

**NOTICE OF MEETING AND AGENDA**

**GHI BOARD OF DIRECTORS  
REGULAR SESSION  
7:45 p.m.**

**Thursday, April 1, 2021**

**VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.**

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings**
  - a. **Announcement of a Complaint Hearing Held on March 15, 2021 – (Attachment #1)**
  - b. **Announcement of an Executive Session Meeting Held on March 18, 2021 – (Attachment #2)**
  - c. **Announcement of an Executive Session Meeting Held on March 25, 2021 – (Attachment #3)**
  - d. **Announcement of an Executive Session Meeting Held on April 1, 2021 – (Attachment #4)**
- 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 4, 2021 – (Attachment #5) 2 minutes Discussion/Action
  - b. Approve Minutes of Regular Open Session Meeting held on March 4, 2021 – (Attachment #6) 2 minutes Discussion/Action
  - c. Proposal to Preserve an Existing Bird Hostel and Habitat in GHI (Attachment #7) 10 minutes Discussion/Action
  - d. Draft Grant Proposal for Establishment of a Shared Compost System Between 21 and 23 Courts on Ridge Rd – (Attachment #8) 20 minutes Discussion/Action
  - e. Permit Request to Replace Awning Style Windows in Gardenside Addition at 16-F Ridge Rd With Double hung Windows – (Attachment #9) 10 minutes Discussion/Action
  - f. Permit Request to Replace a Garden Style Window in a Serviceside Addition at 58-C Ridge Rd In Kind – (Attachment #10) 15 minutes Discussion/Action
  - g. Permit Request to Enclose the Gardenside Yard at 58-L Crescent Rd with a Chain link Fence – (Attachment #11) 15 minutes Discussion/Action
  - h. Establish a Task Force to Recommend Rules to Mitigate GHI's Liability Associated with Installation of Outdoor Structures – (Attachment #12a – 12b) 5 minutes Discussion/Action
  - i. Consider Next Steps re: Common Area Stairway Between 2 Plateau Place and 54 Ct Ridge Rd 10 minutes Discussion/Action
  - j. Request from the NAHC that GHI Support a Disaster Relief Bill for Housing Cooperatives – (Attachment #13a – 13b) 5 minutes Discussion/Action
  - k. WSSC's Proposal to Replace Sewer Main and Lateral Pipes in GHI – (Attachments #14a – 14b) 10 minutes Discussion/Action
- 7. Items of Information**
  - a. Board 12 Month Action Plan and Committee Task List (Attachments #15a – 15b)
  - b. Monthly GHI and City Calendars (Attachments #16a – 16b)
  - c. President's Items
  - d. Board Members' Items
  - e. Audit Committee's Items
  - f. Manager's Items

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 2, 2021

GHI REGULAR SESSION



# 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: March 26, 2021

SUBJECT: Items for the **GHI REGULAR SESSION** Board Meeting on April 1, 2021

### GHI Open Session

6a. Approve Minutes of Special Open Session Meeting held on March 4, 2021 – (Attachment #5)

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on March 4, 2021 (as presented/as revised).**

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

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on March 4, 2021 (as presented/as revised).**

6c. Proposal to Preserve an Existing Bird Hostel and Habitat in GHI – (Attachment #7)

Attachment #7 is a proposal from Ms. Susan Cahill, a Certified Master Naturalist and GHI member at 7-A Hillside Rd. Ms. Cahill is requesting GHI to preserve an existing bird hostel and habitat in the GHI portion of the woods surrounded by Hillside Rd, Woodland Way, and Northway.

Ms. Cahill has been invited to the Board meeting to present the proposal.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors direct the Woodlands Committee to review Ms. Cahill's proposal to preserve an existing bird hostel and habitat in the GHI portion of the woods surrounded by Hillside Rd, Woodland Way, and Northway and recommend by \_\_\_\_\_ whether GHI should adopt the proposal.**

6d. Draft Grant Proposal for Establishment of a Shared Compost System Between 21 and 23 Courts on Ridge Rd – (Attachment #8)

Ms. Melissa Ehrenreich, the member at 23-D Ridge Rd is requesting that GHI serve as the applicant for a grant proposal (attachment #8) that would request resources from Greenbelt Community Foundation to establish a shared compost system in a common area space between 21 and 23 Courts on Ridge Rd. She is also requesting the Board to pre-approve GHI staff engagement with Greenbelt Public Works Department at a joint work build event, to learn how compost units are assembled. The Public Works Department has built three units across Greenbelt, and a joint work build event would equip staff with the knowledge to assist members in other super courts who wish to establish similar shared compost systems in the future.

Incidentally, on March 24, 2021, the Buildings Committee passed the following motion by a vote of 7-0:

- "I move that we endorse the concept of developing a plan for a cooperatively-run community space including but not limited to a local composting system, water collection system, and food forest in common areas"

Ms. Ehrenreich will attend the Board meeting to present the grant proposal.

This item is on the agenda for discussion and action.

**Suggested motion #1: I move that the Board of Directors approve the submission of a grant proposal (as presented/as revised) with Greenbelt Homes Inc. as the applicant, that would request resources from Greenbelt Community Foundation to establish a shared compost system in a common area space between 21 and 23 Courts on Ridge Rd.**

**Suggested motion #2: I move that the Board of Directors direct the Manager to arrange a joint work build event with Greenbelt Public Works Department that would equip staff with the skills to assemble compost units.**

6e. Permit Request to Replace Awning Style Windows in Gardenside Addition at 16-F Ridge Rd With Double hung Windows – (Attachment #9)

On December 3, 2020, staff received a Type II permit request (attachment #9) from the member at 16-F Ridge Rd who desires to insulate a gardenside addition. In addition to insulating the walls and replacing wood panel with sheetrock, the work includes replacing awning style windows with vinyl clad double hung windows of similar size.

The permit request requires an exception to the following GHI Rule:

§X.N. The only acceptable window types for Masonry Homes [Original and Additions] are horizontal sliding and casement windows.

During the ARC meeting on March 10, 2021, the following points were discussed:

- The member would like to replace the existing awning style windows in the gardenside addition with new double-hung windows.
- The addition, along with the windows, pre-dates this member. It was built in the 60's.
- The height of the existing framed openings is greater than their width; a better proposition for double-hung windows.
- Any window replacement would improve the appearance and energy efficiency of the existing addition.

The ARC recommended by a vote of 6-0-0 that the Board of Directors grant an exception to GHI Rule X.N to permit the member at 16-F Ridge Rd to replace the existing 10 awning style windows in the gardenside addition with 10 double-hung windows.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors grant an exception to GHI Rule X.N. thereby allowing the member at 16-L Ridge Rd to replace the 10 existing awning style windows in the gardenside addition with 10 double-hung windows.**

**6f. Permit Request to Replace a Garden Style Window in a Serviceside Addition at 58-C Ridge Rd In Kind – (Attachment #10)**

On March 21, 2021, staff received a Type II permit request (attachment #10) from the member at 58-C Ridge Rd, who desires to replace an existing serviceside garden style window in kind.

This permit request requires an exception to the following GHI Rule:

§X.N. The only acceptable window type for Framed Homes [Original and Serviceside Addition] are double hung.

During the ARC meeting on March 10, 2021, the following points were discussed:

- There is a 'greenhouse' (garden) style window in the existing service-side addition with glazing on sides, including the slanted top.
- The addition with the window was constructed by a previous member prior to 1997.
- There are no signs of damage or leaking of the window, but the double pane glass has become cloudy between panes and the member would like to replace it.
- There was concern about who should be responsible for the replacement window. Staff noted that the replacement window is not covered by the Addition Maintenance Program.
- The member is not interested in making alterations to the existing design to comply with current GHI rules.
- The ARC members are concerned that by allowing the replacement in kind, a precedent of allowing this type of garden window would be set.

The ARC recommended by a vote of 3-3-0 that the Board of Directors grant an exception to GHI Rule X.N. to permit the member at 58-C Ridge Rd to replace the existing garden style

window in the serviceside addition in kind.

Reason for the motion: Difficult to replace with another kind of window without substantial rebuilding of the addition.

Reason against the motion: Setting precedent of permitting this style of window.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors (*grant/not grant*) an exception to GHI Rule X.N. thereby allowing the member at 58-C Ridge Rd to replace the existing garden style window on the serviceside addition in kind.**

6g. Permit Request to Enclose the Gardenside Yard at 58-L Crescent Rd with a Chain link Fence – (Attachment #11)

On March 21, 2021, staff received a Type III permit request (attachment #11) from the member at 58-L Crescent Rd, who desires to install a chain link fence section across the rear gardenside yard line connecting to existing fence corner posts on either side. This would require the member to install a gate across the shared sidewalk with unit 58-M Crescent Rd. Permission to install the gate was received from the neighbor.

This permit request requires an exception to the following GHI Rules:

**§VII.A.1.a** “Fences shall be placed on designated perimeter yard lines with the following exceptions: Fence placement shall be setback twelve (12) inches from paved walkways or sidewalks, except where GHI staff determines a need for more room,” and

**§VII.A.7** Common sidewalks established by GHI and access paths shall not be blocked by fences or additions.

During the ARC meeting on March 10, 2021, the following points were discussed:

- Adjacent neighbors on both sides have chain link fences enclosing their gardenside yards.
- Member would like to fill in the ‘gap’ with a chain link fence to create an enclosed yard for her dog.
- The proposed fence would have a gate across the walkway shared with unit 58-M. This would require the member at 58-M to go through member’s yard at 58-L to access their gate. The member at 58-M agreed to this proposal, but ARC is concerned about future members agreeing with this arrangement.
- One option would be to relocate the gate to 58-M so that the gardenside yard can be accessed directly from the common sidewalk behind the units. This would require a sidewalk to the new gate location.
- There are also two trees located close to the yard line along the common sidewalk that need to be considered. Arborist reports these trees are healthy.
- Technical Services staff advised that fences be setback 24” from the trunk of trees to allow them to grow with minimum future impact to the fence. It also minimizes damage to the root system when installing fence posts. In this application, staff

recommended the fence be offset around the trees. The ARC did not see a need to offset the fence.

- The ARC considered two options:
  - Option #1 – Allow the new fence to connect to the existing fences with a gate across the shared sidewalk as proposed and relocate the gate to the gardenside yard of 58-M Crescent Rd so it is directly accessible from the common walkway behind the units.
  - Option #2 – run the new fence along the yard lines parallel to the shared common walkway until just past the neighbors existing gate where the new fence would cut across the walkway and connect to the neighbor's fence. A gate would be included in the new fence opposite the existing gate.

The ARC recommended by a vote of 6-0 that the Board of Directors grant an exception to GHI Rules §VII.A.7 and/or §VII.A.1.a to allow either of the fence location options described above to be installed at 58-L Crescent Rd.

After the meeting, the member decided to move forward with option #2.

Staff points out that this option does not conform with typical advice to locate the fence with space between the trunk and the fence, to avoid future growth into the fence and locate posts clear of roots. The second proposed motion addresses this issue.

This item is on the agenda for discussion and action.

**Suggested motion #1: I move that the Board of Directors grant an exception to GHI Rule §VII.A.1.a thereby allowing the member at 58-L Crescent Rd to install a black vinyl chain link fence along the unit's gardenside yard lines with minimum to no setback requirements.**

**Suggested motion #2: I move that the Board of Directors [direct/not direct] the member at 58-L Crescent Rd to install the chain link fence no closer than 24" to the trunks of the tree.**

6h. Establish a Task Force to Recommend Rules to Mitigate GHI's Liability Associated with Installation of Outdoor Structures – (Attachment #12a – 12b)

A member recently submitted a permit request to install a trampoline in the yard of their unit. GHI's insurance broker emailed staff a brochure (attachment #12a) about trampoline injuries and advised that our insurance carrier would prefer to not have the insured face the risk associated with trampolines due to the bodily injury potential. However, there is not an exclusionary endorsement for trampolines (or rebounding devices) placed on a policy unless the insurance carrier believes it is necessary (generally if seen during a loss control visit or if there is an incident reported involving a trampoline). The broker provided a hold harmless and indemnification agreement and recommended that it be reviewed by GHI's legal counsel.

GHI's legal counsel advised that the presence of trampolines on GHI's property could increase the rate of insurance due to the risks of injuries and liability claims and GHI could deny their installation based on Section 3.d. of the MOC which states, in part, as follows:

*"Use of the Premises or any part of the Premises for any purpose contrary to the interests of GHI or its members as determined by GHI or contrary to law is not authorized. ... Member agrees not to do or allow to be done or keep or allow to be kept upon the Premises, anything that will increase the rate of insurance on the Premises..."*

However, legal counsel recommended that if GHI permits a trampoline, we should consider requiring that the yard be surrounded by a privacy fence, to discourage unauthorized neighbors and their children from coming into the yard and using the trampoline. Legal counsel also recommended providing the member with the information about the dangers of trampolines and requiring the member to sign a hold harmless agreement (attachment #12b). Finally, the attorney pointed out that even a binding hold harmless agreement may be of little value if the member who signed it does not have adequate financial resources or insurance to pay the cost of indemnifying GHI, if GHI should be sued by someone injured on the trampoline.

GHI rules currently require members to provide evidence of liability insurance coverage before installing swimming pools and swimming pools, hot tubs and spas must be enclosed by protective fences.

The Board may wish to consider appointing a task force to recommend rules to mitigate GHI's liability associated with outdoor structures e.g., swimming pools, swing sets, trampolines, slides, canopies, climbing structures, etc. Some of the issues the task force should consider include but are not limited to the following items:

- a) What specific outdoor structures should be permitted/not permitted?
- b) Should GHI require members to sign a hold harmless agreement for certain types of structures that are permitted?
- c) Should GHI require members to have HO6 insurance for certain types of structures that are allowed and what should be the amounts of insurance coverage?
- d) Should members provide evidence of insurance coverage to staff annually for certain types of structures that are permitted?
- e) Should staff inspect certain types of structures periodically to ascertain their condition and whether protective barriers are being maintained?

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors appoint a task force to recommend revised rules to mitigate GHI's liability associated with certain types of outdoor structures that members may wish to install.**

6i. Consider Next Steps re: Common Area Stairway Between 2 Plateau Place and 54 Ct Ridge Rd

On September 3, 2020, the Board of Directors accepted a report from the Woodlands Committee and directed staff to remove a Dawn Redwood tree in the yard of 2-G Plateau



Place and take steps to repair the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd.

On March 4th, 2021, the Board rescinded its motion of September 3, 2020 that directed staff to remove the Dawn Redwood tree, pending advice from the City of Greenbelt regarding improvements to be constructed and directed staff to monitor the health of the tree annually to determine whether it presents an undue hazard.

During the March 4th, 2021 meeting, Councilman Rodney Roberts suggested that the City of Greenbelt may be able to construct sidewalks that members in various courts of Plateau Place could use to gain access to Ridge Rd, instead of using the stairway between 2 Plateau Place and 54 Ridge Rd. The City's current budget does not contain funds for the construction of such sidewalks.

During the March 4, Board meeting and afterwards, several members who reside in the vicinity of the stairway have requested that GHI repair it as soon as possible because it is a very convenient route to gain access to Ridge Rd.

The Board should consider whether staff should take action to develop a plan and cost estimate for rebuilding the stairway and damaged portion of the retaining wall in a manner to protect them from future damage by the roots of the Dawn Redwood tree. Staff may have to engage a consultant(s) to advise on how this can be done.

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

**Motion: I move that the Board of Directors direct the Manager to hire a consultant to develop a plan and cost estimate for rebuilding the stairway and damaged section of the retaining wall between 2-F and 2-G Plateau Place in a manner to protect them from future damage by the roots of the adjacent Dawn Redwood tree.**

6j. Request from the NAHC that GHI Support a Disaster Relief Bill for Housing Cooperatives – (Attachment #13a – 13b)

Attachment #13a is an email from Ms. Judy Sullivan, Government Relations Representative with the National Association of Housing Cooperatives who is requesting GHI to reach out to Representative Hoyer's office to ask him to co-sponsor a disaster relief bill for housing cooperatives (attachment #13b).

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors authorize the Manager to contact Congressional Representative Hoyer's Office on GHI's behalf to ask him to co-sponsor a disaster relief bill for housing cooperatives.**

6k. WSSC's Proposal to Replace Sewer Main and Lateral Pipes in GHI – (Attachments #14a – 14b)

Ms. April Wilt, a Project Manager with Washington Suburban Sanitary Commission (WSSC), recently informed staff that the Commission proposes to undertake sewer pipe repairs in 2021 at various sites in our community (refer to attachment #13a).

On March 16, 2017, the Board gave approval for WSSC to undertake sewer system repairs at the sites listed in attachment #13b. WSSC's current repair plan encompasses the same sites and scope of work for main sewer pipe replacement, pipe burst repair, and installation of manholes as presented in the 2017 plan. In addition, the current plan includes replacement of lateral sewer pipes and installation of cleanouts in several yards (refer to pages 3 – 6 of attachment #13a). GHI is responsible for replacement of lateral sewer pipes; however, WSSC proposes to replace them in order to install cleanouts.

Staff has requested a meeting with Ms. Wilt to obtain more details about the scope of work, and plans for restoring plantings, sidewalks and parking areas that may be damaged by the work. We will also discuss the work schedule and method of communication with members who will be affected by the project. Staff will provide the Board with an update after the meeting.

This item is on the agenda for discussion.

Announcement of a Complaint Hearing Held on March 15, 2021

On March 15, 2021, Board members Chuck Hess, Sue Ready, and Zoe Carter-Woodbridge held a complaint hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Katie McNamara attended the hearing.

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

The motion to hold the hearing was approved by an 8-0 vote of the Board of Directors during an Executive session meeting on February 18, 2021.

The complaint hearing commenced at 6:32 p.m. and ended at 6:43 p.m.

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

GHI's Board of Directors held an Executive Session meeting on March 18, 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 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 on March 18, 2021 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)
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 and only reading	(vi)
4. Member Complaint Matters	(iv)
5. Member Financial Matters	(viii)

During the meeting, the Board authorized the Manager to enter into the following contracts:

- a) A contract with Maryland Waterproofing and Radon Reduction Inc. to repair and waterproof the gardenside foundation wall between window wells at 5-F& 5-G Laurel Hill Road for the contractor's bid cost of \$10,752.00, plus an extra 10% for contingencies for a total cost not exceeding \$11,872.00.
- b) A contract with Goode Companies to provide waste removal services to GHI for 6 cubic yard general waste containers for a 2-year period commencing immediately at the monthly rate of \$156.00., with a 4.0% increase from year one to year two.
- c) A contract with Baltimore Recycling Center to provide waste removal services to GHI for a 2-year period commencing immediately at the following charges:

- Collection of construction waste from a 30 cubic yd. container at \$535.00 per pull with a \$85.00 per ton charge for disposal during the first year of the contract. 4 ton allowance.
- Collection of tree debris (logs/stumps) from a 30 cubic yd. container at \$450.00 per pull for disposal during the first year of the contract. 16 ton limit.
- Collection of woodchips from a 30 cubic yd. container at \$450.00 per pull for disposal during the first year of the contract. 16 ton limit.
- A one-time charge of \$150.00 for each container (whether 6 cy or 30 cy) delivered to GHI at the start of the contract.
- An increase in charges for collection of general solid waste, construction waste, tree waste, and wood chips by 5% above year 1 charges.

The meeting began at 7:03 p.m. recessed at 7:45pm, resumed at 9:14pm and adjourned at 10:40 pm.

Announcement of Executive Session Meeting Held on March 25, 2021

GHI's Board of Directors held an Executive Session meeting on March 25, 2021 with the General Manager via internet audio/video conference, to discuss his 2020 performance evaluation. Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, and Audit Committee member Katie McNamara attended the meeting.

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

The following motion to call the meeting was made during an open meeting on February 18, 2021 and approved by Board members Stefan Brodd, Zoe Carter-Woodbridge, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Anna Socrates and Steve Skolnik.

**Motion: I move that the Board establish March 25, 2021 commencing at 7:00 p.m. as the date and time for a meeting in executive session with the General Manager, to discuss his 2020 performance evaluation.**

The meeting commenced at 7.02 p.m. and ended at 8:23 p.m.

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 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)
1. Approve Minutes of Executive Session Meeting held on March 4, 2021	(vii)
2. Request to Allow a Non-Member to Reside in a GHI Unit	(iv)
3. Consider Approval of the Following Contracts a) 2021 Gutter Cleaning Contract – 1 <sup>st</sup> reading b) 2021 Contract for Replacing Roofs on Frame Homes and Additions – 1 <sup>st</sup> reading c) Contract for Crawlspace Improvements to Pilot Buildings, Units on Woodland Way and Additions – 1 <sup>st</sup> reading	(vi)
4. Member Complaint Matters	(iv)

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

Draft Minutes  
Board of Directors  
**GHI Special Open Session**  
**(Virtual Zoom)**  
**March 4, 2021**

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

Absence: Jones

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

Christopher Carbone, Audit Committee Member

Kathleen McNamara, Audit Committee Member

Maesha McNeil, Human Resources Manager

Douglas Johnson, 4-K Ridge Road

Kiki Theodoropoulos, 45-A Ridge Road

Elizabeth Ingianni, 1-C Research Road

Bill Phelan, 57-K Ridge Road

Tamara M. James, Recording Secretary

President Brodd called the meeting to order at 7:03 pm.

**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).**

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

Moved: James

Seconded: Hess

Carried: 8-0

The meeting adjourned at 7:04 pm.

Ed James  
Secretary



Draft Minutes  
GHI Board of Directors  
**Regular Session**  
**(Virtual Zoom)**  
**March 4, 2021**

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

Absence:

Others in Attendance:

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
Joe Perry, Director of Finance  
Joe Wiehagen, Director of Homes Improvement Program  
Neron Adams-Escalera, Director of Member Services  
Bruce Mangum, Contract Processor  
Christopher Carbone, Audit Committee Member  
Kathleen McNamara, Audit Committee Member

Sam Lee, Audit Committee Member  
Doug Johnson, 4-K Ridge Road  
Bill Phelan, 57-K Ridge Road  
Elizabeth Ingianni, 1-C Research Road  
Stephen Holland, 56-E Ridge Road  
Dawn Gable, 2-K Plateau Place  
Janice Wolf, 54-D Ridge Road  
Kiki Theodoropoulos, 45-A Ridge Road  
Rodney Roberts, 38-M Ridge Road  
Ben Fischler, 14-V4 Ridge Road  
Tamara M. James, Recording Secretary

President Brodd called the meeting to order at 7:46 p.m.

1. Approval of Agenda

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

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcements of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on February 18, 2021

GHI's Board of Directors held an Executive Session meeting on February 18, 2021 via internet audio/video conference, with Board members Stefan Brodd, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone and Sam Lee participating.

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

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Informal Hearing Held on August 10, 2020	(vii)
2. Approve Minutes of Executive Session Meeting Held on January 21, 2021	(vii)
3. Approve Minutes of Formal Hearing held on January 25, 2021	(vii)
4. Contract for Repairs to a GHI Unit – 2 <sup>nd</sup> Reading	(vi)
5. Contract for Repairs to a GHI Unit – 1 <sup>st</sup> Reading	(vi)
6. Member Complaint Matters	(iv)
7. Member Financial Matters	(viii)
8. Item of information: City of Greenbelt Citation for Mold in a GHI Unit	(iv)

During the meeting, 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 \$ 23, 257.93 plus 10% for contingencies, for a total cost not to exceed \$25,584.

The meeting began at 7:04 p.m., recessed at 7.44 p.m., reconvened at 9:26 p.m. and adjourned at 9:51p.m.

2b. Announcement of an Executive Session Meeting held on March 4, 2021

*The March 4, 2021 Executive Session is in recess and will be reported on at a subsequent meeting.*

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

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

- **Samantha S. Atchison, Sole Owner, 19-C Hillside Road;**
- **Shane A. Kulle, Sole Owner, 15-K Laurel Hill Road;**
- **Selen M. Saydam, Sole Owner, 8-S Plateau Place;**
- **Lois M. S. Docken, Mark S.B. Docken, Tenants by the Entirety, 33-R Ridge Road;**
- **Haochen Han, Yuanling Sapienza, Joint Tenants, 55-M Ridge Road.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **Holly Leon-Lierman, Trent Leon-Lierman, Tenants by the Entirety, 4-V Laurel Hill Road.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

**Homes Improvement Program:** Sporney reported:

Windows completed at 85%

Doors completed at 99%.

Siding completed at 100%.

HVAC completed at 97%.

Storm Doors at 99%

**Other Committee Reports:**

Communication Committee – McKinley updated the Board.

RV Boat Lot – Jones update the Board.

6. Consent Agenda

**Motion:** I move the Consent Agenda.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6a. Proposed Extension of Current Contract with Current IT Services Provider by One year- 2nd reading - Consent agenda

On April 7, 2016, the Board approved an Information Technology Services contract with Fed Solutions (FSI) for a five year term, which expires on June 30, 2021. Fed Solutions has been responsible for computer network security, preventive maintenance, back up services, 24/7 monitoring and support, and various allied services by interacting with our web developer, email provider, telephone provider, networked copy provider, and domain registries. At the time, GHI sought bids from six IT service providers. Three firms provided bids and FSI's bid was the most cost-effective one. Overall, FSI's services have been very good.

It is of great importance to retain FSI for the duration of 2021, while GHI embarks on the implementation of the Yardi Voyager property management software (cloud based) system. During this implementation, it is critical to have an IT provider in place that has extensive knowledge of GHI's current Jenark and Micromain servers in order to preserve historical financial and maintenance work order information. In addition, the IT provider must also protect GHI's network, which will soon house the Yardi Voyager system in the cloud. After implementation of the Yardi system, GHI will have three options for the current servers, which are listed below:

1. Leave servers in place until the life span ends

2. Backup and shutdown the servers; or
3. P2V/Image (only if necessary)
  - a. Performing a P2V migration is using a tool that assists GHI in moving the servers from a physical state to a virtual machine.

A current breakdown of the cost of services is as follows:

	Fed Solutions
Monthly charge	\$2,336 with no annual increase
Annual cost of regular service	\$28,032
After hours support	Included for critical issues
Back up of network	Cloud backup-Axient
GHI staff requirements	Any employee can have direct contact for service. No additional work is needed by staff.

Staff recommends a one year extension of the current contract with Fed Solutions. The service contract will have a 90-day termination clause for either party in case a situation arises which requires GHI to end the IT service or change providers. FSI has agreed to provide services at their current pricing, which was approved in 2016 (monthly fee of \$2,336 per month or \$28,032 annually).

**Approved by Consent: I move that the Board of Directors authorize the Manager for second and final reading, to enter into a one-year contract extension from July 1, 2020 to June 30, 2021 with Fed Solutions (FSI) to manage GHI's Information Technology services as outlined in their proposal dated February 29, 2016, at a monthly cost of \$2,336 plus an allowance of 10% for unanticipated charges; with a termination clause included in the contract, whereby either GHI or Fed Solutions could terminate the contract by serving the other party a 90-day notice of termination.**

7. For Action or Discussion

7a. Approve Minutes of Special Open Session Meeting Held on February 4, 2021

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on February 4, 2021 as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

7b. Approve Minutes of Regular Open Session Meeting Held on February 4, 2021

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 4, 2021 as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

7c. Request by a Member for the Board Reconsider the Removal of a Dawn Redwood Tree at 2 Plateau Place

Attachment #5a is an email from Mr. Bill Phelan, the member of 57-K Ridge Rd, who is requesting the Board of Directors to reconsider its decision to remove a Dawn Redwood tree located in the yard at 2-G Plateau Place.

On July 23, 2020, the Board directed the Buildings Committee and Woodlands Committee to jointly consider the impact of the Dawn Redwood tree on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Road and recommend what action should be taken. The Board took this action after staff presented the following information:

- a) *The stairway located between buildings 2 A-F and 2 G-M Plateau Place was constructed in 1940 and provides pedestrian access between 54 Court Ridge Road and 2 Court Plateau Place. The stairway is 55" wide and was constructed between two reinforced concrete retaining walls of equal height. Next to the retaining wall, on the 2-G Plateau side of the stairway, is a large deciduous Dawn Redwood tree, that is approximately 60 feet in height.*
- b) *During the last couple of years, staff has noticed increased movement in the retaining wall and impact on the overall structure due to the growth of the tree. During the fourth quarter of 2019, staff consulted with two arborists and discovered that the tree is a Dawn Redwood, with the following characteristics:*
  - *Rapid grower.*
  - *Lives for 200+ years (this tree is 30-40 years old).*
  - *Will grow to a minimum height of 165 feet (currently 60 feet).*
  - *Trunk diameter at chest height can reach 6 feet (currently 28").*
  - *It can be propagated from clippings.*

*The arborists' comments are in attachments #5b and 5c.*

- c) *If the tree is to remain, staff proposes leaving the existing retaining wall intact and building a heavily reinforced retaining wall in front of it, with a 36" wide stairway at an estimated cost of \$90,000.00. The new retaining wall may have to be replaced in the future due to damage from the tree roots; also, there is a possibility that the tree roots could damage the foundation of 2-G Plateau Place. Staff observed minor cracking in the building foundation, that might have been caused by roots from the tree. If the tree is removed, the estimated cost to replace the stairway is \$105, 500.*

On September 3, 2020, the Board of Directors (by a vote of 9-0) accepted the Woodlands Committee's report as presented (attachment #5d), and directed staff to remove the Dawn Redwood tree and take steps to repair the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd.

**Motion: I move that the Board of Directors rescind its motion of September 3, 2020 directing staff to remove a Dawn Redwood tree near the retaining wall at 54 Ridge Road, pending advice from the City of Greenbelt regarding improvements to be constructed. Further, staff is directed to monitor the health of this tree annually to determine whether it presents an undue hazard.**

Moved: Skolnik

Seconded: Jones

Carried: 8-1

Opposed: Socrates

7d. Recommendation from the Finance Committee re: Changes to the COVID-19 Fee Deferral Program

Prince George's County Bill CB-16 -2020 prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. This bill applies to tenants with substantial loss of income due to the COVID-19 pandemic, who are unable to make rent payments because of the emergency.

On May 7, 2020, GHI's Board of Directors approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment is not required prior to January 2021.

On December 17, 2020, the Board requested the Manager to ask legal counsel whether 2021 fee increases for these members could be deferred until 90 days after the end of the emergency. For example, if the monthly fee increase for a particular member is \$12.00 in 2021, and the emergency ends on September 2021, could the fee increase be deferred and GHI charge the member the amount of \$144 i.e. (\$12 x 12 months) at the end of December 2021? GHI's legal counsel advised as follows: *"I have reviewed the Bylaws and the MOC. The Board could establish such a deferral schedule, but the full amount of each member's annual rent must be payable during the fiscal year, and the deferral plan must be clearly explained to the membership. If anyone has a problem making full payment by the end of the fiscal year, that member technically would be "delinquent," but the Board, on a case-by-case basis, could negotiate appropriate payment plans for such deficiencies, without necessarily initiating the default process."*

The Board of Directors directed the Finance Committee to recommend a fee deferral plan for members who are financially affected by the COVID-19 pandemic, based on the provisions of Prince George's County Bill CB-16-2020 and the advice provided by legal counsel.

The Finance Committee met on February 11<sup>th</sup> and made the following recommendation regarding the COVID-19 Fee Deferral Program:

- The Finance Committee recommends GHI should publish a statement that GHI shall comply with all federal, state, and local legislation as it relates to the deferral of coop fees during the COVID state of emergency. When the state of emergency is lifted, GHI will provide an appropriate and reasonable repayment plan.
- Any members experiencing financial difficulty related to COVID-19 should contact the Finance Department directly.

**Motion: I move that the Board of Directors accept the Finance Committee's recommendation regarding the GHI COVID-19 Fee Deferral Program and direct the Manager to publish an article in the GHI e-newsletter encompassing the following information:**

- **GHI shall comply with all federal, state, and local legislation as it relates to the deferral of coop fees during the COVID state of emergency. When the state of emergency is lifted, GHI will provide an appropriate and reasonable repayment plan to members who experienced substantial loss of income during to the COVID-19 state of emergency and were unable to make fee payments.**
- **Any members experiencing financial difficulty related to the COVID-19 pandemic should contact the Finance Department directly.**

Moved: Hess

Seconded: Skolnik

Carried: 9-0

7e. Recommendation from the Finance Committee re: Instituting Charges for Processing GHI Permits

The issue of whether to institute fees for the time that staff spends in processing member permits had been discussed a few times in the past.

The GHI permit request form states:

- CONTACT TECHNICAL SERVICES OFFICE FOR INSPECTIONS
- GHI INSPECTIONS REQUIRED: **Footings Framing Close-in Final**  
(only those circled/underscored)

This GHI permit may have certain inspections, conditions or exceptions, and details that are important to comply with during the progress of the work authorized. These are requirements that must be followed, and noncompliance may result in significant rework to make corrections. Please advise your contractor that the GHI rules §X.C.3 & §X.C.4 make you, the member, ultimately responsible for obtaining proper permits and inspections.

Many members do not contact staff for the specified inspections. Often, members have contractors act as their agents for the duration of the improvements. Many contractors are not inclined to contact staff; perhaps they view inspections as an obstacle to completion of their work. Occasionally, staff encounters construction defects after improvements have been made, that could have been avoided if members/contractors allowed the required inspections to occur.

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:

GHI Board of Directors Meeting: March 4, 2021

- 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.

**Motion: I move that the Board of Directors direct the Manager to publish the Finance Committee's recommendation regarding charges for GHI permits as revised in the GHI e-newsletter and request members to submit their comments about the proposed policy within 30 days.**

Moved: Hess

Seconded: McKinley

Carried: 8-1

Opposed: Socrates

7f. Building Improvement Options for Townhomes & Larger Homes

In 2021, GHI is planning on replacing windows and siding in the 25 townhomes (5 Laurel Hill & 65 Ridge), and the 4 larger homes (133 Greenhill, 135A&B Northway, 8 Woodland Way). Certain options associated with these components (casement windows in lieu of horizontal sliders, insulation under the siding, and siding colors) are included in the scope of work and are being considered presently by the Architectural Review Committee.

Other options were included during the Homes Improvement Program for frame and masonry homes, and it has been suggested that the Buildings Committee recommend additional options that should be offered to the members for this set of homes at their cost.

**Motion: I move that the Board of Directors direct the Buildings Committee to recommend additional home improvement options by April 30, 2021, 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.**

Moved: Hess

Seconded: Skolnik

Carried: 9-0

8. Item of Information:

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

8b. Monthly GHI and City Calendars

8c. President's Items

President Broad commented on the Zoom Chat Function

8d. Board Members' Items

Director James suggested that Directors whose terms are expiring notify the N&E Committee of their intentions to run or not run again.

8e. Audit Committee's Items

8f. Manager's Items



**Motion: To adjourn.**

Moved: Hess

Seconded: Skolnik

Carried: 9-0

The meeting adjourned at 9:39 pm.

Ed James  
Secretary

March 10, 2021

Dear GHI Board Member,

Please find attached a proposal, a copy of which I'm delivering to each of you. I hope you are interested, and welcome your comments.

- Susan Cahill, Certified Master Naturalist  
7-A Hillside Road  
[susanmarycahill@gmail.com](mailto:susanmarycahill@gmail.com)  
Mobile: 240-672-1578



## **Proposal to Designate an Existing Patch of Neighborhood Woods as a Bird Hostel and Habitat**

### **Background**

A net loss of 3 billion birds in the breeding stage of their lives took place in the 48 years since 1970, in the U.S. and Canada, the journal *Science* recently reported in an article by researchers from Cornell University's renowned Laboratory of Ornithology and other institutions – a loss of nearly 30% of the birds in these two countries alone.

While those losses are troubling in and of themselves, the resulting absence of the one to two clutches of hatchlings these breeding birds otherwise would have had each year – and the hatchlings those hatchlings would have had as adults, and so on – has staggering implications for population decline.

The researchers cite habitat loss caused by human activity as a major factor in the decline. Both common and uncommon species were affected. "In the U.S. and Canada, more than 90% of the total cumulative loss can be attributed to 12 bird families, including sparrows, warblers, blackbirds, and finches," the scientists wrote.

### **But We Have So Many Trees – Birds Displaced by Human Activity Can Just Find Other Trees – Right?**

It's not that simple. Each bird species needs a minimum amount of territory or range with specific requirements for nesting and foraging. If that space isn't available, birds have to find others, and spaces are dwindling due to development, forest fragmentation, and other types of human activity. Today, habitats compete with residential and commercial development; agricultural needs; recreational use; logging; pollution; massive rainwater run-off from impervious surfaces, which can erode habitats or fill up their ponds and streams with silt; and invasive and non-native plant and animal species, among other threats.

Even the shape and size of a patch of forest or woods determines whether or not a bird will nest or forage there. Some require a territory or range in the inner forest, far from the edges. Large circle-or square-shaped forests are more likely to meet the needs of these "forest-interior" birds, particularly if the tract is very large and unfragmented by development, etc.

Other birds instead prefer space along the edges of forests and woods, including the bushes and thickets of the understory, where some make their nests or forage. Even long, thin strips of woods can serve the needs of these "edge specialists."

*[This proposal uses "forest" to mean large tracts, and "woods" to mean smaller wooded areas.]*

### **How We Can Help**

Here is one key concept from a land-manager's guide written by scientists of the Cornell Laboratory of Ornithology and others:

*Even some forest-interior birds that need many acres to nest and forage may instead inhabit a small patch of woods if it is near a large forest, such as Greenbelt National Park. And multiple small patches may collectively form a habitat for some birds, if the patches are not distant from each other. Patches may also create a sustaining corridor that leads to a forest.*

**Proposal to Preserve an Existing Bird Hostel and Habitat in GHI:**

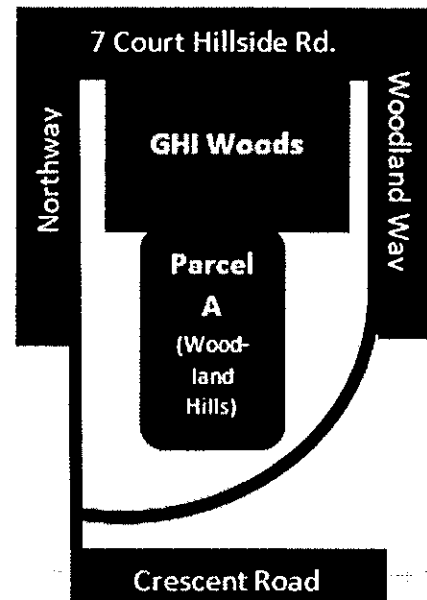
**The GHI Portion of the Woods Surrounded by Hillside Road, Woodland Way, and Northway**

Sandwiched between Woodland Way and Northway, behind 7 Court Hillside Road, is a large patch of woods in roughly the shape of a "T." The head of the "T" is a large square of woods behind Hillside. This square section is GHI property.

The leg of the "T" is a strip of woods called Parcel A that runs between Woodland and Northway. This section of the woods is not part of GHI; the title to it is held by Woodland Hills Community Development, Inc., whose board includes Northway residents. Per the corporation, Parcel A is to remain undeveloped in perpetuity. (Note: the illustration at right is not to scale.)

Given their two different shapes, these woods provide resources for: (1) some forest-interior birds, in the square section, if they are of the more edge-tolerant species; (2) "edge-specialist" birds, which prefer edges as habitat; and (3) migrating birds that use the woods as a stopover.

Together, although separately owned, the two sections of woods have created a larger area of unfragmented habitat.



This proposal seeks to designate the GHI portion of these woods as a hostel for migrating birds to forage and rest, and as a habitat for resident birds. Like the section of the woods held by Woodland Hills Community Development, Inc., it would remain undeveloped in perpetuity.

The designation would mean that the woods are to be preserved in their current natural state, free of development, recreational facilities, etc. The fact that Wood Thrushes are seen there is anecdotal evidence that the woods serve as a resource even for some forest-interior birds.

Although this proposal requires very little from GHI, one important need would be to post and enforce signs prohibiting dumping of leaves and other yard waste in the woods, and for residents to ask their contractors not to dump yard waste in the woods. To get at its food in the soil of the forest floor, the Wood Thrush, for example (among many other species), has to forcibly clear away the leaves on top – hard to do when dumped leaves are piled high and have

become compacted, or yard waste is piled high. Dumping also can introduce invasive and non-native plants.

Another requirement would be that the shrubs, thickets, and herbaceous plants of the understory be left in place, including along edges, as many birds need them for cover, nesting, foraging, and shade, close to the ground. The exception would be if GHI deemed a situation hazardous; for example, removal of dead branches on trees along the edge, which could fall and cause harm, or other hazards to humans or to the woods themselves. Other than routine activities such as those, which GHI would have performed anyway, the Hostel/Habitat basically would be no-maintenance for GHI.

Any right-of-way walking paths that are already established in the woods would remain.

### **Why Should We Act?**

- The troubling decline in bird population described above speaks for itself.
- If the MAGLEV project comes to pass, 40 acres of the Greenbelt Forest Preserve or other forest in our general vicinity will be destroyed. Regardless of MAGLEV, other development in our region continues to cause habitat loss.
- Greenbelt is on a major East Coast migration route for birds. Stopping by the Hillside/Woodland Way/Northway woods for food and shelter can help migrators survive their long, difficult winter journeys. Resident birds also need these resources to survive the winter.

Migrating birds are undergoing dramatic declines. A study of a recent 10-year period showed that their declines are similar to those in the study described at the beginning of this proposal. The studies were conducted independently, using different techniques.

- There are large forests nearby: Greenbelt National Park and the Greenbelt Forest Preserve. As noted, even forest-interior birds may inhabit a patch of woods if it is near a large forest. Patches of woods near each other may collectively form a habitat or form a corridor to a forest. The Hillside/Woodland/Northway woods meet those criteria.
- Birds benefit humans by dispersing seeds; pollinating plants, including some crops; and helping to keep some insect pests in check. They play a major role in the food web and in keeping ecosystems in balance.
- In addition to the practical ways that birds benefit humans, they enhance quality of life. Many of the homes surrounding the woods described in this proposal have bird feeders in their yards, and residents enjoy watching and supporting their wild visitors. Many Greenbelters are devoted birdwatchers.

- At the same time that birds are facing habitat loss from development, they face continued threats from pesticide use, global warming, and conversion of habitat to farmland to feed the world's growing human population, for example.

The decline among birds is profound and without intervention will compound. Consciously examining how our existing patches of GHI woods can collectively form habitats or form corridors to larger habitats, and strategically selecting patches to be preserved as habitat/habitats, are ways that we can help, and do not require considerable effort or resources.

Respectfully,

Susan Cahill, Certified Master Naturalist  
7-A Hillside Road, Greenbelt MD 20770  
[susanmarycahill@gmail.com](mailto:susanmarycahill@gmail.com)  
Cell: 240-672-1578  
March 10, 2021

#### Acknowledgments

For sharing their knowledge and insight:

Mary Ann Canter, whose efforts resulted in Greenbelt's Firefly Sanctuary,

and

Dr. Kenneth Rosenberg, of Cornell University's Laboratory of Ornithology.

###

*Two photos with captions follow.*



The Wood Thrush is widely noted to have the most beautiful song of any bird in North America. They are forest-interior birds, but this one was seen foraging near the edge of the Hillside/Woodland Way/Northway woods. It migrates at night, using the stars and the earth's magnetic field to navigate. Its numbers are declining.



The White-Throated Sparrow also is among the migratory birds that use the Hillside/Woodland Way/Northway woods as a stopover, foraging in the soil at the edge. They are abundant, but declining.

You have seen them often, although in passing they may have appeared to be no more than nondescript blobs. They migrate from Canada and other northern areas to the southeast U.S. and northern Central America, flying at night. Although its clear, plaintive song is much simpler than that of the Wood Thrush, its minor key is hauntingly beautiful.





Greenbelt  
COMMUNITY FOUNDATION

**PROPOSAL SUBMISSION GUIDELINES**

(Download as a Microsoft Word Document in order to complete the application)

The Greenbelt Community Foundation (GCF) welcomes grant applications for amounts ranging from \$500 to \$5,000. We are interested in funding worthwhile new or continuing projects or programs provided by nonprofit organizations and cooperatives that serve Greenbelt citizens. The project or program should enhance the vitality of Greenbelt in the following areas:

- Cultural
- Artistic
- Recreational
- Social or
- Environmental vitality of Greenbelt and

And it should:

- Benefit residents in all parts of Greenbelt
- Can be fully completed or has a clearly defined milestone that is completed by the end of the grant year.

**CRITERIA**

Applications will be reviewed and evaluated based on the following criteria:

- Value to Greenbelt
- Clarity of plan
- Feasibility of approach
- Qualifications of administrators and service providers
- Likelihood of success
- Potential for sustainability (if planned)

**ELIGIBILITY**

To be eligible for funding, your organization should be a 501(c)(3) nonprofit organization or cooperative. If you don't meet this requirement, you must find a qualifying organization to act as your fiscal agent. A fiscal agent is an organization that is already a tax-exempt non-profit or not-for-profit cooperative that will act as a financial sponsor for your organization's project. The fiscal agent's mission should be in line with your organization's mission.

A current grant recipient will need to wait 12 months from award date before it is eligible to apply for a new grant. Recipients of past grant awards must have submitted a final report to the GCF Board of Directors in order to apply for a new grant.

**REVIEW PROCESS**

Complete proposals will be reviewed by the Foundation's Proposal Review Committee which sends its recommendations to the Board of Directors to make the final decisions. Award checks for the spring cycle are generally made in summer while those for the fall cycle are made in winter. Proposals are due by midnight April 15 and October 15 of each year.

**SUBMISSION INSTRUCTIONS**

To ensure that all your documents submitted correctly and easily reviewed, please combine all documents such as application, budget, tax-exempt letter, letters of support, etc. in one document and number each page consecutively. Please label this document "[YOUR ORGANIZATION NAME]\_application for GCF."

(Simple ways to do this: with the application in Word, you may either place all documents into the Application Word Document or print the completed application, compile it along with the other required documents in order as asked in the application, hand number each page, then scan all so they are one document.)

Please email completed proposals by midnight April 15 or October 15 to:  
GreenbeltCommunityFoundation@gmail.com.

Email GCF if you have questions or need assistance with your proposal.

**Forms and tips:**

- Proposal Writing Tips
- Grantee Report Form
- Proposal\_Budget\_Template
- Example of Well Written Proposal

**Grant Application Form**  
*Greenbelt Community Foundation*  
*Application Deadlines – April and October 15*

*Please typed your information directly into this document. Save it as a Microsoft Word document. Combine all documents such as application, budget, tax-exempt letter, letters of support, etc. in one document and number each page consecutively. Please label this document "[YOUR ORGANIZATION NAME]\_application for GCF." Email to GreenbeltCommunityFoundation@gmail.com by midnight of April 15 or October 15.*

**Name of Person Completing this application:** Melissa Ann Ehrenreich  
**Date:** 3/22/2021

**Title:** Creating Sustainable Community through Creative Shared Uses of Common Spaces

**Organization:** Community Member & GHI Member

**Street Address:** 23D Ridge Road

**City:** Greenbelt **State:** MD **Zip:** 20770

**Phone:** 301-345-1346 **Email:** melissaehrenreich@gmail.com

**Website:** <https://www.ghi.coop/>

**Facebook Page:** <https://www.facebook.com/Greenbelt-Homes-198465136861879/>

**Other Social Media:** <https://twitter.com/#%21/GHIgmt>

**Type of Organization:** *If not a tax-exempt organization or cooperative, you must provide a letter from a qualifying organization willing to act as the fiscal agent for the project. The letter must include the fiscal agent organization's mission statement and attach a copy of its current IRS determination letter*

501(c)(3) Non Profit Organization. Federal tax-exempt number [Click here to enter text.](#)

Not for Profit Cooperative. Federal tax-exempt number [Click here to enter text.](#)

Other – complete fiscal agent information below:

**Fiscal Agent Information:** **Federal tax-exempt number:** [Click here to enter text.](#)

**Organization:** Greenbelt Homes Inc.

**Chair/President:** Stefan Brodd

**Street Address:** 1 Hamilton Place

**City:** Greenbelt **State:** MD **Zip:** 20770

**Phone:** 301-474-4161 **Email:** president@ghi.coop

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Brief Description of the Organization:** (1 paragraph):

Greenbelt Homes Inc. is a 1600 member cooperative community in Greenbelt, MD. Greenbelt Homes, Inc. is a cooperative that provides quality homes for our members and fosters opportunities for community. GHI accomplishes this by celebrating and respecting the historical legacy and ideals of the original Greenbelt plan. The cooperative maintains, protects and enhances the assets of our cooperative including the buildings, architectural design, open space plan (woods, walkways, playgrounds), while preserving the financial stability and sustainability of its cooperative community.

**Title of Proposed Project:** Creating Sustainable Community through Creative Shared Uses of Common Spaces

**This project/program is:**

- New
- Existing

**Brief Description of the Project:** (1 paragraph):

This member-initiated project seeks to catalyze community building and sustainability principles through a new concept to repurpose an under-used and abandoned common area space to pilot new ways to build community—namely the restoration of a common area space adjacent to Ridge Road and across from Green Ridge Apartments (this is the common space area between 21 and 23 Courts Ridge adjacent to the Ridge road). This pilot will create habitat, pollinator gardens, food, shared composting space and new spaces for the community to gather across several courts. This pilot will create a fourth three-bin composting space in the City and the first in GHI and serve to build shared infrastructure that can be used by many.

**Project target area (check all that apply):**

- Greenbelt East
- Greenbelt West
- Center Greenbelt

**Amount of Funding Requested:** \$3,700

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**REQUIRED ATTACHMENTS:**

- Brief history of the organization with recent accomplishments

**Pending Approval by GHI Board this section would be written with input from GHI Staff**

- Names, roles and qualifications of administrators and service providers key to the success this project.

**Melissa Ehrenreich**—Melissa Ehrenreich is a longstanding member of GHI and has been active in conservation and fundraising for two decades. She has supported projects to enhance community including, and not limited, to the Greenbelt Pumpkin Festival, the 10<sup>th</sup> Anniversary of the Greenbelt Community Foundation, and supporting sustainability initiatives as a member of GHI's Membership Committee, GHI's Sustainable Design and Practice Committee, and other community transportation advocacy which led to the rerouting and more efficient transit routes to better serve all Greenbelt community members. Melissa will be the lead of this project to guide the implementation and community engagement initiatives as well as funding for implementation of any community endorsed designs for the design of the integrated community space. She also lives immediately adjacent to the common space identified for this pilot.

**Lore Rosenthal**—Lore Rosenthal is a member of GHI and a Citizen of the Year for Greenbelt. She has spearheaded many community sustainability initiatives including helping to develop community composting initiatives in Greenbelt West (Franklin Park) and supervised compost training, community engagement, and implementation of composting across the City of Greenbelt. Lore will serve as the lead trainer to provide community training for shared composting systems to ensure success of this initiative.

**Lincoln Smith**—Lincoln Smith runs Forested, a 10-acre experimental forest garden site in Bowie Maryland. He and his team test forest gardening methods, with the goal of producing nutritious food for people and restoring a thriving ecosystem. Lincoln designs forest gardens for a variety of clients including homeowners, schools, and public park administrators. He holds forest-to-table events in the garden, featuring forest foods like acorn falafel. He trains aspiring forest farmers through workshops at Forested and lectures at a wide range of venues such as the US Botanical Garden, University of Maryland and PASA. He believes human health is tied to ecosystem health and has submitted a scope of work to design an integrated common space building on lessons learned from designing spaces in Greenbelt (Franklin Park) and Hyattsville (Emerson Street Food Forest). [www.foresteds.us](http://www.foresteds.us)

List of current board members.

**Pending GHI Board approval, GHI Board members would be listed**

Organizational budget for this year including income and expense (do not include funding requested in this application).

**Pending GHI Board approve, GHI's organizational budget would be included**

Project/Program Budget – organized by income and expense. Must include: highlighted and itemized project/program costs specifically to be funded by GCF; other sources of funding for the project/program and whether the funding is secured or pending; and inkind donations of material or services.

<b>Description</b>	<b>Cost</b>	<b>GCF Request</b>	<b>Match</b>	<b>Status</b>
Shared Hot Composting Plan	\$20		\$20	In-kind; secured
Shared Hot Composting Bin Costs	\$1,025	\$500	\$525	Home Depot and/or Lowe's grants; planned
Tools & Supplies for Hot Composting System & Shed (wheel barrow, spades, tarps, gloves, weighing scales, lumber for shed)	\$500	\$500		
Installation & Assembly of Shared Hot Composting System	\$500		\$500	In-kind, secured
Concept Plan-Forested (see scope)	\$4,800	\$3,500	\$1,300	Whole Foods; planned
Native Plants (100 plugs at \$2/plug)	\$200	\$200		
<b>Total</b>	<b>\$7,045.00</b>	<b>\$3,700.00</b>	<b>\$1,800.00</b>	

☒ Project Description (up to 3 pages) specifically addressing:

This project is a yearlong effort to engage community members to rethink the value and opportunities within shared common spaces to enhance community connections and sustainability in GHI. Unlike “personal” yards, common green spaces in between and adjacent to GHI courts (common areas) create unusual opportunities for neighbors within court systems to connect and foster relationships. These common areas where unique aspects of the garden city design of Greenbelt and range from grassy areas, to playgrounds, to strips of land that separate housing units from roads to pocket parks that are member and/or GHI maintained.

This project seeks to identify new uses for unused green space in GHI that can provide an integrated set of benefits to adjacent homes that are better served through pooled infrastructure versus individual units (namely, pocket parks with food, space to gather, and composting to enrich local soils and neighbor gardens). As other areas of Greenbelt have experimented with novel uses of spaces in similar ways, this pilot seeks to import solutions which have worked in other areas (e.g. food forests such as in Franklin Park, shared composting such as in Franklin Park and Greenbelt East) and foster community exchanges between neighborhoods and across GHI.

This pilot program seeks to engage 100-150 serve GHI residents as well as potentially adjacent interested communities in Green Ridge (an independent living center that support senior and low-income communities), and nearby apartment complexes with opportunities to divert compost organic material from the local landfill and provide adjacent spaces to build community that are currently under used in ways that also create habitat and stormwater reduction benefits. This project meets both community goals as well as sustainability goals. In addition, this project also serves to invite in members from Greenbelts West and East to share their insights and experiences in pooled infrastructure to celebrate what is possible when community members collaborate at a larger scale.

This pilot project seeks to demonstrate how this kind of shared infrastructure can have larger community benefits. The Prince George’s County landfill was initially projected to reach its capacity in 2020 but has extended its lifecycle as a result of community efforts like composting to divert waste that are proposed for expansion under this project. “Hot Composting” units are far more efficient than single composting units, and, can serve up to 60 member units/families. As a result, more organic matter can be composted with far less effort and far greater returns. The outcome of this process is to demonstrate that shared infrastructure in the GHI “super court” system (or courts within walking distance and traditionally bounded by roads) can develop better uses of common spaces or infrastructure to meet multiple needs in ways that can scale throughout the GHI community and enhance the benefit of common areas as shared assets.

Secondly, aside from rain gardens in a handful of GHI gardens and common areas, most common areas in GHI are either unmaintained or lawn. This pilot serves to identify how underused common areas can be transformed into high quality habitat, pollinator gardens and food for members to enjoy and appreciate. The project design for the shared common space is focused on identifying how common space areas can be more easily maintained in low-water, high-yield ways that creates additional member benefits, beautification, education and sustainability basked into common area designs. This plan will be structure in phases to help community members implement enhancements on a long-term basis to ensure maintenance and success is created as the project matures.

Leading up to this application, project team members have done extensive community input and engagement to assess interest and opportunities across the “super court” community to shape this proposal. This includes:

- Three community meeting to shape the proposal with invited members across GHI to identify the best space for this pilot with minimal impacts to members and maximum accessibility.
- Active community outreach initiatives through three flyer drops to roughly 100-150 GHI members in close proximity to the common area proposed for this pilot
- A community poll to identify interested members for the shared composting system which proved universally compelling to identify 25 member units who expressed interest and outreach to the surrounding communities within walkable distance.
- Discussions with Public Works, members of the Zero Waste Circle, and Greenbelt Cooperative Alliance.
- Outreach to the following GHI committees: Sustainability sub-Committee, GHI Woodlands Committee, and the Buildings Committee. All committees have passed supportive resolutions in support of this pilot program and seeking a grant. The General Manager has discussed and supported the project based on

similar proposals shared with the GHI staff and board in the past. Further, this proposal has been shared with the GHI Board at its April 1, 2021 meeting and incorporated feedback to strengthen the proposal and maximize success.

- Letters of support from the Greenbelt Cooperative Alliance, members of the Greenbelt Composting Program, and Public Works (see attached).
- Conversations with Forested.us in collaboration with GHI members to identify the appropriate scope of work for an integrated design for the common space improvements (see attached).
- And finally, an assessment of existing community services, assets, and partnerships that can be brought to bear through this pilot to better learn from past initiatives and enhance success (see attached plan).

An implementation plan for the project was created to accomplish several objectives. First, opportunities for community members to comment and help shape the integrated plan to ensure the design serves as many community members as possible. Second, immediate implementation of composting systems leveraged past investments and community knowledge that has been tested in Greenbelt already (Food forest and shared composting units). As part of this assets of existing services, Public Works has agreed to leverage existing plans and teach GHI staff how to assembly three-bin compost plans. And finally, opportunities to enhance education and knowledge transfer between communities about sustainability and community building learned through similar projects.

The project timeline is as follows:

August/September 2020: Host a Build Day with Public Works and GHI Staff for a Shared “Hot” Composting System

This joint build day will transfer knowledge on how to build three-bin “hot” compost systems between Public Works and GHI Staff. This effort is designed to ensure that this knowledge can be transferred to GHI staff and support other super courts who wish to scale and replicate the shared composting pilot initiative. Additionally, several GHI members have volunteered to help build a toolshed to house equipment and a screen to sieve completed compost for community use.

September 2020: Community Training on Hot Composting

We will host 90 minute training sessions for all community members to learn about compost benefits and proper composting procedures. This will include a 60-minute online training led by Lore Rosenthal and a 30 minute supervised site visit to walk through how to add compost and ensure proper procedures (weighing compost, addition of leaves and wood chips to facilitate effective decomposition, and proper use of the compost facility. Once these trainings are completed, all participating members will receive combination codes to compost on their own. Melissa Ehrenreich will provide weekly site visits to ensure the system is operating within guidelines.

October 2020: Promoting Community during National Cooperative Month

In collaboration with the Greenbelt Cooperative Alliance, project participants will promote community building activities to encourage other members to join. These include: educational information sessions on food forests and sustainability by Lincoln Smith, Community feedback loops through Zoom/Polling for component design requirements of the shared common space, and a Kids Compost Day to encourage communities to visit the shared compost system at the pilot site and sign up to contribute organic matter. Additionally, Melissa Ehrenreich will brief the Woodlands, Sustainability, and Buildings Committee to incorporate ideas for the draft plan. Information will be distributed via promotion of National Cooperative Month activities in the Greenbelt News Review and GHI electronic newsletter.

November-December 2020: Draft Common Area Shared Space Plan Developed

Lincoln Smith will design a draft plan for an integrated common space incorporating member and stakeholder input which will be presented to the GHI Board.

January 2022: Final Plan Presented

Melissa Ehrenreich will host a community meeting to share the final plan with community members. Additionally, this plan will be presented to the GHI Board.

February-April 2020: Implementation Funding Plan Developed and Stakeholder Conversations

After the approval of the final plan, Melissa Ehrenreich will work with Woodlands and Sustainability Committees to develop a budget for fundraising plan for implementation of the concept plan. This plan will be presented to both committees and the GHI Board for approval prior to seeking funding.

May 2020: Celebration Event

In honor of National Learn to Compost Day (May 29<sup>th</sup>), Melissa Ehrenreich will design a community event to invite representatives from Greenbelt East and West to celebrate active composting across the City at an event in the pilot common space area. As part of this event, 100 native plants will be given to community members to encourage them to plant pollinator species and food in their own gardens.

This pilot project will be measured by:

- Number of community members engaged in the shared “hot composting” system pilot
- Number of community members engaged in educational events
- Approval of concept plan for an integrated common area by GHI committees and Board

The ultimate success of this project will be assessed on the basis of solid recommendations developed by GHI committees to scale, adopt, and fund implementation and scaling of the project.

- Letter from a qualifying organization willing to act as the fiscal agent for the project. The letter must include the fiscal agent organization’s mission statement and attach a copy of its current IRS determination letter.

**Pending GHI Approval, a letter of support from GHI would be included**

- Copy of your organization’s current IRS tax-exempt determination letter with federal tax-exempt number.

**Pending GHI Approval, GHI’s IRS determination letter would be included**

- Articles of Incorporation and By-laws

**Pending GHI Approval, GHI’s AoIs and Bylaws would be included**

*Proposals are evaluated based on responses to the questions above. Any additional material provided will likely not be helpful.*

*Proposals will be evaluated using the categories: Value to Greenbelt, Clarity of plan, Feasibility of approach, Qualifications of administrators & service providers, Likelihood of success, and Potential for sustainability (if planned). Each category is weighted equally. If your proposal is selected for an award, a final report on your project, including photos and accounting for the expenditure of the grant funds, is required at the conclusion of the project.*

Revised March 2019







## DESIGN SERVICES OVERVIEW

Updated January 2021

Thanks for your interest in working with Forested to create a forest garden design for your site.

### DESIGN PHILOSOPHY

At Forested our goal is to help people integrate with the forest ecosystem. We create forest gardens that restore ecosystem health, provide food and supplies for people, and are delightful places for people to be.

### SERVICES

Here are the services we offer to help you to create your forest garden. If you choose to work with Forested, you can let us know which services you need. During work, we will communicate with you frequently to make sure we understand your goals and ensure you like the direction of your site design as it progresses.

1. Mapping your site
2. Generating design ideas
3. Creating a presentation quality plan
4. Writing recommendations for implementation and maintenance
5. Creating a plants list
6. Presenting plans to stakeholders and taking input
7. Assisting with sourcing plants and materials
8. Designing hardscape features like arbors, benches, fences etc.
9. Laying out the project on site with flags, stakes, etc.
10. Overseeing work by your landscape contractor
11. Visiting the new garden to evaluate progress in the first few seasons

Note: Forested does not do installation work. We can recommend contractors.

### BILLING RATE

\$120/hour

### PROJECT SCOPE AND COST

Because every project is different and may change in scope during the project, we bill hourly and work as swiftly as possible while providing a design rooted in your site. Here are some factors that can affect the cost of your design:

- Size of your project area
- Complexity of your site – e.g. existing plantings, hardscape
- Extent and complexity of your goals – e.g. planting, hardscape design, siting new structures
- Existing mapping – is there an existing accurate site survey
- Extent of services – see list above of the main services we offer

### CONSULTATION

If you would like a brief consultation on your site, my minimum charge is \$600 if you are within 30 minutes' drive from Forested in Bowie, MD. For every additional 30 minutes one-way there is an additional \$120 charge. I will spend around 2 hours with you on your property and send you a one-page write-up of our conversation.

### REFERENCES

We're glad to put you in touch with our past design clients to learn about their experience developing forest gardens with us.

## ESTIMATE



**Melissa Ehrenreich**  
23D Court Ridge Road  
Greenbelt, MD 20770

**DATE:** March 20, 2021

**LANDSCAPE PLAN FOR COMMUNITY SPACE WITH COMPOSTING FACILITY,  
GATHERING AREA AND FOOD FOREST LOCATED ALONG RIDGE ROAD  
BETWEEN 21 COURT AND 23 COURT.**

### **BILLING RATE**

\$120/hour

### **SCOPE**

Community information and input meeting (no charge)  
Create base map in CAD  
Site analysis  
Draft ideas, check in with client  
Create draft plan  
Plan review public meeting  
Tweak plan as needed  
Create final plan

### **TIME ESTIMATE**

25 - 35 hours

### **BILLING ESTIMATE**

\$3,000 - \$4,800

Because every project is different and may change in scope during the project, I bill hourly and work as swiftly as possible while providing a design suited to your goals and your site. Thanks for the opportunity to provide an estimate to design your project!

Lincoln Smith, Owner  
Forested, LLC



GREENBELT COOPERATIVE ALLIANCE

March 24, 2021

On behalf of the Greenbelt Cooperative Alliance, I write in support of GHI's proposal "Creating community through shared common spaces for all" submitted to the Greenbelt Community Foundation.

This member-initiated proposal is focused on creating a shared community space for GHI members that includes: a food forest/pollinator habitat garden, space to gather, a shared composting system, and a water system. This multi-phase approach will repurpose an unused common area in GHI to create a new park for neighbors to gather and cultivate community and sustainability. It will also serve as a pilot to identify other court systems throughout the community where similar programs can take root.

This proposal seeks to bring amenities in other areas of Greenbelt to GHI and, most importantly, to foster learning and connection between communities. As part of the proposal, GHI members will provide community exchanges during National Cooperative Month (October 2021) to inspire neighbors to share ideas on how rethinking common spaces and shared infrastructure like shared composting and habitat/food forest gardens can benefit the community and the planet and invite members from Greenbelt West and East to join in. Using these insights and a site design, GHI members will co-create this new space and actively transform it together.

Adjacent to Green Ridge Apartments and the apartment complex, this new site is highly visible and mutually beneficial. As envisioned when complete, this site to gather will extend the definition of intentional and purposeful community, which is the true aspiration of cooperative living.

Sincerely,

Leta M. Mach  
Coordinator Greenbelt Cooperative Alliance

# URBAN X FARM PLANS

Instruction Manual : Compost Knox

# Mission – Urban Farm Plans

Empowering everyone to grow and build with simple, functional, and beautiful designs.



We LOVE compost. We want to help YOU compost. Plans provided to you for FREE for personal use only.  
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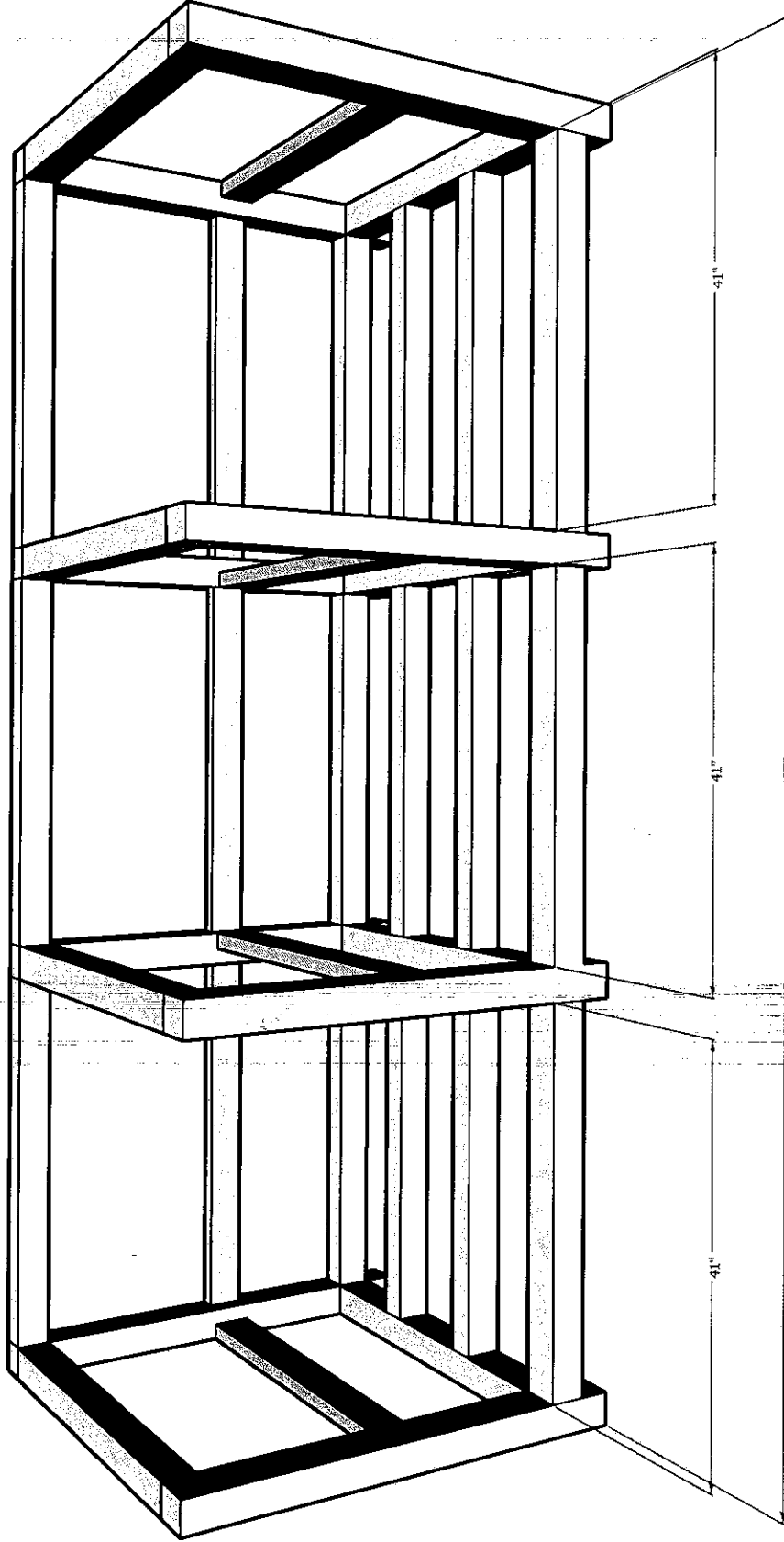
# COMPOST KNOX



UrbanFarmPlans.com

Designer: Eriks Brolis

# COMPOST KNOX



UrbanFarmPlans.com

Designer : Eriks Brolis





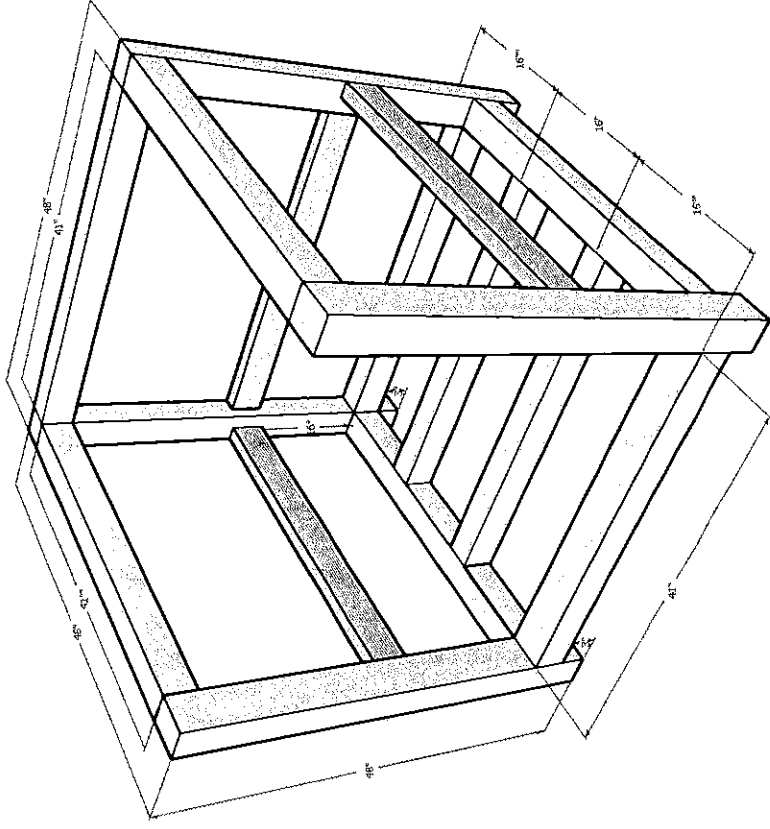
Compost Knox Class – Lederer Youth Garden DC

# Outline

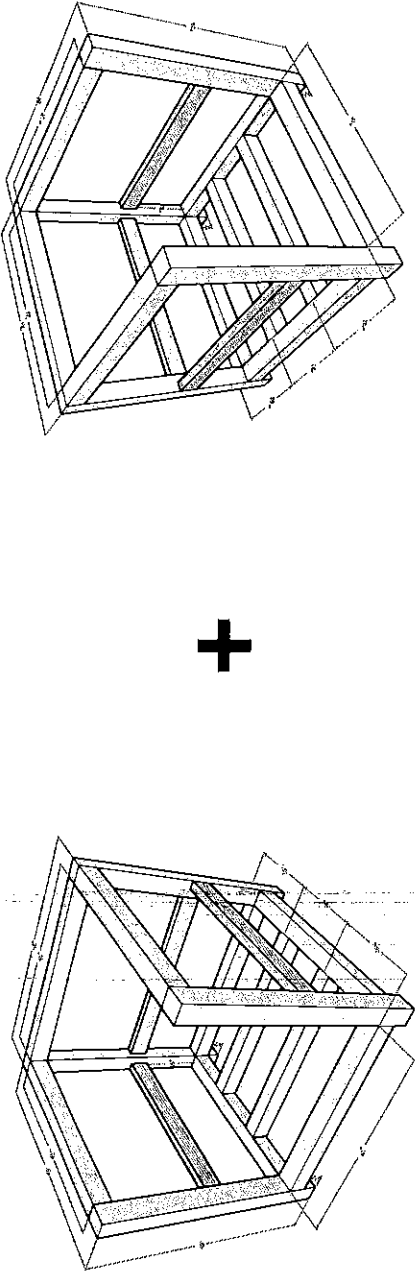
- Design Concepts
- Tools
- Materials
- Instructions
- Operation
- Advanced Skills
- Opportunities for Improvement
- Contact

# Design Concepts

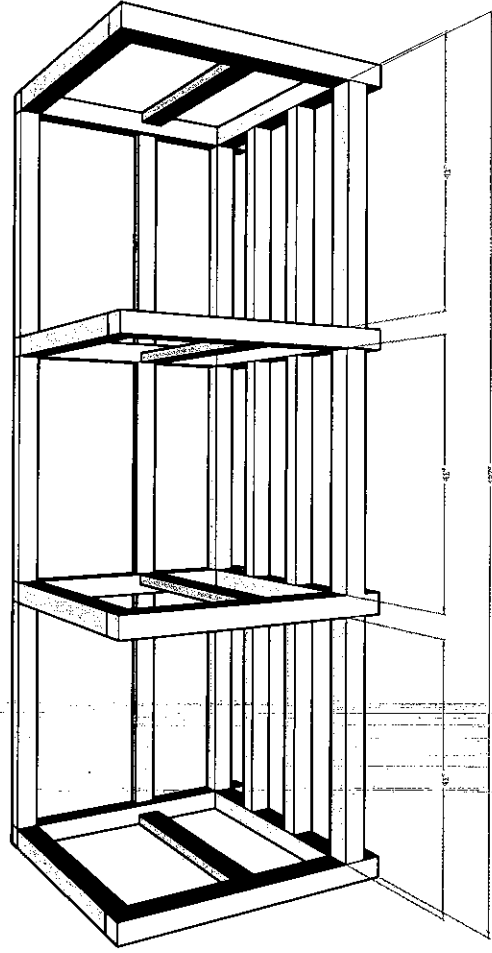
- **Modular**
  - Easily Transportable Cubes
  - Scalable (1...3...5...)
- **Human-Centered Design**
  - Ease of Construction
  - Ease of Use
- **Mass Reproducible**
  - Readily Available Materials
  - Minimal Measurements
    - Frame = 48" + 41"
    - Fascia = 48" + 39"
    - Lid = 46"
- **Rodent-Proof**
- **Efficient**
  - Max Airflow
  - Min Contact with Biocides
  - Appropriate pH
- **Long Lasting**
  - PT Lumber or Cedar



# Design Concepts - Modular

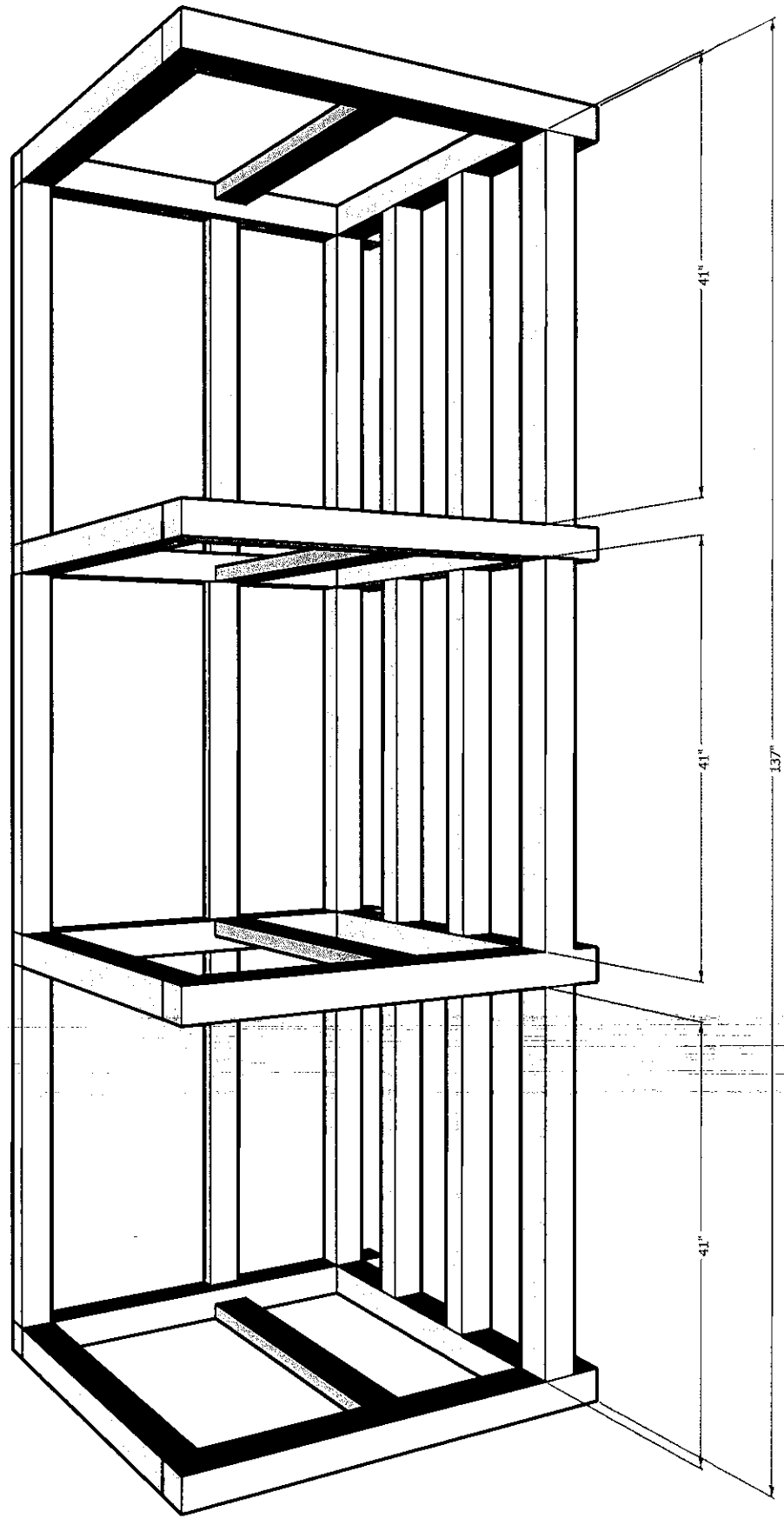


+



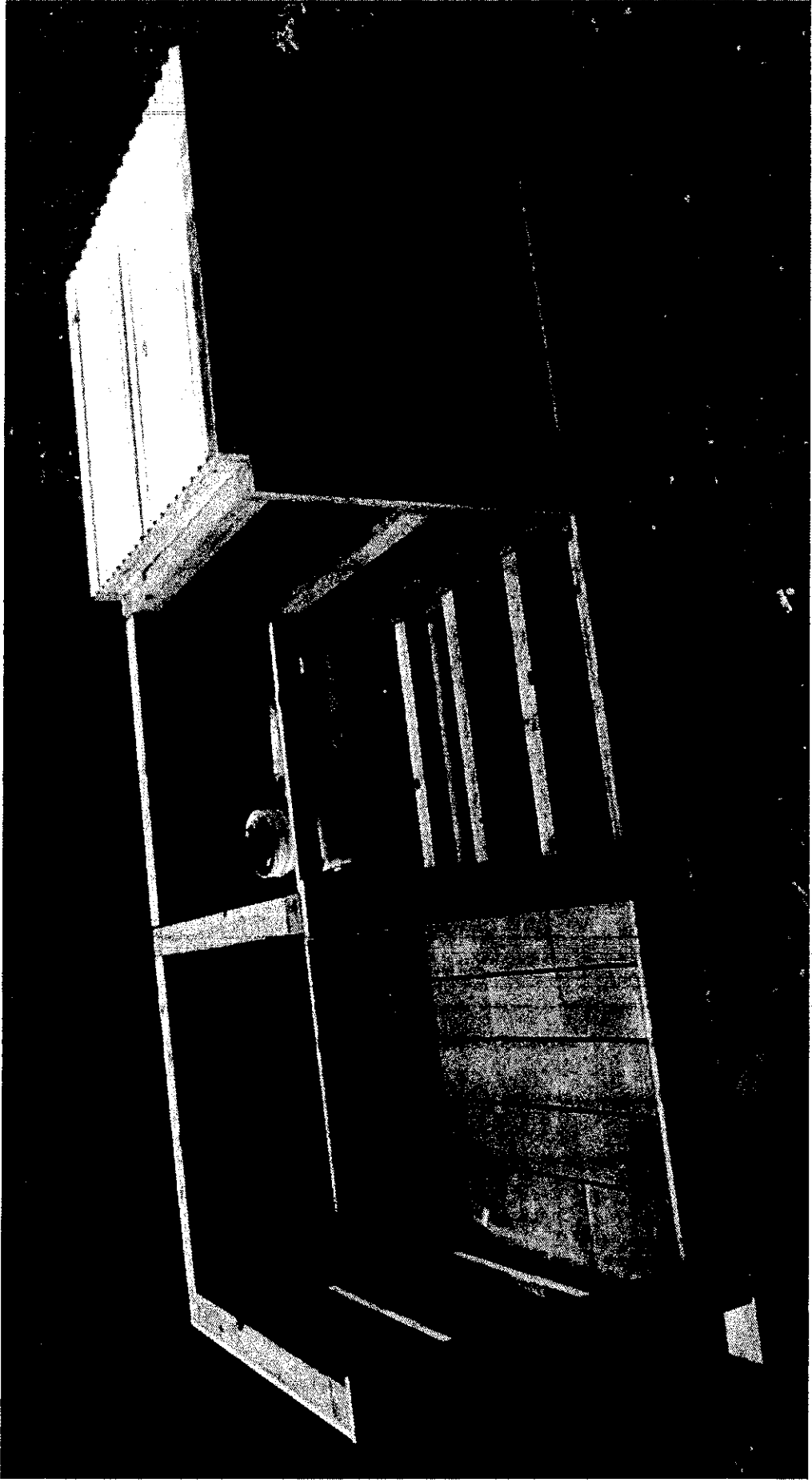
## Build 2 Cubes... get 1 for "Free"

# Design Concepts – Scalable

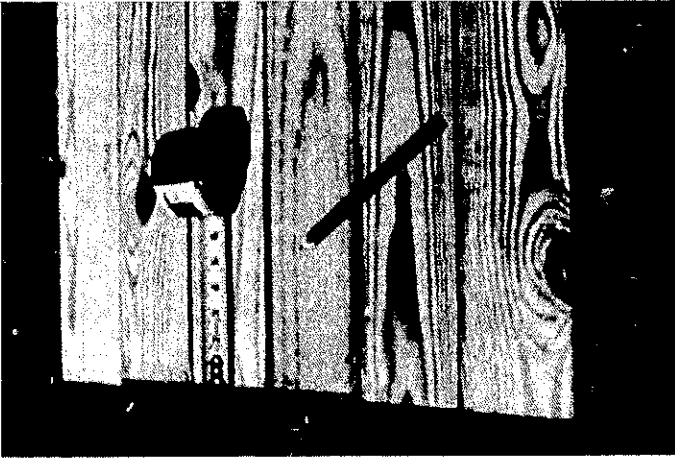


1...3...5...7...9<sup>3</sup>

# Work in Progress...



# Tools



Tape Measure + Pencil

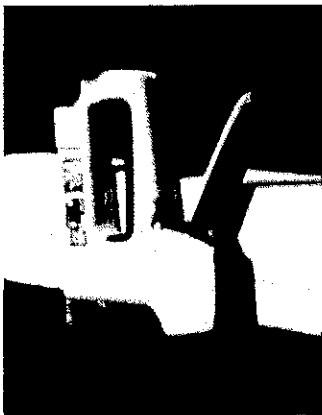


Screw-Driver / Drill-Gun

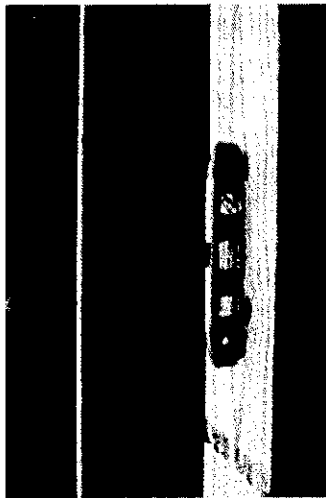


Tin Snips

UrbanFarmPlans.com



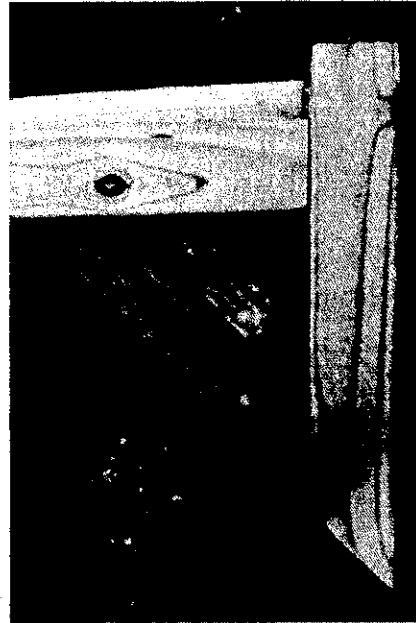
Staple Gun



Level



Saw



Speed Square

# Materials

**Model** Compost Knox (TRIPLE BIN SYSTEM)  
**Dimensions** 4'H x 4'W x 12'L  
**Description** Modular Rodent-Proof Compost System Designed for Heavy Use (i.e. Community Gardens, Schools, Parks, etc.)  
**Designer** Eriks Brolis [www.UrbanFarmPlans.com](http://www.UrbanFarmPlans.com)

<input checked="" type="checkbox"/>	#	ITEM	SPEC	SIZE	TYPE	USE	USAGE NOTES	\$/UNIT	TOTAL
	16	PT Lumber	4" x 4"	8'	n/a	Frame	CUT: 8 @ 48" (verticals) / 23 @ 41" (horizontal)	\$ 7.97	\$ 127.52
	15	PT Lumber	2" x 4"	8'	n/a	Frame + Roof	CUT: 18 @ 46" (roof) / 11 @ 41" (frame)	\$ 2.97	\$ 44.55
	24	PT Lumber	5/4" x 6"	8'	n/a	Slats + Fascia	CUT: 21 @ 40 3/4" (slats) / 12 @ 39" (horizontal) / 14 @ 48"	\$ 4.87	\$ 116.88
	9	PT Lumber	2" x 2"	42"	Baluster	Slats + Roof	CUT to size 6 (track for slats) / 3 (seal for lid)	\$ 0.97	\$ 8.73
	2	Hardware Cloth	1/2" x 4'	25'	n/a	Misc	CUT: 2 @ 144" (cubes) / 4 @ 48" (bases and rear center)	\$68.00	\$ 136.00
	1	Staples (pack)	1/2"	1250 ct	n/a	Misc	Temporary attachment of hardware cloth	\$ 3.22	\$ 3.22
	53	Concrete Paver	16" x 8" x 2"		n/a	Misc	45 (base of bins) / 8 (under each leg)	\$ 1.53	\$ 81.09
	46	Bracket	A23Z		Simpson	Frame	Use with 4" x 4" PT Lumber	\$ 1.23	\$ 56.58
	16	Bracket	A21Z		Simpson	Frame	Use with 2" x 4" PT Lumber	\$ 0.58	\$ 9.28
	4	Bracket	LUS44Z		Simpson	Frame	Use with 4" x 4" PT Lumber (connect cube bases)	\$ 2.55	\$ 10.20
	12	Bracket	A66		Simpson	Roof	Use to reinforce roof structure	\$ 4.40	\$ 52.80
	3	Door Pull	Galvanized	6 1/2"	n/a	Roof	Handles for roof	\$ 4.97	\$ 14.91
	6	Hinge	Galvanized	3 1/2"	n/a	Roof	Connect roof to cubes	\$ 7.97	\$ 47.82
	3	Latch	Galvanized	6"	n/a	Roof	Secure roof for proper operation	\$ 8.27	\$ 24.81
	3	Roofing	2 1/2"	8'	Corrugated	Roof	CUT: 6 @ 48" (roof panels)	\$12.98	\$ 38.94
	3	Roofing	4.5" x 4.5"	10'	Flashing	Roof	CUT: 6 @ 50" Metal Flashing (roof edges - front / rear)	\$14.94	\$ 44.82
	1	Screw (box)	#8 x 1/2"	300 ct	Teks	Roof	Metal screws for connecting roof panels and flashing	\$ 5.48	\$ 5.48
	1	Screw (box)	#10 x 2 1/2"	5 lb	Deckmate	Misc	Used throughout (fascia, ballusters, lids)	\$29.98	\$ 29.98
	1	Screw (box)	#8 x 1 1/2"	5 lb	Deckmate	Misc	Used throughout (attaching A23Z and A21Z brackets)	\$29.98	\$ 29.98
	2	Screw (box)	6"	50 ct	TimberLOK	Frame	Structural Screws to connect 4" x 4" Lumber	\$33.46	\$ 66.92

\$ 950.51

We LOVE compost. We want to help YOU compost. Plans provided to you for FREE for personal use only.  
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# Instructions

## PRE-BUILD

Basic Skills

Site Selection

Site Leveling



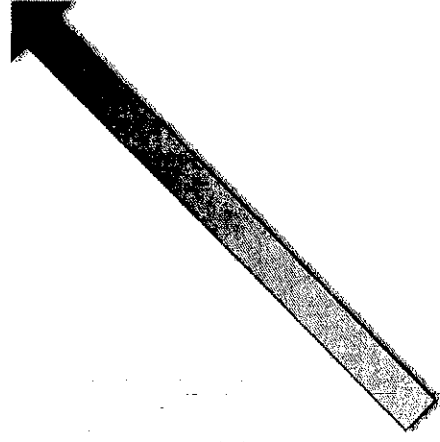
## STEP 1 – Cubes

Frame

Base

Backer

Hardware Cloth



## STEP 2 - Connecting

Connecting

Pavers

Slats



## STEP 3 - Finish

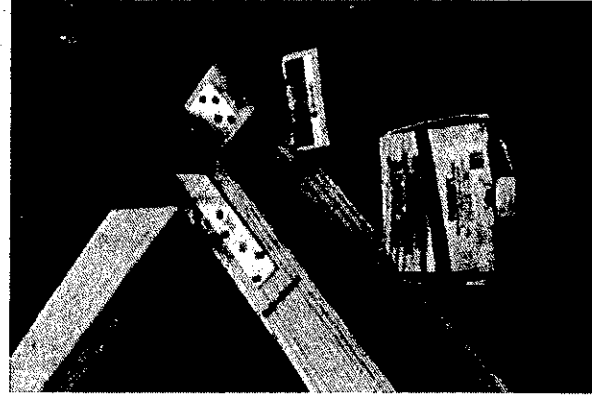
Fascia

Lid

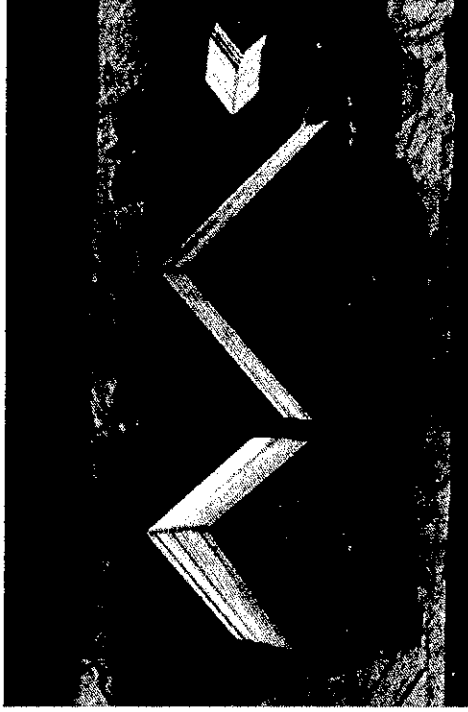
# Key Materials - FRAME



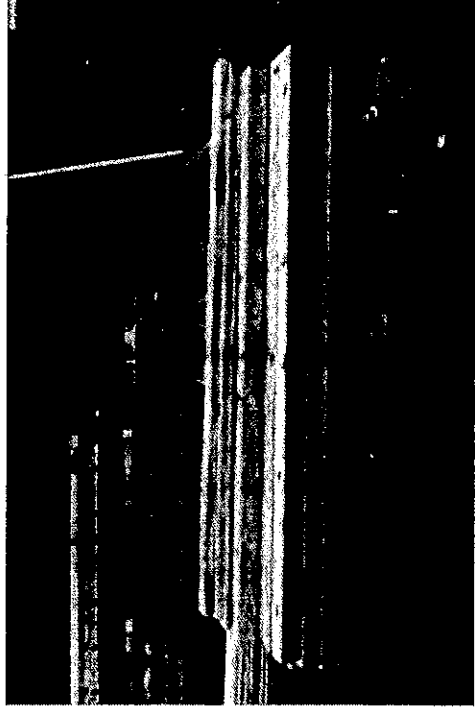
6" TimberLOK (Structural Screws for FRAME)



Deckmate Screws (USED THROUGHOUT)

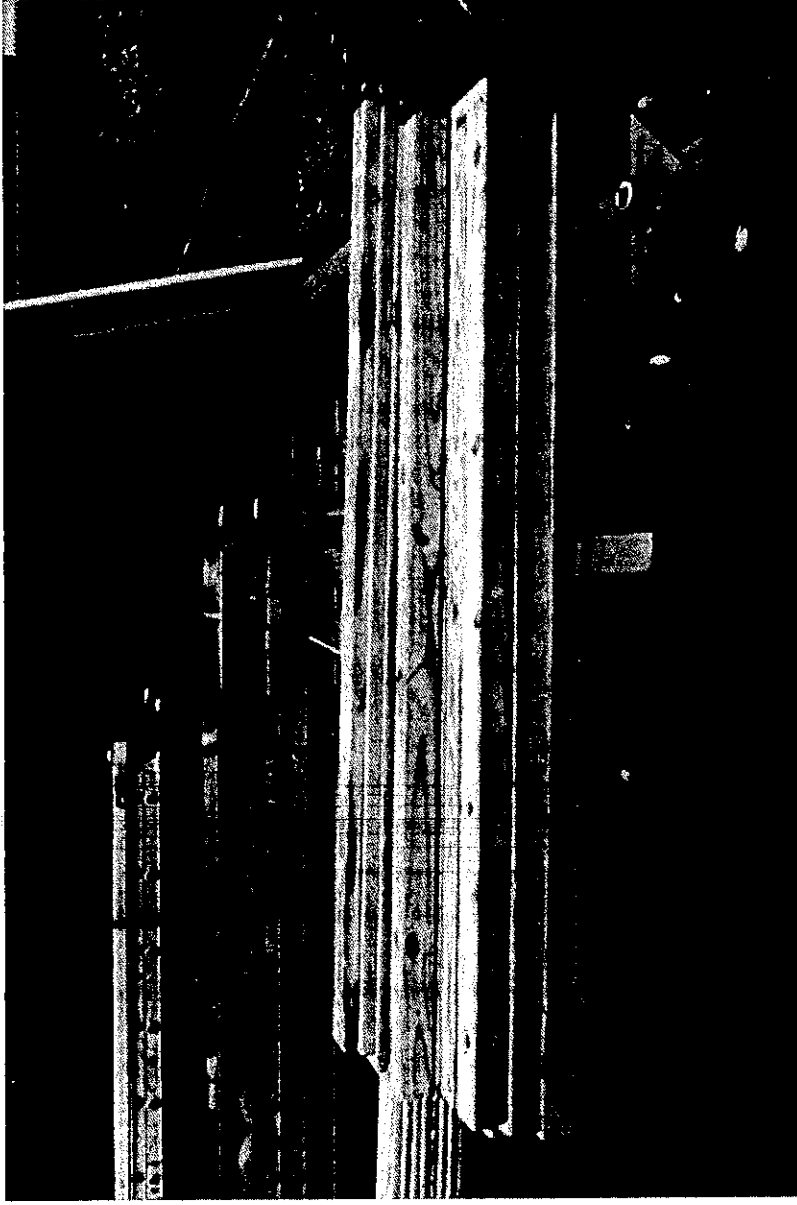


Simpson Strong Ties (Various Brackets for FRAME + LID)



Pressure Treated Lumber (USED THROUGHOUT)

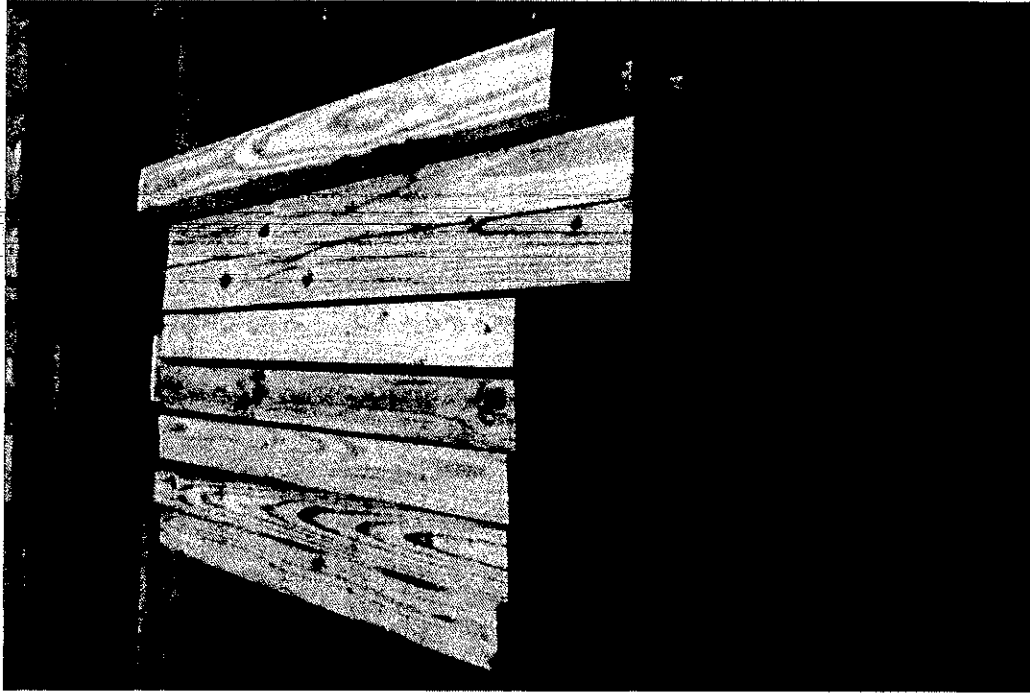
# Instructions – Basic Skills



STACK LUMBER NEATLY ON FLAT  
SURFACE LIFTED ON 3 BLOCKS

- Level + Straight while drying
- Easy to Find + Count materials
- Use as Workbench

# Instructions – Basic Skills

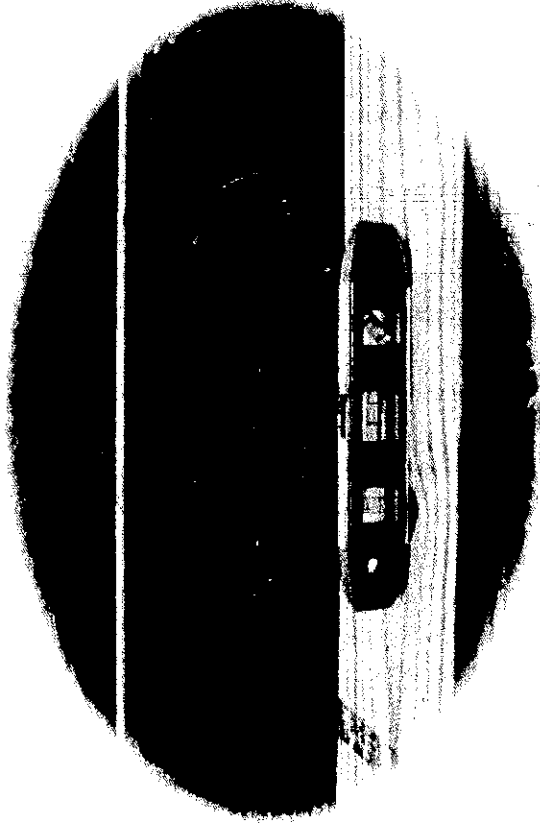


## LIST OF PIECES TO PRE-CUT:

- 4" x 4"
- 8 @ 48" (frame - vertical)
- 23 @ 41" (frame - horizontal)
- 2" x 4"
- 18 @ 46" (roof)
- 11 @ 41" (frame)
- 5/4" x 6"
- 21 @ 40<sup>3</sup>/<sub>4</sub>" (slats)
- 12 @ 39" (horizontal fascia)
- 14 @ 48" (vertical fascia)

ABOVE: Assorted cut materials

# Instructions – Site Leveling

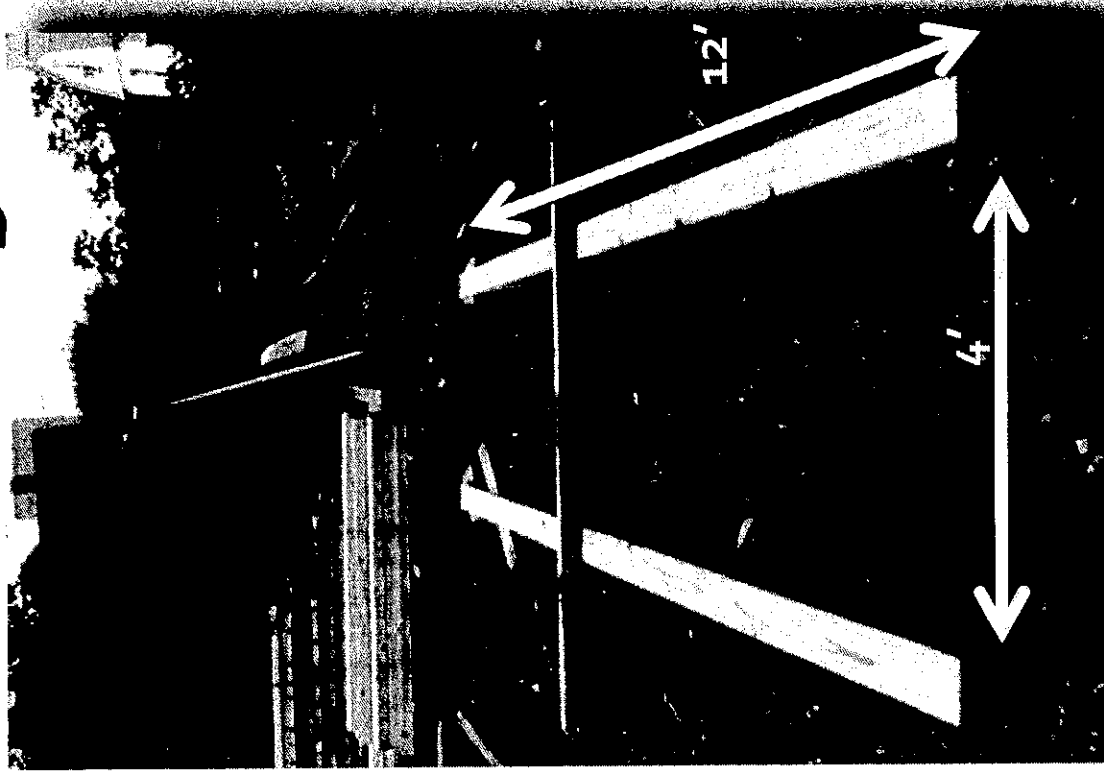


Establish a level work surface 4' wide and 12' long upon which to build the bins. If surface is not level (i.e. not concrete)...

Use lumber or paver stones (every 4') laid on ground as a base to ensure level (add stones or re-grade subsurface as needed).

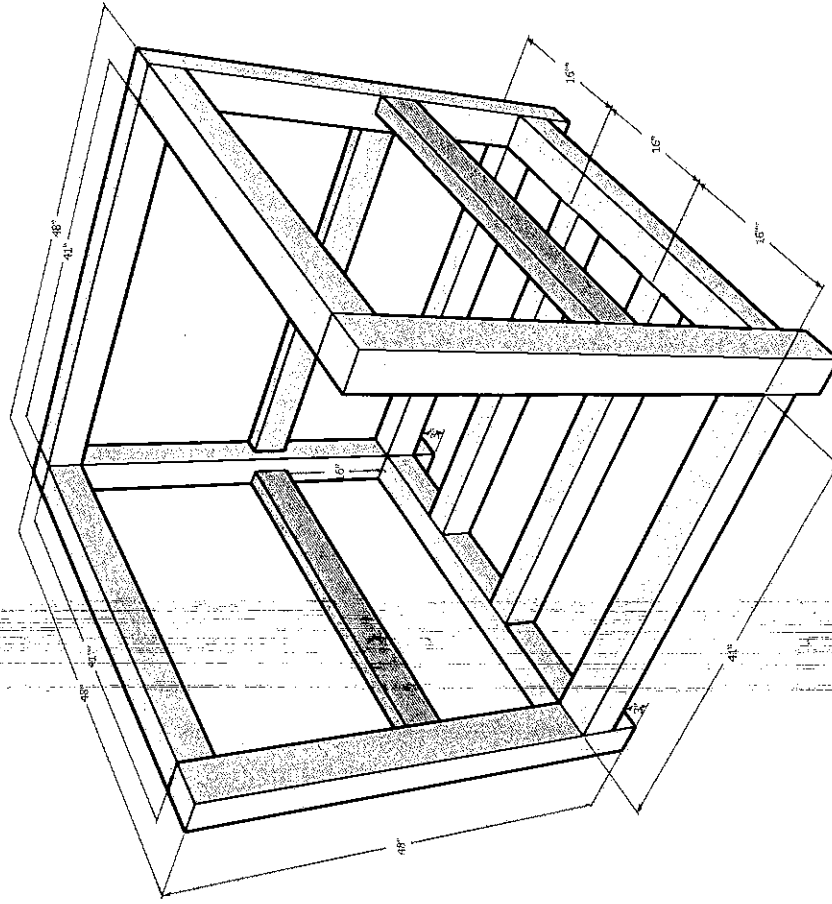
Check level *along* 12' length (shown above)

and then *across* 4' width using a 2" x 4" piece of lumber (shown on right)



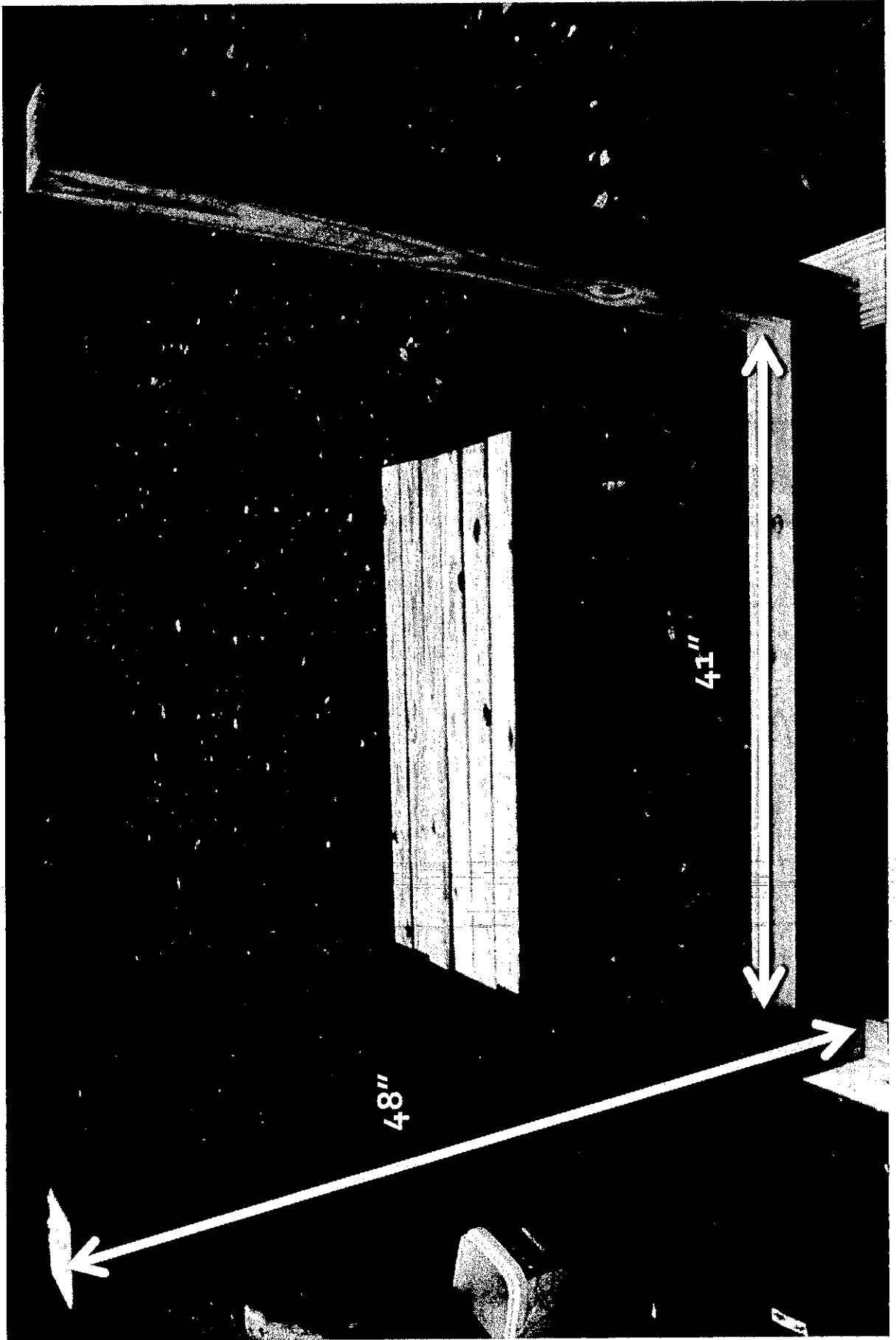
**DO NOT PROCEED UNTIL SITE IS LEVEL!**

# Instructions

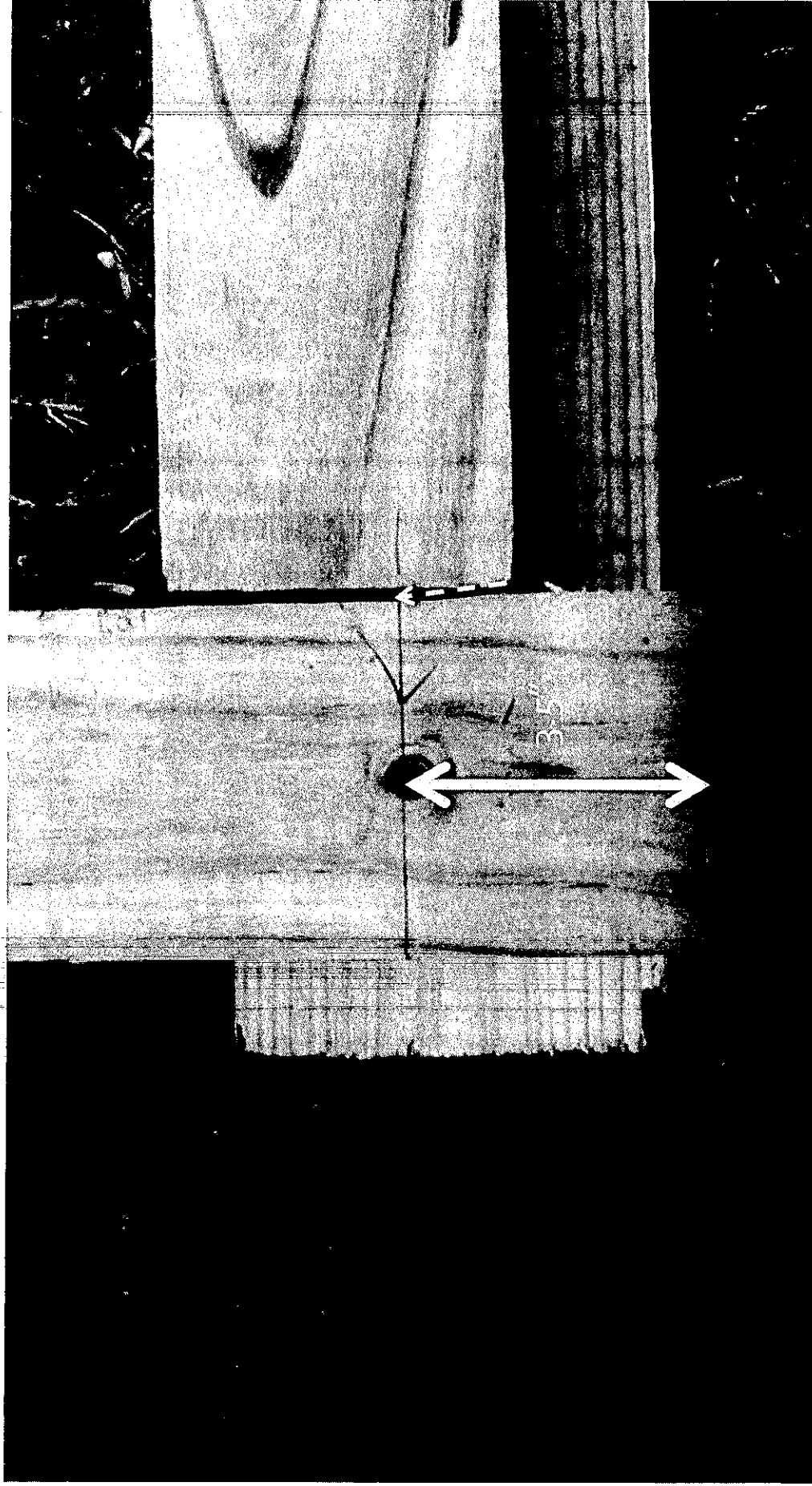


## Step 1- FRAME

# Instructions – Frame U's



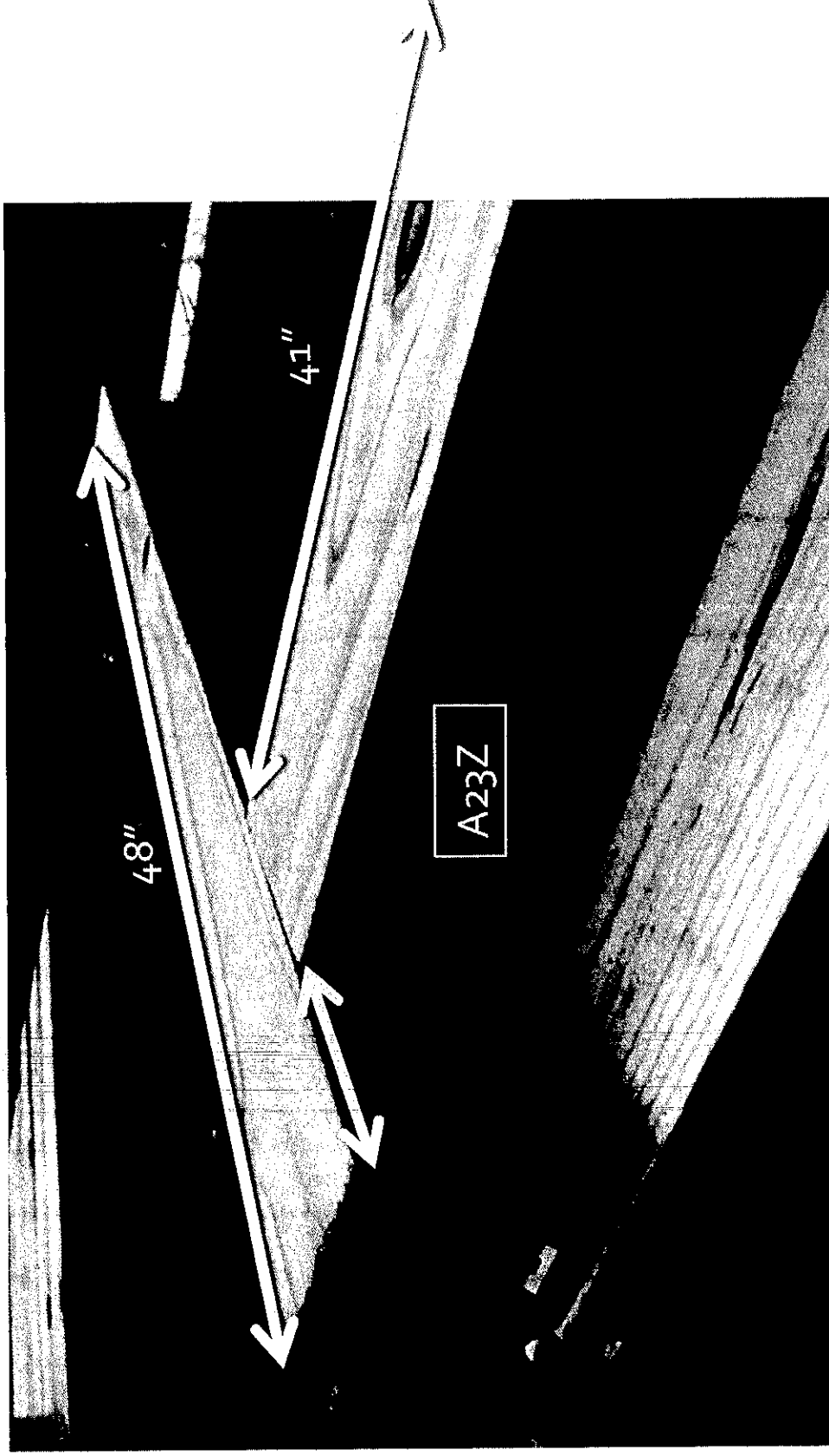
# Instructions – U's



Lay one 48" upright on side, measure and mark 3.5" from bottom

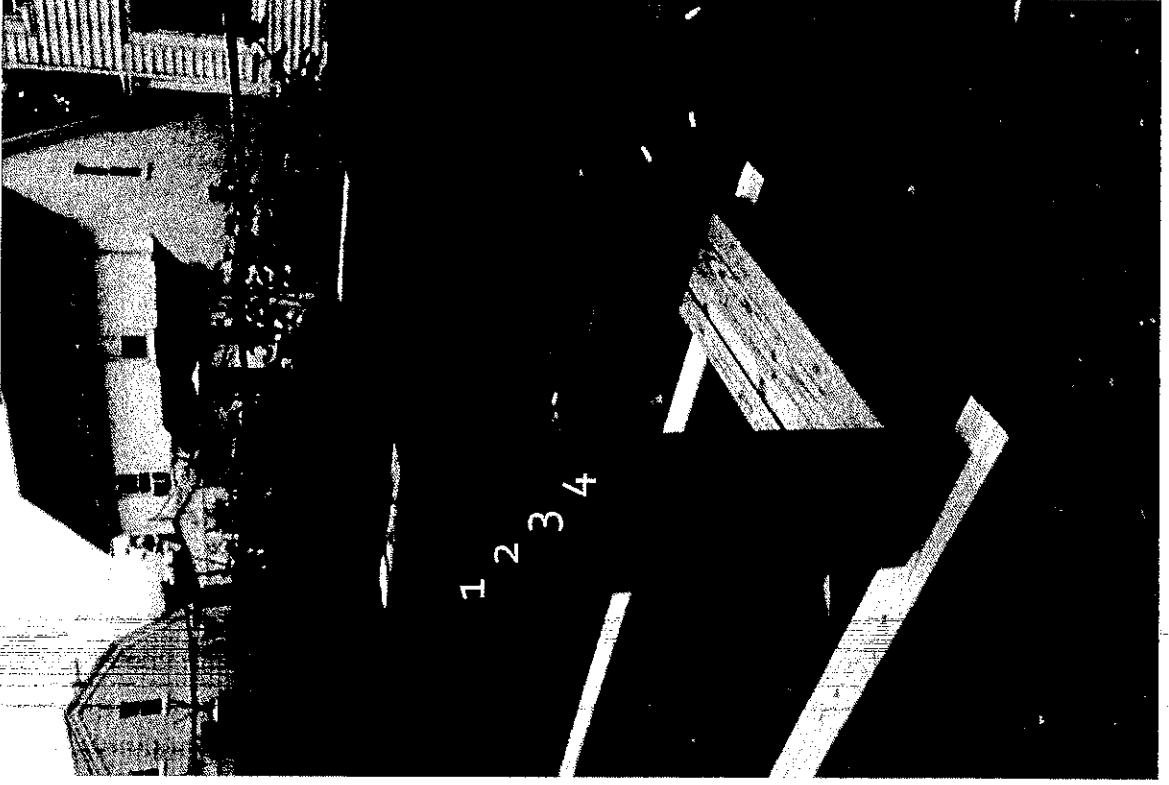


# Instructions – Frame U's



Attach Simpson A23Z to vertical (48" L) and horizontal (41" L) pieces  
(...repeat on other side to create U)

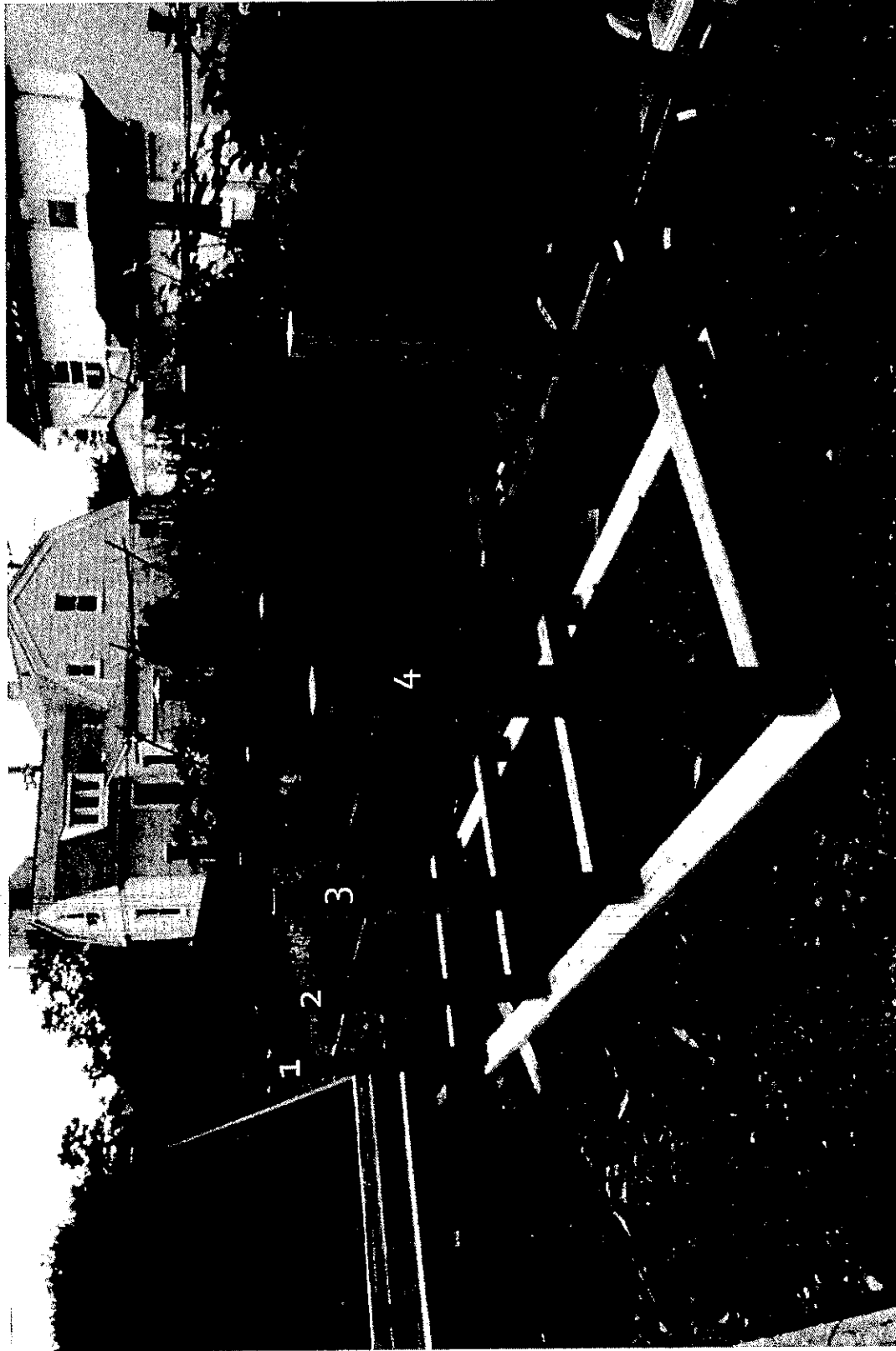
# Instructions – Frame U's



RINSE, WASH,  
REPEAT x 4

4 U's = 3 bins

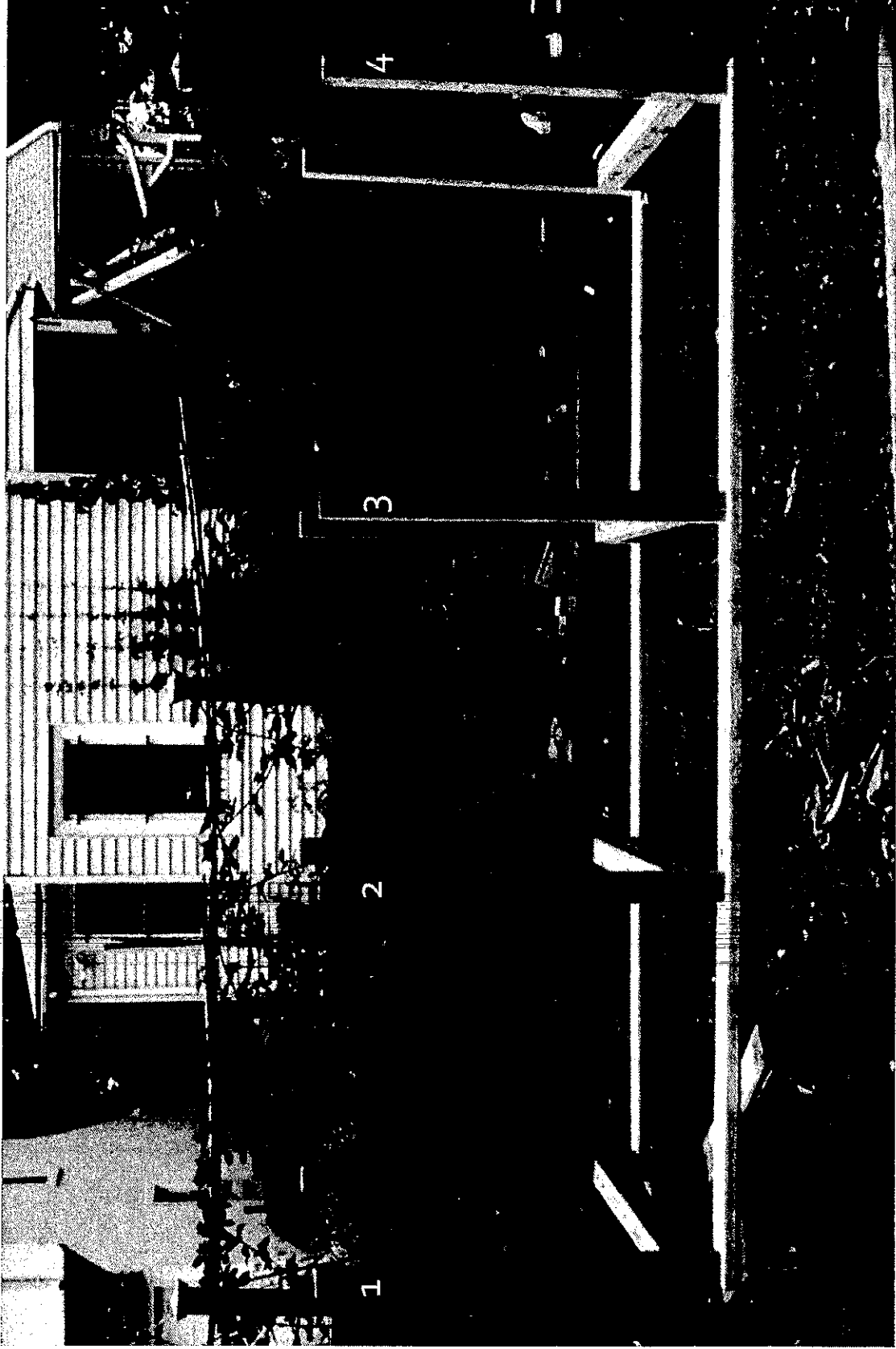
# Instructions – Frame U's



4 U's = 3 bins

[UrbanFarmPlans.com](http://UrbanFarmPlans.com)

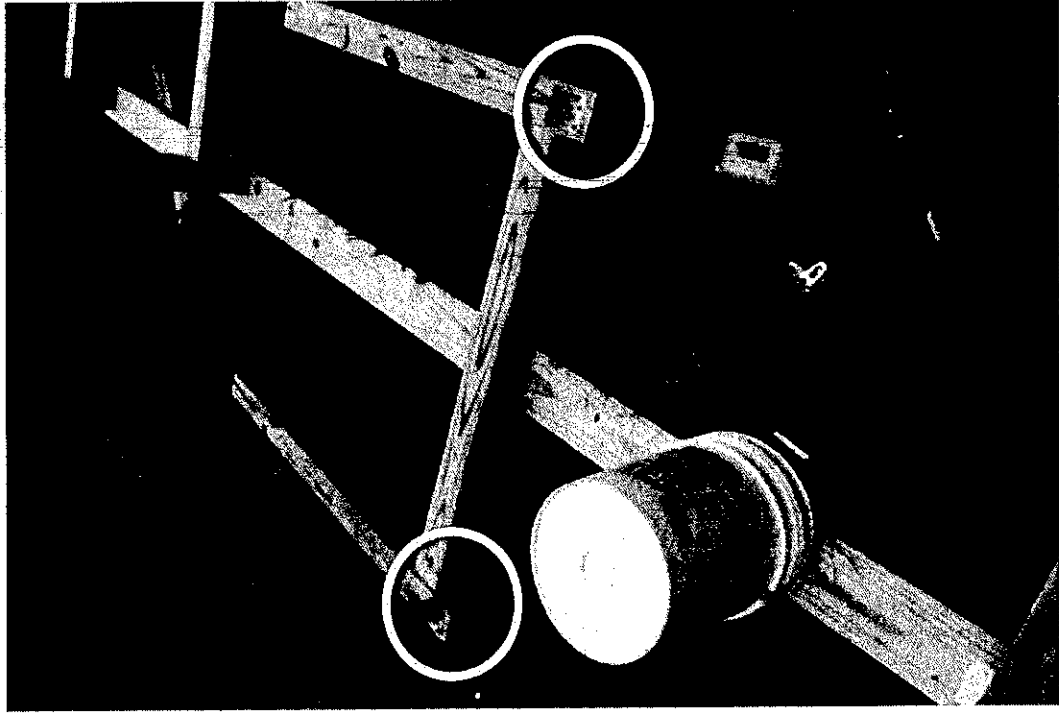
# Instructions – Frame U's



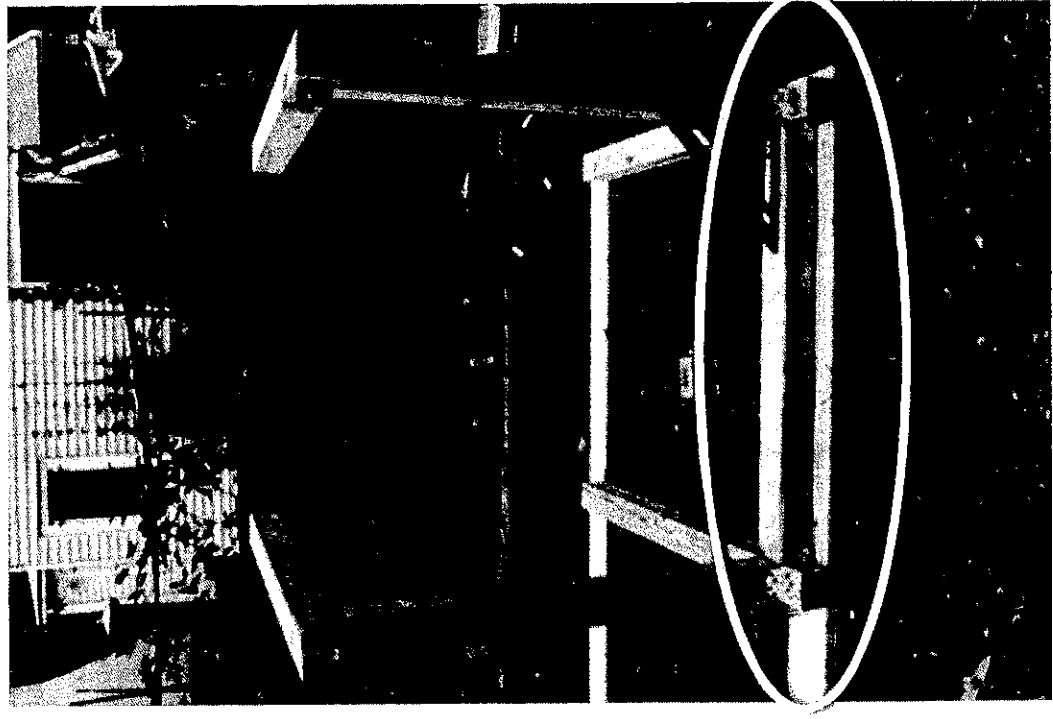
4 U's = 3 bins

[UrbanFarmPlans.com](http://UrbanFarmPlans.com)

# Instructions – Frame U's to Cubes

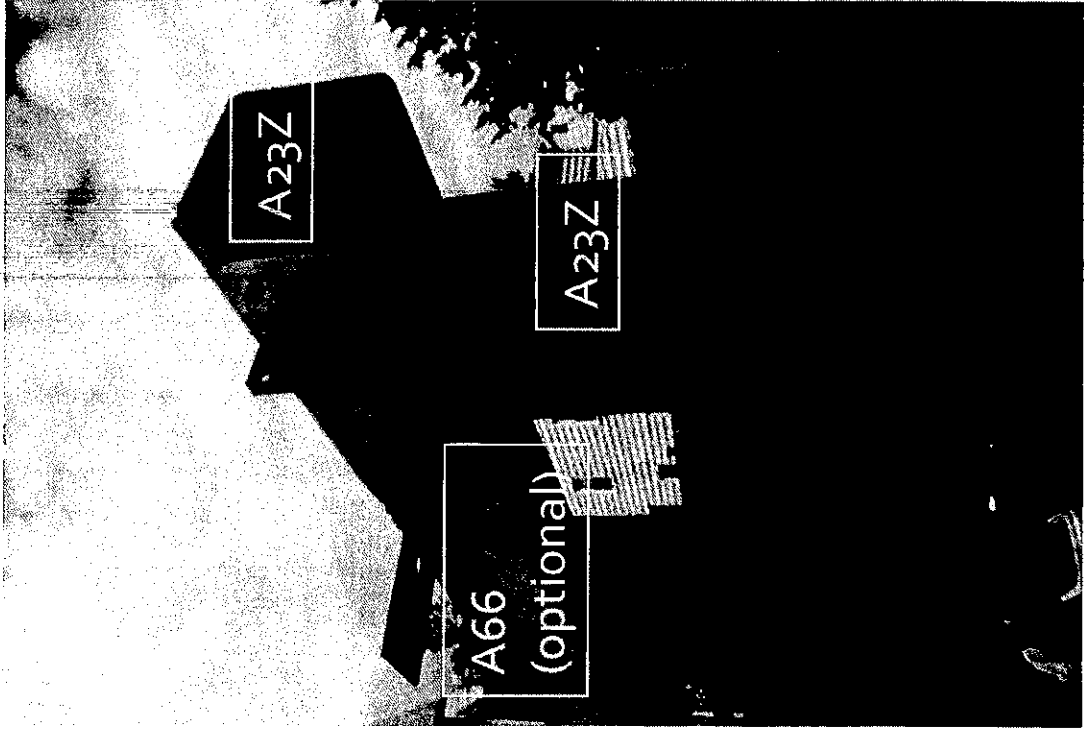


Lay U on side...  
Attach A23Z Brackets

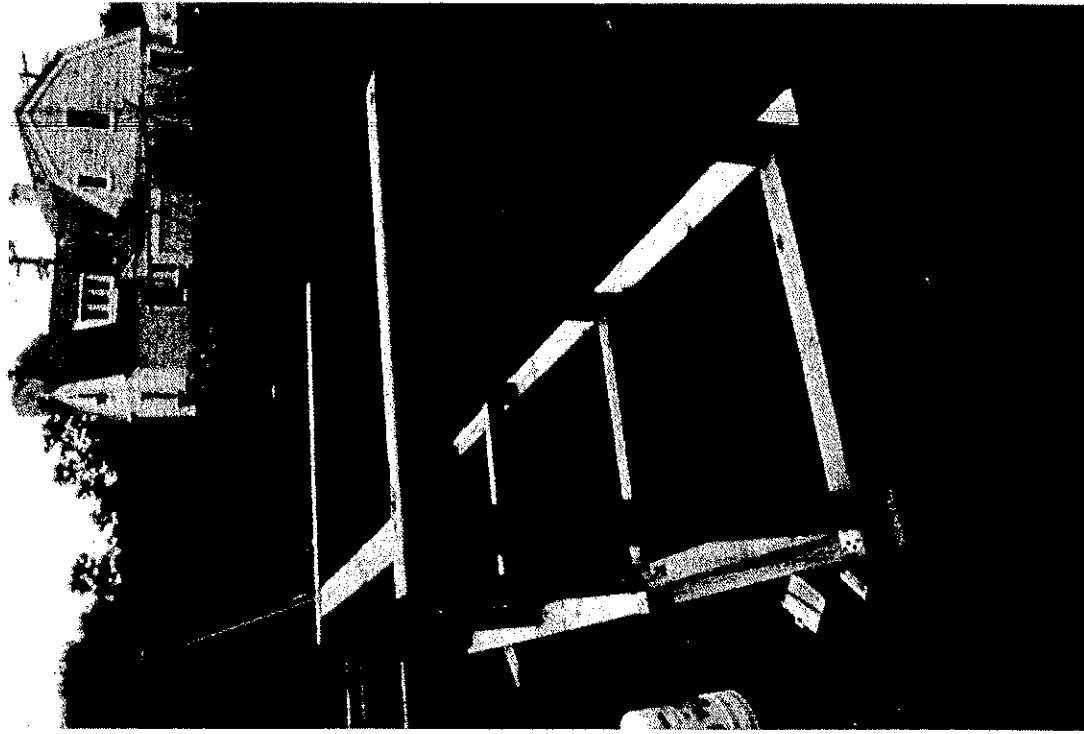


Lift U's vertically on sides....  
Connect two U's

# Instructions – Frame U's to Cubes



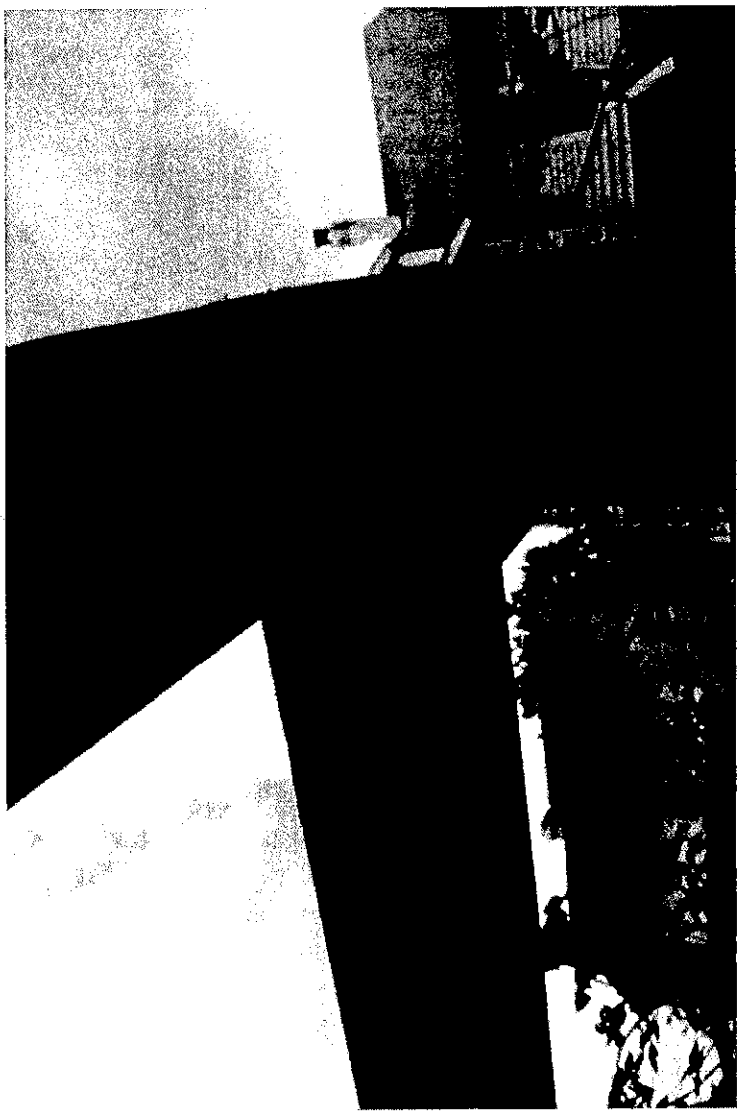
Bracket configuration for base of cube (bin on side)



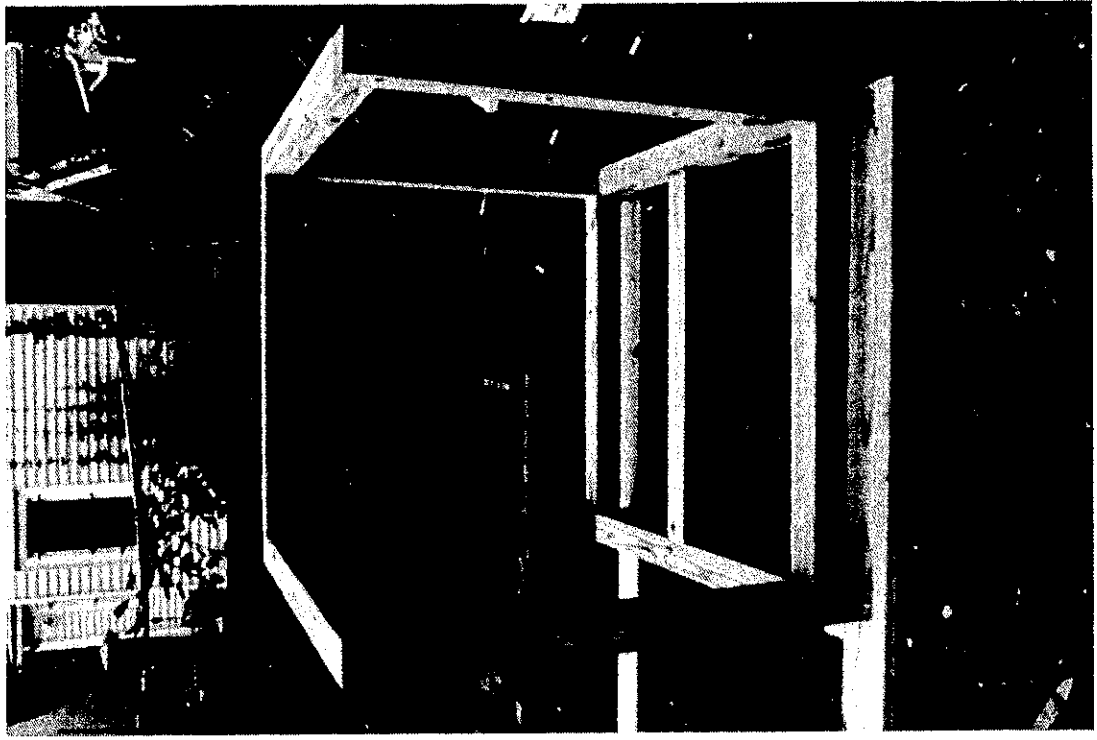
Base of cube complete (bin on side)

# Instructions – Frame U's to Cubes

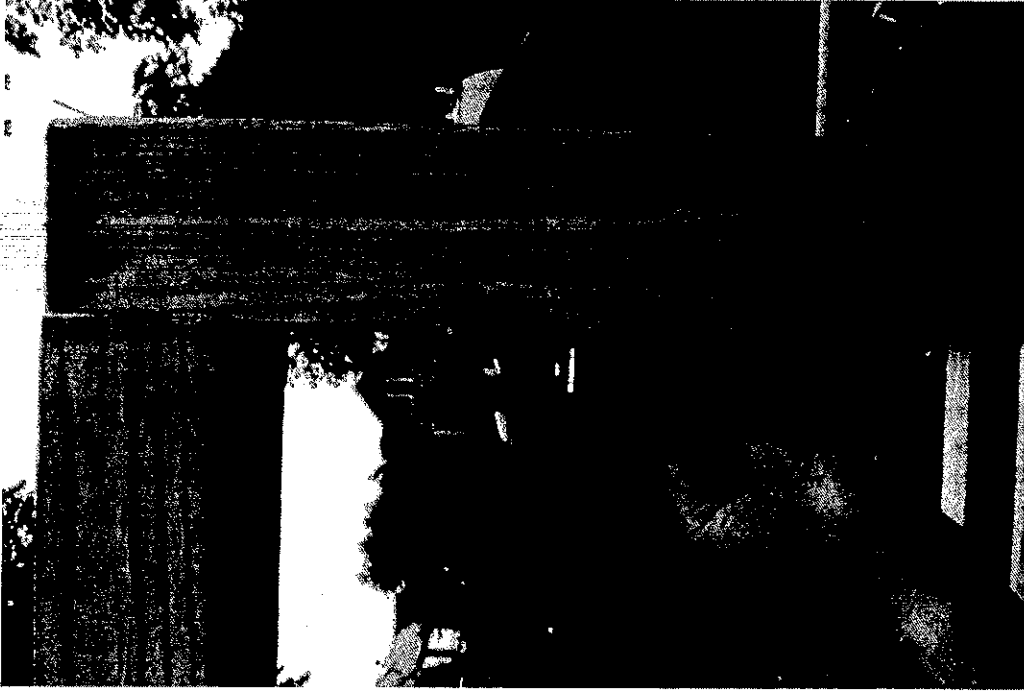
Lift partially completed cube back to upright, then...



.....Use A23Z to connect top of U's / Cube



# Instructions – Level + Square



Check LEVEL on all verticals



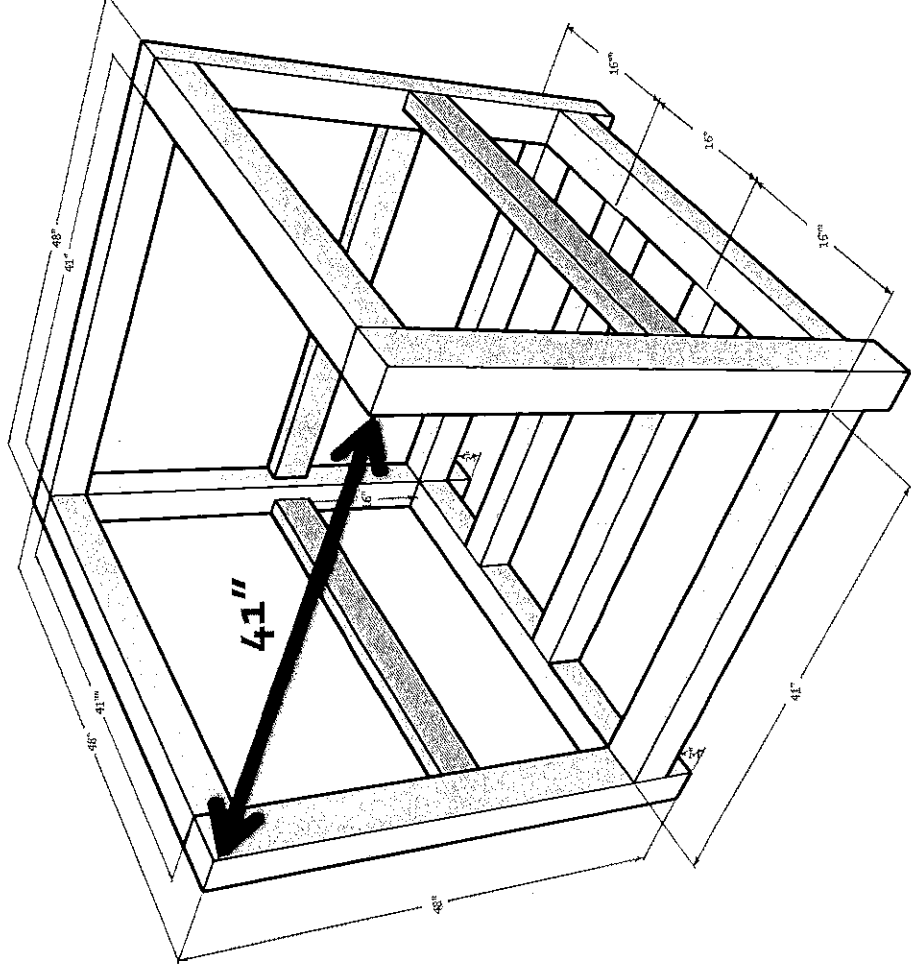
Check SQUARE in all corners



# Instructions – Double Check

Make sure space between front verticals = 41" before proceeding to next step.

**THIS IS CRITICAL FOR SLATS TO FIT!**



# Instructions – Structural Screws



ABOVE: Demonstration of target zone for TimberLOK structural screws

NOTE! 2 screws per joint, each direction.

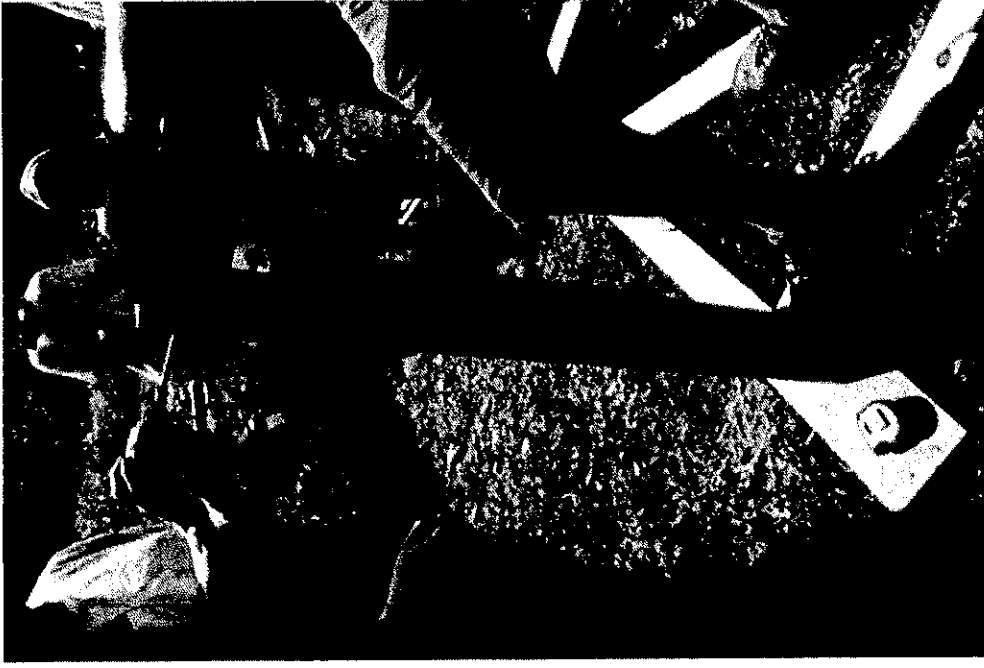
BELOW: Demonstration of penetration depth (make heads are well set)



# Instructions – Structural Screws

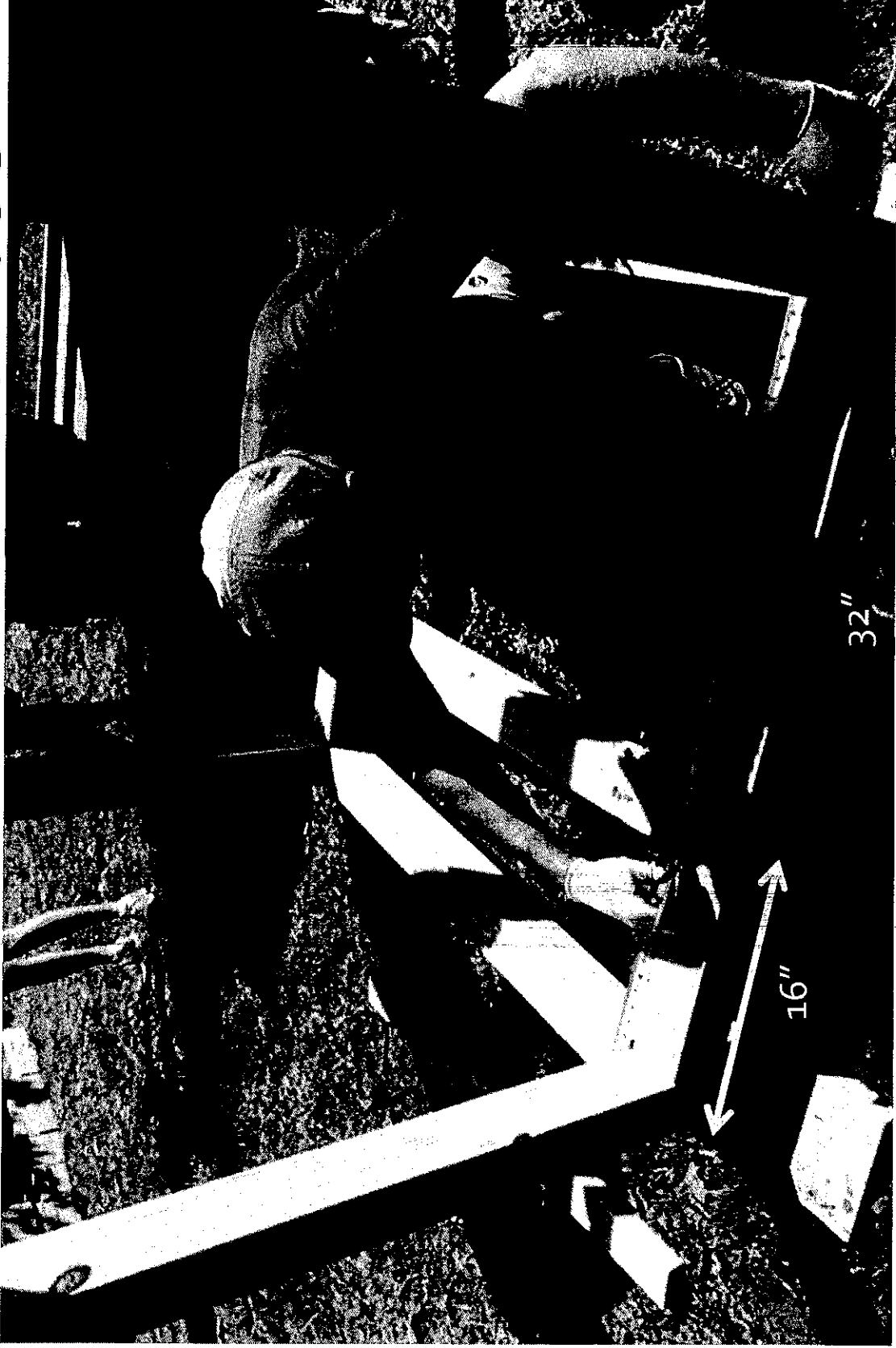


TIP! By turning screw by hand initially can help to get it started



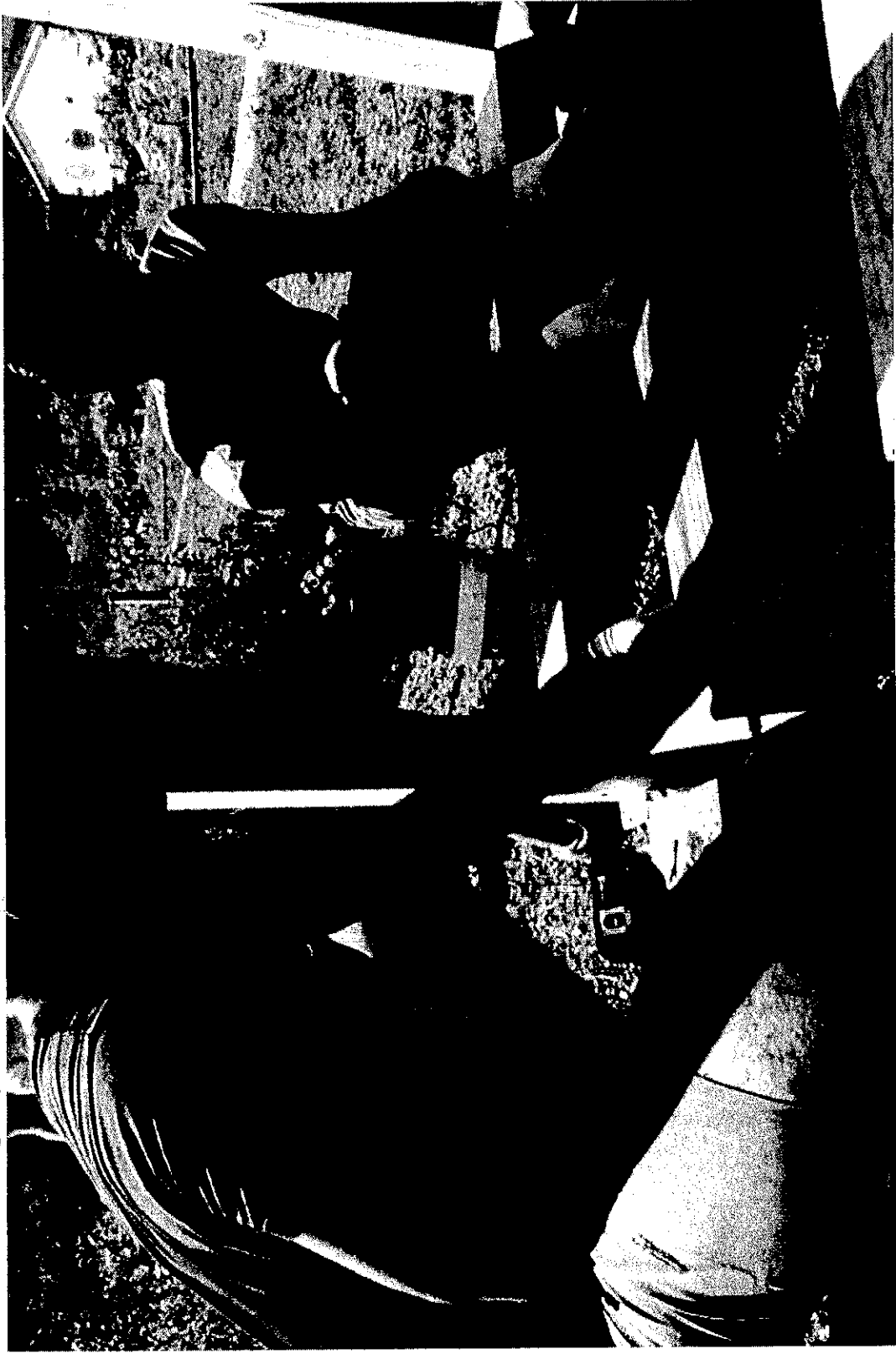
TIP! Place free hand on back of Driver / Drill Gun

# Instructions – Frame Base



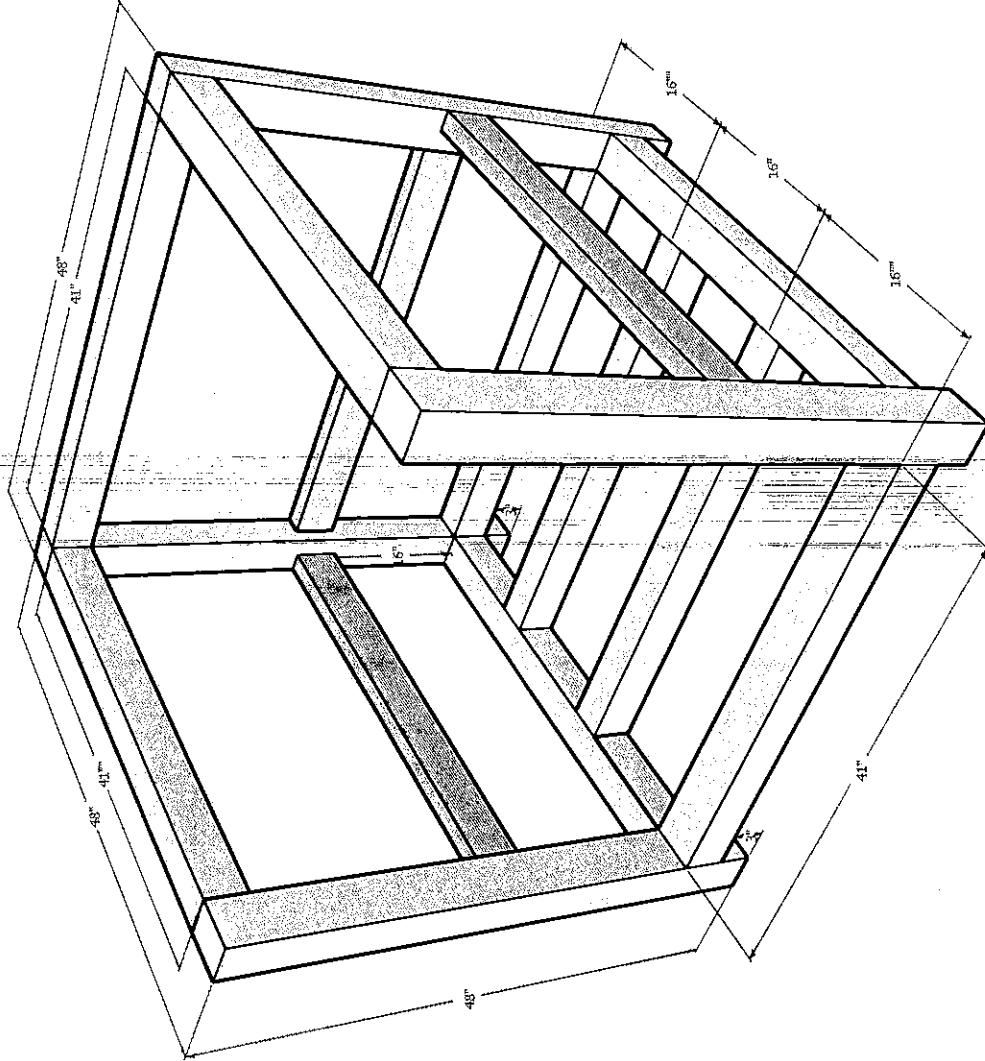
Measure + Mark 16" and 32" from front / back

# Instructions – Frame Base



Install two 41" horizontals @ 16" and 32" (on center) from front / back

# Instructions – 2" x 4" Backer



FINALLY! Notice the yellow horizontals...they are the 2" x 4" 'backer' boards

# Instructions – 2" x 4" Backer

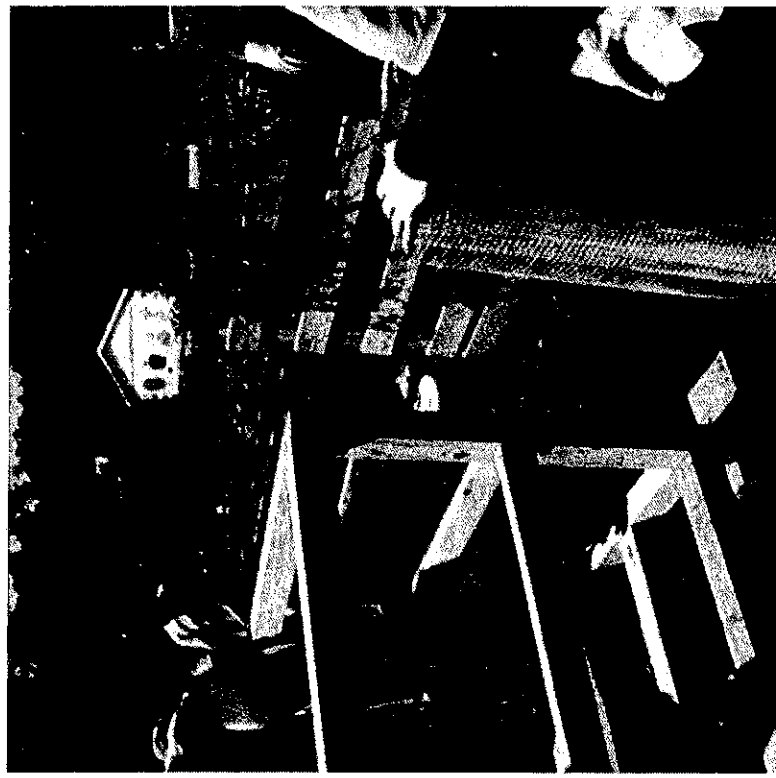


ABOVE: Install A21Z Brackets 16" from base, then...

RIGHT: Install 4" 2x4's with two screws thru the bracket on bottom and one at a 45° angle from the top



# Instructions – Hardware Cloth



LEFT: Use staple gun to attach hardware cloth to outside-front upright of cube first

ABOVE: Pull hardware cloth along outside

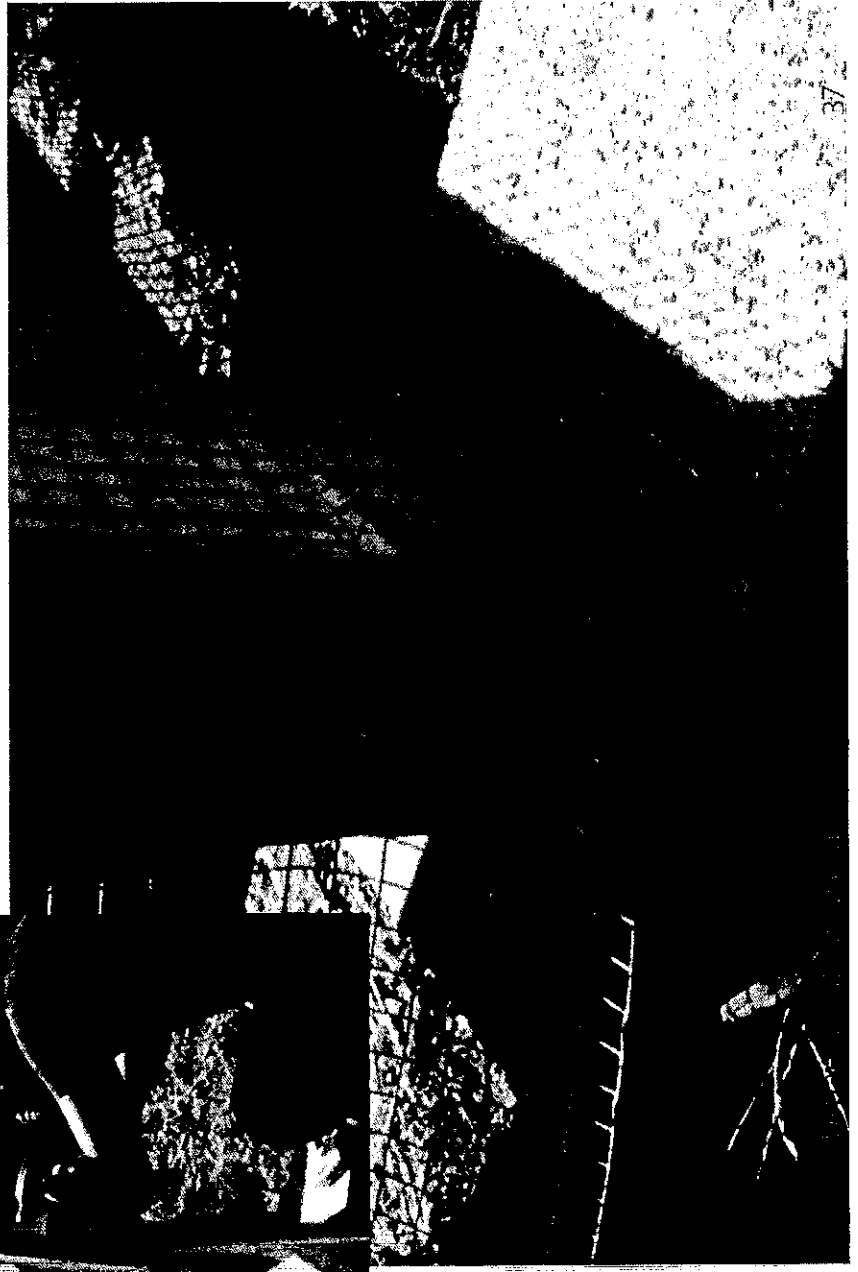


# Instructions – Hardware Cloth



ABOVE: Drag hammer up and down to help smooth corners prior to attaching to next side

BELOW: Use tin snips to cut bottom corners for easier installation



# Instructions – Hardware Cloth

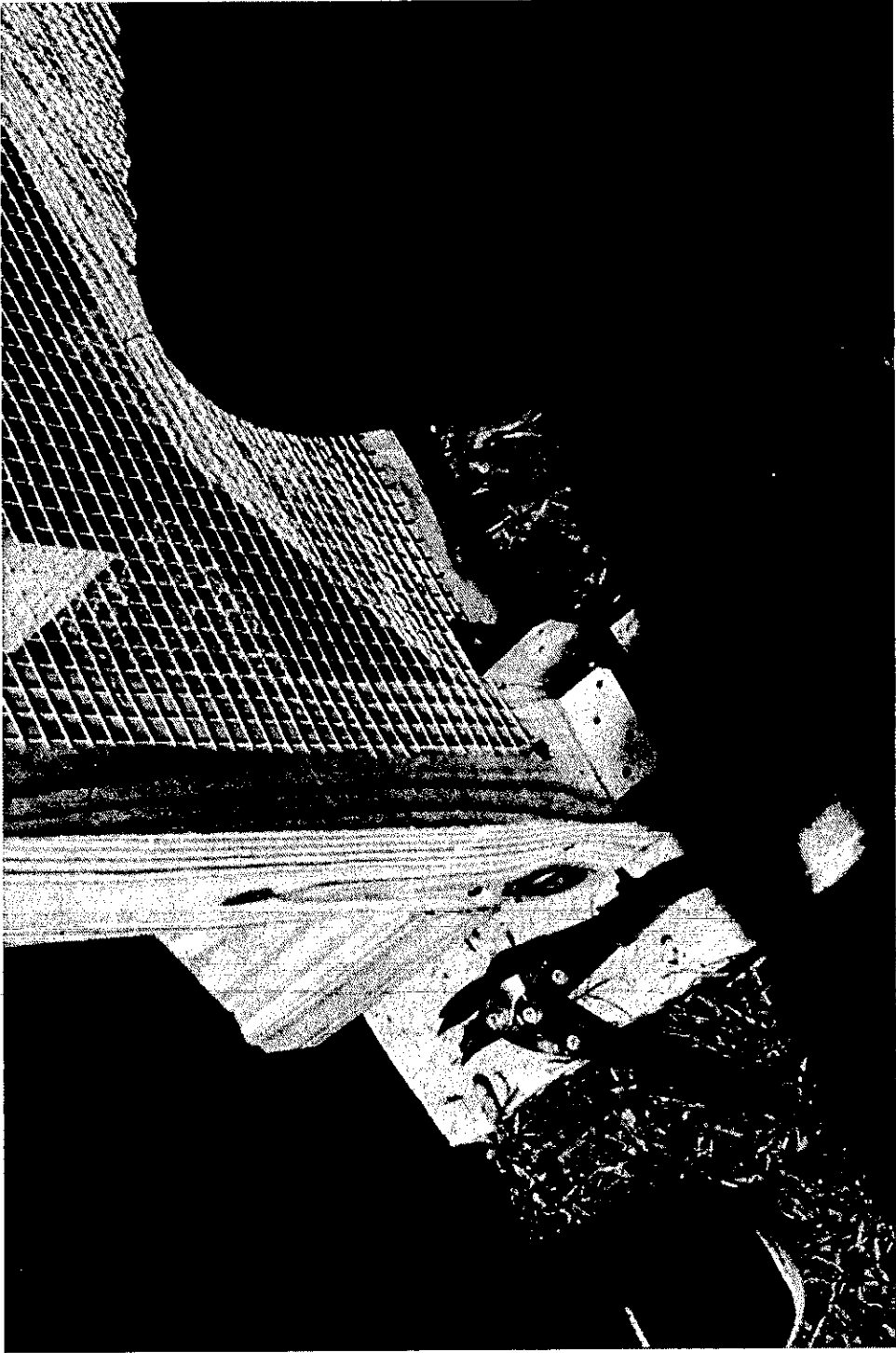


**TIP!** Have assistant pull on the hardware cloth to flatten it against backer for easier installation

Continue to stretch and connect around bin

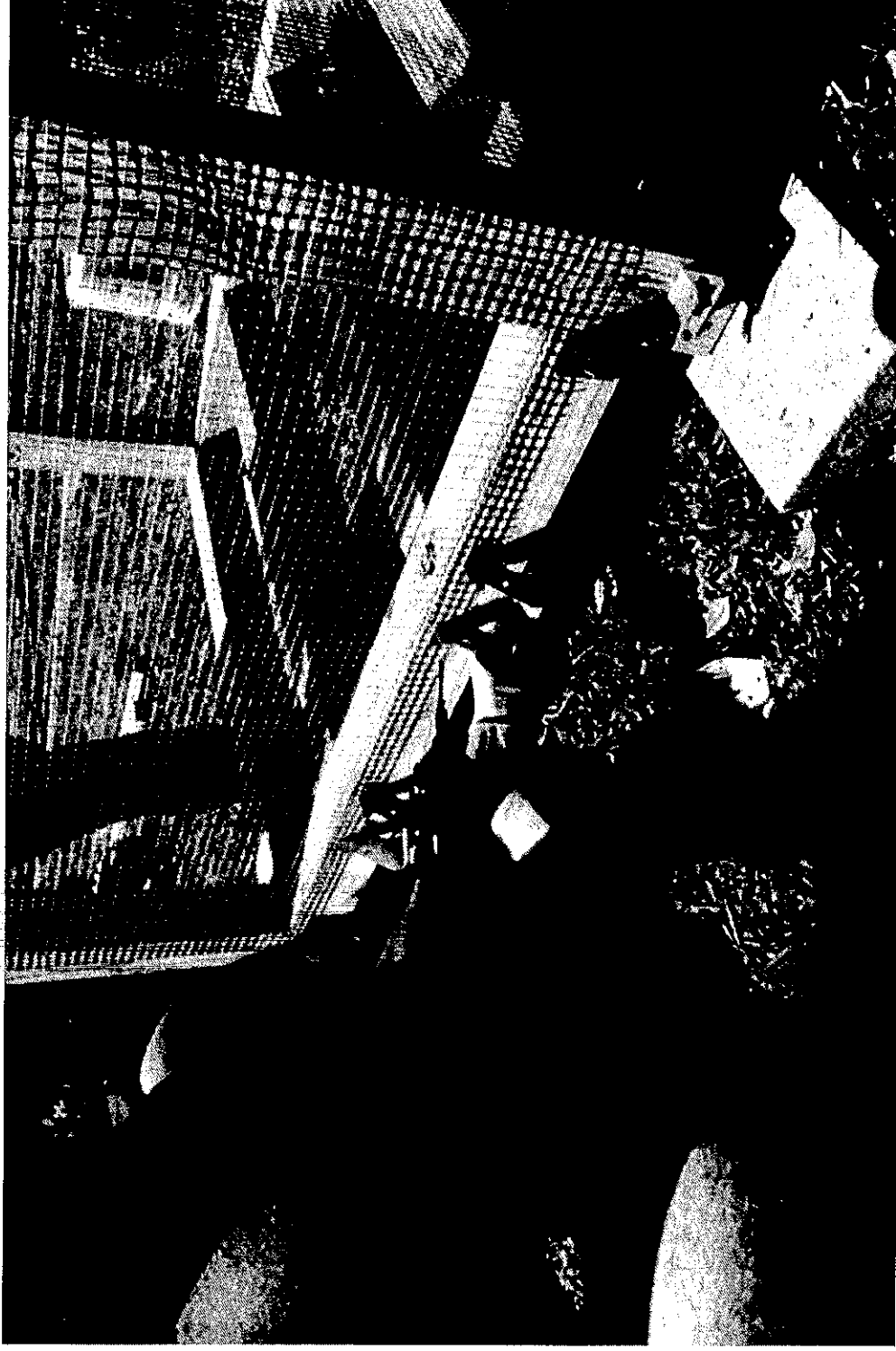


# Instructions – Hardware Cloth



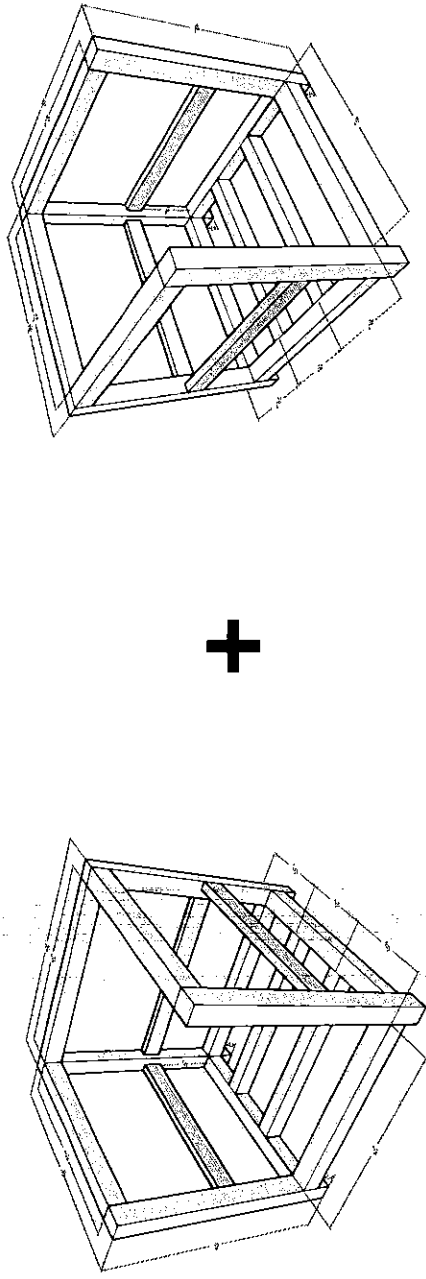
Terminate hardware cloth on 3<sup>rd</sup> side (towards middle) of bin but make sure to leave 1/2 of lumber exposed

# Instructions – Frame U's to Cubes

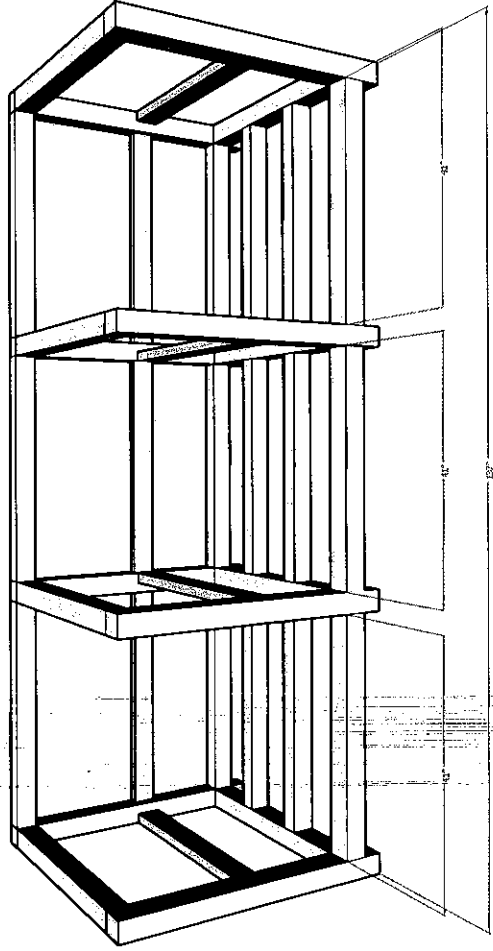


Towards middle of bin, attach two A44 Joist Hangers at 16" and 32" (on center) to eventually connect one bin to the other

Rinse, Wash, Repeat (x2)



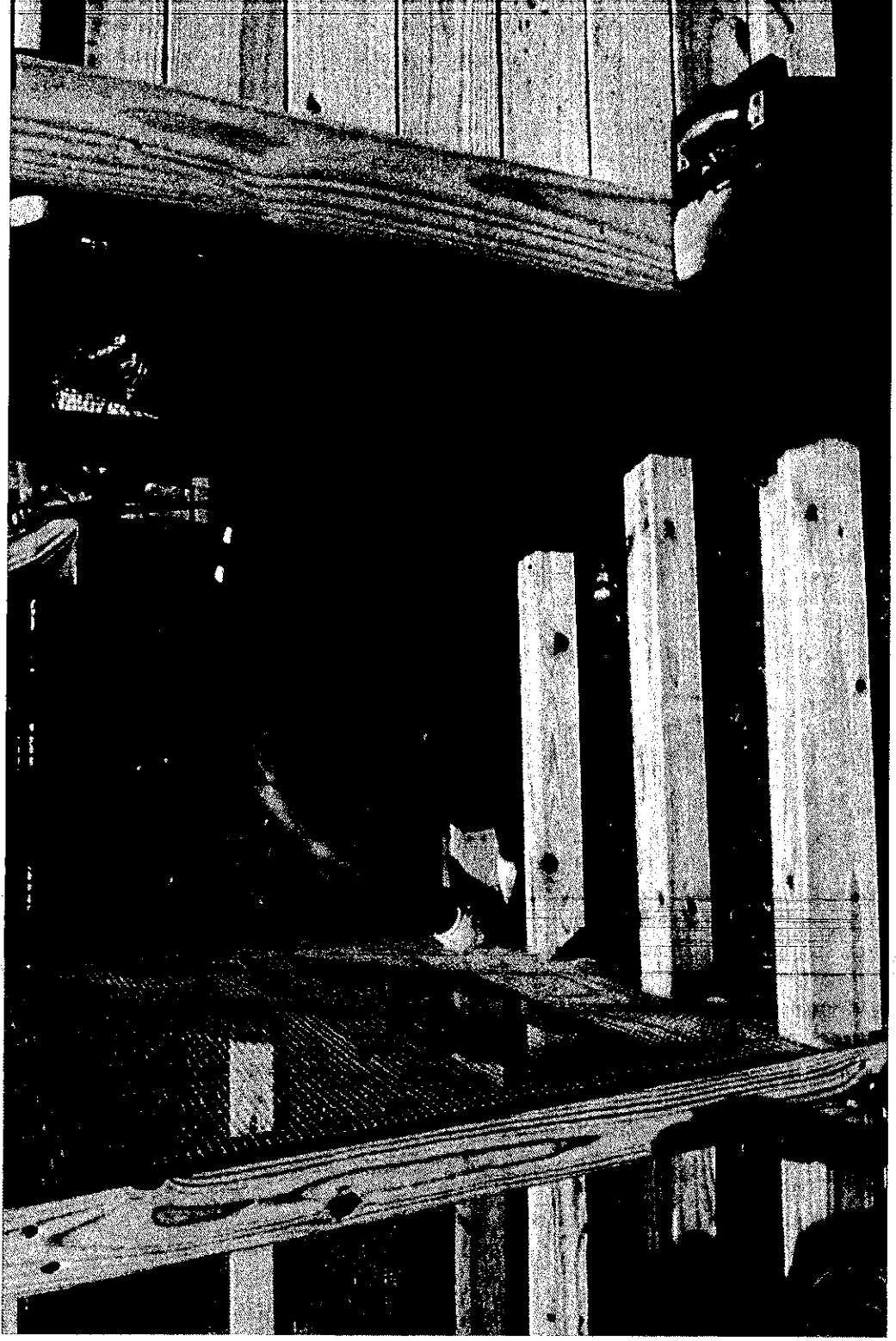
+



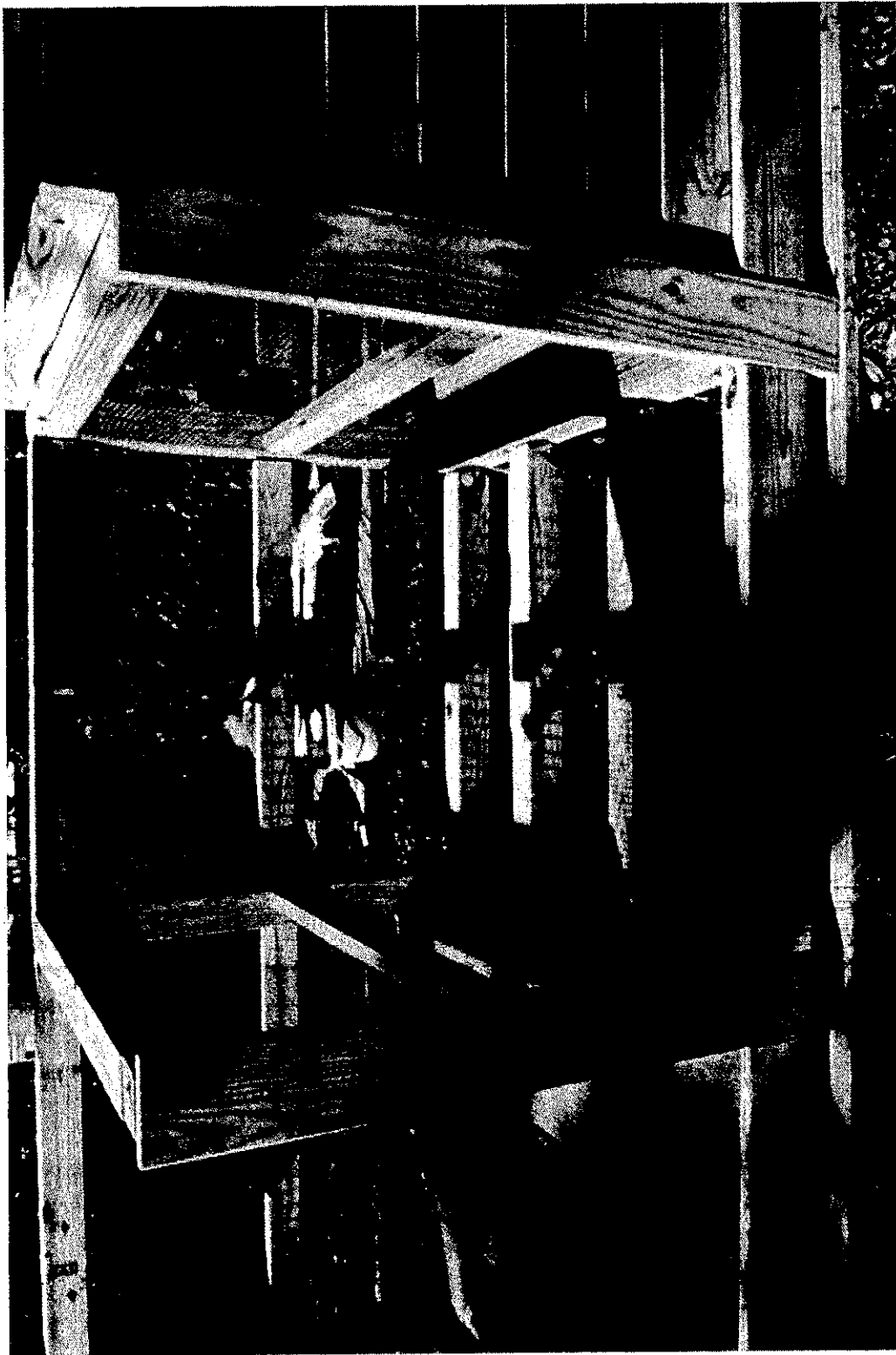
=

...build mirror image of first Cube

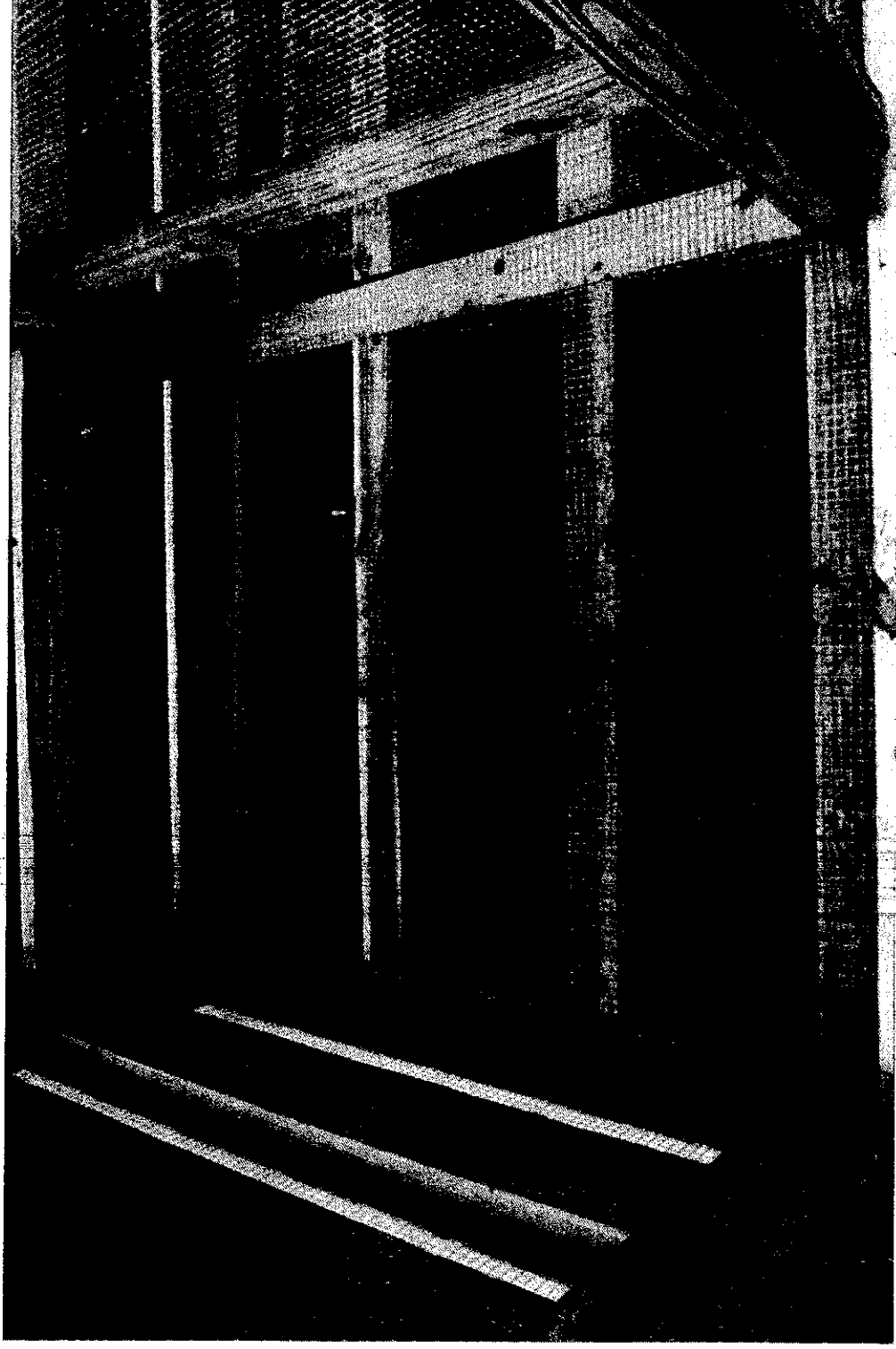
# Instructions – Connecting Cubes 1 + 2



# Instructions – Connecting

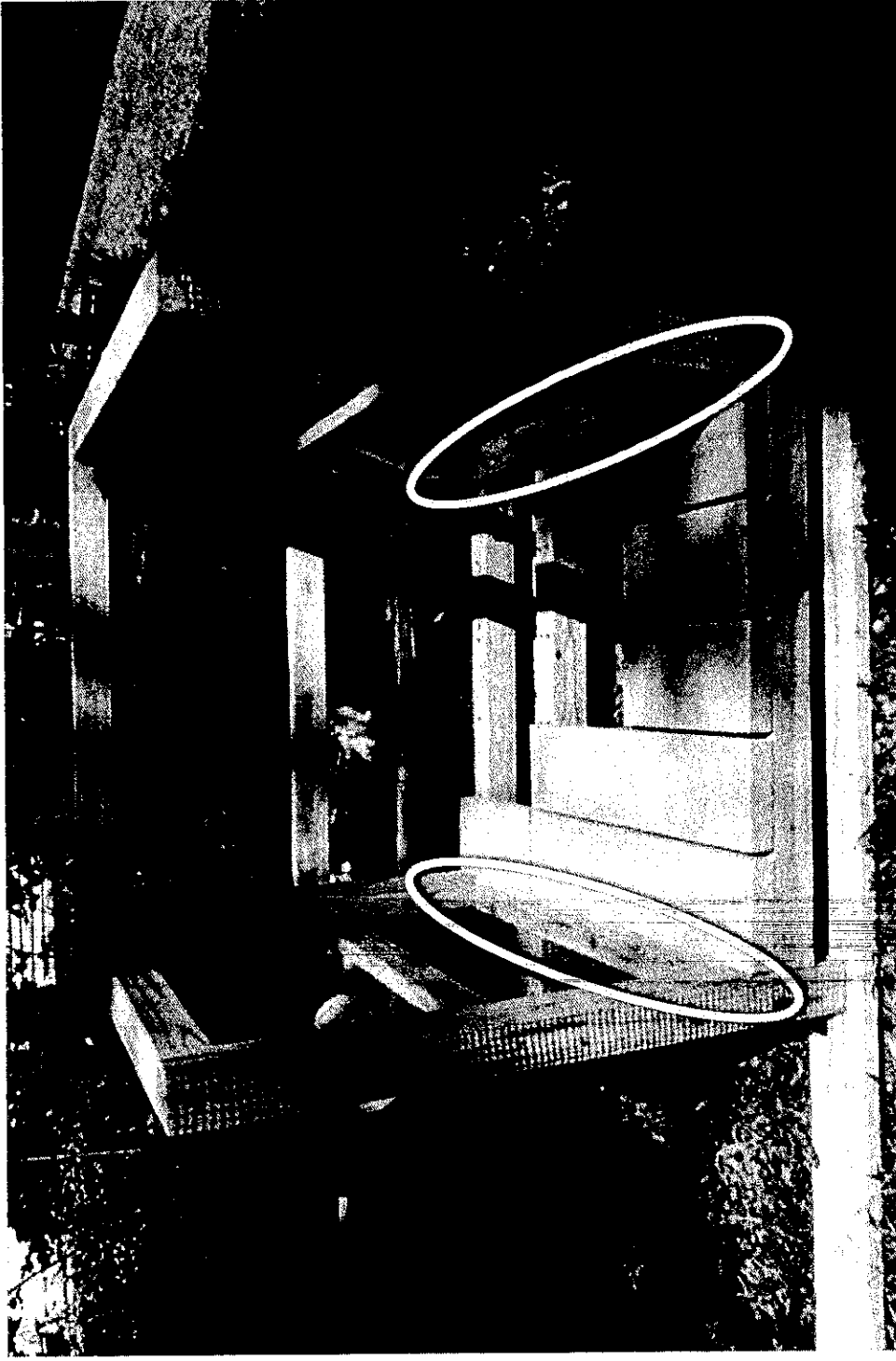


# Instructions – Hardware Cloth Beneath Pavers



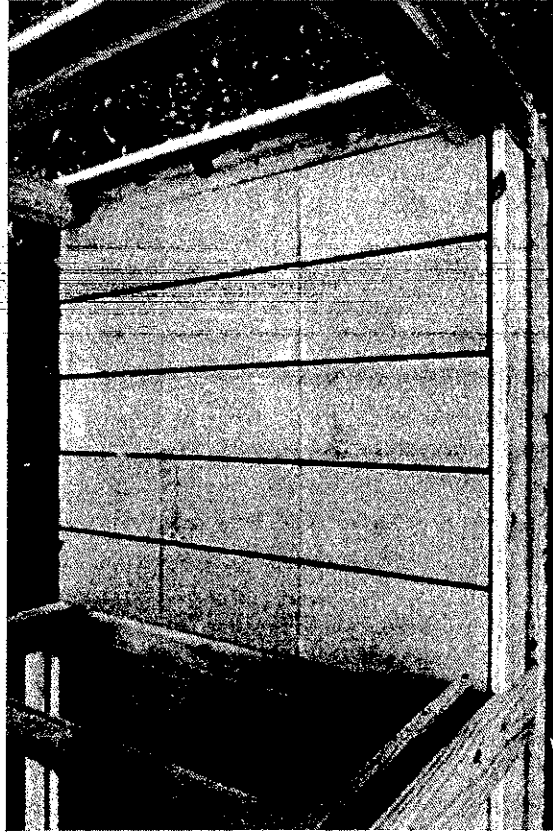


# Instructions - Pavers



Insert 41" long 2" x 4" along sides, no need to attach with screws

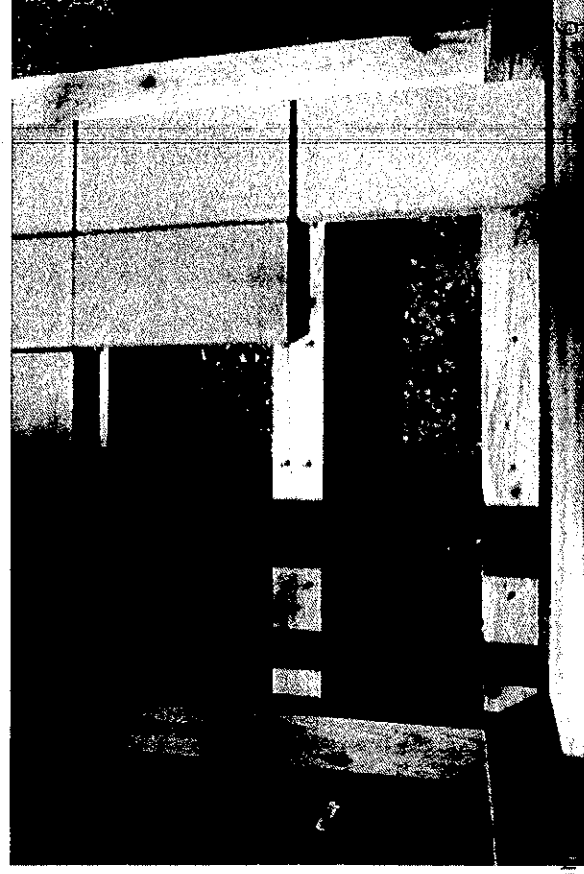
# Instructions - Pavers



ABOVE: Insert paver stones with even spacing, drive two 3.5" screws in each gap between pavers as spacers

ABOVE RIGHT: Remove paver stones and drive screws until only 0.5" exposed

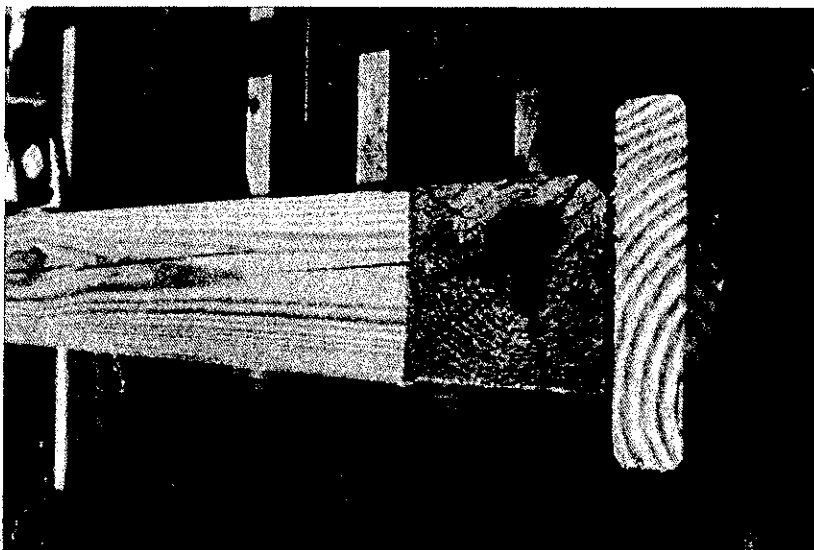
RIGHT: Re-insert paver stones between spacers



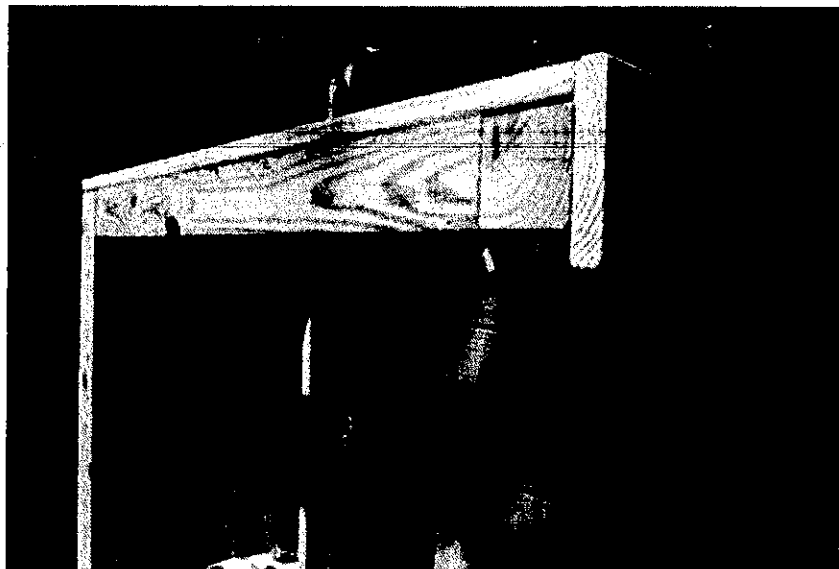
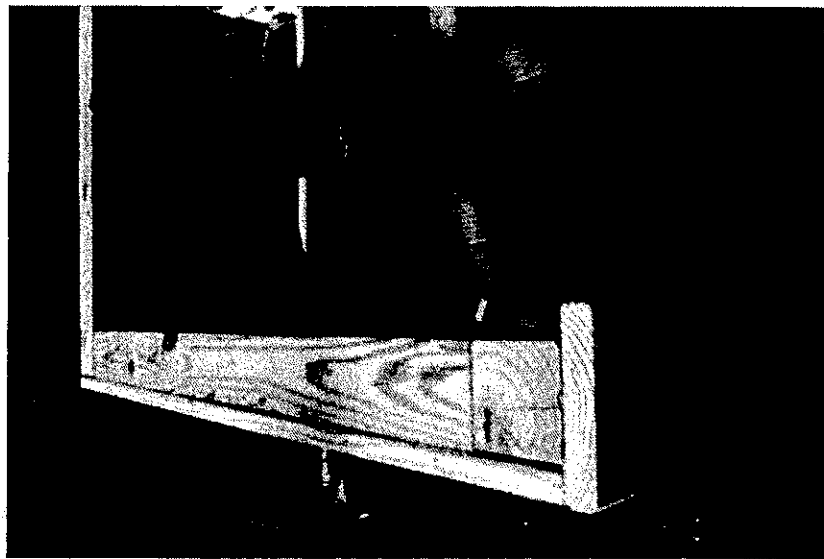
# Instructions - Fascia / Slats



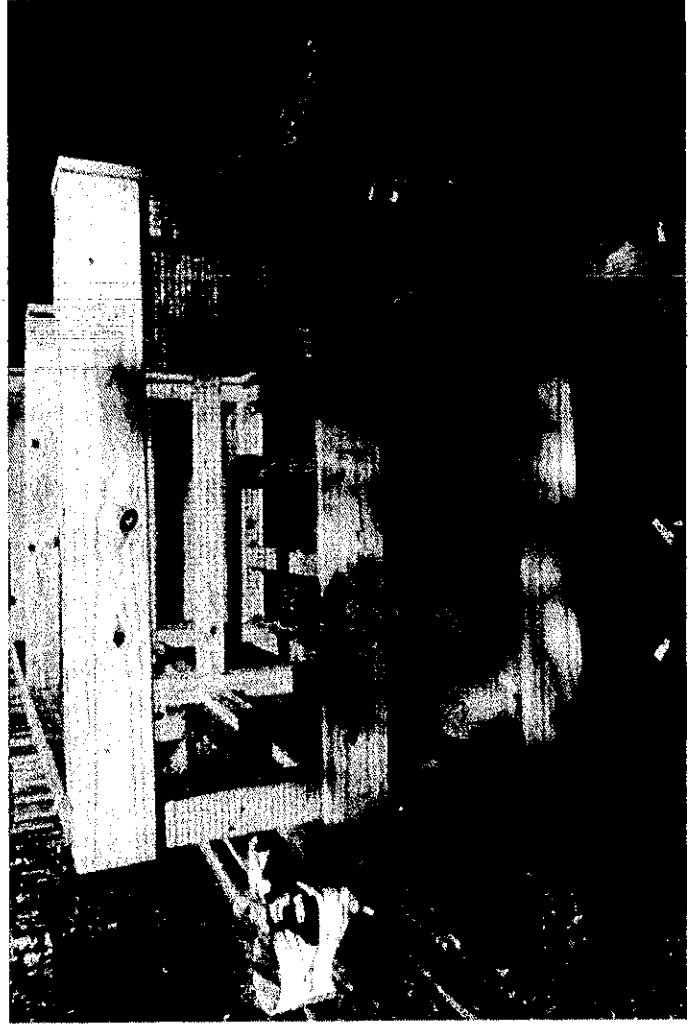
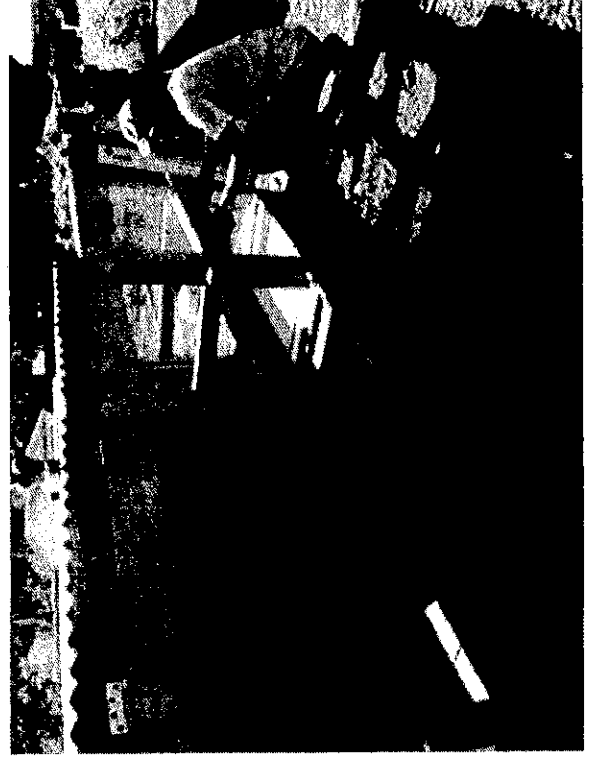
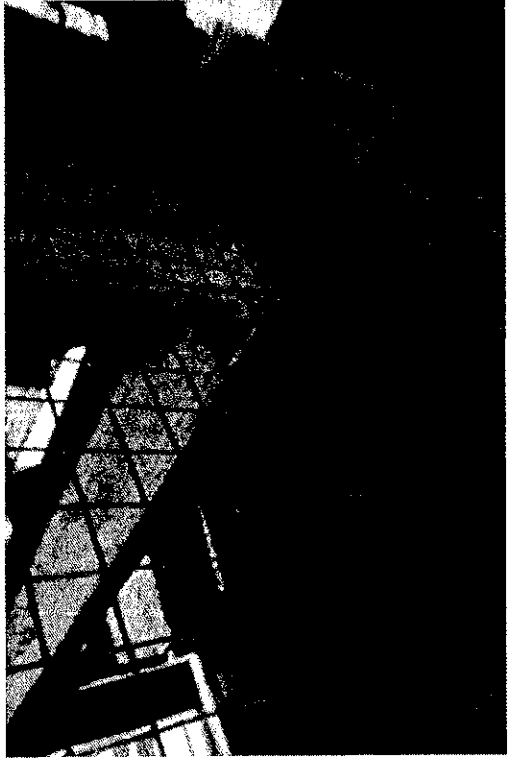
# Instructions - Fascia



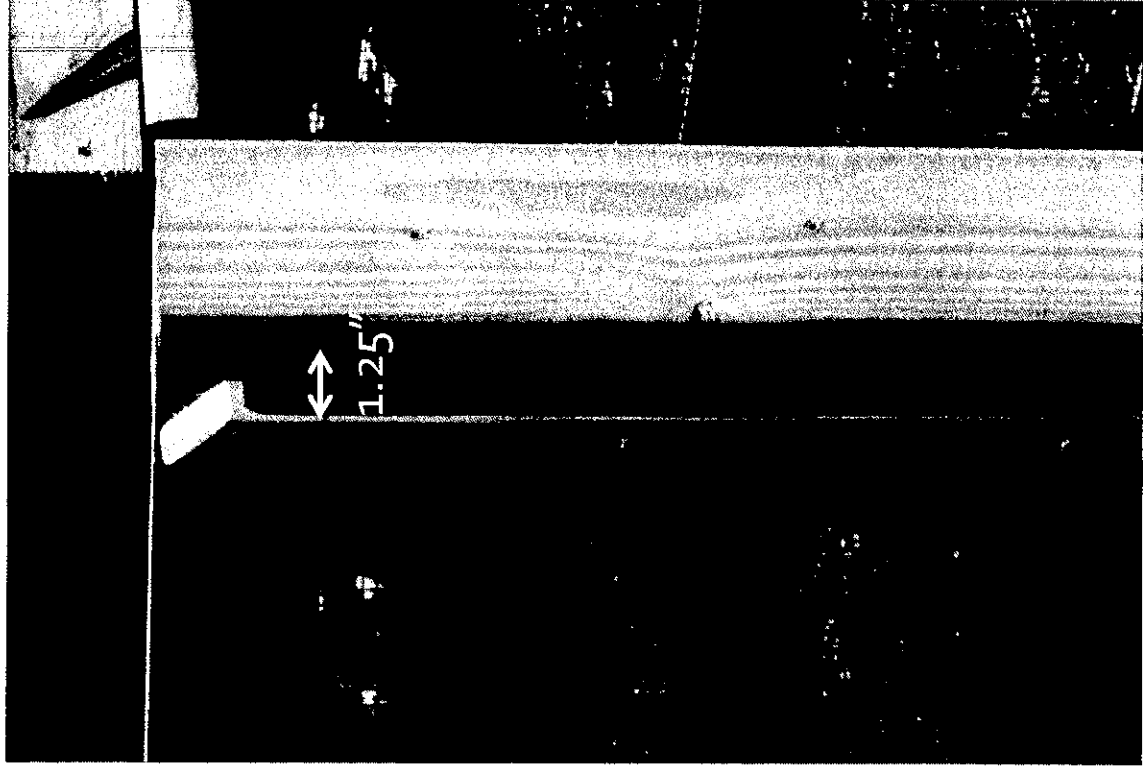
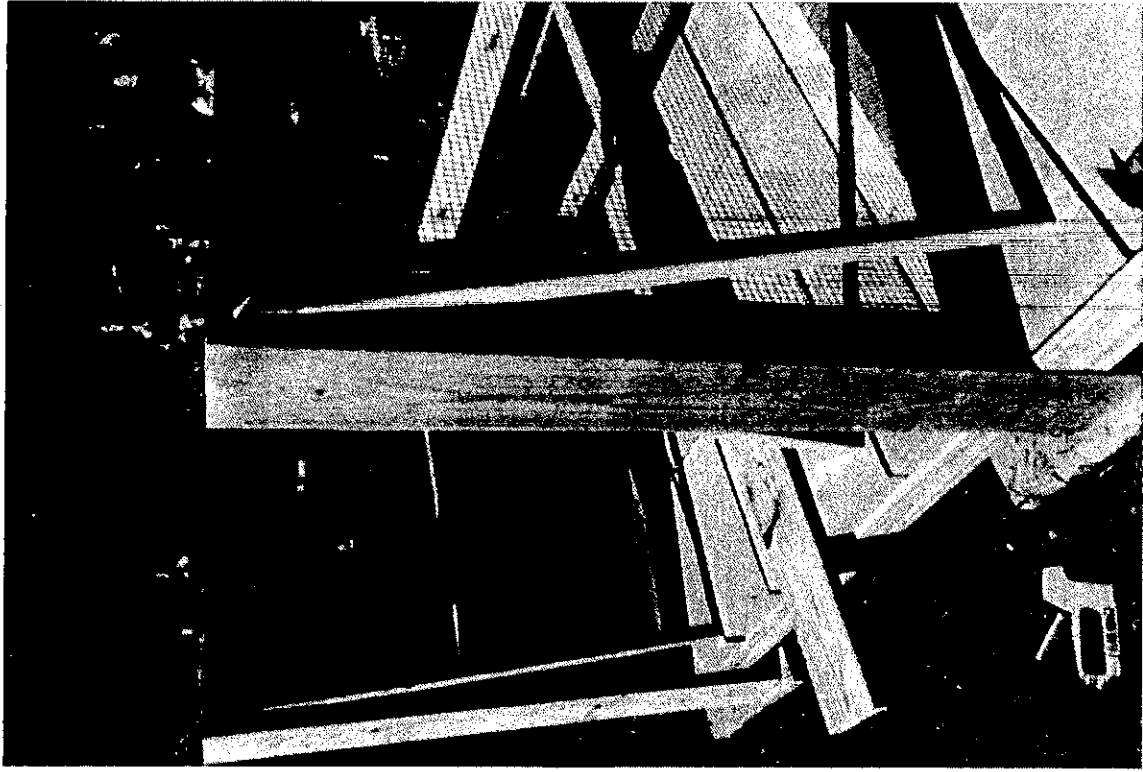
Center the vertical fascia so that the horizontal fascia / slats fit behind



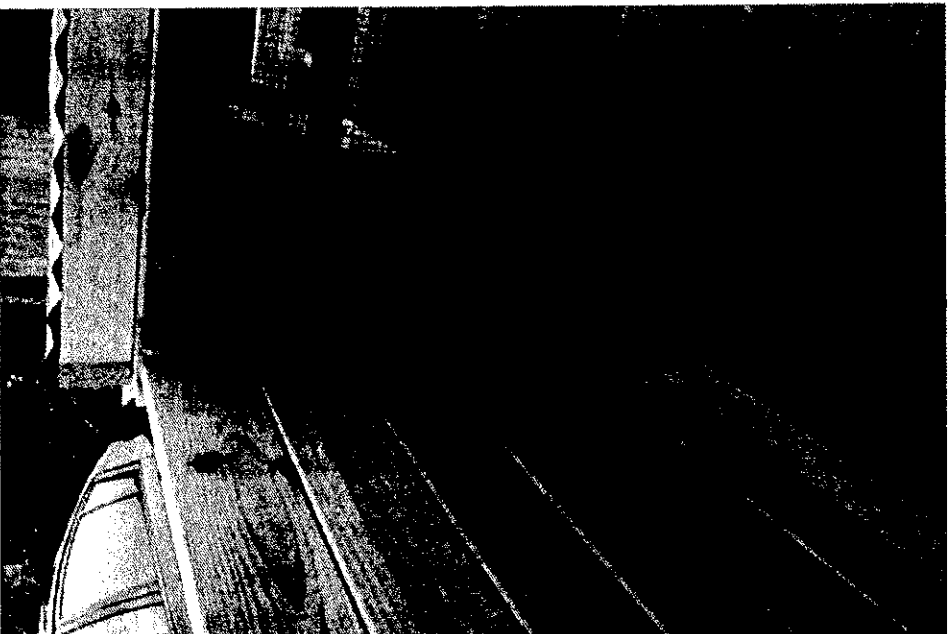
# Instructions - Fascia



# Instructions - Slats



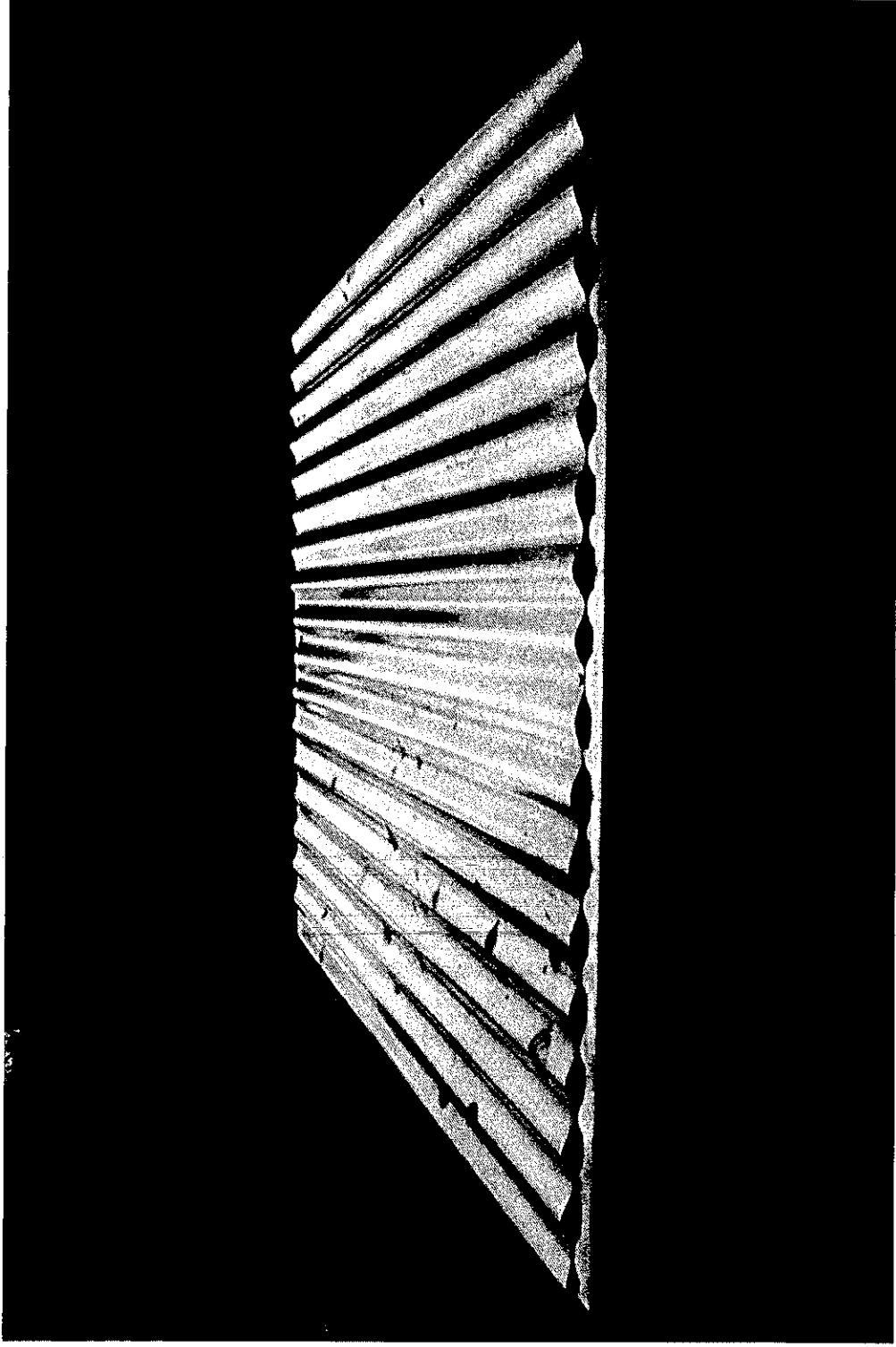
# Instructions - Slats



Inserting the slats into the slot

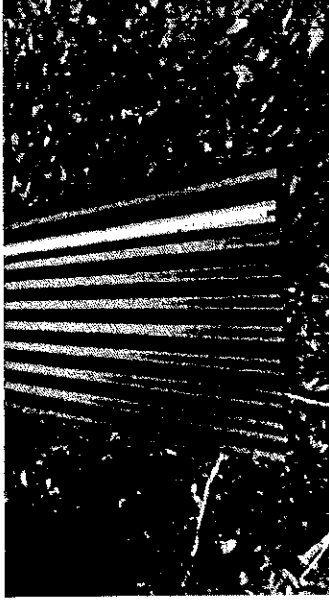
# Instructions

## Step 3 - LID

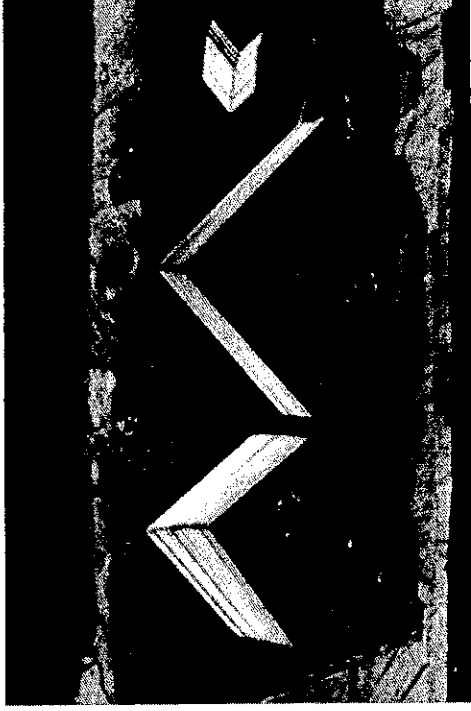




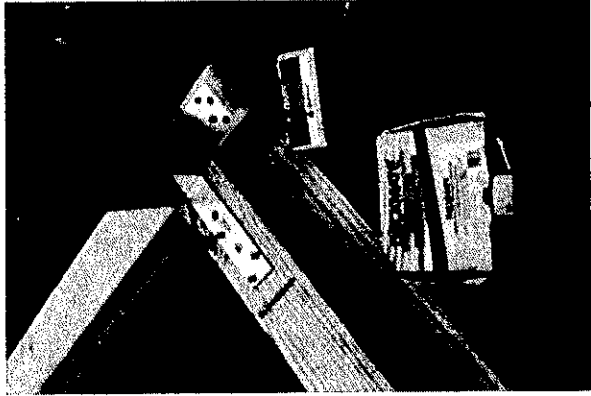
# Key Materials - Lid



Corrugated Metal Roofing



Simpson Strong Ties (Various Brackets for FRAME + LID)

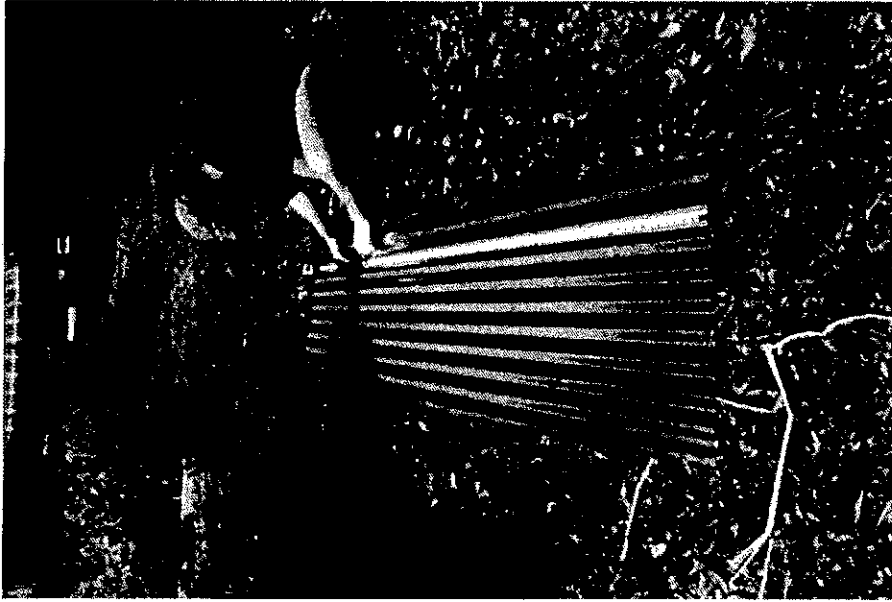


Deckmate Screws (USED THROUGHOUT)

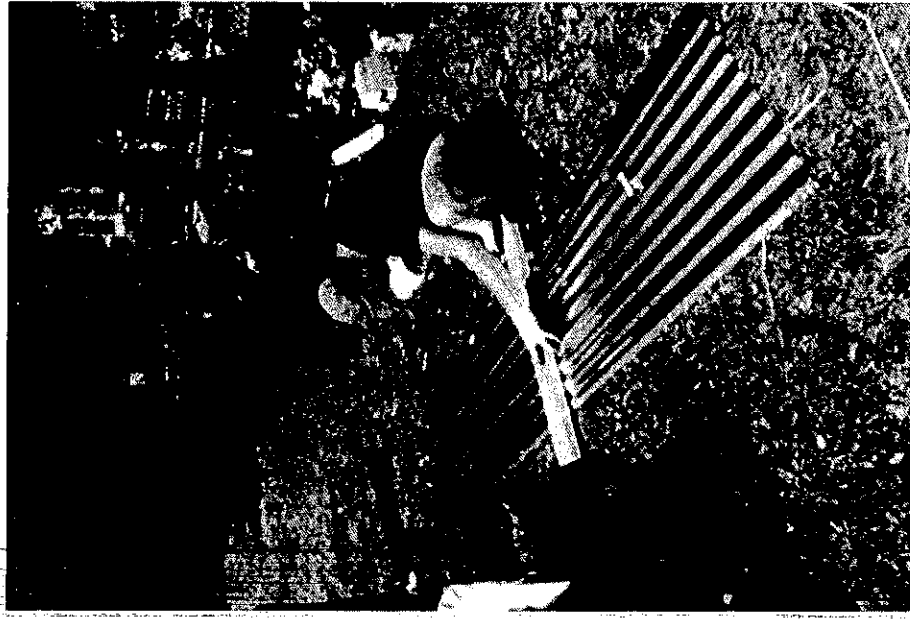


Pressure Treated Lumber (USED THROUGHOUT)

# Instructions - LID



Measure two  
48" sections



Use straightedge to  
mark with marker



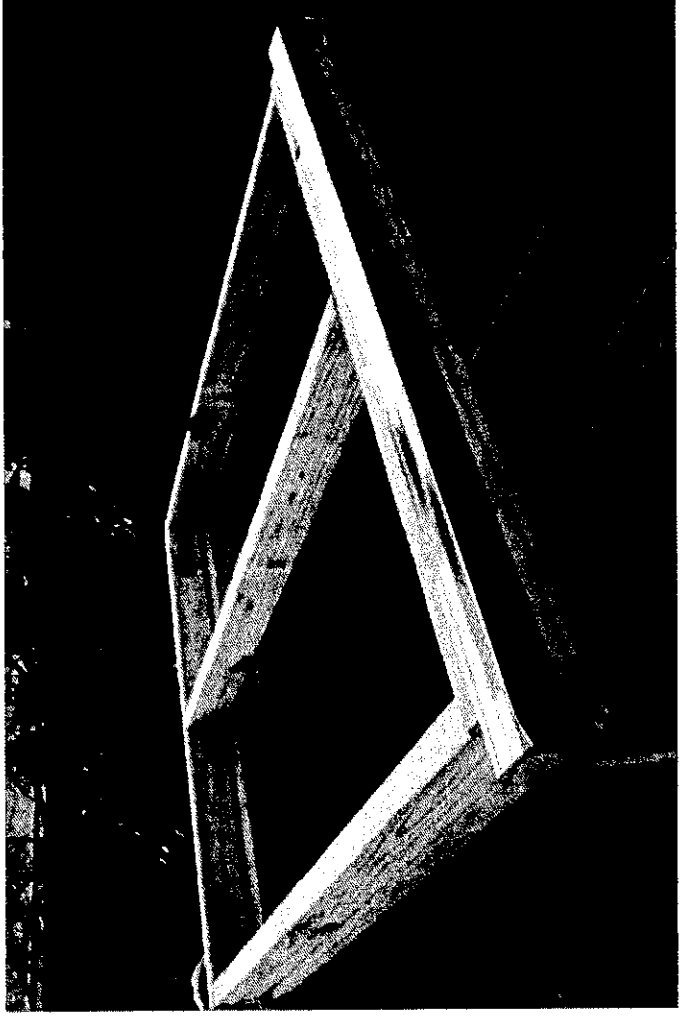
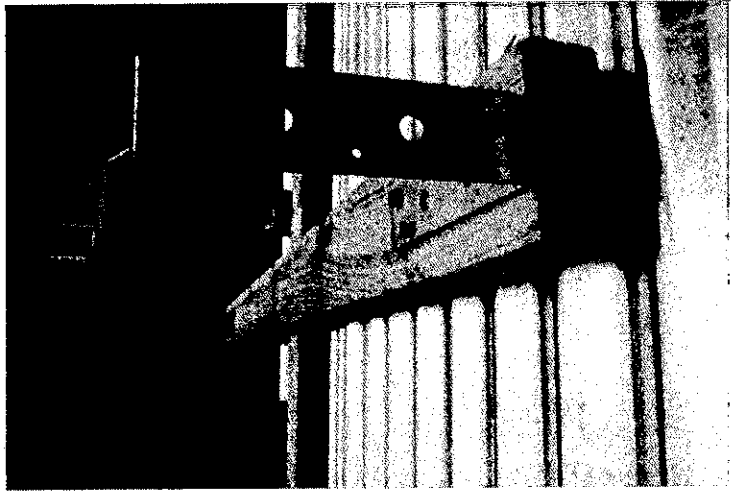
Cut with tin snips

# Instructions - LID

Each completed lid section consists of a total of four corner brackets and six 46" long 2"x4" boards:

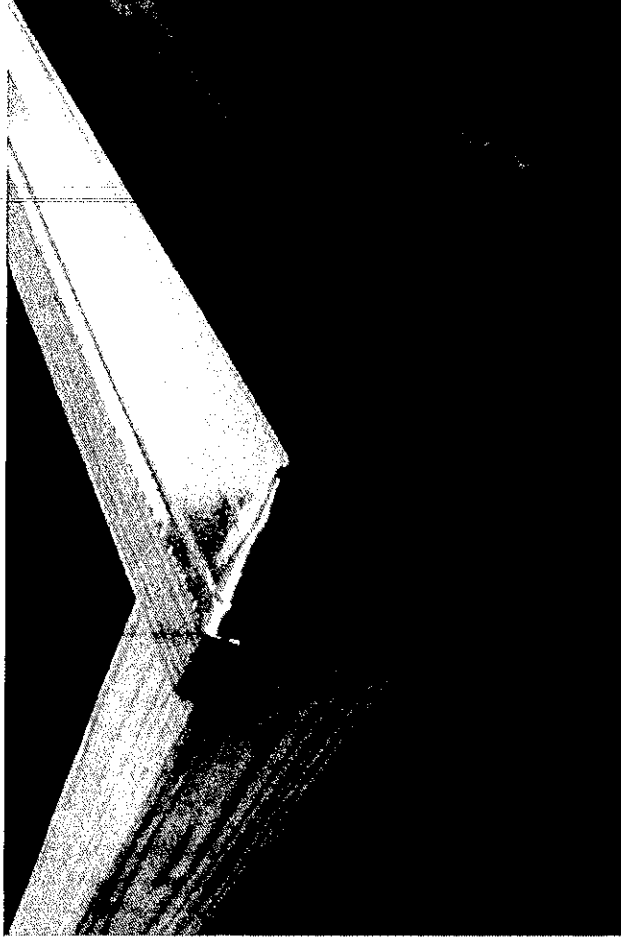
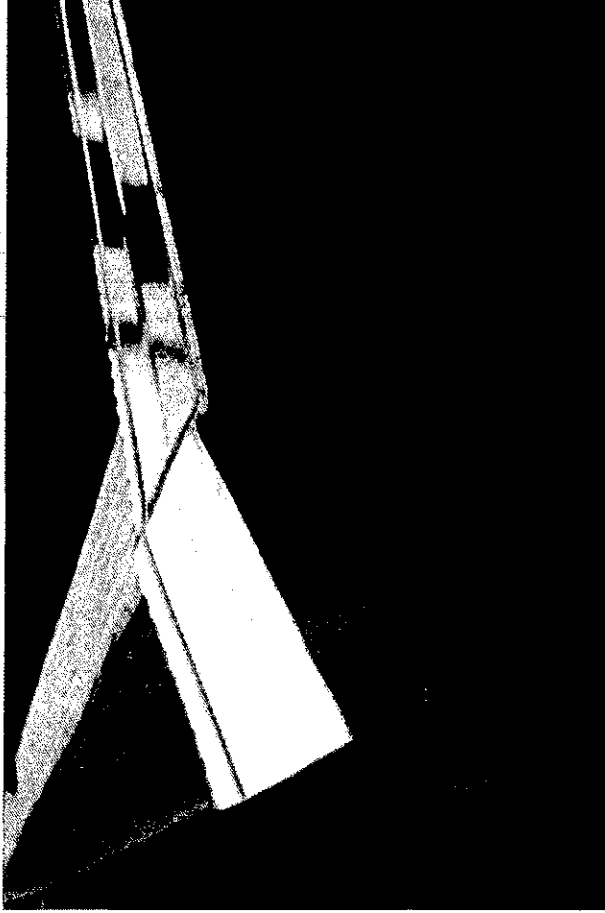
- One 2"x4" on each side
- One 2"x4" in front
- One 2"x4" cross member in center from front to back
- Two 2x4" "sistered" in the rear

**(NOTE: attach the second, "sistered" 2"x4" as final step to complete frame of lid**



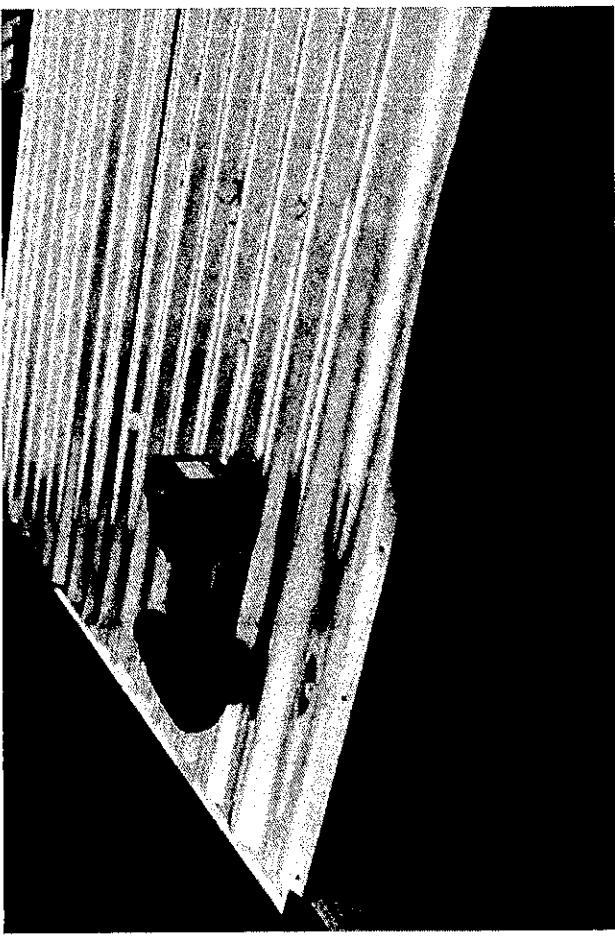
# Instructions - LID

Once frame for lid is complete, attach one piece of flashing to front and rear and fold down the ends. Secure with metal screws.



# Instructions - LID

Place two 48" pieces of corrugated metal roofing on lid such that they overlap at center while leaving enough material to wrap over sides. Using metal screws, attach roofing to top and center supports first, followed by attaching to sides (as shown on right)



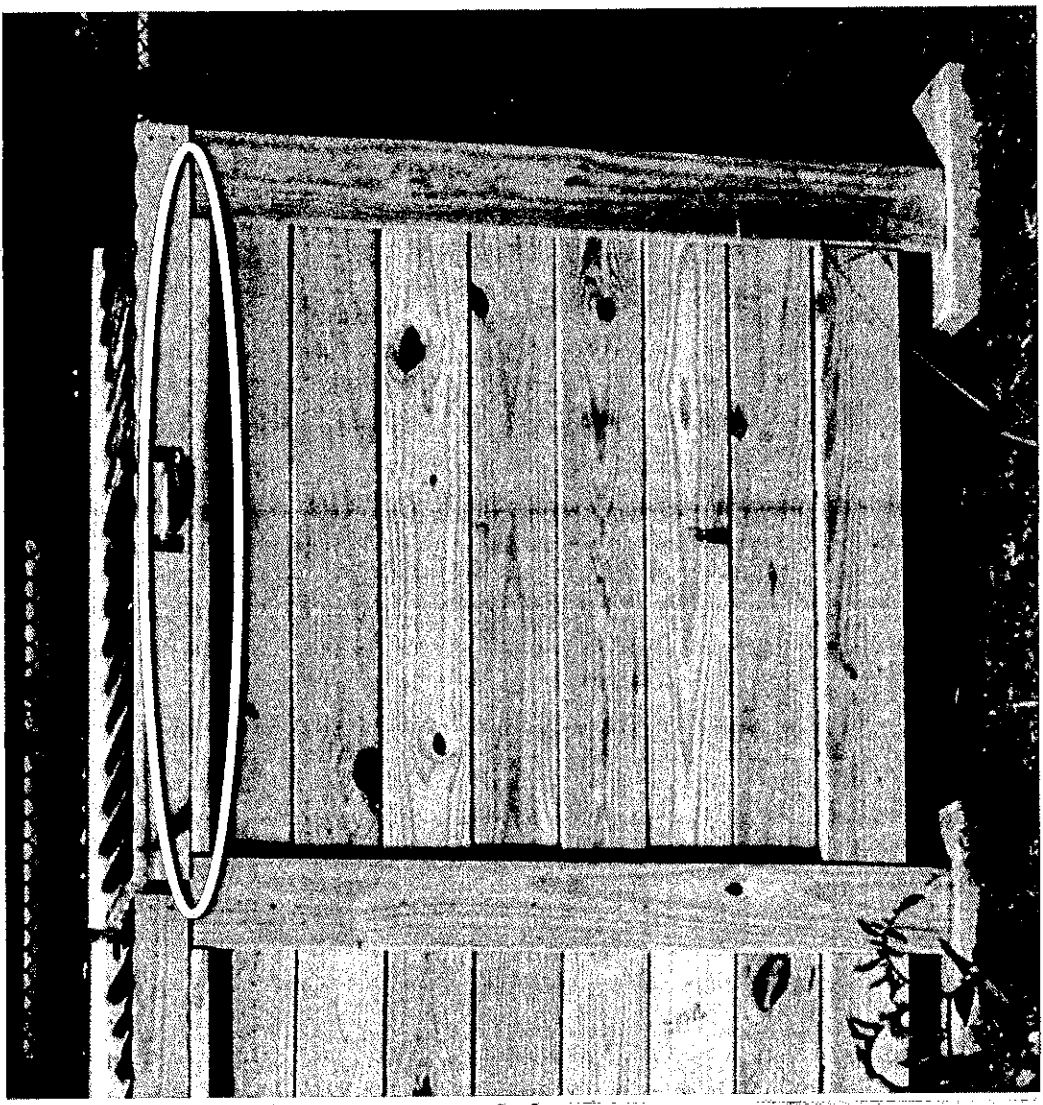
# Instructions - LID

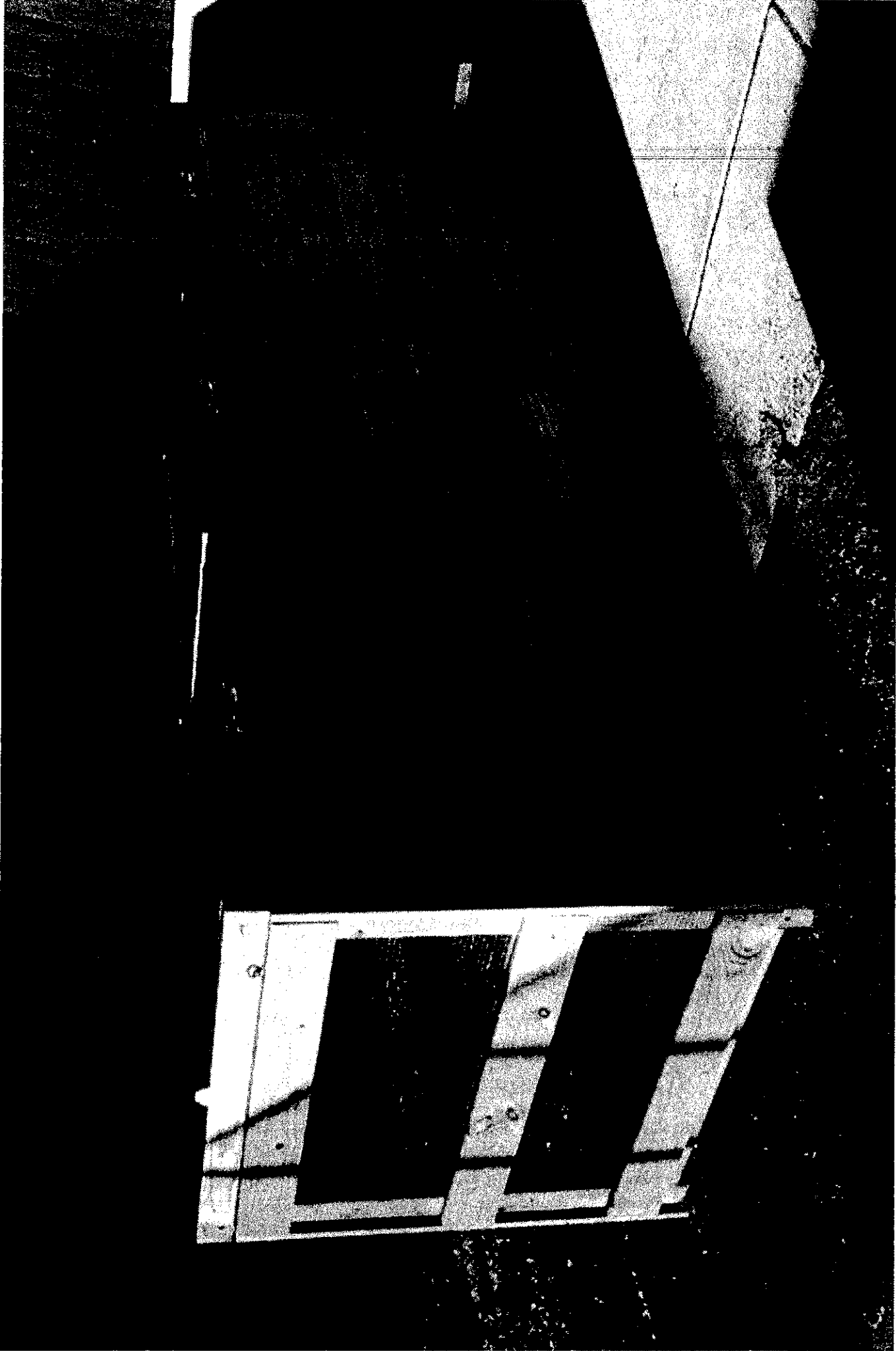


## Attach Hinges and Lid

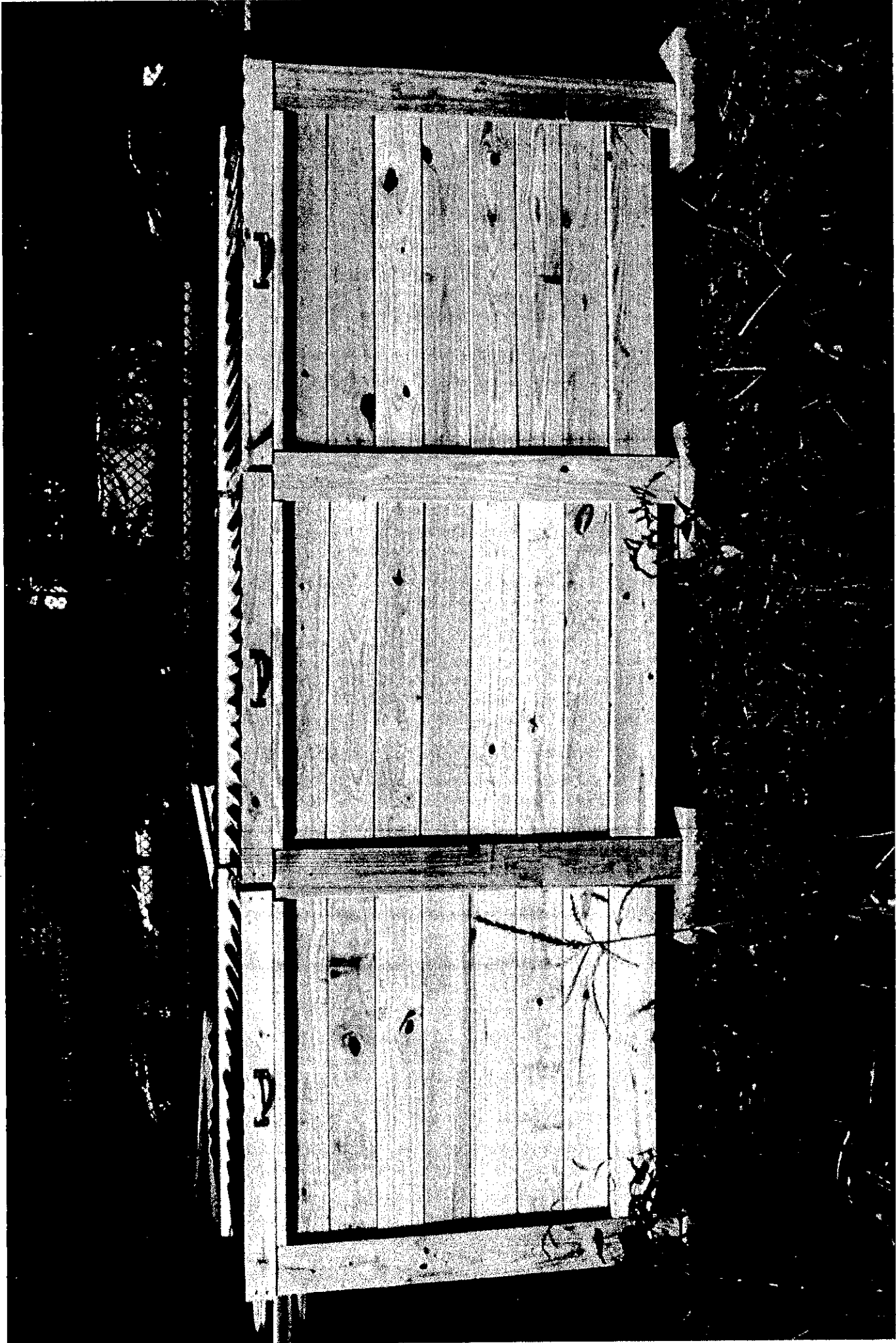
# Instructions - Connecting LID

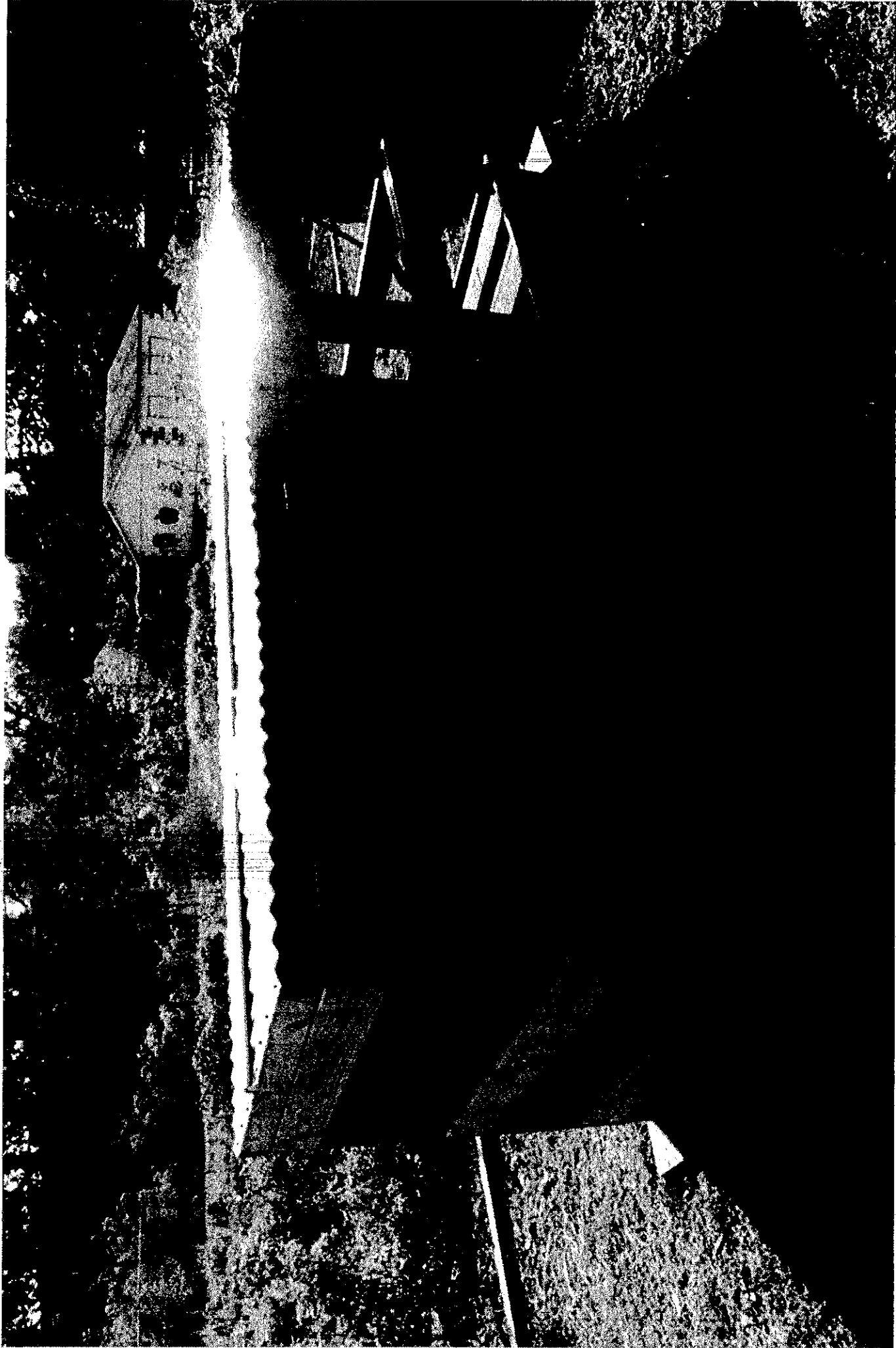
- Add Handles
- Add Baluster under front of lid for tighter seal if significant shrinkage of wood (optional)
- Add Locks (optional)













Eriks

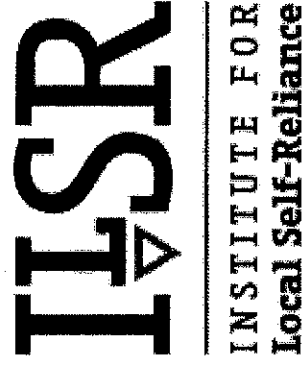
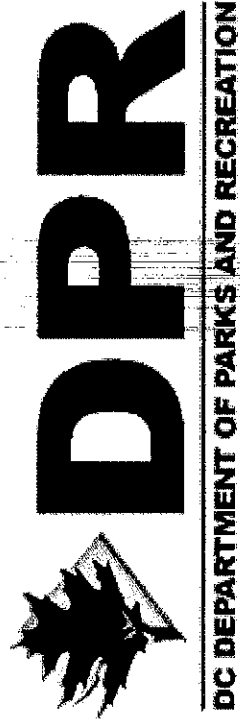
Linda

Andrejs

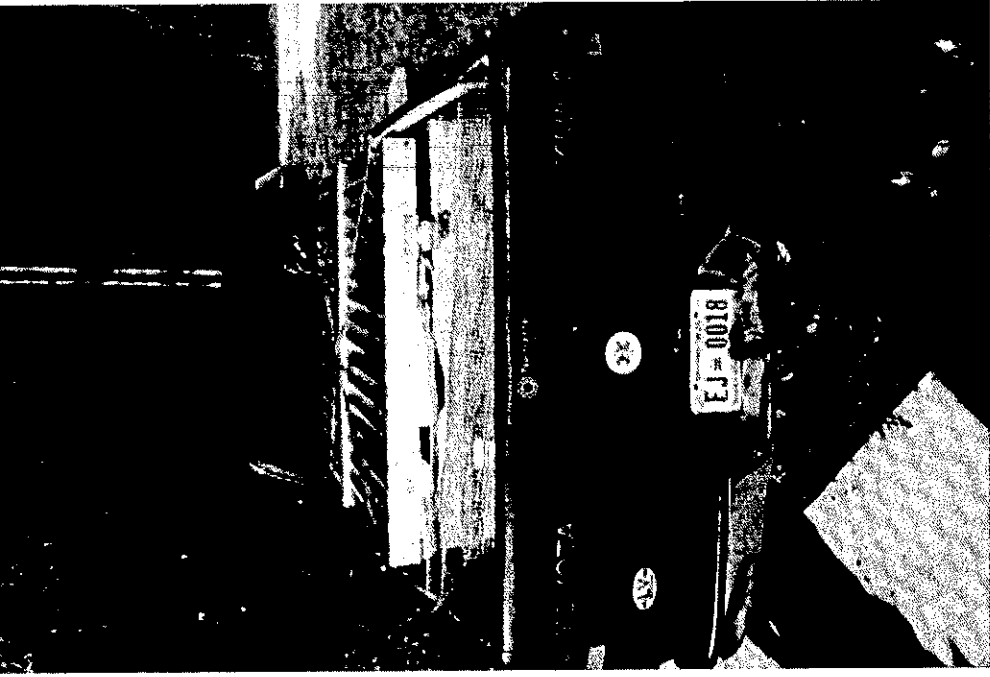
Josh

# Contact

- Eriks & Andrejs Brolis (UrbanFarmPlans.com)
- Josh Singer, DC Department of Parks and Rec
- Linda Bilsens, Institute for Local Self-Reliance



# Transport



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Tell us where you installed your own Compost Knox.

Help contribute towards future designs.

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...*still* Visit our site:

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Tell us where you installed your own Compost Knox.

Help contribute towards *better* future designs.

# Mission – Urban Farm Plans

Empowering everyone to grow and build with simple, functional, and beautiful designs.





General guidelines for trampoline injuries follows.

*Tom Sporney*

Assistant General Manager  
Greenbelt Homes, Inc.  
301-474-4161 x1142

---

**From:** Theresa Melson <[theresa.melson@usi.com](mailto:theresa.melson@usi.com)>  
**Sent:** Monday, November 2, 2020 11:24 AM  
**To:** Tom Sporney <[tsporney@ghi.coop](mailto:tsporney@ghi.coop)>  
**Subject:** FW: Emailing: Trampoline Injuries

**From:** Theresa Melson <[theresa.melson@usi.com](mailto:theresa.melson@usi.com)>  
**Sent:** Monday, November 2, 2020 10:10 AM  
**To:** Theresa Melson <[theresa.melson@usi.com](mailto:theresa.melson@usi.com)>  
**Subject:** Emailing: Trampoline Injuries



Prevention

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## Trampoline Injuries

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[Home](#)**What You Should Know About Trampolines**

Other Helpful  
Resources  
Care  
Cure  
Prevention  
SCI Law  
Gun Safety  
Professional  
Help  
SCI Facts  
Financing the  
Future  
Legal Options  
Recovering  
from SCI  
Medical  
Mistakes  
Contributions  
Info Request  
Form  
Consumer  
Product  
Injury Report

Using a trampoline is promoted as fun. But the growing popularity of trampolines among 8-year-olds to adults is resulting in a dramatic increase in serious injuries - including broken necks, spinal cord injuries, and disabling head traumas, many of which result in permanent paralysis as well as death. In addition, trampolines are responsible for many less serious injuries such as broken bones, including legs, arms, and other parts of the body, as well as different types of dislocations and muscle damage.

[If You've Been Injured](#)

[Injury Facts](#)

[Safety Tips](#)

**Learn About Your Legal Rights**

**If You Know Someone Who Has Been Injured**

- If you or a loved one has suffered a serious injury as a result of a trampoline accident, you should consult with a lawyer as soon as possible to determine your legal rights. There is no charge or commitment for such a consultation. An accident that may appear to be no one's fault or your own fault could still result in economic recovery for you. Visit these pages to learn more about your [legal options](#) and [managing disability related expenses](#). For additional information regarding your legal rights and options send an email inquiry to [Ron Gilbert](mailto:Ron.Gilbert@fscip.org) at [ron@fscip.org](mailto:ron@fscip.org).
- Your immediate medical response to a trampoline injury should depend upon the severity of the injury. For sprains and broken arms or legs, the victim can be taken by car to the emergency room of a local hospital. For more serious injuries, such as those involving the head, neck or spine, the victim should not be moved until emergency medical services have arrived.
- All trampoline injuries should be reported to the Consumer Product Safety Commission (CPSC). We have provided a Consumer Product Injury Report form that you can fill out and which we will forward to the CPSC.
- Document all serious injuries (particularly those involving the head and spine) as well as death; recording exactly what happened, when and where, the name of the trampoline manufacturer, the product serial number, the names of responding emergency medical personnel, the name of the hospital, the treating physicians, etc.
- Responsible litigation of trampoline cases as well as adequate reporting to the CPSC has led to improved safety and standards

in regard to trampoline usage and marketing. Responsible litigation also has frequently resulted in providing adequate economic recovery to provide both life care and lifetime medical expenses for those seriously injured from trampoline accidents.

#### Trampoline Injury Facts

- According to the American Association of Orthopedic Surgeons (AAOS), 246,875 medically treated trampoline injuries occur annually in the U.S. Of this total, 186,405 of these injuries occurred among children aged 14 or younger.
- According to the U.S. Consumer Product Safety Commission (CPSC) hospital emergency room-treated trampoline injuries almost tripled in the last decade - from an estimated 37,500 in 1991 to almost 100,000 in 1999.
- The commission has received reports of 11 deaths relating to trampoline use from 1990 to 1999. Those victims ranged in age from 3 to 43. Six were between the ages of 12 and 19.
- Falls off the trampoline often resulted in crippling injury and/or death including paralysis from spinal cord injury. Somersaults and coming into contact with other persons on the trampoline's surface likewise resulted in many serious and crippling injuries as well as death.
- Nearly two-thirds of trampoline injury victims were children 6 to 14 years of age.
- About 15% of trampoline injuries involved young children under 6 years old.
- In 1999, injuries to the leg/foot were reported most frequently, accounting for 40% of the total. Injuries to the arm/hand accounted for 29% of the total, head/face/neck accounted for 20%, and shoulder/trunk were associated 10% of the total.
- Approximately 4% of all trampoline emergency-room treated injuries result in hospitalization.
- Most trips to the emergency room are the result of jumpers colliding with one another, falling on the trampoline springs or frame, falling or jumping off the trampoline, or attempting somersaults and stunts.

#### Trampoline Safety Tips

- **Trampolines should not be used except when there is adequately trained supervision for the recreational activity.**
- **Trampolines should only be used in well-lighted areas and children should never be allowed to jump onto the trampoline from high objects.**
- **A surrounding net may decrease the injury rate but this has not been extensively proven yet. There is netting now available around the perimeter of trampolines. This netting has been shown to reduce the number of injuries from falls off the rampoline but should only be used with the following warnings: 1) Netting is not a substitute for adequate adult supervision; 2) Netting will not reduce nor eliminate crippling injuries and death on the surface of the trampoline itself. It has been shown to retain users in the trampoline area and for that reason alone is recommended.**
- **The trampoline jumping surface should be placed at ground level.**
- **The supporting bars, strings and surrounding landing surfaces should have adequate protective padding.**
- **Only one participant should use a trampoline at any time.**
- **Trained spotters should be present when participants are jumping.**
- **Somersaults or high-risk maneuvers should be avoided without proper supervision and instruction; these maneuvers should be done only with proper use of protective equipment, such as a harness.**
- **Use of trampolines for physical education, competitive gymnastics, diving training and other similar activities requires carefully trained adult supervision and proper safety measures.**
- **Competent adult supervision and instruction is needed for children at all times.**

## INDEMNIFICATION AGREEMENT

This Agreement is entered into as of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ ("Member"), whose address is \_\_\_\_\_, and Greenbelt Homes, Inc. ("GHI"), the address of which is 1 Hamilton Place, Greenbelt, Maryland 20770.

### Recitals

- A. The Member is the occupant of a dwelling unit and certain exterior areas ("Yard") located at \_\_\_\_\_. The dwelling unit and the Yard comprise the "Premises," pursuant to the Member's Cooperative Housing Proprietary Lease and Mutual Ownership Contract with GHI, dated \_\_\_\_\_ ("MOC").
- B. GHI is the owner of the Premises and has authority to regulate the use of the Premises and to grant or withhold permission for any installations to be made on the Premises.
- C. The Member wishes to install the trampoline described and shown on Exhibit A to this Agreement ("Trampoline") in the Yard.
- D. The Member has been fully advised of the risks of injury or death associated with use of trampolines and is willing to assume such risks and to hold GHI harmless from any claims arising in connection with the Trampoline.
- E. GHI is willing to permit installation of the Trampoline, subject to the terms and conditions of this Agreement, and the Member is willing to agree to and abide by the terms and conditions of this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein, and other good and valuable consideration, the parties agree as follows:

- 1. GHI hereby grants permission, subject to the terms and conditions of this Agreement and subject to the MOC and governing legal documents of GHI, for the installation of the Trampoline in the Yard, for the term of this Agreement.
- 2. The Member shall maintain the Yard, shall maintain a secure fence surrounding the Yard, and shall maintain the Trampoline, in good and safe order, condition and repair and shall perform all necessary maintenance and repairs. If the Member fails to perform such maintenance or repairs, GHI, in addition to, and not in lieu of, any other rights and remedies available to GHI, shall have the right, after 10 days written notice to the Member, to remove the Trampoline from the Yard, and the Member shall reimburse GHI for all of its costs in connection with such work, within 10 days after written demand for payment is sent by GHI to the Member.
- 3. GHI and its authorized agents and contractors shall have a right of entry upon the Yard at any time, without prior notice, for the purposes of performing inspections and performing

any work permitted by this Agreement. The Member shall not obstruct or hinder GHI in the exercise of this right or in the performance of any inspections or work permitted by this Agreement.

4. The Member shall indemnify and hold harmless GHI and its members, directors, officers, committee members, employees and agents, and their respective successors and assigns, from and against any and all claims, damages, injuries, suits, proceedings, actions or causes of action of any kind, including personal injury or death, along with all costs and attorney's fees, which may arise in connection with use of the Trampoline or the presence of the Trampoline in the Yard.
5. The Member shall at all times maintain an adequate liability insurance policy covering claims for injuries or death resulting from use of the Trampoline or the presence of the Trampoline in the Yard. GHI and its members, directors, officers, committee members, employees and agents, and their respective successors and assigns, shall be designated as additional insured parties under such insurance policy. A Certificate of Insurance documenting such required coverage is attached hereto as Exhibit B. The Member shall provide GHI with a Certificate of Insurance annually on or before the anniversary date of this Agreement, documenting that such insurance coverage remains in effect.
6. At such time as the Member ceases to be a member of GHI or ceases to reside at the Premises, this Agreement shall terminate automatically and the Member shall immediately remove the Trampoline from the Premises. Permission given by GHI to the Member under this Agreement for installation of the Trampoline is given personally to the Member, and shall automatically be withdrawn upon termination of this Agreement, and such permission shall not be assigned, and shall not transfer or convey, to any other person, including without limitation any tenant, any other member of GHI, any future occupant of the Premises, or any of the Member's heirs, successors or assigns.
7. If the Member fails to comply with any provision of this Agreement, or if GHI in its sole discretion determines that the presence of the Trampoline is not in the best interest of GHI or its members, GHI shall have the right to terminate this Agreement and the rights granted to the Member hereby upon 10 days' written notice to the Member.
8. Upon termination of this Agreement, the Member shall immediately remove the Trampoline from the Premises and shall not thereafter install any trampoline on the Premises. If the Member fails to remove the Trampoline as required within 10 days after notice from GHI, GHI shall have the right to remove the Trampoline from the Yard, and the Member shall reimburse GHI for all of its costs in connection with such work, within 10 days after written demand for payment is sent by GHI to the Member. The exercise by GHI of the right to terminate this Agreement shall not, however, constitute an election of remedies, and GHI shall have the right to take any other action available at law or in equity to enforce this Agreement or to enforce any other rights that GHI may have under the MOC, under the governing legal documents of GHI, or under applicable law. Any failure or forbearance by GHI to enforce this Agreement or any to exercise any other rights

available to it shall not constitute a waiver of any right of GHI to enforce this Agreement or to exercise such other rights on any other occasion.

9. Notices required or permitted by this Agreement shall be in writing and shall be hand-delivered or mailed by first class mail postage prepaid, or sent by Federal Express or other nationally recognized overnight delivery service, or sent via electronic mail with confirmation of delivery, to the parties at the addresses set forth above, or to such other address as any party may designate by written notice from time to time. Notices sent by hand or electronic mail shall be deemed received upon actual receipt or upon refusal of receipt on the first occasion on which delivery is attempted. Notices sent by first class mail shall be deemed received four days after deposit in the U.S. Mail. Notices sent for overnight delivery by Federal Express or other nationally recognized overnight delivery service shall be deemed received 1 business day after delivery to such nationally recognized delivery service.
10. This Agreement cannot be modified except by written amendment of this Agreement, signed by the parties. This Agreement shall bind and inure to the benefit of the parties and their successors and assigns.
11. This Agreement shall be enforced and construed under the laws of Maryland without regard to conflict of laws principles. Venue for any legal action in connection with this Agreement shall be in Prince George's County, Maryland.

**IN WITNESS WHEREOF**, the parties have signed this Agreement as of the date first set forth above.

**GREENBELT HOMES, INC.**

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

**MEMBER**

\_\_\_\_\_

**EXHIBIT A**

**DESCRIPTION, SPECIFICATIONS AND IMAGE OF TRAMPOLINE**

**[ATTACHED]**



**EXHIBIT B**

**MEMBER'S CERTIFICATE OF INSURANCE**

**[ATTACHED]**

Hi Eldon,

We're working with Representative Nadler's office on a disaster relief bill for housing cooperatives. They are planning to introduce the attached bill soon. We are seeking congressional cosponsors for this bill. Would it be possible for you to reach out to Representative Hoyer's office to ask him to cosponsor this bill?

Rep. Hoyer's housing staffers are Jazz Lewis and Keith Abouchar. Their e-mail addresses are, as follows:

[jazz.lewis@house.state.md.us](mailto:jazz.lewis@house.state.md.us)

[keith.abouchar@mail.house.gov](mailto:keith.abouchar@mail.house.gov)

You would only need to forward this bill to them and tell them that Greenbelt supports it and ask that Rep. Hoyer consider cosponsoring the bill. You can tell them we are working with Andrew Heineman in Rep. Nadler's office so they know who to contact.

Thanks for your consideration of this request.

Best regards,  
Judy

Judy Sullivan  
Government Relations Representative  
National Association of Housing Cooperatives  
1120 20th Street NW  
Washington, DC 20036-3441  
[jsullivan@nahc.coop](mailto:jsullivan@nahc.coop)  
571-2164136

.....  
 (Original Signature of Member)

117TH CONGRESS  
 1ST SESSION

**H. R.** \_\_\_\_\_

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to provide assistance for common interest communities, condominiums, and housing cooperatives damaged by a major disaster, and for other purposes.

\_\_\_\_\_  
 IN THE HOUSE OF REPRESENTATIVES

Mr. NADLER introduced the following bill; which was referred to the Committee on \_\_\_\_\_

\_\_\_\_\_  
**A BILL**

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to provide assistance for common interest communities, condominiums, and housing cooperatives damaged by a major disaster, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*  
 2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Disaster Assistance  
 5 Equity Act of 2021”.

1 **SEC. 2. DEFINITIONS.**

2 Section 102 of the Robert T. Stafford Disaster Relief  
3 and Emergency Assistance Act (42 U.S.C. 5122) is  
4 amended by adding at the end the following:

5 “(13) RESIDENTIAL COMMON INTEREST COM-  
6 MUNITY.—The term ‘residential common interest  
7 community’ means any nonprofit mandatory mem-  
8 bership organization comprising owners of real es-  
9 tate described in a declaration or created pursuant  
10 to a covenant or other applicable law with respect to  
11 which a person, by virtue of the person’s ownership  
12 of a unit, is obligated to pay for a share of real es-  
13 tate taxes, insurance premiums, maintenance, or im-  
14 provement of, or services or other expenses related  
15 to, common elements, other units, or any other real  
16 estate other than that unit described in the declara-  
17 tion.

18 “(14) CONDOMINIUM.—The term ‘condo-  
19 minium’ means a multi-unit housing project in which  
20 each dwelling unit is separately owned, and the re-  
21 maining portions of the real estate are designated  
22 for common ownership solely by the owners of those  
23 units, each owner having an undivided interest in  
24 the common elements, and which is represented by  
25 a condominium association consisting exclusively of  
26 all the unit owners in the project, which is, or will

1 be responsible for the operation, administration, and  
2 management of the project.

3 “(15) HOUSING COOPERATIVE.—The term  
4 ‘housing cooperative’ means a multi-unit housing en-  
5 tity in which each dwelling unit is subject to sepa-  
6 rate use and possession by one or more cooperative  
7 members whose interest in such unit, and in any un-  
8 divided assets of the cooperative association that are  
9 appurtenant to such unit, is evidenced by a member-  
10 ship or share interest in a cooperative association  
11 and a lease or other document of title or possession  
12 granted by such cooperative as the owner of all coop-  
13 erative property.”.

14 **SEC. 3. REMOVAL OF DEBRIS RESULTING FROM A MAJOR**  
15 **DISASTER IN RESIDENTIAL COMMON INTER-**  
16 **EST COMMUNITIES.**

17 Section 407 of the Robert T. Stafford Disaster Relief  
18 and Emergency Assistance Act (42 U.S.C. 5173) is  
19 amended—

20 (1) by redesignating subsections (d) and (e) as  
21 subsections (e) and (f); and

22 (2) by inserting after subsection (c) the fol-  
23 lowing:

24 “(d) RULES RELATING TO RESIDENTIAL COMMON  
25 INTEREST COMMUNITIES.—The President shall issue

1 rules which provide that removal of debris or wreckage  
2 from real estate owned by a residential common interest  
3 community resulting from a major disaster is in the public  
4 interest when a State or local government determines in  
5 writing such debris or wreckage constitutes a threat to  
6 life, to public health or safety, or to the economic recovery  
7 of the residential common interest community.”.

8 **SEC. 4. CONDOMINIUMS AND HOUSING COOPERATIVES**  
9 **DAMAGED BY A MAJOR DISASTER.**

10 Section 408(e)(2)(A) of the Robert T. Stafford Dis-  
11 aster Relief and Emergency Assistance Act (42 U.S.C.  
12 5174(e)(2)(A)) is amended—

- 13 (1) in clause (i) by striking “and” at the end;  
14 (2) by redesignating clause (ii) as clause (iii);  
15 and  
16 (3) by adding after clause (i) the following:

17 “(ii) the repair of essential common  
18 elements of a condominium or housing co-  
19 operative (such as a roof, exterior wall,  
20 heating and cooling equipment, elevator,  
21 stairwell, utility access, plumbing, and elec-  
22 tricity) provided an individual’s or house-  
23 hold’s pro rata share of essential common  
24 element repair costs are satisfactorily doc-  
25 umented; and”.

1 **SEC. 5. APPLICABILITY.**

2       The amendments made by this Act shall apply to a  
3 major disaster or emergency declared by the President  
4 under the Robert T. Stafford Disaster Relief and Emer-  
5 gency Assistance Act (42 U.S.C. 5121 et seq.) on or after  
6 the date of enactment of this Act.

GREENBELT HOMES, INCORPORATED

Item 6k Attachment #14a

**2021 W.S.S.C. SEWER PIPELINE REPLACEMENT/REPAIR PROJECT**

MAINLINE:

Component ID	Hundred Block and Street Location	Community	Upstream Manhole Number	Downstream Manhole Number	Permit Number	Permit Expiration Date	Approximate Length of Main	Diameter of Main	Number of S.H.C.'s	Description of Work
08055188M	38, 36 RIDGE RD	GREENBELT	08055188M	08055187M	19-0969-C	12.23.2019	313.56	6	0	EXCAVATE & INSTALL 8" MAIN
08055189N	38, 36 RIDGE RD	GREENBELT	08055189N	08055499M	19-0968-C	12.23.2019	137.9	6	0	EXCAVATE & INSTALL 8" MAIN
08055100M	3 RIDGE RD	GREENBELT	Null	08055100M	19-0964-C	12.23.2019	150	6	8	EXCAVATE & INSTALL 8" MAIN
08055219M	17, 19, 21 RIDGE RD	GREENBELT	Null	08055219M	19-0963-C	12.23.2019	185	6	5	EXCAVATE & INSTALL 8" MAIN
08055200M	39 RIDGE RD	GREENBELT	Null	08055200M	19-0962-C	12.23.2019	75	6	3	EXCAVATE & INSTALL 8" MAIN
08055366U	4 HILLSIDE ROAD	GREENBELT	Null	08055366U	19-0961-C	12.23.2019	110	6	4	EXCAVATE & INSTALL 8" MAIN
08055367U	6 HILLSIDE ROAD	GREENBELT	Null	08055367U	19-0960-C	12.23.2019	165	6	3	EXCAVATE & INSTALL 8" MAIN
08055373U	2 NORTHWAY RD	GREENBELT	Null	08055373U	19-0959-C	12.23.2019	190	6	1	PIPE BURSTING WITH 8" S
08055128U	4 COURT SOUTHWAY	GREENBELT	Null	08055128U	19-0958-C	12.23.2019	140	6	4	EXCAVATE & INSTALL 8" MAIN
08055105U	9 RIDGE RD	GREENBELT	Null	08055105U	19-0957-C	12.23.2019	150	6	4	EXCAVATE & INSTALL 8" MAIN



GREENBELT HOMES, INCORPORATED

**2021 W.S.S.C. SEWER PIPELINE REPLACEMENT/REPAIR PROJECT**

MANHOLE:

Sewer ID	Address	Manhole Designation	Permit Number	Permit Expiration Date	Manhole Depth	Manhole Diameter	Description of Work
08055219M	23 RIDGE RD	08055219M	19-0963-C	12/23/2019	6.3	4	Replace Frame and Cover
08055200M	33 RIDGE RD	08055200M	19-0962-C	12/23/2019	6	4	Replace Frame and Cover
08055367U	5 EASTWAY	08055367U	19-0960-C	12/23/2019	5.8	4	Replace Frame and Cover
08055373U	4 LAUREL HILL RD	08055373U	19-0959-C	12/23/2019	13	4	GRADE RING ADJUSTMENT
08055128U	11 RIDGE RD	08055128U	19-0958-C	12/23/2019	7.3	4	Replace Frame and Cover, Reset Grade Ring

GREENBELT HOMES, INCORPORATED

2021 W.S.S.C. SEWER PIPELINE REPLACEMENT/REPAIR PROJECT

LATERALS:

Component ID	Lateral ID	Address	COMMUNITY	Permit Number	Permit Expiration Date	Approximate Length of SHC	Approximate Length of Double SHC	Description of Work
	157234600	3-A RIDGE RD	GREENBELT	19-0964-C	12.23.2019	20	0	Excavate to Renew Lateral & Install Cleanout
	157233800	3-B RIDGE RD	GREENBELT	19-0964-C	12.23.2019	18	0	Excavate to Renew Lateral & Install Cleanout
	157232000	3-C RIDGE RD	GREENBELT	19-0964-C	12.23.2019	17	0	Excavate to Renew Lateral & Install Cleanout
	157231200	3-D RIDGE RD	GREENBELT	19-0964-C	12.23.2019	16	0	Excavate to Renew Lateral & Install Cleanout
	157230400	3-E RIDGE RD	GREENBELT	19-0964-C	12.23.2019	40	0	Excavate to Renew Lateral & Install Cleanout
	157229600	3-F RIDGE RD	GREENBELT	19-0964-C	12.23.2019	39	0	Excavate to Renew Lateral & Install Cleanout
	157228800	3-G RIDGE RD	GREENBELT	19-0964-C	12.23.2019	37	0	Excavate to Renew Lateral & Install Cleanout
	157227000	3-H RIDGE RD	GREENBELT	19-0964-C	12.23.2019	35	0	Excavate to Renew Lateral & Install Cleanout
	157448200	25-H RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	5	0	Excavate to Renew Lateral & Install Cleanout
	157449000	25-G RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	5	0	Excavate to Renew Lateral & Install Cleanout
	157451600	25-E RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	5	0	Excavate to Renew Lateral & Install Cleanout
	157452400	25-D RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	5	0	Excavate to Renew Lateral & Install Cleanout

GREENBELT HOMES, INCORPORATED

2021 W.S.S.C. SEWER PIPELINE REPLACEMENT/REPAIR PROJECT

157454000	25-B RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	5	0	Excavate to Renew Lateral & Install Cleanout
157450800	25-F RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157453200	25-C RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157455700	25-A RIDGE ROAD	GREENBELT	19-0963-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157566100	39A RIDGE RD	GREENBELT	19-0962-C	12.23.2019	5.5	0	Excavate to Renew Lateral & Install Cleanout
157565300	39B RIDGE RD	GREENBELT	19-0962-C	12.23.2019	5.5	0	Excavate to Renew Lateral & Install Cleanout
157564600	39C RIDGE RD	GREENBELT	19-0962-C	12.23.2019	5.5	0	Excavate to Renew Lateral & Install Cleanout
157707100	4B HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157709700	4D HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157711300	4F HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157713900	4H HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157715400	6-B HILLSIDE ROAD	GREENBELT	19-0960-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157717000	6-D HILLSIDE ROAD	GREENBELT	19-0960-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157721200	6-G HILLSIDE ROAD	GREENBELT	19-0960-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157706300	4A HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157708900	4C HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157710500	4E HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout

GREENBELT HOMES, INCORPORATED

2021 W.S.S.C. SEWER PIPELINE REPLACEMENT/REPAIR PROJECT

157712100	4G HILLSIDE RD, ADDRESS UNCLEAR	GREENBELT	19-0961-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157714700	6-A HILLSIDE ROAD	GREENBELT	19-0960-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157716200	6-C HILLSIDE ROAD	GREENBELT	19-0960-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157722000	6-F HILLSIDE RODD	GREENBELT	19-0960-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
157736000	2A NORTHWAY ROAD	GREENBELT	19-0959-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
156902900	4A SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	20	0	Excavate to Renew Lateral & Install Cleanout
156908600	4-G SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
156904500	4-C SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
165896200	4-E SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	20	0	Excavate to Renew Lateral & Install Cleanout
156903700	4B SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	20	0	Excavate to Renew Lateral & Install Cleanout
156909400	4-H SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
156905200	4-D SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	10	0	Excavate to Renew Lateral & Install Cleanout
156907800	4-F SOUTHWAY ROAD	GREENBELT	19-0958-C	12.23.2019	20	0	Excavate to Renew Lateral & Install Cleanout
157185000	9H RIDGE RD	GREENBELT	19-0957-C	12.23.2019	4	0	Excavate to Renew Lateral & Install Cleanout
157181900	9M RIDGE RD	GREENBELT	19-0957-C	12.23.2019	4	0	Excavate to Renew Lateral & Install Cleanout
157183500	9K RIDGE RD	GREENBELT	19-0957-C	12.23.2019	4	0	Excavate to Renew Lateral & Install Cleanout
157186800	9G RIDGE RD	GREENBELT	19-0957-C	12.23.2019	4	0	Excavate to Renew Lateral & Install Cleanout

**GREENBELT HOMES, INCORPORATED**

**2021 W.S.S.C. SEWER PIPELINE REPLACEMENT/REPAIR PROJECT**

157182700	9L RIDGE RD	GREENBELT	19-0957-C	12.23.2019	15	0	Excavate to Renew Lateral & Install Cleanout
157184300	9J RIDGE RD	GREENBELT	19-0957-C	12.23.2019	20	0	Excavate to Renew Lateral & Install Cleanout

Sewer System Repairs Proposed by WSSC

WSSC plans to repair/replace sewer mains and manholes as well as service connections at the addresses listed in the table below. Attachment #5 includes corresponding site drawings that illustrate the work to be done.

According to Darryl Lipscomb, WSSC's Project Manager and Bob Bowling of Wallace Montgomery & Associates, WSSC's Consulting Engineer, the work is projected to start during this summer; around June/July 2017. All work will be done on the serviceside of units. WSSC also plans to meet in advance, with all members who will be affected by the project. WSSC will restore all yards and common areas that are disturbed and GHI staff will coordinate with WSSC's Project Manager to ensure that the restoration work is done to our satisfaction. The Commission is requesting GHI's permission to do the necessary work.

ADDRESS	PIPE BURSTING	EXCAVATION/ REPLACEMENT	NEW MANHOLE	MANHOLE REPAIR	REMARKS	PIPE BURSTING PIT OR ENTRY –LOCATION & APPROX. SIZE
3 Court Ridge Road	X		X		New M/H to be installed on the S/S of 3-D Ridge Road.	3C-D Ridge Rd. 24'-0"x6'-0".
9 Court Ridge Road		X	X	X	A trench will be excavated on the S/S yard of 9G-M in order to remove the old pipe and to install new. <i>One tree to be removed on S/S of 9-M.</i> A new manhole to be installed in the S/S yard at 9-M.	Not required due to excavation method.
25 Court Ridge Road	X		X	X	The main disturbance will be on the City of Greenbelt's property.	25A-B Ridge Rd. 24'-0"X 6'-0"
34-36 Court Ridge Road	X			X	Two trees located on the S/S of 34A Ridge Road are listed for possible removal but were previously removed by GHI. One tree at 36 Court Ridge Rd. is also listed for removal.	36-A Ridge Rd. 33'-0"x6'-0".
36-38 Court Ridge Road	X			X		38 Court Ridge Rd., at corner of parking lot 28'-0"x6'-0".

Item 6k. Attachment #14b

39A-C Ridge Road		X	X	X	One tree on the S/S of 39-C is listed for removal. A trench will be excavated along 39A, B & C in order to remove the old pipe and install new. A new M/H is to be installed at 39A Ridge Rd.	Not required due to Excavation method.
2A-E Northway	X		X	X	One tree is marked for possible removal on S/S of 2B-C. A new M/H is proposed for 2-B.	2A-B Northway 41'-0"x6'-0"
4 Court Hillside Rd.	X		X		A new M/H is proposed for 4-F.	4F-G Hillside Rd. 30'-0"x6'-0"
6A-J Hillside Road	X		X	X	A new M/H is proposed for 6-J.	6H-J Hillside Rd. 23'-0"x6'-0"
4 Court Southway	X		X	X	A new M/H is proposed for 4-F.	4F-G Southway 26'-0"x6'-0"

**Motion:** I move that the Board of Directors grant permission to the Washington Suburban Sanitary Commission to undertake sewer system repairs at ten sites in the GHI community, as presented on March 16, 2017.

Moved: James

Seconded: Hess

Carried: 7-0

Item 7a. Attachment #15a

Board Action Plan Updated on 12-13-2020  
Status as of 3-26-2021

Goal	Objective	#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmt	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 by April 2021.	Ongoing
		A.1.b	Continue member education - continue E-Newsletter updates, webinars.	A	X	BLD & COM	X	E-News updates are provided weekly. Three virtual meetings were held during the week beginning June 1, 2020.	Ongoing
		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 5/1/18 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 April 1, 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 repoint 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



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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 was approved and included in the 2021 budget. The SWMTF recently proposed a green solution to stormwater problems in the 33 Court Ridge area.	Ongoing

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	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 GHI for the capital improvements program as needed.	In process
A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPCC)	A.4.a Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPCC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt and met with the City Council on July 20, 2020 to discuss GHI's position on the proposed NCOZ Standards for Greenbelt Awaiting draft NCOZ from M-NCPCC.	in process
A.5 Enhance and improve buildings and grounds	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 GHI 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	In process

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B. Organization & Infrastructure									
B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	draft policy has been forwarded to the communications committee for editing.	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	

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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.7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	C	X	RRTF	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.1 Increase revenue through business development	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	B	X	BDTF	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.a	A	X	FIN	X		Not started	
			C.2.b	Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website.	A	X	FIN	X		Not started
			C.2.c	Continue education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges, replacement reserves' program	A	X	FIN	X		Not started
C.3 Increase grant-based income opportunities	C.3.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X		In process		
<b>C. Financial Stability</b>										

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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.5 Explore other money saving opportunities		C.5.a	Explore holding equity of 10-40 percent in some member units.	C	X	FIN & INVC	X		Not started
D.1 Attract people drawn to co-ops & community living		D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/ MARK			Ongoing
D.2 Coordinate efforts w/external entities		D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	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.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 Be a leader in cooperative living & coops		D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC			In process
<b>D. External Communication</b>									

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E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members 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 GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Ongoing
E.3 Use technology for improved member access and communication	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.a	Implement a proactive social media strategy (planned, regular tweets; use of GHI'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 GHI's Facebook page.	
	E.3.b	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	TT TF	X		In process
E.4 Improve member handbook	E.3.c	Improve GHI 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	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

E. Internal Communication

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Committees and Task Forces	
AM TF - Addition Maintenance Task Force	LGAC - Legislative and Government Affairs Committee
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
<b>Architectural Review Committee</b>	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	
<b>Bicycle Committee</b>	1 These items where 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 2020.			
<b>Buildings Committee</b>	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 Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Complete. Joint recommendation with Woodlands Committee resulted in the Board deciding on August 20 to remove the tree.			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	
<b>Communications and Marketing Committee</b>	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
<b>Companion Animal Committee</b>	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
<b>Finance</b>	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
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Review GDC bylaws and recommend changes that should be made.	in progress		X
	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
<b>GHI's Website Task Force</b>	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
<b>Investment</b>	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	
<b>Legislative and Government Affairs</b>	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	
<b>Long-Range Planning Committee</b>	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

<b>Member Outreach</b>	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
<b>GHI RV and Boat Lot Task Force</b>	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
<b>Records Retention Task Force</b>	1 Develop form for document review project	Completed	X
	2 Review records in UDB and Warehouse	In progress	X
	3 Establish categories and document types of historical documents	In progress	X
<b>Storm Water Management Task Force</b>	1 Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.	X
	2 Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.	X
	3 I.Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II.Develop a multi-year plan to address stormwater issues in GHI. III.Develop strategies for implementing improvements/remediation IV.Interact with other committees and task forces within GHI relative to our mission	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
	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
	Integrated Property Management Systems Task Force	1 Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.
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
<b>Woodlands</b>	1	Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.		X
	2	Implementation of Caretaker Program	In progress.		X
	3	Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Report submitted to the Board on August 20.		X
<b>Yards and Exteriors Task Force</b>	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
<b>Zoning Rewrite Task Force</b>					

# April 2021

April 2021

May 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	26	27	28	29	30	

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 28	29	30	31	Apr 1	2	3
	5	6	7	8	9	10
	7:00pm GDC Bylaws and GHI/GDC Relationship Task Committee	7:00pm Pre Purchase Orientation		5:00pm Investment 5:45pm Finance		
11	12	13	14	15	16	17
	7:00pm Sustainability Subcommittee	7:00pm Pre Purchase Orientation 7:30pm Legislative and Government Affairs Committee Meeting	7:00pm N&E Outreach Committee Review Committee	7:00pm Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open		
18	19	20	21	22	23	24
		5:00pm Transition Task Force (Zoom) 7:00pm LRPC (Virtual) 7:00pm Pre Purchase 7:30pm Companion	7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting			
25	26	27	28	29	30	May 1
		7:00pm Pre Purchase Orientation 7:00pm Records Retention IF	5:30pm Nominations & Elections 7:00pm Buildings Committee Meeting (Board Room)			

**CALENDAR**

< PREVIOUS MONTH

**MARCH 2021**

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3	4	5	6
	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>
	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>
	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>
	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>
	5:00 PM <u>Teen Anger Management</u>	11:00 AM <u>Food Bank</u>	6:00 PM <u>Grandparents Raising Grandkids Free Online Group</u>	6:30 PM <u>Prince George's County Climate Action Plan Virtual Community Meeting</u>	1:00 PM <u>Free Online Memory Training Class</u>	
	8:00 PM <u>Work Session - Forest Preserve/Community Gardens, (Virtual)</u>	7:00 PM <u>Arts Advisory Board</u>	7:00 PM <u>Maglev Task Force Meeting, (Virtual)</u>			
		7:00 PM <u>Public Safety Advisory Committee</u>	8:00 PM <u>Work Session - Comcast (stakeholder), (Virtual)</u>			

7	8	9	10	11	12	13
<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>	<u>Free Tutoring</u>
<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>	<u>FREE ESOL Classes</u>
<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>	<u>FREE GED Prep Class</u>
<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>	<u>Free Anger Management Classes</u>
<u>NLC Congressional City Conference - (Virtual)</u>	<u>NLC Congressional City Conference - (Virtual)</u>	<u>NLC Congressional City Conference - (Virtual)</u>	<u>NLC Congressional City Conference - (Virtual)</u>	11:30 AM <u>Food Bank</u>		
	8:00 PM <u>Regular Meeting, (Virtual)</u>	11:00 AM <u>Food Bank</u>	6:00 PM <u>Grandparents Raising Grandkids Free Online Group</u>	7:30 PM <u>Community Relations Advisory Board</u>		
			7:00 PM <u>Maglev Task Force Meeting, (Virtual)</u>			
			8:00 PM <u>No Meeting</u>			



14

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

15

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

7:00 PM  
Advisory  
Committee on  
Trees

8:00 PM  
No Meeting

16

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

11:00 AM  
Food Bank

7:00 PM  
Public Safety  
Advisory  
Committee

17

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

6:00 PM  
Grandparents  
Raising  
Grandkids Free  
Online Group

7:30 PM  
Park and  
Recreation  
Advisory Board

7:40 PM  
Advisory Board  
Interview

8:00 PM  
Work Session -  
7010 Greenbelt  
Road  
Development  
Proposal -  
Requests for City  
Support,  
(Virtual)

18

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

19

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

7:00 PM  
Monthly Art  
Shares

20

Free Tutoring

FREE ESOL  
Classes

FREE GED Prep  
Class

Free Anger  
Management  
Classes

11:00 AM  
MOMENTUM: A  
Conversation  
with Men About  
Mental Health  
and Wellness

21

Free Tutoring

FREE ESOL Classes

FREE GED Prep Class

Free Anger Management Classes

22

Free Tutoring

FREE ESOL Classes

FREE GED Prep Class

Free Anger Management Classes

Grab N Go Senior Meals

8:00 PM

Regular Meeting, (Virtual)

23

Free Tutoring

FREE ESOL Classes

FREE GED Prep Class

Free Anger Management Classes

11:00 AM

Food Bank

7:00 PM

Advisory Committee on Education Meeting

7:00 PM

Green ACES

24

Free Tutoring

FREE ESOL Classes

FREE GED Prep Class

Free Anger Management Classes

6:00 PM

Grandparents Raising Grandkids Free Online Group

6:00 PM

Prince George's County Public Schools Town Hall

7:00 PM

Maglev Task Force

7:40 PM

Advisory Board Interview

8:00 PM

Budget Work Session - Davenport Comprehensive Financial Review Report Presentation, Overview, Revenues & General Government/Other Funds/ Non-Departmental & Fund Transfers (Virtual)

25

Free Tutoring

FREE ESOL Classes

FREE GED Prep Class

Free Anger Management Classes

1:00 PM

RESCHEDULED DATE - Free Produce Distribution

1:00 PM

RESCHEDULED DATE - Free Diaper Distribution

5:30 PM

Board of Elections Meeting, Virtual

7:00 PM

Forest Preserve Advisory Board

26

Free Anger Management Classes

27

Free Anger Management Classes

28

Free Anger Management Classes

29

Free Anger Management Classes

Free Mission BBQ Sandwich for Vietnam Era Veterans

3:00 PM  
Hopping Around Town

8:00 PM  
Closed Session - Maglev DEIS Review, (Virtual)

30

10:00 AM  
Free GED Classes

3:00 PM  
Hopping Around Town

3:30 PM  
Senior Citizen Advisory Committee

31

10:00 AM  
The Class Produce Group Virtual Recruitment

3:00 PM  
Hopping Around Town

6:00 PM  
Grandparents Raising Grandkids Free Online Group

8:00 PM  
Budget Work Session - Planning/Economic Development, (Virtual)

1

2

3