

NOTICE OF MEETING AND AGENDA

**GHI BOARD OF DIRECTORS
REGULAR SESSION**

7:45 p.m.

Thursday, April 15, 2021

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Announcement of Executive Session Meetings**
 - a. **Announcement of an Executive Session Meeting held on April 1, 2021 – (Attachment #1)**
 - b. **Announcement of an Executive Session Meeting held on April 15, 2021 – (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 March 18, 2021 – (Attachment #3) 2 minutes Discussion/Action
 - b. Approve Minutes of Regular Open Session Meeting held on March 18, 2021 – (Attachment #4) 2 minutes Discussion/Action
 - c. Selection of a Board Member to Fill a Vacancy on the Board of Directors – (Attachment #5) 20 minutes Discussion/Action
 - d. Presentation of 2020 External Audit Report – (Attachment #6) 30 minutes Discussion/Action
 - e. Companion Animal Committee Report for July to December 2020 – (Attachment #7) 5 minutes Discussion/Action
 - f. Proposed Agenda for the May 13, 2021 Annual membership Meeting – (Attachment #8) 5 minutes Discussion/Action
 - g. Member Comments re: Finance Committee's Recommendation to Charge a Fee for Reviewing Permits for Improvements – (Attachment #9) 10 minutes Discussion/Action
 - h. 2020 GHI Investment Performance Report – (Attachment #10) 10 minutes Discussion/Action
 - i. Proposed Attic and Basement Rim Joist Insulation Options for 25 Larger Townhomes During Their Improvement Program 5 minutes Discussion/Action
7. **Items of Information**
 - a. Employee Appreciation Event
 - b. Hiring of a Program Manager (Stormwater Management/Green Infrastructure)
 - c. Board 12 Month Action Plan and Committee Task List (Attachments #11a – 11b)
 - d. Monthly GHI and City Calendars (Attachments #12a – 12b)
 - e. President's Items
 - f. Board Members' Items
 - g. Audit Committee's Items
 - h. Manager's Items

Ed James, Secretary

NOTE: AT 10:15 P.M., THE BOARD MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

GHI offices will be closed on Friday, April 16, 2021



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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



MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: April 9, 2021

SUBJECT: Items for the **GHI REGULAR SESSION** Board Meeting on April 15, 2021

GHI Open Session

6a. Approve Minutes of Special Open Session Meeting held on March 18, 2021 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on March 18, 2021 (as presented/as revised).

6b. Approve Minutes of Regular Open Session Meeting held on March 18, 2021 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on March 18, 2021 (as presented/as revised).

6c. Selection of a Board Member to Fill a Vacancy on the Board of Directors – (Attachment #5)

This item is on the agenda for the Board to select a Board member to fill the vacancy created by the recent resignation of Anna Socrates. GHI's bylaws stipulate that the Board shall, by a plurality of 50% or more of the remaining directors name a member to fill the vacant directorship until the next regular annual meeting of the members.

Mr. Jason Luly, the member of 19-B Ridge Rd was the only person who submitted an application (attachment #5) to serve on the Board, in response to ads that were placed in the GHI e-newsletter over a period of two weeks.

The procedures for selecting the new Board member are as follows:

- a. The Board President will ask Mr. Luly to address the Board with any additional comments.

- b. Since Mr. Lully is the only candidate, the Board may consider appointing him to the vacant position by consensus. Should any Board member desire that a vote be taken, that vote will be conducted by e-mailing a “yes” or “no” to president@ghi.coop, after which President Stefan Brodd will announce the result.

If elected, Mr. Lully will be officially seated during the Regular Open Board meeting that is in session on April 15, 2021 and serve as a Board member until the next annual membership meeting, which takes place on May 13, 2021.

6d. Presentation of 2020 External Audit Report – (Attachment #6)

Attachment #6 is the 2020 audit report that Wegner CPAs, LLP (GHI’s external auditor), recently submitted.

A principal from Wegner CPA’s, LLP will present the audit report during the Board meeting. Questions may be directed to Mr. Perry, GHI’s Finance Director, prior to the meeting.

Suggested motion: I move that the Board of Directors accept the 2020 audit report from Wegner CPAs, LLP that includes the Consolidated Financial Statements for Greenbelt Homes Inc. as of December 31, 2020 and December 31, 2019.

6e. Companion Animal Committee Report for July to December 2020 – (Attachment #7)

Attachment #7 is a report from the Companion Animal Committee regarding its activities during the period July 2020 to December 2020.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the report from the Companion Animal Committee, regarding its activities during the period July 2020 to December 2020.

6f. Proposed Agenda for the May 13, 2021 Annual membership Meeting – (Attachment #8)

Attachment #8 is the proposed agenda for the annual membership meeting on May 13, 2021. The Board should review it and decide what changes should be made.

Suggested motion: I move that the Board of Directors accept the agenda for the annual membership meeting on May 13, 2021 (as presented/as amended.)

6g. Member Comments re: Finance Committee's Recommendation to Charge a Fee for Reviewing Permits for Improvements – (Attachment #9)

On January 21, 2021, the Board directed the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements including a refundable fee that would be returned to members who comply fully with GHI inspection requirements.

The Finance Committee met on February 11, 2021 and made the following recommendation regarding charges for permits:

- a) \$300 for any GHI permit except for a new addition.
- b) In the case of a new addition – the lesser of \$800 or 2% of the cost for a new addition.
- c) Upon completion of the project including closing out all GHI permits, \$200 of the fee is refundable.

On March 4, 2021, the Board directed the Manager to publish the Finance Committee's recommendation in GHI's e-newsletter for member feedback. Comments were received from 95 members (refer to attachment #9). Due to the large number of comments received, attachment #9 will not be provided to Board members on paper with this manager's memorandum, but an electronic version will be included in the Dropbox for your perusal. This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors establish a task force under the direction of the Buildings Committee to review the member comments that were received and recommend the following by _____:

- a) **Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.**
- b) **Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.**

6h. 2020 GHI Investment Performance Report – (Attachment #10)

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments. Attachment #10 is the 2020 Investment Performance Report that the Investment Committee prepared.

After the Board accepts the report, it will be included in the 2020-21 Annual Report that the membership will receive prior to the annual meeting.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the 2020 investment performance report that the Investment Committee prepared and direct that it be included in the 2020-21 annual report that will be distributed to the membership.

6i. Proposed Attic and Basement Rim Joist Insulation Options for 25 Larger Townhomes During Their Improvement Program

On March 4, 2021, the Board directed the Buildings Committee to recommend additional home improvement options that should be offered to members in the 25 townhomes and 4 larger homes at their cost during the planned replacement of windows, siding, and doors. Staff requested Green Step, who undertook attic improvements during the HIP and applied for Pepco Home Performance with Energy Star rebates, to inspect the attic of a larger townhome. Green Step recommended that attic improvements should include adding a section of flooring for storage, air sealing, and blown-in insulation. Green Step also included

a cost for insulating the band board areas that are accessible in the basements. Green Step estimated rebate amounts would be less than the HIP rebates, since the primary heat source in the townhomes is natural gas. Green Step estimated \$2,800.00 for an attic improvement with a rebate of about \$831.00. They also estimated a cost of \$200.00 for the rim joist insulation with a rebate of about \$110.00. In addition, each Energy Star qualified window would be eligible for an estimated \$50.00 rebate. Wall insulation under the siding was not recommended due to the complexity and effective insulation area representing less than half of the vertical surface.

Based on this information, the Buildings Committee passed a motion by a 7-0-0 vote to recommend that the Board consider including attic and basement rim joist insulation options for the 25 larger townhomes during their Improvement Program

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board direct that staff obtain separate bids for attic and rim board insulation and applicable Pepco rebates, when obtaining bids for siding, door, and window replacements for the 25 larger townhomes.

Item of Information

7a. Employee Appreciation Event

Board and Audit Committee members are invited to attend a virtual employee appreciation event on April 28, 2021, beginning at 1.00 p.m. A link to attend the event will be sent to invitees several days beforehand.

7b. Hiring of a Program Manager (Stormwater Management/Green Infrastructure)

Dr. Peter May (a GHI member) has been hired to fill a 20-hour per week position of Program Manager (Stormwater Management/Green Infrastructure). He will report to Stuart Caplan, Director of Technical Services.

Announcement of an Executive Session Meeting held on April 1, 2021

GHI's Board of Directors held an Executive Session meeting on April 1, 2021 via internet audio/video conference, with Board members Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, and Audit Committee members Christopher Carbone, Sam Lee and Katie McNamara participating.

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

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 March 4, 2021	(vii)
2. Two Separate Requests to Allow Non-Members to Reside in GHI Units	(iv)
3. Consider Approval of the Following Contracts a) 2021 Gutter Cleaning Contract – 1 st reading b) 2021 Contract for Replacing Roofs on Frame Homes and Additions – 1 st reading c) Contract for Crawlspace Improvements to Pilot Buildings, Units on Woodland Way and Additions – 1 st reading d) Contract for Remediation of Mold in a GHI Unit – 1st reading	(vi)
4. Member Complaint Matters	(iv)

During the meeting, the Board approved a contract with Rescon R&C for mold remediation in a GHI unit for first and only reading, for the contractor's bid price of \$48,533, with an allowance of 20% for contingencies, for a total cost not to exceed \$58,239.60.

The meeting began at 7:06 p.m., recessed at 7:44 p.m., resumed at 10:57 p.m. and adjourned at 11:31p.m.

Announcement of an Executive Session Meeting held on April 15, 2021

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

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

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a) Approve Minutes of Executive Session Meeting held on March 18, 2021	(vii)
b) Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2021 Gutter Cleaning Contract – 2nd reading • 2021 Contract for Replacing Roofs on Frame Homes and Additions – 2nd reading • Contract for Crawlspace Improvements to Pilot Buildings, Units on Woodland Way and Additions – 2nd reading • 2021 Contract for Replacing Roofs on Attached and Detached Garages – 1st reading 	(vi)
c) Request by an Applicant for Membership for an Exception to the GHI Membership Selection Criteria Policy	(iv)
d) Referral of an Application for Membership to the Board of Directors for Review	(iv)
e) Request by a Member for an Exception to the Two-Year Profit Limitation Provision in the Mutual Ownership Contract	(iv)
f) Request by a Member for a Rental Permit Extension	(iv)
g) Member Financial Matters	(viii)
h) Personnel Matters	(i)
i) Member Complaint Matters	(iv)

During the meeting, the Board approved the following contracts for second and final readings:

- a) A contract with DGC Cleaning Services to perform the spring & fall cleaning of gutters for GHI frame, brick, block homes, garages, and 400 flat porch roofs without gutters (fall cleaning only) at its bid of \$74,780, plus 10% for contingencies, for a total contract amount not to exceed \$82,258.
- b) A contract with RRH Associates to replace the existing shingles and gutters on the roofs at 66 frame homes with Certain Teed Landmark Pro AR architectural shingles and thirteen (13) additions (12 shingles, 1 EPDM) at its bid of \$190,031, with a 10% allowance for contingencies, for a total contract amount not to exceed \$209,034.
- c) A contract with Foam InSEALators for undertaking crawl space improvements at 4A-D Laurel Hill Rd, 9J-R Laurel Hill Rd {4 units}, 10A-D Southway, and 54 A-F Ridge Rd, 2 additions at 5-B Eastway and 2-B Northway, and units at 3,4,5,6 Woodland Way for a cost of \$62,169.04, plus 10% for contingencies, for a total contract amount not to exceed \$68,386.

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

DRAFT

Draft Minutes
Board of Directors
**GHI Special Open Session
(Virtual Zoom)
March 18, 2021**

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready and Skolnik

Absence:

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Neron Adams-Escalera, Director of Member Services

Maesha McNeil, Human Resources Manager

Joe Douglass, GHI Attorney

Christopher Carbone, Audit Committee Member

Kathleen McNamara, Audit Committee Member

Tamara M. James, Recording Secretary
Lori Farrar, 14-G Laurel Hill Road

President Brodd called the meeting to order at 7:02 p.m.

AGENDA:

1. Vote to Conduct an Executive Session Meeting

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 February 18, 2021	(vii)
2. Contract for Repairing and Waterproofing Gardenside Foundation Wall between Two Larger Townhomes – 2nd reading	(vi)
3. Contract for 2021-2022 Waste Disposal Services – 1st reading	(vi)
4. Member Complaint Matters	(iv)
5. Member Financial Matters	(viii)

Moved: James

Seconded: Hess

Carried: 8-0

The meeting adjourned at 7:03 p.m.

Ed James
Secretary

Draft Minutes
GHI Board of Directors
Regular Session
(Virtual Zoom)
March 18, 2021

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready and Skolnik

Absence:

Others in Attendance:

Eldon Ralph, General Manager	Member
Tom Sporney, Assistant General Manager	Sam Lee, Audit Committee Member
Joe Perry, Director of Finance	Tom Jones, N&E Committee Chair
Joe Wiehagen, Director of Homes Improvement Program	Katherine Bartolomeo, 15-R Laurel Hill Road
Neron Adams-Escalera, Director of Member Services	Stephen Holland, 56-E Ridge Road
Bruce Mangum, Contract Processor	James Hsu, 9-D Research Road
Stuart Caplan, Director of Technical Services	John Campanile, 15-S Ridge Road
Christopher Carbone, Audit Committee Member	Melissa Ehrenreich, 23-D Crescent Road
Kathleen McNamara, Audit Committee	Lori Farrar, 14-G Laurel Hill Road
	Pat Holobaugh, 4-D Southway Road
	Ben Fischler, 14-V Ridge Road
	Tamara M. James, Recording Secretary

President Brodd called the meeting to order at 7:48 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 8-0

2. Announcements of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on March 4, 2021 and March 8, 2021

GHI's Board of Directors convened an Executive Session meeting on March 4, 2021 via internet audio/video conference, with Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik and Anna Socrates, and Audit Committee members Christopher Carbone and Kathleen McNamara participating.

The following motion to call the Executive Session meeting was made during a prior open meeting that evening and approved by Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Deborah McKinley, Sue Ready, Steve Skolnik and Anna Socrates:

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 items	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on February 4, 2021	(vii)
2. Contract for Pre-Sale Repairs to a GHI Unit-- 2 nd reading	(vi)
3. Contract for Repairing & Waterproofing Gardenside Foundation Wall between Window Wells at Two Larger Townhomes – 1 st reading	(vi)
4. Letter re: WSSC's Position on Replacement of Water Pipes for Masonry Units	(vi)
5. A Member Complaint Matter	(iv)

During the meeting on March 4, the Board authorized the Manager for second and final reading, to sign a contract with WJS Painting Inc. to undertake pre-sale repairs to a GHI unit for the contractor's bid cost of \$ \$18,376 plus 10% for contingencies, for a total cost not to exceed \$20,213.

The meeting began at 7:05 pm on March 4, 2021, recessed at 7:43 pm, reconvened at 9:46 pm, recessed at 10:54 pm, reconvened on March 8, 2021 at 7:00 pm and adjourned at 7:02 pm.

2b. Announcement of an Executive Session Meeting held on March 18, 2021

The meeting is currently in recess and will be reported on at a subsequent Open Session Meeting.

3. Visitors and Members (Comment Period)

Tom Jones, Chair of the N&E Committee solicited for candidates for the upcoming elections.

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.

- Michael J. Chesnes, Jane S. Chesnes, Tenants by the Entirety, 14-Z3 Laurel Hill Road;
- Mary L. Sowden, Sole Owner, 11-D Ridge Road;
- Jean C. Briggs, Sole Owner, 17-A Ridge Road;
- Sara E. Taylor, Sole Owner, 71-L Ridge Road.

Moved: James

Seconded: Hess

Carried: 8-0

4. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Windows completed at 90%
Doors completed at 99%.
Siding completed at 100%.
HVAC completed at 98%.
Storm Doors at 99%

Other Committee Reports:

Woodlands Committee – Director Carter-Woodbridge reported on a possible common area project.

Companion Animal Committee – Director Skolnik reported on problems involving the pet-waste bag stations.

Bicycle Committee – Bruce Mangum reported on an upcoming bicycle repair clinic.

6a. Approve Minutes of Special Open Session Meeting Held on February 18, 2021

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on February 18, 2021 as presented.

Moved: James

Seconded: Skolnik

Carried: 7-0-1

Abstained: Hess

6b. Approve Minutes of Regular Open Session Meeting Held on February 18, 2021

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 18, 2021 as presented.

Moved: James

Seconded: McKinley

Carried: 7-0-1

Abstained: Hess

6c. Proposed Policy for Storage of Recreational Vehicles in the GHI Boat Lots

During the December 3, 2020 Board meeting, staff informed the Board that fourteen (14) of twenty-four (24) members with vehicles in the Boat Lots had not provided evidence of their registration certificates to staff despite being initially requested to do so in July 2020. The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments. Staff also mentioned that there were a few instances in the past where members abandoned vehicles in the boat lots and there were great difficulties in getting them removed.

The Board established a task force to recommend a policy regarding the storage of vehicles in GHI's Boat Lots. The members of the task force are Shobha Duncan, James Hsu, Bill Jones, Pat Holobaugh, and Juanita Beck; Christine Gyemfi is the staff liaison. The task force prepared a draft Policy for Storage of Recreational Vehicles in the GHI Boat Lots (attachment #5) for the Board's review.

Motion: I move that the Board of Directors forward the draft policy to the Communications Committee for editing.

Moved: Skolnik

Seconded: Hess

Carried: 8-0

6d. Bicycle Committee Proposal to Establish a Bicycle Repair Station

Attachment #6 is a proposal from the Bicycle Committee to purchase and install a bicycle repair station. The proposal includes the cost, installation instructions, usage and three preferred locations for the repair station adjacent to the GHI Administration Building.

Motion: I move that the Board of Directors approve the Bicycle Committee's proposal to purchase and install a bicycle repair station as presented, at a location selected by staff.

Moved: Hess

Seconded: James

Carried: 8-0

6e. Buildings Committee Recommendation for Testing GHI's Water Supply

In planning for the eventual replacement of the domestic water supply and wastewater piping in GHI frame and masonry homes, GHI hired Engineering and Technical Consultants Inc. to evaluate the condition of a sample of the pipes and provide a report on repair and replacement options. The Consultant's report included test results of the water quality in an unoccupied GHI unit whose water supply pipes were lined with epoxy several years ago.

The Buildings Committee would like to obtain water quality test results from various areas in the community and in occupied homes. Hence, the Committee recommended by a vote of 7-0-0 that the Board of Directors approve the hiring of a qualified company to test cold water in two (2) GHI homes of each construction type (frame, block, brick, larger homes), for a total of eight (8) homes, selected at random, to determine the levels of seven (7) substances (Total Coliform Bacteria, Nitrate, pH, Lead, Copper, Sulfates, Total Dissolved Solids) listed by the University of Maryland Extension Service plus nickel, in compliance with legally established safe drinking water standards.

Motion: I move that the Board of Directors direct the Manager to hire a qualified water testing company to perform water sample tests in eight (8) randomly selected occupied homes, 2 each of the four (4) main construction types in GHI. The testing should include levels of seven (7) substances listed by the University of Maryland Extension Service plus nickel, in compliance with legally established safe drinking water standards.

Moved: Ready

Seconded: Skolnik

Carried: 8-0

Motion to Amend: I move to replace "2" with "4".

Moved: Jones

Seconded: Carter-Woodbridge

Failed: 2-6

Opposed: Brodd, Hess, James, McKinley, Ready, Skolnik

6f. **Selection of a Member to Fill a Vacant Board Position**

Due to the recent resignation of Director Anna Socrates, the Board should consider filling the vacant Board position, prior to the annual membership meeting on May 13, 2021. GHI's Bylaws stipulate as follows:

- a. Vacancies on the Board of Directors shall be filled by the remaining membership of the Board, after notice of the vacancies is publicized by the Board of Directors and a two week period is provided for submission of suggested names of candidates to the Board.
- b. If a vacancy on the Board shall occur, the Board shall, by a plurality of fifty percent or more of the remaining directors of the Corporation, name a member of the Corporation to fill the vacant directorship until the next regular annual meeting of the members.

Motion: I move that the Board of directors direct the Manager to publish a notice in the GHI e-newsletter inviting members to apply for the vacant Board position that currently exists.

Moved: James

Seconded: Jones

Carried: 8-0

6g. **Request for GHI to Sign a Letter to Support Funding of the Cooperative Development Program**

Attachment #7a is a letter to Board President Brodd, from Ms. Jill Stevenson who is the Greenbelt Co-op Supermarket & Pharmacy's Marketing, Membership, and Community Outreach Coordinator.

Ms. Stevenson's letter states that Mr. Paul Hazen, Executive Director of the Overseas Cooperative Development Council (OCDC) proposes to lobby members of the US Congress for continuing support of \$18.5 million in funding for the Cooperative Development Program (CDP) in the FY22 appropriations bill. Mr. Hazen is seeking permission to list Greenbelt Homes Inc. along with the Greenbelt Cooperative Supermarket and Pharmacy in a letter to Senator Chris Van Hollen (D-MD) (attachment #7b), thanking him for his continual support of funding for the CDP program.

Attachment #7c is an OCDC document that provides the rationales for the \$18.5 million funding request.

Motion: I move that the Board of Directors grant permission for Greenbelt Homes Inc. to be listed as a signatory in a letter to Senator Chris Van Hollen thanking him for his continual support of funding for the Cooperative Development Program.

Moved: Carter-Woodbridge

Seconded: McKinley

Carried: 7-0-1

Abstained: Jones

6h. **Request by an External Organization for a Contribution**

Attachment #8a is a letter from the Greenbelt Community Foundation with a request for a donation.

GHI's Contributions Policy, shown in attachment #8b, outlines the process for requesting a contribution; all requests should fit one or more of the stated criteria. A chart of donations for the past six years is presented as attachment #8c.

Motion: I move that the Board of Directors approve a contribution of \$300 to the Greenbelt Community Foundation.

Moved: Skolnik

Seconded: Jones

Carried: 7-0-1

Opposed: Ready

7. Item of Information:

7a. Clarification of an Item in the Finance Committee's Recommendation re: Instituting Charges for Processing GHI Permits

On March 4, the Board reviewed the following recommendation that the Finance Committee made on February 11, 2021 regarding charges for permits:

- a) \$300 for any GHI permit except for a new addition.
- b) In the case of a new addition - the **lesser** of \$800 or 2% of the cost for a new addition.
- c) Upon completion of the project including closing out all GHI permits, \$200 of the fee is refundable.

During the Board meeting on March 4, Director Bill Jones stated that item b) above should read:

"In the case of a new addition - the **greater** of \$800 or 2% of the cost for a new addition".

This means that after the \$200 fee is refunded, "the actual fee would be \$100 for any permit except for a new addition and not less than \$600 for a new addition".

The Finance committee discussed this item during their meeting on March 11, 2021 and confirmed that item b) should read " In the case of a new addition - the **greater** of \$800 or 2% of the cost for a new addition".

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

7c. Monthly GHI and City Calendars

7d. President's Items

Looking for Board Members to fill a vacancy and run for office.

7e. Board Members' Items

Director Skolnik announced that he would not be running for re-election.

7f. Audit Committee's Items

None

7g. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Skolnik

Carried: 8-0

The meeting adjourned at 9:07 pm.

Ed James
Secretary

From: Jason Luly <jasonluly@gmail.com>
Sent: Sunday, March 28, 2021 9:48 AM
To: MGMT Office <mgmtoffice@ghi.coop>
Cc: GHI President <president@ghi.coop>; GHI Vice President <vicepresident@ghi.coop>; GHI Treasurer <treasurer@ghi.coop>; GHI Secretary <secretary@ghi.coop>; Zoe Carter-Woodbridge <zewoodbridge@ghi.coop>; Bill Jones <bjones@ghi.coop>; Sue Ready <sready@ghi.coop>; Deborah McKinley <dmckinley@ghi.coop>
Subject: Appointment to Open Board Seat

I'd like to be appointed to fill the board seat vacated by Anna Socrates.

I have a history of serving the GHI community productively that I think recommends me for the position. I worked with Cynthia Newcomer to develop the Member-to-Member Covid Relief fund – I had the original idea and created the system to collect and distribute funds that was acceptable to the board and efficient for staff. I've served on the Long Range Planning Committee since 2019 and have a good understanding of what our community would like to see from GHI now and into the future. Finally, I am able to view GHI as both a cooperative community of people as well as a not-for-profit corporation with revenues & expenses and assets & liabilities and I'm able to frame-switch and use judgement appropriate to context.

I've been a GHI member since 2016 (along with my spouse, Aviva Glaser). I think this is a wonderful community and I'd like to do my part and participate in the leadership of the cooperative.

Thank you!
Jason Luly (19B Ridge)

April 9, 2021

To the Board of Directors
Greenbelt Homes, Inc.
Greenbelt, Maryland

We have audited the financial statements of Greenbelt Homes, Inc. for the year ended December 31, 2020, and we will issue our report thereon dated April 9, 2021. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 22, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Greenbelt Homes, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Cooperative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the depreciable lives of property and equipment.

Management's estimate of the depreciable lives of property and equipment is based on the use of the respective assets and management's experience with similar assets used by the Cooperative. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 9, 2021. Attached is a copy of management's written representations.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Cooperative's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Cooperative's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements.

This information is intended solely for the use of the board of directors of Greenbelt Homes, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP



Bruce Mayer, CPA
Partner



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4181 Fax (301) 474-4008



April 9, 2021

To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of Greenbelt Homes, Inc., which comprise the consolidated balance sheets as of December 31, 2020 and 2019, and the related consolidated statements of income, members' equity, and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of , the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 28, 2020, including our responsibility for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Cooperative's accounts.

9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the Cooperative is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

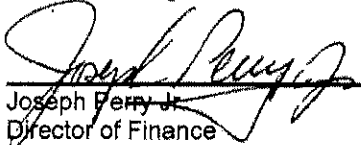
12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Cooperative from whom you determined it necessary to obtain audit evidence.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
15. We have no knowledge of any fraud or suspected fraud that affects the Cooperative and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the Cooperative's financial statements communicated by employees, former employees, analysts, regulators, or others.
17. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
18. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
19. We have disclosed to you the names of all of the Cooperative's related parties and all the related-party relationships and transactions, including any side agreements.
20. We acknowledge our responsibility for presenting the supplementary schedule of future major repairs and replacements, and we believe the supplementary information, including its form and content, is fairly presented. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

21. The Cooperative has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
22. We do not anticipate that the Cooperative will have a taxable net income on its consolidated federal income tax return at any time in the foreseeable future.
23. In regard to the tax services, preparation of the financial statements and supplementary information, and bookkeeping services performed by you, we have—
 - Assumed all management responsibilities.
 - Overseen the services by designating an individual who possesses suitable skill, knowledge, and/or experience.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Greenbelt Homes, Inc. to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.



Eldon Ralph
General Manager



Joseph Perry Jr.
Director of Finance

April 9, 2021

To the Board of Directors
Greenbelt Homes, Inc.
Greenbelt, Maryland

In planning and performing our audit of the financial statements of Greenbelt Homes, Inc. as of and for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Cooperative's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cooperative's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cooperative's internal control.

However, during our audit we noted a certain matter involving internal control that is presented for your consideration.

Transition to New Accounting Software

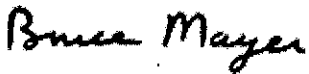
During our audit we learned that the Cooperative is planning to transition to a new accounting software in 2021. We understand that the new software will continue to integrate the accounting system with members' charges and account balances, as well as allowing for additional member payment options. We encourage the Cooperative to use this transition as an opportunity to change the way it tracks its fixed assets and maintains its depreciation schedules. Currently, the Cooperative uses Excel spreadsheets to account for its fixed assets; and while that system is adequate, it does not provide a platform for fixed assets oversight as robust or thorough as an accounting software package would. Additionally, we encourage the Cooperative to make sure it takes advantage of all the financial tools that might be available with the new software.

We will review the status of this comment during our next audit engagement. We have already discussed this matter with Cooperative personnel, and we will be pleased to discuss it in further detail at your convenience or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the board of directors, and others within the Cooperative, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP



Bruce Mayer, CPA
Partner



GREENBELT HOMES, INC.
FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION
December 31, 2020 and 2019

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Greenbelt Homes, Inc.
Greenbelt, Maryland

We have audited the accompanying financial statements of Greenbelt Homes, Inc., which comprise the consolidated balance sheets as of December 31, 2020 and 2019, and the related consolidated statements of income, members' equity, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greenbelt Homes, Inc. as of December 31, 2020 and 2019, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information on future major repairs and replacements on page 16 be presented to supplement the financial statements. Such information, which is the responsibility of management, is presented for the purpose of additional analysis. Such information has not been subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we do not express an opinion or provide any assurance on it.

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
April 9, 2021

GREENBELT HOMES, INC.
CONSOLIDATED BALANCE SHEETS
December 31, 2020 and 2019

	2020	2019
ASSETS		
CURRENT ASSETS		
Cash (Note 2)	\$ 7,623,727	\$ 7,462,525
Accounts receivable - net	632,911	547,042
Inventory	124,378	90,753
Prepaid expenses	13,038	27,484
Current portion of notes receivable	3,811	4,234
Total current assets	8,397,865	8,132,038
OTHER ASSETS		
Accounts receivable - noncurrent (Note 3)	34,225	33,303
Notes receivable - less current portion	18,668	22,087
Homes for sale (Note 4)	66,729	2,831
Investments (Note 5)	3,060,687	4,169,346
Property and equipment - net (Note 6)	26,065,244	22,657,508
Investment in NCB (Note 7)	885,137	885,137
Deferred taxes (Note 10)	10,000	366,000
Total other assets	30,140,690	28,136,212
Total assets	\$ 38,538,555	\$ 36,268,250
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable	\$ 978,538	\$ 1,307,537
Accounts payable - other	291,174	289,702
Deposits and deferred revenue	377,356	337,785
Prepaid rents	15,481	16,091
Accrued expenses	354,284	295,106
Total liabilities	2,016,833	2,246,221
MEMBERS' EQUITY		
Replacement reserve	5,148,742	5,842,100
Contingency reserve	569,406	440,242
Addition maintenance reserve	1,090,093	1,146,865
Working capital fund	1,803,980	1,739,296
Property and equipment	26,065,244	22,657,508
Unreserved operating fund	1,844,257	2,196,018
Total members' equity	36,521,722	34,022,029
Total liabilities and members' equity	\$ 38,538,555	\$ 36,268,250

See accompanying notes.

GREENBELT HOMES, INC.
CONSOLIDATED STATEMENTS OF INCOME
Years Ended December 31, 2020 and 2019

	2020	2019
REVENUE		
Member charges	\$ 12,504,963	\$ 12,096,103
Less: contributions to reserves	(2,429,477)	(2,353,163)
Home improvement program	1,136,211	2,132,154
Apartment rental income	629,792	621,619
Garage income	239,729	239,957
Contract processing	189,956	132,328
Fee for service	33,321	61,452
Investment return (Note 5)	140,917	365,192
Miscellaneous	38,219	130,166
Total revenue	12,483,631	13,425,808
OPERATING EXPENSES		
Real estate taxes	4,380,943	4,233,815
Maintenance	3,855,697	4,870,749
Administrative	1,778,961	1,506,760
Insurance	500,880	502,478
Trash collection	452,748	448,843
Depreciation on operating assets	65,739	60,190
Member services	11,456	22,211
Total operating expenses	11,046,424	11,645,046
Net income before depreciation on members' units and income taxes	1,437,207	1,780,762
Depreciation on members' units	1,067,384	911,555
Net income before income taxes	369,823	869,207
Provision for income taxes (Note 10)	(364,291)	351,796
Net income	\$ 5,532	\$ 1,221,003

See accompanying notes.

GREENBELT HOMES, INC.
CONSOLIDATED STATEMENTS OF MEMBERS' EQUITY
Years Ended December 31, 2020 and 2019

	Replacement Reserve	Contingency Reserve	Addition Maintenance Reserve	Crawlspace Improvements Fund	Asbestos Remediation Fund	Working Capital Fund	Property and Equipment	Unreserved Operating Fund	Total
Balance December 31, 2018	\$ 8,467,576	\$ 400,242	\$ 1,281,206	\$ 304,902	\$ 780,971	\$ 1,683,443	\$ 16,772,130	\$ 701,540	\$ 30,392,010
Net additions to working capital account	-	-	-	-	-	55,853	-	-	55,853
Member capitalizations of reserve accounts	1,899,233	-	193,930	160,000	100,000	-	-	-	2,353,163
Interest income	218,410	-	36,920	-	-	-	-	(255,330)	-
Transfers	-	40,000	9,037	944,009	(34,431)	-	5,885,378	(6,843,993)	-
Utilization of reserves	(4,743,119)	-	(374,228)	(1,408,911)	(846,540)	-	-	7,372,798	-
Net income	-	-	-	-	-	-	-	1,221,003	1,221,003
Balance December 31, 2019	5,842,100	440,242	1,146,865	-	-	1,739,296	22,657,508	2,196,018	34,022,029
Net additions to working capital account	-	-	-	-	-	64,684	-	-	64,684
Member capitalizations of reserve accounts	1,972,057	-	197,420	160,000	100,000	-	-	-	2,429,477
Interest income	77,750	-	15,690	-	-	-	-	(93,440)	-
Transfers	(396)	129,164	14,420	(160,000)	(100,000)	-	3,407,736	(3,290,924)	-
Utilization of reserves	(2,742,769)	-	(284,302)	-	-	-	-	3,027,071	-
Net income	-	-	-	-	-	-	-	5,532	5,532
Balance December 31, 2020	\$ 5,148,742	\$ 569,406	\$ 1,090,093	\$ -	\$ -	\$ 1,803,980	\$ 26,065,244	\$ 1,844,257	\$ 36,521,722

See accompanying notes.

GREENBELT HOMES, INC.
CONSOLIDATED STATEMENTS OF CASH FLOWS
Years Ended December 31, 2020 and 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 5,532	\$ 1,221,003
Adjustments to reconcile net income to net cash provided by operating activities		
Depreciation	1,133,123	971,745
Amortization of bond premiums and discounts	15,775	69,500
Bad debts	13,179	4,917
Deferred taxes	356,000	(362,000)
(Increase) decrease in assets		
Accounts receivable	(99,970)	(268,064)
Inventory	(33,625)	(1,982)
Prepaid expenses	14,446	(18,281)
Homes for sale	(63,898)	8,467
Increase (decrease) in liabilities		
Accounts payable	(328,999)	147,896
Accounts payable - other	1,472	(2,466)
Deposits and deferred revenue	39,571	40,559
Prepaid rents	(610)	8,019
Accrued expenses	59,178	35,248
Net cash provided by operating activities	1,111,174	1,854,561
CASH FLOWS FROM INVESTING ACTIVITIES		
Collections on notes receivable	3,842	5,273
Purchases of property and equipment	(4,540,859)	(6,857,123)
Interest retained in investments	(7,116)	(8,057)
Proceeds from sales of investments	1,100,000	2,500,000
Net cash used in investing activities	(3,444,133)	(4,359,907)
CASH FLOWS FROM FINANCING ACTIVITIES		
Member capitalizations of reserve accounts	2,429,477	2,353,163
Member additions to working capital account	165,970	207,264
Member redemptions from working capital account	(101,286)	(151,411)
Net cash provided by financing activities	2,494,161	2,409,016
Net change in cash	161,202	(96,330)
Cash at beginning of year	7,462,525	7,558,855
Cash at end of year	\$ 7,623,727	\$ 7,462,525
SUPPLEMENTAL DISCLOSURES		
Cash paid for income taxes	\$ 11,240	\$ 8,578

See accompanying notes.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Business

Greenbelt Homes, Inc. (the Cooperative) is a non-stock housing cooperative incorporated in Maryland in 1949. The Cooperative provides community facilities, services, and benefits for the welfare of its members and the usefulness of the community. Each of its 1,600 members has entered into a mutual ownership contract with the Cooperative, which in turn entitles the member to occupy, as a principal residence, a dwelling unit in the buildings owned by the Cooperative, which are located in Greenbelt, Maryland. Greenbelt Development Corporation owns and operates 60 apartment units and 52 garages, also located in Greenbelt, Maryland.

Basis of Consolidation

The financial statements include the accounts of Greenbelt Homes, Inc. (GHI) and its wholly owned subsidiary, Greenbelt Development Corporation (GDC). All material intra-entity transactions have been eliminated.

Receivables

The Cooperative uses the allowance method to account for uncollectible receivable balances. The allowance is based on management's estimate of potential uncollectible receivable amounts, which stem from historical experience. When accounts become uncollectible they are charged to the allowance reserve. At December 31, 2020 and 2019 the allowance for doubtful accounts was \$11,377 and \$25,604.

Accounts receivable consist of charges due from members (GHI) and rent and other charges due from tenants (GDC). Management writes off an account when all reasonable collection efforts have been exhausted, and the member or tenant has been evicted. GDC tenant accounts receivable are secured by tenant security deposits, which may be applied to unpaid balances.

Inventory

Inventory, which consists of items for repair and replacement of buildings and improvements, is valued at the lower of cost or net realizable value determined using the first-in, first-out (FIFO) method.

Investments

All "held to maturity" securities are reported at amortized cost with realized gains and losses included in earnings. The cost of securities sold is determined by the specific identification method. All "available for sale" securities are reported at aggregate fair value with unrealized gains and losses excluded from earnings and reported as a separate component of the Cooperative's equity.

Property and Equipment

Purchases of property and equipment are recorded at cost. Depreciation is provided using the straight-line method over 5 to 35 years, the estimated useful lives of the assets.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributions to Reserves

The Cooperative treats the components of member charges designated for its capital expenditures and major repairs reserve funds as contributions to members' equity. These amounts are deducted from member charges in the consolidated statements of income.

Income Tax Status

Income taxes are provided for the tax effects of transactions reported in the financial statements and consist of taxes currently due plus deferred taxes related primarily to differences between the bases of certain assets and liabilities for financial and tax reporting. The deferred taxes represent the future tax return consequences of those differences, which will be taxable when the assets and liabilities are settled. The Cooperative files income tax returns in the U.S. federal jurisdiction and the state of Maryland jurisdiction.

Members' Equity

The Cooperative designates members' equity into the following reserve funds:

Replacement reserve—The replacement reserve is used to account for funds accumulated for capital expenditures and major repairs and replacement of property. Amounts received by the reserve are derived from periodic member collections and allocations of budgetary surpluses as determined by the board of directors, as well as interest earned on investment of reserve assets.

Contingency reserve—The contingency reserve is used to account for unplanned major expenditures, unbudgeted expenses, and operating deficits. Amounts received by this reserve result from surpluses from operations unless otherwise directed by the board of directors.

Addition maintenance reserve—The addition maintenance reserve is used to account for major repair and maintenance expenditures associated specifically to added structures made to members' homes. Amounts received by this reserve are derived from collections from members who are part of the addition maintenance program as well as interest earned on investment of reserve assets.

Crawlspace improvements fund—The Crawlspace improvements fund was established in 2016 for the remediation of deteriorated crawlspaces in members' homes.

Asbestos remediation fund—The Asbestos remediation fund was established in 2017 for the removal of asbestos in members' homes.

Working capital fund—In 1952 the Cooperative established a working capital requirement in the amount of 3% of the purchase price of each unit to provide sufficient financial resources to operate the Cooperative and meet acquisition costs. In 1994 the board of directors reduced the working capital collected with the purchase of a unit to 1%. In 2010 the board of directors eliminated the collection of working capital. For purchases beginning April 1, 2015 the board of directors reinstated the collection of 1% of the purchase price of each unit as a contribution to the working capital fund.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Unreserved operating fund—The unreserved operating fund is used to account for the day-to-day activities of the Cooperative, including the general management and upkeep of the common property. Amounts received by this reserve are derived from the periodic member collections as determined by the board of directors. This reserve accounts for any surpluses and deficits not otherwise accounted for in the Cooperative's equity.

Members' Equity Transactions

Member capitalizations in the consolidated statements of members' equity reflect the members' contributions to the various reserve accounts. Transfers reflect the allocations among accounts that were approved by the board of directors of the Cooperative.

Revenue Recognition

Member charges, as well as Home Improvement Program charges, are recognized when GHI member assessments pertaining to their units are due. Apartment rental income is recognized when rent is due from GDC residents. Other revenues include garage rental income, contract processing fee, fees for service, and other charges to members and tenants. These other revenues are generally recognized when services are provided to members and tenants.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

Date of Management's Review

Management has evaluated subsequent events through April 9, 2021, the date which the financial statements were available to be issued.

NOTE 2—CASH

Cash accounts at December 31, 2020 and 2019 consisted of the following:

	2020	2019
Greenbelt Federal Credit Union - money market	\$ 25	\$ 25
Greenbelt Federal Credit Union - savings	552	3,473
Greenbelt Federal Credit Union - security deposit escrow	55,977	52,237
Lafayette - cash sweep	35,298	28,670
National Cooperative Bank - operating cash	645,477	1,229,100
National Cooperative Bank - trustee cash	46,537	40,998
Vanguard - money market	6,839,861	6,108,022
Cash	\$ 7,623,727	\$ 7,462,525

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 3—ACCOUNTS RECEIVABLE - NONCURRENT

Prior to January 1, 1999, the Cooperative performed rehabilitation projects that were funded by loans from the U.S. Department of Housing and Urban Development and National Cooperative Bank (NCB). Members who met predetermined qualifications were allowed to participate in the Rehabilitation Loan Deferral Program (RLDP) whereby they could defer the increases in monthly charges. Participants were required to be recertified annually. Simple interest is assessed at 3% on the unpaid principal balance. The entire balance consisting of principal and interest is due when participants terminate their memberships. The RLDP accounts receivable balance at December 31, 2020 and 2019 was \$28,864 and \$28,416.

The Cooperative established a Fee Increased Deferral Program in 1988 which allowed members who met predetermined qualifications to defer increases in their monthly charges. Participants were required to be recertified annually. Simple interest is assessed at a rate of 2% less than the last NCB rehab loan rate on the amount deferred until the money is repaid. No balances were due to the Cooperative under this program at December 31, 2020 and 2019.

The Cooperative's board of directors voted to discontinue the member deferral programs described above effective January 1, 1999. In November 2015, the board of directors started a new Fee Deferral Program to assist members below certain income levels to defer payments associated with their crawlspace improvements assessments through 2025. The interest rate of 4.5% compounds and resets every five years. The accounts receivable balance from this program at December 31, 2020 and 2019 was \$5,361 and \$4,887.

NOTE 4—HOMES FOR SALE

Homes for sale represents units of housing that the Cooperative now controls from former members. The units are being held for resale. The Cooperative recognizes these assets held for sale at the historical costs the Cooperative has expended on each unit.

NOTE 5—INVESTMENTS

Held to maturity securities, consisting of bonds, are recorded at amortized cost. The bonds have various maturity dates through 2023 and various interest rates ranging from 2.25% to 5.5%. The aggregate fair value of the bonds at December 31, 2020 and 2019 was \$2,991,372 and \$4,073,314.

Available for sale marketable securities, consisting of corporate bond mutual funds, are recorded at fair value, with the change in fair value during the year excluded from earnings and recorded as a separate component of members' equity. Such differences were immaterial at December 31, 2020 and 2019 and not recorded in the financial statements.

Investment return for 2020 and 2019 was comprised of interest income.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 5—INVESTMENTS (continued)

The following summarizes the information relating to investments at December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
HELD TO MATURITY		
Face value	\$ 2,900,000	\$ 4,000,000
Unamortized premiums	15,007	35,111
Unamortized discounts	<u>(7,437)</u>	<u>(11,766)</u>
Amortized cost	2,907,570	4,023,345
AVAILABLE FOR SALE		
Fair value	<u>153,117</u>	<u>146,001</u>
Investments	<u>\$ 3,060,687</u>	<u>\$ 4,169,346</u>

The investments are uninsured and are subject to changes in economic market conditions. The Cooperative's investment policy attempts to minimize market risk through portfolio diversification.

NOTE 6—PROPERTY AND EQUIPMENT

Property and equipment at December 31, 2020 and 2019 consisted of the following:

	<u>2020</u>	<u>2019</u>
Land	\$ 26,573	\$ 26,573
Equipment	1,015,033	997,040
Buildings and improvements	56,560,063	52,051,307
Vehicles and operating equipment	<u>623,969</u>	<u>609,859</u>
Property and equipment	58,225,638	53,684,779
Less accumulated depreciation	<u>32,160,394</u>	<u>31,027,271</u>
Property and equipment - net	<u>\$ 26,065,244</u>	<u>\$ 22,657,508</u>

Depreciation expense for 2020 and 2019 was \$1,133,123 and \$971,745.

NOTE 7—INVESTMENT IN NCB

Under the terms of its former loan with NCB, the Cooperative was required to purchase stock in NCB which served as additional collateral for the mortgage. The stock is carried at the cost of the purchased shares. The investment in NCB has not been increased nor have dividends been recorded for any stock dividend received in 2020 and 2019.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 8—REPLACEMENT RESERVE AND ADDITION MAINTENANCE RESERVE

The Cooperative revised its replacement reserve plan in 2013 and 2011 to estimate the remaining useful lives and the replacement costs of the common property components. The addition maintenance reserve study was conducted in 2008. The Cooperative is funding for such major repairs and replacements over the estimated useful lives of the components based on the study's estimates of current replacement costs, considering amounts previously accumulated in the replacement fund. Actual expenditures, however, may materially vary from the estimated amounts. Therefore, amounts accumulated in the replacement fund may or may not be adequate to meet future needs.

Accordingly, the replacement reserve funding requirements of \$1,972,057 and \$1,899,233 were assessed to members of the Cooperative in 2020 and 2019, and these amounts were contributed to the replacement reserve in those years. The Cooperative also added \$197,420 and \$193,930 of funding into the addition maintenance reserve in 2020 and 2019.

NOTE 9—NET INCOME OF BUSINESS COMPONENTS

The net income of Cooperative's business components for 2020 and 2019 was as follows:

	2020	2019
Net income (loss) of GHI - excluding net income derived from GDC	\$ (79,841)	\$ 1,121,062
Net income of GDC	85,373	99,941
Net income	\$ 5,532	\$ 1,221,003

NOTE 10—INCOME TAXES

The Cooperative files a consolidated federal income tax return. GHI and GDC file separate income tax returns with the State of Maryland. GDC's net income is subject to taxation at the normal corporation rates.

The Cooperative's deferred tax asset and liability at December 31, 2020 and 2019 consisted of the following:

	2020	2019
Total deferred tax asset	\$ 626,000	\$ 459,000
Deferred tax asset valuation allowance	(570,000)	-
Total deferred tax liability	(46,000)	(93,000)
Net deferred tax asset	\$ 10,000	\$ 366,000

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 10—INCOME TAXES (continued)

The total deferred tax asset primarily relates to federal and state net operating loss carryforwards which totaled approximately \$2,071,000 at December 31, 2020. The net loss carryforwards begin to expire in 2034. For 2020, management concluded that the likelihood of utilizing the net operating loss carryforward against future taxable income is remote, and a valuation allowance for \$570,000, the full amount of the deferred tax asset stemming from the net loss carryforwards, was recorded. The total deferred tax asset also relates to timing differences between expenses recorded in the financial statements and deducted for income tax purposes. The deferred tax liability relates to differences in depreciation methods utilized for income tax and financial statement reporting purposes.

The provision for income taxes for 2020 and 2019 consisted of the following:

	2020	2019
Federal income taxes - current year	\$ -	\$ -
Maryland income taxes - current year	(8,291)	(10,204)
Deferred tax (expense) benefit	(356,000)	362,000
Provision for income taxes	\$ (364,291)	\$ 351,796

NOTE 11—FUTURE MAJOR REPAIRS, REPLACEMENTS, AND CONTINGENCIES

The Cooperative's board of directors requires funds to be accumulated for future major repairs, replacements, and contingencies. The funds are not maintained in separate bank accounts. Instead, these amounts are reserves of the Cooperative's members' equity.

The reserved amounts as of December 31, 2020 and 2019 were as follows:

	2020	2019
Replacement reserve fund	\$ 5,148,742	\$ 5,842,100
Contingency reserve fund	569,406	440,242
Addition maintenance reserve fund	1,090,093	1,146,865
Total reserved amounts	\$ 6,808,241	\$ 7,429,207

Reserves are created when board of directors allocates equity for specific purposes. The contingency reserve and the replacement reserve were established by the board of directors in 1987. In 1995 the board of directors created the addition maintenance reserve. In 2016 the board of directors created the crawlspace improvements fund. In 2017 the board of directors created the asbestos remediation fund.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 12—FAIR VALUE MEASUREMENTS

Fair values of assets measured on a recurring basis at December 31, 2020 and 2019 were as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Bond mutual funds 2020	\$ 153,117	\$ 153,117	\$ -	\$ -
Bond mutual funds 2019	\$ 146,001	\$ 146,001	\$ -	\$ -

Fair values of bond mutual funds are determined by reference to quoted market prices and other relevant information generated by market transactions.

NOTE 13—COMMITMENTS

The Cooperative has entered into numerous contracts to receive various maintenance and repair services for its properties over multiple years at fixed prices.

NOTE 14—CONCENTRATION OF CREDIT RISK

The Cooperative maintains cash balances at several financial institutions located in Greenbelt, Maryland and Washington, DC. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2020 and 2019, the Cooperative's uninsured cash balances totaled approximately \$544,000 and 1,056,000. The entire amount of cash in the Vanguard money market is uninsured.

NOTE 15—PENSION PLAN

The Cooperative sponsors a 401(k) pension plan. All employees of the Cooperative who have completed one year of service and have attained age 21 are eligible to participate in the plan. Eligible employees may defer up to 90% of their compensation not to exceed IRS limitations. Employer contributions to the plan are based on a predetermined formula as set forth in the plan document. Pension expense was \$104,002 and \$104,131 for 2020 and 2019.

GREENBELT HOMES, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2020 and 2019

NOTE 16—LEASING ARRANGEMENTS

The Cooperative leases apartment units to tenants through GDC. The Cooperative collects a security deposit from each tenant that may be retained due to nonpayment of rent and damages to the leased premises in excess of ordinary wear and tear.

Property and equipment held for leasing purposes at December 31, 2020 and 2019 consisted of the following:

	2020	2019
Land	\$ 26,573	\$ 26,573
Equipment	740,173	740,173
Buildings and improvements	889,836	889,836
Property and equipment	1,656,582	1,656,582
Less accumulated depreciation	1,362,409	1,331,909
Property and equipment held for leasing purposes - net	\$ 294,173	\$ 324,673

NOTE 17—COVID-19 PANDEMIC

The COVID-19 outbreak in the United States which escalated in spring 2020 has resulted in possible economic hardships for the Cooperative's members. This development could potentially have an adverse effect on the Cooperative's future revenue. However, the financial impact and duration cannot be reasonably estimated at this time.

GREENBELT HOMES, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS
(UNAUDITED)
December 31, 2020

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 2020. The following information is based on that analysis and presents significant information about the components of common property.

Component	Estimated Useful Life (Years)	Estimated future repair and replacement costs		
		Frame Homes	Masonry Homes	Larger Homes
HVAC, larger homes	20	\$ -	\$ -	\$ 356,580
Attached garage roofs & doors	25	-	284,615	-
Baseboard heaters	35	182,581	117,675	-
Ceiling heaters	25	345,434	201,476	-
Drainage systems, larger townhomes	50	-	-	244,394
Electrical systems	70 - 90	2,721,899	1,630,806	279,428
Porch stoops, frame	25	667,446	-	-
Entrance doors	35-40	443,995	245,016	92,249
Porch roofs, masonry	25	-	1,500,663	-
Roots (main & porch), frame	25	2,294,725	-	-
Roots, larger homes	25	-	-	196,108
Roofs, masonry	24-75	-	1,503,923	-
Siding (vinyl)	35-45	822,896	144,470	76,532
Sump pumps	20	97,962	-	-
Water heaters	15	1,339,947	778,993	39,265
Water supply and waste piping	90-95	7,440,000	8,686,675	-
Window sets	35-40	690,880	634,520	210,201
* Shared Components				
<i>Administrative building - windows, roofs, baseboard heaters, water heaters</i>	15-40	220,027	128,432	6,423
<i>Concrete sidewalks</i>	75	853,698	498,312	24,923
<i>Parking lots</i>	25	776,733	453,387	22,675
<i>Playground renovations (seven playgrounds)</i>	25	111,250	64,938	3,248
<i>Retaining walls at 60-E Crescent Rd, 3-D Eastway, 13-P Hillside, and 2A-E and 2G-M Plateau Place</i>	19-100	157,254	91,791	4,591
<i>Rental garage doors</i>	25	111,753	65,231	3,263
<i>Rental garage roofs</i>	20	347,288	202,715	10,139
<i>Underground sewer piping</i>	75	1,782,767	1,040,618	52,045
<i>Vehicles</i>	20-25	1,035,585	604,481	30,233
Total future costs		\$ 22,444,120	\$ 18,878,737	\$ 1,652,297

* 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%
- Masonry Homes: 579 homes / 1,600 = 36.19%
- Larger Homes: 29 homes / 1,600 = 1.81%

COMPANION ANIMAL COMMITTEE

SEMI-ANNUAL REPORT TO THE GHI BOARD OF DIRECTORS

July 2020-December 2020

Please Note: The CAC did not meet in December because of the holidays. We continue to hold our monthly meetings using Zoom. To date all community activities have been canceled. In addition, we decided not to hold Meet and Greets during the period this report covers.

ACTIVITIES

Guide for GHI Members with Companion Animals

The CAC finished the **Guide for GHI Members with Companion Animals**. It was approved by the GHI Board of Directors, and uploaded to our web page. We will publicize the Guide by providing a short description of the Guide, with a link to it, in e-News. We made sure that appropriate GHI staff have digital copies of the Guide.

Pamphlet for New Members

As a result of Covid, work on this pamphlet came to a halt. Our goal is to finish this before the end of 2021. This pamphlet for new members highlights pet etiquette, some key difference between local and county ordinances and GHI rules. The pamphlet also provides an introduction to the charter and mission of the CAC. It will also contain a link to the **Guide for GHI Members with Companion Animals**. Once completed this pamphlet will be provided to select GHI staff for their review. After we receive and discuss their comments and make any revisions, the pamphlet will be presented to the Board of Directors for approval.

Animal Complaints

During the period of this report, animal complaints involved excessive barking, neighbor conflict that involved a reactive dog, and pet waste not being cleaned up in members' yards.

GOALS FOR 2021

As a result of Covid-19, we anticipate that our in-person activities and events will be canceled. Covid also impacts our goals for 2021. If things change in the coming months, we will revisit our 2021 goals.

1. Complete pamphlet about Pets in GHI for the Pre-Purchase Orientation. This pamphlet will highlight our Guide on the ghi.coop web site, will explain what is unique about having pets in GHI, and will talk about dog and cat etiquette. It will also link to the **Guide for GHI Members with Companion Animals**.
2. Complete article on Covid and separation anxiety in dogs.
3. Complete document about winter care of pets.

4. Complete article about not feeding wildlife.
5. Complete document on special items available online for DINOS, deaf, and blind dogs. This information show members items such as collars, vests and leashes that can alert other members that their dog needs space or is unable to hear or see. It will also provide links to resources that can assist members living with these dogs. The CAC is aware of members who have dogs that fit into all these categories.
6. Work with an Animal Behaviorist on the issue of cats roaming at large in GHI. This will include at least one webinar educating committee members about this topic, discussion of problems that often result in cats becoming outdoor cats, solutions to common behavior problems to prevent cats from becoming outdoor cats, other community-based educational programs (if any) to address this issue, and online resources that members will be able to access.
7. Use e-News alerts to announce key CAC events and topics.
8. Draft a public-facing page for the ghi.coop CAC webpage to have ready when the private member portal is operational.

Ongoing Goals

9. Community Education Campaign
 - Importance of cleaning up after pets.
 - Transitioning cats indoors.
 - Management techniques to stop dogs from fence running and lunging at fences.
 - Management techniques for excessive barking.
 - Avoiding human-wildlife conflicts.
10. Educate all members about dogs in need of space (DINOS) to provide a member with the tools to inform others that their dog is a dog in need of space and should not be approached without permission. Also aids in bite prevention.
11. Hold Meet and Greet Events around GHI (once it is safe to do so).
12. Update and clean up our ghi.coop web page.
13. Continue working with Member Services, and contributing to GHI's e-News, and the committee web page.
14. Transition content to the new member portal once it is operational.
15. Continue to partner with the Greenbelt Community Animal Response Team (GCART).

2021 ANNUAL MEMBERSHIP MEETING

May 13, 2021

7:30 p.m.

MEETING LOCATIONS:

1. A virtual Zoom meeting for members to participate remotely via computer or smartphone.
2. An in-person meeting option at Greenbelt Youth Center Gymnasium at 99 Centerway, Greenbelt, MD 20770. *(No more than 50 persons may physically attend the meeting at this facility, due to public gathering restrictions resulting from the Covid-19 pandemic).*

AGENDA

1. Issuance of voting cards beginning at 7:00 p.m. (only for members physically attending the meeting at the Greenbelt Youth Center) *.
2. Proof of due notice of meeting.
3. Certification of presence of a quorum.
4. Approval of agenda.
5. Action on minutes for the Annual Meeting held on October 29, 2020
6. Reports of officers, directors, and elected committees.
7. Presentation of Candidates.
8. Nominations and Elections of the Nominations and Elections Committee.
9. Old Business.
10. Announcements:
 - a) Information from the Member Outreach Committee about the Court Communicator Program.
 - b) GHI Transition Task Force Report.
11. Recess.

Ed James
Secretary

* Registration for persons attending the meeting at the Greenbelt Youth Center will be alphabetical by last name. Where two or more persons hold a membership together and their last names differ, the registration lists will first show the name of the first person on the Mutual Ownership Contract (MOC). *Example: The membership is held jointly by Pamela Arcadia and Joe Zenith. Joe Zenith's name is shown first on the MOC. Pamela Arcadia would therefore register at the table displaying the letter "Z".*

Investment Committee Report as of December 31, 2020

The Investment Committee has the responsibility of investing funds on behalf of Greenbelt Homes, Inc. (GHI). Those funds include amounts that are set aside for replacement reserves. Building components (roofs, windows, doors, hot water heaters, for example) wear out. GHI has a plan for their replacement, and has set up a replacement reserve fund to take care of future capital costs. Members' coop fees include the cost of maintaining an adequate reserve to meet this need. The replacement reserve plan was updated by a consultant in 2018.

As of December 31, 2020, GHI held \$9,935,960 in investments and cash equivalents. Our investment portfolio was comprised of individual corporate bonds, Vanguard Short Term Investment Grade Fund Admiral Shares (VFSUX), a Federal Money Market Fund (VMFXX), and a bank sweep account with Lafayette Investments.

Net income from Greenbelt Development Corporation (The Parkway Apartments) totaled \$85,373 for 2020.

GHI income from investments totaled \$140,917 for 2020. The interest rates on individual bonds held in GHI's bond ladder currently range between 2.25% and 5.5% of face value for a weighted average of 3.75%. The aggregate market value of these bonds was \$2,991,372. As of December 31, 2020, the one-year return was 5.25% for the VFSUX and 0.45% for the VMFXX. Cash sweep account annual percentage yield earned was 0.01%.

We have received legal advice that we must keep most of the funds in investments backed by the US government unless we hire a suitable investment advisor. The Investment Committee is currently looking into addressing this matter.

Corporate Bond Investments					
<u>Face Value</u>	<u>Company Name</u>	<u>Coupon</u>	<u>Maturity</u>		
				\$ 2,900,000	Total Corporate Bonds
300,000	General Electric Cap	5.300%	02/11/21	15,007	Unamortized Bond Premium
100,000	Kinder Morgan Energy	3.500%	03/01/21	(7,437)	Unamortized Bond Discount
200,000	Nextera Energy Capital	4.500%	06/01/21	153,117	Vanguard ST Investment Grade Fund (VFSUX)
300,000	Reinsurance Group of Ame	5.000%	06/01/21		
200,000	Hewlett-Packard Co	4.650%	12/09/21	<u>3,060,687</u>	Total Investments
300,000	Occidental Petroleum	3.125%	02/15/22		
300,000	Apache Corp	3.250%	04/15/22		
100,000	Omnicom Group Inc.	3.625%	05/01/22	6,839,975	Cash & Cash Equivalent Vanguard Federal Money Market (VMFXX)
300,000	Baxter International	2.400%	08/15/22	35,298	Cash sweep (Lafayette)
200,000	Broadcom Corp	2.500%	08/15/22	<u>6,875,273</u>	Total Cash & Cash Equivalent
200,000	Block Financial	5.500%	11/01/22		
200,000	General Dynamics	2.250%	11/15/22	<u>\$ 9,935,960</u>	Total Investments and Cash Equivalents
200,000	Allergan Inc.	2.800%	03/15/23		

\$ 2,900,000 Total Corporate Bonds

National Cooperative Bank stock of \$885,000 recorded at cost not included above.

Board Action Plan Updated on 12-13-2020

Status as of 4-8-2021

Goal	Objective	#	GH 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	CMC	Staff	Comments on status	Status
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 5 and 5+ of HIP	A	X		X	HIP expected to be completed in April 2021.	Ongoing
		A.1.b	Continue member education - continue E-Newsletter updates, webinars.	A	X	BLD & COM	X	E-News updates were provided weekly. Three virtual meetings were held during the week beginning June 1, 2020.	Complete
		A.1.c	Continue frame crawl space improvements including asbestos removal.	A	X		X	Completed.	Complete
		A.1.d	Continue documentation of HIP for posterity. Staff and the contractor should prepare a report summary at the end of each year to be submitted to the Board of Directors (BOD).	B	X		X	On 12/5/19, the Board accepted a report from staff that summarized HIP activities for 2016 to 2018. On 12/17/2020, the Board reviewed a report on 2019 activities; a report on 2020/21 activities will be provided when the program ends.	In process
		A.1.e	Arrange a function to celebrate successful HIP completion.	B	X	MOC	X	Currently being planned by the MOC	In process
		A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. A contract was signed; installation of the panels is currently in process and should be completed in March 2021. On May 6, 2021 the Board will review the Finance Committee's recommendation about whether the contract with SES Inc. should be amended to a pre-power purchase agreement.	In process
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X	BLD	X	On hold. Board to ask the Buildings Committee to resume work on this assignment.	Started.
		A.2.c	Implement pilot program for testing performance of heat-pump water heaters.	B	X	BLD	X	All eleven units have been installed in crawlspaces of masonry homes. Staff will continue to monitor the performance of these units.	In process
		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

Item 7c. Attachment #11a

Board Action Plan Updated on 12-13-2020
Status as of 4-8-2021

A.3.b	Continue to study program for inspections of building exteriors and yards.	A	X	EBYITF	X	On February 18, 2021, the Board accepted a report from the Yards and Exteriors Task Force and decided the scope of an inspection program for 2021.	Complete		
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 in 2019, asking for negotiations to be resumed and pipes to be replaced in conformance with the 1958 agreement. WSSC's General Manager responded on Jan 31, 2020. On November 3, 2020, a joint letter signed by the Board President and City of Greenbelt Mayor was sent in response to the WSSC's Manager's letter. On March 4, 2021, the Board discussed WSSC's response to the November 3, 2020 letter and decided that GHI would accept WSSC's position to not replace the pipes at this time, but honor the 1958 agreement to operate and maintain GHI's water and sewer systems.	Complete		
A.3.d	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc.	B	X	ARC	X	The Board approved changes to GHI's rules for fences on August 20, 2020.	In process		
A.3.e	Storm Water Management Task Force continues to address drainage issues.	B	X	SWTF	X	On 2/7/2019, the Board of Directors accepted the SWMTF's proposition that GHI participate in a MDNR-funded project through UMD as a pilot study to test-proof the concept for mapping non-tidal flood risks. On 2/15/2019, the UMD received a grant for the Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland. The grant funding period ends on 6/30/2021, although an extension is possible due to the pandemic. The SWMTF recommended the hiring of a part-time green infrastructure staff person to facilitate the integration of green stormwater infrastructure practices. This staff position has been hired.	Ongoing		

Item 7c. Attachment #11a

Board Action Plan Updated on 12-13-2020
Status as of 4-8-2021

A.3.f	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 Inc.) to evaluate the condition of water supply and waste pipes in a sample of frame and masonry homes, provide a report on replacement options, provide a report on the performance of epoxy lined pipes in 2 units and design a pilot study to evaluate methodologies for replacement of the piping. The Board reviewed ETC's report on November 19, 2020 and decided not to have the consultant design the pilot study. On January 21, the Board directed the Buildings Committee to advise the next planning steps that should be undertaken	In process
A.3.g	Implement Admin complex security.	A	X	STF	X	On June 18, 2020, the Board approved a contract for the installation of an access control system for the Admin Building. The system has been installed. After two exterior lighting fixtures are installed by staff, this work plan item will be completed.	In process
A.3.h	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. On November 19, 2020, the GDC Board decided that GDC will continue to request loans from GHF for the capital improvements program as needed.	In process
A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHF's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt and met with the City Council on July 20, 2020 to discuss GHF's position on the proposed NCOZ Standards for Greenbelt Awaiting draft NCOZ from M-NCPPC.	in process
A.5.a	Expand Fee-For-Service program.	A	X	BDTF	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 volunteered to serve on this task force.	Not started
A.5.b	Develop policy for storage of recreational vehicles in GHF Boat Lots.	A	X		X	Task Force was established on 12/3/2020 and submitted a policy that the board reviewed on March 18, 2021. The draft policy has been forwarded to the communications committee for editing.	In process

Board Action Plan Updated on 12-13-2020

Status as of 4-8-2021

B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment	In process
B.2 Improve operation of the Board	B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held for the 2020-21 Board on 12/8/2020. On 12/8/2020, staff held a training program on interpreting financial statements.	Ongoing
	B.2.b	Create understudy program for Board officers.	A	X		X		Not started
B.3 Improve committee operation and promote member involvement	B.2c	Investigate all aspects of continuing to hold virtual Board, committee and membership meetings post Covid-19.	A	X		X	Training and infrastructure may be required. The Board may consider establishing a task force.	Not started
	B.3.a	Provide training for committee chairs.	A	X		X	Last training program for committees was held in September 2018. Plan to hold another training program in 2021.	Ongoing
	B.3.b	Increase participation in committees.	A	X	MOC	X		Ongoing
B.4 Prepare for succession of administrative staff	B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Last volunteer recognition event was held on October 16, 2019.	Ongoing
	B.4.a	Plan for succession of General Manager.	A	X	TSTF	X	The Board passed a motion on December 3, 2020 to establish a Transition and Sustainability Task Force and allocate \$7,500 for hiring a consultant to assist the task force with its work. The consultant has been hired.	In process
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		Staff prepared a draft records' retention policy. The Board subsequently appointed a task force to recommend historical documents that should be retained and how they should be stored. The task force is currently working on this assignment.	In process
	B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X	GDCTF	X	A task force is currently working on this assignment.	In process
B.6 Review bylaws issue	B.6.a	Need to address 'new acquisition of property/business opportunity' clause in GHI bylaws.	B	X		X		Not started
B.7 Increase operational efficiency	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management, and knowledge transfer in scope.	A	X		X	Staff continues to work on this task and will make further changes as the new property management system is implemented.	In process

B. Organization & Infrastructure

Board Action Plan Updated on 12-13-2020
Status as of 4-8-2021

C. Financial Stability		B7.c	C	X	RRTF	X		
	C.1 Increase revenue through business development	C.1.a	B	X	BDTF	X	Staff's top priority for 2021 is to successfully implement the integrated property management system. It is also prudent to postpone this task until the records retention task force completes its work and the Board adopts a records retention policy.	Not started
	C.2 Continue education programs on GHI finances and produce them as webinars	C.2.a	A	X	FIN	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 applied to serve on the task force. A further attempt will be made to obtain volunteers for the task force; if this fails, the Board may consider hiring a consultant	In process
		C.2.b	A	X	FIN	X		Not started
		C.2.c	A	X	FIN	X		Not started
	C.3 Increase grant-based income opportunities	C.3.a	A	X		X		In process

Board Action Plan Updated on 12-13-2020
Status as of 4-8-2021

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. On February 4, 2020, the Board adopted a revised GHI investment policy that the investment committee recommended.	Complete	
	C.4.b	Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	B	X	LGAC	X	On January 21, the Board directed the LGAC in consultation with the Investment Committee to recommend actions by March 31, 2021 that GHI should pursue to have the law changed to remove the restrictions on GHI investments.	In progress	
C.5 Explore other money saving opportunities	C.5.a	Explore holding equity of 10-40 percent in some member units.	C	X	FTN & 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 and Marketing Committee.	A	X	COM/ MARK			Ongoing	
	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.	A	X	LGAC	X	LGAC recommended and the Board approved a task force to advocate GHI's position re: Maglev project. LGAC drafted a letter which the Board President sent to the Maryland Transportation Authority stating GHI's position on the Environmental Impact Study for the I-495 Beltway and the BW Parkway expansion project.	Ongoing	
D.2 Coordinate efforts w/external entities	D.2.b	Advocate for adequate public transit resources to be provided to the GHI community.	A	X	MOC	X	On November 5, 2020, the Board requested the Member Outreach Committee to survey the membership re: Use of Public Bus Services. The Board President recently sent a letter to the WMATA stating GHI's opposition to proposed budget cuts.	In process	
	D.3.a	Influence the shape of the Common Ownership Communities (COO) program in PG Co and MD.	A	X	LGAC			In process	
D. External Communication									
D.3 Be a leader in cooperative living & coops									

Item 7c. Attachment #11a

Board Action Plan Updated on 12-13-2020

Status as of 4-8-2021

E. Internal Communication									
E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHF's Maintenance Director visits new members after they move in and request a visit, to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members. On November 5, 2020, the Board approved a Court Communicator program that the MOC recommended.	Ongoing	
E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHF.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Ongoing	
	E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started	
E.3 Use technology for improved member access and communication	E.3.a	Implement a proactive social media strategy (planned, regular tweets; use of GHF's Facebook page for official dissemination of information.	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 GHF's Facebook page.		
	E.3.b	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.c	Improve GHF website per recommendations from membership survey.	A	X	COM	X	The Board passed a motion on December 3, 2020 to establish a task force to recommend upgrades of the website.	In process	
E.4 Improve member handbook	E.4	Upgrade member handbook.	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	LGAC - Legislative and Government Affairs Committee

Board Action Plan Updated on 12-13-2020
 Status as of 4-8-2021

Committees and Task Forces	
BDTF – Business Development Task Force	LRPC – Long Range Planning Committee
BLD - Buildings Committee	MOC - Member Outreach Committee
BTF - Board Task Force	RRTF – Record Retention Task Force
COM/MARK - Communications & Marketing Committee	STF – Safety Task Force
EBYTF – Exterior Buildings and Yard Inspection Task Force	SWTF – Storm Water Task Force
FIN - Finance Committee	WC - Woodlands Committee
GDCTF – GDC Task Force	ZTF - Zoning Task Force
INVC – Investment Committee	
IT TF - Information Technology Task Force	

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		Committee Assignments for the 2020-2021 Board Term	Status	Not Started	In Progress	Completed
Architectural Review Committee	1	Review design guidelines for double-doors	Complete.			X
	2	Consider siding and window replacement options on 25 larger townhomes, and 2 story single family units.	Window specs same as under HIP. Vertical siding selection in progress.		X	
Bicycle Committee	1	These items were not assigned by the Board.	The Bicycle committee presented a proposal for a bike repair station to be procured and installed at the GHI administration building. The proposal was approved on 18 March 2021.		X	
	2		Coordinating a virtual Bike repair clinic with the Washington Area Bicycle Association. The event will be aired via ZOOM on 27 March 2020.			X
	3		Providing marketing material (bicycle bells) for "Bike to Work Day" in May 2021.			
Buildings Committee	1	The GDC Board requested the Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on hold by the Committee		X	
	2	Investigate feasibility of heat-pump type water heaters for installation in GHI	In progress		X	
	3	Board assigned staff to hire a consultant to investigate options to develop plans and estimates to replace the stairway, rebuilding to correct the existing problems; plans shall consider removal or retention of the tree	not started		X	
	4	Review ETC Inc. plumbing system report	Complete. The Board agreed with the Committee's recommendation that ETC should not proceed to design a pilot study.			X
	5	Investigate water quality testing options	In progress		X	

Committee Task List: Jan - Dec 2021

	6	Investigate various solutions to address discoloration on slate roof tiles	not started	X		
	7	Investigate electrification of a set of GHI garages for future EV and other uses.	in progress		X	
	8	Begin planning for replacement of plumbing drain pipe in GHI homes and supply pipe in masonry homes	in progress		X	
	9	Building Improvement Options for Townhomes & Larger Homes - Recommend options by 4/30/21.	not started	X		
Communications and Marketing Committee	1	Review and recommend changes to the format of the GHI Member Handbook. Task was assigned by the Board on September 17, 2020	In progress		X	
	2	Revise the format of a draft 'Reasonable Accommodations Policy'	Re-formatted draft was reviewed by the Board on December 17			X
	3	Revise draft of GHI Rule Section III. Minimum Use and Maintenance Standards - Homes and Yards. B. Exterior to incorporate member comments	Revisions to the rule were reviewed by the Board on December 17			X
Companion Animal Committee	1	Continue to develop articles relating to companion animals.	Ongoing		X	
	1	Recommend to Board of Directors if GHI should charge a fee for permits and if so should a portion of the permit fee be refundable.	To be resubmitted to Board of Directors on April 1st			X
Finance	2	Recommend to Board of Directors if GHI should consider offers to purchase the Parkway Apartments and to establish a minimum market value at which	To GDC Board of Directors on April 1st			X
	3	Recommend to Board of Directors if GHI should consider amendments to the Solar PVES PPA and provide pros and cons for consideration.	To Board of Directors on April 1st			X
	4	Recommend to Board of Directors if GHI should consider changes to the employee grant program	To Board of Directors on future agenda			X
	1	Review GDC bylaws and recommend changes that should be made.	In progress		X	
GHI/GDC Bylaws, Relations Task Force	2	Recommend changes to GHI/GDC bylaws that are needed to make it legal and easier for acquisition of additional GDC properties.			X	

Committee Task List: Jan - Dec 2021

	3	Prepare a proposed written agreement of GHI/GDC responsibilities to each entity.	in progress		X	
GHI's Website Task Force	1	Elect Chair	Ken Shields elected as chair			X
	2	Establish and review charter	Completed.			X
	3	Request demonstrations from Yardi and third party companies	In progress. Yardi completed a demo on 3/22/21. Establishing dates for other vendors.		X	
	4	Establish wire framework and mission for the ghi coop website	In progress		X	
Investment	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.		X	
	2	Report to LGAC Financial Impact of following the Prudent Person Rule rather than being allow to follow the Prudent Investor Rule	To be sent to LGAC by 3/31/21		X	
	3	Investment Committee 2020 Year-End Report to the Board of Directors	Draft report will be reviewed at April 8th committee meeting	X		
Legislative and Government Affairs	1	Monitor Federal, State and MD legislative actions that may impact GHI	In progress		X	
	2	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
	3	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.	Committee drafted a letter that the Board adopted and sent to the Maryland Transportation Authority regarding GHI's concerns about the DEIS.			X
	4	On January 21, the Board directed the LGAC in consultation with the Investment Committee to recommend actions by March 31, 2021 that GHI should pursue to have the law changed to remove the restrictions on GHI Investments imposed by the Prudent Person Rule.		X		
Long-Range Planning Committee	1	Study, discuss, and make recommendations on any issues affecting GHI's ability to continue providing affordable, high-quality housing for its members, along with offering any new facilities, services, or benefits the membership may approve.	The Committee prepared an Initial Research and Data Analysis Report which the Board reviewed on August 6 and deferred for a further review.		X	

Committee Task List: Jan - Dec 2021

Member Outreach	1	Organize New Member Orientation Event	Member outreach - new member social was held on July 8, 2020; another was held on January 13, 2021.			X
	2	Recommend Court Communicator Program	The Board accepted the Committee's recommendation for a Court Communicator program on November 5-			X
	3	Court Communicator Program	Information Session was held on 1/28/21 @ 7pm		X	
GHI RV and Boat Lot Task Force	1	The Board would like the Task Force to review this policy, suggest changes that should be made, and then present a proposed policy with those changes so that the Board can adopt it as an official, Board-approved policy.	The Task Force is in the process of editing a proposed policy to the Board for review in March.			X
	1	Develop form for document review project	Completed			X
	2	Review records in UDB and Warehouse	In progress		X	
Records Retention Task Force	3	Establish categories and document types of historical documents	In progress		X	
	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	
Storm Water Management Task Force	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	in progress		X	

Committee Task List: Jan - Dec 2021

Succession and Back-up Emergency Planning Task Force	1 Develop Charter Succession Policy	Develop Succession Committee- submitted final report to the Board 6/18/20		X
Transition and Sustainability Task Force	1 Review issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board: a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and b. Which issues or recommendations are best left to be considered by the Board of Directors and next General Manager.	in progress	X	
	2 Hiring of a Transition Consultant to work with and guide the Task Force and Board in designing a transition planning process which appropriately engages the Board, members and staff and prepares GHI for a successful General Manager transition and related changes that advance the mission and sustainability long-term of GHI. This work is different from and preparatory to a search for a new General Manager when the current Manager announces his retirement.	in progress	X	
Integrated Property Management Systems Task Force	3 Coordinate closely with the Board liaison to the Task Force and the Board in advancing this work incrementally as it occurs, since the issues are interrelated and the resolution of each, influences options for other issues.	in progress	X	
	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		

Committee Task List: Jan - Dec 2021

	4	Meet with task force members and make a system recommendation	Completed			X
	5	Submit a report to the Board regarding the final recommendation	Completed			X
Woodlands	1	Undertake FGMA 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 31 Aug 20	Report submitted to the Board on August 20.			X
Yards and Exteriors Task Force	1	Recommend components of a Yard and exterior inspection program to replace the community beautification program.	Board will hold a work session on January 4, 2021 to review the task force report		X	
	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
Zoning Rewrite Task Force						

April 2021

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

Item 7d Attachment #12a

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 28	29	30	31	Apr 1	2	3
	5 7:00pm GDC Bylaws and GH/GDC Relationship Task 7:00pm Woodlands Committee	6 7:00pm Pre Purchase Orientation	7	8 9:00am Storm Water 7:00pm Special Open 7:02am GH Executive 7:30pm GDC Open 7:45pm GH Open	9 OFFICE CLOSED	10
4						
11	12 7:00pm Sustainability Subcommittee	13 7:00pm Pre Purchase Orientation 7:30pm Legislative and Government Affairs Committee Meeting	14 7:00pm NRE 7:00pm Member Outreach Committee 7:30pm Architectural Review Committee	15 7:00pm Special Open Session 7:02pm GH Executive Session 7:45pm GH Open	16 OFFICE CLOSED	17 11:00am Woodlands - Plant Swap and Scavenger Hunt (Administration Building)
18	19	20 5:00pm Transition Task Force (Room) 7:00pm LRPC (Virtual) 7:00pm Pre Purchase 7:30pm Compensation	21 5:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting (GH Lobby)	22	23	24
25	26	27 7:00pm Pre Purchase Orientation 7:00pm Records Retention TE	28 5:30pm Nominations & Elections 7:00pm Complaint Panel #3 7:00pm Buildings	29	30 OFFICE CLOSED	May 1

Meetings and Events Calendar

CALENDAR

< PREVIOUS MONTH

APRIL 2021

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2 8:00 PM <u>Matilda</u>	3

4

5

8:00 PM
No Meeting

6

5:00 PM
Prince George's
County Public
Schools Student
Town Hall

6:00 PM
Maglev Virtual
Public Hearing

7:00 PM
Trees, Water,
Animals and
Humans &
Introduction to
Forest Bathing

8:00 PM
Work Session -
Apartment
Owner/Manager,
(Virtual)

7

3:00 PM
DATE
CHANGE!
Hopping
Around
Town

6:30 PM
Employee
Relations
Board,
Virtual

7:00 PM
Special
Meeting -
Closed
Session -
Collective
Bargainin
g

7:30 PM
Greenbelt
Advisory
Planning
Board

8:00 PM
RESCHED
ULED -
(MAY 26).
Work
Session -
GEAC
(stakehold
er), Virtual

8

1:00 PM
Maglev Virtual
Public Hearing

5:30 PM
Board of
Elections
Meeting, (Virtual)

6:00 PM
Maglev Virtual
Public Hearing

7:30 PM
Community
Relations
Advisory Board

9

8:00 PM
Fox and the
Hound

10

10:00 AM
Potomac River
Watershed
Cleanup

10:00 AM
Listening When
It's Hard

10:00 AM
Maglev Virtual
Public Hearing

1:00 PM
Free Tree
Giveaway from

2:00 PM
Maglev Virtual
Public Hearing

<p>11 11:30 AM <u>Food Bank</u></p>	<p>12 5:30 PM <u>Youth Advisory Committee</u> 8:00 PM <u>Regular Meeting, (Virtual)</u></p>	<p>13</p>	<p>14 7:00 PM <u>Maglev Task Force Meeting</u> 8:00 PM <u>Work Session - TBD, (Virtual)</u></p>	<p>15 1:00 PM <u>Free Diaper Distribution</u></p>	<p>16 8:15 PM <u>Rango</u></p>	<p>17 10:00 AM <u>Speaking When Emotions are High</u></p>
<p>18</p>	<p>19 8:00 PM <u>Budget Work Session - Misc. - Museum/Grants & Contributions/Social Services, (Virtual)</u></p>	<p>20 7:00 PM <u>Advisory Committee on Tress</u> 7:00 PM <u>Public Safety Advisory Committee</u> 7:00 PM <u>Public Safety Advisory Committee</u></p>	<p>21 4:00 PM <u>Spring Fun Activity Kit</u> 8:00 PM <u>Budget Work Session - Public Works/Capital Projects, (Virtual)</u></p>	<p>22 7:30 PM <u>Four Cities Meeting - (Greenbelt), (Virtual)</u></p>	<p>23 8:15 PM <u>Beauty and the Beast</u></p>	<p>24 9:00 AM <u>Electronics Recycling</u> 9:00 AM <u>Shredding Event</u> 10:00 AM <u>Asking Questions that Encourage Understanding</u></p>
<p>25</p>	<p>26 8:00 PM <u>Regular Meeting/1st Public Hearing, (Virtual)</u></p>	<p>27 3:30 PM <u>Senior Citizen Advisory Committee</u> 7:00 PM <u>Advisory Committee on Education Meeting</u></p>	<p>28 7:00 PM <u>Maglev Task Force Meeting</u> 7:30 PM <u>Budget Work Session - Recreation, (Virtual)</u></p>	<p>29</p>	<p>30 8:30 PM <u>Willy Wonka & the Chocolate Factory</u></p>	<p>1</p>