

## **NOTICE OF MEETING AND AGENDA**

### **GHI BOARD OF DIRECTORS REGULAR SESSION (Open to Visitors)**

*Begins after the GDC Regular Session Meeting adjourns (open to members and visitors)*

**Thursday, November 19, 2020**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings**
  - a. Announcement of Executive Session Meeting Held on November 5, 2020 – (Attachment #1)**
  - b. Announcement of Executive Session Meeting Held on November 19, 2020 – (Attachment #2)**
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee and Homes Improvement Program Reports**
- 6. For Action or Discussion**

a. Approve Minutes of Special Open Session Meeting Held on October 15, 2020 – (Attachment #3)	2	minutes	Discussion/Action
b. Approve Minutes of Regular Open Session Meeting Held on October 15, 2020 – (Attachment #4)	2	minutes	Discussion/Action
c. Review 2020 GHI Operating Budget – 2 <sup>nd</sup> reading – (Attachment #5)	10	minutes	Discussion/Action
d. Proposal to Replace Fence in the Serviceside Yard	10	minutes	Discussion/Action
e. Request to Modify Porch Columns and Railings	10	minutes	Discussion/Action
f. Task Force Recommendation re: New Integrated Property Management System – (Attachment #8)	20	minutes	Discussion/Action
g. Consultant's Report re: Domestic Water and Waste Piping Repair/Replacement Evaluation – (Attachments #9a – 9b)	20	minutes	Discussion/Action
h. Buildings Committee Recommendations re: Physical Plant Issues	5	minutes	Discussion/Action
- 7. Items of Information**
  - a. Notice of Availability for the Draft EIS for the Proposed Replacement Currency Production Facility at the BARC – (Attachment #10)
  - b. Postponement of Joint Public Hearing for Countywide Map Amendment
  - c. Board 12 Month Action Plan and Committee Task List (Attachments #11a – 11b)
  - d. Monthly GHI and City Calendars (Attachment #12a – 12b)
  - 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 MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

**MANAGER'S MEMORANDUM**

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: November 12, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on  
November 19, 2020

---

**GHI Open Session Meeting**

6a. Approve Minutes of Special Open Session Meeting Held on October 15, 2020 – (Attachment #3)

**Motion:** I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on October 15, 2020 *(as presented/as revised)*.

6b. Approve Minutes of Regular Open Session Meeting Held on October 15, 2020 – (Attachment #4)

**Motion:** I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on October 15, 2020 *(as presented/as revised)*.

6c. Review 2020 GHI Operating Budget – 2<sup>nd</sup> reading – (Attachment #5)

The Board and Finance Committee met on October 8, 2020 to review the first draft of the 2021 GHI operating budget. On November 5, 2020, the Board adopted the budget for first reading in the amount of \$13,892,651 with depreciation of members' homes in the amount of \$1,214,000.

The 2021 operating budget including budget request forms that various committees submitted are presented in attachment #5 for a second and final reading.

**Suggested motion:** I move that the Board of Directors adopt the 2021 operating budget for Greenbelt Homes Inc., for second and final reading in the amount of \$13,892,651 with depreciation of members' homes in the amount of \$1,214,000. Further, I move that the Board of Directors approve expenditure authorization for the 2021 GHI operating budget that has been adopted.

6d. Proposal to Replace Fence in the Serviceside Yard of – (Attachment #6)

On October 14, 2020, staff received a Type III permit request (attachment #6) from the members at who desire to replace the wooden fence along the serviceside yard line with unit

This request requires consideration of the GHI Rule in Section VII.B.1.c of the Member Handbook which states, “*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*”

During the Architectural Review Committee (ARC) meeting on November 4, 2020, the following points were discussed:

- The members would like to replace the wooden fence that was originally installed along the serviceside yard line with unit. The member wants to replace this fence in kind i.e. same style and the same location.
- The existing fence is in poor condition and has fallen down.
- The fence was installed prior to the current members purchasing the unit.
- This is not a repair. An entire new fence will be installed.
- The ARC members agreed that they would not recommend a new fence in this location but view this more as a replacement of what is currently there.
- There is also a chain link fence along the common walkway which is well hidden by hedges.
- There is a trellis/ pergola type structure in front of the serviceside entrance to the unit. The wood is old and dry rotted. The purpose of the structure is to support the wisteria vines which appear to be thick and heavy. They are growing over the top of the structure. If it falls, it could impact the replaced fence.
- Staff agreed to inspect the trellis and assess its condition. If staff advises that the trellis should be repaired, the ARC recommends that the repairs should occur before or concurrent with the replacement of the fence.

The ARC voted 5-0-0 to recommend that the Board of Directors allow the members at to replace the wooden fence, in kind, along the serviceside shared yard line with unit, with the understanding that if staff recommends that the trellis should be repaired, the repairs should take place before or concurrent with the replacement of the fence.

Subsequent to the meeting, staff inspected the trellis and found its condition to be unacceptable. The members were informed that the structure would need to be repaired or removed. There are two 4”x4” posts that tie into an existing privacy screen, along the same shared yard line, that the new fence will attach to. These posts are sturdy and not in need of replacement. If the trellis is removed, the posts can be cut off at the top of the privacy screen.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors (*allow/not allow*) the members at to install a similar wooden fence to replace an existing wooden fence, along the serviceside yard line with unit ; contingent on staff's approval of the repair or removal of the trellis by the members, before or concurrent with the replacement of the fence.**

6e. Request to Modify Porch Columns and Railings at – (Attachment #7)

On October 29, 2020, staff received a Type II permit request (attachment #7) from the members at who desire to install wooden railings around a new serviceside addition porch, in lieu of metal railings that were previously stipulated by the Board of Directors in allowing the members to construct a roof over the porch. In addition to the wooden railings, the members propose to enclose the bottom portion of the metal columns in wood for the railings to attach to.

This item is being brought to the Board of Directors' attention, per GHI Rule: §X.C. in the Member Handbook which states, "*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*".

During the Architectural Review Committee meeting on November 4, 2020, the following points were discussed:

- The Board of Directors granted a conditional exception on October 3, 2019 based on the following motion: "*I move that the Board of Directors grant an exception to the GHI Member Handbook Rule Section X.H.3, thereby allowing the member at to construct a flat porch roof over a proposed concrete porch stoop at the unit; provided that 4" diameter metal (not fluted) porch columns with metal railings are installed.*"
- The serviceside addition and porch roof are currently under construction. Metal columns have been installed.
- The members propose to install wood in lieu of metal railings. To secure the railings, the bottom portion of the metal columns (36" above the stoop) would be covered in wood. (pedestal-design).
- The members prefer wood as it is more secure to grip, and it is not so cold in winter.
- There are no rules in the GHI Member Handbook that require metal railings.
- The members shared images of wooden railings throughout the community that they like.
- There is little pedestrian traffic on the serviceside of this unit which is not very visible from public spaces.

- There is a concern that the use of wooden railings introduces a heavy element into the design of the porch that would not be in keeping with the style of the court. The ARC prefers the railings to be metal and that the columns not be wrapped in wood.

The ARC voted 5-0-0 to recommend that the Board of Directors not allow the members at to install wooden railings and wrap the metal columns in wood, and to keep the October 3, 2020 porch roof approval conditions in place.

Reasons for Motion: Metal columns and railings are more aesthetically appropriate for brick units and in keeping with the style of the court.

This item is on the agenda for discussion and action.

**Either**

**Suggested motion #1: I move that the Board of Directors not allow the members at to install wooden railings and wrap the metal columns in wood at the serviceside addition porch; thereby keeping the Board's October 3, 2020 porch roof approval provisions in place.**

or

**Suggested motion #2: I move that the Board of Directors allow the members at to install wooden railings and wrap the metal columns in wood, at the serviceside addition porch.**

6f. Task Force Recommendation re: New Integrated Property Management System – (Attachment #8)

On May 2, 2019, GHI's Board of Directors passed a motion to establish a task force comprised of members and staff to recommend a single integrated information technology system for GHI to include modules for financial accounting, inventory management, maintenance management, property management/member services, a secure online member portal and any other modules the task force thought was advisable.

In September 2019, GHI's Board President appointed GHI members Ken Shields (Chair), Stephen Holland and Mara Whitney to serve on the task force. GHI's Manager appointed Neron Adams-Escalera to serve as the staff liaison. In addition, several employees (Eldon Ralph, Tom Sporney, Joe Perry, George Bachman, and Stuart Caplan) participated in the evaluation of the various property management systems that the task force examined.

The Task Force compiled the report that is presented in attachment #8 with a recommendation that the Board select Yardi's property management system – Yardi Voyager as the preferred property management system, to replace GHI's current Jenark financial system and Micromain computerized maintenance management system.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors accept the report that the Integrated Property Management Task Force submitted, regarding a recommendation to select Yardi's property management system – 'Yardi Voyager' as the property management system, to replace the current Jenark financial system and Micromain computerized maintenance management system.**

6g. Consultant's Report re: Domestic Water and Waste Piping Repair/Replacement Evaluation – (Attachments #9a – 9b)

In preparation for the eventual replacement of the domestic water piping in GHI frame and masonry homes, staff, the GHI Buildings Committee and Board of Directors undertook the following actions in pursuit of an evaluation of the domestic plumbing piping systems:

- a. On December 20, 2018, the Board accepted a report from the Buildings Committee on piping repair/replacement options.
- b. On January 17, 2019, the Board approved undertaking a study to evaluate the plumbing piping in GHI homes.
- c. In 2019, Staff prepared an RFP (Request for Proposals) document and sought bids from engineering consulting firms to conduct the study. Two pre-bid meetings were attended by three engineering consulting firms experienced in evaluating piping systems; 2 firms responded with proposals.
- d. On February 20, 2020, the Board passed the following motion:  
*I move that the Board of Directors authorize the Manager for second and final reading to sign a contract with Engineering and Technical Consultants to provide the following services at a cost of \$59,750.00 with an extra 15% to cover any unforeseen contingencies, for a total not exceeding \$68,713.00:*
  - *Evaluation of the condition of the plumbing piping in a sample of approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%),*
  - *Evaluation of the condition of underground lateral galvanized 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 written report on repair and replacement options for both supply and drainage pipes.*
  - *Provide a written report on the current 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.*

Due to the coronavirus pandemic, the start date for the project was delayed until the spring of 2020. Visual inspections of the piping, tests of pipe thicknesses and camera evaluations of main drainpipe were performed in the late spring/early summer of 2020. Engineering and Technical

Consultants (ETC) provided a report summarizing the findings and recommendations for replacement and/or repairs of plumbing pipes (refer to attachment #9a). In addition, ETC collected water samples from one unit that had a pressure pipe relined with epoxy in 1985. The water samples were tested to ascertain whether there was any indication of chemical leaching from the epoxy lining. ETC's summary report of the tests performed is presented in attachment #9b.

On October 28, 2020, the Buildings Committee reviewed the plumbing system inspection report from ETC and given the ambiguity of the conclusions, the recommendation for further inspections (i.e. cleaning/camera inspections) and the limited discussion on replacement, the Committee recommended by a vote of 6-0-0 that the last phase of the ETC contract to prepare for a pilot program to upgrade the plumbing should be cancelled. The Buildings Committee also recommended that GHI should continue investigating plumbing system maintenance/upgrade options for GHI units. The Committee agreed that maintenance data would provide valuable insight about the current repair rates and inform planning to replace piping and recommended by a vote of 6-0-0 that the Board request staff to generate for the Buildings Committee a report on plumbing maintenance work orders and related information for the last five years.

**Suggested motion #1: I move that the Board of Directors approve the (*execution/cancellation*) of the final phase of the ETC contract to develop a pilot program.**

**Suggested motion #2: I move that Board of Directors direct staff to generate a report for the Buildings Committee regarding plumbing maintenance work orders and related information for the last five years.**

#### 6h. Buildings Committee Recommendations re: Physical Plant Issues

During the past 10 years, GHI has devoted significant resources towards the planning and execution of the Homes Improvement Program, that is expected to be completed during the first quarter of 2021. During its meeting on October 28, 2020, the committee discussed various physical plant issues and took the following actions:

- In order to address the hearsay of demolishing/replacing units noted in various community conversations, the BC recommended by a vote of 6-0-0 that the Board clearly state that such an approach to upgrading GHI units is not under consideration.
- The Buildings Committee discussed that it would be able to assist in the planning stages of large projects, prior to proposal development. Assistance could include identification of environmental benefits, technologies, installation details, warranties etc. The Buildings Committee recommended by a vote of 6-0-0 that the Board of Directors involve the committee in assisting GHI's technical staff with all future physical plant projects that require advanced research.

This item is on the agenda for discussion and possible action.

Items of Information:

7a. Notice of Availability for the Draft EIS for the Proposed Replacement Currency Production Facility at the BARC – (Attachment #10)

Attachment #10 is a Notice of Availability for the Draft Environmental Impact Statement for the proposed Replacement Currency Production Facility at the Beltsville Agricultural Research Center in Prince George’s County, Maryland.

7b. Postponement of Joint Public Hearing for Countywide Map Amendment

The P.G. County Council recently issued a statement indicating that the District Council and Prince George’s County Planning Board Joint Public Hearing on the proposed Countywide Map Amendment (CMA), scheduled for Thursday, November 19, 2020, has been postponed due to Phase II COVID-19 public health emergency operations in Prince George’s County

Additional notification will be provided for the proposed CMA hearing, once the County’s emergency status indicates the meeting can be held safely, and the District Council and Planning Board determine it is appropriate to proceed in accordance with State law.

CHI REGULAR SESSION



Announcement of an Executive Session Meeting held on November 5, 2020

GHI's Board of Directors held an Executive Session meeting on November 5, 2020 via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone, Sam Lee and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting on November 5, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

**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)
1. Approve Minutes of Executive Session Meeting Held on October 1, 2020	(vii)
2. Request by a Non-Member for an Extension of Time to Reside at a Unit	(iv)
3. Request by a Non-Member for an Extension of Time to Reside at a Unit	(iv)
4. Contract for Employee Medical Insurance Benefits – 2 <sup>nd</sup> reading	(vi)
5. Contracts for Removing Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way – 2 <sup>nd</sup> reading	(vi)
6. Contract for Life/ Accidental Death and Dismemberment, Disability, and Dental Insurance Benefits for Employees – 1 <sup>st</sup> reading	(vi)
7. Proposed Assignment of the Membership Interest in a Unit to GHI	(iv)
8. Member Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with CareFirst to provide medical insurance to GHI's employees at a cost of \$485,720.52 in premiums plus 5% for contingencies, for a total cost not to exceed \$510,006, during the period December 1, 2020 November 30, 2021.

- b) A contract with Southern Insulation for the removal of all abandoned hot water and heating pipes and asbestos containing materials from crawlspaces at 10A-D Southway, 4A-D Laurel Hill Road, 9J-R Laurel Hill Road, and 54A-F Ridge Road, and the attic at 4 Woodland Way for the contractor's bid cost of \$95,000, plus 10% for contingencies, for a total contract amount not to exceed \$104,500.
  
- c) A contract with ARC Environmental for monitoring the removal of all abandoned hot water and heating pipes and asbestos containing materials from crawlspaces at 10A-D Southway, 4A-D Laurel Hill Road, 9J-R Laurel Hill Road, and 54A-F Ridge Road, and the attic at 4 Woodland Way for the contractor's bid cost of \$11,000, plus 10% for contingencies, for a total contract amount not to exceed \$12,100.

The meeting began at 10:09 p.m., and adjourned at 10:58 p.m.

Announcement of an Executive Session Meeting held on November 19, 2020

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone, Sam Lee and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting tonight and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

**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)
1. Approve Minutes of Executive Session Meeting Held on October 15, 2020	(vii)
2. Contract for Life/ Accidental Death and Dismemberment, Disability and Dental Insurance Benefits for Employees – 2nd reading	(vi)
3. Member Financial Matters	(viii)

During the meeting, the Board approved the following contracts:

- a) A contract with Lincoln Financial to provide Life and Accidental Death and Dismemberment Insurance, Long-Term Disability (LTD) Insurance and Short-Term Disability (STD) insurance coverage to GHI's employees at a cost of \$31,386.72 in premiums plus 5% for contingencies for a total cost not to exceed \$32,956.06 per annum during the period December 1, 2020 to November 30, 2022.
- b) A contract with Lincoln Financial to provide dental insurance to GHI's employees at the rate of \$25.54 per month for employee only coverage, \$47.75 per month for employee plus one coverage, and \$77.38 per month for family coverage, during the period December 1, 2020 to November 30, 2021.

The meeting began at [redacted] p.m., and adjourned at [redacted] p.m.

Draft Minutes  
Board of Directors  
**GHI Special Open Session**  
**(Virtual Zoom)**  
**October 15, 2020**

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

Excused Absences: Jones, Ready and Watkins

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Maesha McNeil, Human Resources  
Manager

Neron Adams-Escalera, Director of Member  
Services

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee Member

Abby Crowley, Prospective Member

Edward Crowley, Prospective Member

Lucas Crowley, Prospective Member

Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:00 p.m.

**AGENDA:**

**Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting 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)
1. Approve Minutes of Executive Session Meeting Held on September 17, 2020	(vii)
2. Contract for Employee Medical Insurance Benefits – 1 <sup>st</sup> reading	(i) & (vi)
3. Contracts for Removal of Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way – 1 <sup>st</sup> reading	(vi)
4. Member Financial Matters	(viii)
5. Member Complaint Matters	(iv)
6. Membership Application Matter	(iv)

Moved: Skolnik

Seconded: Brodd

Carried: 6-0

The meeting adjourned at 7:03 p.m.

Ed James  
Secretary

Draft Minutes  
GHI Board of Directors  
**Regular Session**  
**(Virtual Zoom)**  
**October 15, 2020**

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

Excused Absence: Socrates

Others in attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Maesha McNeill, Human Resources  
Director

Bruce Mangum, Contract Processor

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member  
Services

Joyce Campbell, Audit Committee

Robin Everly, Audit Committee

Carol Griffith, Audit Committee Chair

Ben Wilhelm, 8 Plateau Place

Katie Thompson, 9-A Southway Rd

Frank DeBernardo, 13-D Laurel Hill Rd

Susan Keifline, 14-X Hillside Rd

Molly Lester, 6-M Hillside Rd

Keristen Keifline, 16 Parkway Rd, Apt. F

Deborah McKinley, 55-H Ridge Rd.

Ben Fischler, 14-V Ridge Rd.

Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:45 p.m.

1. Approval of Agenda

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

Moved: Brodd

Seconded: Hess

Carried: 7-0

Watkins was absent during the discussion and vote.

2. Announcement of Executive Session Meetings

2a. Announcement of a Complaint Hearing Held in a Closed Meeting on September 30, 2020

On September 30, 2020, a complaint panel comprised of Board members Stefan Brodd, Stephen Holland, and Tami Watkins, held a complaint hearing with two members for the purpose of trying to resolve ongoing disputes between them. The hearing was conducted in two closed sessions, via internet audio/video conference. Audit Committee member Carol Griffith attended the hearing.

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

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on August 6, 2020.

The complaint hearing (first session) commenced at 6:40 p.m. and ended at 7:00 p.m. The complaint hearing (second session) commenced at 7:06 p.m. and ended at 7:47 p.m.

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

On October, 2020, a complaint panel comprised of Board members Ed James, Bill Jones and Anna Socrates, held a complaint hearing regarding a unit that has not been occupied by a member for several years. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Joyce Campbell attended the hearing.

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

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on September 3, 2020.

The complaint hearing commenced at 6:33 p.m. and ended at 6:56 p.m.

2c. Announcement of an Executive Session Meeting held on October 15, 2020

The Board of Directors did not finish its business but will give a report at the next meeting.

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

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

- **Clinton S. Herget, Sole Owner, 65-J Ridge Road;**
- **Abby L.W. Crowley, Edward D. Crowley, Lucas J. Crowley, Joint Tenants, 39-K Ridge Road.**

Moved: James

Seconded: Brodd

Carried: 8-0

5. Committee and Homes Improvement Program Reports

**Homes Improvement Program:** Sporney reported:

Electric completed at 92%.  
 Attics completed at 66%.  
 Windows completed at 58%.  
 Entry doors completed at 57%.  
 HVAC completed at 38%.  
 Siding completed at 36%.  
 Storm doors completed at 31%.

Brodd reported that the **Member Outreach Committee** will hold a virtual social on November 10 and is planning a new member event, equipped with gift bags in January.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on September 17, 2020

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on September 17, 2020 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6b. Approve Minutes of Regular Open Session Meeting Held on September 17, 2020

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on September 17, 2020 as presented.**

Moved: James

Seconded: Brodd

Carried: 8-0

6c. Report from the Succession Planning Task Force re: Transition and Sustainability Issues

Attachment #6 is a Transition and Sustainability Issues Report from the Succession Planning Task Force, that is intended to serve as a guide to GHI in planning for and executing a number of major transitions over the next several years. The task force is requesting a work session with the Board to discuss the report.

**Motion: I move that the Board of Directors hold a work session on November 18, 2020 with the Succession Task Force to discuss the GHI Transition and Sustainability Issues Report.**

Moved: James

Seconded: Brodd

Carried: 7-0

Hess was absent during the discussion and vote.

6d. LGAC Recommendations and Comment Letter re: Draft EIS for I-495/I-270 Expansion

The cutoff date for public comments on the Draft Environmental Impact Statement (DEIS) for the proposed I-495/I-270 highway expansion project is November 9, 2020.

The Legislative Government and Affairs Committee (LGAC) reviewed the DEIS and recommends that the Board submit comments on the DEIS in support of the 'No-Build' option. Attachment #7a is the LGAC's report which recommends that the Board take the following actions:

1. Provide copies of its Letter of Comment to members and to local and state governments and state legislators.
2. Publicize the need for individual GHI members to submit individual comments and make information accessible for those who wish to do so. If desired, LGAC can provide sample letters and writing tips for members who wish to submit individual comment.



3. Sign on to petitions or comments of like-minded organizations opposing the Beltway/Parkway widening, such as Sierra Club, Citizens Against Beltway Expansion (CABE), Audubon, when asked to do so. At the Board's direction, LGAC could monitor opportunities for joining in comments and provide the links and information to the Board.
4. Provide a Board Liaison to the City Council for the Beltway/Parkway expansion project and the DEIS. The Board might wish to consider assigning this task to the functions of the Board Liaison to the City for the MAGLEV project.

The LGAC drafted a letter stating GHI's comments on the DEIS (attachment #7b) that could be finalized by the Board and sent to the Maryland Department of Transportation State Highway Administration by November 9, 2020, as well as local and state governments and state legislators,.

**Motion #1: I move that the Board of Directors adopt the actions as presented that the Legislative Government Affairs Committee recommended in its report regarding the Draft Environmental Impact Statement (DEIS) for the proposed I-495/I-270 highway expansion project.**

Moved: Brodd  
Opposed: Hess

Seconded: Ready

Carried: 7-1

**Motion #2: Further, I move that the Board of Directors submit the Letter of Comment on the (DEIS) from the Legislative Government Affairs Committee as presented, to the Maryland Department of Transportation State Highway Administration, local and state governments and state legislators by November 9, 2020.**

Moved: Brodd  
Opposed: Hess

Seconded: Ready

Carried: 7-1

6e. Proposed Revisions to GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards

On September 3, 2020, the Board discussed revisions to Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior (attachment #8a) that included language GHI's legal counsel recommended and language from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-231(a)(7). The Board directed the Manager to obtain comments on the proposed revisions from the membership, over a period of 30 days. Five (5) members submitted comments that are listed in attachment #8b.

The Communications Committee will edit and return the revisions for the Board to review.

6f. Review Draft of a 'Reasonable Accommodation Policy'

A few months ago, a former member contacted the Maryland Commission of Civil Rights (MCCR) and alleged that GHI staff did not make a reasonable accommodation for his request. The Commission has requested that GHI disseminate a notice on its website indicating that we have a reasonable accommodation policy adhering to HUD's reasonable accommodation guidelines as reflected in attachment #9 and a point of contact for requesting an accommodation.

Staff requested GHI's legal counsel to formulate a 'Reasonable Accommodation Policy' for the Board's consideration and expects that it will be provided prior to the Board meeting.

The Communications Committee will edit and return the revisions for the Board to review.

7. Items of Information

7a. Board 12 Month Action Plan and Committee Task List

7b. Monthly GHI and City Calendars

7c. President's Items

President Skolnik encouraged Board and committee members to register for the National Association of Housing Cooperatives' Virtual Summit scheduled November 11-13, 2020.

7d. Board Members' Items

Ready and Hess thanked Holland and Watkins for their Board service.

Watkins said although her board service is coming to an end, she plans to work on committees.

7e. Audit Committee's Items

Everly said that Griffith was a good leader.

7f. Manager's Items

GM Ralph reminded the Board of the work session with the City of Greenbelt on November 8, 2020. He said if board members do not receive a link from the city prior to the meeting to contact him.

**Motion: To adjourn.**

Moved: Holland

Seconded: Watkins

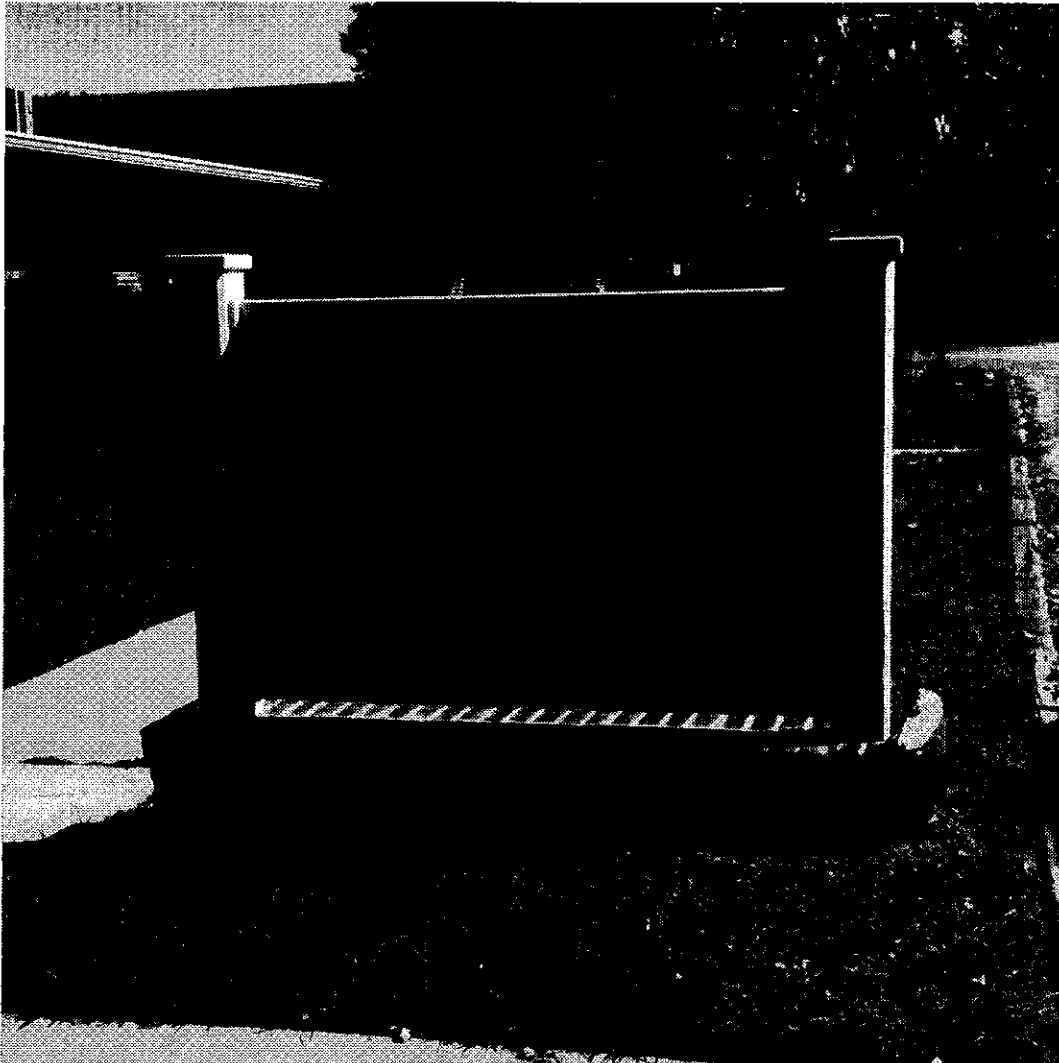
Carried: 8-0

The meeting adjourned at 9:14 p.m.

Ed James  
Secretary

# **Greenbelt Homes, Inc.**

## **2021 Budget**



- **October 8, 2020 - First Presentation to Finance Committee & Board of Directors**
- **November 5, 2020 – First Reading**
- **November 19, 2020 – Second Reading and Approval**

**THIS PAGE LEFT  
BLANK  
INTENTIONALLY**

GREENBELT HOMES, INC.  
2021 BUDGET  
TABLE OF CONTENTS

Pages

1	Board President's 2021 budget letter
2	Important changes to 2021 budget
3	Summary budget overview
4	Summary budget schedule

Supporting Schedules:

<b>Operations</b>			
5 - 8	Distribution of 2021 members' charges	Schedule	A
9 - 10	Service and other income	Schedule	B
11 - 12	Real estate taxes	Schedule	C
13 - 14	Insurance	Schedule	D
15 - 18	Administration/Board/Membership	Schedule	E
19 - 20	Maintenance and improvements (routine)	Schedule	F
<b>Home Improvement Program</b>			
21	Crawlspace improvements	Schedule	G
22	Optional improvements	Schedule	H
23	H.I.P. contracts		
<b>Reserves</b>			
24	Replacement and addition maintenance reserves (H.I.P.)		
25	Replacement and addition maintenance reserves (routine)		
26	Major maintenance, replacement & improvement programs		
28	Analysis of contingency, replacement & addition maintenance reserves	Schedule	I
29 - 30	Supplementary information on future major repairs & replacements		

**THE PRESIDENT'S  
MESSAGE GOES HERE!**

### **IMPORTANT CHANGES TO 2020 BUDGET**

Real estate taxes have been budgeted to reflect the impact of the loss of the Homestead Tax Credit for units which will not be eligible to receive it in 2020 (pages 11-12). Expenditures for the Homes Improvement Program (pages 21-23) have been broken out for crawlspace improvements, optional improvements, and replacement and addition maintenance reserves.

### **SIGNIFICANT INCREASES IN EXPENDITURES**

#### Summary Budget (page 4)

- Real estate taxes
- Insurance

#### Administrative – Schedule E (pages 15-18)

- Depreciation
- Information technology service

#### Maintenance Expense – Schedule F (page 19-20)

- Materials
- Dumpsters
- Sub-meter court lighting

#### Maintenance - Contract Work (page 20)

- Fee for service
- Structural repairs to 53 Ridge, 15 Laurel Hill, 17 Ridge

#### Replacement Reserves (page 25)

##### Contracts

- Purchase one van
- Repair retaining wall
- Replace roofs on rental garages
- Replace roofs on attached garages
- Replace garage doors @ masonry homes
- Replace windows in larger homes
- Replace doors in larger single-family homes
- Replace siding on larger homes
- Parking lot construction

### **SIGNIFICANT REDUCTIONS IN EXPENDITURES**

#### Summary Budget (page 4)

- Optional improvements

#### Administrative – Schedule E (pages 15-18)

- Fringe
- Legal
- Board/Audit/Committees
- Member expenses
- Utilities

#### Maintenance - Contract Work (page 20)

- Installation of security systems- administration building
- Asbestos removal in crawlspace of frame units



## **SUMMARY BUDGET OVERVIEW**

The summary budget is a consolidation of income, expenses and equity for all three budget groups. It provides the basis for the cooperative's operations during 2021. All of the other documentation included as part of the budget presentation consists of supporting schedules and backup material. The summary budget identifies total receipts (income), expenses and equity.

As a cooperative operating on a not-for-profit basis, GHI must determine which expenses are necessary, then collect sufficient income to meet those expenses.

In accordance with the bylaws, increases in membership operating payments cannot exceed 10% of the prior year's operating payments without membership approval. The increase in membership operating payments for 2021 falls well within this limit and provides for enhanced services and improvements.

**This budget reflects an increase in membership operating payments of 2.6%.**

**Operating payments consists of real estate taxes, trash collection, insurance, administration, maintenance and improvements, crawlspace improvements, asbestos remediation and replacement reserves, less service and other income.**

GREENBELT HOMES, INC.  
2021 BUDGET  
SUMMARY

	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	%	Schedule
				Change	
<b>RECEIPTS:</b>					
<u>Members' charges:</u>					
Operating charges	\$ 5,364,715	\$ 5,364,715	\$ 5,490,880	2.4%	
Real estate taxes	4,319,086	4,371,073	4,522,928	3.5%	
Crawlspace improvements	160,000	160,000	160,000	0.0%	
Asbestos remediation	100,000	100,000	60,000	-40.0%	
Replacement reserves	1,972,057	1,972,057	2,047,728	3.8%	
Total members' charges	<u>11,915,858</u>	<u>11,967,845</u>	<u>12,281,536</u>	2.6%	A
<u>Other income sources:</u>					
Service income	535,325	542,610	559,710	3.2%	B
Other income	276,050	356,740	326,720	-8.4%	B
Total other income sources	<u>811,375</u>	<u>899,350</u>	<u>886,430</u>	-1.4%	
Members' charges and other income	<u>\$ 12,727,233</u>	<u>\$ 12,867,195</u>	<u>\$ 13,167,966</u>	2.3%	
<u>Miscellaneous receipts:</u>					
Addition maintenance reserves	197,421	197,421	200,970	1.8%	I
Optional improvements	1,861,220	1,618,460	523,710	-67.6%	H
Total receipts	<u>\$ 14,785,874</u>	<u>\$ 14,683,076</u>	<u>\$ 13,892,646</u>		
<b>EXPENSES:</b>					
Real estate taxes	4,319,086	4,371,073	4,522,928	3.5%	C
Trash collection	429,076	452,750	452,750	0.0%	A
Insurance	541,690	568,140	595,690	4.8%	D
Adm/Brd/Memb	1,399,458	1,495,325	1,544,220	3.3%	E
Maintenance & improvements	3,601,310	3,747,850	3,784,650	1.0%	F
Crawlspace improvements	224,670	17,020	26,390	55.1%	G
Total expenses prior to optional HIP	<u>10,515,290</u>	<u>10,652,158</u>	<u>10,926,628</u>	2.6%	
Optional improvements	1,861,220	1,618,460	523,710	-67.6%	H
Total expenses	<u>\$ 12,376,510</u>	<u>\$ 12,270,618</u>	<u>\$ 11,450,338</u>		
<b>EQUITY:</b>					
Replacement reserves	1,972,057	1,972,057	2,047,728	3.8%	I
Addition maintenance reserves	197,421	197,421	200,970	1.8%	I
Total reserves	<u>2,169,478</u>	<u>2,169,478</u>	<u>2,248,698</u>	3.7%	
Total expenses & reserves	<u>\$ 14,545,988</u>	<u>\$ 14,440,096</u>	<u>\$ 13,699,036</u>	-5.1%	
Unreserved operating fund	239,886	242,980	193,610	-20.3%	
Total expense & equity	<u>\$ 14,785,874</u>	<u>\$ 14,683,076</u>	<u>\$ 13,892,646</u>		
Depr - member units	<u>1,063,600</u>	<u>622,000</u>	<u>1,214,000</u>	95.2%	

## DISTRIBUTION OF 2021 MEMBERS' CHARGES

Schedule A illustrates how total members' charges are distributed among the three budget classes created by GHI's Mutual Ownership Contracts. Since real estate taxes are determined based on the actual real estate tax bill, not all members within the particular budget class (frame, masonry, & larger homes) will increase by the same percentage.

For 2021 the total members' charges are reduced \$886,430 by service and other income (see Schedule B).

### ABBREVIATIONS USED IN TEXT

- |            |   |
|------------|---|
| 1) GHI =   | Greenbelt Homes, Inc.                           |
| 2) GDC =   | Greenbelt Development Corporation               |
| 3) ADM =   | Administration expense                          |
| 4) BRD =   | Board expense                                   |
| 5) MEMB =  | Members expense                                 |
| 6) MAINT=  | Maintenance                                     |
| 7) FFS =   | Fee For Service                                 |
| 8) RR =    | Replacement reserves                            |
| 9) HIP =   | Homes Improvement Program                       |
| 10) HTC =  | Homestead tax credit                            |
| 11) s/s =  | Service side                                    |
| 12) g/s =  | Garden side                                     |
| 13) c/a =  | Common area                                     |
| 14) EPDM = | Ethylene Propylene Diene Monomer rubber roofing |

GREENBELT HOMES, INC.  
2021 BUDGET  
DISTRIBUTION OF 2021 MEMBERS' CHARGES

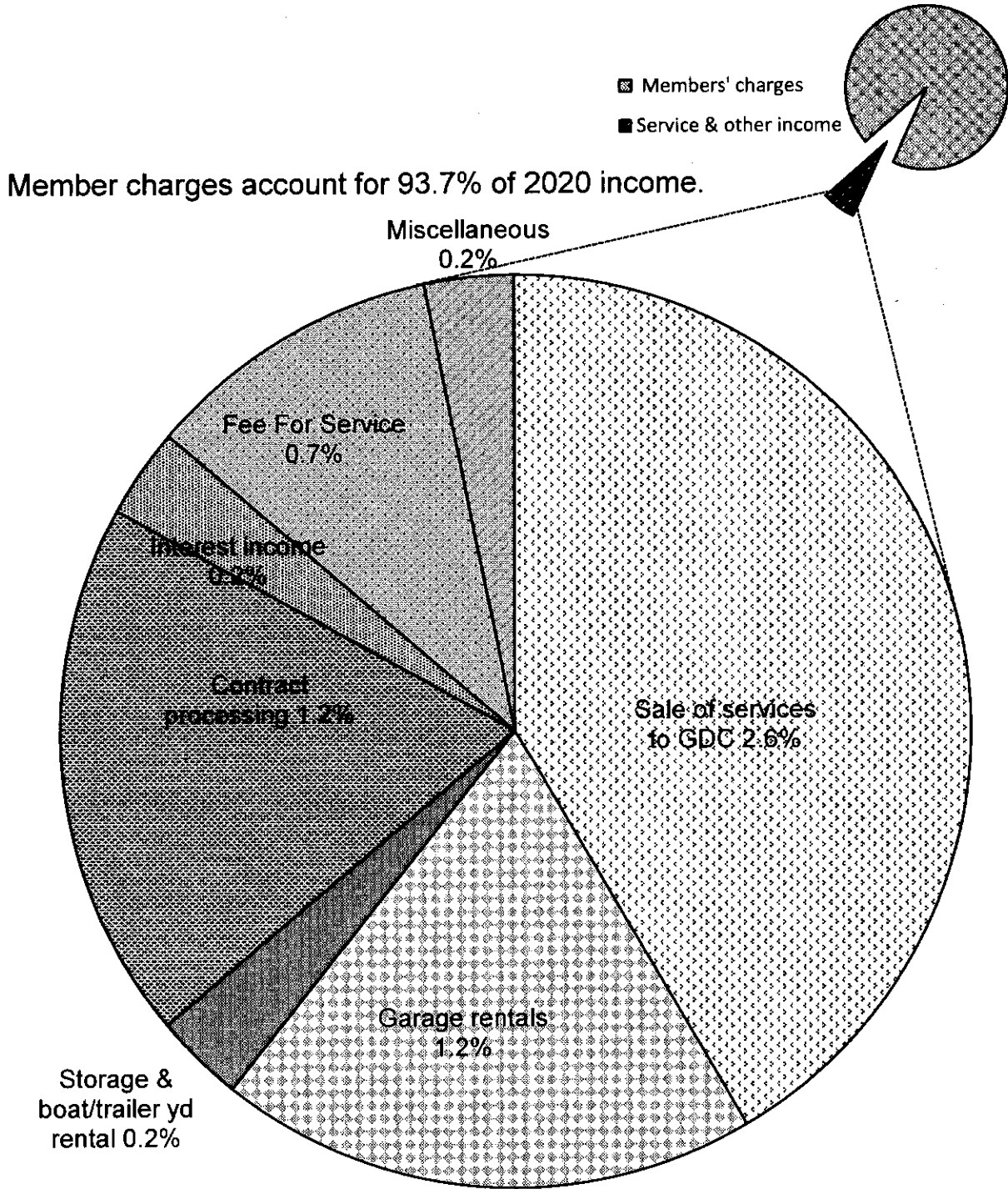
Schedule A

	FRAME HOMES		MASONRY HOMES		LARGER HOMES		TOTAL CHARGES		% Change
	2020	2021	2020	2021	2020	2021	2020	2021	
<u>Routine Operating Payments</u>									
Real estate taxes	\$ 2,381,260	\$ 2,467,781	\$ 1,849,732	\$ 1,911,876	\$ 140,081	\$ 143,271	\$ 4,371,073	\$ 4,522,928 <sup>2</sup>	3.5%
Trash collection	280,705	280,705	163,895	163,895	8,150	8,150	452,750	452,750	0.0%
Insurance	352,247	389,328	205,667	215,640	10,227	10,722	568,140	595,690	4.8%
Adm/Brd/Memb	927,102	957,416	541,308	559,008	26,916	27,796	1,495,325	1,544,220	3.3%
Maint and improvements	2,287,267	2,310,807	1,390,282	1,400,056	70,301	73,787	3,747,850	3,784,650	1.0%
Crawlspace improvements	160,000	160,000	-	-	-	-	160,000	160,000	0.0%
Asbestos remediation	60,000	60,000	40,000	-	-	-	100,000	60,000	-40.0%
Transfers to reserves (RR)	1,090,999	1,128,093	844,585	880,902	36,472	38,733	1,972,057	2,047,728	3.8%
<b>Total charges</b>	<b>7,539,580</b>	<b>7,734,130</b>	<b>5,035,469</b>	<b>5,131,377</b>	<b>292,147</b>	<b>302,459</b>	<b>12,867,195</b>	<b>13,167,966</b>	<b>2.3%</b>
Less service & other income	557,597	549,587	325,564	320,888	16,188	15,956	899,350	886,430	-1.4%
<b>Total operating payments</b>	<b>\$ 6,981,983</b>	<b>\$ 7,184,544</b>	<b>\$ 4,709,905</b>	<b>\$ 4,810,489</b>	<b>\$ 275,959</b>	<b>\$ 286,503</b>	<b>\$ 11,967,845</b>	<b>\$ 12,281,536</b>	<b>2.6%</b>
<u>Addition Maintenance Program</u>									
Transfers to reserves (AM)	113,719	115,763	83,123	84,617	579	589	197,421	200,970	1.8%
<u>Homes Improvement Program</u>									
Optional improvements	985,570	120,540	632,890	403,170	-	-	1,618,460	523,710	-67.6%
<b>Total members' charges</b>	<b>\$ 8,081,272</b>	<b>\$ 7,420,847</b>	<b>\$ 5,425,918</b>	<b>\$ 5,298,276</b>	<b>\$ 276,538</b>	<b>\$ 287,092</b>	<b>\$ 13,783,726</b>	<b>\$ 13,006,216</b>	<b>-5.6%</b>
<b>% avg. change in operating payments</b>		<b>2.9%</b>		<b>2.1%</b>		<b>3.8%</b>		<b>2.6%</b>	
<b>% avg. change in members' charges</b>		<b>-8.2%</b>		<b>-2.4%</b>		<b>3.8%</b>		<b>-5.6%</b>	
<b>% average change in real estate taxes <sup>1</sup></b>		<b>3.6%</b>		<b>3.4%</b>		<b>2.3%</b>		<b>3.5%</b>	
<b>% change in transfer to reserves</b>		<b>3.2%</b>		<b>4.1%</b>		<b>6.1%</b>		<b>3.7%</b>	

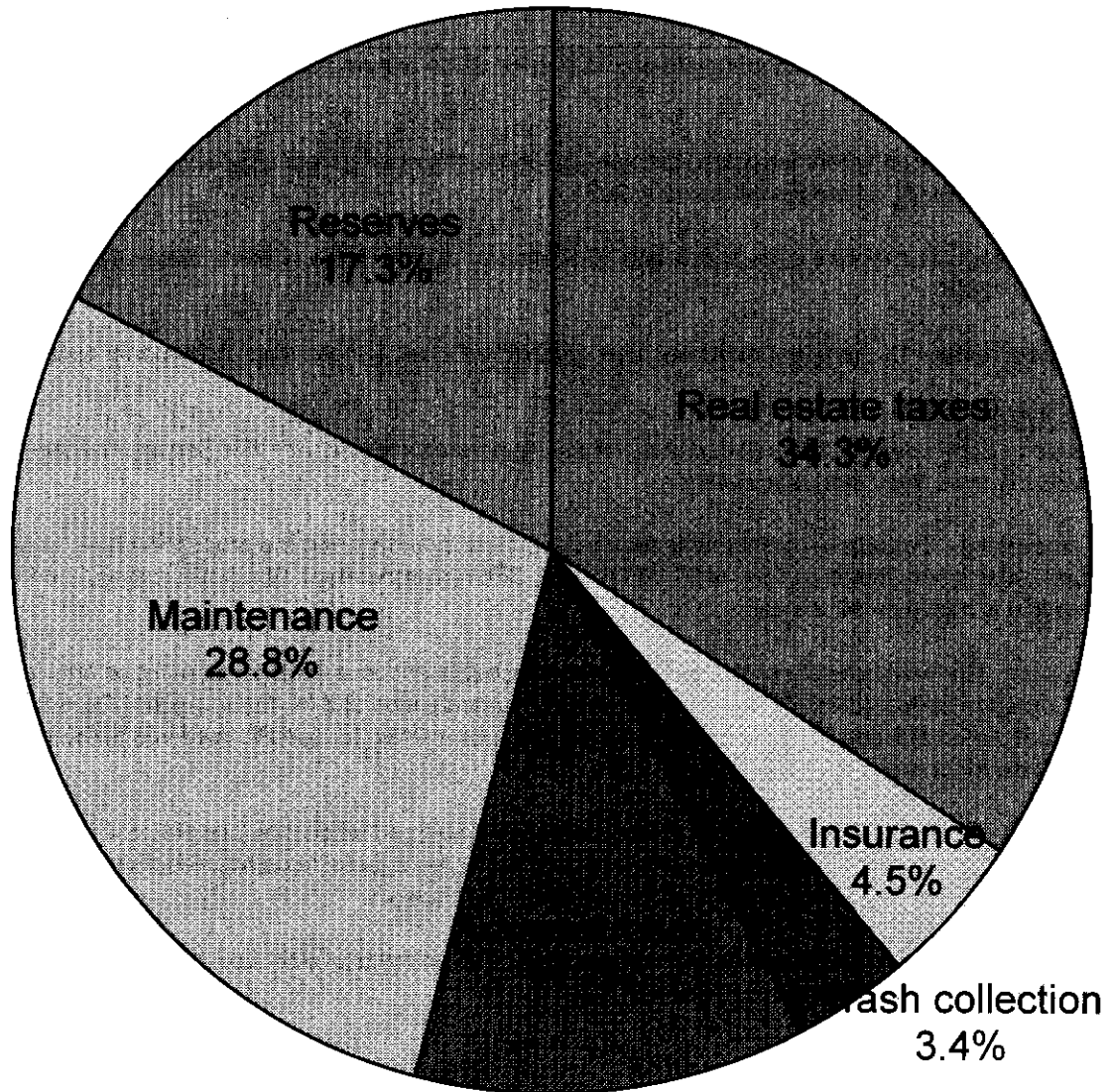
<sup>1</sup> The variation in percent change between home groups reflects the impact of actual assessed values of homes and the HTC for members who are eligible. The 2021 budgeted real estate taxes by home group are a summation of individual unit real estate taxes for that particular home group and include the benefit of any HTC. Not all members within a home group are impacted equally.

<sup>2</sup> In 2021 the cooperative will continue to receive the benefit of the Homestead Tax Credit (HTC) for members who are eligible. If the entire cooperative did not receive the benefit of the HTC, GHI's real estate taxes would have increased by 13.2% or \$453,988 for the 2021 budget (see page 10).

# 2021 BUDGET INCOME



# 2021 BUDGET EXPENSES AND RESERVES



GREENBELT HOMES, INC.  
2021 BUDGET  
SERVICE AND OTHER INCOME NARRATIVE

SERVICE INCOME

*Service income of Schedule B is derived from 3 sources: sale of services to Greenbelt Development Corporation, rental garages, rental of boiler room storage, and rented space in the boat/trailer yards.*

Sale of services to GDC - GDC will continue to pay its portion of the annual audit, insurance, legal and a management fee to GHI.

Garage rentals - The monthly rent for closed garages @\$55/month; open garages @\$32/month; and garages used for storage @\$108/month, all remain the same in 2021.

Boiler room storage - The rent for units at 8,9, and 10 Southway and 14 Ridge (4 each) remains unchanged @\$110/month in 2021.

Boat/trailer yard rental - The rent for boat/trailer slots @\$27/month and canoes slots @\$5/month also remain

OTHER INCOME

*Other income of Schedule B consists of contract processing, interest income, Fee For Service revenue and miscellaneous income from various activities.*

Contract processing - Consists of membership fees paid by new members and the processing fees on resales. The 2021 budget reflects administrative fees of \$1,060 (seller), \$685 (membership) \$85 (MOC change), and a \$510 transfer fee and is based on 90 resales.

Interest income - This item consists of interest earned on accounts and investments net of those held for specific reserves. Corporate bond interest \$87K less bond premium amortization of \$7K, the Vanguard Federal Money Market and bond mutual funds \$16K, and other interest \$3K less interest for specific reserves \$70K result in interest income available for operations of \$29K.

Fee For Service - This income consists of an hourly component charged when services are provided by in-house staff and an administration component when services are contracted to outside companies. Expense relating to FFS activities have been budgeted in general maintenance and contract work.

Miscellaneous - This item includes proceeds from recycling of scrap metal of \$3K, late fees paid by members of \$18K, and various other miscellaneous receipts of \$12.1K.

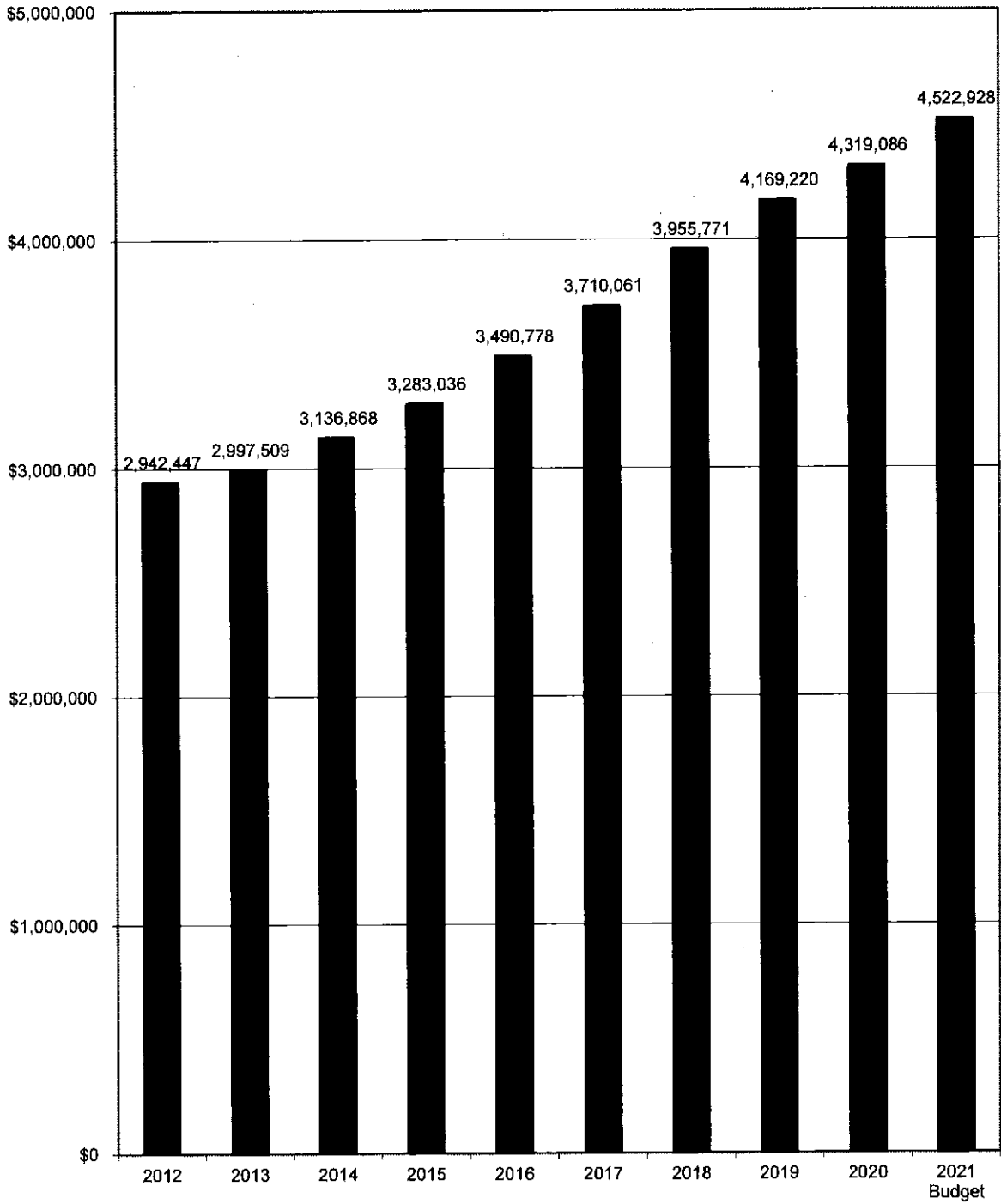
GREENBELT HOMES, INC.  
2021 BUDGET  
SERVICE AND OTHER INCOME

Schedule B

	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<u>Service Income</u>				
Sale of services to GDC	\$ 341,930	\$ 341,930	\$ 359,030	5.0%
Garage rentals	171,455	173,480	173,480	0.0%
Storage & boat/trailer yd rental	21,940	27,200	27,200	0.0%
Total service income	<u>\$ 535,325</u>	<u>\$ 542,610</u>	<u>\$ 559,710</u>	3.2%
 <u>Other Income</u>				
Contract processing	\$ 160,520	\$ 151,640	\$ 160,520	5.9%
Interest income	54,920	80,000	29,000	-63.8%
Fee For Service	28,350	78,650	104,100	32.4%
Miscellaneous	32,260	46,450	33,100	-28.7%
Total other income	<u>\$ 276,050</u>	<u>\$ 356,740</u>	<u>\$ 326,720</u>	-8.4%



# REAL ESTATE TAXES



GREENBELT HOMES, INC.  
2021 BUDGET  
REAL ESTATE TAXES

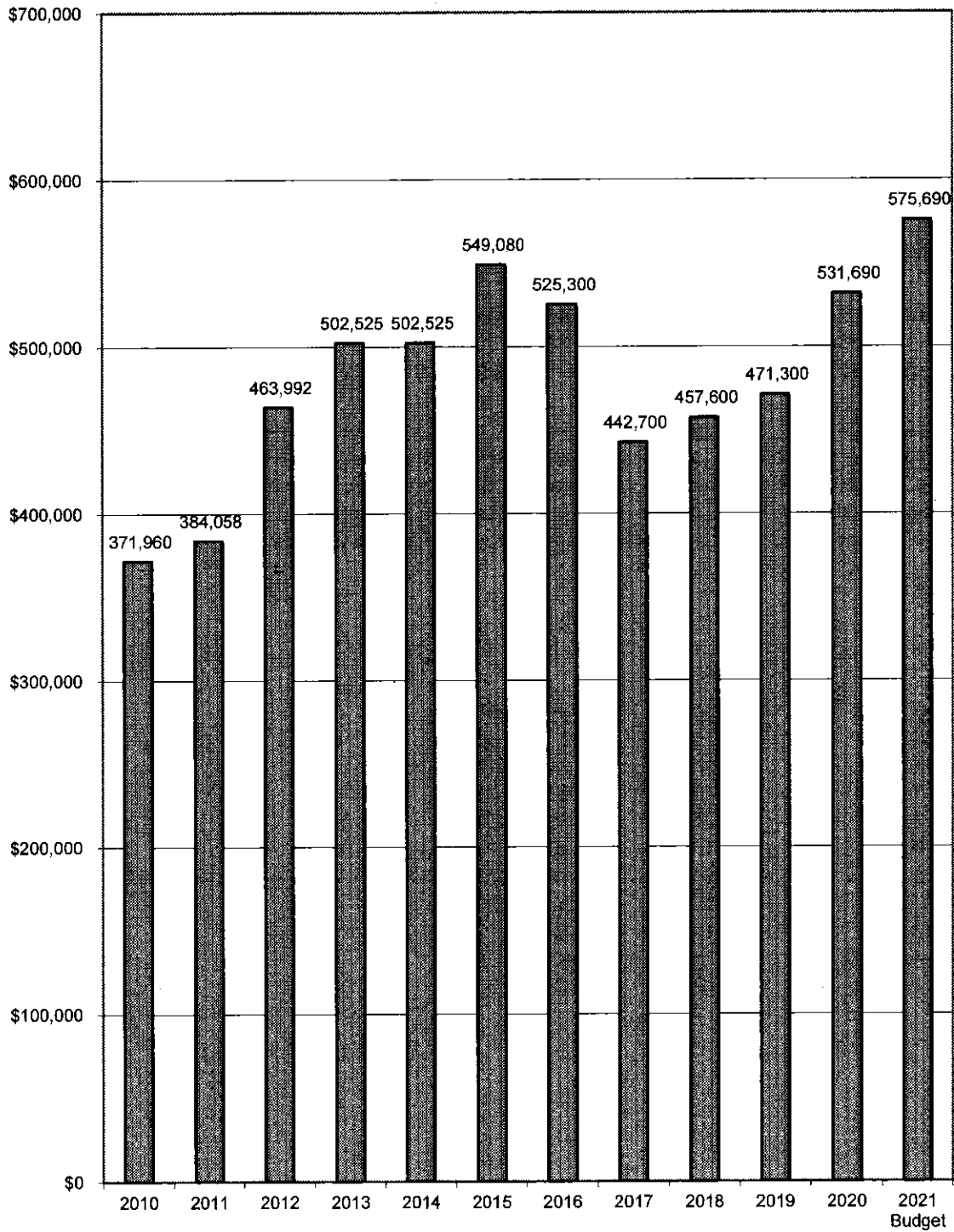
Schedule C

	<u>2020 Actual</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
Real estate assessment	\$ 242,755,683	\$ 235,406,981	\$ 249,895,300	6.2%
Tax rate (per \$100 assessed)	1.9901	1.9986	1.9916	-0.4%
Total real estate tax	<u>\$ 4,319,086</u>	<u>\$ 4,371,073</u>	<u>\$ 4,522,928</u>	3.5%
<b>Taxes excluding HTC</b>	<b>\$ 4,831,082</b>	<b>\$ 4,704,861</b>	<b>\$ 4,976,916</b>	
<b>Savings from HTC</b>	<b>\$ 511,996</b>	<b>\$ 333,788</b>	<b>\$ 453,988</b>	

If the cooperative were not eligible to receive the HTC, GHI's real estate taxes would have been \$4,831,082 for 2020. The HTC assisted in reducing GHI's total real estate taxes by \$511,996. Individual member real estate tax responsibility will vary due to several factors including timing of eligibility of the HTC and assessed home value. Not all members within a home group are impacted equally.

<u>Historic Data</u>	<u>Tax Rates per \$100</u>	<u>Assessment</u>
2012 Actual	1.8996	227,193,562
2013 Actual	1.9306	181,553,126
2014 Actual	1.9481	182,462,318
2015 Actual	2.0001	183,318,500
2016 Actual	1.9981	198,919,264
2017 Actual	1.9931	214,528,737
2018 Actual	1.9881	223,047,200
2019 Actual	1.9971	235,803,125
2020 Actual	1.9901	242,755,683
2021 Budget	1.9916	249,895,300

# TOTAL INSURANCE



GREENBELT HOMES, INC.  
2021 BUDGET  
INSURANCE

Schedule D

	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<b><u>INSURANCE</u></b>				
Hazard & extended coverage (General liability, umbrella, D&O liability, and property damage)	\$ 531,690	\$ 531,690	\$ 575,690	8.3%
Uninsured losses	10,000	36,450	20,000	-45.1%
Total to insurance (Does not include vehicle & workers' compensation)	<u>541,690</u>	<u>568,140</u>	<u>595,690</u>	4.8%
* Vehicle (included in vehicle expense)	49,460	51,930	54,530	5.0%
* Workers' compensation (included in fringe benefits)	<u>100,230</u>	<u>133,640</u>	<u>154,230</u>	15.4%
TOTAL	<u>\$ 691,380</u>	<u>\$ 753,710</u>	<u>\$ 804,450</u>	6.7%

\* These items are included in maintenance schedules.

GREENBELT HOMES, INC.  
2021 BUDGET  
ADMINISTRATION/BOARD/MEMBER EXPENSE NARRATIVE

Schedule E – Provides a list of expenses of the administrative staff, Board of Directors, elected and appointed committees, and membership activities and services.

Payroll - Administration – (Increased from 2020 budget of \$839,970 to \$906,000). This item reflects a 3% salary increase at existing staff levels as well as \$40,000 to assist in bringing salary levels towards the 75<sup>th</sup> percentile.

Fringe Benefits – (Decreased from 2020 budget of \$267,710 to \$243,990). This item is based on employers' portion of 2021 health insurance premiums for CareFirst which are down by 3.4%. Also includes premiums for dental, life, and short and long-term disability. GHI employees contribute 10% of the cost of their medical/dental insurance premiums.

Office Equipment, Supplies & Postage – (Decreased from 2020 of \$37,700 to \$35,500). Items included in this category: member communications, computer supplies, technical service supplies, postage, and in-house printing on GHI equipment. We are anticipating reduced postage after the implementation of a fully integrated property management and maintenance system in 2021.

Copier Expense – (Increased from 2020 budget of \$14,900 to \$15,250). This item reflects our current copier contracts and usage levels.

Telephone & Email – (No change from 2020 budget of \$23,800). This item reflects the costs associated with current communication services provided by the following: Mitel (\$11.5K), Answer MTI (\$8K), Verizon (\$1.5K), ATT (\$2K).

Hiring and Training – (Decreased from 2020 budget of \$28,000 to \$25,500). This item includes advertising costs to fill vacant positions of \$12,000, classes, seminars and workshops for maintenance and administrative personnel of \$7,000. Also included are pre-employment and random drug screening totaling \$1,000 as well as staff incentive awards of \$5,500.

Temporary and Professional Help – (Decreased from the 2020 budget of \$33,500 to \$31,900). This amount consists of \$9,900 for payroll services, \$2,000 for temporary help, \$5,000 for industrial hygienist services, \$5,000 for drainage & swale engineering services and \$10,000 for indexing and scanning of construction drawings.

Legal – (Decreased from 2020 budget of \$40,000 to \$35,000). This item includes \$10,000 for legal fees associated with Maglev and road widening and \$25,000 for various legal issues encountered by the cooperative.

Audit – (Decreased from 2020 budget of \$19,425 to \$19,000). This reflects the anticipated cost of accounting and tax services.

Association Dues and Conferences – (No change from 2020 budget of \$2,500). This item includes the following memberships: Community Association Managers International Certification Board \$350, the Community Association Institute (CAI) \$850, and the National Association of Housing Cooperatives (NAHC) \$1,300.

Staff Events – (No change from 2020 budget of \$6,500). Even though staff may not conduct events in the same manner as in previous years, it is critically important to find creative ways to engage staff and keep morale high during these unprecedented times.

GREENBELT HOMES, INC.  
2021 BUDGET  
ADMINISTRATION/BOARD/MEMBER EXPENSE NARRATIVE (cont.)

Board/Audit/Committees – (Decreased from 2020 budget of \$53,120 to \$40,580). Architectural Review Committee decreased from \$1,050 to \$700; Audit Committee \$7,500; Bicycle Committee \$1,375; Communications Committee decreased from \$600 to \$250; Companion Animal increased from \$470 to \$710; Member Outreach remains \$4,000; Nominations and Elections increased from \$1,650 to \$1,705; Woodlands \$2,100; stipends for Board and Audit Committee \$19,340; Board strategic planning and training decreased from \$5,000 to \$1,500; stipend for staff meals when attending evening meetings \$1,400.

Member Expenses – (Decreased from 2020 budget of \$12,000 to \$7,500). This line items consists of the annual meeting \$6,000; News Review ads \$1,500.

Utilities – (Decreased from 2020 budget of \$32,000 to \$26,000). This item includes heat, electricity and water for the office buildings and assumes the full year benefit from the power purchase agreement.

Personal Property Taxes – (No change from 2020 budget of \$4,500).

Depreciation – (Increased from 2020 budget of \$12,050 to \$20,800). This item reflects additional depreciation for computer upgrades, capitalized costs associated with fully integrated property management and maintenance system.

Other – (No change from 2020 budget of \$7,850). This item includes fees to professional organizations to maintain staff designations and professional relationships, bank service charges and a corporate membership to the Greenbelt Aquatic Center to be shared by GHI staff.

Information Technology Services – (Increased from 2020 budget of \$59,800 to \$92,050). This item includes outsourced support, maintenance and remote backup services for computer software including MicroMain and Jenark (final year for both), nine months of a new fully integrated property management and maintenance system, a human resources information system and web hosting.

**THIS PAGE LEFT  
BLANK  
INTENTIONALLY**

GREENBELT HOMES, INC.  
2021 BUDGET  
ADMINISTRATION/BOARD/MEMBERSHIP EXPENSE SUMMARY

Schedule E

	2020 Yr End Projection	2020 Budget	Proposed 2021 Budget	% Change
<b>EXPENSES</b>				
Payroll-Administration	\$ 838,700	\$ 839,970	\$ 906,000	7.9%
Fringe benefits	227,288	267,710	243,990	-8.9%
Office equipment/supplies/postage	39,000	37,700	35,500	-5.8%
Copier expense	16,000	14,900	15,250	2.3%
Telephone & email	24,600	23,800	23,800	0.0%
Hiring and training	21,000	28,000	25,500	-8.9%
Temp & professional help	34,500	33,500	31,900	-4.8%
Legal	36,000	40,000	35,000	-12.5%
Audit	18,500	19,425	19,000	-2.2%
Association dues & conferences	2,500	2,500	2,500	0.0%
Staff events	6,500	6,500	6,500	0.0%
Board/Audit/Committees	10,000	53,120	40,580	-23.6%
Member expenses	11,000	12,000	7,500	-37.5%
Utilities	25,300	32,000	26,000	-18.8%
Personal property taxes	4,420	4,500	4,500	0.0%
Depreciation	15,400	12,050	20,800	72.6%
Other	6,750	7,850	7,850	0.0%
Information technology services	62,000	59,800	92,050	53.9%
<b>Total Administration</b>	<b>\$ 1,399,458</b>	<b>\$ 1,495,325</b>	<b>\$ 1,544,220</b>	<b>3.3%</b>



GREENBELT HOMES, INC.  
2021 BUDGET  
ROUTINE MAINTENANCE & IMPROVEMENTS EXPENSE SUMMARY

	<u>Schedule F</u>			
	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
Payroll - maintenance	\$ 1,829,250	\$ 1,896,600	\$ 1,932,100	1.9%
Fringe benefits	691,460	718,100	738,300	2.8%
Materials	245,000	255,000	264,300	3.6%
Subtotal	<u>2,765,710</u>	<u>2,869,700</u>	<u>2,934,700</u>	2.3%
Contract work	<u>645,000</u>	<u>687,450</u>	<u>647,350</u>	-5.8%
Vehicle expense	103,500	110,000	110,000	0.0%
Dumpsters	40,000	39,000	45,000	15.4%
Uniforms	17,000	17,000	17,000	0.0%
Sub-meter court lighting	14,200	8,800	14,700	67.0%
Depreciation	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>	0.0%
Total Maintenance	<u>\$ 3,601,310</u>	<u>\$ 3,747,850</u>	<u>\$ 3,784,650</u>	1.0%

	<u>Schedule F-1</u>			
	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<u>FRAME HOMES</u>				
Total frame expenses	<u>\$ 2,232,812</u>	<u>\$ 2,287,267</u>	<u>\$ 2,310,807</u>	1.0%
<u>MASONRY HOMES</u>				
Total masonry expenses	<u>1,303,674</u>	<u>1,390,282</u>	<u>1,400,056</u>	0.7%
<u>LARGER HOMES</u>				
Total larger homes expenses	<u>64,824</u>	<u>70,301</u>	<u>73,787</u>	5.0%
Total Maintenance	<u>\$ 3,601,310</u>	<u>\$ 3,747,850</u>	<u>\$ 3,784,650</u>	1.0%

GREENBELT HOMES, INC.  
2021 BUDGET  
PROPOSED CONTRACTS (ROUTINE MAINTENANCE)

	Budget 2020	Budget 2021	% Change
<u>Maintenance - Contract Work</u> (Schedule F, Line 4)			
Asbestos tile removal (masonry homes)	\$ 2,000	\$ 2,000	0.0%
Bathtub reglazing (40)	18,000	20,000	11.1%
Fire & burglar alarm system monitoring & repairs	1,800	1,800	0.0%
Fire extinguisher servicing (administration building)	650	650	0.0%
Fee for service contracted work	26,000	36,200	39.2%
Gutter cleaning (Spring and Fall)	60,000	62,000	3.3%
Installation of security system admin. building	80,000	-	-100.0%
Janitorial services (administration building)	23,000	25,945	12.8%
Landscape maintenance	67,000	65,955	-1.6%
Parking lot repairs (minor repairs)	40,000	40,000	0.0%
Pest extermination	36,000	40,000	11.1%
Power cleaning of storm mains	5,000	5,000	0.0%
Repairs HVAC units at larger homes	5,000	8,000	60.0%
Repairs to exterior walls of masonry homes	75,000	75,000	0.0%
Structural repairs to 53-D Ridge, 15-M Laurel Hill, 17 Ridge	-	44,800	N/A
Swale/drainage improvements	50,000	50,000	0.0%
Asbestos removal in crawlspace of frame units (2020 - 4 pilot buildings)	38,000	-	-100.0%
Tree maintenance & fertilization	160,000	170,000	6.3%
<b>Total</b>	<b>\$ 687,450</b>	<b>\$ 647,350</b>	<b>-5.8%</b>

GREENBELT HOMES, INC.  
2021 BUDGET  
HOMES IMPROVEMENT PROGRAM - CRAWLSPACE IMPROVEMENTS

	<u>Schedule G</u>			
Crawlspace Improvements	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
Payroll - crawlspace improvements	\$ 154,870	\$ 1,050	\$ 1,180	12.4%
Fringe benefits	54,200	370	410	10.8%
Subtotal	<u>209,070</u>	<u>1,420</u>	<u>1,590</u>	12.0%
Contract work	<u>15,600</u>	<u>15,600</u>	<u>24,800</u>	59.0%
Total crawlspace improvements	<u>\$ 224,670</u>	<u>\$ 17,020</u>	<u>\$ 26,390</u>	55.1%

	<u>Schedule G-1</u>			
Crawlspace Improvements by Homes Group	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<u>FRAME HOMES</u>				
Total crawlspace improvements - Frame	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,880</u>	N/A
<u>MASONRY HOMES</u>				
Total crawlspace improvements - Masonry	<u>224,670</u>	<u>17,020</u>	<u>8,510</u>	-50.0%
Total crawlspace improvements	<u>\$ 224,670</u>	<u>\$ 17,020</u>	<u>\$ 26,390</u>	55.1%

GREENBELT HOMES, INC.  
2021 BUDGET  
HOMES IMPROVEMENT PROGRAM - OPTIONAL IMPROVEMENTS

Schedule H

Optional Improvements	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
Payroll - optional improvements	\$ 109,980	\$ 95,640	\$ 30,955	-67.6%
Fringe benefits	59,220	51,500	16,660	-67.7%
Subtotal	<u>169,200</u>	<u>147,140</u>	<u>47,615</u>	-67.6%
Contract work	<u>1,692,020</u>	<u>1,471,320</u>	<u>476,095</u>	-67.6%
Total optional improvements	<u>\$ 1,861,220</u>	<u>\$ 1,618,460</u>	<u>\$ 523,710</u>	-67.6%

Schedule H-1

Optional Improvements by Home Group	<u>2020 Yr End Projection</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
<u>FRAME HOMES</u>				
Total optional improvements - frame	<u>\$ 1,133,400</u>	<u>\$ 985,570</u>	<u>\$ 120,540</u>	-87.8%
<u>MASONRY HOMES</u>				
Total optional improvements - masonry	<u>\$ 727,820</u>	<u>\$ 632,890</u>	<u>\$ 403,170</u>	-36.3%
Total optional improvements	<u>\$ 1,861,220</u>	<u>\$ 1,618,460</u>	<u>\$ 523,710</u>	-67.6%

GREENBELT HOMES, INC.  
2021 BUDGET  
PROPOSED CONTRACTS (HOMES IMPROVEMENT PROGRAM - ALL)

	Budget 2020	Budget 2021	% Change
<u>Crawlspace Improvements - Contract Work</u> (Schedule G, Line 3)			
<u>Frame Homes</u>			
Contract work (Vapor barrier 10A-D So, 4A-D La, 9A-D La, & 54A-F Ri)	\$ -	\$ 16,800	N/A
<u>Masonry Homes</u>			
Contract work (2021 Vapor barrier 5 units Woodland Way)	15,600	8,000	-48.7%
 Total crawlspace contract work	 <u>\$ 15,600</u>	 <u>\$ 24,800</u>	 59.0%
<u>Optional Improvements Frame Homes - Contract Work</u> (Schedule H, Line 3)			
Attic perimeter sealing	\$ 21,480	\$ -	-100.0%
Attic insulate/seal hatch	11,140	-	-100.0%
1" polyisocyanurate on walls	132,860	44,160	-66.8%
Attic to R-38	123,550	-	-100.0%
Seal s/s trash closet	3,525	-	-100.0%
Close through-wall A/C	20,920	-	-100.0%
Bath exhaust fan (basic w/ time controller)	59,920	1,350	-97.7%
Storm doors	53,595	-	-100.0%
Peephole	1,015	-	-100.0%
Knocker	1,120	-	-100.0%
Mail slot	4,580	-	-100.0%
Kick plate	1,940	-	-100.0%
Split system heat pump	414,740	44,080	-89.4%
Thermostat (programmable)	14,250	-	-100.0%
Permits	13,445	-	-100.0%
Radiant ceiling heater (bath)	7,430	-	-100.0%
Radiant ceiling heater (kitchen)	4,420	-	-100.0%
Total	<u>889,930</u>	<u>89,590</u>	-89.9%
<u>Optional Improvements Masonry Homes - Contract Work</u> (Schedule H, Line 3)			
Attic perimeter sealing	\$ 7,605	\$ -	-100.0%
Attic insulate/seal hatch	3,560	-	-100.0%
Vinyl siding & 2" polyisocyanurate on walls	37,915	129,070	>100.0%
Attic to R-38	47,155	-	-100.0%
Close through-wall A/C	32,500	-	-100.0%
Bath exhaust fan (basic w/ time controller)	31,805	7,650	-75.9%
Storm doors	41,340	-	-100.0%
Peephole	645	-	-100.0%
Knocker	720	-	-100.0%
Mail slot	2,955	-	-100.0%
Kick plate	1,250	-	-100.0%
Casement window (for all upgrades)	40,505	-	-100.0%
Split system heat pump	307,925	249,785	-18.9%
Thermostat (programmable)	9,040	-	-100.0%
Permits	8,525	-	-100.0%
Radiant ceiling heater (bath)	4,960	-	-100.0%
Radiant ceiling heater (kitchen)	2,985	-	-100.0%
Total	<u>581,390</u>	<u>386,505</u>	-33.5%

GREENBELT HOMES, INC.  
2021 BUDGET  
RESERVES - HOMES IMPROVEMENT PROGRAM

<u>Replacement reserve expenditures related to the Homes Improvement Program</u>	<u>2020 Budget</u>	<u>Proposed 2021 Budget</u>	<u>% Change</u>
1) Staff costs	\$ 102,380	\$ 6,840	-93.3%
2) Contracts			
Window replacement (masonry units)	342,680	201,525	-41.2%
Siding replacement (frame units)	621,950	124,620	-80.0%
Siding replacement (masonry units)	-	50,240	N/A
Window replacement	568,680	-	-100.0%
Door replacement	196,030	-	-100.0%
Door replacement	334,700	-	-100.0%
Baseboard replacement	266,010	-	-100.0%
Total HIP contract expenditures & staff costs	<u>\$ 2,432,430</u>	<u>\$ 383,225</u>	-84.2%
Total replacement reserve and HIP expenditures	<u>\$ 3,421,905</u>	<u>\$ 1,595,275</u>	
<u>Addition maintenance reserve expenditures related to the Homes Improvement Program</u>			
1) Staff costs	\$ 5,480	\$ 430	-92.2%
2) Contracts			
Siding replacement	65,740	68,385	4.0%
Window replacement	49,080	-	-100.0%
Door replacement (covered by AMP)	31,815	-	-100.0%
Baseboard heaters	3,435	-	-100.0%
Total HIP contract expenditures-additions w/staff	<u>\$ 155,550</u>	<u>\$ 68,815</u>	-55.8%
Total addition maint. reserve and HIP addition maint. expend.	<u>\$ 183,160</u>	<u>\$ 97,685</u>	

GREENBELT HOMES, INC.  
2021 BUDGET  
RESERVES

The 2021 budget will continue to fund the reserves as set forth in the 1987 policy adopted by the Board of Directors. Schedule I illustrates the activity taking place in the reserves during the Homes Improvement Program. Suggested Replacement Reserve expenditures detailed below are categorized based on the August 2013 Reserve study and adjusted to date.

In 1987, the Board adopted the goal of having the total Contingency Reserve equal to 10% of the operating budget. In 1993 the Board voted to maintain the Contingency Reserve balance of the 29 larger homes at 35% of their portion of the operating budget.

<u>Suggested Replacement Reserve Expenditures:</u>		Proposed	%
	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Change</u>
1) In House			
a) Baseboard heaters	\$ 3,400	\$ 3,800	11.8%
b) Ceiling heaters	15,315	18,030	17.7%
c) Frame porch decks	3,855	7,610	97.4%
d) Water heaters replacements	87,715	70,860	-19.2%
e) Masonry porch roofs	1,760	6,360	>100.0%
f) Underground utility yard restorations	10,770	10,620	-1.4%
g) Sump pumps	13,705	17,740	29.4%
Subtotal	136,520	135,020	-1.1%
2) Contracts			
a) Underground sewer replacement	290,000	290,000	0.0%
b) Technical evaluation - supply waste pipes	61,500	-	-100.0%
c) Purchase one van	-	45,000	N/A
d) Sidewalk replacement	50,000	53,830	7.7%
e) Replace roof-top HVAC units for admin building	180,000	-	-100.0%
f) Replace roofs on frame homes (64)	165,120	165,360	0.1%
g) Replace air conditioning in larger homes (4)	9,600	-	-100.0%
h) Repair retaining wall @ 2 Plateau	80,000	105,500	31.9%
i) Playground upgrade w/City (GHI portion @ 25%)	16,735	16,735	0.0%
j) Replace roofs on rental garages (14)	-	12,150	N/A
k) Replace roofs on attached garages (9)	-	18,070	N/A
l) Replace garage doors @ masonry homes (8)	-	6,950	N/A
m) Replace windows in larger homes (29)	-	226,285	N/A
n) Replace doors in larger single family homes (2)	-	9,770	N/A
o) Replace siding on larger homes (29)	-	82,380	N/A
p) Parking lot construction	-	45,000	N/A
Subtotal	852,955	1,077,030	26.3%
Total suggested replacement reserve expenditures	\$ 989,475	\$ 1,212,050	22.5%
<u>Suggested addition maintenance reserve expenditures:</u>		Proposed	
	<u>2020 Budget</u>	<u>2021 Budget</u>	
1) In House	\$ 7,610	\$ 8,870	16.6%
2) Contracts (roof replacements)	20,000	20,000	0.0%
Total suggested addition maintenance expenditures	\$ 27,610	\$ 28,870	4.6%

**MAJOR MAINTENANCE, REPLACEMENT AND IMPROVEMENT PROGRAMS**

2021	2022	2023	2024	2025	Through 2030
			Air Condensing Units for Larger Homes (RR)		Air Condensing Units for Larger Homes (RR)
Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	Roofs for Rental Garages (RR)	
		Roofs for Block Homes (RR)	Roofs for Block Homes (RR)	Roofs for Block Homes (RR)	Roofs for Block Homes (RR)
Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)	Roofs for Frame Homes (RR)
					Electric wiring Masonry and Frame Homes (RR)
					Water/waste piping for Masonry and Frame Homes (RR)
Windows & Doors Larger Single-Family Homes					
Masonry Garage Doors					
<b>Forecast Replacements for Homes Improvement Program 2021</b>					
Baseboard heaters for frame & masonry homes (RR)					
Doors & Windows for Frame & Masonry Homes (RR)					
Vinyl Siding Replacements for Frame Homes (RR)					
Vinyl Siding Replacement for Masonry Homes (RR)					
<b>The following programs occur annually from 2021 through 2030</b>					
Replacement of porch decks for frame homes (RR)					
Water heater replacement (RR)					
Replacement of ceiling heaters (RR)					
Replacement of porch roofs for masonry homes (RR)					
Replacement of crawlspace sump pumps (RR)					
Underground sewer pipe replacement (RR)					
Swale/drainage improvements					
Sidewalk repair (RR)					
Parking lot reconstruction (RR); parking lot repairs, sealing and striping					
Replacement of retaining walls					
Crawlspace inspections of masonry and frame homes					
Gutter cleaning (Spring and Fall)					
Bathtub re-glazing					
Tree maintenance					
Pest and animal control					

(RR) - Program funded through the Replacement Reserve.



**THIS PAGE LEFT  
BLANK  
INTENTIONALLY**

GREENBELT HOMES, INC.  
2021 BUDGET  
ANALYSIS OF REPLACEMENT, ADDITION MAINTENANCE & CONTINGENCY RESERVES

	(1)	(2)	(3)	(4)	(5)	(6)	Schedule I (7)
	Beginning Balance 12/31/2019	2020 Budgeted Collections	2020 Projected Expenditures	Projected Balance 12/31/2020	2021 Budgeted Collections	2021 Budgeted Expenditures	Projected Balance 12/31/2021
<b>Frame Homes</b>							
Contingency	\$ -			\$ -			\$ -
Interest		\$ 69,400			\$ 59,712		
Replacement HIP			(1,822,034)			\$ (127,234)	
Replacement (routine)	5,307,342	1,090,999	\$ (691,281)	3,954,426	1,128,093	(640,404)	4,374,593
	<u>5,307,342</u>	<u>1,160,399</u>	<u>(2,513,315)</u>	<u>3,954,426</u>	<u>1,187,805</u>	<u>(767,638)</u>	<u>4,374,593</u>
<i>DMA report balance targets</i>	<i>4,444,922</i>			<i>3,262,730</i>			<i>3,822,920</i>
<b>Masonry Homes</b>							
Contingency	366,765	104,226		470,991			470,991
Interest		25,740			\$ 25,177		
Replacement HIP			(710,086)			(255,991)	
Replacement (routine)	1,767,237	844,585	(260,143)	1,667,333	880,902	(242,703)	2,074,718
	<u>2,134,002</u>	<u>974,551</u>	<u>(970,229)</u>	<u>2,138,324</u>	<u>906,079</u>	<u>(498,694)</u>	<u>2,545,709</u>
<i>DMA report balance targets</i>	<i>1,392,603</i>			<i>1,058,870</i>			<i>1,612,158</i>
<b>Larger Homes</b>							
Contingency	58,514			58,514			58,514
Interest		4,940			\$ 4,488		
Replacement HIP							
Replacement (routine)	293,853	36,472	(38,051)	297,214	38,733	(328,943)	11,492
	<u>352,367</u>	<u>41,412</u>	<u>(38,051)</u>	<u>355,728</u>	<u>43,221</u>	<u>(328,943)</u>	<u>70,006</u>
<i>DMA report balance targets</i>	<i>242,623</i>			<i>248,212</i>			<i>61,442</i>
<b>Summary</b>							
Contingency	425,279	104,226	-	529,505	-	-	529,505
Interest		100,080			89,376		89,376
Replacement HIP			(2,532,120)			(383,225)	
Replacement (routine)	7,368,432	1,972,056	(989,475)	5,918,973	2,047,728	(1,212,050)	6,460,803
	<u>6,080,148</u>			<u>4,569,812</u>			<u>5,496,520</u>
	<u>\$ 7,793,711</u>	<u>\$ 2,176,362</u>	<u>\$ (3,521,595)</u>	<u>\$ 6,448,478</u>	<u>\$ 2,137,105</u>	<u>\$ (1,595,275)</u>	<u>\$ 7,079,684</u>
<b>Additions</b>							
Interest		\$ 15,880			\$ 19,786		
Replacement HIP			\$ (155,550)			\$ (68,815)	
Replacement (routine)	\$ 1,280,206	197,421	\$ (27,610)	\$ 1,310,347	200,970	\$ (28,870)	\$ 1,433,418
	<u>\$ 1,280,206</u>	<u>\$ 213,301</u>	<u>\$ (183,160)</u>	<u>\$ 1,310,347</u>	<u>\$ 220,756</u>	<u>\$ (97,685)</u>	<u>\$ 1,433,418</u>
<i>DMA report balance targets</i>	<i>785,607</i>			<i>974,690</i>			<i>1,172,031</i>

GREENBELT HOMES INC,

2021 BUDGET

SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENT OF COMMON ELEMENTS

In 2018, the Board of directors hired DMA Inc. (a reserve advisor firm) to conduct two comprehensive studies of the reserve funds that are required for future major repairs and replacement of the common elements during 2018 to 2047. The first study encompassed 1600 main units and common areas; the second study encompassed 697 additions that were constructed by individual members and enrolled in an addition maintenance reserve program. DMA conducted the studies in accordance with the Community Associations Institute National Reserve Study Standards and the procedures used for estimation and accumulation of cash reserves in accordance with the studies were as follows:

1. The schedule and quantities of components included in the studies were based upon information that GHI provided, regarding the common elements and/or assets that GHI is responsible for.
2. All common areas were visually observed by DMA Inc.
3. Life expectancies of the components were based on printed product literature, product or material warranties, industry standards literature, and on the opinions of manufacturers, installers, or maintenance contractors based on their experience with these components.
4. The useful lives of the components were based on DMA's professional knowledge of construction and knowledge of the typical replacement experience of many communities and other entities with the same component types.
5. Many unit prices were provided by GHI based on in-house work and work provided by contractors. Unit prices provided by DMA were based on published unit price standards such as R. S. Means "Residential Cost Data", Facilities Maintenance and Repair Cost Data, and "Facilities Construction Cost Data", and on pricing obtained from contractors, installers, or manufacturers.
6. Financial information including the fund balances at the time of the study, interest from funds on deposit, and recent capital expenditures, were provided by GHI.
7. All costs stated in the studies were based on 2018 present value dollars.
8. The analyses incorporated assumptions about the future rate of inflation, and the future interest income on GHI's account deposits.

Member contributions to the reserve fund for GHI main units and addition maintenance reserve fund in the 2021 budget, are based on DMA's recommended contributions in the study reports.

At the end of 2019, GHI staff updated the estimated future repair and replacement costs for the common elements of GHI main units during the period 2020 to 2047 and included the following report in the audited financial statements:

GREENBELT HOMES, INC.

2021 BUDGET

SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS

December 31, 2019

In 2018 the board of directors hired an independent advisor to conduct a comprehensive study of the reserve plan. The information has been updated for 2019. The following information is based on that analysis and presents significant information about the components of common property.

Estimated future repair and replacement costs

Component	Est. Life (Yrs.)	Est. Remaining Life (Yrs.)	Frame Homes	Masonry Homes	Larger Homes
HVAC, larger Homes	20	4-20	\$ -	\$ -	\$ 356,580
Attached garage roofs & doors	25	0-25	-	284,615	-
Baseboard heaters	35	0-35	312,820	239,305	-
Ceiling heaters	25	0-25	351,817	205,388	-
Drainage systems, larger townhomes	50	0-50	-	-	244,394
Electrical Systems	70-90	10-20	2,721,899	1,630,806	279,428
Porch stoops, frame	25	0-25	667,446	-	-
Entrance Doors	35-40	35-40	739,230	458,778	92,249
Porch roofs, masonry	25	0-25	-	1,500,663	-
Roofs (main & porch), frame	25	0-25	2,484,184	-	-
Roofs, larger homes	25	11-25	-	-	196,108
Roofs, masonry	24-75	2-12	-	1,503,923	-
Siding (vinyl)	35-45	10-45	1,426,487	175,910	76,532
Sump pumps	20	0-20	112,194	-	-
Water heaters	15	0-15	1,391,905	809,321	40,782
Water supply and waste piping	90-95	3-10	7,440,000	8,686,675	-
Window sets	35-40	35-40	1,248,082	890,329	210,201
<b>* Shared Components</b>					
<i>Admin Building - windows, roofs, baseboard heaters, water heaters</i>	15-40	2-40	352,314	205,649	10,285
<i>Concrete sidewalks</i>	75	0-75	892,507	520,965	26,056
<i>Parking lots</i>	25	0-25	776,733	453,387	22,675
<i>Playground renovations (7 playgrounds)</i>	25	0-25	116,026	67,726	3,388
<i>Retaining walls at 3-D Eastway, 13-P Hillside, 2A-E and 2G-M Plateau Place</i>	19-100	0-100	157,254	91,791	4,591
<i>Rental garage doors</i>	25	0-25	114,618	66,903	3,346
<i>Rental garage roofs</i>	20	0-20	352,064	205,503	10,278
<i>Underground sewer piping</i>	75	0-75	1,926,387	1,124,450	56,238
<i>Vehicles</i>	20-25	0-25	1,042,271	608,384	30,428
<b>Total costs in 2019</b>			<b>\$ 24,626,238</b>	<b>\$ 19,730,471</b>	<b>\$ 1,663,559</b>

\* Shared Components - In addition to the dedicated components for the three home groups, there are a number of shared components that are not directly related to any one home type. The costs for these shared components are apportioned among the three dedicated accounts in proportion to the number of homes in each. GHI contains 1,600 homes and the proportionate shared cost for each housing type is calculated as follows:

- Frame Homes: 992 homes / 1,600 = 62.0%
- Masonry Homes: 579 homes / 1,600 = 36.2%
- Larger Homes: 29 homes / 1,600 = 1.8%







## CAC JUSTIFICATION FOR \$500 2021 BUDGET ITEM - VETERINARY BEHAVIORIST

### Why Are Outdoors Cats a Problem?

The 2021 CAC Budget request includes a line item for an Veterinary Animal Behaviorist for \$500. The reasons for this request include the following:

- Complaints about outdoor cats are common and, at times, have been the most frequent pet-related member complaints.
- Cats often become outdoor cats for several reasons:
  - The cats do not use their kitty litter boxes,
  - The cats scratch and destroy furniture, and
  - Males cats mark throughout the members' homes.
  - The cat was an outdoor cat prior to coming GHI, or being rescued by a GHI member, and the cat reacts so strongly when kept inside that the member finally gives in and lets them roam outside.
- Members complain about cats generally for the following reasons:
  - The outdoor cat hides in the member's yard, killing wildlife, particularly birds being fed and watched by the member.
  - The outdoor cat defecates and urinates in the member's garden.
  - The outdoor cat terrorizes the member's indoor cat through windows or glass doors.
  - The outside cat attacks and scratches member or member's family members. A former CAC member shared his story. He walked outside barefoot to trim his roses and was scratched by the neighbor's cat. The member developed cat scratch fever and almost lost his foot.
  - The outdoor cats make noise which disturbs members either because they are in heat or they are fighting.
  - The outdoor cat scratches the paint on members' cars.
- Outdoor cats have effects on the environment as well. Just like with dogs, cat fecal waste does not break down like wildlife fecal waste does. Cat fecal waste is also is another source of water contamination.

### What is a Veterinary Behaviorist?

Veterinary Behaviorists are licensed veterinarians who have graduated from a recognized college of veterinary medicine and completed at least one year of internship or primary care practice. They have also undergone additional behavior-specific training which includes at least 3 years of case supervision by an established Diplomate, conducting original behavior research which earns publication in a peer-reviewed journal, authored 3 formal case reports that were approved by a review committee of Diplomates, and passed a rigorous 2-day Board Examination.

As part of this program they have studied topics including: sociobiology, psychology of learning, behavioral genetics, behavioral physiology, psychopharmacology, ethology (which is the scientific and objective study of animal behavior), and behavioral endocrinology.



All standards and procedures of the American College of Veterinary Behavior (ACVB) are approved by the American Board of Veterinary Specialties (ABVS) which is an organization within the American Veterinary Medical Association (AVMA). Professional conduct standards are set by both the AVMA and the ABVS, as are requirements for training programs. Specialists in veterinary behavioral medicine are also held accountable to local and state laws of veterinary practice.

There are approximately 80 certified veterinary behaviorists in the world. There are at least four certified veterinary behaviorists in the region. In addition, there are a number of regional veterinarians that are under the 3-year case supervision of a local certified veterinary behaviorist and are preparing for their Board examinations.

### **Why Would A Veterinarian Animal Behaviorist Be Helpful In GHI and to the CAC?**

The problem of outdoor cats in GHI is well known among members. There really isn't a good remedy for GHI staff to ensure that outdoor cats become indoor cats, although the CAC Regulation #5 states that "....Members must not allow companion animals to be at large....This includes cats." The CAC's goal is to assist members in preventing behaviors that result in outdoor cats, thereby reducing the number of cats that become outdoor cats in GHI.

The CAC has tried to respond to this situation through community education, and by providing some general resources about how to transition outdoor cats indoors. However, as we have come to understand that it is the cat's behavior that often results in the cat being placed outdoors, we believe it would be beneficial to learn more about why cats won't use their litter boxes, what causes cats to mark in the house, and what causes cats to scratch furniture and be destructive in the home. Often there also can be underlying physical reasons for these behaviors. What are these health-related conditions? What symptoms should members with cats be aware of?

By working with a Veterinary Behaviorist, the CAC can gain a better understanding of the reasons for these behaviors. Then we can do a better job of targeting our community education and educating members about steps they can take before their kitten or rescued cat begins to exhibit these behaviors. It would also be information that could assist members whose cats have these behaviors to more effectively address them. We also would like assistance in learning the most effective strategies members can use while trying to transition outdoor cats indoors.

### **What Would the Animal Behaviorist Do For the CAC?**

- Hold one or two Zoom meeting(s) with the CAC to cover why cats exhibit these behaviors, and why it is important to consider taking a cat exhibiting these behaviors to a vet.
- Address what an effective community education program would look like that would allow the CAC to educate members with kittens and newly rescued cats about how to intervene before the cats have an opportunity to start exhibiting the negative behaviors.
- Share solutions, some of which may be pretty straightforward. For example how should a member encourage their cats to use litter boxes, and what should they not to do.
- Educate CAC members about the most effective strategies to use to transition outdoor cats indoors.
- Answer questions CAC members may have.
- Provide any resources publicly available that the CAC can pass on to GHI members.



# 2021 Budget Committee Request Form

Committee Name: Long Range Planning Committee  
 Chairperson: Cynthia Newcomer  
 Staff Liaison: Neron Adams-Escalera

Activities	Amount
Home mailing(s)	\$750.00
Strategic Planner 1/2 day	\$ 1,435.00
Total	<b>\$ 2,185.00</b>

# 2021 Budget Committee Request Form

Committee Name: Member Outreach Committee  
Chairperson: Stefan Brodd  
Staff Liaison: Maesha McNeill

Activities	Amount
New Member Social	\$ 800
Volunteer Appreciation	\$ 800
Member Social Events	\$ 2,400

Total

**\$ 4,000**

## 2021 Budget Committee Request Form

Committee Name: Nominations & Elections  
 Chairperson: Tom Jones  
 Staff Liaison: Christine Gyemfi

Activities	Amount
Publicity for elections and meetings (principally News Review ads, including candidate biography ad preceding the annual meeting)	\$ 1,500.00
Publicity Cards seeking candidates	\$ 75.00
Snacks and supplies for social events seeking candidates	\$ 30.00
Secure ballot paper	\$ 100.00
<b>Total</b>	<b>\$ 1,705.00</b>



## 2021 Budget Committee Request Form

Committee Name: Woodlands Committee  
 Chairperson: Ben Fischler  
 Staff Liaison: Greg Eck

Activities	Amount
General supplies for creating posters, fliers and informational material for Annual Meeting and WC public events (special events, Workdays, Farmers' Mkt booth, Plant Swaps, etc.)	\$300.00
Purchase of up-to-date brochures and pamphlets for public	\$200.00
Honoraria for outside experts to provide advice and/or speak at special Woodlands Committee-sponsored public events (2-3 such events anticipated) and/or for WC members to attend relevant	\$600.00
"adopt-me" signs for potential caretaker locations	\$300.00
Equipment for trail maintenance and invasives removal	\$300.00
Plants for caretaker work	\$400.00
Total	<b>\$2,100.00</b>

# Information Technology Integrated Business Solutions Task Force

---

**Final Report**

**November 2020**



## **Table of Contents**

<b>Executive Summary.....</b>	<b>3</b>
<b>Background.....</b>	<b>4</b>
<b>Task Force Meetings and Process .....</b>	<b>5</b>
<b>Recommendation .....</b>	<b>6</b>
<b>Timeline for Implementation &amp; Cost .....</b>	<b>8</b>
<b>Conclusion.....</b>	<b>9</b>

## **Executive Summary**

An integrated property management system provides comprehensive property management tools to assist in member relationship management, maintenance and inventory operations, financial management, and overall communication to the membership. Stakeholders for this comprehensive system include Greenbelt Homes, Inc. (GHI) Board of Directors, members, and staff that will utilize all aspects of this system to efficiently complete tasks or review data or actions related to GHI units.

On May 2, 2019, GHI's Board of Directors passed a motion to establish a task force comprised of members and staff to recommend a single integrated information technology system for GHI to include modules for financial accounting, inventory management, maintenance management, property management/member services, a secure online member portal and any other modules the task force thought was advisable.

In September 2019, GHI's Board President appointed members to GHI's Information Technology Integrated Business Solutions Task Force to research and investigate property management technology solutions and tools that provide transparent, seamless, and multilateral communications among and between staff, members, committees, Board of Directors, vendors and service providers. The Task Force compiled this report to provide a recommended solution to upgrade, enhance, or replace the current systems used, Jenark (financial management) and Micromain (computerized maintenance management systems).

This report is the culmination of the Task Force's work. Herein we provide our recommendations to GHI's Board of Directors, important background information about our process, the challenges currently faced, and more.

The recommendations presented in this document center around three key themes:

1. Implementing a property management system that will address the current limitations of Jenark and Micromain;
2. Estimating the timeline for implementation and the effects to staff and the GHI membership; and
3. The costs associated with the implementation.

It is our hope that this report will provide additional information to GHI's Board of Directors and GHI's membership regarding a recommended integrated property management system solution that will provide adequate support for members and staff to conduct business efficiently and effectively.

## **Background**

The existing property management systems (Jenark and Micromain) and electronic communication systems methods (GHI website and iContact) within GHI have limitations which at times cause delays that adversely impact employee productivity and the timeliness and quality of services provided to our members.

At present, GHI's website does not have a member portal component for members to update their contact information, submit maintenance requests or inquiries for easy tracking, or for members to make their monthly cooperative payments. In addition, the GHI website is a public-facing website that contains a vast amount of information (i.e., board meeting packets, financial reports, etc.) that should be contained within a member portal which is only accessible to members. Finally, the existing systems (Jenark and Micromain) are antiquated and are not integrated. Hence, considerable manual work is currently expended on transferring information between the two systems. Also, neither system shares any of its information with the website or generates email responses to member inquiries, which ultimately results in inefficiencies and ineffectiveness within the operation. For example, staff must print and manually enter work order information, which is time consuming and does not capture the real-time life cycle of GHI's maintenance operation. In addition, the systems require costly maintenance, with limited upgrade capabilities, which have often resulted in system downtime.

The Task Force's strategy included a needs assessment of requirements (Attachment 1- Vendor Matrix) and the recommended system solution proposal (Attachment 2), which discusses how the solution will assist in strengthening GHI's technical infrastructure.

## **Task Force Meetings and Process**

The following individuals served in leadership roles on the Information Technology Integrated Business Technology Solutions Task Force:

- Ken Shields, Chair, GHI Member
- Stephen Holland (Board Liaison), GHI Member
- Mara Whitney, GHI Member
- Neron Adams-Escalera (Staff Liaison), Director of Member Services
- Eldon Ralph, General Manager
- Joe Perry, Director of Finance
- Tom Sporney, Assistant General Manager
- George Bachman, Director of Maintenance
- Stuart Caplan, Director of Technical Services

The Information Technology Integrated Business Solutions Task Force met monthly on Tuesdays from 4pm to 6pm beginning in September 2019. The Task Force established a comprehensive evaluation method and needs assessment to pinpoint leaders in the property management software industry. Task Force members reached out to the property management industry marketplace for products and services, specifically developed and implemented to support the apartment, condominium, and cooperative housing communities. The Task Force selected five companies that most closely matched the needs assessment criteria that were established and highest standards in the industry. The companies selected were as follows:

1. AppFolio
2. Buildium
3. Building Link
4. Netintegrity (Info Tracker)
5. Yardi

Our analysis narrowed the search to three companies best suited to meet GHI's needs, which included AppFolio, Netintegrity, and Yardi. Our due diligence included creating a vendor matrix, which evaluated each company's ability to meet GHI's needs in several categories. The matrix evaluated each company based on cost analysis, scale of project, reputation in the marketplace, and company staying power. Initially, the Task Force scheduled one-hour system demonstrations with each firm. The Task Force subsequently held a final two-hour demonstration with each of the three firms to perform a "deeper dive" into system functionality, questions and answers, and any additional limitations. GHI staff also felt it necessary to have an eight-hour workshop with one vendor to explore the system functionality from a "hands on" approach and offered the same opportunity to the other two vendors to make sure each vendor was given equal opportunity and consideration.

## **Recommendation**

The Task Force considered each vendor and the ability to sustain and support the future needs of the cooperative, help attract new members to GHI, and bring GHI's communication methods to industry standard. The Task Force believes that investment in the recommended solution will lead to great improvements in the quality and timely delivery of services to our members.

The Task Force recommends Yardi as the solution best suited to meet GHI's current and future system needs. Yardi offers a cloud-based connected solution that will consolidate operations on Yardi Voyager, with the ability to expand the platform by adding integrated tools and services. Yardi also has the ability to automate workflows within departments, offer a paperless cloud-based system, and empower members to use an online platform to meet their needs. This platform will also enhance and streamline Board communications through an online portal, meant for Board interactions and approvals. The Task Force considered each vendor and the ability to sustain and support the future of the cooperative, address the long-term needs of the community, help attract new members to GHI, and bring GHI's communication methods to industry standard. The Task Force believes that investment in the recommended solution will improve and maintain the highest level of quality and timely delivery of services that will foster a "win-win" relationship between staff and members. The Task Force identified the following areas for the new system to address:

1. Maintenance Operations (work order tracking/reporting, inventory management, and warehouse operations)
2. Customer Relationship and Vendor Management
3. Technical Services (tracking permit requests and the addition maintenance program permitting and addition maintenance tracking)
4. Finance/Accounting (accounts receivable and accounts payable)
5. Board and member communications.

### **1. Maintenance Operations**

With the recommended upgrade, GHI can implement a one-system solution that will serve as an integrated property management system to manage work order tracking and the efficient completion of work orders with various priorities (routine, emergency, etc.). GHI staff will have the ability to update or close work orders in real time, especially if there is no additional work required.

In addition to real time work order tracking, GHI staff will have the ability to administer warehouse and inventory operations, where staff can manage inventory levels, order/purchase materials, and allocate labor and material costs to the correct appropriate account code.

### **2. Customer Relationship and Vendor Management**

Regarding customer relationship management, with the recommended solution GHI staff will have the ability to track and respond to member inquiries (calls or emails/letters), member complaint matters, and other activities (i.e., health/safety inspections, news/alert publications, etc.), throughout the life cycle of communications and services from start to finish. Each activity will have a status (i.e., open, closed, pending), a resolution, and any necessary notation (e.g., including photos, comments, etc.) regarding the matter. In addition, all activities will append the members' profile, which is beneficial for tracking and reporting purposes. GHI will also be able to track demographic data (i.e., income, employment, etc.) similar to census tracking, which will provide a more accurate account of the overall makeup of the membership. This would assist GHI in tracking data more accurately and in real time, versus every 10 years when census data is available.

Another important upgrade to the current operation is to have an outward-facing member portal that allows members to make certain requests, select preferences (email or mail), update contact information on a timely basis, and submit forms directly to staff (i.e., intent to sell, permits, etc.).

The member portal will serve as an information warehouse, providing members with the ability to update information promptly, receive information and updates from staff, and have records of interaction for easier reporting during the annual meeting or real time data that GHI can publish to the website. With GHI's current public-facing website, GHI displays a large amount of information, accessible to any person on the web. A member portal will limit access to this type of information to members only.

Our vendors play a vital role, and vendor management is currently a manual process. GHI staff will have the ability to manage vendor information, contracts, and payments electronically. The recommended solution will also provide GHI staff with a more efficient method of managing vendors and fee-for service work.

### **3. Technical Services**

With the recommended solution, GHI's Technical Services Department will record permit requests from members electronically and provide technical assistance. Staff would have the ability to create cases for these types of requests and track the request throughout the lifecycle, from the time of online submission until the improvement is finally inspected.

### **4. Finance and Accounting**

The recommended upgrade will provide GHI staff the ability to send various communications directly to the membership according to their preferred method of communication. Annual budget fee increase letters, reconciliations of real estate taxes, notices of returns or late charges will be processed more quickly with members having access to their GHI accounts real time. Members could see the supporting work orders for fee for service invoices charged to their accounts. By managing the finance function in one system, GHI will provide transparency of financial matters, make immediately available each member's ability to update financial preferences on how to pay GHI fees, thereby giving members greater control and reducing processing errors. Members will continue to have the convenience of paying their cooperative fees by check or online.

### **5. Board Portal**

GHI's Board will have real-time access to an online, secure portal that enhances their communications, and accesses sensitive content. This functionality offers the Board an opportunity to streamline the business operations and communication of GHI.

## **Conclusion**

Yardi is an established company, being founded in 1982, and recognized as the standard in the property management industry. Yardi offers a complete real estate management solution, which includes software for property management, accounting, marketing and leasing, inventory/asset management, end-to-end procurement, business intelligence, etc.

GHI currently lacks access to a streamlined, integrated, functional electronic operations and communications system. The consequence of this deficiency adversely effects the financial and operational success of the cooperative. It also impairs staff's ability to support and effectively respond to members. The potential effect can lead to an increased carbon/paper footprint, and the requirement of additions or "work arounds" to existing manual processes. In an era where renters, condo owners, co-op members, vendors, and homeowners communicate and conduct business electronically, GHI staff and members continue to manually track pertinent personal, financial, and operational information. These manual practices often result in misinformation, delayed communication and inconsistent record-keeping. The limitations of the existing systems which are not sufficiently integrated, prevent real-time access to information and at a cost comparable to expenses that would be incurred by implementing a Yardi solution.

In addition, GHI's Systems Task Force recommends that GHI staff and Board review how it currently functions and that it approaches this project with a willingness to explore methods to simplify/streamline processes to comport with a new system's functionality. Ultimately, the task force chose to take an approach that focused on the overall needs of GHI, existing processes, and the feasibility of a new system. The recommended solution reflects a consensus reached among the diverse perspectives represented on the Task Force, and the system to have the greatest potential for effective implementation and longevity.



**Engineering and Technical Consultants, Inc.**

7165 Columbia Gateway Drive, Suite B; Columbia, Maryland 21046

t 410.312.4761 f 410.312.0482

September 25, 2020

Greenbelt Homes, Inc.  
1 Hamilton Place  
Greenbelt, MD 20770

ATTENTION: Mr. Joe Wiehagen, Director, Homes Improvement Program

SUBJECT: Report of Professional Engineering and Consulting Services (Revised)  
Domestic Water and Waste Piping Repair/Replacement Evaluation  
Greenbelt Homes, Inc.  
1 Hamilton Place  
Greenbelt, Maryland  
ETC Project: M0-4001

Dear Mr. Wiehagen:

Engineering and Technical Consultants, Inc. (ETC) respectfully submits this report of our engineering evaluation services at the above referenced property. This work was performed in accordance with the Greenbelt Homes, Inc. (GHI) Contract #2273-20, dated March 9, 2020. This report includes a brief summary of applicable background information, along with discussions of our findings, comments and recommendations. We have attached photographs (in Attachment A) to help document certain conditions discussed in the report.

**BACKGROUND INFORMATION**

GHI is a privately-owned housing cooperative with 1600 homes in Greenbelt, Maryland. The homes, constructed between 1937 and 1944, is one of the largest housing cooperatives in America. The property is listed on the National Register of Historic Properties. GHI consists of three types of housing groups and six hundred and twenty (620) additions to the original homes that maintained by GHI. The homes and additions were built of different materials and at different times. The three types of housing groups are Masonry Homes, Frame Homes and Larger Homes.

It is our understanding that GHI envisages implementing a program beginning in 2024 to replace the original water supply and wastewater pipes in the masonry homes and only the original wastewater pipes in the frame homes. Therefore, we were retained to provide the services of assisting in the evaluation of the pipe condition and develop a strategy for the rehabilitation (replacement or repair) of the domestic water and waste pipes.

*Professional Relationships That Endure... Over 30 Years!*

Water Intrusion ♦ Roofing ♦ Structural ♦ Architectural ♦ Pavement ♦ Warranty/Reserve Studies ♦ Litigation Support



Our report is based on the review of all pertinent information provided to us, physical inspections of the property and, our professional judgment, experience and expertise. Consequently, some evaluations/opinions expressed in this report are based on assumptions regarding such matters as concealed details, construction profile, condition of internal components, etc.

## **FINDINGS AND COMMENTS**

Representatives of ETC visited the site on multiple days in May and June 2020 to perform an inspection of the plumbing pipes inside the crawl spaces of Masonry Homes and Frame Homes including domestic water pipes and waste stacks. The domestic water pipes for the Masonry Homes were tested with an ultrasonic thickness gauge to help determine pipe-wall thickness. At these sample locations, pipe sizes and the external condition of the pipes were documented (Attachment B).

As part of our services we retained Magnolia Plumbing, Inc. to perform video camera inspection on the sanitary stacks. We also reviewed an original plumbing drawing for the Masonry Homes. If additional drawings, reports, or other information is discovered they should be provided to us for review and possible modification of our report.

### **Masonry Homes Domestic Water Pipes**

The domestic water service enters the Masonry Home buildings from multiple locations in the crawl space (Photograph No.1). The buildings utilize a riser system to deliver cold and hot water to plumbing fixtures within each living space. Most of the pipes are concealed within the walls and/or ceilings of living spaces. However, there were limited original plumbing drawings made available to us to aid in locating the pipes or defining the system.

Domestic hot water is generated through individual electric water heaters located in the mechanical room in the basement. Domestic hot water from the mechanical room is delivered to the units by horizontal copper pipes that rise up to each floor above.

Copper pipe water risers are located along the walls of the kitchen and bathroom areas. The hot and cold riser pipes run parallel to each other at the respective areas that they service and decrease in diameter as they travel to the end of water service to accommodate the required water flow. Water is carried into the plumbing fixtures within each residential unit by copper pipes.

The water pipes we observed in the crawl space appeared to be insulated by fiber glass insulation with a paper facing material (Photograph No.2). Some sections of piping insulation were in poor condition due to moisture-damage and/or were missing (i.e. exposed pipes) (Photograph No.3). This condition allows moisture to condense on the exposed piping surface, especially during the cooling (summer) season resulting in corrosion of the pipes. Exposed water piping was corroded on the outer surfaces indicating that condensation has been occurring for an extended period of time.

When any part of insulation is not properly sealed or is damaged, the entire section of insulation vapor barrier is compromised. Consequently, condensation will form from the surface of metal pipe near the breach just inside the insulation and soak the insulation to worsen the moisture-damage issue. The isolation valves appeared to be in poor condition (Photograph No.1).

In general, the domestic water piping system is in fair condition from a mechanical standpoint. The observed piping joints appeared to be not so well-made with some indications that piping joints should be considered as potential failure point (Photograph No.4). Pipe hangers generally appeared to be in fair condition.

In an attempt to determine the remaining service life of the pipes within the crawl spaces, an ultrasonic thickness gauge was used to measure the wall thickness of the pipes. The testing consistently showed that the measured areas were thicker than would be normal for pipe. The extra thickness is believed to be due to the deposit of water-soluble solids on pipe walls and/or internal corrosion of the pipe.

Based on those sampling results, the corrosion on the external surfaces, and our experience with similar projects, it is our opinion, that the domestic water pipes are experiencing a common problem, corrosion pitting commonly referred to as "Pinhole" leaks. Pinhole leaks are the result of pitting corrosion on the inside of copper pipe that penetrates through the pipe wall to the outside.

A pinhole leak begins when suspended solids within the water hit and break the existing corrosion formed on the inside of the pipe. When this occurs multiple times, water will ultimately break through the area of reduced wall thickness. We can assume that the pitting corrosion is occurring throughout the riser piping where access was not available. As stated earlier, the pitting corrosion throughout the piping system can begin to develop pinhole leaking and continue until discovered and addressed.

### **Masonry Homes Sanitary Stack**

The sanitary sewer system of Masonry Homes consists of multiple copper vertical stack pipes concealed inside the walls and cast iron horizontal lateral lines located underground exiting the building. The lateral lines run across yards to collect sewage from vertical stacks and connect to the main sewer line beneath the roadway. The vertical sewer stacks are generally composed of a 3" diameter drain pipe and a 1-1/2" vent pipe.

The sanitary stacks were inspected from crawl spaces at each sampled building. We did not enter the building to inspect the plumbing fixture connection pipes to the stacks. The copper pipe appeared to be in fair condition. However, the cast iron connections were severely corroded due to possible galvanic corrosion (Photograph No.5). We also observed substantial replacement and addition of sewer pipes made with PVC pipes. Camera inspections were performed at five (5) locations at 25 Ridge and 11F Ridge building. The Magnolia Plumbing, Inc. inspection indicated that majority of copper sanitary stacks are in fair condition (Photograph No.6). However, the cast iron horizontal lateral lines are experiencing heavy corrosion and scale buildup (Photograph No.7). There are several instances of tree root intrusions (Photograph No.8) found on the underground pipes of 25 Ridge and 11F Ridge during their inspection. Additionally, there appears to be no immediate risk of structure failure to interrupt the sewer service.

### **Frame Homes Sanitary Stack**

The sanitary sewer system of Frame Homes consists of multiple cast iron vertical stack pipes concealed inside the walls and cast iron horizontal lateral lines located inside the crawl spaces (Photograph No.9). The lateral lines run across the building to collect sewage from all stacks and

exiting building to connect to the main sewer line beneath the roadway. The vertical sewer stacks are generally composed of a 3" diameter drain pipe and a 1-1/2" vent pipe.

The vertical stacks and horizontal lines were inspected from crawl spaces at each sampled building. We did not enter the building to inspect the plumbing fixture connection pipes to the stacks. The cast iron pipes were in poor condition with significant corrosion from outside (Photograph No.10). We also observed substantial replacement and addition of sewer pipes made with PVC pipes. At the time of our visit, ponding water in the crawl spaces of building Southway 7 G-M (likely due to sewage leaks) and Southway 8 A-F (likely leaks from domestic water) were found. Camera inspections were performed at two (2) locations at 14 Laurel Hill, and 11 Laurel Hill buildings. The Magnolia Plumbing, Inc. inspection indicated that majority of sanitary pipes are experiencing heavy grease and scale buildup (Photograph No.11). At some locations, the piped were not properly supported to maintain required slope and formed pockets of water. Additionally, there appears to be no immediate risk of structure failure to interrupt the sewer service.

### **Larger Townhomes Underground Sanitary Lateral Lines**

As observed from the basement of the sampled units, the sanitary sewer system consists of a mix of copper and cast iron pipes (Photograph No.12). The pipe condition appeared to be in fair condition. Camera inspections were performed at four (4) locations from the basement of 5G Laurel Hill, 65E Ridge, 65J Ridge, and 5L Laurel Hill larger townhomes. The Magnolia Plumbing, Inc. inspection indicated that majority of underground sanitary lateral lines are experiencing heavy corrosion and scale buildup (Photograph No.13). There are several instances of pocket of water found on the underground pipes due to possible shifting of pipe elevations (Attachment C). Additionally, there appears to be no immediate risk of structure failure to interrupt the sewer service.

## **RECOMMENDATIONS**

### **Masonry Homes Domestic Water Pipe**

In our opinion, the domestic water pipes of the Masonry Homes are experiencing pinhole leaks and should be repaired or replaced in the near future. Additionally, the potential failure mechanism of the risers can be affected by several items, including poor installation, bad or no insulation, previous repairs, material flaws, water quality, etc.

The horizontal distribution pipes are exposed running in the crawl space which are less critical than inside the residential unit where the vertical risers are located. The extent of water damage in the crawl space will be limited to below the first floor. No severe damage to any other building components would likely to happen in the crawl space. In addition, any leaking in the crawl space can be spotted easily. Additionally, pin hole leakage can be repaired easily with common plumbing tools and equipment.

Contrary to the horizontal pipes, the vertical risers are concealed within the walls of residential unit. It is likely that some furniture or equipment may block the wall to reveal immediately any sign of leakage. Although CMU wall is less susceptible to the water damage, the enclosing drywall is still at risk of rotting and micro-biological growth (mold) issues.

Although pin hole leakage will not cause catastrophic flood damage or prolonged service interruption, the prolonged wetting of building components or furniture will still cause damage such as rotting or mold.

In addition, as the corrosion continues eating away the pipe material, the pipe wall will eventually become thinner and rupture may occur to result in a pipe failure which causes flooding to the building. Consequently, the significant water damage will be worse than just the wet area resulting from pinhole leaks.

To avoid the related costly water damage to the building, its contents and a prevention to any mold issue in the future, as well as for the competitive bidding purposes, it is recommended restoring the pipes before more pinhole leaks happen and starting developing restoration plans so that the domestic water pipes can be replaced gradually in the next 10 years. Some pipes may fail in the interim and needs immediate repair or replacement.

In consideration of reliability, easy access of pipes and the lower risk of installation defects, it is our recommendation that the domestic water pipes would be best restored by replacing them. Utilizing a spray-on lining restoration instead of a full pipe replacement will likely result in a higher life cycle cost (total ownership cost) despite its lower initial cost. Compared to direct replacement of the copper piping, spray-on lining may be a more cost-effective method to restore the pipes if majority of the pipe sizes are larger (over 1-inch) and are very difficult to access such as concealed inside masonry or plaster pipe chase.

There are several materials available for the pipe replacement, with copper being the most common material selected for pipe replacement projects. Recently, several alternative materials, such as chlorinated polyvinyl chloride (CPVC), cross linked polyethylene piping (PEX) and polypropylene (PP-R) pipe (Aquatherm) have been used in hydronic distribution and plumbing systems. There are advantages and disadvantages to each material. Each material would be expected to have a similar disruption to the Owner, as the work is essentially the same, just the material used for replacement is different.

Copper piping has a long history of service in similar applications, is readily available and contractors are familiar with the material. Most contractors would have the equipment on hand to perform any repairs that may be required. With the newer piping material, the contractor may have to order material or may not be familiar with the product, so if there is an issue, the repair might take longer to be completed. Dissimilar materials must be isolated to prevent galvanic corrosion.

Copper is subject to corrosion and pin-hole leaks due to harsh water conditions. This has been a rising concern in the greater Washington D.C. area, although domestic water lines are affected more often than closed loop HVAC systems as the water is recirculated in the closed system and new water is not being introduced. Copper piping typically has a life expectancy of 40-50 years in this type of application.

Copper pipes are traditionally connected by sweating the joints. This process involves an open flame to heat the pipe and by the nature of piping replacement, puts the flame within close proximity of combustible materials. Typically a separate permit is required and the contractor must perform a fire watch to ensure that there is no fire. Recently press pipe joining connections, commonly known as ProPress, have eliminated the need to sweat copper pipes. These connections

are typically slightly more expensive but they are quicker and safer as they do not require as much preparation and an open flame is not used.

The use of plastic pipe such as CPVC, PEX or Aquatherm in large scale plumbing piping systems is a relatively new application for these materials. CPVC has a long history of usage in in the United States. PEX piping has only been used for approximately fifteen (15) years and Aquatherm, while used in Europe for forty (40) years, has only been used in the United States for about ten (10) years. There is limited history for these materials in similar applications and they can require special training and tooling that contractors may not have. Most of the use of these materials appears to have been in new construction where the installation is taking place before any interior finishes are in place and the contractor has more room to work than what is traditionally available in pipe replacement projects. The manufacturers of some PEX piping claim a 100 year service life and Aquatherm is expected to last at least 75 years by the manufacturer. There are no known installations where the material has been in place for longer than 40 years at this time, so projecting true life expectancy is based on laboratory testing.

Non-metallic piping may cause issues with oxygen diffusion and corrosion of ferrous components of the piping accessories if not properly accounted for in material selection. Additionally the plastic pipes have, depending on the pressure, lower operating temperatures. The Materials must not exceed their respective temperature, or failure may occur.

The plastic pipes tend to be more flexible, which can help with expansion and contraction and water hammer. The pipes are thicker, which helps reduce condensation along the surface of the pipe. The pipes also do not corrode. The materials are lighter than traditional metal pipe, so they are easier to work with for the contractor.

There is not an open flame associated with to connections for either of the plastic pipe materials discussed. CPVC is by far the easiest product to install because it requires no special tools or skills. However, the joining the sections of CPVC pipe requires volatile chemical solvents which may cause some smell in the water for some period after installation. Aquatherm requires a heating iron to perform a fusion connection between sections. The PEX pipes use press fittings for their connection. Both methods require being able to manipulate the tool in the workspace, which may cause some issues in the confined spaces of some areas of the building. Since there is no flame the chance of fire is nonexistent. Additionally, the connections cannot be dry fit, which makes it near impossible for the contractor to forget to complete the joint.

As far as cost difference between the materials, since a majority of the work remains the same, the material selection has generally had less than a five (5) percent impact on the cost of the work. In pipe replacement work, the same amount of preparation, demolition and interior repairs are required whether copper, CPVC , PEX or Aquatherm pipe is selected.

Given the information provided, it is our opinion that the pipes should be replaced with new copper piping using either sweated joints or ProPress style connections. Dielectric unions should be installed where needed to connect dissimilar metals. The new pipes should be pressure-tested to check for leaks before returning them to service. Once the new piping is installed, properly-sized fiberglass pipe insulation with a vapor barrier and fire stops should be installed. Additionally, new shut off valves should be installed at each branch to comply with code requirements.

The pipes should be replaced from the inside the building by removing the interior walls and plaster adjacent to the pipes. This method requires a level of invasion in the units and would affect the resident for several days. Interior repairs could be complicated by custom finishes, built-in bookcases, or other features. Entry into the units will be required for the repairs and the work areas will be partitioned off to prevent the spread of dust and debris. Access to and from the unit by residents will be limited at certain times, i.e. during the movement of equipment and parts into/out of the units. Asbestos abatement must be performed in accordance with all local regulations.

Presented below are our opinions of current probable costs for the piping restoration. It should be understood that the costs presented are rough estimates based on numerous assumptions. Therefore, they should be used solely for preliminary budget purposes.

Accurate cost estimates can be obtained by soliciting prices from several qualified contractors using a detailed specification. Additionally, these costs do not include the fees for contingencies, permits, bonds, engineering, construction monitoring, other administrative services, or any inflationary consideration.

Typically, a small project to repair a few risers will incur higher overhead cost. It would be less expensive to replace several risers at once because the contractor can save the cost of equipment mobilization and staging work for the construction. The contractor is also familiar with the job site, the building structure and utility services of the property. This will allow them to work efficiently and expedite the project. This will also save time and cost for GHI to eliminate multiple bidding processes.

Phasing the work can be performed if required. Increasing or decreasing the number of phases will change the number of mobilizations the contractor must perform and affect the cost. There are several risers for each building, if multiple risers develop leaks in the same building in a short time, it may be cost effective to replace all risers in that building simultaneously.

DOMESTIC WATER RISER PIPE RESTORATION (EACH)

Spray-on lining existing pipes	\$ 3,800
Interior finish repairs (dry wall repair only with painting to match existing)	\$ <u>600</u>
Total per riser	\$ 4,400

DOMESTIC WATER RISER PIPES REPLACEMENT (EACH)

Remove existing riser pipes and replace with new copper pipes	\$ 4,200
Install new firestop at each floor and wall penetration	\$ 200
Interior finish repairs (dry wall repair only with painting to match existing)	\$ <u>1,500</u>
Total per riser	\$ 5,900

For the riser pipes, a typical leak repair cost is estimated \$250 including the drywall repair. By estimation, even if the existing pipes may last for another 25 years before reaching a total

structural failure, the estimated total cost to repair just one possible leak every year for a duration of 25 years is calculated to be \$6,250. This is more than the cost to install a new riser which should provide a reliable service life of over 50 years. Additionally, by adding the much higher restoration cost due to property damage and the inconvenience to the residents caused by water leaks, it would be much more cost effective to replace the leaking riser once the leak starts.

### **Masonry Homes Sanitary Stack**

Based on the results of video inspection, we recommend that the underground cast iron sanitary pipes with tree root intrusions be repaired immediately. All other underground cast iron sanitary pipes should be cleaned to remove any grease and heavy encrustation on the pipe and to further identify the severity of any structural defects of pipe. This will assist in developing more detailed scope of work and define more accurate restoration cost.

Pipe cleaning will restore the original flow capacity; as well as providing a smooth surface to reduce possibility of sewage adhering to pipe. From our experience and considering the age of the property, such scale buildup will not be removed easily and completely by regular jetting or plumbing snakes. If the pipe condition is such that heavy cleaning may cause a potential collapse, then the pipe shall be jetted without attempting to remove the scale buildup.

In preparation of the pipe cleaning, a wall cleanout should be installed on the riser stack for the cleaning and providing easy access in the future. The entire section of horizontal lateral line from riser stack to the main sewer line beneath the roadway should be cleaned thoroughly.

If the pipe is structurally sound, it is recommended that after pipe cleaning, a polymer coating should be applied to the pipe interior for the protection from further corrosion and providing smooth inner surface to resist clogging. However, a restoration plan of the sanitary pipes may be needed if any structural defects are detected such as cracks or tree root intrusions.

The lining methods of rehabilitation can use the existing pipe as a host for a new pipe or liner. This method of correcting pipe deficiencies requires less restoration and causes less disturbance and environmental degradation than the traditional replacement method. There are several lining methods of rehabilitation available for consideration. For majority of the sanitary rehabilitation, cured-in-place pipe (CIPP) is preferred based on the site constraints, as well as economic and system characteristics.

During the rehabilitation process, a flexible fabric liner, coated with a thermosetting resin, is inserted into the existing pipeline and cured to form a new liner. The liner is typically inserted into the existing pipe through an access opening. The fabric tube holds the resin in place until the tube is inserted in the pipe and ready to be cured. Commonly manufactured resins include unsaturated polyester, vinyl ester, and epoxy. The CIPP method can be applied to rehabilitate pipelines with defects such as cracks, offset joints, and structurally deficient segments.

Due to the limited thickness of lining from CIPP, it may not provide adequate structural support if sections of pipe are severely deteriorated or exhibit the possibility of collapse. For a thicker and stronger restoration of pipe, slip lining or modified cross-section lining should be applied. Additional cost may be expected and budgeted for the procedure of slip lining or modified cross-section lining.

As an alternate to restoring the individual underground laterals of masonry homes, a new horizontal line may be designed and installed across the crawl space to collect all the vertical stacks and eliminate multiple underground laterals to form a single lateral connection to the city main. This piping configuration not only saves the cost of rehabilitating multiple underground laterals, but also provides ease of maintenance in the future.

Presented below are our opinions of current probable costs for the cleaning and restoration processes discussed above. It should be understood that the costs presented are rough estimates based on numerous assumptions. Therefore, they should be used solely for preliminary budget purposes.

Accurate cost estimates can be obtained by soliciting prices from several qualified contractors using a detailed specification. Additionally, these costs do not include the fees for contingencies, permits, bonds, engineering, construction monitoring, other administrative services, or any inflationary consideration.

**SANITARY LATERAL CLEANING**

Cleaning and scale removal of pipe per lateral (underground section of pipe)	\$ 1,200
New cleanout per lateral	\$ 300
Total per lateral	\$ 1,500

**SANITARY LATERAL RESTORATION**

Cured-in-place pipe (CIPP) per lateral (underground section of pipe)	\$ 4,200
Total per lateral	\$ 4,200

**Frame Homes Sanitary Stack**

Based on the results from video inspection, we recommend that the cast iron sanitary stack be cleaned immediately to remove any grease and heavy encrustation on the pipe and to further identify the severity of any structural defects of pipe. This will assist in developing more detailed scope of work and define more accurate restoration cost.

Pipe cleaning will restore the original flow capacity; as well as providing a smooth surface to reduce possibility of sewer adhering to pipe. From our experience and considering the age of the property, such scale buildup will not be removed easily and completely by regular jetting or plumbing snakes. If the pipe condition is such that mechanical cleaning may cause a potential collapse, then the pipe shall be jetted without attempting to remove the scale buildup.

In preparation of the pipe cleaning, a wall cleanout should be installed on the riser stack for the cleaning and providing easy access in the future. The entire section of horizontal lateral line from riser stack to the main sewer line beneath the roadway should be cleaned thoroughly.

If the pipe is structurally sound, it is recommended that after pipe cleaning, a polymer coating should be applied to the pipe interior for the protection from further corrosion and providing



smooth inner surface to resist clogging. However, a restoration plan of the riser stacks may be needed if any structural defects are detected.

The recommended restoration methods for the concealed sanitary stacks and the underground cast iron sanitary laterals will be similar as described above in the Masonry Homes Sanitary Stack section. For majority of the sanitary rehabilitation, cured-in-place pipe (CIPP) is preferred based on the site constraints, as well as economic and system characteristics. However, for the exposed horizontal lines in the crawl space, we recommend replacing with schedule 80 PVC pipe with properly designed pipe supports to maintain code required slope.

Presented below are our opinions of current probable costs for the cleaning and restoration processes discussed above. It should be understood that the costs presented are rough estimates based on numerous assumptions. Therefore, they should be used solely for preliminary budget purposes.

Accurate cost estimates can be obtained by soliciting prices from several qualified contractors using a detailed specification. Additionally, these costs do not include the fees for contingencies, permits, bonds, engineering, construction monitoring, other administrative services, or any inflationary consideration.

#### SANITARY STACK CLEANING

Cleaning and scale removal of pipe per stack (concealed vertical stack)	\$ 1,000
New cleanout per stack	\$ 300
Total per stack	\$ 1,300

#### SANITARY STACK RESTORATION

Cured-in-place pipe (CIPP) per stack (concealed vertical stack including connection pipes to plumbing fixtures)	\$ 3,100
Interior finish repairs (dry wall repair only with painting to match existing)	\$ 400
Total per stack	\$ 3,500

#### CRAWL SPACE SANITARY LATERAL RESTORATION

Remove existing cast iron pipes and replace with PVC pipes per foot (based on single replacement of 20 feet section of pipe)	\$ 63
--	-------

#### **Larger Townhomes Underground Sanitary Lateral Lines**

Based on the results of video inspection, we recommend that the underground cast iron sanitary laterals be cleaned to remove any grease and heavy encrustation on the pipe and to further identify the severity of any structural defects of pipe. This will assist in developing more detailed scope of work and define more accurate restoration cost.

Pipe cleaning will restore the original flow capacity; as well as providing a smooth surface to reduce possibility of sewage adhering to pipe. From our experience and considering the age of the property, such scale buildup will not be removed easily and completely by regular jetting or plumbing snakes. If the pipe condition is such that heavy cleaning may cause a potential collapse, then the pipe shall be jetted without attempting to remove the scale buildup.

In preparation of the pipe cleaning, a wall cleanout should be installed on the riser stack for the cleaning and providing easy access in the future. The entire section of horizontal lateral line from riser stack to the main sewer line beneath the roadway should be cleaned thoroughly.

If the pipe is structurally sound, it is recommended that after pipe cleaning, a polymer coating should be applied to the pipe interior for the protection from further corrosion and providing smooth inner surface to resist clogging. However, a restoration plan of the sanitary pipes may be needed if any structural defects are detected such cracks or tree root intrusions.

The recommended restoration methods for the underground cast iron sanitary laterals will be similar as described above in the Masonry Homes Sanitary Stack section. For majority of the sanitary rehabilitation, cured-in-place pipe (CIPP) is preferred based on the site constraints, as well as economic and system characteristics.

Presented below are our opinions of current probable costs for the cleaning and restoration processes discussed above. It should be understood that the costs presented are rough estimates based on numerous assumptions. Therefore, they should be used solely for preliminary budget purposes.

Accurate cost estimates can be obtained by soliciting prices from several qualified contractors using a detailed specification. Additionally, these costs do not include the fees for contingencies, permits, bonds, engineering, construction monitoring, other administrative services, or any inflationary consideration.

#### SANITARY LATERAL CLEANING

Cleaning and scale removal of pipe per lateral (underground section of pipe)	\$ 1,200
New cleanout per lateral	\$ 300
Total per lateral	\$ 1,500

#### SANITARY LATERAL RESTORATION

Cured-in-place pipe (CIPP) per lateral (underground section of pipe)	\$ 4,200
Total per lateral	\$ 4,200

#### **CLOSING COMMENTS**

Although our evaluation was confined to a visual examination of exposed surfaces and limited sampling, we believe it was sufficient for us to form a reasonable judgment of the existing general conditions. In addition, our findings regarding specific defects do not include locations of all similar conditions throughout the community.

Due to the general nature of our scope of work, no responsibility can be assumed for latent defects that may appear in the future, for items that were not examined, or for differing opinions of others. In addition, we cannot warrant or guarantee the building or its components.

Due to the complexity and magnitude of the work involved, all work should be performed in accordance with industry standards and applicable governmental regulations, including those imposed by U.S. Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA) guidelines. We strongly recommend that a qualified engineer (such as ETC) be retained to:

- Develop specifications, details, bid documents, etc.;
- Solicit and review bids from qualified contractors; and,
- Inspect the work as it is performed to help assure that it complies with the contract documents and applicable industry standards.

We appreciate this opportunity to be of service. If any questions arise regarding the information in this report, please feel free to contact us.

Very truly yours,

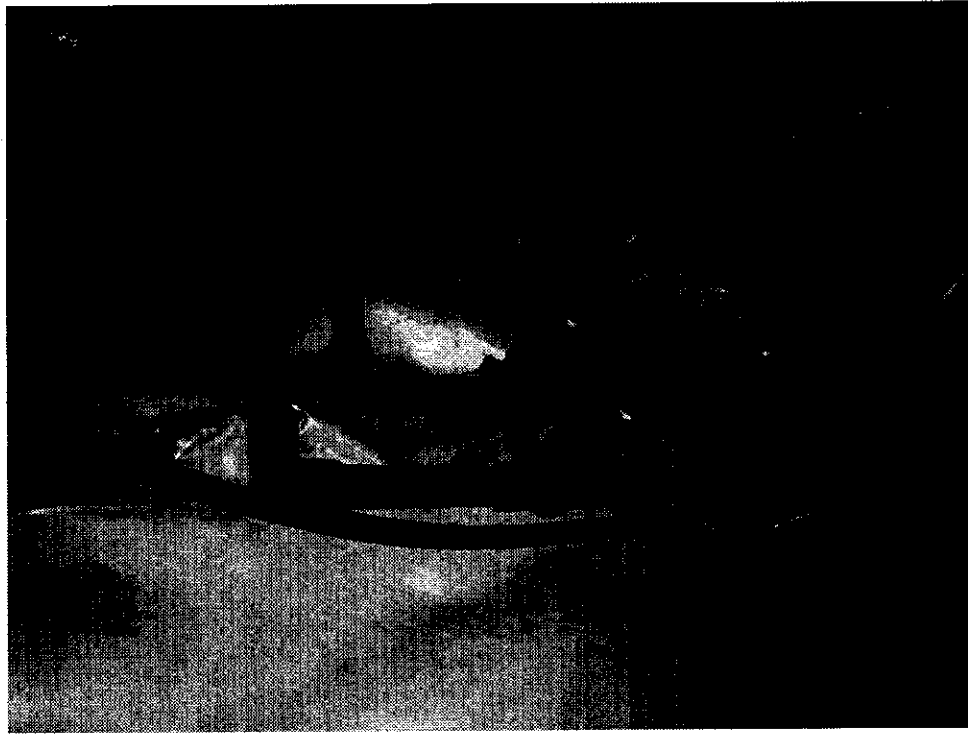
ENGINEERING AND TECHNICAL  
CONSULTANTS, INC.



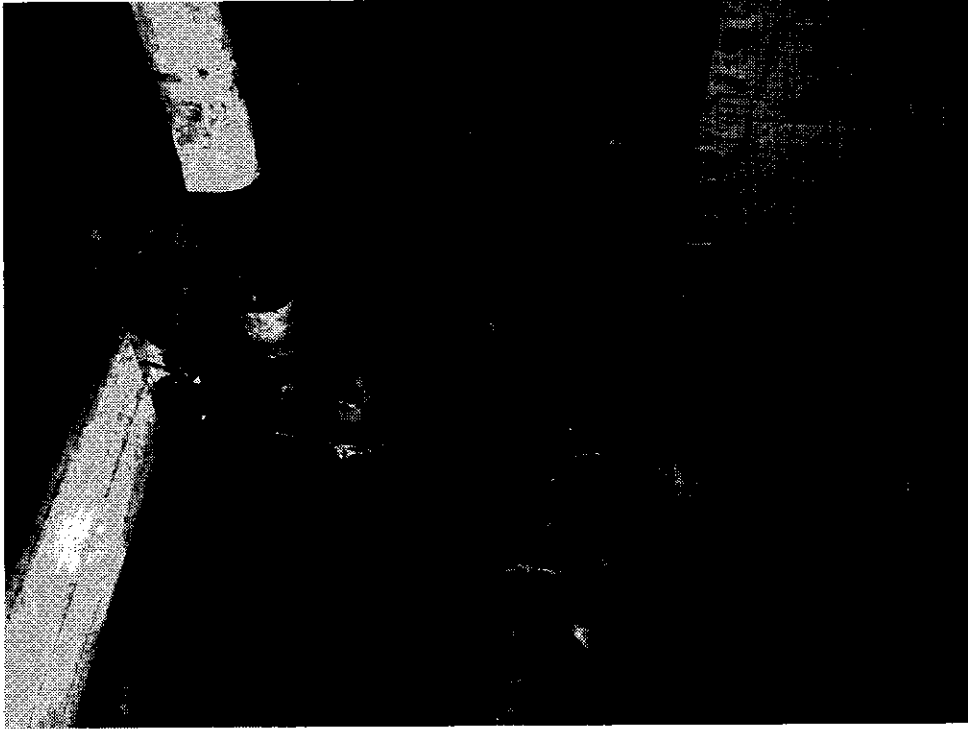
Gary J. Chen, P.E., CEM  
Senior Mechanical Engineer

ATTACHMENTS: A - Photographs  
B - Ultrasonic Pipe Testing Results  
C - Sanitary Stack Video Inspection Files

## **Attachment A**



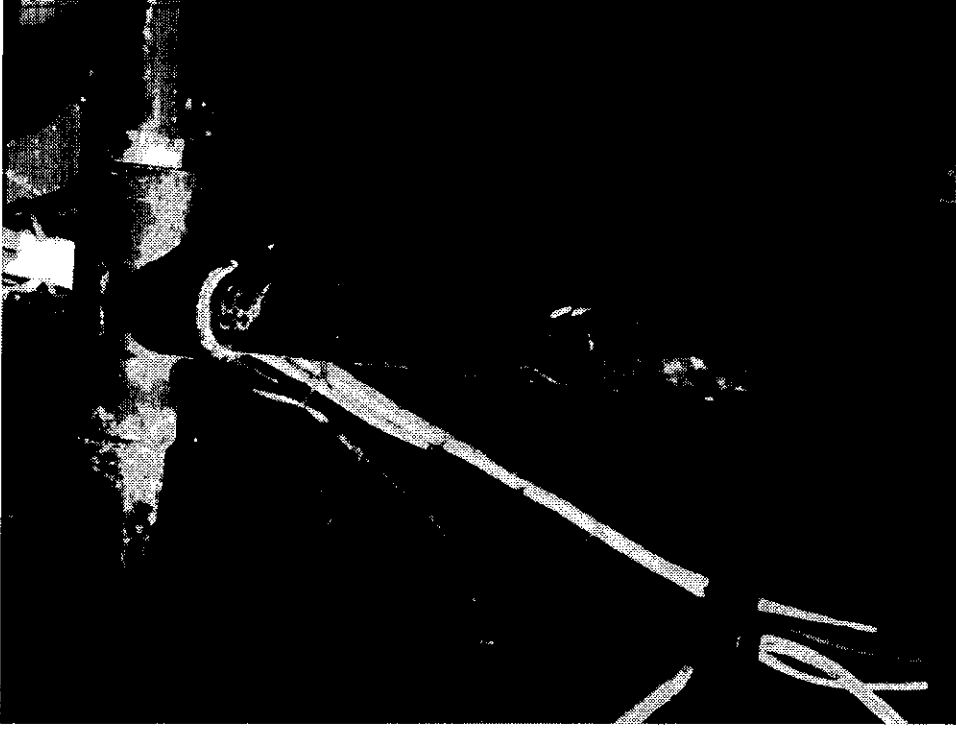
1. Domestic water service in the crawl space for  
Masonry Home building



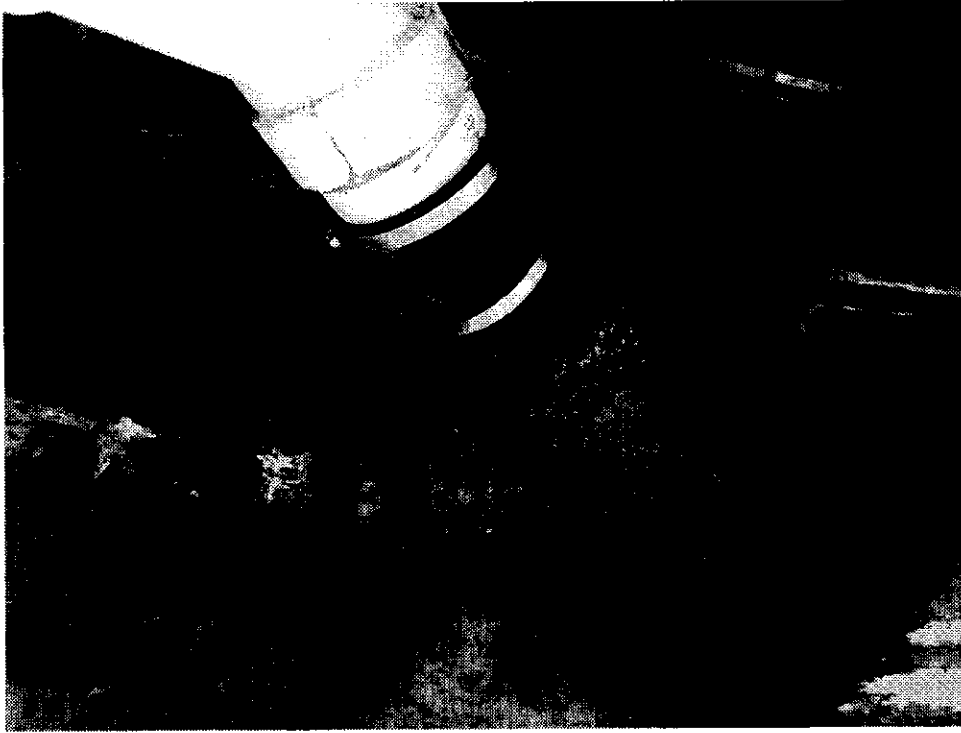
2. Domestic water pipes with fiber glass  
insulation



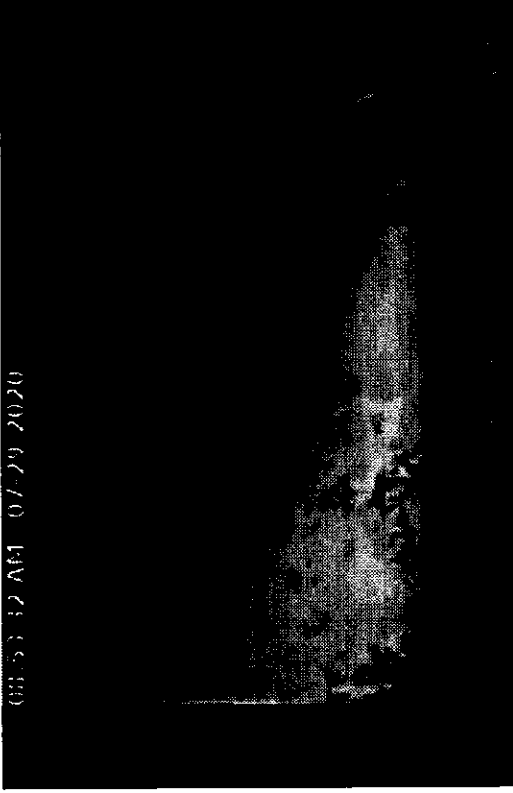
3. Domestic water pipes without insulation



4. Piping joints appeared to have pinhole leaks



5. Sanitary cast iron connections were severely corroded



6. Inside copper sanitary stacks



7. Inside cast iron horizontal lateral



8. Tree root intrusions inside horizontal lateral

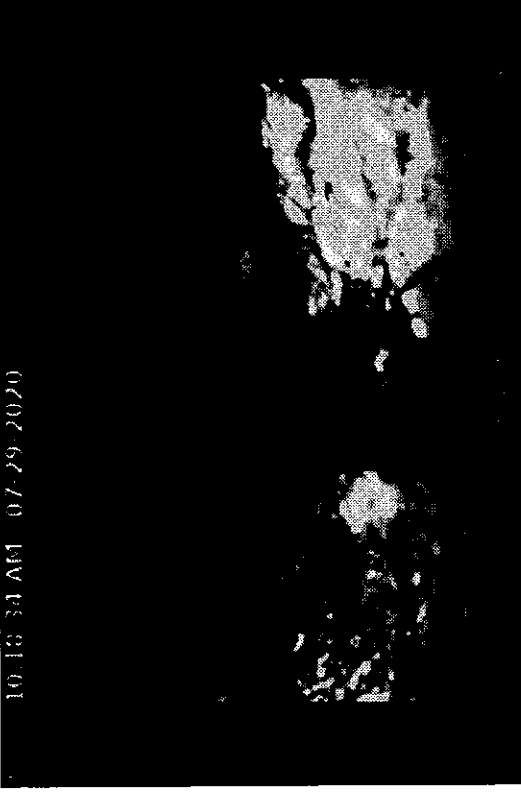


9. Horizontal lateral lines inside the crawl spaces of Frame Homes





10. Severe corrosion outside of the cast iron pipe



11. Heavy grease and scale buildup inside cast iron pipe



12. Sanitary pipes in the basement of  
Townhomes



13. Heavy grease and scale buildup inside  
underground sanitary lateral

## **Attachment B**

**Ultrasonic Pipe Testing Results**  
**Greenbelt Homes, Inc.**  
**Greenbelt, Maryland**  
**ETC Project: M0-4001**

Location	Description	Pipe Size	Nominal Wall Thickness	Measured Wall Thickness	Exterior Pipe condition
Ridge 6 J-K	Copper water supply	0.75	0.045	0.047	fair
Ridge 6 J-K	Copper water supply	0.75	0.045	0.043	fair
Crescent 7 A-B	Copper water supply	0.75	0.045	0.045	fair
Crescent 7 A-B	Copper water supply	0.75	0.045	0.062	fair
Crescent 7 A-B	Copper water supply	0.75	0.045	0.045	fair
Crescent 7 A-B	Copper water supply	0.75	0.045	0.044	fair
Ridge 4 G-K	Copper water supply	0.75	0.045	0.048	fair
Ridge 4 G-K	Copper water supply	0.75	0.045	0.065	poor
Ridge 4 G-K	Copper water supply	0.75	0.045	0.039	fair
Ridge 7 A-F	Copper water supply	0.75	0.045	0.047	fair
Ridge 7 A-F	Copper water supply	0.75	0.045	0.053	fair
Ridge 7 A-F	Copper water supply	0.75	0.045	0.057	fair
Gardenway 2 A-F	Copper water supply	0.75	0.045	0.047	poor
Gardenway 2 A-F	Copper water supply	0.75	0.045	0.047	fair
Gardenway 2 A-F	Copper water supply	0.75	0.045	0.045	fair
Crescent 58 E-H	Copper water supply	0.75	0.045	0.045	fair
Crescent 58 E-H	Copper water supply	0.75	0.045	0.047	fair
Ridge 45 A-G	Copper water supply	0.75	0.045	0.042	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.049	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.047	fair
Ridge 45 A-G	Copper water supply	0.75	0.045	0.044	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.043	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.045	fair
Ridge 45 A-G	Copper water supply	0.75	0.045	0.039	fair
Ridge 45 A-G	Copper water supply	0.75	0.045	0.045	fair
Ridge 45 A-G	Copper water supply	0.75	0.045	0.046	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.042	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.045	fair
Ridge 45 A-G	Copper water supply	0.75	0.045	0.040	poor
Ridge 45 A-G	Copper water supply	0.75	0.045	0.049	poor
Northway 1 A-D	Copper water supply	0.75	0.045	0.042	fair
Northway 1 A-D	Copper water supply	0.75	0.045	0.044	fair

**Ultrasonic Pipe Testing Results**

**Greenbelt Homes, Inc.**

**Greenbelt, Maryland**

**ETC Project: M0-4001**

Northway 1 A-D	Copper water supply	0.75	0.045	0.046	fair
Northway 1 A-D	Copper water supply	0.75	0.045	0.049	fair
Eastway 3 H-L	Copper water supply	0.75	0.045	0.047	poor
Eastway 3 H-L	Copper water supply	0.75	0.045	0.043	poor
Eastway 3 H-L	Copper water supply	0.75	0.045	0.042	fair
Eastway 3 H-L	Copper water supply	0.75	0.045	0.047	fair
Ridge 47 A-F	Copper water supply	0.75	0.045	0.047	fair
Ridge 47 A-F	Copper water supply	0.75	0.045	0.037	poor
Ridge 47 A-F	Copper water supply	0.75	0.045	0.039	poor
Ridge 47 A-F	Copper water supply	0.75	0.045	0.039	fair
Ridge 47 A-F	Copper water supply	0.75	0.045	0.043	fair
Ridge 47 A-F	Copper water supply	0.75	0.045	0.046	fair
Ridge 47 A-F	Copper water supply	0.75	0.045	0.059	fair



**Engineering and Technical Consultants, Inc.**

7165 Columbia Gateway Drive, Suite B; Columbia, Maryland 21046  
t 410.312.4761 f 410.312.0482

October 6, 2020

Greenbelt Homes, Inc.  
1 Hamilton Place  
Greenbelt, MD 20770

ATTENTION: Mr. Joe Wiehagen, Director, Homes Improvement Program

SUBJECT: Report of Professional Engineering and Consulting Services  
Water Quality Test and Evaluation of Spray-On Pipe Rehabilitation  
62-A Crescent Road  
Greenbelt, Maryland  
ETC Project: M0-4001

Dear Mr. Wiehagen:

Engineering and Technical Consultants, Inc. (ETC) respectfully submits this report to discuss the physical performance of spray-on pipe rehabilitation performed by ACE DuraFlo in 2004 and the test results of domestic water sample collected at the above referenced property.

This work was performed in accordance with the Greenbelt Homes, Inc. (GHI) Contract #2273-20, dated March 9, 2020. This report includes a brief summary of applicable background information, along with discussions of our findings, comments and recommendations. We have attached the test results (in Attachment A) to help document certain conditions discussed in the report.

**BACKGROUND INFORMATION**

GHI is a privately-owned housing cooperative with 1600 homes in Greenbelt, Maryland. The homes, constructed between 1937 and 1944, is one of the largest housing cooperatives in America. The property is listed on the National Register of Historic Properties.

It is our understanding that GHI envisages implementing a program beginning in 2024 to replace the original water supply pipes in the masonry homes. As a pilot program to evaluate the benefits and performance of spray-on pipe lining restoration method, GHI retained ACE DuraFlo to perform lining restoration on the domestic water service at the above referenced property. In order to further evaluate the results of this piping restoration project, we were retained to assist in measuring the water quality and evaluation of the current performance of lined pipes.

*Professional Relationships That Endure... Over 30 Years!*

Water Intrusion ♦ Roofing ♦ Structural ♦ Architectural ♦ Pavement ♦ Warranty/Reserve Studies ♦ Litigation Support

## **FINDINGS AND COMMENTS**

Representative of ETC visited the site on September 10, 2020 to perform an evaluation of the domestic water pipes and collection of water sample. Immediately, the water sample was sent to SimpleLab, a nationally certified labs for the testing of over one hundred water properties and chemicals including heavy metals, disinfection byproducts, volatile organic compounds (VOC), and arsenic. The test results were received on September 18, 2020 (see Attachment A).

The following findings and recommendations are based on the review of all pertinent information provided to us, physical inspections of the property and, our professional judgment, experience and expertise. Consequently, some evaluations/opinions expressed in this report are based on assumptions regarding such matters as concealed details, construction profile, condition of internal components, etc.

Based on our experience in restoring the pipes using spray-on pipe lining, it is imperative that a certified lining material meeting ANSI/NSF 61 and IPC 605.4 standard should be used. In addition, the pipe interior must be thoroughly cleaned and dried in accordance with the epoxy manufacturer's requirements before applying a minimum and uniform thickness of lining following a strict procedure, quality control and inspections.

If insufficient thickness is applied, the lining will not provide the required strength and durability for a minimum service life. The lining may break off from the pipe surface easily and restrict the water flow, sometimes clog the pipe and disrupt water services. Too much lining material or uneven lining will reduce the cross section of flow area inside the pipes and significantly restrict the water flow. Therefore, proper thickness of lining is essential to the success of the restoration work.

Upon completion of the lining process, the pipes should be inspected and verified for proper thickness and strength, free of defects and meeting minimum flow rate to fixtures in accordance with Table 604.3 of the IPC. Furthermore, the lining material should not deteriorate over time within its service life. These are the main factors to ensure a successful spray-on pipe lining project.

It is our understanding that no leaks were reported after completion of the spray-on pipe lining restoration. This indicated that the epoxy lining has provided a barrier so that the metal pipe no longer comes in contact with the water, and therefore no further corrosion can occur. From our observation during the visit, the water pressure and its flow rate appeared to be normal which suggested that the pipe lining is still in good working condition. Based on the above observations, it should be noted that the spray-on pipe lining restoration has been successfully implemented.

Upon review of the water test results, we noticed that most of the tested analytes appeared to be within normal range. No abnormal VOCs related to the pipe lining material and procedure such as vinyl chloride, methyl tertiary butyl ether (MTBE), trichloroethane or styrene were detected. This indicated that the pipe lining material and application procedure were in compliance with the regulatory safety requirements and industry standards.

However, the test results revealed that there are five chemicals exceeding the EPA guidelines which were noted in the attached document. Among these high contents of chemicals, lead and nickel are heavy metals that most often enter the water by corrosion of aging pipes, household

plumbing systems, from the erosion of natural deposits nearby and by industrial activity waste streams. Also, the high value in water chemistry (pH) can have a substantial impact on the release of lead into the water. As a result of taking stagnant water sample from the bathtub faucet, the water is likely in extended contact with the plumbing accessories or equipment such as shower valve or water heater for a long time.

Also shown in the test results, the other two high level concentration of chemicals, bromodichloromethane and chloroform are commonly detected in public water systems around the country. They are the disinfection byproducts in the trihalomethane (THM) family. THMs are often formed when chlorine, chloramines or other water treatment disinfectants react with organic and inorganic matter in water. Therefore, the calculated THM also exceeds the normal range.

### **RECOMMENDATIONS**

Based on the above test results and our evaluations, it should be noted that the public water quality at this property may be a concern. We recommend that carbon filters be installed to reduce the THMs in the water for drinking and cooking use.

In consideration of their harmful health effects from lead and nickel, the next step should be to trace and identify the source of contamination in order to develop plans for remediation work immediately. Additional evaluation and water testing from different locations at this property may be needed to provide further directions for the remedial plans. In the interim, water filters should be used to reduce the lead and nickel contents for drinking and cooking use.

### **CLOSING COMMENTS**

Although our evaluation was confined to a visual examination of exposed surfaces and limited sampling, we believe it was sufficient for us to form a reasonable judgment of the existing general conditions. In addition, our findings regarding specific defects do not include locations of all similar conditions throughout the community.

Due to the general nature of our scope of work, no responsibility can be assumed for latent defects that may appear in the future, for items that were not examined, or for differing opinions of others. In addition, we cannot warrant or guarantee the building or its components.

We appreciate this opportunity to be of service. If any questions arise regarding the information in this report, please feel free to contact us.

Very truly yours,

ENGINEERING AND TECHNICAL  
CONSULTANTS, INC.



Gary J. Chen, P.E., CEM  
Senior Mechanical Engineer

ATTACHMENT: SimpleLab Test Report



# simplelab

7KQ6V5

## CLIENT INFORMATION

**Client:** Gary Chen  
**Requested On:** Aug 17, 2020  
**Phone:** (703) 447-0508  
**Email:** gchen@etc-web.com

**ETR Labs** Leominster - Elm Hill  
60 Elm Hill Avenue, Leominster, MA 01453  
**DO NOT CALL FACILITY DIRECTLY**  
For lab questions contact hello@gosimplelab.com

## TESTING PERFORMED

**Testing Requested:** Advanced City Water Test  
**Matrix:** Water  
**Testing / Report ID:** 7KQ6V5

## SAMPLE INFORMATION

**Collection Date:** Sep 10, 2020  
**Collected By:** Gary Cjhen  
**Received Date:** Sep 18, 2020  
**Sample Location:** Bathroom tub  
**Sample Address:** 62A Crescent Rd, Greenbelt, MD  
20770, United States

## TESTING NOTES

There were no problems with analytical events associated with this report unless noted. Quality control data is within laboratory defined or method specified acceptance limits except where noted. If you have any questions regarding these test results, please contact hello@gosimplelab.com

## SUMMARY ANALYSIS

ANALYTE	UNIT	RESULT	METHOD	EVALUATION
pH	pH	9.14	SM 4500-H+B	Out of EPA Range
Total Dissolved Solids	PPM	161.7	SM 2540 C	< SLR*
Conductivity	umhos	269.5	SM 2510B	< SLR*
Color	CU	15	SM 2120 B	
Odor	TON	NOT DETECTED	SM 2150 B	
Hardness (Ca,Mg)	PPM	76	2340 B	< SLR*
Hardness (Total)	PPM	78.28	2340 C	< SLR*
Grains per gallon	Grains	4.66	Conversion	< SLR*
Alkalinity (as CaCO3)	PPM	60	SM 2320 B	< SLR*
Langelier Saturation Index		0.37		NORMAL
Sodium Adsorption Ratio		6.57	Equation	
Total THMs	PPB	76.76	Equation	> SLR(40)**

## TEST RESULTS

ANALYTE	UNIT	RESULT	MDL	METHOD	EVALUATION
1,1,1,2-Tetrachloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	

1,1,1 Trichloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,1,2,2 Tetrachloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,1,2 Trichloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,1 Dichloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,1 Dichloroethylene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,1 Dichloropropene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2,3 Trichlorobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2,3 Trichloropropane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2,4 Trichlorobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2,4 Trimethylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2 Dichlorobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2 Dichloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,2 Dichloropropane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,3,5 Trimethylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,3 Dichlorobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
1,3 Dichloropropane	PPB	NOT DETECTED	0.5	EPA 524.2	
1,4 Dichlorobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
2,2 Dichloropropane	PPB	NOT DETECTED	0.5	EPA 524.2	
2 Hexanone	PPB	NOT DETECTED	0.5	EPA 524.2	
Aluminum	PPM	<b>0.08</b>	0.0005	EPA 200.8	< SLR*
Antimony	PPM	NOT DETECTED	0.0005	EPA 200.8	
Arsenic	PPM	NOT DETECTED	0.0005	EPA 200.8	
Barium	PPM	<b>0.05</b>	0.0005	EPA 200.8	< MCLG*
Benzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Beryllium	PPM	NOT DETECTED	0.0005	EPA 200.8	
Boron	PPM	<b>0.78</b>	0.001	EPA 200.7	< SLR*
Bromobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Bromochloromethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Bromodichloromethane	PPB	<b>10.84</b>	0.5	EPA 524.2	> MCLG(0)**
Bromoform	PPB	NOT DETECTED	0.5	EPA 524.2	
Bromomethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Cadmium	PPM	NOT DETECTED	0.0005	EPA 200.8	
Calcium	PPM	<b>4.89</b>	0.001	EPA 200.7	< SLR*
Carbon Tetrachloride	PPB	NOT DETECTED	0.5	EPA 524.2	
Cerium	PPM	NOT DETECTED	0.005	EPA 200.8	
Chloride	PPM	<b>35.13</b>	0.01	EPA 300.0	< SLR*
Chlorobenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Chloroethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Chloroform	PPB	<b>64.52</b>	0.5	EPA 524.2	> SLR(0.4)**
Chloromethane	PPB	NOT DETECTED	0.5	EPA 524.2	

Chlorotoluene 2	PPB	NOT DETECTED	0.5	EPA 524.2	
Chlorotoluene 4	PPB	NOT DETECTED	0.5	EPA 524.2	
Chromium (Total)	PPM	NOT DETECTED	0.0005	EPA 200.8	
cis 1,2 Dichloroethylene	PPB	NOT DETECTED	0.5	EPA 524.2	
Cobalt	PPM	NOT DETECTED	0.0005	EPA 200.8	
Copper	PPM	<b>0.26</b>	0.0005	EPA 200.8	< MCLG*
Dibromochloromethane	PPB	<b>1.39</b>	0.5	EPA 524.2	< MCLG*
Dibromochloropropane	PPB	NOT DETECTED	0.5	EPA 524.2	
Dibromomethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Dichlorodifluoromethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Dichloromethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Ethylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Ethylene dibromide	PPB	NOT DETECTED	0.5	EPA 524.2	
Fluoride	PPM	<b>0.49</b>	0.01	EPA 300.0	< MCLG*
Hexachlorobutadiene	PPB	NOT DETECTED	0.5	EPA 524.2	
Iron	PPM	<b>0.2</b>	0.0005	EPA 200.8	< SLR*
Isopropylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Lead	PPM	<b>0.024</b>	0.0005	EPA 200.8	> MCL(0.015)***
Lithium	PPM	<b>0.67</b>	0.001	EPA 200.7	< SLR*
Magnesium	PPM	<b>15.5</b>	0.001	EPA 200.7	< SLR*
Manganese	PPM	<b>0.04</b>	0.0005	EPA 200.8	
Mercury	PPM	NOT DETECTED	0.0005	EPA 200.8	
Methyl Tertiary Butyl Ether	PPB	NOT DETECTED	0.5	EPA 524.2	
Molybdenum	PPM	NOT DETECTED	0.0005	EPA 200.8	
m,p Xylene	PPB	NOT DETECTED	0.5	EPA 524.2	
Naphthalene	PPB	NOT DETECTED	0.5	EPA 524.2	
n Butylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Nickel	PPM	<b>0.14</b>	0.0005	EPA 200.8	> SLR(0.012)**
Nitrate (as N)	PPM	<b>0.12</b>	0.001	EPA 300.0	< MCLG*
Nitrite (as N)	PPM	NOT DETECTED	0.001	EPA 300.0	
n Propylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
o Xylene	PPB	NOT DETECTED	0.5	EPA 524.2	
Phosphorous	PPM	<b>0.11</b>	0.001	EPA 200.7	< SLR*
p Isopropyltoluene	PPB	NOT DETECTED	0.5	EPA 524.2	
Potassium	PPM	<b>2.94</b>	0.001	EPA 200.7	< SLR*
sec Butylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Selenium	PPM	NOT DETECTED	0.0005	EPA 200.8	
Silver	PPM	NOT DETECTED	0.0005	EPA 200.8	
Sodium	PPM	<b>20.99</b>	0.001	EPA 200.7	< SLR*
Strontium	PPM	<b>0.03</b>	0.001	EPA 200.7	< SLR*

Styrene	PPB	NOT DETECTED	0.5	EPA 524.2	
Sulfate	PPM	6.62	0.01	EPA 300.0	< SLR*
tert Butylbenzene	PPB	NOT DETECTED	0.5	EPA 524.2	
Tetrachloroethylene	PPB	NOT DETECTED	0.5	EPA 524.2	
Thallium	PPM	NOT DETECTED	0.0005	EPA 200.8	
Tin	PPM	0.01	0.005	EPA 200.8	< SLR*
Titanium	PPM	NOT DETECTED	0.005	EPA 200.8	
Toluene	PPB	NOT DETECTED	0.5	EPA 524.2	
trans 1,3 Dichloropropene	PPB	NOT DETECTED	0.5	EPA 524.2	
Trichloroethylene	PPB	NOT DETECTED	0.5	EPA 524.2	
Trichlorofluoromethane	PPB	NOT DETECTED	0.5	EPA 524.2	
Uranium	PPM	NOT DETECTED	0.0005	EPA 200.8	
Vinyl Chloride	PPB	NOT DETECTED	0.5	EPA 524.2	
Zinc	PPM	0.52	0.0005	EPA 200.8	< SLR*

#### **How To Read Your SimpleLab PDF Report**

*MDL: Method Detection Limit. MDL is the lowest concentration of an analyte which testing instrumentation and the analysis team is configured to measure.*

- \* *Good news. Your result is below the EPA Maximum Contaminant Level Goal. If no MCL-G is available, then this means your result is below the SLR for this parameter.*
- \*\* *Your result is within EPA limits for public water systems (lower than MCL). However, there is room for improvement. Your result exceeds the MCL-G or SLR (as indicated).*
- \*\*\* *Your result is above the MCL. You should consider remediation to reduce this concentration or find another source of drinking water.*

#### **Key Terms**

*EPA - USA Environmental Protection Agency. Sets health safety levels for public drinking water.*

*MCL - Maximum Contaminant Level. EPA requires public water systems to keep contaminant levels below this concentration.*

*MCLG - Maximum Contaminant Level Goal. EPA water health research suggests that ideally, the contaminant's concentration should remain below this level to prevent ill health effects.*

*SLR - SimpleLab Recommendation. SimpleLab, Inc. regularly reviews toxicology and public health research to determine its own recommendations, especially when MCLGs are not available.*

-----Original Message-----

From: BEP-EIS [mailto:[BEP-EIS@usace.army.mil](mailto:BEP-EIS@usace.army.mil)]

Sent: Friday, November 6, 2020 10:11 AM

Subject: Notice of Availability for the Draft Environmental Impact Statement for the proposed Replacement Currency Production Facility at the Beltsville Agricultural Research Center in Prince George's County, Maryland

Dear Stakeholder,

On behalf of the US Department of the Treasury (Treasury), the US Army Corps of Engineers (USACE), Baltimore District, hereby announces that the Draft Environmental Impact Statement (EIS) for the proposed Replacement Currency Production Facility at the Beltsville Agricultural Research Center in Prince George's County, Maryland (Proposed Action) is available for a 45-day public review and comment period that begins on November 6, 2020 and ends on December 21, 2020.

Treasury and USACE prepared the Draft EIS in accordance with the National Environmental Policy Act of 1969 (NEPA). The Draft EIS analyzes the potential environmental and socioeconomic impacts of the Proposed Action. Treasury published the Notice of Availability (NOA) for the Draft EIS in the Federal Register on November 6, 2020. The NOA is attached to this message for further information.

The Draft EIS and supporting documents can be viewed and downloaded from the Project Website: <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nab.usace.army.mil%2Fhome%2Fbep-replacement-project&data=04%7C01%7Ce.ralph%40ghi.coop%7C655ec72db3b743bfb23908d882755089%7C00ece48c52254df3a53be23f5cc1a89c%7C0%7C0%7C637402787669269986%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C1000&data=wsdzXjAlce4tumpzZicNMah1yGJTaveaR%2B%2BZntGP64E%3D&reserved=0>

On December 2, 2020, Treasury will host a Public Webinar regarding the Draft EIS, and invites your participation. The Public Webinar is scheduled from 6:00 pm – 8:00 pm. The link to the Public Webinar will be made available on the Project Website; alternatively, you may call in by phone to 1-866-692-3580 using access code 130 592 2057. Verbal comments will be accepted during the public webinar.

In addition to submitting verbal comments during the Public Webinar, stakeholders may submit written comments on the Draft EIS at any time during the 45-day public comment period by mail or email, or on the Project Website. A comment form is available for download at the Project Website provided above. Completed comment forms can be submitted as an email attachment to [BEP-EIS@usace.army.mil](mailto:BEP-EIS@usace.army.mil) or mailed via US Postal Service to:

ATTN. Bureau of Engraving and Printing (BEP) Project EIS US Army Corps of Engineers (USACE) Baltimore District Planning Division  
2 Hopkins Plaza, 10th Floor  
Baltimore, MD 21201

Comments on the Draft EIS are strongly encouraged. All project-relevant comments will be addressed in the Final EIS as appropriate.

Requests for a printed or electronic copy of the Draft EIS should also be sent to the email or postal address provided above. If you have any further questions about the Proposed Action, you may contact Mr. Harvey Johnson, USACE – Baltimore District, Programs and Project Management Division, by email at [BEP-EIS@usace.army.mil](mailto:BEP-EIS@usace.army.mil).

This notification may be forwarded to others who may have an interest in the Proposed Action and the Draft EIS. Thank you for your participation in the NEPA process.

Sincerely,  
BEP Replacement Currency Production Facility Team

# 2019-2020 Strategic Action Plan

As of 11/12/2020

2-5 Yr. Strategy	Goal	Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan	Work Plan: Actions	Priority	Board	Com	Staff	Comments on status	Status	
A. Buildings & Property	A.1. Complete HIP through 2020	A.1. Complete HIP through 2020	A.1.a	Complete Year 4 of HIP; begin Year 5.		A	X		X	Year 5 is in progress.	Ongoing	
			A.1.b	Review Year 4 and make process improvements for final year of HIP.		A	X		X	Process improvements have been made.	complete	
			A.1.c	Revise HIP survey based on year 4 experience.		A			BLD	X	Survey form was revised	complete
			A.1.d	Continue member education - continue E-Newsletter updates, town hall and info meetings.		A	X		BLD & COM	X	E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort. Three virtual meetings were held during the week beginning June 1, 2020.	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	On 12/5/19, the Board accepted a report from staff that summarized HIP activities for 2016 to 2018.	In process
A.2. Implement sustainable practices	A.2. Implement sustainable practices	A.2. Implement sustainable practices	A.2.a	Install solar PVES in the admin complex.		A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. The contract has been signed and on 10/7/20, the contractor notified GHI that he finally received a permit from Prince George's County to proceed with the project.	In process	
			A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.		B	X		X			Not started

Item 7c. Attachment #11a

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 Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process	
	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 establish a task force to recommend the scope of a future yard and exterior building inspection program. The task force's report will be reviewed by the Board in December 2020.	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 and was returned to GHI's Manager on October 27, 2020 with stylistic changes. The letter was finalized and returned to the City of Greenbelt on November 4, 2020.	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. The Board approved changes to GHI's rules for fences on August 20, 2020.	In process	



Item 7c. Attachment #11a

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan					Comments on status		Status
Goal	Objective	#	Work Plan: Actions	Priority	Board	Com	Staff		
		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 flood risks. The Task Force recently informed staff that GHI has been chosen as the pilot study site for this project - "Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland."	In process
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	On February 20, 2020, the Board approved the hiring of a consultant (ETC) 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.  The Board will review ETC's report on November 19, 2020.	In process
		A.3.h	Implement Admin complex security.	A	X	STF	X	The Board 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	In process

Item 7c. Attachment #11a

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmt	Staff	Comments on status	Status
Goal	Objective								
								the building. On June 18, 2020 the Board approved a contract for the installation of the access control system. The system has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed.	
		A.3.i	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. Cooling towers and heat exchangers for cooling towers and boilers were replaced this year. On November 19, 2020, the GDC Board will discuss the GHI's Finance Committee recommendation for financing the	In process
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPCC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt. The Board met with the City Council on July 20, 2020 to discuss GHI's position on the proposed NCOZ Standards for Greenbelt.	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 signed a MOU.	complete
	A.5 Enhance and improve buildings and grounds	A.5.a	Expand Fee-For-Service program.	B	X			The Board decided that this review should be undertaken by a Business Development Task force that it passed a motion to establish. Unfortunately, no members have volunteered to serve on this task force.	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
Organizational	B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process

Item 7c. Attachment #11a

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
B.2 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	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.2.b	Create understudy program for Board officers.	A	X		X	X		Not started
	B.3.a	Provide training for committee chairs.	A			X	X		Ongoing
B.3 Improve committee operation and promote member involvement	B.3.b	Increase participation in committees.	A		MOC	X	X		Ongoing
	B.3.c	Continue volunteer recognition program.	A	X	MOC	X	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	The Board will meet with the Succession task force on November 18, 2020 to discuss a Sustainability and Transition Issues Report that the task force prepared.	In process
	B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X				Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which were accepted by the Board on August 5, 2020	complete
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	X	Task force was established and has begun work.	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	X	Staff is currently working on this task.	In process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
C. Financial Stability		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. Task force has evaluated several systems and will provide a report to the Board for review on November 19, 2020.	In process
		B7.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.1 Increase revenue through business development.	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	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 the Long-range planning Committee recommended. No member has yet applied to serve on the task force.	In process
	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. On July 9, 2020, the Board adopted a revised charter for the Investment Committee that the Committee recommended.	complete

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan				Comments on status				Status
Goal	Objective	#	Work Plan: Actions	Priority	Board	Com	Staff			
C.5 Explore other money saving opportunities		C-5.a	A. Explore whether GHI could derive more tangible material benefits from its National Cooperative Bank (NCB) stock. B. Investigate avoiding double taxation in real estate taxes. C. Explore holding equity of 10-40 percent in some member units.	B	X	FIN & INVC	X			Not started
		D.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
		D.2 Coordinate efforts w/external entities	D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	B	X	LGAC	X		Ongoing
D. External Communication		D.3 Be a leader in cooperative living & coops	D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC		GHI member Aaron Marcavitch served on the CCOC Commission. New member to be nominated.	In process
		E.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. Internal Communication		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	E.3.a	Consider hiring an information officer.	C	X	COM IT TF	X		Not started

2-5 Yr. Strategy Goal	#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
improved member access and communication	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
	E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started
	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	On September 17, 2020, the Board directed the Communications Committee to review and recommend revisions to the format of the Member Handbook.	In process

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

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

Committee	Assignments	Status		
		Not Started	In Progress	Completed
<b>Ad Hoc Task Force for Envelope Windows and Doors</b>	Review and decide requests to keep non-standard doors and windows for the 2020 HIP			X
<b>Addition Maintenance Program Task Force</b>	1 In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.			X
<b>Admin Bldg Safety Task Force</b>	Recommend a plan with estimated costs, for providing better protection to personnel who use the Administrative Building Complex, from acts of workplace violence.			X
<b>Architectural Review Committee</b>	1 Tasked with recommending improvements to admin bldg main entrances.			X
	2 Review GHI's Rules on fencing and recommend style changes.			X
	3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.			X
	4 Review/Recommend exterior lighting proposed for use on Administration Building			X
<b>Bicycle Committee</b>	1 Order and install bicycle racks.			X
	2 Participate in the City's Bike to Work Day in May 2019.			X
	3 Host a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.			X



Committee Task List: Jan - Dec 2020

<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
	5	Review member proposal to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 11/7/19 meeting. The Committee submitted a report to the Board.	X
	6	Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Joint meeting with Woodlands Committee resulted in referral of the issue to the board	X
	7	Review ETL plumbing system report	Not started	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
	3	Review and recommend changes to the format of the GHI Member Handbook	Task was assigned by the Board on September 17, 2020	X
<b>Companion Animal Committee</b>	1	Continue to develop articles relating to companion animals.	Ongoing	X
<b>Finance</b>	1	Discuss financing options for GDC Capital Improvements	GHI to finance GDC Capital Improvements as necessary. Arms length transaction is required.	X

Committee Task List: Jan - Dec 2020

	2	Review unreserved operating fund and recommend Board action regarding available unreserved funds.	Finance Committee expected to discuss this matter for recommendation to the Board of Directors prior to the end of the year.	X
	3	Discuss financial impact of proposed legislation CB-078-2020 with LGAC to prepare communication to Prince George's County Council prior to November 17th 1:30PM hearing	Finance Committee will join LGAC meeting on November 10th	X
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Draft a Charter for the task force	Awaiting meeting schedule.	X
	2	Review GDC Bylaws	Awaiting meeting schedule.	X
<b>Investment</b>	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.	X
	2	Consider changes to investment policy	This item will be considered at the November committee meeting	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
	3	Submit a report to the Board regarding the status of the proposed SCMaglev Project with a recommendation on actions GHI should take to advocate the 'No Build' option.	Completed. Report accepted by the Board on September 17, 2020.	X
	4	Review Draft Environmental Impact Statement on I-495 and I-270 Managed Lanes Study and submit a recommendation to the Board about what actions GHI should take to mitigate the potential impact on 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 held on February 27th at 7pm.	X
<b>Member Outreach</b>	1	Organize a Volunteer Appreciation Event	Completed	X

Committee Task List: Jan - Dec 2020

	2	Organize New Member Orientation Event	Member outreach- new member social was held on July 8, 2020.		X
	3	Membership satisfaction survey	Completed		X
	4	Outreach activities to new members	November 10th Fall Social	X	
<b>Records Retention Task Force</b>	1	Develop form for document review project	Completed		X
	2	Review records in UDB and Warehouse	In progress	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	X	
<b>Sublease Policy Task Force</b>		Revise sublease policy	The Board approved the revisions that the task force recommended.		X
<b>Succession and Back-up Emergency Planning Task Force</b>	1	Develop Charter Develop Succession Policy	Succession Committee - submitted final report to the Board 6/18/20		X

Committee Task List: Jan - Dec 2020

<b>Sytems 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	Completed.		X
	4	Meet with task force members and make a system recommendation	In progress	X	
	5	Submit a report to the Board regarding the final recommendation	In progress	X	
<b>Woodlands</b>	1	Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.		X
	2	Implementation of Caretaker Program	In progress.	X	
	3	Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Report submitted to the Board		X
<b>Yards and Exteriors Task Force</b>	1	Recommend components of a Yard and exterior inspection program to replace the community beautification 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 held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt		X

# November 2020

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 7:00pm Pre Purchase Orientation	3 7:00pm Copy: Go To Meeting 7:00pm Yards and Exteriors Task Force 7:30pm Architectural	4 7:00pm Storm Water Management Task 7:00pm Special Open 7:02pm GHI Executive 7:45pm GHI Open	5 10:00am Storm Water Management Task 7:00pm Special Open 7:02pm GHI Executive 7:45pm GHI Open	6	7
8	9 7:00pm Sustainability Subcommittee (Go to meeting)	10 7:00pm GHI Fall Social (Zoom Social) 7:00pm Pre Purchase Orientation 7:30pm Legislative and	11 OFFICE CLOSED - VETERANS DAY	12 OFFICE CLOSED	13 OFFICE CLOSED	14
15	16 7:00pm LRPC (Virtual) 7:00pm Pre Purchase Orientation 7:30pm Companion Animal Committee	17 7:00pm Succession Task Force Work Session 7:00pm Woodlands Committee Meeting 7:00pm Bicycle	18 7:00pm Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open	19	20	21
22	23 7:00pm Pre Purchase Orientation	24 7:00pm Buildings Committee Meeting (Board Room)	25 OFFICE CLOSED - THANKSGIVING DAY	26 OFFICE CLOSED - THANKSGIVING DAY	27 OFFICE CLOSED	28
29	30 7:00pm Board Members Orientation (Virtual - Zoom)	Dec 1	2	3	4	5

< PREVIOUS MONTH

NOVEMBER 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
1 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	2 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 2:00 PM <u>Memory Screening Mondays</u> 8:00 PM <u>Work Session - Prince George's Memorial Library System, (Virtual)</u>	3 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 11:00 AM <u>Food Bank</u>	4 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 6:00 PM <u>FREE Parenting Classes</u> 8:00 PM <u>Work Session - State Highway Administration (stakeholder), (Virtual)</u>	5 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 7:30 PM <u>Public Hearing - Eviction (including Rental/Late Fees) Ordinance, (Virtual)</u> 8:00 PM <u>Work Session - Eviction (include Rental/Late Fees) Ordinance, (Virtual)</u>	6 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	7 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 9:00 AM <u>Shredding Day</u>
8 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	9 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	10 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 11:00 AM <u>Food Bank</u> 7:30 PM <u>Special Meeting/Closed Session - City Manager Compensation, (Virtual)</u>	11 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> <u>No Meeting - Veterans Day</u> 10:00 AM <u>Free PGCPs Meals</u> 11:30 AM <u>Food Bank</u>	12 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> <u>Embroidered Mitten Workshop</u>	13 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 12:30 PM <u>American Red Cross Blood Drive</u>	14 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>
15 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u>	16 <u>Acrylic Painting Class</u> <u>Watercolor Painting Class</u> 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Work Session - Beltway Plaza Phase 1 Detail Site Plan, (Tentatively), (Virtual)</u>	17 <u>Watercolor Painting Class</u> 11:00 AM <u>Food Bank</u> 7:00 PM <u>Advisory Committee on Trees</u>	18 <u>NLC City Summit (Virtual)</u> 10:00 AM <u>Free PGCPs Meals</u> 6:00 PM <u>FREE Parenting Classes</u> 8:00 PM <u>Work Session - City Manager's Update, (Tentatively), (Virtual)</u>	19 <u>NLC City Summit (Virtual)</u>	20 <u>NLC City Summit (Virtual)</u> 7:00 PM <u>Art Share</u>	21
22	23 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Regular Meeting, (Virtual)</u>	24 11:00 AM <u>Food Bank</u>	25 8:00 PM <u>Work Session - TBD, (Virtual)</u>	26	27 <u>Festival of Lights Juried Art and Craft Fair</u>	28 <u>Festival of Lights Juried Art and Craft Fair</u>
29 <u>Festival of Lights Juried Art and Craft Fair</u>	30 <u>Festival of Lights Juried Art and Craft Fair</u> 10:00 AM <u>Free PGCPs Meals</u> 8:00 PM <u>Work Session - County Executive Alsobrooks, (Virtual)</u>	1	2	3	4	5