to GHI Maintenance (474-6011) immediately. New covering shall be installed only after any floor or wall repairs have been completed by GHI.~~

X.C.1.a. REQUESTS. Only the member may make the request in writing to the GHI Technical Services Office. A request form is available from that office. Requests made by contractors are not acceptable since the member is responsible to GHI for conforming to the established standards. Incomplete information causes delays in the approval of the request. Requests by a member for any new permits shall not be processed until any outstanding violations of GHI rules and regulations by the member which have been cited by staff are corrected.

X.C.1.b. NEIGHBOR CONSENT. The following Table outlines the type of neighbor consent (defined in the Section X Definitions) required for specific alterations.

<u>Alteration</u>	<u>Consent Required</u>
<u>Additions</u>	<u>Adjacent</u>
<u>Decks/Porches</u>	<u>Adjacent</u>
<u>Screening/Enclosure of Existing Porch</u>	<u>Adjacent</u>
<u>Hedges</u>	<u>Adjoining</u>
<u>Privacy Screens</u>	<u>Adjoining</u>
<u>HVAC Condensers</u>	<u>Adjacent</u>
<u>Entry Door Paint Colors</u>	<u>Adjoining</u>
<u>Rain Barrels</u>	<u>Adjoining</u>

X.C.2 Submittal Requirements. All drawings and specifications must be complete and accurate enough to show exactly the work that is contemplated. A list of specific submittal requirements is included in the GHI Alterations Request Package available from the Technical Services Office. The following is an overview of the types of information required by GHI in order to grant approval.

~~X.C.2.a. GENERAL. When requesting permission for decks and additions, members must submit detailed drawings and specifications including a section and elevation drawing, a floor plan of the unit and proposed addition, and a plot plan of the unit's yard (available from GHI). Elevations of additions must include such details as the height and type of windows and doors. All requests must state who is planning to do the work, and the license numbers of any contractors. Approximate starting and completing dates shall also be included. For all additions and certain other improvements, the written consent of all adjacent neighbors is required. Technical Services may also request other information, including insurance certificates for contractors, depending on the nature of the contemplated work.~~

X.C.2.a. GENERAL.

Alteration permission requests shall include:

- name(s), license number(s), and contact information for all contractors and subcontractors who will provide work on the proposed alteration;
- projected work schedule including anticipated start and completion dates;
- written consent from neighbors as required (see Section X Definitions and X.C.1.b).

Alteration permission requests shall also include detailed, scaled, and dimensioned drawings, and other technical specifications as determined by Technical Services. These may include but are not limited to the following:

- yard plot plan, if request is for any addition, deck, or landscaping project that could alter groundwater flow;
- floor plan of existing home and alteration;
- foundation plan and details;
- elevation plan for each vertical surface;
- wall section detail(s);
- roof plan, including framing layout, if request is for an addition;
- roof section detail(s);
- electrical drawing(s) if and as required;
- plumbing drawing(s) if and as required;
- manufacturers' catalog information or specifications for doors, windows, and other components.

X.C.2.b. STRUCTURAL. If the removal or alteration of any interior or exterior wall or structural component is contemplated, ~~the contractor's~~ drawings or engineering specifications must be submitted and must show sufficient detail. These types of alterations require extra care because partitions and other walls are often load bearing, supporting the upper structure, and integral to the structural integrity of the building.



X.C.2.c. ELECTRICAL. Where alteration includes electrical work, other than simple replacement of existing receptacles, switches, and lights in the same location(s) as existing, submit drawings showing new electrical work. If new branch circuit(s) or service increase are part of the work, drawings and load calculations prepared by a licensed master electrician or electrical engineer shall be submitted if and as required in the sole judgment of GHI Technical staff. If wiring modifications are planned, a layout sketch showing the location of new service, method of installation, and the materials used must be submitted. Sketches should include information on all new circuits created, and receptacles, lights and switches, and appliance services should be numbered to correspond to new or existing circuits.

X.C.2.d. PLUMBING. Where alteration includes plumbing work, other than simple replacement of existing fixture(s) in the same location(s), submit drawing(s) showing new plumbing work. Furnish schematic diagrams for supply, waste, and vent piping; show piping size and material for each application. Show all penetrations of roofs, floors and walls, including method of sealing. If plumbing modifications are planned, schematic diagrams for supply and waste and vent plumbing must be submitted. These should specify sizes and materials of all piping. All penetration through the roof, floor, and in walls should be indicated.

X.C.2.e. EQUIPMENT. Provide manufacturer catalog data and warranty information for all equipment to be installed as part of the Alteration, including but not limited to windows, doors, skylights, HVAC equipment, wood-burning stoves or fireplaces, plumbing fixtures, and major appliances. Catalog data on all windows, doors, skylights, prefab fireplaces, and major appliances must be submitted.

X.C.2.f. MATERIALS. Specify all materials to be incorporated in the proposed Alteration, including but not limited to foundation components, lumber, insulation, sheathing, siding, and roofing. For siding and roofing submit color samples for approval. Where requested by Technical Services staff, provide manufacturer catalog data and warranty information. All materials must be specified, including lumber types and sizes. The color of exterior siding and roofing must also be specified.

X.C.2.g. LANDSCAPING. Major landscaping improvements (e.g. ponds, pavers, patios, retaining walls, grade changes) require written approval. This is because even small changes could cause drainage problems. Pavers are acceptable without staff review and written approval, provided that they do not negatively affect drainage. Catalog data, descriptions, installation drawings must be submitted to convey the concept of the installation.

X.C.3. APPROVAL. Staff will review each application to determine that all required documents and information have been furnished by the member. Once all required information has been provided, staff will review the completed application.

If the proposed alteration meets all GHI criteria, staff will issue a GHI permit. Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.

A GHI permit must be secured prior to applying for all other permits. It is the member's responsibility, once a GHI permit is issued, to secure all required permits (Prince George's County, City of Greenbelt,

WSSC), inspections, and approvals. Before starting alteration work, member must submit copies of all required permits to GHI Technical Services office.

~~All requests for additions must be accompanied by the written consent of each adjacent neighbor. This is required because the view, sunlight, and air circulation of each neighbor is affected. If an adjacent neighbor should refuse permission, the request shall be referred to the Board of Directors. Screening or enclosure of an original porch requires the permission of GHI and the written consent of adjacent neighbors, except where screening or enclosure consists solely of adding a door to the existing porch.~~

~~Approval is granted by GHI for improvements and alterations based upon the information submitted by the member, preliminary inspections made by GHI personnel, and the criteria listed in these rules and regulations. Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.~~

~~All additions must also meet the requirements of Prince George's County and City of Greenbelt codes as amended. Any work that requires a County permit also requires a City permit. Electrical work and plumbing work must also meet the requirements of Prince George's County and the City of Greenbelt or W.S.S.C. respectively. Approval is granted by GHI in writing by a GHI Building Permit. After GHI approval is obtained, building permits and electrical permits from Prince George's County and the City of Greenbelt, and plumbing permits from W.S.S.C. may then be obtained. Practically all work proposed will require a County, City, or W.S.S.C. permit. (The County and the City will not issue a permit without first having GHI approval.) MEMBERS, NOT CONTRACTORS, MUST MAKE CERTAIN THAT PROPER PERMITS HAVE BEEN OBTAINED AND THAT COPIES HAVE BEEN SUBMITTED TO GHI BEFORE WORK MAY BEGIN.~~

~~Non-permanent improvements (e.g. sheds, fences, etc.) in areas of traditional yard beyond GHI property boundary lines require a GHI permit and a Permit for Construction in the Right of Way from the City of Greenbelt.~~

~~When considering exceptions to these rules, the Board of Directors is not bound by any exceptions granted in the past. For information on the process of requesting an exception, see part XX, Policy of Exemption to Regulations.~~

#### X.D. Construction Specifications

The following summary of specifications is by no means complete, but gives an overview of the specific requirements identified by the Board of Directors as being necessary in all GHI alterations, additions and improvements. All alterations, additions, and improvements shall comply with construction and life safety codes currently in effect in Prince George's County and the City of Greenbelt, as of the date the addition or improvement is completed.

X.D.1. Design Placement. Careful thought should be given to the architectural design of any addition. The structure will be present for many years and members are urged to have that fact in mind when preparing plans. The plans should provide for a structurally sound and attractive addition. The design of an addition or improvement may be subject to review by the Architectural Review or relevant appointed

Committee and approval by the Board of Directors. Any exterior addition should maintain the architectural style of the building. Any exterior addition should maintain the architectural style of the building. The design of an addition or improvement may be subject to review by the Architectural Review or relevant appointed Committee and approval by the Board of Directors.

X.D.2. Foundations. All additions, decks, and porches shall be constructed with permanent footings that comply with current Prince George's County building code, as of the date of permit issuance. Wood pilings, concrete blocks, bricks or stones set on the earth are not acceptable as foundations for construction. Foundation walls and/or addition floors must be insulated against heat loss and the ground must be covered with a vapor barrier that meets the requirements provided by GHI Technical Services. **[comment - delete the last sentence as it does not apply to decks/porches]**

Please also refer to GHI Technical Services for crawlspace venting and crawlspace access requirements.

X.D.3. Termite Treatment. All The entire foundations area and other disturbed ground areas of additions shall be treated for subterranean termites by a licensed, an approved contractor. The use of chlordane is prohibited. Member shall submit written proof Proof of termite treatment prior to is required before final inspection approval may be given by GHI. All Any wood within twelve inches of the ground shall be pressure treated with a minimum of forty percent (40%) concentration. For new unvented foundations, an approved, continuous sill plate termite shield shall be provided. addition construction, a termite shield shall extend from below the sill plate to the interior to cover the rigid foam insulation extending down 2 inches.

#### X.D.4 Insulation for Crawl Spaces.

X.D.4.aA. For improvement of existing open masonry porches with concrete floors and foundations:

- i. If not heated, maintain insulation across porch opening, at original building foundation wall.
- ii. If heated, insulate all walls of porch bump-out except for walls that adjoin another conditioned crawlspace.
- iii. Install minimum 12 ±0 mil ground vapor barrier to extend up the wall a minimum 12 inches; tape all seams and seal to the wall surface.

#### X.D.4.bB. Foundation Insulation

1. New Addition crawlspace with heating/cooling ductwork should shall be partially conditioned, and not vented to the exterior.

- i. Foundation walls insulation: walls insulated minimum R-10, using 2" XPS or 2" polyisocyanurate board attached mechanically to the foundation walls with seams taped; band areas air sealed and insulated with minimum R19 insulation.
- ii. No foundation vents to the exterior.
- iii. Install perimeter drainage per plans as required per site conditions.
- iv. Install a full ground vapor barrier, minimum ±0 12 mil; tape all seams and attach to all vertical surfaces a minimum of 12 inches and seal to the wall surface.
- v. Install a small vent from the supply duct to provide conditioned air to the crawlspace.

vi. Insulate any foundation access to the exterior.

2. Addition crawlspaces without heating/cooling ductwork shall be vented to the exterior.

i. Insulation: minimum R-19 insulation in the floor framing, paper facing towards unit, secured to remain in place; band areas air sealed and insulated with minimum R19 insulation.

ii. Foundation vents to the exterior, 1 square foot per 150 square feet of area but not less than 2 vents, one each on opposing sides.

iii. Install perimeter drainage per plans as required per site conditions.

iv. Install a full ground vapor barrier, minimum 12 mil; tape all seams and attach to all vertical surfaces a minimum of 12 inches and seal to the wall surface.

v. Insulate any access to the main crawlspace with removable panels, minimum R10.

X.D.4.cG. Insulation materials

i. Insulation Material shall be a minimum R-10, 2" nominal extruded polystyrene (XPS) rigid foam board or 2" polyisocyanurate. Insulation materials shall have specific approval for use without an ignition barrier in an unvented crawl space or be covered with an approved ignition barrier material.

ii. All tapes, sealants, and adhesives in contact with insulation shall be listed by manufacturer as compatible with the insulation (for effective adherence and sealing, and without causing deterioration).

iii. Joints shall be sealed using tape, or approved equal by same manufacturer as for foam board insulation.

iv. Shall be permanently attached to the foundation wall using mechanical fasteners.

X.D.4.dD. Air Seal & firestop

i. Penetrations through the floor (at electrical wiring, communications wiring, plumbing, and other openings) shall be sealed from the crawl space using fire rated caulk or foam and backing material or rod as required for large cracks or openings in accordance with manufacturer's installations instructions.

ii. Penetrations in the foundation wall shall be sealed from the crawl space using the sealant specified for the floor penetrations or rim areas. Also, air seal the closed foundation vents.

iii. It is not necessary to remove existing sealant at penetrations if that sealant is complete and appears to be providing an effective air seal.

X.D.5. Heating. All additions intended as conditioned living space, including bathrooms, shall have adequate heating. Specific permission must be granted by GHI Technical Services for the installation of a fireplace or wood burning heater, either in the original structure or an addition. See section XXI, FIREPLACES AND WOOD STOVES for further information.

X.D.6. Plumbing. Plumbing work installations in additions shall be installed done by a licensed plumbing plumbers contractor. Member shall submit and detailed drawing(s) detailing for all proposed plumbing work for approval by GHI Technical staff prior to starting the work. must be included in the working drawing submitted to the Technical Services Office. The installation of washing machines, dishwashers, new sinks, and other fixtures shall be done according to All faucets, sinks, and water utilizing equipment, including but not limited to clothes washers, dishwashers and garbage disposers shall be

installed in compliance with W.S.S.C. code requirements. Check valves on both hot and cold water lines are required for washing machines. New plumbing supply pipe(s) shall be connected downstream of first (main unit) supply valve. ~~Connections made necessary by an addition, enclosure or any outside faucet to the hot or cold water systems of the main building must be made in such manner as designated by the corporation. No supply tap in shall be made directly to the main line in the crawl space with the exception of outside faucets. Other lines must be connected after the first valve in the main unit.~~ Drawings of typical tie-ins are available in the Technical Services Office. All waste lines must be properly vented. Under certain circumstances, loop vents for certain fixtures or appliances will be allowed. Schematic diagrams must indicate where in the building these vents will be located and where roof penetrations will be made.

X.D.7. Electrical. ~~Electrical installations in additions work shall be done~~ installed by a licensed electrician, electrical contractor. Member shall submit and detailed drawing(s) detailing proposed for all electric-electrical work for approval by GHI Technical staff prior to starting the work. must be included in the working drawings submitted to the Technical Services Office. All electrical connections shall be made at the main distribution breaker panel or at a new sub-panel. Catalog data on all new panel equipment plus any appliances must be submitted for approval. Member shall provide County permit and inspections for all electrical work, except in-kind, same location replacement of wiring devices and light fixtures. All electrical work done at GHI will require a County permit. For significant changes impacting a home's electric requirements (e.g. substantial addition of area, HVAC, appliances with electric resistance heating), electrical calculations justifying the proposed configuration load to the electric service (compliant with industry standards such as NEC article 220) are required, signed by a licensed Master Electrician, including license number and date, if and as required in the sole judgment of GHI Technical staff.

X.D.8. Structural. Structural design, selection of materials, and construction of additions shall comply with building codes in force at time County permit is issued.

Floor joists, walls, ceiling joists, and roof rafters will be sized and spaced to maintain structural integrity and to avoid excessive deflection. Floor and roof sheathing for additions must be at least one-half inch thick plywood. Ceiling joists must be designed for the intended attic loads. If extra heavy loads, such as books, are intended to be stored in the attic then the proper reinforcement is necessary. All open spans including doorways and window openings shall have adequate headers. Loads must also be capable of being safely distributed down to the foundation. All structural members must be specified in the plans. Prefabricated, 3-season additions having components made of specialty, non-standard materials, such as vinyl-covered aluminum extrusions or uncovered insulated roof panels, are not allowed. Walls that extend to the lot line of the adjacent unit must have, as part of the construction, fire resistant materials in accordance with County code.

X.D.9. Gutters and Downspouts. Additions to GHI homes shall not obstruct the flow of water via gutters and downspouts from the main roof. When constructing additions, this list of installation guidelines for modifying existing gutter and downspout locations shall be followed.

1. If an addition is constructed in an area where there is currently a storm drain, this storm drain must be extended/relocated to the outside edge of the addition in order to pick up the downspout.
2. If the downspout from the main structure is near the edge of the addition, it must continue along the roof of the addition and elbow into the same size ~~document~~ downspout attached to the addition gutter. The gutter can be five (5) inch K-type since it is only carrying the water from the addition and not the main roof.
3. If a downspout is located in the middle of a roof, the water can exit the downspout and flow across the roof to be picked up by the gutter on the addition provided the following conditions are met:
  - a. There shall be a piece of flashing under the downspout to prevent shingle erosion.
  - b. The gutter on the addition shall be of the same size as the gutter on the main structure (6-inch K-type gutter) and the gutter must have a 3-inch by 4-inch downspout of the same gauge as the main structure exiting to positive drainage
4. Should it be necessary to relocate downspouts, etc., to accommodate the erection of the addition, the move must be made at the member's expense and conform to the requirements of the corporation.

X.D.10. Ventilation. All spaces above the finished ceiling must be properly ventilated. This ventilation must allow for air flow above the ceiling insulation. Provide such ventilation devices as ~~This may be accomplished in all cases by the use of such ventilation devices as soffit vents, gable vents, and ridge vents as appropriate for this purpose.~~ When cathedral ~~Cathedral~~ ceilings are ~~shall be constructed, with sufficient air space shall be furnished above the insulation for proper roof ventilation.~~ Ventilation may be accomplished by a ~~On shed or gable roofs, provide continuous soffit vent and a continuous flashing vent on shed roofs or ridge vent on gable roofs.~~ Contact the Technical Services Office for further information. All plans for mechanical ventilation of crawl spaces, attic spaces or of interior spaces must be specified in the submittal drawings, and approved by Technical Services.

X.D.11. Grading and Drainage. Garden planting ~~Normal improvements, except for tree planting, in grounds within a member's yard do not require the permission of GHI Technical Services~~ the corporation, providing that natural flow of storm water runoff via yard swale(s) and grade level are not altered. ~~Normal improvements include flower planting and gardening, providing yard swales or grade level is not disturbed in any manner.~~ Written approval must be obtained from the Technical Services Office before any alteration to a yard swale or change in grade level in a any yard. ~~can be made by a GHI member. Changes in the yard swale may require the installation of drain tile.~~

Construction of structures on or above drainage swales, storm drains or inlets is prohibited. ~~Careful consideration must be given to drainage patterns in a member's yard when making improvements or planting hedges. Placement of soil to build up a yard level often creates poor drainage conditions. Placement of an addition in a yard swale is not permitted.~~

When making improvements, members and their contractors shall seek to protect trees, shrubs, and other landscape plantings in other yards and common areas ~~from damage~~ from damage.

Members shall consult GHI staff prior to site construction to determine if any mature trees may be adversely impacted by proposed construction. Members are required to minimize damage to trees over eight (8) feet and their associated root areas. Construction traffic and material storage shall be kept away from tree root areas as specified by GHI staff. Required protective measures for trees might include temporary fencing around trees, use of temporary protective sheeting to reduce soil compaction in root zone areas, and the storing of building supplies away from trees and root areas.

Parking lots and sidewalks shall be cleaned of dirt and debris by the end of each day. Building materials shall be stored or stacked in an orderly fashion during construction and construction debris shall be contained in canisters or dumpsters. GHI staff shall instruct members on the placement of canisters or dumpsters. Excess and waste materials shall be promptly and properly removed in accordance with local laws. Debris and soil shall not be disposed of in common areas or on City property.

Members shall take steps to prevent erosion during the construction phase. Exposed soil must be temporarily or permanently stabilized within ~~seven (7) days~~ 24 hours on all yard perimeters and slopes greater than ~~three (3) horizontal to one (1) vertical~~ to three (3) horizontal (3:11:3); and ~~within fourteen (14) days~~ seven (7) days for all other areas. Final grading must establish a positive grade away from the foundation of the building as applicable to the particular site.

~~When common areas must be crossed to perform work, every effort should be made to prevent damage. If damage to other yard(s) or common areas should occur from construction of an alteration, members shall restore the yard(s) and common area to original condition or better, at member's sole expense. ensure their yard and common areas are restored to their original condition, or better, by the member and/or their contractor. Any damage to the grade (ruts, tracks, etc.) shall be repaired. Any damage caused to trees, shrubs, or other landscape plants in common areas and any damage to tree over eight (8) feet in a yard shall be repaired or replaced as specified by GHI staff. Any damage to sidewalks should~~ must be reported to GHI staff immediately. GHI staff will advise members of necessary action for reparation.

X.D.12. Exterior Walls.

1. Exterior walls of GHI additions must conform to the following materials:

addns to	Acceptable on Additions	Unacceptable
frame homes	<del>vinyl siding</del> horizontal lap only 4 or 8 inch exposure white or color to match existing <del>fiber cement siding</del> horizontal lap only 4 or 8 inch exposure white or color to match existing	vertical siding aluminum siding steel siding shingles / shakes plywood (T-111)
brick homes	<del>brick</del> match size white or color to match existing	vertical siding aluminum siding

	<ul style="list-style-type: none"> <li>- vinyl siding</li> <li>horizontal lap only</li> <li>4 or 8 inch exposure</li> <li>white or color to match existing</li> <li>- fiber cement siding</li> <li>horizontal lap only</li> <li>4 or 8 inch exposure</li> <li>white or color to match existing</li> </ul>	<ul style="list-style-type: none"> <li>steel siding</li> <li>plywood (T-111)</li> <li>concrete block</li> </ul>
lock homes	<ul style="list-style-type: none"> <li>- block match size</li> <li>white or color to match existing</li> <li>- vinyl siding</li> <li>horizontal lap only</li> <li>4 or 8 inch exposure</li> <li>white or color to match existing</li> <li>- fiber cement siding</li> <li>horizontal lap only</li> <li>4 or 8 inch exposure</li> <li>white or color to match existing</li> </ul>	<ul style="list-style-type: none"> <li>vertical siding</li> <li>aluminum siding</li> <li>steel siding</li> <li>plywood (T-111)</li> </ul>

<b>Additions to:</b>	<b>Acceptable on Additions</b>	<b>Unacceptable</b>
<b><u>frame homes</u></b>	<ul style="list-style-type: none"> <li>• <u>Vinyl or fiber-cement siding</u></li> <li>• <u>Horizontal lap only</u></li> <li>• <u>4 or 8 inch exposure</u></li> <li>• <u>White or color to match existing</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Vertical siding</u></li> <li>• <u>Aluminum siding</u></li> <li>• <u>Steel siding</u></li> <li>• <u>Plywood (T-111)</u></li> </ul>
<b><u>brick homes</u></b>	<ul style="list-style-type: none"> <li>• <u>Brick</u></li> <li>• <u>Match brick size</u></li> <li>• <u>White or color to match existing</u></li> <li>• <u>Vinyl or fiber-cement siding</u></li> <li>• <u>Horizontal lap only</u></li> <li>• <u>4 or 8 inch exposure</u></li> <li>• <u>White or color to match existing</u></li> </ul> <p><u>For brick homes originally clad with asbestos lapped shingles, the use of non-asbestos replicas is permitted.</u></p>	<ul style="list-style-type: none"> <li>• <u>Vertical siding</u></li> <li>• <u>Aluminum siding</u></li> <li>• <u>Steel siding</u></li> <li>• <u>Plywood (T-111)</u></li> <li>• <u>Concrete block</u></li> </ul>
<b><u>block homes</u></b>	<ul style="list-style-type: none"> <li>• <u>Block</u></li> <li>• <u>Match block size</u></li> <li>• <u>White or color to match existing</u></li> <li>• <u>Vinyl or fiber-cement siding</u></li> <li>• <u>Horizontal lap only</u></li> <li>• <u>4 or 8 inch exposure</u></li> <li>• <u>White or color to match existing</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Vertical siding</u></li> <li>• <u>Aluminum siding</u></li> <li>• <u>Steel siding</u></li> <li>• <u>Plywood (T-111)</u></li> </ul>



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2. Any other exterior wall materials shall be only as acceptable to GHI staff and approved by the GHI Board of Directors.

~~3. Installation of vinyl siding to cover the original walls of block homes must be approved by the Board of Directors.~~

~~3. 4.~~ Specialty, non-standard material such as vinyl-covered extruded aluminum, insulated roof panels, etc. (ref. X.D.8.), are not acceptable.

~~4. 5.~~ Shutters are not considered to be trim. For the Homes Improvement Program (HIP), shutters shall conform only to the door color palette selected for HIP doors, and are not allowed to be painted any color (with neighbor approval) as doors are.

~~5. 6.~~ Exterior trim shall be materials not requiring regular maintenance (i.e. painting), such as vinyl-coated aluminum over wood trim.

**X.D.13. Acceptable Roofing Materials.** Based on roof pitch, acceptable roofing materials for additions are as follows:

Roof pitch	Material	Original home		
		Brick	Block	frame
>=3:12	architectural shingles, CertainTeed Landmark, Pewterwood color, or equivalent	<u>Yes</u> <del>Ok</del>	<u>Yes</u> <del>Ok</del>	<u>Yes</u> <del>Ok</del>
<u>&gt;=4:12</u>	slate	<u>Yes</u> <del>Ok</del>	No	No
<3:12	asphalt sheet (modified bitumen only)	<u>Yes</u> <del>Ok</del>	<u>Yes</u> <del>Ok</del>	<u>Yes</u> <del>Ok</del>
<=1:12	EPDM (ethylene propylene diene monomer)	<u>Yes</u> <del>Ok</del>	<u>Yes</u> <del>Ok</del>	<u>Yes</u> <del>Ok</del>
	any corrugated roof panels	No	No	No

Any other roofing materials shall be only as acceptable to GHI staff and approved by the GHI Board of Directors.

**X.E. Other Requirements**

**X.E.1 Taxes.** GHI will pass on any ~~increase~~ change in County taxes, based upon the assessed valuation of the improvements as determined by the County assessor and the current tax rate. Any such adjustment will be reflected in the member's monthly charges.

**X.E.2 Insurance.** In the event that at some future date there should be increased insurance premiums occasioned by the presence of the improvements, the amount of the increase will be charged to the member having the improvements.

Adequate insurance is required by contractors who perform improvements and build additions. Proof of such insurance may be required by GHI before work begins. All members who perform work themselves must realize that they are responsible for all damages incurred due to the work being performed.

X.E.3. Contractual Responsibility. Prior to construction the member must realize-understand that the proposed alteration, addition, and/or improvement becomes part of the main structure and is therefore subject to all terms of the Mutual Ownership Contract (MOC), including an MOC addendum if and as required by GHI. ~~The member is responsible for correcting any deficiencies resulting from construction that are identified by GHI Technical Services staff. GHI does not become a~~ is not party to any construction contract or agreement between a member and a contractor, and is not responsible for quality and performance, or lack thereof, by contractor(s) employed by the member. GHI can neither intercede nor protect a member in the case of a disagreement between member and contractor.

X.E.4. Addition Maintenance Program. ~~New additions are required to~~ shall be enrolled in GHI's Addition Maintenance Program at the time of final GHI inspection substantial completion. The member shall sign the AMP agreement and pay monthly fees to fund future and ongoing maintenance of GHI additions. Member shall acknowledge this requirement when requesting permission from GHI to construct the addition. See Member Handbook Section X.L for details about this program. Applicants for additions will be asked to acknowledge this on the building request form. See paragraph K for details.

X.E.5. Modification to Garages. ~~Attached garages that are adjacent to a member's end unit which are included in the member's Mutual Ownership Contract may be converted to living space, with approval of GHI Technical staff; permits are required for this type of alteration.~~ The following requirements have been established for attached garages which may be approved by the GHI Management staff for conversion to living space:

1. That the Existing original partition between two garages, comprised of asbestos board, be left intact and in place so as not to disturb the asbestos material. A new partition shall be constructed to seal the space from adjacent garage(s) the converted garage and the adjacent garage be sealed in order to guard against the intrusion of noise and carbon monoxide fumes vehicle emissions.
2. That there be fire-Fire-retardant barrier between the basic dwelling and the adjacent converted garage are required. Cinderblock walls, where they exist, would be a fire-retardant barrier.
3. Heating equipment must be designed That the heating radiation be installed to maintain the area at 72 degrees Fahrenheit for outside temperature of 0 degrees at 0 outside temperature.
4. That all All walls, except those which are adjacent to a the basic dwelling unit, and as all ceilings, must be insulated against heat loss.
5. That the The conversion must conform to the County Building Code.

X.F. Gardenside & End Additions. As discussed in Section C, complete, detailed plans of the proposed addition shall be submitted by member for approval of Technical Services, based on full compliance with these rules and with current building codes. Below are some requirements that pertain to garden side and end side additions. The "service side" of a GHI home is defined as that yard area that faces a parking area, public street, or sidewalk thoroughfare. The "garden side" is that yard area on the opposite side of

the home from the service side, typically facing park, playground or common green space. The "end side" of a GHI home, applicable only to homes at the ends of housing rows, is the yard area at the side of the home with no original egress door.

~~The Corporation has prototype drawings of gardenside additions which meet these regulations. These drawings depict additions of typical size and arrangement. Exact plans must be developed by the member; approval will be based upon compliance with all of the regulations herein.~~

1. The maximum square footage of the addition is limited to the square footage of the original structure and shall not exceed one-half the distance between the original building and the yard line. Consideration must also be given to the view, sunlight, and air circulation of each neighbor affected.
2. Additions to the garden side of the building must extend to the dividing partition between units or leave not less than five feet. (This is to prevent the occurrence of very narrow alley ways between additions or adjacent additions.) If a member builds an addition to the dividing partition, then the adjacent member could build onto the common wall. Therefore, serious consideration should be given before windows are placed on common walls.
3. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure.
4. The exterior building color shall be compatible with that of the main structure to which the addition or enclosure is attached. The exterior building materials shall match the main structure or adjacent additions or shall blend with the surroundings. (See section D-12 for rules on Vinyl Siding.) Roof covering material shall comply with §X.D.13.
5. Windows shall conform to requirements ~~recommendations~~ in X.N.2. Doors shall conform to requirements ~~recommendations~~ in X.N.3.

X.G. Service side Additions for Frame & Masonry Homes. As discussed in Section C, complete, detailed plans of the proposed addition shall be submitted by member for approval of Technical Services, based on full compliance with these rules and with current building codes. Below are some requirements that pertain to service side additions for frame and masonry homes.

~~These standards have been established to set a general policy governing the construction of serviceside additions to GHI frame homes. Layouts and details for Board approved serviceside additions are available in the Technical Services Office~~

1. The maximum addition coverage (gross area) shall not exceed twenty percent (20%) of the service side lot area, as determined by Technical Services. (Measured using the width of the unit times the serviceside yard depth.)

2. The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the service side of the building to the edge of the yard in front of it or seven (7) feet, whichever is less.

3. Service side additions ~~The addition must be set back from a common use sidewalk a minimum of twelve (12) inches.~~

4. Service side additions shall be limited to the first floor only.

5. If a service side addition is to abut an adjacent addition, both additions are to be of the same style and compatible with each other. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure.

6. ~~(deleted by Board action, 2003).~~ All service sides must have a mail receptacle (box, slot), trash enclosure, and outside light, regardless of design.

7. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure. Exterior treatments shall be compatible with the existing main structure to which the addition is attached. Siding shall match the existing siding on the unit. Roof shingles shall match the existing main roof. The foundation shall be compatible with the existing foundation or be adequately screened from view.

8. The exterior building materials shall match the main structure or adjacent additions or shall blend with the surroundings. The exterior building color shall be compatible with that of the main structure to which the addition or enclosure is attached. (See section D-12 for rules on Vinyl Siding.) Roof covering material shall comply with §X.D.13. ~~If a serviceside addition is to abut an adjacent addition, both additions are to be of the same style and compatible with each other.~~

9. Windows shall conform to requirements in X.N.2. Doors shall conform to requirements in X.N.3. ~~All servicesides must have a mailbox, trash enclosure, and outside light, regardless of design. (Note: Moved to 6. above)~~

10. ~~Windows shall conform to recommendations in X.N.2. Doors shall conform to recommendations in X.N.3. (Note: Moved to 9. above)~~

~~These standards have been established to set a general policy governing the construction of serviceside additions to GHI masonry homes. Detailed plans and specifications for Board approved serviceside additions are available in the Technical Services Office.~~

~~1. Honeymoon cottages may not have additions on the service side. (moved to X.A.8)~~

~~2. The maximum addition coverage (gross area) shall not exceed twenty percent (20%) of the serviceside lot area.~~

- ~~3. The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the serviceside of the building to the edge of the yard in front of it or seven (7) feet, whichever is less.~~
- ~~4. The addition must be set back from a common use sidewalk a minimum of twelve (12) inches.~~
- ~~5. Serviceside additions shall be limited to the first floor only.~~
- ~~6. The roof lines of an addition should be of the same type as the original structure or blend with the existing lines. In no case shall an addition have a higher roof than the original structure.~~
- ~~7. The exterior building color shall be compatible with that attached. The exterior building materials shall match the main structure. Roof shingles shall be identical to the existing main roof, where applicable. The foundation shall be compatible with the existing foundation or be adequately screened from view.~~
- ~~8. If a serviceside addition is to abut an adjacent addition, both additions are to be of the same style and compatible with each other.~~
- ~~9. All servicesides must have a mailbox, trash enclosure, and outside light, regardless of design.~~
- ~~10. Windows shall conform to recommendations in X.N.2. Doors shall conform to recommendations in X.N.3.~~

X.I. Decks.

- ~~1. Written permission from GHI is required for all wooden decks. A wooden deck is distinguished from a patio by the use of structural members to directly support the flooring material. Location and construction plans must be submitted for approval to the Technical Services office. Structures may not be built over buried utilities, and permission is contingent on determination that no buried utilities are located where the new structure is to be built. Permission may be denied based on the utility easement location.~~
- ~~2. All work must be installed progress in a workmanlike manner and in accordance with current building codes for Prince George's County and the City of Greenbelt. County codes. County and City permits are A county permit is required for all wooden decks.~~
- ~~3. All wood in contact with or within twelve (12) inches of the ground must be pressure preservative or creosote-treated. Other exterior wood members must be decay and termite resistant, such as pressure preservative treated wood (CCA, thirty [30] years) or redwood. Composite material is acceptable for use for decking and railings, and however not for framing or structural members unless listed for said structural use by the manufacturer and specifically allowed by current building code(s) in force. ; composite Composite material must be installed according to manufacturer's instructions and applicable codes. (Products made from at least 50% recycled materials are encouraged.)~~

4. Footings shall be concrete, not less than must be at least fourteen (14) inches in diameter, and at least not less than thirty (30) inches deep. A thirty six (36) inch high railing is required if any portion of the deck is thirty (30) inches or greater from ground level.

5. Railings: A thirty six (36) inch high railing is required at portions of a deck that is thirty (30) inches or greater above finished grade.

6. 5. A deck covered with a solid, weatherproof roof will be is considered to be a porch or an accessory structure. It shall be subject to all applicable GHI regulations for porches, and for additions, or accessory structures, including but not limited to the following: on the side on which the deck is built, for the following purposes:

- a. Placement
- b. Size
- c. Neighbor Approval Requirements
- d. Gutters and Downspouts
- e. Roof Style
- f. Materials
- g. Addition Maintenance Program
- h. Required Building Permits

7. 6. Uncovered decks are limited as follows subject to the following size limitations:

a. Service side: Not larger than that allowable for a uncovered decks are limited as to size to the rules governing service side additions;

b. Garden side: Not larger than or end uncovered decks shall not exceed one-third (1/3) the area of the total garden side yard minus the area of any garden side addition, based upon gross areas of the deck and the yard.

c. End side: Not larger than one-third (1/3) the area of the total end yard minus the area of any end side addition, based upon gross areas of the deck and the yard.

d. The allowable size of an uncovered deck shall be reduced by the size of any existing or proposed addition.

8. 7. Decks shall not be constructed on or over a swale, or so as to Deck placement shall not interfere with a swale, downspout, or other drainage feature. Because not all drainage flows are immediately apparent, careful consideration must be given when planning placement of a deck; consultation with GHI Technical Staff is recommended. The member shall be responsible to correct all drainage problems subsequently caused by deck placement. GHI is not responsible for damage caused to a deck placed over a swale when the swale must be repaired. caution must be taken in planning placement. The member is responsible to correct all drainage problems subsequently caused by deck placement. GHI is not responsible for damage caused to a deck placed over a swale when the swale must be repaired.

9. 8. Decks shall not be located so as to create inaccessible yard areas. Where fences are to be relocated as part of a deck project, such location shall be indicated on the plans submitted for GHI permit.

~~Unserviceable areas shall not be created by deck placement. Provisions to relocate fences when needed must be shown on the plans submitted to GHI.~~

~~10. 9. Where two adjacent decks are When decks abut at a similar elevations, permission may be granted to erect a privacy screen. Any such screen shall comply with other requirements for privacy screens stated in Section VIII. may be erected six (6) feet high from deck level. With specific neighbor permission, all privacy screens along deck sides may be six (6) feet high from deck level, provided this does not exceed the height of the first story of the home.~~

#### X.J. Porches / Covered Decks

A porch is an addition attached to the unit that is not heated. Written permission from GHI is required for all porches.

~~Written permission from GHI is required for all porches. A porch is distinguished from an addition in that it may not be made into a habitable room. This is demonstrated by the following features:~~

In addition, the following guidelines are applied to porches:

- ~~1. No heating or air conditioning is permitted. Pier footings only.~~
- ~~2. Floors are not insulated. Floor may not be insulated because it is open to the weather. Floor boards are to be pretreated and should be spaced to allow for drainage.~~
- ~~3. Floor covering, floor framing, and wall framing must be rot resistant. No exterior walls of any height or construction are allowed. Gable ends should must either be enclosed or be fully screened if part of a screened porch.~~
- ~~4. Floors must be constructed to create proper drainage away from the unit foundation. Underside of ceiling joists or rafters may be covered with plywood or a suitable material to avoid insect infestation.~~
- ~~5. Screening under the floor is recommended to avoid insect infestation. Skylights may be used to allow for interior daylight per X.N.2.a~~
- ~~6. No opaque exterior walls above 36 inches are allowed. Electrical provision may be made for waterproof receptacles and for a ceiling light and/or fan. This circuit should be protected on a G.F.I. circuit.~~
- ~~7. Where transparent materials are installed to protect screens, they must not exceed 36 inches from the floor. No provision may be made for heat.~~
- ~~8. See Section D.13 for information on acceptable roof types and materials. The piers (if wood is used), floor system and columns should be pressure treated structural grade lumber, minimum 40 pound retention constructed over a polyethylene vapor barrier. Periphery beams in breast, ceiling joist, and rafters should be structural grade lumber to code. See Section X.I - Decks.~~

9. Proper drainage from the porch and unit must be provided and maintained. Drawings are available through Technical Services for details on the construction and finish.

10. Skylights may be used to allow for interior daylight per X.N.2.a. Roof type and covering shall conform to that of the main structure unless otherwise excepted.

11. Electrical provision may be made for waterproof receptacles and for lights and/or fan. The circuit must be protected on a GFI circuit. Screening optional. There are a number of ways you may screen your porch.

a. One of the cheapest ways is to use screen doors with removable screens set in aluminum frames. This facilitates replacing damaged screens without removing the door unit. The wood frame is also easier to paint when the screen is removable.

b. Screen frames may be built in permanently and then screened. This may be accomplished by stretching and stapling directly to the frame. An alternative method is to have aluminum frames made professionally and screwed to the frame. The alternative method makes repairing and repainting of the permanent installation more accessible.

c. Screens may be covered with plexiglass on the inside to reduce damage to the screen and for weather protection, up to 32" from floor.

12. Finish—Exposed flat surfaces shall be covered in aluminum trim stock

13. Space below the porch shall be enclosed with lattice and nailed to a wood frame. (See details) This is to keep trash as well as animals out.

14. Proper drainage from the building must be maintained.

#### X.K. Air Conditioner Installation

1. The member is responsible for air conditioning and heat pump units, including mounting, installation, and any holes in the wall except as provided by Section II of these rules, Maintenance Responsibilities.

2. GHI encourages through-wall air conditioner installations for portable air conditioning units rather than window installations due to aesthetic considerations and the loss of an operable window.

3. All air conditioner installations must first be approved in writing by GHI. Nameplate data and electrical requirements must be submitted for all installations. Air conditioner sizing calculation sheets are available from Technical Services. Reinstallation of a new air conditioner the same size as the old unit, providing all other requirements of this section are met, is automatic, and does not require written permission from GHI.

#### 4. Central Units and Ductless Split Systems

1. Installation must be performed by a licensed HVAC contractor or qualified technician.



2. Electrical plans must be submitted in accordance with section C.2.c.

3. All work shall be in accordance with applicable codes. ~~Plans must include a disconnect switch on the outside near the condenser unit.~~

4. Outdoor unit shall be located on service side of home ~~Installations on the serviceside are required in order to keep noise to a minimum on the gardenside;~~ any alternate location requires written consent from adjacent neighbor(s). Exterior condensers with a sound rating equal to or quieter than 65 decibels (dBa) are exempt from this requirement.

5. Routing layouts for HVAC connections between outdoor units and indoor units shall be submitted for review & approval. Criteria for acceptance, in order of priority, shall include:

a. minimize the quantity of / eliminate elbows and changes of direction in a straight run

b. keep horizontal runs as low as possible

c. route sets together where possible

d. For homes where the indoor unit(s) cannot be located on an exterior wall with direct access to the outdoor unit, refrigeration/electrical lineset(set) may be routed inside the home using the following guidelines:

i. Lineset(s) shall not be routed through crawl spaces

ii. Lineset(s) shall not be routed so as to require condensate pumps

iii. Maximum four inches (4") horizontal run of lineset and cover are acceptable between the end of indoor unit and nearest exterior wall; or

iv. Horizontal lineset and cover are acceptable directly beneath indoor unit with single horizontal ell, extending not further than three feet (3') to nearest exterior wall; or

v. Lineset may be installed vertically inside wall cavity to just above baseboard, then extended horizontally on surface of interior wall, covered by small dimension lineset cover, to exterior wall penetration point. In this case, indoor unit(s) shall be not be located on party wall between homes, unless no other reasonable location is available. Connections of lineset to interior unit piping and wiring shall be inside wall cavity, just below right end of indoor unit; and 8"X8" nominal, flush-mounted access panel may be used to conceal connections unless alternative access is provided.

6. Connections between outdoor units and indoor units shall be covered on a building exterior, and covers shall be finished as follows:

a. for homes painted or sided a uniform color, the color of lineset covers shall match the wall or siding

b. for unpainted brick homes, the color of the lineset covers shall be dark brown to match gutters and downspouts

c. for brick homes previously painted and currently in the weathered condition, where the remaining paint is single or multiple colors, the color of the lineset covers shall be determined by staff, and

i. be dark brown where predominant wall color is darker

ii. match one of the wall colors, where the predominant wall color is lighter

d. for homes where the member states that s/he intends to paint it a different color in the future, the color of the lineset covers shall match the current color

e. Colors are limited to approved exterior paint colors & dark brown.

#### 7. Electrical Requirements for Portable Air Conditioners

a. Portable units (including window and through-wall installations) may be 110-120 v up to 8,000 BTU, one unit per existing circuit. Above that they must be 208/220 v units, on a separate circuit, or existing heater circuit. Outlets must be located in the same room and within 6' of the appliance. Extension cords may not run through doorways, walls, or beneath carpets, and they must be designed for appliances (no lamp cords).

b. GHI cannot guarantee the adequacy of the existing circuits for the electrical requirements of any cord-connected appliance, including air conditioners. If no existing circuit is adequate for the proper operation of an air conditioner, the member must install a dedicated (separate) circuit at his or her own expense.

#### 8. Through-wall Installation

a. Installation must be self supporting and properly constructed according to the standard GHI detail (available from Technical Services) for the home type.

b. Exterior trim must be complete. Vinyl siding shall employ J-Channel and be properly caulked. Trim for masonry walls should use treated or painted wood, or some other suitable material, and be properly caulked.

c. All units must slope away from the wall to facilitate proper drainage.

d. When a new air conditioner is installed in an existing wall opening, the difference in size must be filled with wood capped with trim metal.

e. ~~Replacing through-wall HVAC~~

e. ~~f.~~ With permanent removal of equipment, acceptable replacement of the building exterior materials is:

- vinyl siding to match existing in alignment, size, shape, and color
- authentic masonry brick to match original surrounding in alignment, size, texture, and color
- masonry block to match original surrounding in alignment, size, texture, and color

- Other materials shall require Board permission.

#### 9. Window Installation

a. PLEASE NOTE: IMPROPER INSTALLATION OF AN AIR CONDITIONER IN A WINDOW COULD RESULT IN WINDOW DAMAGE FOR WHICH THE MEMBER IS RESPONSIBLE.

b. All window mounted air conditioner installations are considered temporary.

c. No holes or penetrations may be made in any window frame or sash. All holes or other damage must be repaired by the member.

d. All air conditioner units must rest on wood blocking above the bottom of the window frame in order to prevent damage to the window frame.

e. If the unit is able to rest on the wood blocking without the window closed and without additional support, no additional bracket is required.

f. If the unit is not capable of self support without closing the window, a bracket is required. Brackets may be factory or dealer supplied, custom design as specified by GHI, or of an original design as approved by GHI. Brackets for frame home windows may not attach to the exterior wall and thereby damage the vinyl siding. Plans are available from Technical Services for such a bracket.

g. Open window areas above the air conditioner unit installed in sliding windows must be properly sealed with clear lucite sheet (Plexiglass) and rope caulking (for easy removal) or some other secure method. A fitted frame with Plexiglass is advisable for first floor installations to deter easy entry.

h. All installations must slope away from the window.

#### X.L. Addition Maintenance Program

##### X.L.1. INTRODUCTION

The Addition Maintenance Program (AMP) was created in 1984 to provide the same level of GHI maintenance for additions as is provided for the original homes, in accordance with the Mutual Ownership Contract and with current maintenance policies. All additions that were built after 1986, or for which membership has changed, are required to be enrolled in the program.

~~The Board of Directors created the Addition Maintenance Program in 1984 as an optional maintenance program designed to allow GHI Maintenance to cover maintenance of building additions for an extra fee. The intent of the Program is to provide members with the same level of maintenance for additions as they receive for their original GHI home, as determined by their Mutual Ownership Contract and the current maintenance policies and procedures.~~

##### X.L.2. Enrollment Procedures

X.L.2.a. Existing Additions

X.L.2.a.i. Voluntary Enrollment.

1. ~~i.~~ Members wishing to place an existing addition on the Addition Maintenance program should contact Technical Services to arrange an enrollment inspection.
2. ~~ii.~~ A GHI inspector will conduct an enrollment inspection, ~~using the same criteria as applies to the Resale procedure.~~ In addition, the member is required to provide a clear WDI (Wood-Destroying Insect) inspection report (clear means there is no infestation).
3. ~~iii.~~ A written report of the results of the enrollment inspection will be sent to the member with three (3) possible designations, as follows:
  - a. ~~A-25:~~ Addition is deemed acceptable and no further work is necessary to enroll;
  - b. ~~A-26:~~ Minor repairs are necessary before ~~the~~ addition can be enrolled;
  - c. ~~A-28:~~ Major repairs are necessary before ~~you~~ the addition can be enrolled. Even if member elects not to enroll, some repairs may be mandatory.
4. ~~iv.~~ Corrections and repairs as determined by GHI staff shall be made by the member at his/her expense. A follow-up inspection is done when repairs have been made. When all items have been satisfied, an Addendum to the Mutual Ownership Contract is executed, charges are added to the member's account in the Finance Fiscal Department, and the addition is added to the computerized maintenance management system.

X.L.2.a.ii. Mandatory Enrollment

X.L.2.a. At Resale

X.L.2.b. Existing Additions - Mandatory Enrollment.

An existing addition that is not in the AMP shall be enrolled when the GHI membership for the unit is transferred to a new member. All repairs and improvements required to render the addition eligible for enrollment, as determined by GHI Technical Services, shall be undertaken, paid for, and completed by the selling member, prior to settlement.

Alternatively, the selling member may remove the addition and restore the original GHI unit exterior to its original condition.

~~All existing additions eligible for inclusion on the Program are required to be enrolled at Resale. The addition is included in the Resale inspection and any maintenance defects are cited in the subsequent Resale Inspection Report. Normal resale procedures are followed, and at settlement, the new member signs an Addendum with the new Mutual Ownership Contract.~~

X.L.2.b. ~~New Additions~~

X.L.2.c. New Additions

All new additions are required to enroll in the Addition Maintenance program at the time of substantial completion upon substantial completion. Members are required to sign an Addendum to the Mutual Ownership Contract for the addition before a permit is issued by GHI. The Addendum is held in GHI's records and not executed, and the member is not charged, until GHI staff makes a determination that the addition is substantially complete ~~addition is substantially completed~~.

X.L.3. COVERAGE-ADDITION COMPONENTS COVERED BY AMP

a. Finished flooring is provided and maintained by the member. Floor structural elements, including joists, subfloor, etc. are maintained by GHI. Flooring is not covered, but subflooring is covered.

b. No additional sidewalks are covered, except the stoop or section immediately in front of an exit door;

c. Special and non-standard components, e.g., skylights, wood stoves, etc., are excluded from the AMP and are the responsibility of the member. Those items specifically excluded from maintenance by this policy, by reference in the Addendum to the MOC, or by reference in the list of member responsibilities furnished at Resale;

d. Non-standard fixtures and components are maintained according to the ~~standard~~ policy listed in section II.C.2. The policy provides for GHI to make repairs provided that the member supplies any necessary non-standard parts.

**1.** Maintenance coverage for additions follows similar rules as applies to the original homes. GHI will repair or replace any standard component that would normally be repaired or replaced in the original home. This will include repairs of components listed in Part 2 section II.B, GHI Responsibilities (page 33-91), ~~except as follows:~~

X.L.4. ADDITION MAINTENANCE REPLACEMENT RESERVE

1. a. The AMP Replacement Reserve Fund is entirely funded by the members who have additions enrolled in the AMP. It was established to ensure that there are sufficient funds for GHI to maintain members' additions over time. Each member having an enrolled addition pays an amount for AMP that is included in their monthly Co-op fees.

~~All funds collected annually for addition maintenance that exceed annual expenditures for addition maintenance are placed into the Addition Maintenance Replacement Reserve to fund replacement of major capital components such as roofs, windows, and siding. These components are regularly inspected, their condition assessed, and future anticipated replacement costs are evaluated in order to advise the Board of Directors regarding the adequacy of the current Addition Maintenance Program fees.~~

2. b. Funds collected that exceed annual AMP expenditures are placed into the AMP Replacement Reserve to fund replacement of major capital components such as roofs, windows, and siding, as

needed. These components are regularly inspected, their condition assessed, and future anticipated replacement costs are evaluated in order to advise the Board of Directors regarding the adequacy of the current AMP fees.

~~Addition Maintenance Replacement Reserve funds are intended to be funded entirely from fees paid by members enrolled in the Program, and to be used exclusively to fund shortfalls in Program expenses over annual collections. These shortfalls could be due to the cost of regular repairs, replacement of components, or both.~~

#### X.L.5 COMPONENT REPLACEMENT POLICY

1. For additions enrolled in the AMP, GHI will maintain standard building components, including repairs and replacement at the end of a component's useful life. Replacement of standard covered components shall include all labor and materials.

2. When a member constructs an addition, GHI Technical Services staff will create a list of any components of the addition that are deemed 'non-standard'; such components are not included in the AMP and are not maintained by GHI. It is the member's sole responsibility to maintain non-standard components. Replacement of non-standard covered components shall include labor and any routine materials such as caulking or fasteners. Non-standard components must be provided by the member. Non-standard components must be replaced with other non-standard components that require approximately the same labor and level of difficulty to replace as the component being replaced. Excluded from any replacement responsibility are proprietary systems and components that require special training or license.

3. However, at the end of the non-standard components' useful life, as determined by GHI staff, GHI will provide labor for replacement with equivalent new components that are provided by the member at his/her sole expense. Where requested by the member, and if determined by GHI staff to be reasonably feasible, GHI will provide and install standard component(s) to replace non-standard one(s). GHI will not replace any components that require special training, tools, or licensure for proper installation. Replacement of non-standard components with standard components, provided at no extra cost by GHI, will be done at the member's request.

4. Under special circumstances, members may elect to pay the difference between the cost of replacement of a standard component with and a desired non-standard 'upgrade' component, when the existing component is already non-standard. Examples of this include, but are not limited to, casement high-end windows, plumbing fixtures or, electrical fixtures, and specialty roofing systems.

5. Generally, components are excluded from coverage under the Addition Maintenance Program in accordance with the list of GHI Responsibilities (see Member Handbook Section II.B). Among the list of normally covered components and systems, some may be excluded from coverage when repair or replacement is exceptionally difficult or expensive. No credit to the monthly fee is granted for components that are excluded from coverage under the Addition Maintenance Program.

6. Examples of specifically excluded components include, but are not limited to: utility lines eneeath concrete floors on grade or otherwise inaccessible; metal balcony railings; decks and deck footings except where completely covered by a permanent roof structure; patios; heating systems other than electric baseboard; fireplaces and wood stoves; skylights; sliding glass doors, French doors, or pocket doors; proprietary roofing and siding products.

#### X.L.6. Exclusions

1. ~~Special circumstances that allow members to have a greater number of choices in design and choice of materials for additions also make certain exclusions from coverage necessary.~~

2. ~~Generally, components are excluded from coverage under the Addition Maintenance Program in accordance with the list of GHI Responsibilities (see Section II.B). Among the list of normally covered components and systems, some may be excluded from coverage when repair or replacement is exceptionally difficult or expensive. No credit to the monthly fee will be given for components that are excluded from coverage under the Addition Maintenance Program. However, the excluded design or specific components are often allowed to be used as an accommodation to members.~~

3. ~~Examples of specifically excluded components include: water and sewer lines beneath concrete floors; metal balcony railings; decks and deck footings except where completely covered by a permanent roof structure; patios; heating systems other than electric baseboard; fireplaces and wood stoves; skylights; sliding glass doors, French doors, or pocket doors; proprietary roofing and siding products. Some items, even though addressed by the policy on GHI Responsibilities, are specified as excluded on the Addendum to the MOC for purposes of clarity.~~

#### X.L.67. Addendum to MOC

1. Enrollment in the Addition Maintenance Program, eligibility for maintenance services for an addition, and the authorization to charge extra fees for such services ~~shall~~ must be clearly stated ~~identified~~ in an Addendum to the Mutual Ownership Contract, executed by the member, authorized GHI staff, and the GHI Board. ~~This shall be the only legitimate source of such authority and no addition is considered enrolled in the Program without such an instrument, properly executed by the member and GHI.~~

2. Once enrolled, a member may request maintenance or repair of the addition in the same manner as for the original unit.

#### X.L.78. Fees

1. Fees for the Addition Maintenance Program are paid monthly with the regular Coop fee payment and are subject to the late fees stated in each member's MOC.

2. The rate structure of the Addition Maintenance Program is established ~~set~~ by the Board of Directors and ~~is subject to change.~~

a. There separate monthly ~~is a~~ base rates per square foot per month for: ~~one-story enclosed additions.~~

i. one-story enclosed additions;-

ii. ~~b.~~ two-story enclosed additions;-

iii. sun rooms, screened porches, and uninhabited areas (such as unheated storage closets).

~~b. c.~~ Additional monthly fees are A separate fee will be charged for plumbing fixtures (inside the main unit or in additions) when added onto the existing plumbing system. A fee is will be charged per month for the first fixture tied to an additional waste line. There is also a and a reduced charge for each additional fixture tied to the new waste line or the existing waste line. Laundry standpipes are not considered fixtures for the purposes of Addition Maintenance.

~~d.~~ A separate rate per square foot per month is set for sun rooms, screened porches, and uninhabited areas (such as unheated storage closets). [Note: moved to iii. Above]

#### X.M. Procedures for ~~Illegal or~~ Unapproved Alterations, Additions, or Improvements

The GHI Board of Directors has established a procedures to handle address illegal and/or unapproved alterations, additions, or improvements. The procedures are as follows:

~~Step one.~~ X.M.1 GHI cites the member having an illegal unapproved alteration, addition, or improvement by sending addition letter A-1 which notifies notifying the member in writing that he or she/he/she must obtain the required GHI approvals, and/or Prince George's County and City of Greenbelt permits and inspections.

~~Step two.~~ X.M.2 If there is member makes a satisfactory response within one (1) week, GHI sends in writing a list addition letter A-3 listing of specific items the member must complete before in order for GHI to gives approval for the addition project. If member fails to respond satisfactorily within there is no response in one (1) week, GHI sends written notice to the addition letter A-2 notifying the member that Maintenance GHI has been scheduled to correct or remove the addition will initiate a complaint if the member does not take appropriate action within five (5) days respond.

~~Step three.~~ X.M.3 Member goes through completes the additions approval process, secures Prince George's County and City of Greenbelt permits, corrects any deficiencies, and gets achieves approval.

X.M.4 If member fails to comply with above procedure within a reasonable time as determined by GHI staff, the General Manager or Director of Maintenance files a complaint against the member, in accordance with Member Handbook section XVII. does not respond to letter A-2, GHI Maintenance inspects on the 14th day and corrects or removes the addition and the member is charged for all costs.

#### X.N Building Openings: Windows, Doors, Skylights

1. Standard windows and doors are defined as those maintained by GHI in original structures.

2.4. Installation of windows and doors not listed as acceptable (see table below), or 'cutting in' additional Cutting in new windows and doors, or relocating, blocking up or changing the size of existing



windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except:

- ~~where when windows and or~~ doors are lost because of the construction of a heated addition,

- ~~for kitchen windows in frame homes only, raising the sill in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.~~

~~3. Windows and doors that are new or replacements require a GHI permit, and requires review and approval by GHI Technical Services prior to installation. In all cases, new windows and doors require GHI permission, and shall be reviewed and approved by GHI Technical Services prior to installation.~~

~~4. Security bars on windows and doors are not allowed.~~

~~5. Openings for removed through-wall HVAC units shall be closed as specified in §X.K.6.e.~~

~~2. All replacement windows must be reviewed by the Technical Services office. A GHI permit is required.~~

~~Installation of window types different from those listed as acceptable in the chart below require approval by the Board of Directors before the Technical Services office will issue a permit. [Note: Moved to 2 above]~~

Previously missing content:

Type of Window	Acceptable	Not Acceptable
<b>Masonry Homes (brick or block)</b> [original home or addition]		
Double-hung (vertical slider)		Only for small bath opening and 2nd floor end locations of end units
Horizontal slider	<u>Y</u> X	
Casement	<u>Y</u> X	
Glass block		X
Bay/bow/garden		X
Skylight / light tube	(only in additions per X.N.2.a)	X (prohibited on original home)
Picture		X
Hexagonal / octagonal / round		X

<b>Frame Homes</b> [original home or addition]		
Double-hung (vertical slider)	<u>Y</u> X	
Horizontal slider		Only for small bath opening
Casement		except where allowed to be shortened in kitchen, per §X.N.2.
Glass block		X
Bay/bow/garden		except for garden side additions
Skylight / light tube	(in additions only per X.N.2.a)	X (prohibited on original home)
Picture		X
Hexagonal / octagonal / round		X

~~Security bars on windows are prohibited.~~ [Note: moved to 4 above]

6. a. Skylights and light tubes are allowed in additions only, with approval and permit from GHI Technical Services; skylights and light tubes are not allowed in original structures.

a. Maintenance of any skylight or light tube is the responsibility of the member, and is a component excluded from the Addition Maintenance Program (X.L.36.c.)

b. ii. Any skylight/light tube product must meet or exceed the minimum criteria listed below. Members must provide product information sheet from manufacturer when submitting permit request.

i. Minimum criteria:

- a. Curbed installation (no flush mount), flashed in accordance with ~~to meet~~ manufacturer's instructions to meet rating appropriate for type and slope of roof where the skylight/light tube is to be installed.
- b. Insulated, tempered glass.
- c. Fixed pane (e.g. Non-moveable/non-opening)
- d. Energy Star rated

ciii. Members who have skylight(s) or light tube(s) shall obtain HO-6 insurance coverage, and provide evidence of such insurance coverage prior to final inspection for new skylight/light tube installations. Members are required to continue to carry HO-6 coverage as long as the skylight/light tube is present. This requirement extends to members in units with existing skylights at the time of the replacement of the existing skylight/light tube or at the time of resale whichever comes first.

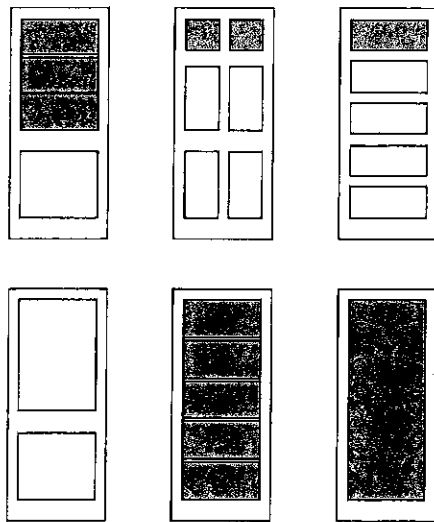
div. Members must sign a Memorandum of Understanding (MOU) to assume full responsibility for the labor and costs associated with maintenance & replacement of the skylight/light tube and any ancillary damage to the GHI maintained structure should the skylight/light tube fail. Maintenance and replacement responsibility conveys with the unit and new members are required to sign a new MOU at the time of settlement.

ev. Members are responsible for all additional costs associated with the skylight/light tube when the addition roof is scheduled for replacement under the GHI Addition Maintenance Program.

3. a. All exterior replacement doors shall be reviewed and permitted by the Technical Services office.

7.3.b. Exterior doors for replacement use in the original building or existing additions, as well as any exterior doors for new additions, shall be of a simple design, with rectangular features design. Doors These doors may have recessed panels or glass panes. See figure below following for examples of acceptable appropriate doors.

DOOR STYLES ACCEPTABLE IN ALL GHI HOMES



ADDITIONAL DOOR STYLES ACCEPTABLE IN FRAME HOMES



 DENOTES GLASS

8e. The following doors are considered incompatible with the design of the original buildings, building and shall not be installed without prior require approval by the Board of Directors; before the Technical Services office will issue a permit:

- Doors with rounded features, scrolling or ornate trim
- Doors with stained, colored, opaque, beveled, edged or otherwise decorative glass
- Doors with diagonal muntins, for all homes
- For masonry homes only, doors Doors with vertical muntins, for brick and block homes

9d. *The above* These requirements also apply to storm doors.

e. ~~Security bars on entry doors or storm doors are prohibited.~~ [Note: moved to 4. Above]

## GHI Covid-19 Return to Work Plan

### Introduction

It has been an extraordinary period over the past two months as America continues to grapple with the challenges associated with COVID-19.

Maryland's Governor Larry Hogan recently lifted the state's "stay-at-home" restriction as of May 15, 2020 and stipulated a "Safer-at-Home" public health advisory with the following guidelines:

- If you can work from home, you should continue to do so.
- Continue to wear masks in indoor public areas and public transportation.
- Continue to practice physical social distancing.
- Continue to frequently wash hands and sanitize high touch areas.

However, because of the high incidence of Covid-19 cases in Prince George's County, County Executive Angela Alsobrooks decided that the 'stay-at-home' restriction should remain in place until further notice. While there is uncertainty about the timeline for enacting the various phases of a recovery plan for Prince George's County, staff has been working diligently to determine what "re-opening" will mean for us. This 'return to work' plan assumes that GHI will be able to fully resume its operations when P.G. County Executive Alsobrooks lifts the current stay-at-home restrictions.

### Return-to-Work Procedures

The following safety procedures and operational practices have been developed based on recommendations of the CDC and local public health officials:

- Members will be encouraged to limit visits to the administration building and either call or email staff.
- All persons entering the administration building will be required to wear face coverings. Members who do not have a face covering will be provided one by the receptionist. Persons who refuse to wear face coverings will not be allowed access to the building; staff will assist those members via email or by phone.
- At the start of each workday, the temperature of each employee will be taken by a designated supervisor and employees will be asked to self-certify their health condition, to assess potential risks for the coronavirus. Employees with a temperature over 100.4 or who have self-certified as having symptoms of the coronavirus or have been exposed to the coronavirus will be required to be tested for the virus.
- There will be daily cleaning and disinfecting of frequently touched surfaces in the workplace, such as workstations, door handles, bathrooms, and the kitchen area. All employees driving company vehicles will be required to disinfect their vehicles at the start of each day. Staff will be provided with disinfectant wipes and hand sanitizers.
- Employees will be required to clean and disinfect work tools prior to and after usage.
- Group meetings in the Administration Building will be limited to no more than 10 persons.
- We will continue to limit personal contact and interactions, practicing social distancing with persons being at least 6 feet apart, throughout our daily business operations.
- Gatherings in the kitchen will be restricted and kept to a maximum of 3 people.
- One employee per company vehicle will be allowed.
- Until group gathering restrictions are lifted, Board, Committee, Staff, and Task Force meetings should continue to be held remotely, leveraging technology and teleconferencing platforms.
- Routine maintenance will be performed by employees and contractors wearing personal protective equipment such as face coverings and work areas will be cleaned and disinfected prior to and after performing services. For members and residents requesting maintenance, staff will

request members/residents to be forthcoming about any exposure to COVID-19. Staff will perform services only if the members and/or residents are either 1) wearing face coverings, or 2) standing more than 6-feet away from the staff person, or 3) vacate the home during the scheduled period of work.

- All vendors and contractors will be required to wear face coverings and clean and disinfect work areas prior to and after performing work.
- We will continue to have some administrative employees work remotely on a rotating schedule and use video and teleconference technology for staff meetings whenever possible.
- Management will continue to review new guidelines and protocols as they are updated by the CDC.
- We will also continue to train and update staff on safety best practices and protocols.

**MEMBER PREPARATION FOR 2020 HIP UPGRADES**  
**TENTATIVE HIP START DATE – [REDACTED]**



The emergence of the coronavirus infection has required all of us to modify our habits, work schedules, and contact with people outside of our immediate household.

On March 24, not long after the 2020 cohort made their selections and contractors were provided with component orders, the coronavirus pandemic caused a HIP work stoppage. HIP contractors ceased all on-site work; however, they continued to order materials and components and to prepare for necessary changes in their work processes.

Why even consider restarting the HIP in June? An extended delay is feasible but complicated by 2020 being the last year of the HIP which has unique implications:

- HIP contracts, with set pricing for reserve and optional components, end in December 2020,
- GHI may have to reimburse contractors for materials and components already purchased and pay for the cost of storage for these materials,
- Crews and supervisors, experienced and efficient working in GHI, will be lost,
- Member selections for 2020 have already been set – this three-month process would require a repeat due to contract changes including costs, product availability, and member preferences,
- The extent or availability of rebates may change, including the contractor who administers the process, and
- Staffing decisions will be necessary without work for the 3 full-time and 1 part-time HIP staff.

Since March, the effort to understand how best to restart the HIP installations has resulted in an unprecedented set of requirements for HIP staff and contractors including:

- A daily process for HIP staff and contractors to be screened for symptoms of the coronavirus
- Strict cleaning/disinfecting/distancing protocols for HIP staff to follow when they enter homes to prepare for improvements
- Strict protocols for cleaning/disinfecting/distancing for contractors to follow when working in homes
- Timely communication with members to alert to any changes that might affect the HIP.

Contractors will work to spend minimal time in the home. Our experience has shown that individual components generally take a half day or less except for the doors which can take 6 hours. Components will be installed on different schedules however, so planning for multiple workdays is necessary.

80% of the GHI membership has completed the HIP upgrades. The success of the HIP Program in this final year, depends on members to prepare their home for baseboard heaters, window and door upgrades, attic improvements, and mini-split systems. The coronavirus makes this preparation even more important, and difficult.

May 21, 2020

The 2020 HIP cohort will be asked to:

1. Notify HIP staff of any reason that the HIP work should not be done as scheduled that day.
2. Wear a face mask/covering when around staff and contractors.
3. If possible, vacate the unit during the HIP work that day.
4. Keep pets completely away from contractors and staff.
5. Move furniture, window treatments, and other items to allow space for the contractors (staff and contractors prefer not to handle personal items in the home).
6. Notify us well in advance if you will need GHI staff to move heavy items or window treatments.
7. Do enhanced home cleaning/disinfecting following each of the HIP component installations.

The 2020 Homes Improvement Program has been underway since the Fall of 2019 and all preparatory work is now complete. The unfortunate arrival of the coronavirus has delayed the start but working together we can bring the HIP to a timely and successful conclusion. Staff and contractors have been preparing for work in your home during these challenging circumstances and have purchased protective gear and cleaning materials. GHI staff and members likewise have been adapting to the new requirements for physical separation, face-covering, and enhanced cleaning and disinfecting.

Most importantly though, the health of the members, crews, and staff are paramount. While we have been reading, learning, and practicing safe procedures to continue work, we all realize that it may be necessary to find alternative solutions to completing the HIP this year. HIP staff will prepare as much as possible to continue work or if decided, will take the steps to delay the program for an extended period.

What is not different this year is the cooperation and support each cohort has had for the HIP - for which staff is deeply appreciative.

The HIP Team – Sowah, Dan, Joe R., Tom, and Joe W.



I am writing on behalf of the over 1,600 cooperative member-owners of Greenbelt Homes Inc. (GHI) Board of Directors and our 1,600 cooperative member-owners to ask that the City of Greenbelt Council and Planning Staff ("City") support the GHI Board of Directors' GHI's position on two issues in the draft of the proposed Greenbelt Neighborhood Conservation Overlay Zone (NCOZ) Development Standards. An important aspect of GHI's mission is to provide affordable housing; our members include folk of all ages and varying housing needs, from first-time buyers with growing families to retirees downsizing into affordable homes where they can age in place. We feel strongly that the new zoning ordinance and embedded NCOZ must not diminish GHI's ability to fulfill this important mission goal. Specifically, GHI urges the City to support the following: :

1. That an addition sizes within a GHI home shall not exceed a cumulative sum of 100 percent of the gross floor area of the original structure, a standard an existing policy that GHI has enforced for the past two decades. This represents an increase to the would replace the proposed 40 percent ceiling in the draft Greenbelt NCOZ Development Standards, but more adequately meeting the needs of many GHI members who seek to remain in GHI the cooperative as they grow families, care for an aging family member, or to age in place themselves, or by as their families get larger, remodeling their homes to meet needs appropriate to the changing stages of life.

It is noted that the 100% addition size limitation not only is longstanding GHI policy and practice, but is also given as a specific design recommendation in the GREENBELT HISTORIC DISTRICT GUIDELINES report of February, 2004; Part IV, Chapter 4, page 51, Guidelines for Garden-side and End Additions, states in part, "The maximum square footage of an addition is limited to the (gross) square footage of the original structure."

2.

- 3-2. That an additions and/or accessory structures, such as sheds, decks, and/or enclosed porches, be allowed sited on the garden-side rather than the service-side of a GHI home. The draft Greenbelt NCOZ Development Standards propose that these structures be limited to the service-side, but garden-side placement more adequately better reflects the reality the original community design of how GHI units the homes are located situated with respect to city streets and inner green spaces. It also helps avoid siting an improvement over a buried utility line, as these are almost universally located on the service-side.

GHI believes that greater flexibility on addition sizes recognizes that members may need to retrofit their GHI homes for energy efficiency, sustainability, aging in place, accommodation of growing families or care giving care giving, or the ability to effectively telework. The greater flexibility on addition size recognizes that GHI homes are smaller than typical suburban houses, even those built in the 1950s and 1960s. The footprint of an addition adding 100 percent gross floor area will look very different on a home that is 790-square feet—the size of a typical two-bedroom frame house—than one that is 2,000- to 3000-square feet, typical of more modern residential home sizes. The SAGE report commissioned by the City of Greenbelt a few years ago, noted that GHI homes will need updates to bring them into the 21st century. Retaining the current more generous allotment for addition size limitations would will allow members to renovate their homes and keep our historic yet living community viable for another eight (8) decades; the rules and procedures that GHI already has in place will guarantee that other

interests, such as preserving green space, air, and light, are also considered in the equation design of alterations.

GHI believes that the terms “garden-side” and “service-side” do not perfectly align well with the more common concepts of suburban front yards and back yards. A more appropriate way to conceptualize the garden-side is to consider it the individual or family-oriented side and view the service-side as the public-facing side. Therefore, the placement of additions, which may contain sleeping quarters, and accessory structures such as garden sheds and decks on the private side of the dwelling—as GHI rules now specify—makes more sense. Another compelling reason for maintaining the current GHI rules governing addition and accessory structure placement is that WSSC easements and buried utility infrastructure are often almost universally placed located on the service-side, which would conflict with the optimal placement of additions or accessory structures; this point was madevoiced at the work session by GHI Vice President Stefan Brodd.

GHI would likewishes the City and Planning Staff to consider these points. We believe that overly strict provisions on addition sizes in GHI and the placement of additions and other accessory structures to GHI homes could have the unintended consequences of destroyingdiminishing GHI property values and making our community less appealing to new members, and thereby causing the harm—the destruction of our community—that the NCOZ is supposed to prevent.

GHI has a set of Existing longstanding GHI rules and procedures in place that prescribing how GHI members can modify our homes that have served our community well for the past two decades, as striking a compromisebalance between GHI members who may have a compelling reason desiring to change the original footprint of add living space to their homes, and those who wishwishing to see nothing changed and our historic community remain as it isunchanged. Our rules and procedures reflect a common-sense approach to making changes to our homes and recognizes that GHI members in the second decade of the 21st century may have a different set of needs and priorities than members in the mid-20th century: aging in place, telecommuting, accommodating disabilities or care giving, or creating extra space for a growing family. In arguing for a relaxation of the restrictions on addition size and placement of additions and accessory structures proposed in the draft NCOZ, we areGHI -arguing- forurges an approach that allows for self-governance, for flexibility, and for balance of competingindividual and common needs.

An argument can perhaps be made that rigid design rules contributes to preserving the integrity and historic nature of GHI. However, the unique significance of our community lies in the boldness of the original historic experiment to create a planned community with involved residents, and the subsequent decision in the 1950s to create a cooperative association withof members who wereare also directly involved in running the community. An argument can perhaps be made that rigid design rules contribute to preserving the integrity and historic nature of GHI. On the contrary and To to its continuinggreat benefit, GHI has continued to rely on itsour members to exercise thesound judgment and common sense to determine how to shape itsour propertyhomes for the present and meet the challenges of the future. To preserve this vitality—and increase diversity among our membership—we need to GHI must be less wedded to the details of the past, and more attuned to the needs of the present, and most importantly, flexible to meet the needs of the future.

Instead of adopting thesethe untried, untested, and inflexible regulations in the draft document as the basis for the new NCOZ, let the Green Book and we urge the City to support and trust the GHI's many

years of experience processes serve as the best starting point for the NCOZ that will affects GHI members for many years to come.

Please feel free to reach out to me with any your thoughts and questions.

Sincerely,

Steve Skolnik  
President, Greenbelt Homes, Inc.

# 2019-2020 Strategic Action Plan

As of 5/14/2020

2-5 Yr. Strategy	Objective	Goal	GIH 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Progress	Cost	FY19	FY20	Comments on Status	Status
<b>A. Buildings &amp; Property</b>										
A.1. Complete HIP through 2020	A.2. Implement sustainable practices	A.3 Maintain & protect buildings & grounds	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.	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.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.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 will review the committee's final recommendation on May 21.	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

Goal	2.5 Yr. Strategy Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan Actions	Priority	Board	Cmte	Staff	Comments on status	Status
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	<p>flood risks. The Task Force is preparing a proposal to submit to the Board.</p> <p>On February 20, 2020, the Board approved the hiring of a consultant to do the following:                      -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> <p>ETC has been hired and will begin 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.</p>	In process

2-5 Year Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan		Priority	Board	Site	Staff	Comments on status	Status
Goal	Objective	Work Plan: Actions							
A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.5 Enhance and improve buildings and grounds	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..	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.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.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

**B. Organization & Infrastructure**

2-5Yr Strategy	Objective	#	IGH 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Core	Staff	Comments on status	Status	
B.3 Improve committee operation and promote member involvement	6.2.b	Create understudy program for Board officers.		A	X		X		Not started	
		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 Goal	Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Comte	Staff	Comments on status	Status
	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
<b>D. External</b>	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

Goal	2-5Yr. Strategy	Objective	#	IGHI 2019-2020 (12 Month) Strategic Action Plan Work Plan/Actions	Priority	Board	Comte	Staff	Comments on status	Status
<b>E. Internal Communication</b>	D.2 Coordinate efforts w/external entities	D.3 Be a leader in cooperative living & coops	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.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.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	Objective	Priority	Work Plan: Actions	Priority	Board	CE	Staff	Comments on status	Status
		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. This item will be further reviewed by the Board on May 21.	In progress

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

Add 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 the Board.	X
Admin Bldg Safety Task Force	Recommend improvements that should be installed in the Administration Building to safeguard the physical safety of employees	Task force has fully completed its assignment and the Board accepted all of the recommendations.	X
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.	Submitted recommendations to the Board	X
	3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.	Board approved aesthetic 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
	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

<b>Buildings Committee</b>	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	
	6	Research opportunity to install electric vehicle charging stations at the GHI offices.	Assigned by the Board at the 1/2/20 meeting		X	
	<b>Communications and Marketing Committee</b>	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
<b>Companion Animal Committee</b>	1	Continue to develop articles relating to companion animals.	Ongoing		X	
	2	Discuss financing options for GDC Capital Improvements		X		
<b>Finance Committee</b>	3	Review 2019 Audited Financial statements	Completed			X
	4	Long-term plan to address COVID-19 financially affected members	Submitted a recommendation for fee-deferrals to the Board.			X
	1	Draft a Charter for the task force			X	
	2	Review GDC Bylaws			X	
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.		X	
	1				X	

	2 Review Investment committee charter and investment policy	In progress.		X
<b>Legislative and Government Affairs</b>	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
<b>Long-Range Planning Committee</b>	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
	4 Meet with board on revenue generation ideas	Meeting took place on February 27th at 7pm.		X
<b>Member Outreach</b>	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
<b>Records Retention Task Force</b>	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
<b>Storm Water Management Task Force</b>	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					
<b>Sublease Policy Task Force</b>			Revise sub lease policy	Assignment completed. The Board accepted the committee's recommendation for revisions to the policy					X
<b>Succession and Back-up, Emergency Planning Task Force</b>			Develop Charter Develop Succession Policy	Charter was approved by the Board. The task force is currently working on the succession policy documents.				X	
<b>Systems Task Force</b>		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		
<b>Woodlands</b>		1	Undertake GMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing			X		
		2	Implementation of Caretaker Program	In progress			X		
<b>Zoning Rewrite Task Force</b>		1	Review P. G. Zoning Re-write Project and keep the board informed of developments.	Task force reviewed the draft Neighborhood Study and NCOZ Standards that were released by the M-NCCPC and submitted its recommendations to the Board for changes to be made to those documents.				X	

# May 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1	2
					OFFICE CLOSED	
3	4	5	6	7	8	9
		7:00pm Pre Purchase Orientation		10:00am Storm Water Management Task Force (Board Room)		
10	11	12	13	14	15	16
	7:00pm Sustainability Subcommittee (GH)	7:00pm Pre Purchase Orientation 7:30pm Legislative and Government Affairs	7:00pm Member Outreach Committee 7:30pm Architectural Review Committee		OFFICE CLOSED	
17	18	19	20	21	22	23
	6:30pm Complaint Panel # 3 (TBD)	7:00pm 7:00pm LRPC (GH) 7:00pm Pre Purchase 7:30pm Companion	7:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting			
24	25	26	27	28	29	30
	OFFICE CLOSED	7:00pm Pre Purchase Orientation	7:00pm Buildings Committee Meeting (Board Room)		OFFICE CLOSED	
31	Jun 1	2	3	4	5	6

Meetings and Events Calendar



CALENDAR

< PREVIOUS MONTH

MAY 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1 National Bike Month!	2 National Bike Month!
3 National Bike Month! 3:00 PM Artful Afternoon	4 National Bike Month! 8:30 PM Budget Work Session - Recreation, Virtual	5 National Bike Month! 7:00 PM Arts Advisory Board	6 National Bike Month! 1:30 PM Greenbelt Memory Cafe 8:00 PM Work Session - Greenbelt NZO Zone, Virtual	7 National Bike Month! 7:00 PM FREE Caregiver Education Series	8 National Bike Month! 7:00 PM Adult Art Share 7:00 PM Virtual Art Share	9 National Bike Month!
10 National Bike Month!	11 National Bike Month! 6:30 PM Youth Advisory Committee 8:30 PM Regular Meeting, (Virtual) (Subject to COVID-19)	12 National Bike Month!	13 National Bike Month! 1:30 PM Memory Support Group 6:00 PM Caregiver Support Group 8:00 PM Budget Work Session - Planning / Economic Development, (Virtual) (Subject to COVID-19)	14 National Bike Month! 7:00 PM FREE Caregiver Education Series	15 National Bike Month! 6:30 AM Bike to Work Day 2020 4:00 PM Youth Art Share	16 National Bike Month!
17 National Bike Month!	18 National Bike Month! 8:30 PM Budget Work Session - Final Budget Review, (Virtual) (Subject to COVID-19)	19 National Bike Month! 7:00 PM Advisory Committee on Trees	20 National Bike Month! 1:30 PM Greenbelt Memory Cafe 7:30 PM Park and Recreation Advisory Board 7:30 PM Advisory Planning Board 8:00 PM Work Session - TRD, (Virtual), (Subject to COVID- 19)	21 National Bike Month! 7:00 PM FREE Caregiver Education Series	22 National Bike Month!	23 National Bike Month!
24 National Bike Month!	25 National Bike Month! No Meeting - Memorial Day	26 National Bike Month! 3:30 PM Senior Citizens Advisory Committee Meeting 7:00 PM Advisory Committee on Education 8:00 PM Regular Meeting, (MB) 8:00 PM Regular Meeting, (Virtual) (Subject to COVID-19)	27 National Bike Month! 1:30 PM Memory Support Group 7:30 PM Budget Work Session - Green Ridge House (Virtual)/(Subject to COVID- 19)	28 National Bike Month! 7:00 PM FREE Caregiver Education Series	29 National Bike Month!	30 National Bike Month!
31 National Bike Month!	1	2	3	4	5	6