

NOTICE OF MEETING AND AGENDA

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

Thursday, March 18, 2021

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Announcement of Executive Session Meetings**
 - a. **Announcement of an Executive Session Meeting held on March 4, 2021 and March 8, 2021 – (Attachment #1)**
 - b. **Announcement of an Executive Session Meeting held on March 18, 2021 – (Attachment #2)**
3. **Visitors and Members (Comment Period)**
4. **Approval of Membership Applications**
5. **Committee and Homes Improvement Program Reports**
6. **For Action or Discussion**
 - a. Approve Minutes of Special Open Session Meeting Held on February 18, 2021 – (Attachment #3) 2 minutes Discussion/Action
 - b. Approve Minutes of Regular Open Session Meeting Held on February 18, 2021 – (Attachment #4) 2 minutes Discussion/Action
 - c. Proposed Policy for Storage of Recreational Vehicles in the GHI Boat Lots – (Attachment #5) 15 minutes Discussion/Action
 - d. Bicycle Committee Proposal to Establish a Bicycle Repair Station – (Attachment #6) 10 minutes Discussion/Action
 - e. Buildings Committee Recommendation for Testing GHI's Water Supply 5 minutes Discussion/Action
 - f. Selection of a Member to Fill a Vacant Board Position 5 minutes Discussion/Action
 - g. Request for GHI to Sign a Letter to Support Funding of the Cooperative Development Program – (Attachment #7a-7c) 10 minutes Discussion/Action
 - h. Request by an External Organization for a Contribution – (Attachment #8a-8c) 5 minutes Discussion/Action
7. **Items of Information**
 - a. Clarification of an Item in the Finance Committee's Recommendation re: Instituting Charges for Processing GHI Permits
 - b. Board 12 Month Action Plan and Committee Task List (Attachments #9a – 9b)
 - c. Monthly GHI and City Calendars (Attachments #10a – 10b)
 - d. President's Items
 - e. Board Members' Items
 - f. Audit Committee's Items
 - g. Manager's Items

Ed James, Secretary

NOTE: AT 10:15 PM, THE BOARD MAY IMMEDIATELY MOVE TO ITEM 8, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

GHI offices will be closed on Friday, March 19, 2021



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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



MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: March 12, 2021

SUBJECT: Items for the **GHI REGULAR SESSION** Board Meeting on
March 18, 2021

GHI Open Session

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

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

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

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

6c. Proposed Policy for Storage of Recreational Vehicles in the GHI Boat Lots – (Attachment #5)

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

The Board established a task force to recommend a policy regarding the storage of vehicles

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

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to publish the draft policy for Storing Recreational Vehicles in the GHI Boat Lots (as presented/as revised) in the GHI e-newsletter for member comment over a period of 30 days.

6d. Bicycle Committee Proposal to Establish a Bicycle Repair Station – (Attachment #6)

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

Suggested motion: I move that the Board of Directors approve the Bicycle Committee's proposal to purchase and install a bicycle repair station as presented, at the following location next to the Administration Building: _____.

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

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

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

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

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

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

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

This item is on the agenda for discussion and action:

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

6g. Request for GHI to Sign a Letter to Support Funding of the Cooperative Development Program – (Attachment #7a-7c)

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

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

This item is on the agenda for discussion and action.

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

6h. Request by an External Organization for a Contribution – (Attachment #8a-8c)

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

donation.

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

This item is on the agenda for discussion and action.

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

Item of Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following motion to call the meeting was made during a prior open meeting 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 February 18, 2021	(vii)
2. Contract for Repairing and Waterproofing Gardenside Foundation Wall between Two Larger Townhomes -2nd reading	(vi)
3. Contract for 2021-2022 Waste Disposal Services - 1st reading 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 [] p:m and adjourned at [] p:m.

DRAFT

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

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

Excused Absence: Hess, Ready

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Christopher Carbone, Audit Committee Member

Kathleen McNamara, Audit Committee Member

Sam Lee, Audit Committee Member

Tamara M. James, Recording Secretary

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

AGENDA:

1. Vote to Conduct an Executive Session Meeting

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of 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 nd Reading	(vi)
5. Contract for Repairs to a GHI Unit – 1 st 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)

Moved: James

Seconded: Jones

Carried: 7-0

The meeting adjourned at 7:03 p.m.

Ed James

Secretary

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

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

Excused Absence: Hess

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Bruce Mangum, Contract Processor

Christopher Carbone, Audit Committee Member

Sam Lee, Audit Committee Member

Kathleen McNamara, Audit Committee Member

Joe Ralbovsky, 62-E Ridge Road

Stephen Holland, 56-E Ridge Road

Michael Hartman, 2-R Gardenway

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: James

Seconded: McKinley

Carried: 8-0

2. Announcements of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on February 4, 2021

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

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

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on January 7, 2021	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)
3. Member Complaint Matters	(iv)
4. Contract for Repairs to a GHI Unit – 1 st Reading	(vi)

The meeting started at 7:00 pm, recessed at 7:45 pm, reconvened at 9:16 pm and ended at 9:54 pm.

2b. Announcement of an Informal Hearing Held in a Closed Meeting on February 8, 2021

On February 8, 2021, Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge held an informal hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee members Kathleen McNamara and Sam Lee 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 9-0 vote of the Board of Directors during an Executive session meeting on January 7, 2021.

The complaint hearing commenced at 7:05 p.m. and ended at 7:45 p.m.

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

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

3. Visitors and Members (Comment Period)

Michael Hartman, 2-R Gardenway asked if the Board met every other week or on the first and third Thursdays.

4. Approval of Membership Applications

- **Justin T. Fitch, Sole Owner, 2-R Plateau Place;**
- **Amy Kraft, Eileen Murray, Tenants by the Entirety, 6-Z2 Plateau Place;**
- **Kyle I. Gerheiser, Sole Owner, 53-A Ridge Road;**
- **Daniel A. Barandiaran, Sole Owner, 8-E Southway.**

Moved: James

Seconded: Skolnik

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Sporney reported:

Windows completed at 80%
Entry Doors completed at 99%.
Siding completed at 98%.
HVAC completed at 93%.
Storm Doors 97%

Other Committee Reports:

Legislative Government and Affairs Committee – Socrates reported that the committee discussed House Bill 825; Maglev; and the charge with the Investment committee.

Bicycle Committee - Skolnik stated that he is the new liaison for the committee; new members are needed; discussed bicycle repair stand.

Woodland Committee - Carter-Woodbridge stated that the committee discussed a policy on tree removal and replacement that will be coming to the Board.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on January 21, 2021

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on January 21, 2021 as presented.

Moved: James

Seconded: Skolnik

Carried: 8-0

6b. Approve Minutes of Regular Open Session Meeting Held on January 21, 2021

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on January 21, 2021 as presented.

Moved: James

Seconded: McKinley

Carried: 8-0

6c. Review Charter for the Website Task Force

On December 3, 2020, staff informed the Board that vendor support for Drupal 7, the content management software for GHI's website, expires in November 2021. By that time, every Drupal user must migrate to Drupal 9. Also, the Yardi property management system that GHI acquired, includes a secure online portal to store much information that is now publicly displayed on GHI's website; hence the capacity of GHI's website will be greatly reduced.

Staff requested the Board to establish a task force to explore the following options for upgrading GHI's website:

1. Upgrade the software operating system for the website to Drupal 7 and continue GHI's relationship with 4Site (the current website service provider). Include a link that members can use to log in to the member portal on the Yardi property management system.
2. Request a firm/person other than GHI's current website provider to build a new website on another platform other than Drupal; the new website would include a link that members can use to log in to the member portal on the Yardi property management system.

The Board established a Website task force comprised of Ken Shields, Monica Jerbi, David Fraunheim and Olivia Guerrieri with Neron Adams-Escalera serving as the staff liaison. Ken Shields subsequently resigned.

The Website task force has submitted its proposed charter (attachment #6) for the Board's review.

Motion: I move that the Board of Directors approve the charter for the Website Task Force as revised.

Moved: Skolnik

Seconded: Ready

Carried: 8-0

6d. Letter from the Legislative and Government Affairs Committee (LGAC) to the Board re: SCMaglev Project

The Board discussed a letter outlining the LGAC's updated recommendations regarding the proposed SCMaglev Project.

6e. Review Proposed Reasonable Accommodation Policy

Last year, the Maryland Commission of Civil Rights (MCCR) requested GHI to disseminate a notice on our website indicating that we have a reasonable accommodation policy adhering to HUD's reasonable accommodation guidelines and a point of contact for requesting an accommodation.

Staff requested GHI's legal counsel to draft a Reasonable Accommodation Policy for GHI which the Communications Committee subsequently re-formatted. After reviewing member comments about the draft policy, the Board appointed a Reasonable Accommodation Committee comprised of Directors Ready, McKinley and Carter-Woodbridge to further revise it.

The Committee held several meetings, made substantial revisions to the draft policy and asked GHI's legal counsel to review the changes. Thereafter, the committee met with legal counsel to discuss the changes that counsel recommended. Attachment #8 is the draft Reasonable Accommodation Policy that the committee formulated.

The Maryland Commission of Civil Rights has requested GHI to post a notice on our website by February 26, 2021, indicating that we have a reasonable accommodation policy.

Motion: I move that the Board of Directors adopt the Reasonable Accommodation Policy as revised by the Reasonable Accommodation Committee.

Moved: James

Seconded: McKinley

Carried: 8-0

6f. Scope of an Exterior Building and Yard Inspection Program

On February 20, 2020, the Board of Directors decided to forego a formal program of community beautification inspections during 2020 and establish a task force to recommend the scope of an exterior building and yard inspection program that should be implemented.

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

On January 4, 2021, the Board held a work session with the task force to discuss the task force's report (attachment #9a). During the work session, Board members expressed the following opinions:

- a) The Exterior Building and Yards Inspection program should commence in the Spring of 2021.
- b) The inspection list that the task force developed should be slightly modified as shown in attachment #9b.
- c) That (1/3 or all) of the units should be inspected each year.
- d) Financial incentives such as Co-op Grocery and Pharmacy gift cards should be awarded to a random selection of units that pass the first round of inspections.

Motion: I move that the Board of Directors accept the report that the Exterior Building and Yards Inspection Task Force prepared and implement the following actions:

- a) **Commence an Exterior Building and Yards Inspection program in the Spring of 2021.**
- b) **Approve the inspection list in attachment #9b that the Board revised.**
- c) **Require one third of GHI units to be inspected each year.**

Moved: Skolnik

Seconded: James

Carried: 8-0

Motion to Amend: Add item section d to the motion:

"d) Award financial incentives to a random selection of units that pass the first round of inspections."

Moved: Jones

Seconded: James

Failed: 4-4

Opposed: Ready, Skolnik, Carter-Woodbridge, and McKinley

6g. Proposed Extension of Current Contract with Current IT Services Provider by One year-1st reading

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, network 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:

	FedSolutions
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 FedSolutions. 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).

Motion: I move that the Board of Directors authorize the Manager for first reading, to enter into a one-year contract extension from July 1, 2020 to June 30, 2021 with FedSolutions (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 FedSolutions could terminate the contract by serving the other party a 90-day notice of termination.

Moved: Skolnik

Seconded: Ready

Carried: 8-0

6h. Consideration of Alternate Agreement for GHI Solar PVES

During the annual membership meeting on May 10, 2018, a vote was taken to authorize GHI's Board of Directors to enter into a contract to install a solar photovoltaic electrical system to supply electricity for GHI's Administration Building. Two options were considered and approved.

- Option 1, as Amended
On behalf of the Board be it moved that the membership of Greenbelt Homes Inc. permits the Board of Directors to enter into a contract to purchase a solar panel system of at least 125 kilowatt capacity for no more than \$280,000 that would supply electricity to GHI's Administration Buildings.
- Option 2, as Amended
On behalf of the Board be it moved that the membership of Greenbelt Homes Inc. permits the Board of Directors to enter into a Power Purchase Agreement for a solar panel system that would supply electricity to GHI's Administration Buildings, not to exceed \$22,000 for the first year with adjustments for the rising cost of electricity in future years.

During the executive session meeting on September 6, 2018, the Board passed a motion to authorize the manager to enter a contract with Sustainable Energy Systems (SES), whereby SES would finance, and construct a 133KW (AC) solar photovoltaic energy system (pvcs) on the premises of the Administration Building Complex and GHI would purchase electrical energy for a minimum of 15% less than the rate that PEPCO charges. The construction of the solar pvcs is nearing completion.

SES has offered to amend the agreement from a Power Purchase Agreement (PPA) to a **prepaid** PPA (refer to attachment #10a). The financial analysis is provided in attachment #10b.

Under the prepaid PPA, GHI would pay SES \$258,155.52 at the beginning of the contract; an amount that is equivalent to the savings GHI would accrue in electrical costs plus solar renewable energy credits received by year 9 after the system is commissioned. SES would own the system for a period of 5 years and then sell or donate the system to GHI. Upon the transfer of ownership to GHI, SES would continue to honor its 25-year workmanship warranty and transfer the remainder of the 20-year inverter and other manufacturer warranties to GHI.

Motion: I move that the GHI Board of Directors direct the Finance Committee to recommend with pros and cons by March 31, 2021, whether GHI should amend the current Power Purchase Agreement with Sustainable Energy Systems (SES) to purchase electricity from a 156KW DC/133KW AC solar photovoltaic electric system (pvcs) that SES installed; in favor of a prepaid Power Purchase Agreement (PPA) as presented by SES, whereby GHI would pay SES \$258,155.52 at the beginning of the agreement and own the solar PVES after 5 years.

Moved: Jones

Seconded: Skolnik

Carried: 8-0

6i. Proposed Procedure to Prevent Hacking of Virtual Zoom Meetings

Recently, it has been brought to staff's attention that some of our Zoom meetings have been hacked by malicious individuals, who gained access by using the publicly posted meeting id numbers and passcodes.

To deter hackers, many business organizations employ a process of pre-registering persons who wish to attend their virtual meetings. Staff recommends implementation of a similar procedure for persons who wish to attend GHI Zoom meetings. After registering, a person will receive a

link to join the meeting. The host or co-host of the meeting will be provided with a list of registered attendees who should be allowed to join the meeting. The proposed procedure is as follows:

- Staff will publish registration links to all virtual meetings in the E-News and on the GHI website. As an example, members and visitors will see the following message:

"You are invited to a Zoom meeting.

When: Feb 18, 2021 02:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/join/register/tZMrf--hqTwsH9b_t8PeaeBvev8zG1pl44o7

After registering, you will receive a confirmation email containing information about joining the meeting."

- To register, members/visitors must provide their first name, last name, and email address.
- Once the member and/or visitor has registered, Zoom will send the link containing the meeting identification number and passcode to join the meeting.

Motion: I move that the Board of Directors direct the Manager to implement the process as presented for pre-registering members and visitors who desire to attend virtual GHI meetings.

Moved: McKinley

Seconded: James

Amended and carried
by a later vote

Motion to Amend: Change "member and visitors" to "persons".

Moved: McKinley

Seconded: Carter-Woodbridge

Carried: 8-0

Motion as amended: I move that the Board of Directors direct the Manager to implement the process as presented for pre-registering persons who desire to attend virtual GHI meetings.

Moved: McKinley

Seconded: James

Carried: 8-0

6j. **Schedule a Date for the Manager's 2020 Performance Evaluation**

The Board should schedule a date for the Manager's 2020 performance evaluation which will be done during an executive session meeting.

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.

Moved: Skolnik

Seconded: McKinley

Carried: 8-0

7. Item of Information:

7a. Board Poll Conducted re: Approval of a Resolution Pertaining to a GHI Application for a Paycheck Protection Program Loan

Attachment #11 is a Manager's memorandum that requested the Board to approve a Resolution regarding GHI's application for a Paycheck Protection Program loan. Board President Stefan Broad conducted a Board Poll on February 10-11, 2021. The suggested motion in the Manager's memorandum was approved 9-0 by the Board.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Brodd solicited for one more volunteer for the GDC Bylaws committee.

7e. Board Members' Items

James stated that the Long-Range Planning Committee needs a board liaison. Ed James was appointed.

McKinley thanked the members of the Reasonable Accommodations Committee for all of their hard work.

Jones mentioned the hiring of a Registered Investment Advisor that he will propose to the Investment Committee at their next meeting.

Ready thanked McKinley and the members of the Reasonable Accommodations Committee.

Carter-Woodbridge also thanked everyone on the Reasonable Accommodations Committee.

7f. Audit Committee's Items

None.

7g. Manager's Items

None.

Motion: To adjourn.

Moved: Skolnik

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:19 p.m.

Ed James
Secretary

GREENBELT HOMES, INC.

RECREATIONAL VEHICLE (RV)/BOAT LOT PROCEDURE

To further its commitment to provide a viable option for the storage of RV/Boat equipment, GHI offers the rental of spaces within the adjacent Lots located at the GHI Administration building (One Hamilton Place). The Lot is fenced and secured with locks. These RV/Boat Lot procedures include the policies for the use of the RV/Boat Lot, provided for the members of Greenbelt Homes, Inc. (GHI).

The intent of the RV/Boat Lot is to provide a storage option for useable equipment and not to store unsightly or unusable vehicles. Allowable equipment/vehicles include motorized & towed RV campers, boats on trailers, and utility garden trailers. Current renters of the RV/Boat Lot can only store vehicles that are in working condition and display the required current registration/licenses.

Cars and trucks are not permitted to be stored in the RV/Boat Lot. Other prohibited items include, but are not limited to, building materials, lawn mowers, firewood, etc., stored outside of a vehicle.

The Member Services Department will perform periodic inspections of the RV/Boat Lot to ensure the upkeep of the Lot and that renters are in compliance with the guidelines stated within this procedure. All renters of the RV/Boat Lot must comply with this procedure and all terms, conditions and privileges are offered equally to prospective and current renters.

GHI PROCEDURE

Any member who would like to rent a space at the RV/Boat Lot must contact the Member Services Department for an application. Prospective renters must provide the required current registration/licenses documentation to the Member Services Department to complete the application requirements.

In the event that there are no vacant spaces at the RV/Boat Lot, GHI's Member Services Department will manage a waitlist of prospective renters. GHI's Member Services Department will notify prospective renters on the waiting list via their preferred method of contact when a vacancy becomes available. All rental spaces within the RV/Boat Lot are on a first-come-first-served basis.

Renters are prohibited from storing vehicles that are registered to non-members. Members who fail to comply with this policy will lose their privilege to use the RV/Boat Lot.

No person shall leave any abandoned vehicle at any place within the GHI RV/Boat Lot and no owner, lessee, or custodian shall permit any abandoned vehicle to remain in the Lot.

Abandoned vehicle means any vehicle, trailer, or boat that:

- (A) Is inoperable in that one or more of its major mechanical components, including but not limited to engine, transmission, drive train, and wheels, is missing or not functional; or
- (B) Is not displaying currently valid registration plates; or
- (C) Is displaying registration plates of another vehicle.

Annual Registration

Each renter is required to provide current documentation of registration/license information annually on December 1st. GHI's Member Services Department will send a reminder notice to all current renters who do not provide current information for their vehicle on December 15th.

Renters who fail to provide current documentation are given 60 days' notice to comply with the registration requirement, or remove their vehicle at their risk and expense.

If a renter fails to either (1) provide current registration and license information, or (2) fails to relocate their equipment, GHI will impose a \$XXX fine (*to be determined by the Board*). The fine will be charged quarterly (???) until the vehicle is brought into compliance or removed. The Board may initiate a complaint process if the renter fails to reply to letters in this matter.

Each renter is required to pay a monthly fee for the usage of a designated spot in the RV/Boat Lot. All fees associated with the usage of a designated spot in the RV/Boat Lot are subject to change at GHI's discretion.

Assigned Spaces

All spaces within the RV/Boat Lot are designated and assigned to only one vehicle. Once an application is submitted, the prospective renter is provided with an introductory tour of the Lot with a Member Services staff representative to make a selection of a vacant space, based on their location preference. Upon approval of a rental space, new renters are provided with a key to the security gate and are required to sign a lease prior to storage of any vehicle. All approved rentals are provided on a month-to-month basis and renters are required to provide at least a 30-day written notice when vacating their space.

Members may temporarily park their car in their assigned space while they are preparing to use or return their RV/Boat.

Access

Current renters are allowed access to the RV/Boat Lot 24 hours daily. Previous renters, who do not have approved access, are not allowed access to the Lot without a Member Services representative.

Any member who wishes to submit an application for an RV/Boat Lot rental or has questions regarding this procedure, may contact the Member Services Department at (301) 474-4161.

Proposal for a Bicycle Repair Station

The GHI bicycle committee proposes the purchase and installation of a bicycle repair station. This added community infrastructure would be a positive step towards a more bicycle-friendly community. This initiative could entice more people to bike than drive, keep bicyclists safe, and attract avid bicyclists to the housing cooperative community. The proposal includes the cost, installation instructions, usage, and several preferred site locations for the board of directors to consider.



SALES QUOTE

Sales Quote 27142

Sales Quote Date: 11/19/2020

Page: 1

Sold
 To: GREENBELT HOUSING INC
 GHI
 15-S LAUREL HILL RD
 Greenbelt, MD 20770
 United States

Ship
 To: GREENBELT HOUSING INC
 GHI
 15-S LAUREL HILL RD
 Greenbelt, MD 20770
 United States

CSR MDOLL
 Ship Via FEDEX - GROUND SERVICE
 P.O. Number
 P.O. Date 11/19/2020

Customer ID C316279
 Cust Phone
 Cust Fax
 Cust Email

Item No.	Description	Shipment Date	Quantity	Unit Price	Total Price
26347RED	DELUXE PUBLIC WORK STAND,RED,PC	11/19/2020	1	\$823.500	\$823.50
26242	PUMP,HS OUTDOOR W/GAUGE,RPR MOUNT	11/19/2020	1	\$630.000	\$630.00
QUOTED FREIGHT	QUOTED FREIGHT 11/19/20	11/19/2020	1	\$140.000	\$140.00

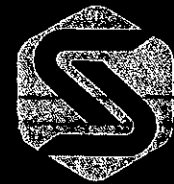
Quote valid for 30 days from date issued.

Visit us on-line at: www.saris.com

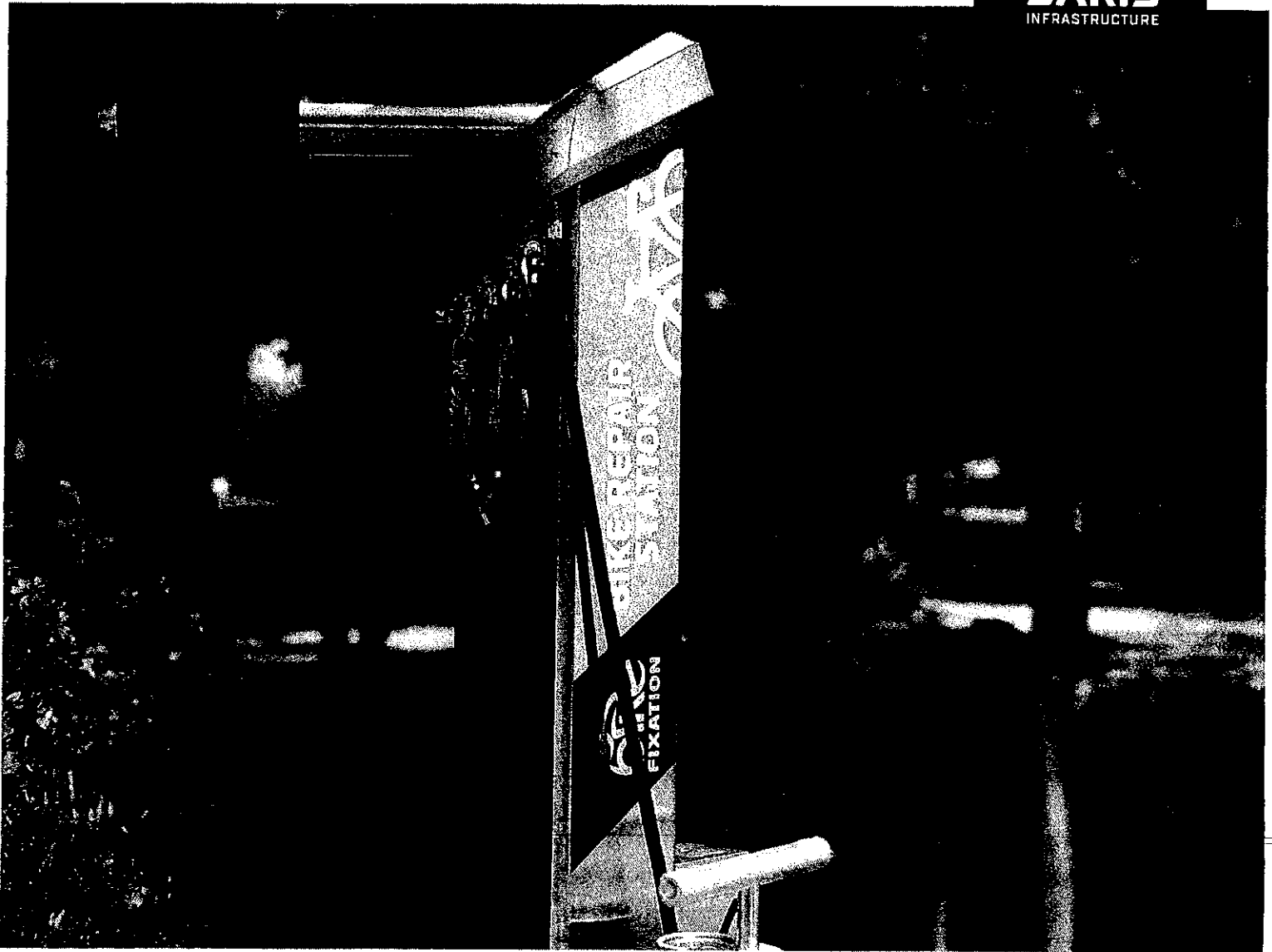
Amount Subject to Sales Tax	Amount Exempt from Sales Tax	Subtotal:	\$1,593.50
0	\$1,593.50	Invoice Discount:	0.00
		Total Sales Tax:	0.00
		Total (USD):	\$1,593.50

Unless otherwise noted, quote does not include additional charges such as lift-gate, construction site, residential, inside delivery, or delivery appointment, etc.

DELUXE PUBLIC WORK STAND



SARIS
INFRASTRUCTURE



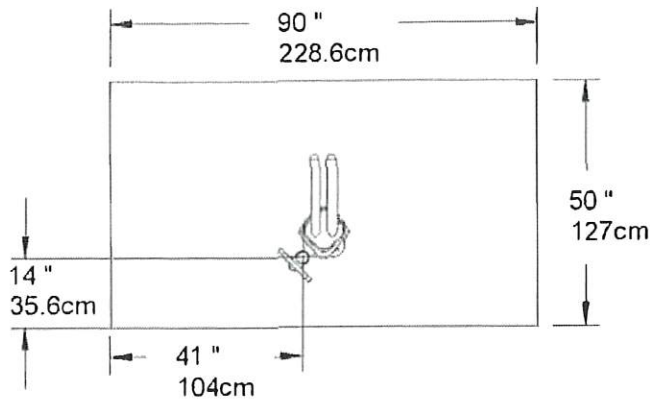
The Deluxe Public Work Stand puts the tools where the people need them — on the trails, near the streets, and in the bike rooms. Nine tools on retractable braided stainless steel cables brings durable, easy to use tools to the hands of cyclists. With a high quality vinyl decal, your branding stands out and reflects your commitment to the benefits of cycling.

Product Specifications

- Tools securely attach by retractable braided stainless steel cables
- Large surface area for custom branding/signage; optional Saris Infrastructure branding as shown is available by request
- Designed to directly interface with all three Saris Infrastructure High Security manual pumps and Wheel Chock attachments (sold separately)
- Long hose provides wide range of motion without touching the ground
- Impact and UV resistant front plate won't show wear and tear from pedal strikes
- ADA-compliant design

Deluxe Public Work Stand

Recommended Setbacks



- Minimum of 41" from side of Deluxe Public Work Stand to wall or other objects
- Minimum of 14" from back of Deluxe Public Work Stand to wall
- Minimum of 60" from an adjoining street or cycle path

Thick-walled DOM tubing;
TIG welded to laser-cut steel;
stainless steel aircraft cable

Powder Coat
Galvanized
Stainless Steel

Installation hardware
included

2 year
warranty

Made in
the USA



Tools Included



- Philips & standard screwdrivers
- Steel core tire levers (2)
- Headset/pedal wrench
- 8/10mm cone wrench
- 9/11mm cone wrench
- Torx T-25
- Hex key set

Dimensions

Model #	Description	Type of Mount	Weight	Length	Width	Height	Space Requirement
26347C	Powder Coat	Flange	84 lbs.	10"	10"	55"	See Back
26347G	Galvanized	Flange	84 lbs.	10"	10"	55"	See Back
26347S	Stainless Steel	Flange	84 lbs.	10"	10"	55"	See Back

Our Saris Infrastructure representatives can assist with custom layout and spacing to meet your room dimensions and desired bike capacity.

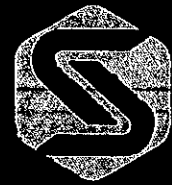
Saris Infrastructure 800.783.7257 www.sarisinfrastructure.com

Downloadable product resources available online:



OUTDOOR PUMP

WITH GAUGE



SARIS
INFRASTRUCTURE



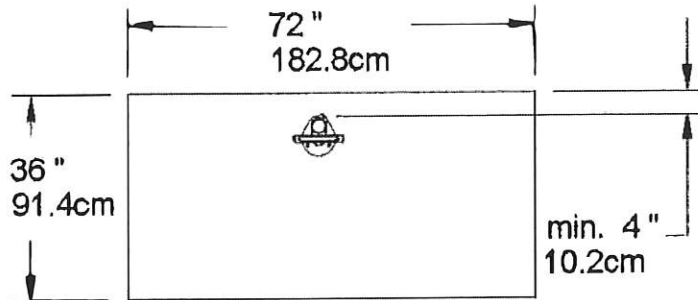
The High Security Outdoor Pump offers the highest security features to ensure that the pump and its components are ready for action when its needed by the users. Designed for outdoor use in all climates, this pump is a perfect combination of ruggedness, durability and value and is a great solution for campus, city or other public heavy-use settings.

Product Specifications






- Outdoor-rated stainless steel construction, completely sealed
- Proprietary long-life piston seal and solid pump rod
- Steel braided air hose core prevents cutting
- Includes all-metal High Performance Pump Head with Presta and Schrader Valves
- Longer hose available with mounting clip
- Optional tools attached by stainless steel aircraft cable: (2) tire levers and (1) 15mm open end wrench
- 2 year warranty

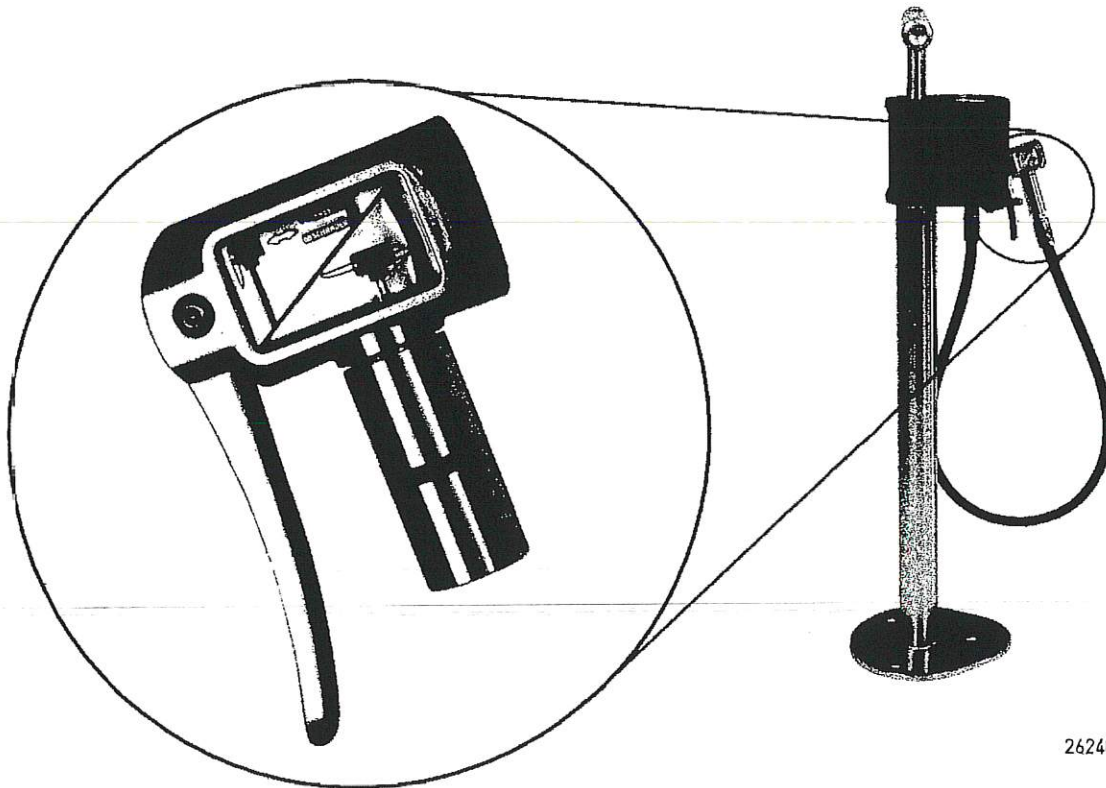
Outdoor Pump with Gauge

Recommended Setbacks



The minimum space requirements for High Security Bike Pumps are meant to allow a cyclist and their bike access to the pump.

-  Instruction hardware included
-  Stainless Steel
-  Stainless Steel
-  2 year warranty
-  Made in the USA



26240 Shown

Dimensions							
26240	Short Hose	Floor	20 lbs.	8"	8"	30"	See Back
26246	Long Hose	Floor	20 lbs.	8"	8"	30"	See Back
26242	Long Hose	Repair Stand	20 lbs.	8"	8"	30"	See Back

Our Saris Infrastructure representatives can assist with custom layout and spacing to meet your room dimensions and desired bike capacity.

Saris Infrastructure 800.783.7257 www.sarisinfrastructure.com

Downloadable product resources available online:

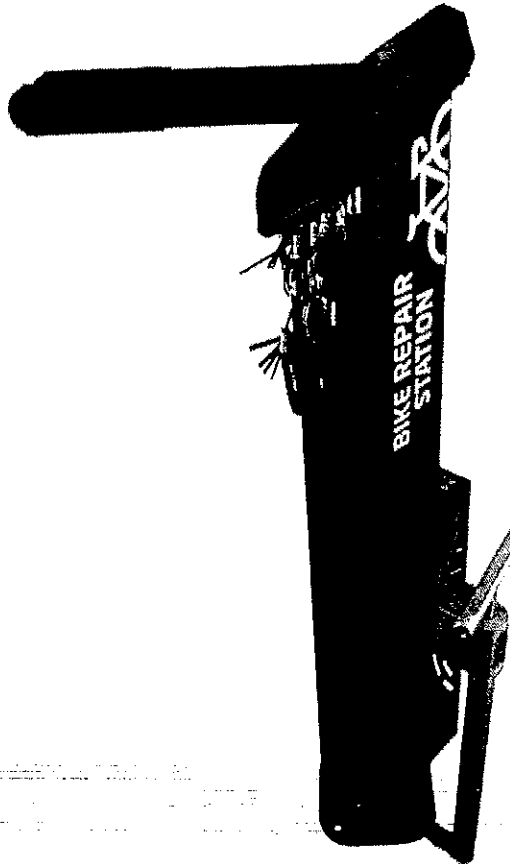




www.sarisinfrastructure.com

5253 Verona Road Madison WI 53711
Phone: 800-783-7257 • E-mail: info@sarisinfrastructure.com

Installation Instructions for Saris Infrastructure Deluxe Public Work Stand – Manual Rev. D



Street/Trail Setback Minimum:

The setback for the Deluxe Public Work Stand is dependent on whether there is a Wheel Chock installed or not. See figure 1 and 2 for dimensions. If branding is part of the installation, the back of the repair stand should face the trail. If a Hoop Sign is installed, its location should be positioned based on each site.

Site Layout for Saris Infrastructure Deluxe Public Work Stand

Minimum Space Requirements

The minimum space requirements for the Deluxe Public Work Stand are dependent on whether there is a Wheel Chock installed or not. See figure 1 and 2 for minimum space requirement dimensions. If branding is part of the installation, the back of the repair stand should face the trail.

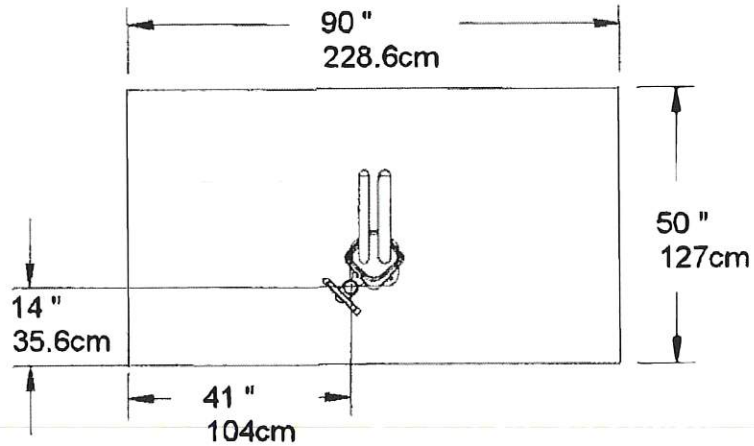


Figure 1: Minimum space requirements (without Wheel Chock)

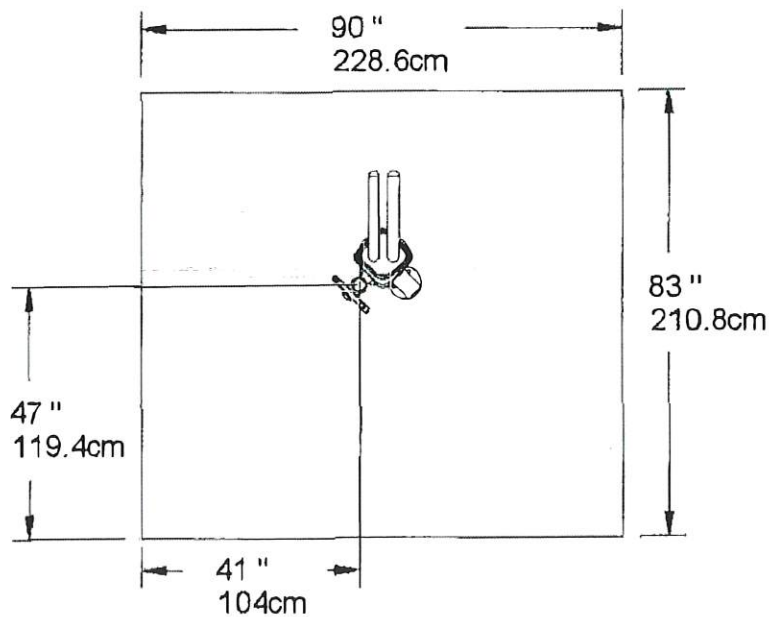


Figure 2: Minimum space requirements (with Wheel Chock)

Setbacks

It is recommended that all equipment is spaced a minimum of 60" from an adjoining street or cycle path.

Pad size

If you are pouring a new concrete pad, these are two recommended sizes. Option 1 is 36" x 36" x 4", option 2 is a 16" diameter cylinder that is 36" long.

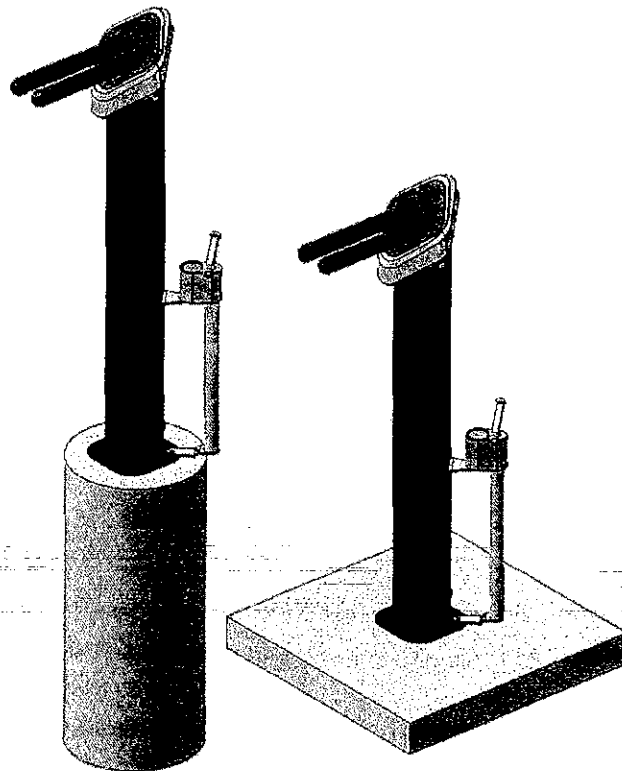


Figure 3: Recommended new pad configurations

Tools Needed for Installation (Installer Provides)

Tape Measure

½" Masonry Drill Bit Drill (Hammer drill recommended)

Hammer

3/8" drive ratchet and extension

14mm (9/16") socket

14mm (9/16") wrench

19mm (3/4") wrench

Marker or Pencil

SAE hex key set

Level

Tools for Installation Provided with Equipment



Anchor Set Tool



*Penta Security Socket



Concrete Anchor

2 button head hex bolts

2 threaded concrete anchor studs

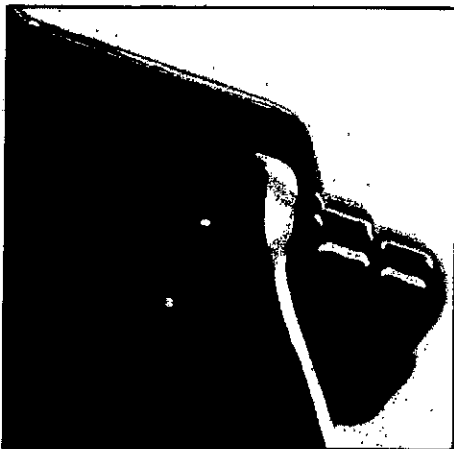
2 Penta nuts (use with anchor studs)

***DO NOT THROW AWAY THE PENTA SOCKET AFTER COMPLETING THE INSTALLATION. YOU WILL NEED IT TO REMOVE THE EQUIPMENT IF THAT IS NECESSARY.**

****All manual pumps also come with a tube of lubrication for the pump's piston rod. See Appendix A for Saris Infrastructure's recommended preventative maintenance schedule.**

Installation

1. The Deluxe Public Work Stand ships in two separate boxes. If you purchased a pump or a Wheel Chock, those will be in extra boxes as well. Remove all parts from their boxes.
2. If your installation does not include a pump, skip to step 8. Tighten the threaded elbow fitting and the external hose onto the repair stand using a 14mm (9/16") wrench



Threaded elbow fitting



External hose

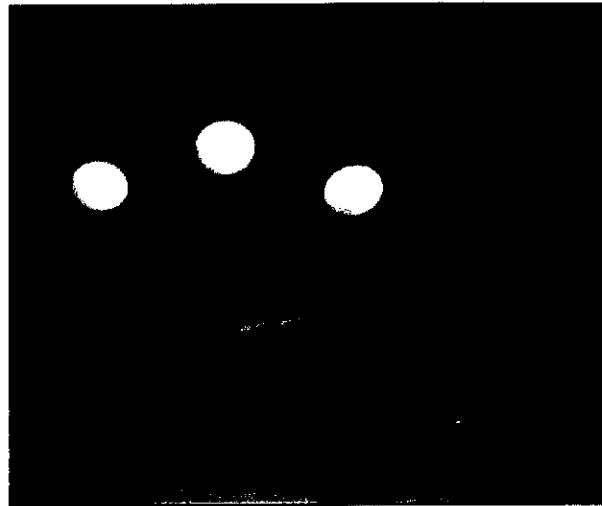
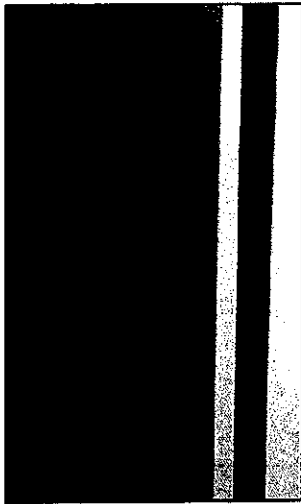
3. Connect the internal air hose to the elbow fitting by pressing it in until it bottoms out.



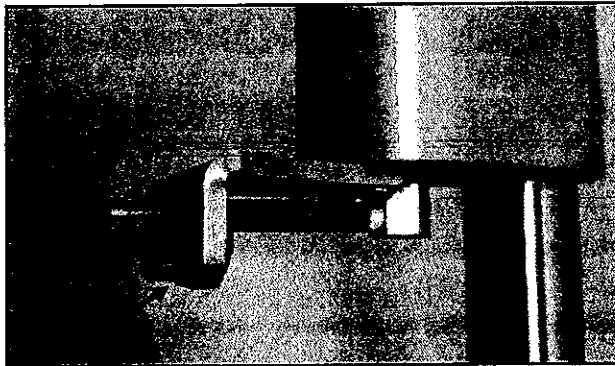
Internal air hose



4. Route the internal air hose into the side groove of the repair stand and have it exit at the pump mounting location (three circular holes). Connect the non-threaded elbow fitting to the hose by pressing it in until it bottoms out.



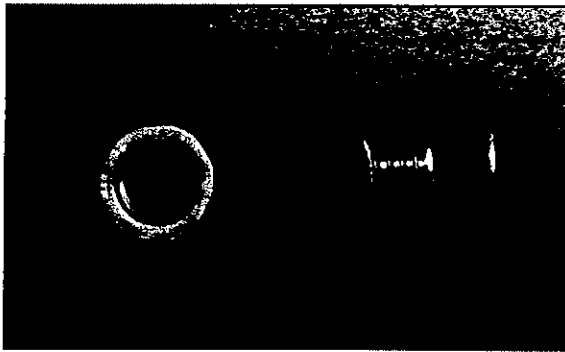
5. Prepare the pump by placing the long carriage bolts into the square holes on the mounting bracket and then insert into the round repair stand mounting holes.



Mounting bracket



Pump outlet

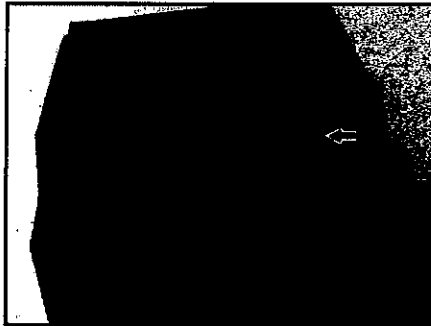


Thin Jam Nut Thin Jam Nut on Carriage Bolt

6. Tighten the Thin Jam Nuts onto the carriage bolts using a using a 14mm (9/16") and connect the elbow to the pump outlet. Next, install the weight guard and route the internal air line through the slot.

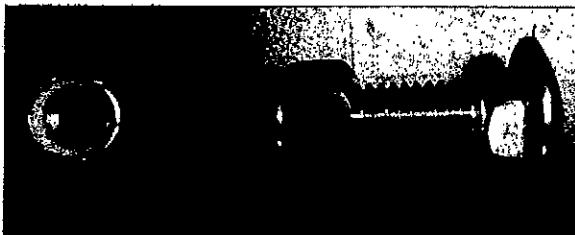


Thin Jam Nuts on Carriage Bolts



Weight guard

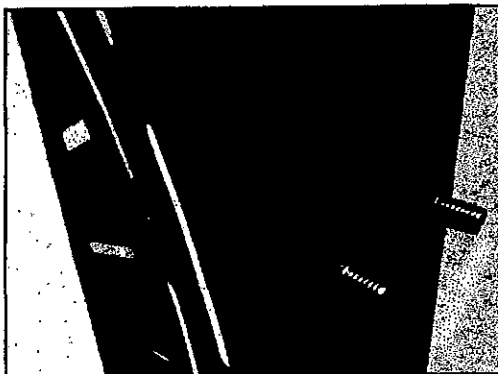
7. Thread the locknuts onto the carriage bolts using a 14mm (9/16") socket, extension, and ratchet



Lock nut Lock nut on carriage bolt

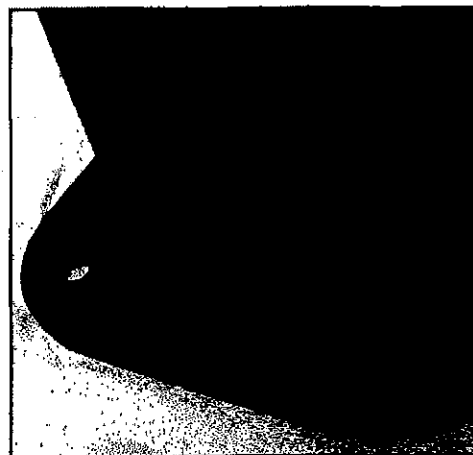
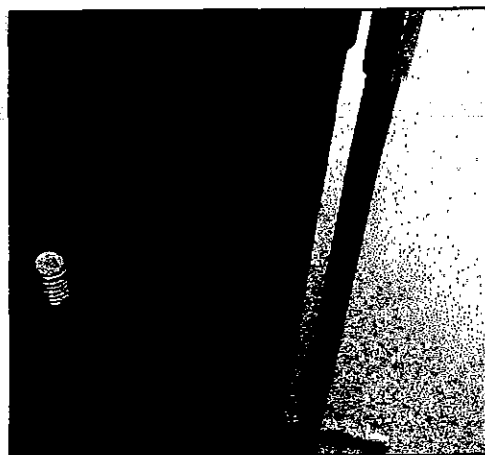


8. If you are not installing a Wheel Chock, skip to step 9. Insert carriage bolts into the square mounting holes on the Wheel Chock and then insert into Wheel Chock mounting holes on the side of the repair stand. Tighten the lock nuts using a 14mm (9/16") socket.



Locknut

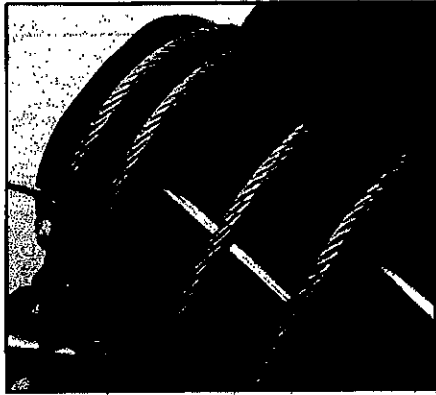
9. Install the plastic cover. Start by feeding the bottom edges of the cover into the side grooves at the top of the stand and slide it down. Be sure it is seated into the slot at the base.



- 10. Install tool assemblies into base inserting the weights first. The tool assemblies and tool assembly carriage may be heavy for the person performing the installation. Avoid pinching fingers or hands when setting the tool carriage into place.**



- 11. Check the cable routing to ensure that no tools are tangled. It is recommended that you pull on each tool to check for smooth operation.**



12. Tighten the large nut that secures the tool assembly carriage to the stand using a 19mm (3/4") wrench.



13. Install aluminum casting and then the top cap.

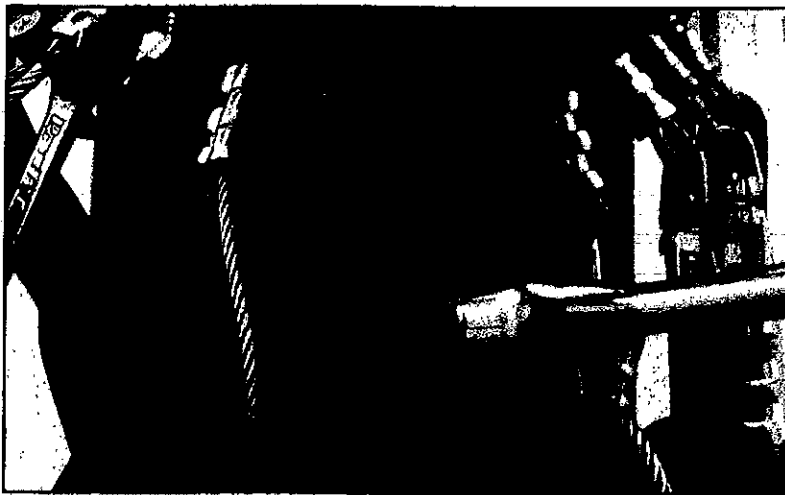


Aluminum casting

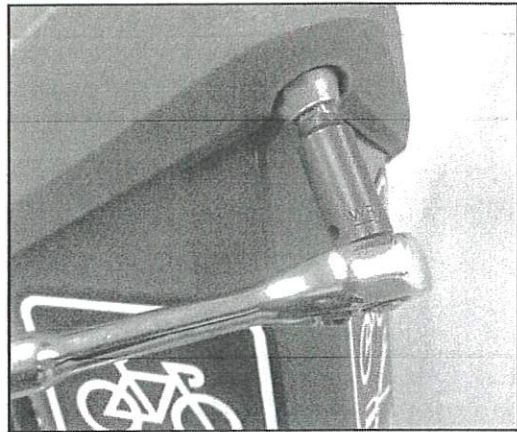
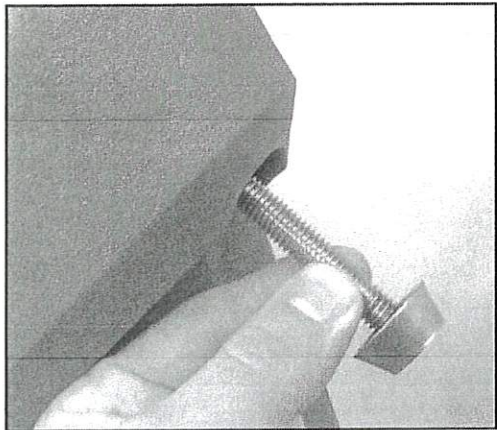


Top cap

14. Install and tighten the 2 front Penta nuts and Penta stud. Check the tightness twice of each. Do not over tighten these bolts.

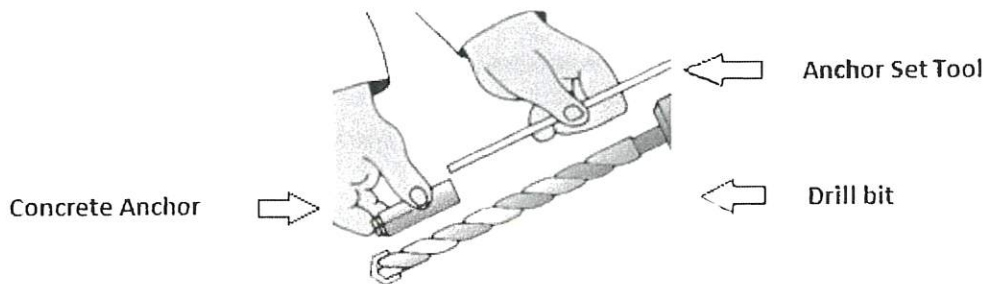


Front Penta nuts



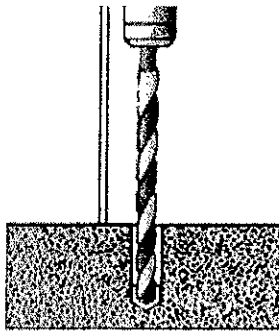
Penta stud

15. Place the repair stand in the desired location (see setbacks on page 2). Use a marker or pencil to outline the holes of the flange onto the base material. We recommend checking the hole locations after each new anchor is placed. Ensure the holes are at least 6" away from any cracks in the base material.
16. The concrete anchor (a.k.a "drop in anchor") is a female anchor designed for use in solid concrete only and cannot be used in brick or block base material. The anchor size is designated by the inside diameter of the anchor. The Saris Infrastructure Public Work Stand and Manual Pumps come with 3/8"-16 anchors. The diameter of the hole to be drilled is the same size as the outside diameter of the anchor which is 1/2".
17. When fastening to solid concrete with a drop in anchor, a hole must first be drilled into the concrete. A hammer drill should be used as it will drill the best quality hole. Once the bit is inserted into the hammer drill, the depth of the hole to be drilled can easily be set by using the depth gauge on the drill or by wrapping the bit with tape at the required depth. We recommend a drill depth of 1-5/8" deep so that the anchor just sets down flush with the surface.

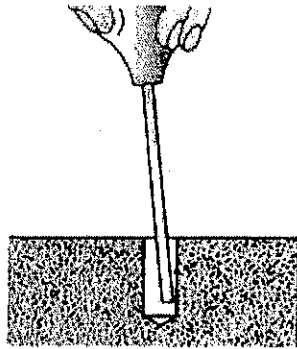


18. Before starting to drill the hole, it is important that eye and ear protection are used. Make sure the hammer drill is in the hammer mode and start drilling your hole.

Continue drilling until the tape on the bit or the drill gauge meets the base material- this means that the required depth has been reached.



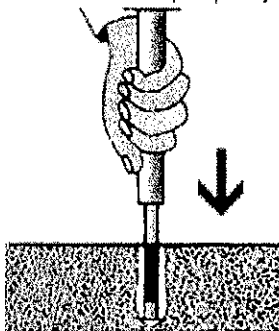
19. Before proceeding with installation, the hole must be cleaned of all concrete dust to ensure proper fastening. Use a wire brush, a vacuum or compressed air to clean out the hole completely.



Tool to remove debris after drilling holes. Installer provides.

20. Next, insert the drop in anchor with the open side up. Tap lightly to get the anchor flush with the base material.

21. Now, take the setting tool and insert it into the anchor. Strike the setting tool with the hammer until the lip of the anchor touches the lip of the setting tool. This will ensure the anchor is properly set.



22. For the Public Work Stand - place the stand over the 4 anchors. You will be using 2 studs for the Penta nuts and 2 button head hex bolts (opposite sides from each other). You will thread the studs into the anchors prior to installing the Penta nuts using the Penta socket. Use the hex wrench to tighten the button head hex bolts.
23. Before tightening everything down, make sure the stand and/or pump are level and adjust accordingly with washers underneath the flanges.
24. Ensure all tools retract and extend properly. Cable routing could have shifted during shipping and needs to be adjusted by removing the repair stand top. Congrats! You're finished!

Appendix A

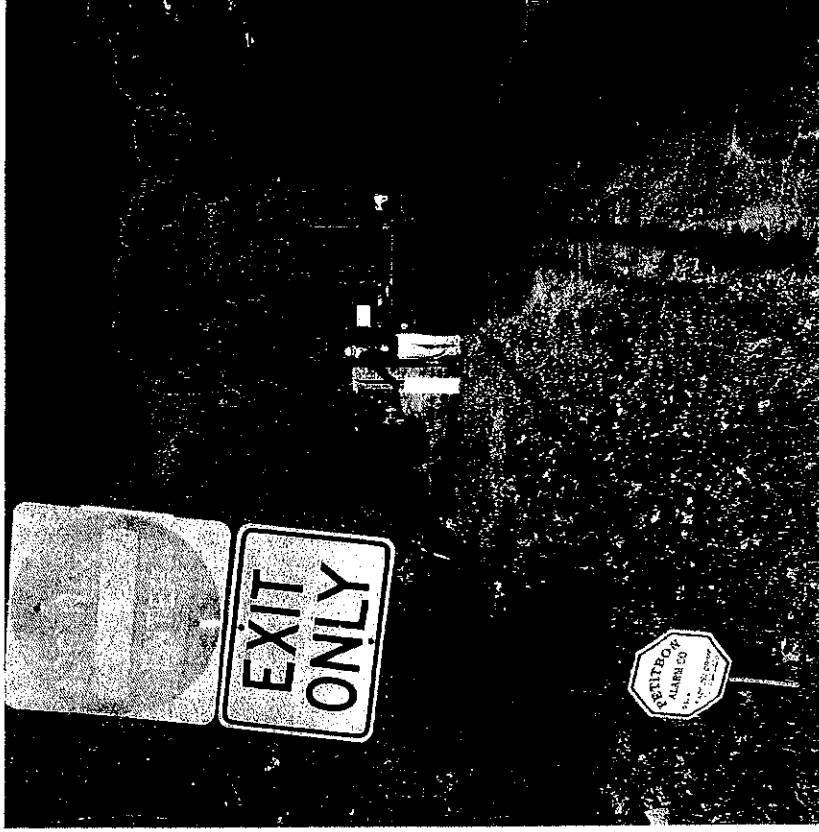
Maintenance Item	Frequency	Time required
Pump head renewal	Every 3-12 months as required	2 minutes
Lubrication of pump rod	Every 6-12 months as required	2 minutes
Full pump overhaul	Every 24+ months as required	30 minutes
Tool Replacement	As required	15 minutes

***For instructions on how to perform these tasks, please contact sales@sarisinfrastructure.com for a copy of our High Security pump service manual.**

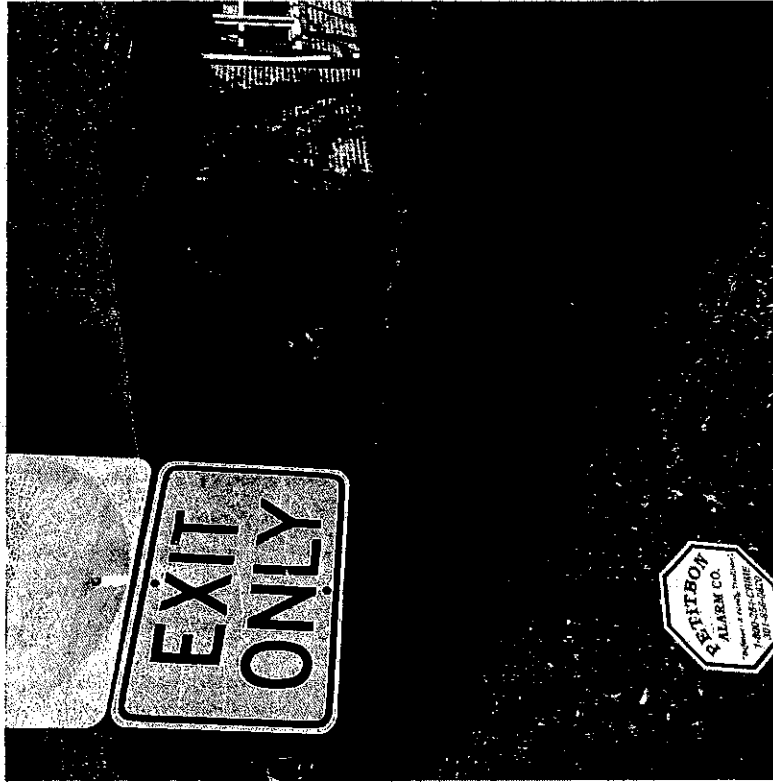
**Proposed locations for
Saris Deluxe Public Work Stand**

**GHI BICYCLE COMMITTEE
November 25, 2020**

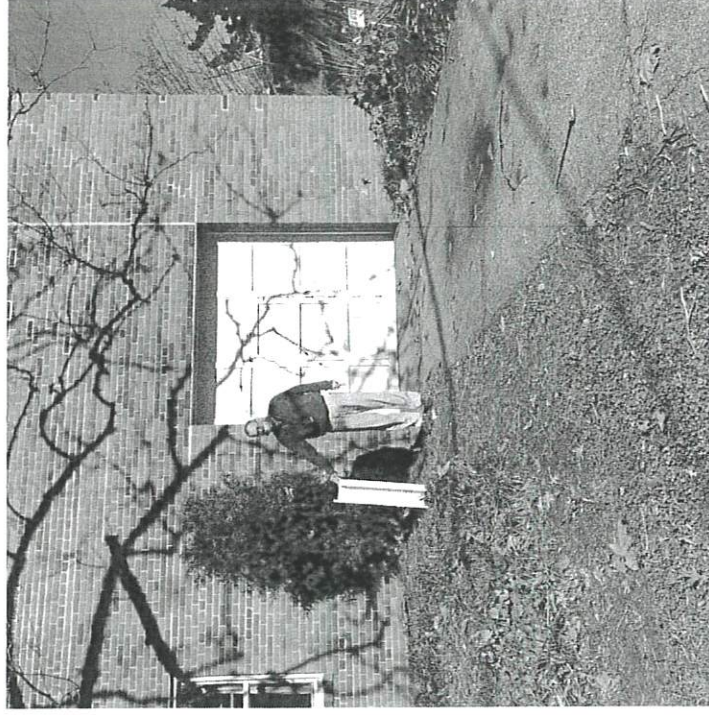
1. GHI BUILDING, WEST SIDE, ADJACENT TO MAINTENANCE YARD EXIT; FREE-STANDING.



2. GHI BUILDING, UP AGAINST OR FREE-STANDING IN FRONT OF WEST WALL ADJACENT TO MAINTENANCE YARD EXIT.



4. GHI BUILDING, GARAGE DOOR AT EAST SIDE; FREE-STANDING.



NOTES:

- DIRECTIONAL SIGNS TO THE LOCATION OF THE REPAIR STAND WILL BE PLACED AT RIDGE ROAD AND HAMILTON PLACE ENTRANCE TO GHI.
- A SECOND DIRECTION SIGN ON GHI PROPERTY WILL DIRECT USERS TO THE REPAIR STAND'S LOCATION.
- RECOMMEND MOTION DETECTOR SECURITY LIGHT(S) BE INSTALLED ADJACENT TO STAND.

From: Jill Stevenson <jillstevenson.cooperator@gmail.com>

Subject: Call to Action with Co-op Principle 6

Date: 2021 March 08 at 21:15:52 EST

To: GHI President <president@ghi.coop>

Hi, Stefan,

As the board president of Greenbelt Homes Inc., I am reaching out to you and the board to consider signing onto a letter of support.

Three of Greenbelt Co-op Supermarket and Pharmacy cooperative vendors have two things in common:

1. they are members of the Overseas Cooperative Development Council (OCDC), and
2. they receive funding from the USAID Cooperative Development Program (CDP).

Equal Exchange, Land O'Lakes, and Frontier Co-op have co-op development projects that depend on funding through USAID CDP grants. These projects support cooperatives, small farmers, and their local communities in Africa and South America. These projects are described here: [Frontier Co-op - OCDC](#); [Equal Exchange - USAID Cooperative Development Program | Equal Exchange](#); [Land O'Lakes - OCDC](#).

In March and April, OCDC executive director Paul Hazen is lobbying members of Congress for continuing support of \$18.5 million in funding for the CDP in the FY22 appropriations bill.

Paul is seeking permission to list Greenbelt Homes Inc. along with the Greenbelt Cooperative Supermarket and Pharmacy in a letter to Senator Chris Van Holland (D-MD), thanking him for his continual support of funding for the CDP program. (I will be approaching The New Deal Cafe, GFCU, and the *Greenbelt News Review* in hopes they will allow their names to be added to the same letter.) With the Greenbelt Co-ops' show of support, we will be putting into action Co-op Principle 6 - Cooperation Among Cooperatives.

The template of the letter and the OCDC White Paper are attached for your review. Please note the 4th paragraph in the letter refers to Greenbelt.

Please let me know if Paul has your permission to add the following listing at the end of the letter: Stefan Brodd, Board President, Greenbelt Homes Inc.

Thank you!

Jill Stevenson (6G Crescent Rd)
Marketing, Membership, Community Outreach
Greenbelt Co-op Supermarket & Pharmacy

March XX, 2021

Senator
United States Senate
110 Hart Senate Office Building
Washington, DC 20515

Dear Senator:

We are writing to thank you for your ongoing support of cooperatives and specifically for support of the Cooperative Development Program (CDP) under the fiscal year State and Foreign Operations Appropriations bill.

The \$18.5 million approved by Congress in FY21 for this unique CDP grant ensures the continued engagement of US cooperative business in the developing world. Through the CDP, USAID supports a public private partnership of cooperative development programs and projects overseas that are implemented by U.S. cooperative organizations. The CDP is a competitive grant program that responds to the needs of local cooperatives, and credit unions by utilizing the expertise and resources of long-established U.S. cooperative organizations, their members, and volunteers. Cooperatives and credit unions have over 60 years of experience in creating economic opportunity, reducing hunger, and lifting millions from poverty. Joining a cooperative expose those in the developing world to the concepts of democracy and local control, often for the first time. In remote communities, cooperatives build social capital that enables people to achieve dignity, wealth, and lasting economic independence. OCDC has just completed three studies in Kenya, Poland, and the Philippines measuring the impact of cooperatives on the lives of their members. The studies document that cooperative members are better off financially than people that are not members. You can review each study at <https://ocdc.coop/blog/>.

Through the ten current grants, this public private partnership focuses on developing, implementing, and extending workable solutions to key development challenges and opportunities including:

- Reducing poverty and hunger
- Reforming restrictive cooperative law and regulation
- Raising member equity participation as a major element in self-reliance
- Achieving a scale consistent with quality
- Leveraging capital funding to increase cooperative financing strength
- Reducing dependency that can result from external assistance
- Helping raise U.S. cooperative and credit union member awareness of international development

More than 120 million Americans are members of a cooperative or a credit union. They operate in every state and are member-owned, democratic, community-based businesses. Cooperatives have thousands of members in Maryland and are the foundation of our community in Greenbelt. Cooperative development is not traditional foreign aid; it represents a private sector approach that combines humanitarian concern with business discipline. Cooperatives and credit unions bring people together to serve mutual needs under a democratically governed business model of participatory decision-making and control over shared problems and goals. Current cooperative programs focus on savings and credit, housing, agribusiness, technology transfer, democratic institutions, rural telecommunications and electrification, private enterprise development, and insurance protection sectors.

There is a growing recognition of the role cooperatives play in the developing world. The CDP allows the U.S. cooperatives to continue in a leadership role in reducing hunger and lifting people out of poverty. On behalf of our cooperative members, we urge your continued support of \$18.5 million in funding for the CDP in the FY22 appropriations bill. The resources that you make available to our cooperative development organizations generate positive impacts and results for millions of people in the developing world.

Sincerely,

REQUESTED FUNDING: The U.S. Overseas Cooperative Development Council (OCDC) is requesting \$18,500,000 for the Cooperative Development Program (CDP) in the Bureau for Development, Democracy, and Innovation (formally the Bureau for Economic Growth, Education and Environment) of the Development Assistance account in the FY2022 State-Foreign Operations and Related Programs Appropriations bill, the same as provided in FY2021.

REQUESTED BILL LANGUAGE:

DEVELOPMENT ASSISTANCE: COOPERATIVE DEVELOPMENT PROGRAM

“Provided that not less than \$18,500,000 shall be made available for USAID cooperative development programs within the Bureau for Development, Democracy and Innovation.”

SUGGESTED REPORT LANGUAGE:

“The Committee has repeatedly recognized the important role that U.S. cooperatives and credit unions play in overseas programs as a means to lift low-income people out of poverty through their own efforts by mobilizing equity and savings for community-based economic growth. The Committee directs the Agency for International Development to increase the budgetary level of the program for the next five-year agreement to include funding for research on the impact of cooperatives on members and their communities. Due to increased demand for the program and the programmatic impact the Committee intends to budget for not less than \$18,500,000 per year for the next five years.”

BACKGROUND:

Over half of the U.S. population is a member of at least one cooperative or credit union. Cooperatives operate in every state and are member-owned, democratic, community-based businesses. Cooperatives represent a private sector approach that builds sustainable cooperative business. They bring people together to serve mutual needs under a democratically governed business model of participatory decision-making and control over shared problems and goals. A recent USAID commissioned evaluation of the CDP found, “the CDP has successfully advanced the larger USAID objectives and strategic priorities areas including economic growth and trade, global health; democracy, human rights and governance; and public private partnerships”.

PROGRAM OVERVIEW:

Currently, through its Cooperative Development Program (CDP), USAID supports cooperative development programs and projects overseas implemented by U.S. cooperative organizations. The CDP is a competitive grants program that responds to the needs of local cooperatives and other group-based businesses by utilizing the expertise and resources of long-established U.S. cooperative organizations, their members, and volunteers. In the ten current grants, USAID reports the following program highlights:

- Today, the CDP operates in 17 countries.
- A focus on gender equality, income enhancement and asset building
- Over \$7.6 million in new revenue generated for the private sector through private sector engagement
- Developed value added products that opens markets for small holder farmers
- 42 new regulations were drafted and submitted to governments that enhances the enabling environment for local business
- Over \$496 million in savings deposits made into USG assisted microfinance institutions
- Reduced dependency that can result from external assistance
- Helped raise U.S. cooperative and member awareness of international development efforts through public outreach.

Program Cost and Current Funding: OCDC members have been development partners of the U.S. government for over fifty years and receive funding from the federal government as well as from other sources. Each competitively awarded CDP program provides a uniquely designed benefit based on the needs of the developing country. Two new organizations were funded in FY2019, bringing the total to ten. **The additional funding Congress provided in FY21 will allow USAID to fund additional organizations.**

OCDC requests \$18,500,000 for the Cooperative Development Program in FY2022. The CDP received \$18,500,000 in the FY2021. **OCDC recommends that the suggested bill and report language be included in the FY2021 State-Foreign Operations Appropriations Committee and Conference Report to ensure compliance with the Committee’s recommendation.**



Greenbelt

DEC 15 2020

COMMUNITY FOUNDATION

December 9, 2020

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

Dear Mr. Ralph,

"One of our art students was somewhat disinterested in art class all year. Then we started our ceramics unit. All of a sudden, he was excited to come to class and work on his pottery. He was very good at the pottery wheel and would be at the pottery wheel supervising other students during class. He came after school and during lunch. He found a way to express himself in art. He made a giant pot and sculpted it to look like a skull. It looked amazing. He was proud to bring it home."

— Christine A. Wilkins, ERHS Art Teacher from grant report.

This is one of the many stories on how your donation made a difference to someone in Greenbelt.

This grant to the Eleanor Roosevelt High School (ERHS) Art Department to purchase pottery wheels seems mundane at first. How do pottery wheels make such a difference? For this student it stimulated him to participate in class, develop his own interest and talent and encouraged him to become a leader helping other students. For the art department, it enabled them to start teaching pottery again, expand to teach ceramics and secure a resident ceramic artist the next year.

Here is another story of how your donation made helped work towards One Greenbelt where all three areas of Greenbelt are brought together.

"The Greenbelt Pumpkin Festival grew three-fold — from a single carving and walk in Greenbelt Center, to a multi-day event encompassing all of Greenbelt and highlighting the natural beauty of Schrom Hills and the Three Sisters Food Forest behind Springhill Lake Recreation Center. Over 2,000 members of the Greenbelt Community were able to enjoy this entirely free Festival by carving a pumpkin (some for the first time!) and/or taking a jack-o-lantern-lit walk through our stunning natural spaces. Furthermore, the pre-funding of this... meant that all donations were able to be put towards the next Festival. As a result, the Greenbelt Pumpkin Festival is well on its way to becoming a financially sustainable event. I cannot thank GCF enough for their support."

— Amy Knesel, Volunteer Leader

These quotes are from the final reports that ERHS and The Pumpkin Festival submitted at the end of their grant year. Each organization must submit a final report when their program or project is completed. Organizations report on whether the outcomes were achieved and to give us a specific story on how an individual or the community benefited, like the two above.

Twice a year, more stories are being developed when the Foundation awards grants to new programs. Currently, there are seven programs still in the process of implementing their projects. This is a total of almost \$32,000.

Since 2006, because of your support, the Foundation has been able to give over \$270,000 to 82 programs and projects. Every one of these has made a difference for children, adults and the entire Greenbelt community year after year.

Each year, new donations are needed to fund the next cycle of grants to Greenbelt organizations. Often, more applications are received than can be funded. With your donation, more of our local organizations can serve more people, create new services needed in the community or pay for critical equipment.

Whatever you can give is greatly appreciated and makes a difference here in our beloved community.

The ERHS art student and the children and families participating in the expanded Greenbelt Pumpkin Festival thank you for your support. As do all those who were or are currently involved in a program that received a grant from the Foundation.

I thank you for all you do to ensure the Foundation continues to support vital services that are making a difference to all of us in Greenbelt.

With sincere appreciation,



Carol Shaw, President

P.S. Your donation is needed to create many more success stories. You can truly make a difference to people living in our great town. Please give as generously as you can.

Thank you for your support.
Carol



Greenbelt

COMMUNITY FOUNDATION

DONATION RESPONSE FORM

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

Thank you for your previous donation of \$300 on 4/22/2019.
Please consider increasing your gift this year.
Whatever you can give is greatly appreciated.

Enclosed is \$ _____

PAYMENT OPTIONS

Check

Please use the enclosed envelope to mail your check to P.O. Box 234, Greenbelt, MD, 20770 along with this form.

Online

Please go to greenbeltfoundation.org/donate.

Credit Card

Please complete the information below

Credit Card # _____

Expiration Date ____ / ____ CVS# _____

Signature _____

Your donation is completely tax deductible.

Thank you for all you do to keep the original vision of
Greenbelt alive and active every day.

GHI CONTRIBUTIONS POLICY

Article VIII, Section 8 of the bylaws authorizes the Board of Directors to use funds "not to exceed \$2,000 a year for civic and community purposes without prior membership approval."

GHI recognizes its responsibility for conservation of corporation funds, however, as one of the largest organizations in Greenbelt, it has a civic responsibility to cooperate with other groups in the community and with other cooperatives regardless of location.

To apply for a contribution the organization will complete an application form, which will specify the amount requested, the purpose for which the funds will be used, and background information on the organization.

The criteria that must be met prior to the Board's authorizing a contribution are as follows:

1. A majority of the board (minimum of 5 votes) must support the motion.
2. A request will not be acted on the same day it is received.
3. The requesting group must be a not-for-profit organization according to IRS standards and must meet at least one of the following criteria:
 - a. It is a cooperative
 - b. Will use the donation for a purpose that will improve the quality of life in Greenbelt
 - c. Will use the donation specifically for the benefit of person(s) living in GHI.

The Board is not required to give a donation to an organization even if it does meet the criteria. The Board should keep in mind that this money comes from members. Any contribution by GHI should reflect the support of the Cooperative.

Making a contribution to an organization for services rendered is not proper use of these funds. Each request should be evaluated on its own merits for the current year. Criteria must be met each year. Having been a previous recipient of a contribution does not necessarily mean future requests will result in contributions.

Official minutes must document the name of the requesting group, the purpose of the donation, the amount of the donation and specify that the donation is to come from the contribution line item of the GHI budget.

It is recommended that the Board distribute contributions twice a year, preferably in March and September. Emergency requests for contributions may be acted upon at other times.

Approved by the Board of Directors
December 2, 1999
Revised and Updated: 2/7/02

**Greenbelt Homes, Inc.
Board Authorized Donations**

Greenbelt Homes, Inc.
Board Donation Schedule

Item 6h. Attachment #8c

DONATION	2015		2016		2017		2018		2019		2020	
	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes	Amount	Board Minutes
Cooperative Development Institute												
Cooperative Development - Race												
Cooperative Development												
Friends of Greenbelt Museum												
Greenbelt Labor Day Festival									250	18-Apr		
Jaeger tract Acquisition												
NASCO Scholarship Fund												
National Coop Month Planning Committee												
National Tuberos Sclerous Association												
NEW Deal Cafe												
Red Cross- American National												
Red Cross- Prince Georges Co												
Academic Achievement (City of Greenbelt)												
Bike to Work (City of Greenbelt)												
David Craig Memorial												
Young Cooperators												
City of Greenbelt Emergency Relief Fund					875	2-Mar	800	4-Oct	200	5-Sep		
Co-op Communications Assn.												
CDF- Katrina Fund/Disater Relief												
Cooperative Action Fund												
Western Shore Convergancy												
Greenbelt Little League												
NAHC Fire Recovery Fund												
NAHC Cooperative Action Fund												
Greenbelt Nursery School	100		125		125	2-Mar						
Greenbelt Volunteer Fire Dept. (defibrillator)					400	21-Sep			250	16-May	250	17-Sep
Christmas in April												
Greenbelt Arts Center												
Greenbelt Consumer Cooperative (Greenbelt Co-op)									700	25-Mar		
Greenbelt Online.Org									100	5-Sep		
Greenbelt Community Foundation									300	25-Mar		
Old Greenbelt Theatre									200	5-Sep		
Totals:	100		125		1,400		800		1,800		250	

Item 7b. Attachment #9a

2-5 Yr. Strategy		#	GH1 2019-2020 (12 Month) Strategic Action Plan Work Plan; Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 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 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. A contract was signed; installation of the panels is currently in process and should be completed in March 2021. On February 18, 2021, the Board directed the Finance Committee to recommend whether the contract with SES Inc. should be amended to a pre-power purchase agreement.	In process
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X	BLD	X	On hold. Board to ask the Buildings Committee to resume work on this assignment.	Started.
		A.2.c	Implement pilot program for testing performance of heat-pump water heaters.	B	X	BLD	X	All eleven units have been installed in crawlspaces of masonry homes. Staff will continue to monitor the performance of these units.	In process
		A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process
		A.3.b	Continue to study program for inspections of building exteriors and yards.	A	X	EBYTTF	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 proposal 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
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.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCCPC'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-NCCPC.	in process
A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)		A.4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCCPC'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-NCCPC.	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 will review on March 18, 2021.	In process
B.1 Develop long-range strategic plan		B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process
B.2 Improve operation of the Board		B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held for the 2020-21 Board on 12/8/2020. On 12/8/2020, staff held a training program on interpreting financial statements.	Ongoing
		B.2.b	Create understudy program for Board officers.	A	X		X		Not started
		B.2.c	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 Improve committee operation and promote member involvement		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. Organization & Infrastructure									

and produce them as webinars									
	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.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X			In process
C.3 Increase grant-based income opportunities									
C.4 Manage finances to address issues that arise.	C.4.a	Review investment policies.	A	X	INVC	X	On 7/11/2019, the Board reviewed the Investment Committee's report regarding the Prudent Person Rule that is applicable to GHI and whether to hire an Investment advisor. On July 9, 2020, the Board adopted a revised charter for the Investment Committee. On February 4, 2020, the Board adopted a revised GHI investment policy that the investment committee recommended.		Complete
	C.4.b	Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	B	X	LGAC	X	On January 21, the Board directed the LGAC in consultation with the Investment Committee to recommend actions by March 31, 2021 that GHI should pursue to have the law changed to remove the restrictions on GHI investments.		Not started
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. External	D.1 Attract people drawn to co-ops & community living	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/ MARK				Ongoing

E. Internal Communication									
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	
	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.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started	
E.3 Use technology for improved member access and communication	E.3.a	Implement a proactive social media strategy (planned, regular tweets; use of 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	IT TF	X		In process	

	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.4	Improve member handbook						

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		
EBYITF - Exterior Buildings and Yard Inspection Task Force					SWTF - Storm Water Task Force		
FIN - Finance Committee					WC - Woodlands Committee		
GDCTF - GDC Task Force					ZTF - Zoning Task Force		
INVC - Investment Committee							
IT TF - Information Technology Task Force							

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

Committee	Committee Assignments for the 2020-2021 Board Term	Status	Not Started	In Progress	Completed
Architectural Review Committee	1 Review GHI's Rules on fencing and recommend style changes.	Completed. The board approved revisions to the fence rules on August 20, 2020		X	
	2 Review design guidelines for double-doors.	Complete.		X	
	3 Consider siding and window replacement options on 25 larger townhomes, and 2 story single family units.		X		
Bicycle Committee	Recommend installation of a Bicycle repair station	This proposal will be discussed by the Board on March 18, 2021.	X		
Buildings Committee	1 The GDC Board requested the Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on hold by the Committee		X	
	2 Investigate feasibility of heat-pump type water heaters for installation in GHI	In progress		X	
	3 Consider impact of Dawn redwood at 26 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	
	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

Committee Task List: Jan - Dec 2021

	9	Building Improvement Options for Townhomes & Larger Homes - Recommend options by 4/30/21.	not started		X		
Communications and Marketing Committee	1	Review and recommend changes to the format of the GHI Member Handbook. Task was assigned by the Board on September 17, 2020	In progress		X		
	2	Revise the format of a draft 'Reasonable Accommodations Policy'	Re-formatted draft was reviewed by the Board on December 17			X	
	3	Revise draft of GHI Rule Section III. Minimum Use and Maintenance Standards - Homes and Yards. B. Exterior to incorporate member comments	Revisions to the rule were reviewed by the Board on December 17			X	
Companion Animal Committee	1	Continue to develop articles relating to companion animals.	Ongoing		X		
	1	Recommend actions GHI should take to comply with Prince George's County bill CB-16-2020	Accepted by the Board of Directors @ 3/4/21 meeting			X	
Finance	2	Recommend changes which should be made to COVID-19 deferral program	Accepted by the Board of Directors @ 3/4/21 meeting			X	
	3	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.	Recommendation discussed by the Board on 3/4/21		X		
	4	Recommend to Board of Directors if GHI should consider offers to purchase the Parkway Apartments and to establish a minimum market value at which the cooperative would consider selling	To be discussed on March 11, 2021.	X			
GHI/GDC Bylaws, Relations Task Force	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		
	3	Prepare a proposed written agreement of GHI/GDC responsibilities to each entity.	in progress		X		
GHI's Website Task Force	1	Elect Chair	Ken Shields elected as chair				X
	2	Establish and review charter	In progress		X		

	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.a	Collaborate with City of Greenbelt re Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCCPC'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-NCCPC.	in process	
A.4 Coordinate efforts w/ external entities e.g. City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)									
A.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 will review on March 18, 2021.	In process	
B.1 Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process	
B.2 Improve operation of the Board	B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held for the 2020-21 Board on 12/8/2020. On 12/8/2020, staff held a training program on interpreting financial statements.	Ongoing	
	B.2.b	Create understudy program for Board officers.	A	X		X		Not started	
	B.2.c	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 Improve committee operation and promote member involvement	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. Organization & Infrastructure									

		B.3.b	Increase participation in committees.	A	X	MOC	X		Ongoing
		B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Last volunteer recognition event was held on October 16, 2019.	Ongoing
	B.4 Prepare for succession of administrative staff	B.4.a	Plan for succession of General Manager.	A	X	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	GDC TF	X	A task force is currently working on this assignment.	In process
	B.6 Review bylaws issue	B.6.a	Need to address 'new acquisition of property/business opportunity' clause in GHI bylaws.	B	X		X		Not started
	B.7 Increase operational efficiency	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management, and knowledge transfer in scope.	A	X		X	Staff continues to work on this task and will make further changes as the new property management system is implemented.	In process
		B.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 Continue education programs on GHI finances	C.2.a	Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors.	A	X	FIN	X		Not started
C. Financial Stability									

and produce them as webinars									
	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.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X			In process
C.3 Increase grant-based income opportunities									
C.4 Manage finances to address issues that arise	C.4.a	Review investment policies.	A	X	INVC	X	On 7/11/2019, the Board reviewed the Investment Committee's report regarding the Prudent Person Rule that is applicable to GHI and whether to hire an Investment advisor. On July 9, 2020, the Board adopted a revised charter for the Investment Committee. On February 4, 2020, the Board adopted a revised GHI investment policy that the investment committee recommended.		Complete
	C.4.b	Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	B	X	LGAC	X	On January 21, the Board directed the LGAC in consultation with the Investment Committee to recommend actions by March 31, 2021 that GHI should pursue to have the law changed to remove the restrictions on GHI investments.		Not started
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. External	D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/ MARK				Ongoing
D.1 Attract people drawn to co-ops & community living									

E. Internal Communication									
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
	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.1 Increase cooperative living education, including about coop finances	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.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started
E.3 Use technology for improved member access and communication	E.3.a	Implement a proactive social media strategy (planned, regular tweets; use of 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	IT TF	X		In process

	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 Improve member handbook	E.4	Upgrade member handbook.	A	X	COM	X	On September 17, 2020, the Board directed the Communications Committee to review and recommend revisions to the format of the Member Handbook.	In process

Committees and Task Forces							
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C. Probably won't get to it within a year but want it on the list

March 2021

March 2021							April 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	4	5	6	7	8	9	10
7	8	9	10	11	12	13	11	12	13	14	15	16	17
14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28	29	30	
28	29	30	31										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	Mar 1	2	3	4	5	6
	5:00pm Transition Task Force Revenue (Zoom)	5:00pm Transition Task Force (Zoom) 7:00pm Pre Purchase Orientation	7:00pm N&E (Zoom)	10:00am Storm Water Management Task 7:00pm Special Open 7:02pm GHL Executive 7:45pm GHL Open	OFFICE CLOSED	
7	8	9	10	11	12	13
	7:00pm Sustainability Subcommittee 7:00pm GDC Bylaws and GHL/GDC Relationship Task	6:00pm Records Retention Task Force 7:00pm Pre Purchase Orientation 7:30pm Legislative and	7:00pm Member Outreach Committee Meeting (GHL Lobby) 7:30pm Architectural Review Committee	4:00pm Website Task Force 5:00pm Investment 6:00pm Finance		
14	15	16	17	18	19	20
	6:30pm MCP #1	5:00pm Transition Task Force (Zoom) 7:00pm LRPC (Virtual) 7:00pm Pre Purchase 7:30pm Companion	5:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting 7:00pm MCP #3	7:00pm Special Open Session 7:02pm GHL Executive Session 7:45pm GHL Open	OFFICE CLOSED	
21	22	23	24	25	26	27
	7:00pm Court Communicator Information Session (via Zoom)	7:00pm Pre Purchase Orientation	7:00pm N&E 7:00pm Buildings Committee Meeting (Board Room)			
28	29	30	31	Apr 1	2	3
		5:00pm Transition Task Force- Governance (Zoom) 7:00pm Pre Purchase Orientation	5:00pm Transition Task Force- Governance			

< PREVIOUS MONTH

MARCH 2021

NEXT MONTH >

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

<p>7</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p><u>NLC Congressional City Conference - (Virtual)</u></p>	<p>8</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p><u>NLC Congressional City Conference - (Virtual)</u></p> <p>8:00 PM <u>Regular Meeting, (Virtual)</u></p>	<p>9</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p><u>NLC Congressional City Conference - (Virtual)</u></p> <p>11:00 AM <u>Food Bank</u></p>	<p>10</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p><u>NLC Congressional City Conference - (Virtual)</u></p> <p>6:00 PM <u>Grandparents Raising Grandkids Free Online Group</u></p> <p>7:00 PM <u>Magley Task Force Meeting, (Virtual)</u></p> <p>8:00 PM <u>No Meeting</u></p>	<p>11</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>11:30 AM <u>Food Bank</u></p> <p>7:30 PM <u>Community Relations Advisory Board</u></p>	<p>12</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>	<p>13</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>
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14	15	16	17	18	19	20
<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>
	7:00 PM <u>Advisory Committee on Tress</u>	11:00 AM <u>Food Bank</u>	6:00 PM <u>Grandparents Raising Grandkids Free Online Group</u>	9:00 AM <u>Free Diaper Distribution</u>	7:00 PM <u>Monthly Art Shares</u>	
	8:00 PM <u>No Meeting</u>	7:00 PM <u>Public Safety Advisory Committee</u>	7:30 PM <u>Park and Recreation Advisory Board</u>	1:00 PM <u>Free Produce Distribution</u>		
			7:40 PM <u>Advisory Board Interview</u>			
			8:00 PM <u>Work Session - 7010 Greenbelt Road Development Proposal - Requests for City Support, (Virtual)</u>			

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

24

Free Tutoring

FREE ESOL Classes

FREE GED Prep Class

Free Anger Management Classes

6:00 PM
Grandparents Raising Grandkids Free Online Group

7:00 PM
Maglev Task Force

8:00 PM
Budget Work Session - 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

26

Free Anger Management Classes

27

Free Anger Management Classes

28

Free Anger Management Classes

29

Free Anger Management Classes

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

30

10:00 AM
Free GED Classes

3:30 PM
Senior Citizen Advisory Committee

31

6:00 PM
Grandparents Raising Grandkids Free Online Group

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

1

2

3