

NOTICE OF MEETING AND AGENDA

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

Thursday, February 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 February 4, 2021 – (Attachment #1)**
 - b. **Announcement of an Informal Hearing held in a Closed Meeting on February 8, 2021 – (Attachment #2)**
 - c. **Announcement of an Executive Session Meeting held on February 18, 2021 – (Attachment #3)**
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 January 21, 2021 – (Attachment #4) 2 minutes Discussion/Action
 - b. Approve Minutes of Regular Open Session Meeting Held on January 21, 2021 (Attachment #5) 2 minutes Discussion/Action
 - c. Review Charter for the Website Task Force – (Attachment #6) 5 minutes Discussion/Action
 - d. Letter from the Legislative and Government Affairs Committee (LGAC) to the Board re: SCMaglev Project – (Attachment #7) 10 minutes Discussion/Action
 - e. Review Proposed Reasonable Accommodation Policy – (Attachment #8) 15 minutes Discussion/Action
 - f. Scope of an Exterior Building and Yard Inspection Program – (Attachments #9a – 9b) 15 minutes Discussion/Action
 - g. Proposed Extension of Current Contract with Current IT Services Provider by One year- 1st reading 5 minutes Discussion/Action
 - h. Consideration of Alternate Agreement for GHI Solar PVES – (Attachments #10a – 10b) 10 minutes Discussion/Action
 - i. Proposed Procedure to Prevent Hacking of Virtual Zoom Meetings 10 minutes Discussion/Action
 - j. Schedule a Date for the Manager’s 2020 Performance Evaluation 2 minutes Discussion/Action
7. **Items of Information**
 - a. Board Poll Conducted re: Approval of a Resolution Pertaining to a GHI Application for a Paycheck Protection Program Loan – (Attachment #11)
 - b. Board 12 Month Action Plan and Committee Task List (Attachments #12a – 12b)
 - c. Monthly GHI and City Calendars (Attachments #13a – 13b)
 - 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 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.



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: February 12, 2021

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

GHI Open Session

6a. Approve Minutes of Special Open Session Meeting Held on January 21, 2021 – (Attachment #4)

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/as revised).

6b. Approve Minutes of Regular Open Session Meeting Held on January 21, 2021 – (Attachment #5)

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/as revised).

6c. Review Charter for the Website Task Force – (Attachment # 6)

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 Frauenheim 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.

This item is on the agenda for discussion and action.

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

6d. Letter from the Legislative and Government Affairs Committee (LGAC) to the Board re: SCMaglev Project – (Attachment #7)

Attachment #7 is a letter outlining the LGAC's updated recommendations regarding the proposed SCMaglev Project, for the Board to consider.

This item is on the agenda for discussion.

6e. Review Proposed Reasonable Accommodation Policy – (Attachment #8)

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 Woodbridge-Carter 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

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the Reasonable Accommodation Policy as presented by the Reasonable Accommodation Committee.

6f. Scope of an Exterior Building and Yard Inspection Program – (Attachment #9a-9b)

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.

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 report that the Exterior Building and Yards Inspection Task Force prepared and request the membership to submit comments by March 10, 2021 regarding the report and the Board of Directors' desire to 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/all*) of GHI units to be inspected each year.**
- d) **Award financial incentives to a random selection of units that pass the first round of inspections.**

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).

This item is on the agenda for discussion and action.

Suggested 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.

6h. Consideration of Alternate Agreement for GHI Solar PVES – (Attachments #10a – 10b)

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 (pves) 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 pves 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.

This item is on the Board agenda for discussion and/or action.

Suggested motion: I move that the GHI Board of Directors direct the Finance Committee to recommend with pros and cons by _____, 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 (pves) 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.

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.

This item is on the agenda for discussion and action.

Suggested 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.

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.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board establish _____ 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.

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)

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.

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

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

The following motion to call this meeting was made during a prior open meeting this 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.

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

On January 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.

Announcement of an Executive Session Meeting held on February 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, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone, Sam Lee and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting this 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 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)

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

Draft Minutes
Board of Directors
GHI Special Open Session
(Virtual Zoom)
January 21, 2021

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

Excused Absence:

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Christopher Carbone, Audit Committee Member

Sam Lee, Audit Committee Member

Kathleen McNamara, Audit Committee Member

Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:04 p.m.

AGENDA:

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on December 17, 2020	(vii)
2. Approve Minutes of Informal Hearing Held on December 14, 2020	(vii)
3. Approve Minutes of Informal Hearing Held on December 28, 2020	(vii)
4. Contract for Tub-reglazing – 2 nd reading	(vi)
5. Member Financial Matters	(viii)

Moved: James

Seconded: Jones

Carried: 9-0

The meeting adjourned at 7:05 p.m.

Ed James
Secretary

Draft Minutes
GHI Board of Directors
Regular Session
(Virtual Zoom)
January 21, 2021

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

Others in attendance:

Eldon Ralph, General Manager
Tom Sporney, Assistant General Manager
Joe Wiehagen, Director of Homes Improvement Program
Kathleen McNamara, Audit Committee
Sam Lee, Audit Committee
Christopher Carbone, Audit Committee
Ben Fischler, 14-V4 Ridge Road
Tom Jones, 1-C Woodland Way
Terry Henderson, 1-H Laurel Hill Road
Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:47 p.m.

1. Approval of Agenda

Added item 6h. to the agenda.

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on January 21, 2021 (Attachment #1)

GHI's Board of Directors held an Executive Session meeting on January 21, 2021 via internet audio/video conference, with Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steven Skolnik, Anna Socrates and Audit Committee members Christopher Carbone, Sam Lee and Kathleen McNamara participating.

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

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on December 17, 2020	(vii)
2. Approve Minutes of Informal Hearing Held on December 14, 2020	(vii)
3. Approve Minutes of Informal Hearing Held on December 28, 2020	(vii)
4. Contract for Tub-reglazing – 2 nd reading	(vi)
5. Member Financial Matters	(viii)

During the meeting, the Board approved the following contract:

- A two-year contract with Porcelain Tub Restoration for re-glazing bathtubs at \$280 per tub, stripping tubs at \$80 per tub, applying non-skid at \$100 per tub, and removing tub drains at \$60/tub drain during 2021, with a 5% escalation in these prices for the 2nd contract year.

The meeting began at 7:05 p.m. and adjourned at 7:35 p.m.

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

None.

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Windows completed at 71%.
 Doors completed at 91%.
 Siding completed at 93%.
 HVAC completed at 82%.

Hess reported that the **Finance Committee** will present a report at the next Board meeting concerning city and county laws involving GHI.

Carter-Woodbridge reported on the **Woodlands Committee**'s removal of invasive species in the woods and the development of a database of trees that need to be removed.

Skolnik reported that the **Companion Animal Committee** received a complaint regarding an unleashed dog and is seeking a cat behavioralist to work with members to transition their cats to inside pets. The committee also reported the bag dispensers are in good shape and have bags.

Brodd said the **Member Outreach Committee** recently had a successful new member social. He also invited Board and Audit Committee Members to attend an information session on the New Court Liaison Program on January 28.

Brodd also said that the **Architectural Review Committee** needs a member.

Ready said the **Reasonable Accommodations Committee** is planning to get the policy to the attorney on time.

McKinley said the **Storm Water Management Taskforce** will send its report to the Building Committee.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on December 17, 2020 – (Attachment #2)

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

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on December 17, 2020 – (Attachment #3)

Moved: James

Seconded: Hess

Carried: 9-0

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

Moved: Hess

Seconded: James

Carried 9-0

6c. Review Minutes of the Annual Membership Meeting Held on October 29, 2020 – (Attachment #4)

Attachment #4 is a draft of the minutes of the October 29, 2020 annual membership meeting. After the Board reviews and accepts the minutes, they will be included on the 2021 annual meeting agenda for review and approval by the membership.

Motion: I move that the Board of Directors accept the draft minutes for the October 29, 2020 annual membership meeting as presented and direct staff to include them on the

agenda for the 2021 annual membership meeting, for review and approval by the membership.

Moved: Hess

Seconded: James

Carried 9-0

Discussion moved forward to Item 6e.

6d. Preparations for the 2021 Annual Membership Meeting

On November 5, 2020, the Board agreed by consensus that the 2021 annual membership meeting should be held on May 13, 2021. If the meeting is to be held on that date, preparations should begin now, e.g., the Nominations and Elections (N&E) Committee usually publishes its Candidate Packet in January and staff must select a venue soon if an in-person meeting is held.

Due to public gathering restrictions that are currently in effect because of the COVID-19 pandemic and uncertainty about when the restrictions will be lifted; it is highly possible that GHI may not be able to hold a wholly in-person meeting on May 13, 2021. Hence the Board should consider which of the following options should be selected for the 2021 annual meeting:

- a) Hold a wholly virtual annual meeting on May 13, 2021. Staff would hire Get Quorum (the company that hosted the 2020 annual meeting) to host the meeting.
- b) Hold a hybrid (in-person and virtual) annual meeting on May 13, 2021. Staff would hire Get Quorum to host the virtual component of the meeting. *(Aside from members who officiated at the 2020 annual meeting, only two members attended the in-person meeting. Also, it was technically challenging to synchronize communications between in-person and virtual participants during the meeting).*
- c) Postpone the 2021 annual meeting to a later date after public gathering restrictions are lifted, for the purpose of holding a wholly in-person meeting. If the restrictions are not lifted by the end of July 2021, proceed to hold either a wholly virtual or hybrid meeting in October 2021.

Motion: I move that the Board of Directors stipulate May 13, 2021, beginning at 7:30 p.m. as the date for holding a hybrid 2021 annual membership meeting.

Moved: Hess

Seconded: James

Carried: 9-0

Discussion moved forward to Item 7.

6e. Next Steps in Planning for the Future Repair/Replacement of Water Supply/Wastewater Pipes in Frame and Masonry Homes – (Attachment #5)

In GHI's replacement reserves plan, wastewater pipes in frame homes are scheduled for repair/replacement during 2024 to 2028; the water supply pipes were replaced during 1981-82 and have an estimated life of 50 years. Water supply and wastewater pipes in masonry homes are scheduled for repair/replacement during 2030 to 2034.

The following actions have been undertaken in pursuit of an initial evaluation of the water supply and wastewater pipes:

- December 20, 2018 – the Board accepted a report from the Buildings Committee on pipe repair/replacement options.
- January 17, 2019 – based on the Buildings Committee recommendation, the Board approved hiring a consultant to evaluate and provide a written report on pipe rehabilitation options with cost estimates.
- February 20, 2020 - the Board approved a contract with ETC Inc. to undertake the following actions regarding the pipes in frame and masonry homes.
 - Provide a written report on repair/replacement options for both water supply and wastewater pipes.
 - Provide a written report on the current performance of epoxy lined pipes in 2 GHI units at 62-A and 62-B Crescent Rd., including water quality tests.
 - Design a pilot study to evaluate both the repair and replacement of piping systems in frame and masonry homes.

ETC Inc. completed the following components of the work scope during 2020:

Evaluation of Pipes in Frame & Masonry Homes	Cost
Inspection, Frame homes waste pipe, 20 buildings, 106 units	\$9,500
Inspection, Brick homes waste pipe, 8 buildings, 40 units	\$3,600
Inspection, Brick Homes supply pipe, 8 buildings, 40 units	\$4,100
Inspection, Block homes waste pipe, 6 buildings, 36 units	\$3,200
Inspection, Block Homes supply pipe, 6 buildings, 36 units	\$3,700
Evaluation/Report of findings	\$7,400
Evaluation/Report of epoxy lined pipes, 2 units	\$3,400
Total	\$34,900

The Board reviewed the ETC report on November 19, 2020. Acting on the Building Committee's recommendation, the Board decided to cancel the final phase of ETC's work scope to design a pilot project for the repair/replacement of the pipes for a cost of \$11,000.

ETC provided responses to several questions (attachment #5) that a Board member and staff asked, following the Board meeting on November 19, 2020.

Staff suggests that at a minimum, a pilot program should be undertaken in 2022 or 2023 to determine the costs of repairing/replacing the wastewater pipes in one or two rows of frame

homes and assess the accommodations that must be made to minimize the disruption of such a project on members' lives.

Motion: I move that the Board of Directors direct the Buildings Committee to recommend the next actions that should be undertaken in planning for the future repair/replacement of pipes in frame and masonry homes.

Moved: James

Seconded: Ready

Carried: 9-0

6f. Consider Actions GHI Should Pursue to Overcome Investment Restrictions Imposed by the Prudent Person Rule

The Board's 12-month action plan states that GHI should pursue legislative action to address Prudent Person Rule restrictions on GHI investments. Our current investment policy allows investments in commercial paper rated BBB or better; corporate notes and bonds rated BBB or better; and mutual bonds having an average rating of at least "A".

Two attorneys previously advised that the standard of care under the Prudent Person Rule stated in Maryland Code, Corporations and Associations section 2-405.1, applies to GHI's investments. The first attorney advised that investments subject to the Prudent Person Rule should be limited to federal-insured deposits, U.S. government securities and other investments insured or guaranteed as to principal by the U.S. government. However, the second attorney advised that GHI's existing investment policy appeared to be in line with the Prudent Person Rule.

After further reviewing the two attorneys' opinions and consulting with three fee-only investment advisors, the Investment Committee prepared the following report which the Board reviewed on July 11, 2019:

Investment Committee Report – Prudent Person Rule & Investment Advisor

The Investment Committee reviewed the communications from the attorneys regarding the Prudent Person Rule stated in the Maryland Code, Corporations and Associations section 2-405.1. The Investment Committee also received communications from three fee only investment advisors: Brighton Jones, CliftonLarsonAllen Wealth Advisors, LLC (CLA) and Creative Planning, Inc. Brighton Jones communicated their business model better matched with investors who operated according to the Prudent Investor Rule rather than the Prudent Person Rule. They, therefore, chose not to engage in further discussions with the Investment Committee. CliftonLarsonAllen Wealth Advisors, LLC (CLA) and Creative Planning, Inc. did provide the Investment Committee with copies of their respective service agreements and John Langon, Chief Industry Officer at CLA participated in the conference call with the Investment Committee. During that call, Mr. Langon also discussed the Prudent Person Rule in which he agreed with the Investment Committee's concern of the Prudent Person Rule that it limits the investment tools

of the corporation to investments that are not designed to, at a minimum, keep up with the rate of inflation.

After careful consideration of the information that was provided and discussed by the Investment Committee, we are seeking guidance from the Board of Directors on how to proceed. The Board of Directors directed the Investment Committee to engage a fee-only investment advisor; however, the benefits of engaging an investment advisor under the restrictions of the Prudent Person Rule are virtually insignificant. The Investment Committee recommends the Board of Directors seek assistance from the Legislative and Governmental Affairs Committee to take steps to have the Maryland Code, Corporations and Associations section 2-405.1 revised or otherwise changed such that the cooperative is not hindered by this law. In this economic environment as well as in future years, the cooperative would not be able to effectively maintain its buying power. Inflation would essentially erode GHI's investment assets as a result of this rule.

The Investment Committee recommends this report be provided to the Board of Directors seeking action to address the Prudent Person Rule found in the Maryland Code, Corporations and Associations section 2-405.1 and not to engage an investment advisor until that rule has been addressed.

Following discussion of the Investment Committee's report on July 11, 2019, the Board passed a motion that directed the Manager to defer action on hiring a fee-only investment advisor to advise the Investment Committee, until further notice. The Board did not act on the Investment Committee's recommendation that the Legislative and Governmental Affairs Committee should take steps to have the Maryland Code, Corporations and Associations section 2-405.1 revised or otherwise changed such that GHI is not hindered by this law.

Motion: I move that the Board of Directors direct the Legislative and Government Affairs Committee to consult with the Investment Committee and recommend by March 31, 2021, specific actions that GHI should pursue to have the Maryland Code, Corporations and Associations section 2-405.1 revised or changed so that GHI's investments are not hindered by this law.

Moved: Ready

Seconded: Hess

Carried: 9-0

6g. Substitute Holidays for Staff During 2021

GHI full time regular employees are offered eleven holidays per year which include the day after Thanksgiving and Christmas Day. During 2021, the day after Thanksgiving (November 26) falls on Friday of a compressed work week, when the office will be closed. Christmas Day falls on Saturday; hence this holiday would normally be observed by staff on December 24 which also falls on Friday of a compressed work week when the office will be closed.

To maintain our holiday policy, staff requests that the Board designate two floating holidays for full-time staff as substitute holidays for November 26, 2021 and Friday, December 24, 2021.

Motion: I move that the Board of Directors authorize two floating holidays for full-time staff as substitutes for Friday, November 26, 2021 and December 24, 2021. This is a one-time adjustment necessitated by the compressed workweek schedule during 2021.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6h. Proposed Renovation of the GHI Playground at 2 Research Rd by the City of Greenbelt- (Attachment # 8a-8c)

In 2005, the City of Greenbelt and GHI signed a Playground Use and Maintenance Agreement (attachment #8a) granting the City an easement that allows long-term public access of GHI-owned playgrounds in exchange for city maintenance of the playground equipment and surfacing. Under the agreement, GHI is obligated to reimburse the City for 25% of the total cost for new playground equipment and new surfacing materials.

On December 3, 2020, the Board of Directors authorized Board President Brodd to sign a joint-use agreement that the City of Greenbelt subsequently submitted to the Maryland Department of Natural Resources, seeking approval to utilize Program Open Space funds to renovate the existing playground at 2 Research Rd (attachment #8b). Approval is expected in late February or early March 2021. Attachment # 8c shows the design for the renovated playground with new equipment.

The Playground Use and Maintenance Agreement states that the City may not eliminate any playground equipment without obtaining written permission from GHI; hence this item is on the agenda for the Board to consider whether the City of Greenbelt should be allowed to proceed with the renovation of the playground at 2 Research Rd. as proposed.

Motion: I move that the Board of Directors allow the City of Greenbelt to renovate the GHI playground located at 2 Research Rd. in accordance with the playground design presented.

Moved: Ready

Seconded: James

Carried: 9-0

Discussion moved backward to Item 6d.

7. Items of Information

7a. Board 12 Month Action Plan and Committee Task List (Attachments #6a-6b)

7b. Monthly GHI and City Calendars (Attachments #7a-7b)

7c. President's Items

Brodd commended the quality of people on the Member Outreach Committee.

7d. Board Members' Items

Skolnik said there was a removal of weight from his shoulders by the joy of the inauguration.

James said the world seemed brighter.

Socrates said she had the best night's sleep.

McKinley said she has not received an official notification of her liaison assignment. Brodd said he would generate one for her.

Ready said there are many knowledgeable members on the Reasonable Accommodations Committee.

Carter-Woodbridge said the Reasonable Accommodations Committee had done a lot of good work due to the members who have joined.

7e. Audit Committee's Items

None.

7f. Manager's Items

GM Ralph wanted to know if he should send out a notice to the Reasonable Accommodations Committee, but Ready said she wanted to review the policy first.

Motion: To adjourn.

Moved: Hess

Seconded: McKinley

Carried: 9-0

The meeting adjourned at 8:48 p.m.

Ed James
Secretary

GHI Website Task Force Charge

1. Create a mission statement for the ghi.coop website.
2. Recommend a strategy for the migration of content from the existing website to the Yardi property management system; specifically, determining the content that needs to be accessed by members, staff, and the Board through the member portal.
3. Recommend a strategy for developing a purpose and plan for a public-facing website, which will include content for prospective members and other outside stakeholders.
4. Recommend a strategy for usability studies, content audit, information architecture, and goals for GHI's public face.
5. Recommend a website platform and technology for a public-facing website that is easy to use by multiple staff, cost effective, and offers seamless integration with Yardi.

February 11, 2021

SUBJECT: Updated LGAC Recommendations for the GHI Board Related to the Proposed MAGLEV Project

Dear Board Members:

As you are aware, a Draft Environmental Impact Statement (DEIS) for the proposed "MAGLEV" train project between Baltimore and Washington was issued last month based on two potential rail routes that would directly and negatively impact GHI and the Greenbelt community. While many in our community have been gravely concerned about the impact of this project for years, it has become clear in recent months that the developers are only considering routing options that may have a greater negative impact on GHI than any other residential community.

Specifically, as they first announced in July, the developers are proposing to claim a significant portion of the Greenbelt Forest Preserve North Tract (including Northway Fields), in order to slightly reduce the amount of tunneling required for the project. It appears that the plan would destroy that portion of the North Tract, much of which abuts GHI units north of Ridge Road, as well as the GHI office and may require a taking of GHI property. While the LGAC has not had the time (and lacks the expertise) to thoroughly review the DEIS for all potential impacts to GHI, the reality is that they would likely be catastrophic for our community's quality of life, the quiet enjoyment of our homes and natural areas, and the value of our property.

In addition to our concerns about the permanent debasement of GHI and old Greenbelt, the LGAC is concerned about the impact of the construction phase of the project (particularly any construction materials, equipment, and other traffic that would likely access the site via the Northway access road).

It is important that, as opponents of this project, we effectively and fully respond to the DEIS with comments in favor of the "no build" option. We believe that it is urgent that GHI, the Board, and interested members devote as much attention as necessary by the comment deadline of April 22, 2021.

The LGAC commends your decision at the Board's September 4th meeting to establish a task force within GHI to support the no build option, but also understands that this workgroup has not yet begun its work and would benefit from additional members. The LGAC members are in agreement that we do not have the technical expertise or sufficient time to take the lead in the development of GHI's comments, as we did for the I-495 DEIS comments last fall, and we urge you to launch the workgroup as quickly as possible.

We would also recommend that GHI continue and increase its efforts to work with the City of Greenbelt, which has hired an attorney to assist in the development of its comments for the DEIS, and, as appropriate, to partner with and take advantage of the work of other groups in the region

preparing comments in opposition the MAGLEV project. While it is likely that the project is many years away from beginning construction, providing comments at this stage in the process is essential to ensuring that GHI will have a full range of legal options available should there be a need for litigation in the future. To that end, we would also suggest that the Board begin the process of identifying and retaining counsel to assist you in understanding and weighing GHI's options.

Sincerely,

Ben Wilhelm, Chair
Kathleen Gallagher
Kerry Loring
Amy Rutledge
Katie Thompson

cc: Eldon Ralph

GREENBELT HOMES, INC. ADMINISTRATIVE POLICY

REASONABLE ACCOMMODATION POLICY

Adopted by the Board of Directors as of February, XX, 2021

GENERAL

Greenbelt Homes, Inc. (GHI, or "the Co-operative") takes seriously its responsibilities and obligations under the fair housing laws of the United States and the State of Maryland. These responsibilities and obligations include reasonable accommodations in rules, policies, practice or services and allowing for reasonable modifications to dwelling units and common use areas to enable persons with disabilities to have an equal opportunity to fully use and enjoy their dwelling unit, as well the common elements of GHI's property, and enjoy all benefits and privileges of living in GHI.

The GHI Board of Directors (the "Board") has established the following guidelines and procedures to facilitate the process of making requests for reasonable accommodations and modifications within GHI units and common use areas and ensure a timely response from the Co-operative. Individuals who have a disability are eligible for a reasonable accommodation. The Co-operative will promptly evaluate, respond, and take appropriate action on requests for reasonable accommodations and modifications.

The GHI General Manager shall designate a Reasonable Accommodation/Modification Coordinator (RA Coordinator) to receive requests for reasonable accommodations and modifications. The RA Coordinator shall report directly to the General Manager. The RA Coordinator will have sufficient experience and/or training in evaluating requests for accommodation or modification and collaborating with individuals submitting such requests.

DEFINITIONS

Unless otherwise provided by fair housing laws, the following terms are used in this Policy as defined below.

1. **Disability**: A disability is (1) a physical or mental impairment, which substantially limits one or more of such a person's major life activities, (2) a record of having such impairment, or (3) being regarded as having such an impairment. Disability does not include a current users' illegal use of a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. § 802)).
2. **Individual**. For the purposes of this policy, the term individual means a

member, prospective member, person on the GHI Occupancy List, resident, or guest of a member, prospective member, or person on the GHI Occupancy List.

3. **Reasonable Accommodation.** A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice or service that is generally applicable to everyone so as to make its burden less onerous on a person with disabilities. It is impossible to determine in advance what, if any, reasonable accommodation is required for any particular situation, since whether an accommodation is "reasonable" is determined by an examination of the facts of the particular circumstances.
4. **Reasonable Modification.** A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to common and public use areas. It is impossible to determine in advance what, if any, reasonable modification is required for any particular situation since whether a modification is "reasonable" is determined by an examination of the facts of the particular circumstances.
5. **Physical or Mental Impairment:** A physical or mental impairment includes (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as developmental disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, developmental disability, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.
6. **Requestor:** For the purposes of this policy, a requestor is the person making the request for the accommodation or modification. The requestor may be the individual with a disability for whom the accommodation is needed or a person making the request on behalf of the individual with a disability.
7. **Unreasonable Accommodation or Modification.** An unreasonable accommodation or modification is one that: (1) would require a fundamental alteration in the nature of a program, or (2) would impose undue financial or administrative burdens on the Co-operative.

REQUESTS FOR REASONABLE ACCOMMODATION

All requests for reasonable accommodation or modification must be made to the RA Coordinator. Although a reasonable accommodation request can be made orally or in writing, it is usually helpful for both the requestor and GHI if the request is made in writing. This will help prevent misunderstandings regarding what is being requested. If the requestor requires assistance in providing a written reasonable accommodation or modification request, the RA Coordinator will provide that assistance. The RA Coordinator will put any oral requests in writing and may ask the requestor to initial or otherwise confirm the written request.

A reasonable accommodation or modification request can be made directly by any individual who has a disability or acting on behalf of the individual with a disability. All reasonable accommodation or modification requests made by a non-member or non-prospective member must be made with the consent of the member or prospective member who is or will be listed on the Mutual Ownership Contract for the unit to which the reasonable accommodation or modification will be applied.

A reasonable accommodation or modification request must include the following information, at a minimum:

- Name of individual making the request.
- Name of individual with the disability (if not the member or prospective member).
- Contact address, phone number, and email address (if any) of the requestor.
- Contact address, phone number and email address (if any) of the individual with the disability (if not the requestor).
- The requested accommodation or modification and the relationship between the disability and the requested accommodation or modification.
- If requesting a reasonable modification, the requestor will need to agree and acknowledge that they will be responsible for the costs associated with making the modification and may be required, if the modifications are made to the dwelling unit, to agree to restore the dwelling unit to its original condition when the modification is no longer necessary.

If an individual's disability is apparent, or otherwise known to GHI, and if the need for the requested reasonable accommodation or modification is also readily apparent or known, only the information listed above will be necessary. If the individual's disability is known or readily apparent to GHI, but the need for the accommodation or modification is not readily apparent or known, the RA Coordinator may request that information necessary to evaluate the disability-related need for the accommodation or modification.

If the disability is not apparent, the RA Coordinator may ask the following additional information to be provided as part of the reasonable accommodation or modification request.

1. Information verifying that the individual with a disability meets the definition of disability as defined above. This information can be in the form of a credible statement provided by a doctor or other medical professional, a peer support group, a non-medical service agency, or reliable third party who is in a position to know about the person's disability. GHI shall be allowed to request only such additional information as is necessary to evaluate the reasonable accommodation or modification request.
2. A description of the needed accommodation or modification and how the accommodation or modification will allow the individual full enjoyment of your unit or the Co-operative's common elements and enable the individual to enjoy all benefits and privileges of living in GHI.

Any information provided in a request for reasonable accommodation or modification, including medical information, will be kept confidential. This information will be shared with other persons (e.g., GHI staff or the Board) only on a need-to-know basis to assist the RA Coordinator in making a recommendation to grant, modify, or deny the request.

REASONABLE ACCOMMODATION OR MODIFICATION PROCESS

As stated above, individuals residing in or visiting GHI with a disability are eligible for a reasonable accommodation or modification. If reasonable and necessary to afford the individual with a disability equal use of GHI, GHI will grant an accommodation or modification unless providing an accommodation or modification is not reasonable because (1) it would require a fundamental alteration in the nature of a program or (2) if it would impose undue financial or administrative burdens on the Co-operative. A granted accommodation may not be the accommodation of choice but will be one that meets the need.

The RA Coordinator will:

1. Through an interactive process, respond promptly to the individual with a disability and the member or requestor in an adequate and proper manner;
2. Handle each request as quickly and efficiently as possible;
3. Determine there is a disability and if there is need for an accommodation or modification;
4. Determine if an accommodation or modification that would adequately address the disability-related needs of the individual with a disability can be granted and if so, ascertain the most appropriate accommodation; and
5. Coordinate with other GHI staff, on a need-to-know basis, to ascertain the feasibility of granting an accommodation or modification, if an existing rule or regulation of the Co-operative would require an exception, and/or whether the request would be unreasonable.
6. If a particular accommodation or modification is determined to be unreasonable, the RA Coordinator will engage in an interactive dialogue with the individual with a disability to identify another accommodation or modification that would adequately address the disability-related need and effect the purposes of the fair housing

laws.

7.

Once the granting of an accommodation or modification request is recommended, the RA Coordinator will coordinate with other staff to ensure a smooth process of consideration of the request. If the Co-operative is responsible for doing the work to effectuate the accommodation, that work shall be given priority over similar projects.

The timeframe for approval will vary depending upon the complexity of the accommodation or modification requested. Simple requests such as changing faucet handles can be approved immediately. Complex requests may require exceptions to several rules and will take the most time.

It is expected that only a small number of reasonable accommodation or modification requests may require approval by the Board of Directors for an exception to GHI's rules and regulations. Board consideration of an exception to GHI's rules and regulations associated with a request for reasonable accommodation will be conducted in an Executive Session to protect the privacy of the individual with a disability and/or the requestor (if different from the individual with a disability). The RA Coordinator will inform the requestor of the Board's decision. If the Board does not approve the accommodation or modification in whole or in part, the Board, acting through the RA Coordinator, will communicate with the requestor to find an acceptable solution that would adequately address the disability-related need and effect the purposes of the fair housing laws.

APPEAL OF DECISION

In the event a request for reasonable accommodation or modification is denied, the requestor may appeal directly to the General Manager for reconsideration of the denial. The General Manager will coordinate with the RA Coordinator, other GHI staff, and the Board, as needed, in their reconsideration of the request denial.

EXHIBIT A

Request for Reasonable Accommodation or Modification Form

REQUEST FOR REASONABLE ACCOMMODATION/MODIFICATION

The purpose of this form is to facilitate a request for a reasonable accommodation or modification. The RA Coordinator will assist the requestor in filling out the form. Any requests made orally have been transcribed by the RA Coordinator onto this form.

DATE: _____

What is the person with a disability's relationship to the Co-operative?

- Member Prospective Member Individual Whose Name is on the Occupancy List
 Resident Guest

**Contact Information for
Individual with a Disability:**

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

**Contact Information for
Requestor (if not individual
with a disability)**

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

**Contact Information for
Member or Prospective
Member**

Name: _____

Address: _____

Telephone Number: _____

Email Address:

**Accommodation/Modification
Proposed (including the barrier
to enjoyment of premises or
common use areas)**

**Relationship Between the
Disability and the Need for the
Proposed Accommodation:**

ADDITIONAL INFORMATION (CASE BY CASE BASIS)

**Supporting Information to
Verify the Disability (if not
apparent):**

Verifying Entity's Information

Name _____

Address _____

Phone No. _____

Email _____

Affiliation _____

Date: _____

If requesting a reasonable modification, I agree and acknowledge I will be responsible for all expenses associated with making the modification.

Signature of Requestor _____ **Date** _____

If requesting a reasonable modification to the dwelling unit, I agree and acknowledge I will be responsible for all expenses for and restoration of the dwelling unit to its condition prior to the reasonable modification.

Signature of Requestor _____ **Date** _____

**Reasonable Accommodation
Coordinator Determination
and Accommodation Granted** _____

Date of Determination _____
Date Accommodation Provided _____

EXHIBIT B

Confirmation of Disability and Need for Reasonable Accommodation or Modification

CONFIRMATION OF DISABILITY AND NEED FOR ACCOMMODATION OR MODIFICATION

DATE: _____

TO: _____

MEDICAL PROFESSIONAL'S NAME

ADDRESS

FROM: **Greenbelt Homes, Inc. ("GHI")**

Name of Person with Disability _____

Address _____

The person named above has asked GHI to provide the following reasonable accommodation or modification because of a disability:

Under federal law, if an individual requests a reasonable accommodation or modification because of a disability, we must consider the request. To do this, we must verify that the individual qualifies as disabled under federal law and that the requested accommodation is reasonable. You can assist us by answering the questions on this form and returning it to us in the stamped, self-addressed envelope enclosed for this purpose. The requestor's consent to this release of information is set forth below.

DEFINITION OF "DISABLED"

Under federal law, an individual is disabled if they have a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, developmental disabilities, emotional illness, drug addiction, and alcoholism. This definition doesn't include any individual who is a drug addict and is currently using illegal drugs, or an alcoholic who poses a direct threat to property or safety because of alcohol use.

INFORMATION REQUESTED

1. Is the person identified above disabled, as defined above? Yes No

2. In your professional opinion, is an accommodation/modification necessary for the person to have the same opportunity that an individual without a disability would have to use and enjoy their living quarters or common use areas of the Cooperative?

Yes No

Medical Specialty (e.g., orthopedics, cardiology, etc.) _____

Name of Medical Practice _____

MEDICAL PROFESSIONALS SIGNATURE _____

MEDICAL LICENSE # _____

RELEASE

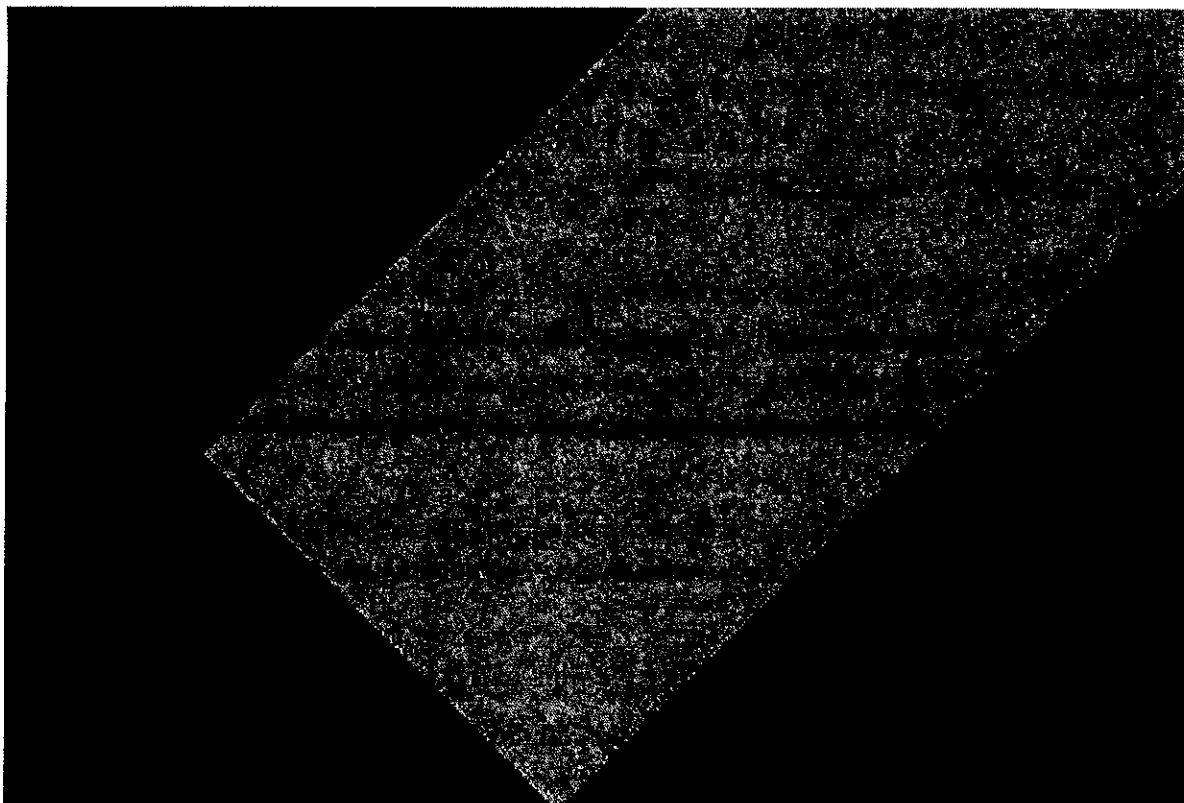
TO THE REQUESTOR:

YOU DO NOT HAVE TO SIGN THIS FORM IF THE NAME OR ADDRESS OF EITHER GHI OR THE LICENSED MEDICAL PROFESSIONAL IS LEFT BLANK.

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require GHI to verify information that is up to five years old, which would be authorized by me on a separate consent, attached to a copy of this consent.

**REQUESTOR'S
SIGNATURE**

DATE



GHI Yards & Exteriors Task Force

2020 Final Report

10.31.2020



Foreword

This report is the product of five neighbors who willingly traded evenings, weekends, and quarantine bliss for a chance to improve one small piece of the community we call home.

While our backgrounds, priorities, and specific opinions vary, we share a common sense of purpose that led us to form this Task Force. We saw a visible need - and came together to meet it.

Over the course of six months, the members of this Task Force sought and interpreted precedent, listened to and questioned GHI staff, walked the paths connecting our community, argued intensely and extensively about the meaning and motivation of specific program goals, requirements, and implications, and talked to a number of our neighbors that our proposed changes will affect.

We took our charge from the Board of Directors seriously and carefully considered the very real consequences for safety, health, access, fairness, cost, and the long-term well-being of our community.

It has been an eye-opening honor to facilitate the work of this team.

It is with great respect for their ideas, appreciation for their time, and gratitude for their shared commitment to our COOP that I submit this report on their behalf.

“A wise man can learn more from a foolish question than a fool can learn from a wise answer”

-Bruce Lee

Contents

- Overview
- Executive Summary
- Members and Meetings
- Official Motion and Charter
- Key Context
- Recommendations
- Issues for Board Consideration
- Special Thanks
- Acronyms
- Appendix 1, 2021 YEP Inspection Checklist

Overview

The Yards and Exteriors Task Force (The Task Force) was created in response to active membership input on the extent, purpose, and implementation of GHI's annual Community Beautification Program.

This input was solicited, addressed, and catalogued prior to the beginning of our work, and will not be the primary focus of this report. Neither will this document focus on the 1983 activities that initiated the annual inspection program, nor on the codified policy governing GHI member yards and exteriors in the GHI Members' Handbook (Greenbook).

Rather, this report will serve to directly address the seven primary questions posed by the Board of Directors, our associated recommendations, and important context for further consideration.

Executive Summary

Board Questions

1. Objectives of the program.
 - a. “Whereas GHI has rules and regulations to maintain the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors with limited use of staff resources.”
2. Name of the inspection program.
 - a. Yards and Exteriors Program (YEP).
3. Inspection checklist to be used.
 - a. Five total items. Pass or Fail. One third of the Coop is inspected each year.
 - b. See Appendix 1, 2021 YEP Inspection Checklist.
4. Education program for members and staff doing the inspections.
 - a. Staff training on consistency of inspections (Maintenance).
 - b. Inclusion of Yards & Exteriors expectations and current inspection list for new members during pre-sale meeting (Member Services).
 - c. How-To training for new or interested members (informal, by Committees).
5. Incentives to members to encourage compliance.
 - a. Members who pass inspection on ‘the first try’ in a given year are entered into a drawing for prizes.
 - b. Members of a court that passes, in its entirety, on ‘the first try’ are further rewarded and celebrated.
6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.
 - a. GHI should not levy fines of any kind relating to noncompliance with YEP.
 - b. If the city applies a fine to a unit, GHI should apply that cost to the member.
 - c. Fee for service should be more accurately calculated to reflect the full cost of the work, including staff time and organization (not just the day-of task cost).
7. Staff organization required for the program.
 - a. The Director of Maintenance oversees program and staff time, including staff time dedicated to training for the inspections process.

Members and Meetings

The Yards and Exteriors Task Force consists of five volunteer members who responded to the Board's request for guidance and participation following a work-session and member-input meeting on the Community Beautification Program.

These members are

- Alex Barnes
- Kemlyn Brazda
- Ed James
- Phillip Lake
- Joe Ralbovsky (Chair)

Each of our meetings was attended and informed by GHI Maintenance Director George Bachman, who provided invaluable and timely information regarding the status of GHI yards, exteriors, member complaints, citations, and related topic areas.

Meetings were advertised on the GHI Calendar and held (roughly) monthly at 7:00pm Eastern on the following dates:

- May 6
- June 3
- July 1
- August 5
- September 2
- October 7

Official Motion and Charter

- The Board of Directors (BOD) passed [8-0] the following motion (02/20/2020):

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

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

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

- Passed [5-0] by Y&ETF (05/06/2020)
- Passed [9-0] by BOD (05/21/2020)

“1. CHARGE: Whereas GHI has rules and regulations to maintain and enhance the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors, with limited staff resources.

2. The Task Force may receive referrals on specific topics from The Board from time to time, and develop recommendations.

3. The Task Force shall report, at least quarterly, to the Board, which shall review its work and implement its recommendations as appropriate. The Task Force will produce and deliver a final report ahead of the October 31, 2020 deadline.

4. The Task Force should hold regular meetings, typically monthly. Meetings shall be scheduled and advertised in advance. Notes of the minutes of each meeting shall be kept and submitted to the Board as part of the quarterly reports.

5. The focus of the Task Force should always work to directly benefit GHI and our members.

Key Context

In early 2020, the Board of Directors temporarily suspended the Community Beautification Program, meaning there was no coordinated annual inspection of GHI units' yards and exteriors.

Maintenance staff did, however, address issues that came up outside of an annual program, including those identified through member complaints. These items included (but weren't limited to): invasive or noxious plant removal, cleaning of yard debris and pet waste, overgrowth obstructing maintenance and walkways, and heavy machinery parked in the yard.

- Because of the pandemic, the amount of attention and time members had available to focus on their units and / or yards and exteriors may not represent a typical year. Therefore, The Task Force does not feel that we can accurately assess the true impact on the state of GHI yards and exteriors iduring the CBP 'gap year.'
- From May through September 2019 (the most active months for the CBP) GHI's maintenance staff experienced a backlog of 466 work orders requested, issued, but not completed. More work was waiting for staff resources to respond to than staff's capacity to fulfill, in part because staff resources were directed to fulfillment of the CBP.
- From May through September 2020, work orders completed exceeded those requested by 61. Put simply, with a more limited CBP, staff resources were able to shift focus onto a multitude of projects and tasks much more promptly. This improvement in service was accomplished despite restrictions imposed by the pandemic.

Task Force Recommendations

Having considered potential impacts on the safety and sanitation of our community, member happiness and/or frustration, aesthetic and environmental factors, precedent involving enforcement and fault-finding, and the costs and effort placed on staff and members, we have developed a list of recommendations in response to Board Questions.

The short summaries of these are attached to each question below. To illustrate areas of agreement / disagreement, we have included the final vote on the combined language of the final response to each of the Board's seven specific questions.

Board Questions and Vote Results:

1. "Objectives of the program" (5-0-0)
 - "Whereas GHI has rules and regulations to maintain the health, safety, accessibility, and structural integrity of GHI properties, our goal is to provide solutions for members to comply with GHI rules and regulations related to unit yards and exteriors with limited use of staff resources."

Early on, The Task Force agreed to focus primarily on factors affecting safety, health, environment, cost, access, and fairness. Secondary considerations such as commitment to subjective elements such as curb-side appeal, or market-tethered qualities of our community, such as steady home value, were discussed, but were not given equal weight of our primary foci.

Safety and Health: The safety of our members and staff is paramount in the design and implementation of the Yards and Exteriors Program. Our considerations for helping to improve safety encompassed the removal of fall / tripping hazards, preventing exposure to dangerous materials or surfaces on neglected parts of member yards or exteriors, limiting exposure to parasites and noxious plants, reducing the spread of pet waste or other detritus, and other threats to health and safety for members, staff, and visitors.

Environment: Preserving the environmental quality of our units, including yards and exteriors, also drove our thinking. This includes degradation or permanent damage resulting from exposure to unmanaged waste, invasive plants that can spread from one yard or exterior area to others, the placement and care of flora, and standing water that attracts mosquitoes and other pests.

Access: As much as possible, The Task Force considered the implications of yard and exteriors maintenance on walkways. In some cases, a member's failure to adequately address vegetation or debris connected to their yard impacts the traversability of adjacent walk-ways, which can prove dangerous or confining to wheelchair users, individuals with sight or mobility challenges, or others using the paths for recreation or transport.

Cost: As thoroughly discussed at work-sessions prior to the creation of The Task Force, the 2019 CBP cost in excess of tens of thousands of dollars, both in staff time, and in fees ultimately issued to members for non-compliance. Given that GHI maintenance staff has an abundance of other high-priority work, and that the Board is actively looking for ways to slow the increases in COOP-Fees, we very carefully considered the cost-implications of this program. We have endeavored to design a program that will consume significantly fewer resources than its predecessor. Our recommendations for careful consideration and transparent decision-making prior to scope-creep also reflect our attention to this important issue.

Fairness: Expenditures on any GHI program, including inspection of member yards and exteriors, costs everyone in the cooperative. The Task Force paid careful consideration to ensuring that members responsible for issues are the primary sources of solutions to those issues, where feasible. As naturally adverse as we are to affixing costs to a noncompliant member, the alternative - and current status quo - results in the entire membership paying more to fix preventable problems. Put succinctly, someone is always paying. Failing to address fairness in program design / implementation results in the wrong people paying.

2. "Name of the inspection program." (Ordered List Vote, Majority)
 - Yards and Exteriors Program (YEP).

3. "Inspection checklist to be used." (4-0-1) (See Appendix 1)
 - Checklist for 2021:
 1. Remove Invasive Plants – Poison Ivy/English Ivy/Wisteria Climbing Trees/Walls
 2. Remove Debris and Trash in Yard
 3. Clear Plants and Debris from Over / On Walkways Clear back beyond edge of sidewalks
 4. Stormwater Drainage or Yard Swales Obstructed
 5. Remove Sapling Trees Within 36" Of Structures

2021 will mark the return of an annual inspection of Yards and Exteriors, with 2020's CBP temporarily suspended by the Board. Our proposed design is an annual inspection applied to one third ($\frac{1}{3}$) of the units in the cooperative per year (meaning the entire community would be inspected over the course of three years). This pilot year (2021) will only include items that are imperative to the health and safety of members, maintenance staff, and the buildings.

Our intention with this targeted approach is to encourage transparent and easy to understand guidance to members, a high level of consistency among inspectors, and full compliance that is readily attainable for all members, regardless of background, resources, or expertise.

On the draft checklist proposed by The Task Force, additional items are suggested as good practices for yards and exteriors upkeep. These additional items are not intended as deficiencies to correct, and are accompanied by the text, "The items listed below are things you may wish to consider for future upkeep."

Each member whose unit is inspected will be provided the inspection form, which will include deficiencies to correct, a deadline, and other helpful information.

The Task Force strongly encourages the Board to consider establishing a defined, transparent process through which checklist items may be amended, added, or removed as a result of organized member input, maintenance expertise, or additional threats discovered at a later date.

Although there are additional items that The Task Force considered potentially useful to include, we felt the need to strike a balance between encouraging compliance and consistency, while inspecting for the most important threats to members, staff, and the buildings.

We also would remind the Board that glaring issues or hazards can be discovered or reported by members and staff throughout the year - and that maintenance staff can and do address deficiencies or non-compliance outside of the CBP / Yards and Exteriors Program, as needed.

4. "Education program for members and staff doing the inspections." (5-0-0)
 - The Task Force recommends two formal and one committee-run training programs to contribute to the success of the Yards and Exteriors Program.

1. Staff Inspections Training

Prior to beginning inspections, the Director of Maintenance should provide a brief training to the staff who will be conducting the inspections. This training should be concise, address the deficiencies on the current checklist - as well as pertinent language regulating those deficiencies from the Greenbook, and a demonstration of inspection technique on a small subset of units.

The Task Force does not recommend that senior maintenance staff, including the Director of Maintenance, conduct a significant number of inspections. Rather, experienced and senior members of the Maintenance department should be present during the first few inspections to help establish a baseline of expectations, provide advice, and offer recommendations on the technique of the staff conducting the inspections.

2. Pre-Purchase Meeting (existing program, editing contents)

All new GHI buyers are given information (typically in person at the administration building) about their responsibilities and roles as part of the cooperative. The Task Force recommends adding to the information provided and explained to the member to include:

- A copy of the pre-sale inspection checklist
- The Yards and Exteriors Program checklist used in the prior year
- Information about upcoming member trainings / how-to days

This recommendation was met with some dissent among The Task Force, as the Pre-Purchase Meeting already includes a large amount of information and may not be the ideal delivery point for Yards and Exteriors expectations. However, others in The Task Force felt it was important to set expectations early-on, and to prevent a scenario where members discover their responsibility to maintain their Yards and Exteriors during an inspection (possibly upon receiving a citation).

3. How-To Activity Days

How-to community-building days could be encouraged to show members effective methods for resolving common issues with Yards and Exteriors. This should be run on a voluntary basis, and demonstrated by members with experience. GHI could assist in this endeavor by helping to communicate upcoming opportunities and/or best practices for addressing items on an upcoming inspection. Some example topics are:

- Identifying and Removing English Ivy
- Best Methods for Finding, Preventing, and Eliminating Standing Water
- Cleaning and Emptying Your Rain Barrel
- Transplanting Trees (Away From the House)
- Clearing The Paths - A Demonstration Work-Day
- Poison Ivy Identification and Safe Removal

5. "Incentives to members to encourage compliance" (5-0-0)

- All units that are inspected in a given year should be entered into a one-time drawing after the conclusion of the Yards and Exteriors Program. The randomly selected winner of this drawing should receive a small cash prize or credit determined by the Director of Maintenance and communicated to the member by the Membership Services Department.
 1. The Membership Services Department may offer the members of the winning unit a small shout-out in the GHI E-News or comparable appropriate communications medium.
- If an entire court of units receives no Deficiencies to Correct on the first inspection, members of that court should be rewarded with a small cash prize and / or recognition as determined appropriate by the Board of Directors.

6. "Whether fines should be imposed for not correcting violations and if so, how any fines would be charged." (5-0-0)
- GHI should not levy any fines as a result of the Yards and Exteriors Program.
 - If GHI is fined as a result of an unsafe or otherwise out-of-compliance yard / exterior area of one of its units, GHI should apply the full cost of that fine to exclusively the member(s) responsible.
 - GHI should more accurately calculate the amount charged for Fee-For-Service relating to the Yards and Exteriors Program to account for the full cost of the work being done, including but not limited to:
 - Staff time spent on directly addressing issues
 - Staff time spent organizing and cataloguing work completed to bring Yards and Exteriors into compliance
 - Invoice processing and accounting
 - Fuel, capital, and other expenditures related to addressing Yards and Exteriors noncompliance
 - Others beyond 'day-of-service' costs.

The Task Force is aware that sorting out legal authority to 'pass city fines applied to GHI directly to the member responsible' would require clarification from legal experts familiar with the authorities of our cooperation. Despite this, we unanimously recommend that this issue be addressed in order to allow GHI to hold individual members responsible for said fines, rather than externalize those costs by increasing fees on all members.

7. "Staff organization required for the program." (5-0-0)
- GHI's Director of Maintenance oversees the Yards and Exteriors program and staff time, including staff time dedicated to training for the inspections process.
 - Senior staff should first complete several inspections with junior staff to effectively demonstrate what all inspections should include, and to establish a baseline for thoroughness and consistency across all inspections.
 - GHI should consider enabling a structured staff-membership interface to accurately capture and communicate member concerns about YEP as well as staff priorities and tips that should be expressed to the membership.

While the Task Force does not recommend that Senior Staff or the GHI Director of Maintenance personally perform a large number of inspections, we do recommend that they be involved in several inspections at the outset of the program each year to help with hands-on-training and set transparent expectations for all GHI staff conducting inspections.

Part of staff training for inspecting the accessibility of walkways, yards, or exterior areas could include staging framed scenarios, such as trying to traverse a sidewalk holding a child's hand, in a wheelchair, on crutches, being over six feet tall, or carrying groceries.

Issues for Board Consideration

Over the five to six months of our research and discussion, the Task Force encountered several key points of information that we agreed would be useful to consider. While technically out of the scope of the Board's seven questions, these issues may help frame productive thinking about how we, as a membership, should move forward in addressing issues in Yards and Exteriors.

1. Grass height, grass type, and overall grass footprint should not be regulated by an annual inspection, and should permanently be kept off of an inspection checklist for YEP.
 - A once-per-year check on grass height does not result in better overall care or maintenance of grass in Unit Yards and Exteriors.

 - Rather, maintenance staff and Task Force members found that grass height inspections commonly:
 - Encouraged members who do not normally maintain proper grass height to plan for a one-time mowing each year, resulting in improperly maintained grass the rest of the year

 - Frustrated members who do normally maintain proper grass height, but may be cited for a violation because of timing / being away or otherwise occupied during the annual inspection

 - Entangled a significant amount of staff time relating to:
 - Initial inspections
 - Multiple (in many cases numerous) follow-up inspections that may miss the useful window of a member addressing a citation
 - Arranging for a noncompliant unit fee-for-service, and
 - Potentially expending time on correcting an issue that the member felt had already been addressed at one point during this exchange.

2. Deficiencies not identified in pre-sale inspections are sometimes cited in an annual inspection after the unit has changed members. This creates a disconnect between the member responsible for the emergence (or creation) of a Yard / Exterior deficiency, and the member GHI tasks (and may charge a fee) to address it.

The Task Force recognizes this may be a difficult problem to resolve, but is similar to the scenario where GHI creates a new policy that existing situations violate. The primary

method for addressing this is prevention through enforcement of accurate and thorough pre-sale inspections.

Some examples include:

1. Non-compliant vegetation that went unaddressed in the pre-sale inspection, remained present in the yard or exterior area when the unit was advertised to new buyers, was present when the unit changed hands, and is now being identified by the inspection program as non-compliant and needing to be removed.
 - This vegetation can include desirable trees, hedges, or other perennials that add appeal to the overall unit. Telling the current member to change or remove this vegetation so it complies may be met with strong resistance, as members may appreciate the value it adds to their space, and may have decided to purchase their unit, in part, because of the vegetation present.

2. Damaged Sheds, Storm Doors, Fencing, Privacy Screens or other structures that went unaddressed in the pre-sale inspection, but that remained present when the new member took over the unit.
 - These items, if missed, result in the new member having to address or pay for the former member's failure to maintain, remove, or replace the structures prior to sale.
 - In this scenario, properly enforcing the existing rules in the inspection program while having failed to enforce this rule during the pre-sale inspection, punishes new members who were not occupying the unit when the maintenance was first needed.
 - This may cause the new member to be unhappy with GHI.

3. Issues with drainage resulting from existing modifications to Yards and Exteriors can create problems for new occupants if left unaddressed as part of the pre-sale inspection.
 - This may be difficult to include in the Pre-Sale inspection, given that the problems may only be visible during rain-events.
 - Other factors, such as drainage issues in nearby yards, may add to problems in a member's yard, which may necessitate requesting help from GHI staff.

3. Where rules conflict or are confusing in the context of other rules, they should be revised to provide clear parameters and guidelines for maintaining GHI Yards and Exteriors.

4. Members communicate perceived deficiencies directly to GHI Maintenance staff, and may not choose - or be reasonably expected to - communicate with the member responsible correcting them. This dynamic itself may not be problematic, but it does create implications the Board should consider given their impact on staff requirements, morale of the cooperative, and the state of member yards and exteriors.
 - Members vary in their relationship to deficiencies or perceived deficiencies they interact with, such as a walkway that is difficult or dangerous to traverse because of obstructions from vegetation or debris. The issues may be encountered by members with no personal relationship or rapport with the members responsible. Or, it may be encountered by members that need to interact with the deficiency multiple times a day.

 - Members also vary in their ability to tell what is or is not a deficiency, and under whose responsibility it falls to correct an issue.

 - If a member is instructed to correct a deficiency outside of an annual inspection, they may feel targeted by the cooperative and / or resentful of other members who did not communicate with them directly, resulting in the first notification of an issue being accompanied by a citation or deadline. This may make the member responsible for a deficiency unhappy, stressed, or mistrustful of their community.

 - Input from members in similar examples varies in urgency and validity, as members come to staff to resolve:
 - Perceived hazards to health and/or safety
 - Eyesores or conditions affecting curb appeal, or
 - Non-issues that they may not like, but are not regulated by the Greenbook.

 - GHI staff is therefore asked to balance being responsive and available to requesting members with fair and transparent instruction to those that may have a noncompliance issue.
 - Further, these tasks add to staff workload, as these issues often require many individual visits, persistent follow up, extensive communication or contact with members, and clarifying requirements or eventually conducting the work after several delays.

- Interpersonal issues between members or between staff and members may also feature in staff's handling of a this type of input.
- GHI has a responsibility to be responsive and approachable to members, including on Yards and Exteriors issues.
 - In practice, responding to members about deficiencies identified outside of the annual inspection program creates additional work, and may in many cases be avoided by members communicating directly.
 - At the same time, members should not be expected to communicate directly with those responsible for addressing deficiencies (particularly in the absence of an existing personal relationship) for the sake of avoiding staff intervention or preventing citations.
- The Task Force recommends the Board of Directors consider what, if any, guidance should be given to members on reporting or communicating deficiencies either directly to members or to staff (as exists in the current process).

5. The Board should consider implementing a separate annual inspection for walkway safety and accessibility. While paths and walkways are affected by deficiencies in member yards, it may be difficult for staff to accurately and effectively associate all obstacles or issues with walkways with distinct units and members responsible for addressing citations.

- Including items on the YEP checklist designed to target impediments to walkways may not adequately ensure safety and accessibility of the paths or sidewalks.
- The Board should consider alternative approaches that could supplement attention to issues arising from member yard / exterior deficiencies impacting walkways. Two possible approaches would be:
 - Including special attention to member yards and walkways in the Pre-Sale inspection (do drainage issues or vegetation impede nearby walkways?).
 - Conducting an annual walkways inspection wherein staff traverse the walkways to identify obstacles or issues that may present difficulty or danger to individuals using them.

Special Thanks to:

The Task Force would like to extend sincere thanks to the GHI staff who assisted us over the course of our work, including Neron Adams-Escalera and Maesha McNeill, who consistently provided timely assistance in scheduling and advertising Task Force meetings on the GHI Event Calendar.

We would further like to include special thanks to George Bachman, who patiently answered dozens of complicated questions, consistently provided expert input, gathered and shared relevant maintenance data, and offered his perspective over the course of our six months working on this. Thank you George. Your knowledge, hard work, a visible dedication have made our community a better place to live.

Acronyms

GHI - Greenbelt Homes, Incorporated

CBP - Community Beautification Program

Y&ETF - Yards and Exteriors Task Force



2021 GHI YARDS AND EXTERIORS PROGRAM

Address: _____ Initial Inspection Date: _____ Inspector: _____ Final Inspection Date: _____

We inspected the exterior of your home and your yard today and found that:

___ Your yard PASSED! Your efforts enhance GHI. Thank you for caring about your neighbors and community!

___ Your yard NEEDS SOME WORK to meet GHI's minimum exterior maintenance standards (Membership Handbook pages 36-37).

Please correct the items below by the specified date or contact GHI to make special arrangements. Staff will be assigned to resolve these citations after the Final Inspection Fail. Please see the reverse side for more information and Final Inspection details.

Garden Side	Service Side	End Side	#	Deficiencies to Correct	Correct By:	Final Inspection
			1	<u>Remove Invasive Plants – Poison Ivy- English Ivy/Wisteria Climbing Trees/Walls (III.B.10)</u>		Pass - Fail
			2	<u>Debris and Trash in Yard (III.B.10)</u>		Pass - Fail
			3	<u>Clear Plants and Debris from Over/On Walkways Clear back beyond the edge of walkways (III.B.6)</u>		Pass - Fail
			4	<u>Stormwater Drainage or Yard Swales Obstructed (V.E.1-2)</u>		Pass - Fail
			5	<u>Remove Sapling Trees Within 36" Of Structures (Section V.E.3.c-e)</u>		Pass - Fail
			6	<u>Damaged Fencing (III.B.13)</u>		Pass - Fail
			7	<u>Clear Access Lane (Section VI.G.1-3)</u>		Pass - Fail
			8	Description:		Pass - Fail

The Items listed below are also the member's responsibility, and may be cited. (Handbook Section References)

Grass Height Exceeds 8"	Storm Door Damaged
Damaged Shed	Mold/Mildew On Siding
Plants Blocking Maintenance	Street Hedges Above 36"
Paint Fencing	Trailer/Vehicle Stored In Yard
Water In Open Containers	Damaged Window Screens
Peeling Paint On Walls	Leaf Debris/Piles
Store Toys And Tools	Excess Firewood Stored
Bare Spots In Yard	Broken Window
Trash Screen Repair/Missing	House Numbers Missing
Loose Cable Service Wiring Outside	Damaged Privacy Screen

FINAL INSPECTIONS

GHI Staff will return to re-inspect cited deficiencies on or after the "Correct By" date.

A “Pass” indication signifies no further actions required. Thank you for attending to this issue!

A “Fail” designation will trigger assignment of GHI Staff or a subcontractor to correct the cited item. Work activity will be scheduled without further notification. Members will be responsible for any fees incurred, including trip charges.

A minimum fee of \$75 may be imposed, and could be greater depending upon the nature of the citation. No further time extensions will be granted.

ASSISTANCE

GHI’s Warehouse Facility has tools and materials available for member use free of charge:

- 1- Extension ladders are available and will be delivered to your address upon request and picked up after use. Deliveries are typically scheduled for “Close Of Business” and retrieved at the beginning of the next working day. A member signed liability waiver is required, available at the GHI Maintenance Office.
- 2- Scrub brushes and extension poles are available for pick up from the Warehouse especially for cleaning vinyl siding.
- 3- Hunter Green paint (1 quart limit) is available for fence and trim paint touch ups.
- 4- Brown, green, and white paint (1 quart limit) is available for trim paint touch ups.
- 5- House letters and numbers are available. Proper identification greatly aids service and emergency situations. It is required by the city on all service-sides. For units not facing city streets, it’s also required on garden-sides.
- 6- Straw for yard improvements is available for pick up by the member.
- 7- Tools for aerating lawns are available to help with establishing new sown grass or improving existing lawns.
- 8- Wood chips, an excellent groundcover or mulch, are stockpiled behind GHI offices for member landscaping needs.
- 9- Tall Fescue Grass Seed is available for purchase at \$2.00 per bag, a good value.

PROBLEM-SOLVING

GHI’s Yards and Exteriors Program is designed to enhance the community by ensuring that members comply with the minimum upkeep standards as defined in the Member Handbook and by-laws. Maintenance Dept staff are prepared to assist members in resolving citations, offering alternative remedies and other solutions; however, members are ultimately responsible for compliance. Your support and cooperation make the program a continuing success!

SERVICES

GHI’s Staff are here to assist you. Please call with any questions or problems you may have.

- George J Bachman – Director of Maintenance 301-474-4161 Ext 1132 | gbachman@ghi.coop
- Ron Sookram – Maintenance Manager 301-474-4161 Ext 1129 e-mail rsookram@ghi.coop

Hi Tom - SES would be happy to convert the existing PPA contract with GHI to a Pre-paid PPA.

We would amend the existing PPA contract to include the language below.

SES intends to transfer ownership of the system to GHI for \$1.00 after year five, but federal tax regulations governing the PPAs do not allow us to put that in the PPA contract itself. Instead, the proposed language below references selling the system to GHI for the fair market value. (If GHI does not purchase the system for a \$1 SES plans to donate the system to GHI.) It also details how the equipment warranties would be transferred to GHI, and how SES's workmanship warranty would continue for the remainder of 25 years.

Proposed Amendments to PPA Contract

- **Updated System Size:** 156.8 kW.
- **Expected Year-1 Production:** 156,643 kWh
- **Prepaid PPA price:** \$258,155.52 (a 16% savings to GHI off the cash purchase price) to be paid in full before System is turned on.
- **Ownership of SRECs:** SES would transfer the rights to all Solar Renewable Energy Credits (SREC) generated by the system over its 25 year expected life to GHI upon commencement of operation. (SREC registration with the regional grid actually takes 3-4 months and that process can not start until after the system has Permission to Operate from PEPCO.)
- **MD Commercial Clean Energy Grant:** SES would transfer to GHI any Clean Energy Grants the system is eligible to receive from the Maryland Energy Administration (MEA). SES would apply for a MEA Commercial Clean Energy Grant for the system and rebate any grant awarded to GHI. SES expects the MEA to award the maximum amount of \$20,000 for the GHI project.
- **5-year Production Guarantee:** SES would guarantee the system production to be 80% of the expected year-1 power production for five years. The system performance would be true-up on year three (3) as the average of the first three (3) years, and then again at the end of year five (5). Any excess production over the minimum guaranteed amount would be carried forward to future years.

The table below lists the kilowatt hour (kWh) amounts that SES is obligated to ensure the system produces under the Minimum Cumulative Production Guarantee by the end of year three (3) and the end of year five (5).

Should the system not produce the minimum cumulative kilowatt hours guaranteed by the end of either year three or year five, SES would reimburse GHI for such production shortfall at the rate of 11 cents per kilowatt hour.

SES is not obligated to reimburse GHI for the value of any SRECs should the system not meet the Minimum Cumulative Production Guarantee kWh amounts even if any such power production shortfall is determined to have been caused by a workmanship error on the part of SES (however SES may choose to reimburse GHI for such SRECs at SES's sole discretion).

The Production Guarantee does not extend beyond five (5) years from the first day of system operation.

Year	Estimated Annual Production (kWh)	80% of Annual Estimate (kWh)	Minimum Cumulative Production Guarantee (kWh)
1	156,643	125,314	
2	155,781	124,625	
3	154,925	123,940	373,879
4	154,073	123,258	
5	153,225	122,580	619,718

- **System Maintenance, Warranty, and Insurance:** SES would maintain, warranty, and insure the system as for the 20-year life of the PPA unless GHI becomes the owner of the system.

- **System Purchase After 5 Years:** Either party may opt to enter negotiations for the sale of the system from SES to GHI for the fair market value any time after the fifth year of operation.

In the event that ownership of the system is transferred from SES to GHI, SES's workmanship warranty shall remain in place for the remainder of the 25 years from the date of system operation. In that event, SES will also transfer to GHI the 20-year Extended SolarEdge inverter warranties and all other equipment warranties. SES would provide GHI with the documentation of such warranty transfers.

In the event that GHI becomes the owner of the system, SES would no longer be responsible for maintaining or insuring the system. SES's 25-year workmanship warranty would continue regardless of any change in ownership of the system.

- **Language to be struck:** Any references in the existing PAA contract that references a kWh rate or monthly charges would be struck from the PPA contract.

nominal production		156,643 kWh/yr		GHI solar PVES -- Option for Prepaid Lease				
Panel Mfr Year-1		97%		GHI ownership occurs after year 5				
Output Warranty		0.550%		\$0.15 assumed utility cost of electricity, zero escalator over 30-years				
Annual Decline		\$258,155.52						
not to exceed								
Solar PVES Initial Lease Cost								
Year	Solar production kWh/yr	Solar electricity savings offset/kWh	Cumulative Electricity Cost Savings	SREC SREC value (SES guesstimate)	Savings from SREC sales	Net Cost Savings per year	Total projected R.O.I.	Average R.O.I. per year
0	0	\$0.00	0					
1	151,944	\$22,791.56	(258,155.52)	\$63.00	\$9,572.45	(\$258,155.52)		
2	151,108	\$22,666.20	(235,363.96)	\$55.00	\$8,310.94	(225,791.51)		
3	150,277	\$22,541.54	(190,156.22)	\$45.00	\$6,762.46	(194,814.37)		
4	149,450	\$22,417.56	(167,738.66)	\$40.00	\$5,978.02	(165,510.37)		
5	148,628	\$22,294.26	(145,444.40)	\$35.00	\$5,201.99	(137,114.79)		
6	147,811	\$22,171.65	(123,272.75)	\$30.00	\$4,434.33	(109,618.53)	-42.5%	-8.5%
7	146,998	\$22,049.70	(101,223.05)	\$25.00	\$3,674.95	(83,012.56)		
8	146,190	\$21,928.43	(79,294.62)	\$25.00	\$3,654.74	(57,287.90)		
9	145,385	\$21,807.82	(57,486.80)	\$22.50	\$3,271.17	(31,704.74)		
10	144,586	\$21,687.88	(35,798.92)	\$22.50	\$3,253.18	(6,625.74)		
11	143,791	\$21,568.60	(14,230.33)	\$22.50	\$3,235.29	43,119.20	Simple payback during year	
12	143,000	\$21,449.97	7,219.64	\$22.50	\$3,217.50	67,786.66		
13	142,213	\$21,331.99	28,551.63	\$22.50	\$3,199.80	92,318.46		
14	141,431	\$21,214.67	49,766.30	\$22.50	\$3,182.20	116,715.32		
15	140,653	\$21,097.99	70,864.29	\$22.50	\$3,164.70	140,978.01		
16	139,880	\$20,981.95	91,846.23	\$22.50	\$3,147.29	165,107.25		
17	139,110	\$20,866.55	112,712.78	\$22.50	\$3,129.98	189,103.78		
18	138,345	\$20,751.78	133,464.56	\$22.50	\$3,112.77	212,968.32		
19	137,584	\$20,637.65	154,102.21	\$22.50	\$3,095.65	236,701.62		
20	136,828	\$20,524.14	174,626.35	\$22.50	\$3,078.62	260,304.38	100.8%	5.0%
21	136,075	\$20,411.26	195,037.60	\$22.50	\$3,061.69	283,777.32		
22	135,327	\$20,298.99	215,336.60	\$22.50	\$3,044.85	307,121.17		
23	134,582	\$20,187.35	235,523.95	\$22.50	\$3,028.10	330,336.62		
24	133,842	\$20,076.32	255,600.27	\$22.50	\$3,011.45	353,424.39		
25	133,106	\$19,965.90	275,566.17	\$22.50	\$2,994.88	376,385.17		
26	132,374	\$19,856.09	295,422.25	\$22.50	\$2,978.41	399,219.67		
27	131,646	\$19,746.88	315,169.13	\$22.50	\$2,962.03	421,928.58		
28	130,922	\$19,638.27	334,807.40	\$22.50	\$2,945.74	444,512.59		
29	130,202	\$19,530.26	354,337.66	\$22.50	\$2,929.54	466,972.39		
30	129,486	\$19,422.84	373,760.51	\$22.50	\$2,913.43	489,308.66	189.5%	6.3%
TOTALS					\$115,548.15	\$489,308.66		
Net projected savings				\$631,916.03	\$373,760.51	\$421.28		

Board Poll for Resolution of the Board of Directors Regarding PPP Loan

In April of 2020, The Board of Directors authorized the General Manager to submit an application for the Paycheck Protection Program enacted as part of the CARES Act. The CARES Act created a new business loan program called the Paycheck Protection Program (the "PPP"). For the period from February 15, 2020, to June 30, 2020, the CARES Act allowed the Small Business Administration to provide 100% federal guarantees of loans equal to 2.5 times the applicant business's average monthly payrolls cost before the pandemic (up to a maximum of \$10 million) to eligible businesses. The funds were to be used solely to pay operational costs like payroll, rent, mortgage, health benefits, insurance premiums and utilities. Subject to certain conditions, PPP loans were forgivable, and if the business met the conditions, the loan will essentially be converted into a grant.

GHI applied for the PPP loan through National Cooperative Bank (NCB) in April of 2020 but was denied because Housing Cooperatives (according to NCB's legal counsel) were not eligible.

On January 11, 2021 the Paycheck Protection Program resumed. This PPP program provided an opportunity for businesses who were previously approved to receive a possible second draw and for other businesses who were not previously approved to apply for a first draw. The important difference for GHI in this round of the PPP is that housing cooperatives were included as eligible businesses.

Available funds for the PPP program are very limited and issued on a first come - first serve basis. Considering the urgency of this matter, once staff was notified that housing cooperatives were eligible and NCB activated the new application, they completed it for review and approval signature by the Board Treasurer, Chuck Hess.

The new PPP application has been approved for GHI for the original requested amount of \$689,575. This amount was calculated based on 2.5 times GHI's average eligible payroll cost. In order for funds to be disbursed to the cooperative, the attached resolution must be approved by the Board of Directors, signed by the Board Secretary and the US Small Business Administration Note must be signed by an officer of the Board.

Even though these documents were emailed from NCB on Wednesday, February 10th, the deadline for them to be received at NCB via overnight delivery is Friday, February 12th.

This item is therefore submitted to the Board of Directors by way of Board Poll for your approval.

Suggested motion: I move that the Board of Directors adopt the Resolution as presented regarding GHI's acquisition of a loan from the National Cooperative Bank under the US Small Business Administration's Paycheck Protection Program.

If anyone has any questions, please contact Director of Finance, Joe Perry.

CERTIFICATION

The undersigned, as Secretary of this organization, hereby certifies that the Board of Directors duly adopted the foregoing resolutions either by action taken without a meeting as authorized by the bylaws or other governing documents or at a meeting held on _____, _____, 202___, which was properly called, noticed and convened, with a quorum present, and that these resolutions have not been amended or rescinded in any way.

I HEREBY FURTHER CERTIFY

that the following named persons have been duly elected to the offices set at the present time, and that the signatures appearing are the genuine, original signatures of each person, respectively:

Title	Name
President	print name Stefan Brodd
Vice President	print name Steve Skolnik
Treasurer	print name Charles Hess, Sr.
Assistant Secretary	[print name if applicable]

Signature
Print Name: Ed James
Title: Secretary

Date Signed: February 9, 2021



U.S. Small Business Administration

NOTE

SBA Loan #	1638738404
SBA Loan Name	Greenbelt Homes, Inc.
Date	February 9, 2021
Loan Amount	689,575.00
Interest Rate	1.00%
Borrower	Greenbelt Homes, Inc.
Lender	National Cooperative Bank, N.A.

1. PROMISE TO PAY:

In return for the Loan, Borrower promises to pay to the order of Lender the amount of **Six Hundred Eighty Nine Thousand Five Hundred Seventy Five AND 00/100 DOLLARS (\$689,575.00)** interest on the unpaid principal balance, and all other amounts required by this Note.

2. DEFINITIONS:

“Application” means the Paycheck Protection Program Borrower Application Form or the Paycheck Protection Program Second Draw Borrower Application Form.

“Loan” means the loan evidenced by this Note made pursuant to the Paycheck Protection Program.

“Loan Documents” means all documents related to the Loan signed or provided by Borrower, including but not limited to this Note, Borrower’s Application and Supporting Documents.

“Paycheck Protection Program” means that lending program known as the Paycheck Protection Program as established by the CARES Act, P.L. 116-136, including any regulations, guidelines, operating procedures or other issuances that are issued pursuant to, or otherwise relate to, said act, and also including all amendments or modifications made to the program pursuant to any other act, legislation or regulation, including but not limited to the Economic Aid Act, P.L. 116-260.

“SBA” means the Small Business Administration, an Agency of the United States of America.

“Supporting Documents” means those documents and information provided by Borrower to Lender in connection with Borrower’s Application or in connection with approval of the Loan.

3. PAYMENT TERMS:

Borrower must make all payments at the place Lender designates. The payment terms for this Note are:

Rate: The interest rate is 1.00% per year. The interest rate shall be fixed.

Loan Payments: Interest on the Loan accrues from the date of disbursement of the Loan. No payments under this Note shall be due until the first business day of the first month following the conclusion of the Deferred Payment Period (hereinafter defined) (the “First Payment Date”). Payments shall continue on the first calendar day of each succeeding month thereafter until Maturity.

Deferred Payment Period: The term Deferred Payment Period shall mean the period of time that payments are deferred under the Note in accordance with the Paycheck Protection Program, which currently provides that such deferred period shall end on either of the following dates: (a) if the Borrower files an application for loan forgiveness, the date on which the amount of any loan forgiveness is determined in accordance with the Paycheck Protection Program, and the forgiven amounts are remitted to Lender by the SBA; or (b) if no application for loan forgiveness is made by Borrower, the date that is 10 months from the end of Borrower’s covered period for the use of the loan proceeds.

Remaining Obligations. On the First Payment Date, Borrower shall pay accrued interest through the last day of the month preceding the First Payment Date. Lender shall notify Borrower of any amounts which shall remain due and owing after the conclusion of the Deferred Payment Period (the “Remaining Obligations”), taking into account any forgiven amount. Borrower shall pay principal and interest payments on the Remaining Obligations, in an amount calculated by Lender, which will amortize the Remaining Obligations, plus interest, over the remaining term of the Loan. **BORROWER AGREES THAT THE MONTHLY PRINCIPAL AND INTEREST PAYMENTS PROVIDED BY LENDER TO BORROWER TO SATISFY THE REMAINING OBLIGATIONS SHALL BE BINDING UPON THE BORROWER AND GIVEN THE SAME LEGAL EFFECT AS IF THE SPECIFIC AMOUNT OF THE PRINCIPAL AND INTEREST PAYMENTS WERE SET FORTH IN THIS NOTE.**

Maturity: All principal, accrued interest and any other amounts remaining due are due and payable 5 years from date of Note.

Application of Payments: Lender will apply each installment payment first to pay interest accrued to the day Lender receives the payment, then to bring principal current, then to pay any late fees or other charges, and will apply any remaining balance to reduce principal.

Loan Prepayment: Notwithstanding any provision in this Note to the contrary, Borrower may prepay this Note at any time.

Late Charge: If a payment on this Note is more than 10 days late, Lender may charge Borrower a late fee of up to 5% of the unpaid portion of the regularly scheduled payment.

Forgiveness Provisions of the Paycheck Protection Program: Borrower acknowledges that the amounts payable under this Note shall remain fully due and payable by Borrower, and this Note shall be fully enforceable in accordance with its terms, unless and until an application for forgiveness is made by Borrower and approved by Lender and SBA, as applicable, all in accordance with the Paycheck Protection Program. To the extent that any application for forgiveness is approved for only a portion of the amounts due under the Note, all remaining amounts shall remain due and payable by Borrower as set forth herein.

Cooperation: Borrower shall cooperate with Lender to accomplish the purposes of this Note, consistent with the Payroll Protection Program and rules and guidelines promulgated by the SBA, or as otherwise required by the SBA, including the execution and delivery of such other documents, agreements and amended and restated note, as the Lender may request.

4. DEFAULT:

Borrower is in default under this Note if Borrower does not make a payment when due under this Note, or if Borrower:

- A. Fails to do anything required by this Note and other Loan Documents;
- B. Defaults on any other loan with Lender;
- C. Does not disclose, or anyone acting on their behalf does not disclose, any material fact to Lender or SBA;
- D. Makes, or anyone acting on their behalf makes, a materially false or misleading representation to Lender or SBA;
- E. Defaults on any loan or agreement with another creditor, if Lender believes the default may materially affect Borrower's ability to pay this Note;
- F. Fails to pay any taxes when due;
- G. Becomes the subject of a proceeding under any bankruptcy or insolvency law;
- H. Has a receiver or liquidator appointed for any part of their business or property;
- I. Makes an assignment for the benefit of creditors;
- J. Has any adverse change in financial condition or business operation that Lender believes may materially affect Borrower's ability to pay this Note;
- K. Reorganizes, merges, consolidates, or otherwise changes ownership or business structure without Lender's prior written consent; or
- L. Becomes the subject of a civil or criminal action that Lender believes may materially affect Borrower's ability to pay this Note.

5. LENDER'S RIGHTS IF THERE IS A DEFAULT:

Without notice or demand and without giving up any of its rights, Lender may:

- A. Require immediate payment of all amounts owing under this Note;
- B. Collect all amounts owing from Borrower; and
- C. File suit and obtain judgment.

6. LENDER'S GENERAL POWERS:

Without notice and without Borrower's consent, Lender may:

- A. Incur expenses to collect amounts due under this Note and enforce the terms of this Note or any other Loan Document. Among other things, the expenses may include payments for insurance, reasonable attorney's fees and costs. If Lender incurs such expenses, it may demand immediate repayment from Borrower or add the expenses to the principal balance under this Note;
- B. Release anyone obligated to pay this Note; and
- C. Take any action necessary to collect amounts owing on this Note.

7. WHEN FEDERAL LAW APPLIES:

When SBA is the holder, this Note will be interpreted and enforced under federal law, including SBA regulations. Lender or SBA may use state or local procedures for filing papers, recording documents, giving notice, foreclosing liens, and other purposes. By using such procedures, SBA does not waive any federal immunity from state or local control, penalty, tax, or liability. As to this Note, Borrower may not claim or assert against SBA any local or state

law to deny any obligation, defeat any claim of SBA, or preempt federal law.

8. SUCCESSORS AND ASSIGNS:

Under this Note, Borrower includes the successors and assigns of each Borrower, and Lender includes its successors and assigns.

9. GENERAL PROVISIONS:

- A. All individuals and entities signing this Note are jointly and severally liable.
- B. Borrower waives all suretyship defenses.
- C. Borrower must sign all documents necessary at any time to comply with the Loan Documents and to enable Lender to comply with the Paycheck Protection Program.
- D. Borrower certifies, represents and warrants that all certifications and representations made on Borrower's Application are true and accurate, and that all Supporting Documents are true, genuine, and accurate.
- E. Borrower represents and warrants that the proceeds of this Note shall be used primarily to fund payroll costs and for other permitted purposes as set forth in the Paycheck Protection Program.
- F. Lender may exercise any of its rights separately or together, as many times and in any order it chooses. Lender may delay or forgo enforcing any of its rights without giving up any of them.
- G. Borrower may not use an oral statement of Lender or SBA to contradict or alter the written terms of this Note.
- H. If any part of this Note is unenforceable, all other parts remain in effect.
- I. To the extent allowed by law, Borrower waives all demands and notices in connection with this Note, including presentment, demand, protest, and notice of dishonor. Borrower also waives any defenses based upon any claim that Lender did not obtain any guarantee or collateral for the Loan.
- J. Notices to the Lender shall be given to Lender at National Cooperative Bank, N.A., 2011 Crystal Drive, Suite 800, Arlington, VA 22202. Notices to Borrower shall be given to Borrower at the address and contact information included in Borrower's Application. Either party may give written notice to the other to update or change the address at which notices shall be given. Notices shall be effective when actually received, except for notice given by U.S. first class mail, which shall be deemed effective three (3) days after such notice is deposited, postage prepaid, with the U.S. Postal Service.

10. STATE-SPECIFIC PROVISIONS:

[Intentionally blank]

11. BORROWER'S NAME(S) AND SIGNATURE(S):

By signing below, each individual or entity becomes obligated under this Note as Borrower.

Greenbelt Homes, Inc.

By: _____
Signature

Print Name: _____

Title: _____

Duly authorized

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 5 and 5+ of HIP.	A	X		X	HIP expected to be completed by March 31, 2020.	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		Not started
		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.	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	Eight of eleven units have been installed so far in crawlspaces of masonry homes.	In process
		A.3.a	Correct sandblasting and crack damage and repoint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process
		A.3.b	Continue to study program for inspections of building exteriors and yards.	A	X	EBYITF	X	The Board decided to forego a formal inspection program in 2020 and establish a task force to recommend the scope of a future yard and exterior building inspection program. The Board held a work session on January 4, 2021 to discuss the task force's report. This item is on the agenda for the Board meeting on February 18, 2021.	In process

A.3.c	Negotiations with WSSC re: water pipe replacements for masonry homes.	A	X	ARC	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.	In process
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

	A3.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	
	A3.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	
	A4.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt and met with the City Council on July 20, 2020 to discuss GHI's position on the proposed NCOZ Standards for Greenbelt. Awaiting draft NCOZ from M-NCPPC.	in process	
	A4	Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)							
	A5.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	
	A5.b	Develop policy for storage of recreational vehicles in GHI Boat Lots.	A	X		X	Task Force established on 12/3/2020	Not started	
	B.1	Develop long-range strategic plan	A	X	LRPC	X	The LRPC is working on this assignment.	In process	
	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.2c	Investigate all aspects of continuing to hold virtual Board, committee and membership meetings post Covid-19.	A	X		X	Training and infrastructure may be required. The Board may consider establishing a task force.	Not started	
B. Organization & Infrastructure									

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.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	GDCTF	X	A task force is currently working on this assignment.	In process	
B.6 Review bylaws issue	B.6.a	Need to address ' new acquisition of property/business opportunity' clause in GHI bylaws. .	B	X		X		Not started	
B.7 Increase operational efficiency	B.7.a	Conduct a business process review. Include financial systems and procedures, maintenance system, records management, and knowledge transfer in scope.	A	X		X	Staff continues to work on this task and will make further changes as the new property management system is implemented.	In process	
	B7.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 project until the records retention task force completes its work and the Board adopts a records retention policy.	Not started	
C.1 Increase revenue through business development.	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	B	X	BDTF	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that the Long-range planning Committee recommended. No member applied to serve on the task force. A further attempt will be made to obtain volunteers for the task force, if this fails, the Board may consider hiring a consultant.	In process	
	C.2.a	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 Increase grant-based income opportunities	C.3.a	Partner with City and County to identify grant opportunities. Align ourselves with outside sources to identify grant opportunities.	A	X		X			In process
	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.	In process
		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 our 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	D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/ MARK				Ongoing

D.2 Coordinate efforts w/external entities		D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	A	X	LGAC	X	LGAC recommended and the Board approved a task force to advocate GHI's position re: Maglev project. LGAC drafted a letter which the Board President sent to the Maryland Transportation Authority stating GHI's position on the Environmental Impact Study for the I-495 Beltway and the BW Parkway expansion project.	Ongoing
D.3 Be a leader in cooperative living & coops		D.2.h	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
E.1 Increase cooperative living education, including about coop finances		D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD.	A	X	LGAC			In process
E.2 Increase cooperative spirit		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.3 Use technology for improved member access and communication		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.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. Internal Communication									

	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

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

Item 7b. Attachment #12b

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						
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 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	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	In progress. 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	Develop a pilot project to electrify a set of GHI garages	In progress		X	
	7	Investigate various solutions to address discoloration on slate roof tiles	not started	X		
	8	Investigate electrification of a set of GHI garages for future EV and other uses.	not started	X		
	9	Begin planning for replacement of plumbing drain pipe in GHI homes and supply pipe in masonry homes	not started	X		

Committee Task List: Jan - Dec 2021

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	Being presented to Board of Directors @ 2/4/21 meeting			X
Finance	2	Recommend changes which should be made to COVID-19 deferral program	To be completed on or before 3/31/21		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.	To be discussed on February 11th		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 February 11th	X		
	1	Review GDC bylaws and recommend changes that should be made.	in progress		X	
GHI/GDC Bylaws, Relations Task Force	2	Recommend changes to GHI/GDC bylaws that are needed to make it legal and easier for acquisition of additional GDC properties.			X	
	3	Prepare a proposed written agreement of GHI/GDC responsibilities to each entity.	in progress		X	
	1	Elect Chair	Ken Shields elected as chair			X
GHI's Website Task Force	2	Establish and review charter	In progress		X	
	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.		X	

Committee Task List: Jan - Dec 2021

	2	Investment Committee 2020 Year-End Report to the Board of Directors	Draft report will be reviewed at March 11th committee meeting	X		
Legislative and Government Affairs	1	Monitor Federal, State and MD legislative actions that may impact GHI	In progress		X	
	2	Submit a report to the Board regarding the status of the proposed SCMaglev Project with a recommendation on actions GHI should take to advocate the 'No Build' option.	Completed. Report accepted by the Board on September 17, 2020.			X
	3	Review Draft Environmental Impact Statement on I 495 and I-270 Managed Lanes Study and submit a recommendation to the Board about what actions GHI should take to mitigate the potential impact on GHI.	Committee drafted a letter that the Board adopted and sent to the Maryland Transportation Authority regarding GHI's concerns about the DEIS.			X
	4	On January 21, the Board directed the LGAC in consultation with the Investment Committee to recommend actions by March 31, 2021 that GHI should pursue to have the law changed to remove the restrictions on GHI investments imposed by the Prudent Person Rule.			X	
Long-Range Planning Committee	1	Study, discuss, and make recommendations on any issues affecting GHI's ability to continue providing affordable, high-quality housing for its members, along with offering any new facilities, services, or benefits the membership may approve.	The Committee prepared an Initial Research and Data Analysis Report which the Board reviewed on August 6 and deferred for a further review .		X	
	Member Outreach	1	Organize New Member Orientation Event	Member outreach- new member social was held on July 8, 2020; another was held on January 13, 2021.		X
	2	Recommend Court Communicator Program	The Board accepted the Committee's recommendation for a Court Communicator program on November 5.-			X
	3	Court Communicator Program	Information Session wwas held on 1/28/21 @ 7pm		X	
	4	Survey the membership re: Use of Public Bus Services	Discussion of this task in progress.		X	
GHI RV and Boat Lot Task Force	1	The Board would like the Task Force to review this policy, suggest changes that should be made, and then present a proposed policy with those changes so that the Board can adopt it as an official, Board-approved policy.	Meeting was held on January 14th		X	

Committee Task List: Jan - Dec 2021

Records Retention Task Force	1 Develop form for document review project	Completed	X
	2 Review records in UDB and Warehouse	In progress	X
	3 Establish categories and document types of historical documents	In progress	X
Storm Water Management Task Force	1 Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.	X
	2 Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.	X
	3 I. Increase our understanding of (1) current GHI stormwater issues and (2) future GHI stormwater issues anticipated as a result of increases in extreme precipitation events due to climate change. II. Develop a multi-year plan to address stormwater issues in GHI. III. Develop strategies for implementing improvements/remediation IV. Interact with other committees and task forces within GHI relative to our mission	In progress	X
Succession and Back-up Emergency Planning Task Force	1 Develop Charter Succession Policy	Develop Succession Committee- submitted final report to the Board 6/18/20	X
Transition and Sustainability Task Force	1 Review issues and recommendations presented in the Transition and Sustainability Issues report for purposes of recommending to the Board: a. Which issues require attention in 2021 and the specific next actions that should be taken with any associated staffing or cost implication; and b. Which issues or recommendations are best left to be considered by the Board of Directors and next General Manager.	In progress	X

Committee Task List: Jan - Dec 2021

	2 Hiring of a Transition Consultant to work with and guide the Task Force and Board in designing a transition planning process which appropriately engages the Board, members and staff and prepares GHI for a successful General Manager transition and related changes that advance the mission and sustainability long-term of GHI. This work is different from and preparatory to a search for a new General Manager when the current Manager announces his retirement.	in progress		X	
	3 Coordinate closely with the Board liaison to the Task Force and the Board in advancing this work incrementally as it occurs, since the issues are interrelated and the resolution of each, influences options for other issues.	in progress		X	
Integrated Property Management Systems Task Force	1 Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and NetIntegrity are current potential vendors.			X
	2 Schedule demonstrations of systems	Completed.			X
	3 Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs	Completed.			X
	4 Meet with task force members and make a system recommendation	Completed			X
	5 Submit a report to the Board regarding the final recommendation	Completed			X
Woodlands	1 Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.		X	
	2 Implementation of Caretaker Program	In progress.		X	
	3 Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Report submitted to the Board on August 20.			X

Committee Task List: Jan - Dec 2021

Yards and Exteriors Task Force	1 Recommend components of a Yard and exterior inspection program to replace the community beautification program.	Board will hold a work session on January 4, 2021 to review the task force report	<input checked="" type="checkbox"/>
Zoning Rewrite Task Force	1 Review P.G. Zoning Re-write Project and keep the Board informed of developments.	Task force held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt.	<input checked="" type="checkbox"/>

February 2021

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 31	Feb 1	2	3	4	5	6
	4:00pm Reasonable Accommodations Committee (Zoom) 5:00pm Transition Task Force - Governance	4:00pm Transition Task Force (Zoom) 7:00pm Pre Purchase Orientation 7:00pm Records	7:00pm GDC Bylaws and GHJ/GDC Relationship Task Force 7:00pm N&E Meeting	10:00am Storm Water 3:00pm RV Boat Lot 7:00pm Special Open 7:02pm GHJ Executive 7:45pm GHJ Open	OFFICE CLOSED	
7	8	9	10	11	12	13
	4:00pm Reasonable Accommodation 5:00pm Transition Task 7:00pm Sustainability 7:00pm Executive	7:00pm Legislative and Government Affairs Committee Meeting 7:00pm Pre Purchase Orientation	7:00pm Member Outreach Committee Meeting (GHJ Lobby) 7:30pm Architectural Review Committee	4:00pm Website Task Force (zoom) 5:30pm Finance (Zoom)		
14	15	16	17	18	19	20
	OFFICE CLOSED - PRESIDENTS' DAY	5:00pm Transition Task Force (Zoom) 7:00pm REPC (Virtual) 7:00pm Pre Purchase 7:30pm Companion	5:00pm Woodlands Committee Meeting 7:00pm Bicycle Committee Meeting (GHJ Lobby)	7:00pm Special Open Session 7:02pm GHJ Executive Session 7:45pm GHJ Open	OFFICE CLOSED	
21	22	23	24	25	26	27
		7:00pm Pre Purchase Orientation	7:00pm Buildings Committee Meeting (Board Room)			
28	Mar 1	2	3	4	5	6

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< PREVIOUS MONTH

FEBRUARY 2021

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	<p>1</p> <p>8:00 PM</p> <p><u>Work Session - COVID-19 Relief Spending/Housing Security, (Virtual)</u></p>	<p>2</p> <p>7:00 PM</p> <p><u>Public Safety Advisory Committee</u></p>	<p>3</p> <p>7:30 PM</p> <p><u>Advisory Planning Board</u></p> <p>8:00 PM</p> <p><u>Work Session - Pre-Budget Meeting, (Virtual)</u></p>	<p>4</p> <p>1:00 PM</p> <p><u>National Capital Planning Commission Meeting</u></p> <p>5:30 PM</p> <p><u>Board of Elections Meeting</u></p>	5	6
7	<p>8</p> <p>5:30 PM</p> <p><u>Youth Advisory Committee</u></p> <p>8:00 PM</p> <p><u>Regular Meeting, (Virtual)</u></p>	9	<p>10</p> <p>6:00 PM</p> <p><u>Employee Relations Advisory Board</u></p> <p>7:40 PM</p> <p><u>Advisory Board Interview</u></p> <p>8:00 PM</p> <p><u>Work Session - SCMaglev Task Force, (Virtual)</u></p>	<p>11</p> <p>7:30 PM</p> <p><u>Community Relations Advisory Board</u></p>	12	<p>13</p> <p>3:30 PM</p> <p><u>PRINCE GEORGE'S COUNTY VIRTUAL ENVIRONMENTAL FORUM</u></p>
14	<p>15</p> <p><u>No Meeting - President's Day</u></p>	<p>16</p> <p>7:00 PM</p> <p><u>Public Safety Advisory Committee</u></p>	<p>17</p> <p>7:30 PM</p> <p><u>Advisory Planning Board</u></p> <p>7:40 PM</p> <p><u>Advisory Board Interview</u></p> <p>8:00 PM</p> <p><u>Work Session - Public Hearing on the Collective Bargaining Agreement, (Virtual)</u></p>	18	19	20

21	<p>22</p> <p>8:00 PM</p> <p><u>Regular Meeting, (Virtual)</u></p>	<p>23</p> <p>9:00 AM</p> <p><u>Winter Business Coffee, (Virtual)</u></p> <p>7:00 PM</p> <p><u>Advisory Committee on Education Meeting</u></p> <p>7:00 PM</p> <p><u>Advisory Committee on Tress</u></p>	<p>24</p> <p>7:40 PM</p> <p><u>Advisory Board Interview</u></p> <p>8:00 PM</p> <p><u>Work Session - Board of Elections, (Virtual)</u></p>	<p>25</p> <p>7:00 PM</p> <p><u>Forest Preserve Advisory Board</u></p>	26	27
28	1	2	3	4	5	6